

# STATEMENT OF WORK TX122214TGC – ADDENDUM 1

## TOM GREEN COUNTY, TEXAS

### SCANNING, STAPLING AND INDEXING (PHASE TWO)

#### ADDENDUM 1

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## PROJECT SUMMARY

**Project:** Tom Green County, Texas  
Addendum 1 to Phase Two - Scanning, Stapling and Indexing

**Project Site:** Tom Green County  
124 West Beauregard Avenue  
San Angelo, TX 76903-5835

**County Contact:** Elizabeth McGill, County Clerk  
(325) 659-6553  
elizabeth.mcgill@co.tom-green.tx.us

**Target Date of Implementation:** Project to start within 30 days of signing of contract.

**Scope:** With Addendum 1 the County has determined that it wishes to make the following changes to SOW TX122214TGC:

- Add scanning and indexing of specific Birth Records, Death Records, Marriage Licenses and Military Discharges to the project;
- Change the order of indexing priority to one where deeds will be indexed first followed by the document types list above;
- Reprioritize indexing of the remaining document types listed in the SOW as determined by the County and as budget allows;
- Adjust hardware instructions to allow for TRTA Gov Technical Services to support County IT in moving Anthem to the County VM environment.

TRTA Gov will scan birth and death records from the original books. Marriage licenses and military discharges will be scanned from microfilm. Birth and death images will be sorted for duplicates between County and JP volumes and reviewed with the County.

The County Clerk's film library is currently stored at TRTA Gov's archival storage facility in Austin, Texas. The microfilm inventory will be evaluated to identify the volumes eligible and suitable for scanning under this project.

**Technology:** Hardware –

The finished digitized images and indexes will be formatted and prepared for loading into the County's record management system. Services to support County IT in moving Anthem from the existing server to the County VM are included.

This Statement of Work outlines deliverables, assumptions, and a high-level scope of work. In response to the planning phase of this project, updated project documentation and a detailed schedule will be mutually agreed upon by Manatron, Inc. - a Thomson Reuters Business ("Thomson Reuters Tax & Accounting, Government" or "TRTA Gov") and Tom Green County, Texas (the "County").

# PROJECT IMPLEMENTATION

## PURPOSE STATEMENT

The purpose of this Addendum 1 is to describe the changes to the original project described in SOW TX122214TGC. Upon signing, an updated project schedule will be developed between TRTA Gov and the County.

Addendum 1 consists of the following:

1. Planning (revised project plan);
2. Support County IT in migration of Anthem from current server to County VM and MS SQL 2008 R2;
3. Identify and assess Marriage License and Military Discharge project microfilm rolls stored in TRTA Gov's archival storage facility;
4. Identify any poor quality rolls or images that would benefit from scanning from original books;
5. Off-site microfilm scanning services;
6. On-site scanning of Birth and Death records at the County from original books;
7. Image masking and splitting of book and microfilm images containing multiple certificates on a page;
8. Sort County and JP Birth and Death records to identify duplicates and review with County;
9. Pilot phase for indexing professional services, including a percentage selection of all document types included in this Addendum 1;
10. Production stapling, as specified;
11. Production required full indexing, as specified;
12. Quality review;
13. Monthly batch deliveries;
14. County review and acceptance (per monthly batch);
15. Formatting of images and indexes, as specified, for vendor loading to County records management system.

## SCOPE STATEMENT

With Addendum 1 the County has requested that TRTA Gov make the following changes to SOW TX122214TGC:

- Add project scanning and indexing services for Birth, Death, Marriage Licenses and Military Discharge records as listed in the table on Page 5;
- Change the order of indexing priority to one where deeds will be indexed first followed by the document types listed in the table on Page 5 (the indexing priority order will be reviewed and confirmed with the County);
- Reprioritize indexing of the remaining document types listed in the SOW as determined by the County and as budget allows;
- Adjust hardware instructions to allow for TRTA Gov Technical Services to support County IT in moving Anthem to the County VM environment and the upgrading to Microsoft SQL 2008 R2.

The County's microfilm library stored at TRTA Gov's archival vault storage facility in Austin, Texas, will be evaluated and assessed to identify quality project microfilm rolls and any volumes which would benefit from scanning from the original book.

TRTA Gov will scan birth and death records from the original books. Marriage licenses and military discharges will be scanned from microfilm. Following scanning all County and JP Birth and Death records will be sorted to identify duplicates and reviewed with the County to determine if the duplicate should be added to the County's records management system or provided as a separate file on a portable drive. A formal inventory of all volumes will be organized and grouped based on the scanning and enhancement services required and reported to the County.

Consistent with SOW TX122214TGC, Addendum 1 will first focus on film scanning as the first step in the project to ensure that all volumes and pages targeted for onsite book scanning services are identified in advance so as they can be scanned in a single trip.

## CHANGE TO SOW RECOMMENDED HARDWARE SECTION

County IT has determined that the existing TRTA Gov Anthem server is to be retired. The Anthem applications, database and images will be moved to the County VM. TRTA Gov

Technical Services will support County IT in this move and in updating to Microsoft SQL 2008 R2. This will be accomplished during the same site visit to the County planned for configuring and set-up of the two Anthem workstations which will be used for review and acceptance of delivered index and image batches.

The Anthem configuration requirements for migration to the County VM are 8 GB of memory, dual processors, and equivalent storage, plus 150 MB for new index and image data.

## CHANGE TO SOW SCANNING AND INDEXING PRIORITIES

The volumes listed in this Addendum 1 will be scanned at the same time as the microfilm and original books listed in the original SOW. The goal is to complete and deliver all scanning within calendar 2015 based on the County Clerk's budget authorization for the fiscal year ending on September 30, 2015 and the budget authorized for the fiscal year starting October 1, 2015. The goal for the fiscal year ending on September 30, 2016 will be to complete and deliver indexing for all Deed volumes, provided adequate budget is authorized. The goal for the fiscal year ending September 30, 2017 will be to complete and deliver indexing for all volumes listed in Addendum 1, provided adequate budget is authorized. Indexing after October 1, 2017 will be prioritized by the County for the remaining book types listed in the SOW and delivered based on the annual budget authorizations ending on September 30 of each year.

Since this is a multi-year project, the County may elect to have staff index certain volumes. Prior to starting indexing for any phase, TRTA Gov will confirm with the County the volumes to receive full indexing services and those which will receive minimal indexing services.

## SCANNING SERVICES

The following chart lists the book types and volume range for the microfilm and books to be scanned and indexed as part of Addendum 1. The scanning services proposed include automated image clean-up, 2-up microfilm image splitting, certificate masking where a page contains multiple documents, manual excess border removal, and manual image clean-up (re-scans). On-site scanning costs are included in the per-image costs and are based on the assumption of a single trip. Manual image enhancement is estimated based on 15% of total images scanned from microfilm and 15% of images scanned from original books. Significant variations to these assumptions would require a change request that could result in an increase or decrease in costs.

Book Type	Volumes To Be Scanned	Film or Book	Estimated Finished Images	Index	Comments
Marriage Licenses	A-Z and A1-A6	Film	35,096	Yes	Volumes A-E encapsulated and handwritten. Two documents per page for Volumes A-Z & A1-A2. One document per page for A3-A6.
Marriage Licenses	A7-A16	Film	7,800	No	Scan only and identify by volume and page. Existing indexes. One document per page.
Military Discharges	1 A-Z to 19 A-Z & 20-35	Film	19,250	Yes	One document per page. Some also include copy of military record.
Birth Records	40 Volumes	Book	41,822	Yes	See inventory for listing. Includes bound books, encapsulated pages and pages with extenders.
Birth Records	4 Volumes	Book	578	No	Encapsulated pages. Birth 3 1917-1937, Birth 4 1925-1928, Birth JP1 1910-1926 & Birth JP 2 1926-1928. Scan and identify by book and page. Deliver as image folder. Register style book.

Birth Records	196 Volumes	Book	110,868	Yes	See inventory for listing. 173 mechanical with blue paper & 23 standard mechanical.
Death Records	24 Volumes	Book	19,490	Yes	See inventory for listing. Includes bound books, encapsulated pages and pages with extenders
Death Records	2 Volumes	Book	592	No	Death 4 1925-1929 mechanical & Birth JP 1910-1926 encapsulated. Scan and identify by book and page. Deliver as image folder. Register style book.
Death Records	85 Volumes	Book	43,541	Yes	See inventory for listing. 79 mechanical with blue paper & 6 standard mechanical.

## PILOT SPECIFICATIONS

TRTA Gov will perform a comprehensive pilot for approximately 10% of the volumes, performing all project indexing services with the purpose of setting quality standards for all identified record and media types/formats. During project planning the option of including a scanning services Pilot will be reviewed and confirmed based on the County's preference.

### 1. Inventory:

- a. Prior to scanning, TRTA Gov will confirm with the County the microfilm inventory of all volumes to be scanned and the volumes to be indexed, and will enter them into TRTA Gov's inventory management system.
- b. Each microfilm roll will be assessed prior to scanning to determine if the image quality is too poor to view and capture the necessary information.
- c. TRTA Gov will document unacceptable microfilm rolls and confirm that the original books are available for onsite scanning.
- d. Each volume and roll will be considered a "batch" and will be tracked through TRTA Gov's system as a batch.

### 2. Off-Site Scanning for Microfilm Rolls:

- a. TRTA Gov will identify record types that will present special image challenges, including 2-up microfilm frames, excessive poor quality images, Photostat records, and run-on instrument pages.
- b. TRTA Gov will work with the County to establish agreed-upon image clean-up standards and services.
- c. If elected by the County, the Pilot Phase film rolls will be processed through all required image enhancement steps to establish image quality standards and finalize project scope.
- d. The following production project steps will be performed as part of the Pilot Phase (if elected):
  - i. Scanning;
  - ii. Auto-image clean-up;
  - iii. Manual excess border removal and manual image enhancement (re-scans).
- e. The Pilot Phase will be processed and evaluated based on the following criteria:
  - i. 2-Up Image Splitting:
    - Film images containing book images where the image is captured with a planetary camera and both pages of an open book are captured in a single frame.
    - The printable image for each certificate will be a standard letter-sized image.
    - TRTA Gov has assumed that 2-up images exist from approximately 1971 forward and has included the cost of processing based on this assumption in this SOW.
  - ii. Image Cleanup:
    - TRTA Gov will automatically crop and manually remove excess borders for each image/page for optimum file compression.
    - TRTA Gov will provide image polarity reversal for all negative images.
    - TRTA Gov will auto-deskew 100% of the images scanned.
  - iii. Poor quality image processing:
    - Each poor image will be visually identified for review (images with handwriting, backside bleed-through, etc.).

- TRTA Gov will submit a report to the County detailing each image of poor quality.
- As the TRTA Gov verification specialists identify each of these special image types, the image will be tagged in the workflow process.
- TRTA Gov has estimated that 15% of all microfilm rolls will require poor quality image re-processing and has included this within the costs submitted with this SOW. If this percentage is higher or lower, processing costs may need to be adjusted.

3. On-Site Book and Replacement Page Scanning:

- a. TRTA Gov staff will create an inventory report of all books and replacement pages that require on-site scanning. The report will contain the type of book, volume number, and page count, which will be reconciled to the inventory listed in the inventory management system.
- b. A significant number of early Birth and Death books contain two or three certificates per page. Each certificate will be manually cropped to create a separate printable image.
- c. Some books may have sewn bindings or have encapsulated pages and some will have oversized pages or page extenders.
- d. Auto Image Clean-Up:
  - i. TRTA Gov will provide auto-image cropping for 100% of images/pages scanned.
  - ii. TRTA Gov will provide auto de-skew for 100% of images scanned.
  - iii. TRTA Gov will reverse polarity for all negative images.
  - iv. TRTA Gov will manually remove all excess black borders.
  - v. TRTA Gov will identify and manually enhance an estimated 15% of the images scanned.

4. Folder and Image Indexing:

- a. Folder level -
  - i. Book type;
  - ii. Volume number.
- b. Image level -
  - i. Volume number;
  - ii. Page number.

5. Instrument Stapling and Indexing:

- a. TRTA Gov has included the cost of manually cropping all images containing multiple certificates to create a separate printable image for each certificate.
- b. All certificate and addendum image pages will be stapled based on the certificate number and indexed to specifications.
- c. By viewing the scanned images, TRTA Gov will identify the beginning and end of each instrument and “bookmark” or staple these images. This process involves programmatically associating all images for each certificate. The output of this process will be that, upon searching for an instrument, the precise and exact images for each instrument will be viewable.
- d. TRTA Gov will work with the County to identify the requested indexing protocol. The data to be indexed is contained mostly on typed forms with a mix of handwritten and typed content. The fields TRTA Gov will index for all book types are as follows:
  - i. Birth Records
    1. Child
      - a. First name
      - b. Middle
      - c. Last
      - d. Role/Status
    2. Mother
      - a. First name
      - b. Middle
      - c. Last
    3. Father
      - a. First
      - b. Middle
      - c. Last
      - d. Role/Status
    4. Date of birth
    5. Sex/Gender

6. Certificate number
7. Document type
8. Volume number and page number
9. Date recorded (counter date)
- ii. Death Records
  1. Deceased
    - a. First name
    - b. Middle
    - c. Last
    - d. Role/status
  2. Date of death
  2. Certificate number
  3. Document type
  4. Volume number and page number
  3. Date recorded (counter date)
- iii. Marriage Licenses
  1. Bride
    - a. First name
    - b. Middle
    - c. Last
  2. Groom
    - d. First name
    - e. Middle
    - f. Last
    - g. Role/status
  3. Date of marriage
  4. County of marriage
  5. Certificate number
  6. Volume number and page number
  2. Date recorded (counter date)
- iv. Military Discharges
  1. Service member
    - a. First name
    - b. Middle
    - c. Last
    - d. Role/status
  2. Branch of service
  3. Certificate of release number
  4. Volume number and page number
  5. Date recorded (counter date)

6. TRTA Gov will provide minimal document indexing for the Marriage Licenses indexes that already exist in the County's production system for volumes A-7 through A-16. TRTA Gov will confirm with the County that the first entry in Volume A-7 and the last entry in Volume A-16 represent the beginning and the end of the existing indexes that do not have images. If needed, the start and stop volume and page will be adjusted to equal the production system. The fields to be indexed are as follows:

- a. Certificate number as stamped on the document (to be confirmed with the County);
- b. Volume number and page number.

7. Image and Index Delivery:

- a. TRTA Gov will deliver 100% of the project images as raw JPEG images in folders identified by book type and volume and 100% of the images as Group IV TIFF images in folders identified by book type and volume.
- b. All images and indexes will be delivered on portable USB drives along with appropriate reviewing software to support County review and acceptance of the finished documents.
- c. Scanned images will be delivered to the County as monthly batches for review and acceptance.
- d. Each delivery will include "QC Review" software which will identify all images/pages TRTA Gov considers "poor" using standard clean-up processes.

8. Assumptions and Exceptions:
  - a. TRTA Gov will capture all required index data that is present and legible.
  - b. If the required indexing information is illegible or unavailable, TRTA Gov will log this as “Not Indexable,” and deliver this information to the County as an error for review.

## PILOT REVIEW AND ACCEPTANCE

### “Red Light” Project Status

1. Upon completion of all required steps and processes for the Pilot, TRTA Gov will recognize the “Red Light” sign until the County has provided acceptance and sign-off for the Pilot. No additional processing will happen during the Red Light period.
  - a. TRTA Gov will deliver Pilot images via USB drive(s) provided by TRTA Gov.
  - b. The County will be required to plug the Pilot USB drive into the server to be used for image and index review.
  - c. The Pilot and each subsequent batch will be “pushed” or loaded onto the server for the purpose of review by the County.
  - d. The TRTA Gov development lead will log onto the server remotely and load the Pilot images/indexes.
  - e. The County will then review the Pilot using the TRTA Gov provided reviewing tool.
  - f. The County will have 30 calendar days to review the Pilot data.
  - g. The County will provide documentation of errors discovered using the provided Data Audit Tool (DAT) and send them to TRTA Gov for remediation.
  - h. Any issues, errors, and/or anomalies associated with the quality of the agreed-upon data services and/or image scanning specifications discovered by the County during the Pilot are to be remediated by TRTA Gov prior to continuation with the project.
  - i. TRTA Gov is to complete all remediation of discovered errors within 10 business days of notification of error via Data Audit Reports.
  - j. Remediation will be done by TRTA Gov per these SOW requirements.
  - k. TRTA Gov will submit the remediation to the County.
2. Assumptions:
  - a. TRTA Gov will provide a Data Audit Tool (DAT) for the purpose of submitting found errors or anomalies to TRTA Gov for remediation.
3. Exceptions:
  - a. Any changes to the scope of scanning, image clean-up, and/or indexing after the completion of the Pilot will be handled through TRTA Gov’s change management process.

## PILOT REVIEW MEETING

At the completion of the Pilot, the TRTA Gov project manager will host a Pilot review meeting. The purpose of this meeting will be to confirm the following:

1. Production estimates:
  - a. Estimated number of project images;
  - b. Percentage of Photostat images;
  - c. Percentage of images that require the re-scan process to attain the County’s requirements for image quality.
2. Quality of images using automated cropping and clean-up only.

All parties involved with the acceptance of the Pilot for this project are to be in attendance and prepared to provide sign-off for the Pilot. This meeting will be a combination of on-line and on-site attendance. On-site attendees will be determined at a later date.

By the completion of this meeting, the County and TRTA Gov will have the final production and image quality/clean-up requirements documented, and the applicable acceptance form will be submitted to the County for signature. Upon County review, acceptance, and sign-off of the image and pre-indexing quality, TRTA Gov will be given the “Green Light” to go into full production for the remainder of this project.

## PRODUCTION PROCESSING

### “Green Light” Project Status

Upon notification of final acceptance and sign-off of the Pilot by the County, TRTA Gov will be given the “Green Light” signal to move into full production mode. TRTA Gov will perform required indexing of the instrument designated in this SOW as the remainder of this data services project.

1. All microfilm scanning will be performed off-site and will be completed prior to onsite book scanning to ensure that the list of all replacement pages and identified volumes is complete and can be scanned during a single trip
2. TRTA Gov will inventory 100% of the microfilm rolls designated for this project and enter these books types and volumes into the Production Tracking system. Each roll or replacement book and volume will be designated as a batch and tracked as such until completion.
3. TRTA Gov will follow image services and indexing protocol as described in the Pilot section of this document until project completion.
4. TRTA Gov will deliver and load all stapled instrument images onto the County server in monthly batches until project completion. All images and indexes will be able to be reviewed for acceptance using the review software provided by TRTA Gov.
5. As each batch is loaded, the County will review a sampling of the image folders and stapled instruments for batch acceptance.

Upon the final batch load and final acceptance of the stapled instruments, TRTA Gov will format the images and indexes in preparation for loading into the County’s records management system.

## PROJECT STAKEHOLDERS

Name	Role	Contact Information	Responsibility
Elizabeth McGill, County Clerk	County Sponsor	(325) 659-6553 elizabeth.mcgill@co.tom-green.tx.us	Accepts deliverables; approves change.
Dan Cullerton	TRTA Gov Sponsor	(269) 388-2514 dan.cullerton@thomsonreuters.com	Point of escalation; approves change.
Gary Monico, Chief Deputy	County Project Manager	(325) 659-6551 gary.monico@co.tom-green.tx.us	Monitors schedule and deliverables; coordinates County responsibilities.
Alicia Floyd	TRTA Gov Project Manager	(512) 287-7408 alicia.floyd@thomsonreuters.com	Monitors schedule and deliverables; coordinates TRTA Gov responsibilities.
Justin Thornton Director of IT	County Technical Resource	(325) 659-6516 justin.thornton@co.tom-green.tx.us	Technical expert for County IT environment; works with County project manager for approval and direction.
Kishore Mattapalli	TRTA Gov Technical Resource	(512) 287-7413 kishore.mattapalli@thomsonreuters.com	Technical expert for TRTA Gov database/application; works with TRTA Gov project manager for approval and direction.

## PROJECT CONTROL PROCESSES AND PROJECT MANAGEMENT PRODEDURES

### COMMUNICATIONS PLAN

In order to keep the County and TRTA Gov project managers and the project team informed on the progress of the project, a Communications Plan will be created for the Project Execution Plan. The Communications Plan specifies:

- Meeting schedule;
- What information the weekly status reports will contain; and
- Distribution.

## PROJECT STATUS MEETINGS

The County and TRTA Gov project managers will meet regularly to update the project's progress, discuss and approve deliverables, resolve issues, discuss and approve change requests, determine appropriate management actions, and ensure the success of the project. Project team members will also meet as required.

## LOCATION OF PROJECT DOCUMENTS, DELIVERABLES, AND FILES

Soft copies of project documents, deliverables, status reports, meeting notes, etc., will be kept by the TRTA Gov project manager electronically and are available upon request.

## ISSUE-TRACKING AND RESOLUTION PROCEDURES

In the course of the project, issues will arise that will require documentation and resolution. An issue is defined as a problem or an obstacle that prevents the project from progressing or is inconsistent with the requirements of the contract.

### Issue-Tracking Strategy

Issues may be identified by any project team member and escalated to the County and TRTA Gov project managers for review.

- All issues will be logged, tracked and maintained by the TRTA Gov project manager.
- The Issues Log (using TRTA Gov's tracking system) will be made available to each stakeholder upon request.
- Project sponsors will be notified of any issues with potential risk to project scope, schedule, or cost.

### Issue Response and Resolution

The TRTA Gov and County project managers will determine activities necessary for responding to issues. They will assign these activities to appropriate team members and are responsible for monitoring whether or not these activities are being completed and whether or not they are effective in reducing the impact of an issue. They will report progress at team meetings, including the effectiveness of previous resolution plans.

## CHANGE MANAGEMENT PROCESS

The Change Management Process is put in place to control scope. If processes are not set to handle change in a structured manner, projects will fail to meet expectations and goals, such as budgets, estimates, and schedules.

A "Change of Scope" is defined as a change to any of the following:

- Hardware configuration affecting the performance or capacity of the system;
- A change in the requested volume of books and images to be processed;
- A change in the requested index requirements;
- A change in the requested image scanning, clean-up requirements; or
- Any other change that could affect the project schedule or budget.

Changes to the project, such as delays, changes in scope, change in estimates, etc., will be documented in TRTA Gov's Change Management System. The County or TRTA Gov can initiate these change requests. The party shall identify the nature of the proposed change and reasons for the proposed change.

TRTA Gov shall evaluate the effect of the change set forth in the change request with respect to the feasibility, usability, price, training, acceptance criteria and implementation date of the project. The results of TRTA Gov's evaluation shall be added to

and become part of the change request. If TRTA Gov's evaluation of the request is positive, TRTA Gov will propose a specific implementation and specify any additional time and charges necessary for the implementation of the scope change. If TRTA Gov's evaluation is negative, TRTA Gov will provide their rationale for not recommending the change.

TRTA Gov will work jointly with the County to determine mutual interest in pursuing the change request. The County may accept or reject the proposed solution. Should mutual agreement be reached, TRTA Gov shall submit feedback to the County, including impact to timing and price of implementation and maintenance.

## RISK CONTINGENCY OUTLINE

A Risk Contingency Outline defines potential risks associated with a project. Its purpose is to provide suggested resolutions ahead of time for the situations that may affect the project timeline and/or budget. By being proactive in identifying possible risk issues and solutions, the impact to the project can be minimized if one of these issues occurs.

### Outlined Risks

The project plan will provide a description of the potential risks ("Risk Register") associated with this project, as well as suggested mitigation. A Risk Register is developed as a result of the findings completed in the planning phase. The TRTA Gov project manager will work with the County project manager to detail specific known risks as a deliverable during the analysis phase. Risks may include those pertaining to environment, resources, and performance, among others. Execution of the suggested mitigation would require approval by the County project manager and the TRTA Gov project manager, and may increase the price of the project and/or require added time.

## PRICE

TRTA Gov will provide the services described in this Statement of Work for the prices specified below. Pricing is per item, and the estimates below are based on initial understanding of the scope. **The total number of items provided is only an estimate. Billing will be for the actual number of items processed and delivered during the project.**

DESCRIPTION	ESTIMATED PRICE
<p>Project Summary:</p> <ul style="list-style-type: none"> <li>Scanning of approximately 62,146 microfilm image/pages after certificate masking and 216,891 original book pages after certificate masking</li> <li>Auto image clean-up and cropping, splitting, Photostat reversal, and manual excess border cropping as described in this SOW</li> <li>Manual image enhancement of approximately 15% of all film images and 15% of all original book images</li> <li>279,037 estimated total project images after masking and splitting to be delivered in folders identified by book and volume number</li> <li>Images will be identified by volume and page</li> <li>All images with the exception of the listed Register volumes will be electronically stapled as multi-page TIFF documents and indexed as specified</li> </ul>	
<p>Microfilm and Book Scanning and Indexing Services:</p> <ul style="list-style-type: none"> <li>Scanning of an estimated 62,146 microfilm images after certificate masking at \$0.2077 per image</li> <li>Scanning of an estimated 216,891 book images after certificate masking at \$0.2526 per image</li> <li>Stapling and partial indexing of an approximately 7,800 marriage license images and 1,170 register page images at \$0.2075 per image</li> <li>Stapling and full indexing of an approximately 270,067 birth, death, marriage and discharge images after certificate masking at \$0.7451 per image</li> </ul> <p>Actual billing will be based on the actual number of images and instruments processed.</p> <p>On-site scanning cost includes \$2,000.00 for travel and labor based on an assumption of four (4) days with 24-hour access per day. Additional days as part of the same trip are \$500.00 per day.</p>	<p>\$12,907.72</p> <p>\$54,786.67</p> <p>\$1,861.28</p> <p>\$201,226.92</p>
<p>Estimated Total Project Price</p>	<p>\$270,782.59</p>

## BILLING

### SCANNING AND IMAGE PROCESSING

#### Project billing for all scanning services:

Estimated number of film images for scanning after splitting	62,146
Estimated price for film scanning (\$0.2077 per image)	\$12,907.72
Estimated number of book images for scanning	216,891
Estimated price for book scanning (\$0.2526 per image)	\$54,786.67

Billing will be 75% of the batch due upon delivery – balance (25%) upon acceptance of batch. Image stapling will be performed as part of indexing services.

### INSTRUMENT INDEXING

#### Project billing for partial indexing:

Estimated number of images for partial indexing	8,970
Estimated price for indexing (\$0.2075 per keyed image)	\$1,861.28

Billing milestones for Pilot Phase for partial indexing (based on assumptions above):

Pilot Phase delivery (75% value of an estimated 8,970 images at \$0.2075 per keyed image)	\$1,395.96
Pilot Phase acceptance (25% value of an estimated 8,970 images at \$0.2075 per keyed image)	\$465.32
Estimated balance remaining	\$0.00

Note – Due to limited total quantity, all partial indexed images will be delivered in Pilot

#### Project billing for full indexing:

Estimated number of images for full indexing	270,067
Estimated price for indexing (\$0.7451 per image)	\$201,226.92

Billing milestones for Pilot Phase for full indexing (based on assumptions above):

Pilot Phase delivery (75% value of an estimated 27,000 images at \$0.7451 per image)	\$15,088.28
Pilot Phase acceptance (25% value of an estimated 27,000 images at \$0.7451 per image)	\$5,029.43
Estimated balance remaining	\$181,109.21

Billing for each production batch for indexing:

Six batches

Estimated 40,511 images per batch at \$0.7451 per image

75% of value of batch due upon delivery – balance (25%) upon acceptance of batch

Billing milestones will be broken into batches as agree upon in the planning stages of this project. Batch size and quantity of batches may vary based on budget appropriation and County preference.

### PROJECT BUDGETING

Annual project budgeting will be according to the amounts allocated on the forms provided in the original SOW.

## ATTACHMENT 1 – AGREEMENT TO SOW

### STATEMENT OF WORK AGREED UPON AND ACCEPTED

We, the undersigned, accept this document as a stable work product to be used in the delivery of the project described herein. Any deviation from this Addendum 1 to Statement of Work TX122214TGC is to be handled through TRTA Gov's Change Management Process.

This Statement of Work will confirm all requests for professional services as outlined and at the prices indicated. This will be an addendum to any existing agreement between the County and TRTA Gov, and all the terms and conditions of that agreement(s) will pertain.

The total estimated price for microfilm and book scanning and indexing is **\$270,782.59**. Billing will be based on the actual number of images processed and delivered during the project.

The entirety all digital images and indexes created during this project are the exclusive property of Tom Green County, Texas. TRTA Gov will not retain a copy of, sell, or give away any digital images or indexes processed for the project described in this SOW.

This agreement is not effective until executed by both parties.

### SIGNATURES

Tom Green County 124 West Beauregard Avenue San Angelo, TX 76903-5835	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

## ATTACHMENT 2 – ABBREVIATIONS AND DEFINITIONS

The following definitions are employed in this Statement of Work:

- Batch - A specific volume of images/pages identified as a single delivery submitted for review and acceptance
- Bi-tonal – black and white (see .tiff)
- County – Tom Green County, Texas
- Grayscale – 256 shades of gray
- Indexing – Data entry
- Indexes – Data created from the act of data entry
- Instrument (sometimes referred to as a document) - A single, complete official county record or document; an instrument can be comprised of one or many images/pages
- Image – A single image created from a single page from an instrument/document
- Page – A single piece of paper (and/or digital image) within an instrument/document
- Pilot Phase – A smaller subset of the whole of the volume of images/pages used as a proof of concept for both the scanning and indexing phases of this project
- PM – Project manager
- SOW – Statement of Work
- Stapling (pagination) – The process of identifying and connecting the first and last digital image/page of each instrument
- .tiff - Acronym for tagged image file format (this is very standard 20:1 compression image type compatible with both PC's and Mac's); .tiff images are bi-tonal
- USB - Acronym for Universal Serial Bus

## ATTACHMENT 3 – ACCEPTANCE FORMS

### ACCEPTANCE FORM 1 – SCANNING BATCH DELIVERY AND FINAL ACCEPTANCE CRITERIA BATCH DELIVERY<sup>1</sup> CRITERIA – BATCH NO. \_\_\_\_\_

#### Purpose

Review and acceptance of microfilm, and book scanning, as described in this Addendum.

#### Measurements / Process

- TRTA Gov has scanned the microfilm designated for this project batch (YES \_\_\_ NO \_\_\_)
- TRTA Gov has scanned the books designated for this project batch (YES \_\_\_ NO \_\_\_)
- TRTA Gov has processed all digital images for this batch with requested image clean-up as specified in this Addendum.
- TRTA Gov has provided the County with a portable media containing all designated processed digital images.
- The County will start the thirty-calendar-day review and verification of these images for this batch.
- The County will document all errors discovered within the thirty-calendar-day review period using the provided Data Audit Report template.

#### Outputs

- TRTA Gov has delivered this batch of scanned digital images.
- TRTA Gov has delivered the production reports for this batch.
- TRTA Gov will resolve/remediate any errors submitted by the County within the thirty-calendar-day review period.

Was this the last batch of images for this project? YES  NO

There were \_\_\_\_\_ images scanned and delivered for this batch.

The County response period for this acceptance form is ten (10) business days. After that time, this acceptance form will be considered accepted and ready for any billing unless otherwise documented in a formal response to TRTA Gov with detailed rationale for rejecting this form. Rejection of an acceptance form will result in immediate escalation and halt the deliverables for further review.

#### Signatures

By signing the following line of this Batch Delivery and Final Acceptance document, the County confirms receipt of this batch.

The County agrees to be billed 75% of the value of this batch ( \_\_\_\_\_ images x \$ \_\_\_\_\_ per image x .75 =

\$ \_\_\_\_\_ ) and will start the review and feedback process using the provided Data Audit Report template.

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TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 1 (continued)

BATCH FINAL ACCEPTANCE<sup>2</sup> CRITERIA – BATCH NO. \_\_\_\_\_

By signing the following line of the Batch Delivery and Final Acceptance document, the County acknowledges the completion of the thirty-calendar-day review process and confirms final acceptance of this batch for this project. TRTA Gov has remediated all errors submitted by the County for this batch. The County agrees to be billed the final 25% of this value of this batch (\_\_\_\_\_ images x \$\_\_\_\_\_ per image x .25 = \$\_\_\_\_\_).

**Signatures**

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BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

# ACCEPTANCE FORM 2 – INDEXING SERVICES PILOT PHASE DELIVERY ACCEPTANCE CRITERIA

## Purpose

Full and partial indexing services for microfilm and replacement book scanned documents.

## Measurements / Process

- TRTA Gov has provided the requested indexing for the Pilot Phase images.
- TRTA Gov has loaded the images/instruments and indexes described in this Addendum in the Pilot Phase.
- The County will start the thirty-calendar-day review and verification of these images/instruments.
- The County will document all errors discovered within the thirty-calendar-day review period using the provided Data Audit Report template.

## Outputs

- TRTA Gov has delivered and loaded the Pilot Phase images into the County's review server.
- TRTA Gov has delivered the production reports for the Pilot.
- TRTA Gov has supplied the Data Audit Report template for the County error submittal.
- TRTA Gov will remediate all submitted errors within ten business days.

There were \_\_\_\_\_ partial index images and \_\_\_\_\_ full index images delivered for the Pilot Phase.

The County response period for this acceptance form is ten (10) business days. After that time, this acceptance form will be considered accepted and ready for any billing unless otherwise documented in a formal response to TRTA Gov with detailed rationale for rejecting this form. Rejection of an acceptance form will result in immediate escalation and halt the deliverables for further review.

## Signatures

By signing this Pilot Phase Delivery Acceptance document, the County agrees to start the review and feedback process using the provided Data Audit Report template. The County agrees to be billed 75% of the value of the Pilot ( \_\_\_\_\_ partial index images x \$0.2075 per image partial index x .75 = \$ \_\_\_\_\_ ) and ( \_\_\_\_\_ full index images x \$0.7451 per image full index x .75 = \$ \_\_\_\_\_ ) and confirms delivery acceptance of the Pilot.

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DATE:	DATE:

# ACCEPTANCE FORM 3 – INDEXING SERVICES PILOT PHASE FINAL ACCEPTANCE CRITERIA

## Purpose

Full and partial indexing services for microfilm and replacement book scanned documents.

## Measurements / Process

- TRTA Gov has provided the requested indexing for the Pilot Phase images.
- TRTA Gov has loaded the images/instruments and indexes described in this SOW as the Pilot Phase.
- The County has completed the thirty-calendar-day review and verification of these images/instruments within the Anthem conversion instance.
- The County has documented all errors discovered within the thirty-calendar-day review period using the provided Data Audit Report template.

## Outputs

- TRTA Gov has delivered and loaded the Pilot Phase images/instrument indexes into the County's review server.
- TRTA Gov has delivered the production reports for the Pilot.
- TRTA Gov has remediated all submitted errors within the ten business day remediation period.

There were \_\_\_\_\_ partial index image and \_\_\_\_\_ full index images indexed for the Pilot Phase.

The County response period for this acceptance form is ten (10) business days. After that time, this acceptance form will be considered accepted and ready for any billing unless otherwise documented in a formal response to TRTA Gov with detailed rationale for rejecting this form. Rejection of an acceptance form will result in immediate escalation and halt the deliverables for further review.

## Signatures

By signing this Pilot Phase Final Acceptance document, the County agrees to be billed 25% of the value of the Pilot

(\_\_\_\_\_ partial index images x \$0.2075 per image partial index x .25 = \$\_\_\_\_\_) **and** (\_\_\_\_\_ full index images x \$0.7451 per image full index x .25 = \$\_\_\_\_\_), and confirms acceptance of the Pilot, and authorizes the project to move into production processing.

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DATE:	DATE:

ACCEPTANCE FORM 4 –  
 INDEXING SERVICES BATCH DELIVERY AND FINAL ACCEPTANCE CRITERIA  
 BATCH DELIVERY<sup>1</sup> CRITERIA – BATCH NO. \_\_\_\_\_

**Purpose**

Review and acceptance of full and partial indexing services.

**Measurements / Process**

- TRTA Gov has provided the requested indexing for book types and volumes designated for this project.
- TRTA Gov has loaded the images/instruments and indexes described in this SOW.
- The County has completed the thirty-calendar-day review and verification of these images/instruments for this batch.
- The County has documented all errors discovered within the thirty-calendar-day review period using the provided Data Audit Report template.

**Outputs**

- TRTA Gov has delivered and loaded this batch of instrument indexes into the County review server.
- TRTA Gov has delivered the production reports for this batch.
- TRTA Gov will resolve/remediate any errors submitted errors by the County within the thirty-calendar-day review period.

Was this the last batch for this project? YES  NO

There were \_\_\_\_\_ images indexed and delivered for this batch. The book type and volumes for these documents are \_\_\_\_\_.

The County response period for this acceptance form is ten (10) business days. After that time, this acceptance form will be considered accepted and ready for any billing unless otherwise documented in a formal response to TRTA Gov with detailed rationale for rejecting this form. Rejection of an acceptance form will result in immediate escalation and halt the deliverables for further review.

**Signatures**

By signing the following line of this Batch Delivery and Final Acceptance document, the County confirms receipt of this batch.

The County agrees to be billed 75% of the value of this batch ( \_\_\_\_\_ partial index images x \$0.2075 per image partial index x .75 = \$ \_\_\_\_\_ ) **and** ( \_\_\_\_\_ full index images x \$0.7451 per image full index x .75 = \$ \_\_\_\_\_ ), and to start the review and feedback process using the provided Data Audit Report template.

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DATE:	DATE:

ACCEPTANCE FORM 4 (continued)

FINAL ACCEPTANCE<sup>2</sup> CRITERIA – BATCH NO. \_\_\_\_\_

By signing the following line of the Batch Delivery and Final Acceptance document, the County acknowledges the completion of the thirty-calendar-day review process and confirms final acceptance of this batch for this project. TRTA Gov has remediated all errors submitted by the County for this batch. The County agrees to be billed the final 25% of this value of this batch ( \_\_\_\_\_ partial index images x \$0.2075 per image partial index x .25 = \$ \_\_\_\_\_ ) **and** ( \_\_\_\_\_ full index images x \$0.7451 per image full index x .25 = \$ \_\_\_\_\_ )

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DATE:	DATE:

## ACCEPTANCE FORM 5 – SCANNING, STAPLING AND INDEXING FINAL PROJECT ACCEPTANCE CRITERIA

### Purpose

Reconciliation and final acceptance of the Scanning, Stapling and Indexing project.

### Measurement / Process

Microfilm and Book Scanning Services –

- TRTA Gov has scanned the microfilm designated for this project.
- TRTA Gov has processed all digital images/pages for this batch with requested image clean-up as specified in this SOW.
- TRTA Gov has duplicated all images for the book types identified for stapling and indexing.
- TRTA Gov has identified the first and last page of each instrument for the book types identified for stapling and digitally stapled these images together.
- TRTA Gov has remediated/satisfied all errors/anomalies discovered.

Indexing Services –

- TRTA Gov has provided the requested scanning, image enhancement and full and partial indexing for all book types and volumes designated for this project.
- TRTA Gov has loaded the images as instruments and indexes described in this Addendum.
- TRTA Gov as remediated/satisfied all errors/anomalies discovered.

### Outputs

- TRTA Gov has delivered the entire project of processed images and indexes to the County.
- The County has verified the entire project of images and indexes.
- The County has identified issues (if any) and sent them to TRTA Gov for review and remediation, and TRTA Gov has completed remediation for all errors submitted.
- All instruments created for this project have been formatted for loading into the County's records management system by the software vendor.

ACCEPTANCE FORM 5 (continued)

**Estimated and Actual Billing for This Project**

Estimated total number of microfilm images scanned after splitting	62,146
Estimated total billing for microfilm scanning (\$0.2077 per image)	\$12,907.72
Actual total number microfilm images scanned	_____
Actual total billing for microfilm image scanning (\$0.2077 per image)	\$_____
Estimated total number of book images scanned	216,891
Estimated total billing for book scanning (\$0.2526 per image)	\$54,786.67
Actual total number book images scanned	_____
Actual total billing for book image scanning (\$0.2526 per image)	\$_____
Estimated total number of images to be partial indexed	8,970
Estimated total billing for instrument partial indexing (\$0.2075 per image)	\$1,861.28
Actual total number images partial indexed	_____
Actual total billing for instruments partial indexed (\$0.2075 per image)	\$_____
Estimated total number of images to be full indexed	270,067
Estimated total billing for instrument full indexing (\$0.7451 per image)	\$201,226.92
Actual total number images full indexed	_____
Actual total billing for instruments full indexed (\$0.7451 per image)	\$_____
Estimated total billing for this project	\$270,782.59
Actual total billing for this project	\$_____

## ACCEPTANCE FORM 5 (continued)

The County response period for this acceptance form is ten (10) business days. After that time, this acceptance form will be considered accepted and ready for any billing unless otherwise documented in a formal response to TRTA Gov with detailed rationale for rejecting this form. Rejection of an acceptance form will result in immediate escalation and halt the deliverables for further review.

### Signatures

By signing this Final Project Acceptance document, the County and TRTA Gov agree that this project is complete.

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BY:	BY:
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DATE:	DATE: