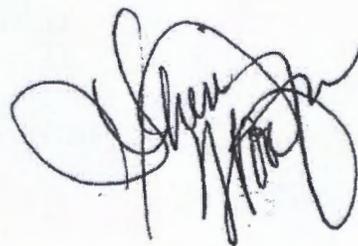


#13

**Tom Green Papervision Project**  
**Papervision Image and Data Migration to Odyssey**

- I. Services Performed by Data Preservation Solutions
  - Backup all Papervision files
  - Remove all Papervision file extensions
  - Validate all records are indexed (index if Cases were missed)
  - Crop and reimage any records that are joined on one page to another record
  - Prepare all images and data for importing into Odyssey
  
- II. Requirements from Tom Green District Clerks office
  - Allow access to DPS for backing up Papervision files
  - Provide Odyssey format for importing
  
- III. Pricing
  - Crop and reimage \$.02 per image
  - Index missing Cause #, Plaintiff, Defendant and Date \$.46 per record
  - Format for Odyssey \$1,300.00 one time fee
  
- IV. Next Steps
  - Pull data files from Papervision and determine image count and record count
  - Provide more definitive estimate on project cost
  - Budget for next fiscal year or begin project now



BUL 5-11-16

# PROFESSIONAL SERVICES OVERVIEW

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PROFESSIONAL SERVICES OVERVIEW DATED: April 21, 2016

Prepared For

**Honorable Sheri Woodfin  
Tom Green County District Clerk**



Prepared By

**DPS**

**Data Preservation Solutions**

A handwritten signature in black ink, appearing to read "Sheri Woodfin", is written over the printed name of the district clerk.

*Bid 5-11-16*

**EXECUTIVE SUMMARY**

Data Preservation Solutions (DPS) is proud to submit the following proposal for Microfilm Conversion and Indexing Services for Tom Green County District Clerk. At DPS we pride ourselves on being a "one-stop-shop" for your county record solutions design, conversion services, book preservation, and other county and district clerk needs. Our flexible delivery models offer our clients confidence and peace of mind as well as superior performance and significant cost savings that create a positive impact to the bottom-line. DPS is a provider of leading edge county government software, microfilm and paper document management solutions and services designed to help manage the historical records at the county.

In the following pages, DPS will demonstrate that it has the right combination of talent, team and technology to meet and exceed the expectations of Tom Green County District Clerk.

The team at DPS look's forward to working with the Tom Green County District Clerk team in conducting the proposed project and to complete it within scope, on time, and on budget.

**DATA PRESERVATION SOLUTIONS PROJECT CONTACTS:**

**Subject Matter Expert**

Brian Rathe  
Business Solutions Consultant  
Data Preservation Solutions  
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Irving, Texas 75062

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Facsimile: 800-256-6209  
Email: [brathe@datapreservationllc.com](mailto:brathe@datapreservationllc.com)

**Project Manager**

Michelle Vinson  
Project Manager  
Data Preservation Solutions  
2214 Century Center Blvd  
Irving TX, 75062

Telephone: 972-438-2079  
Facsimile: 800-256-6209  
Email: [michellev@datapreservationllc.com](mailto:michellev@datapreservationllc.com)

**SCOPE OF SERVICES:**

The following proposal will identify services provided by DPS to Tom Green County District Clerk. DPS will identify in detail the following production processes:

- Film Inventory and Pickup
- Preparation for scanning
- Scanning
- Quality Assurance
- Indexing (if required)
- Delivery of images and data into Odyssey

Based on a preliminary site inspection, it is determined that the District Clerks Office has 392 rolls of 16mm 100ft. microfilm. The rolls contain Civil, Criminal, Tax and Juvenile Case Files. Estimated project volume is between 700,000 and 900,000 images. Records include sensitive data within each folder SSN, DOB, DL# numbers that will need to be redacted out of the scanned images. Each roll will contain multiple cases and will need to be separated into Documents

Tom Green County District Clerk currently uses Tyler Technology Odyssey case system and all images will need to be formatted to TT specs for importing data. The District Clerk does have an electronic database of the Case Files residing on the Computer Assisted Microfilm Retrieval System from Minolta. DPS will backup this data for matching and merging with the images after scanning the microfilm rolls.

**LOGISTICS:**

- DPS will pick up the rolls from Tom Green County District Clerk's office
- All rolls will be transported to DPS production office at 2214 Century Center Blvd, Irving, Texas 75062

**FILM INVENTORY:**

- Once all Film arrives at DPS facilities, DPS inventory control specialists will do a complete box level inventory.
- DPS will provide Tom Green County District Clerk with an Excel spreadsheet of each box contents. Details will include the following for record identification and records request if needed.
  - 1) Box Number
  - 2) Roll numbers
  - 3) Roll Count

### FILM STAGING

- Upon the receipt of the boxes, DPS will verify each box against the above created inventory sheet. Production staff will notify the records coordinator of any content variances.

### FILM HANDLING

- Film Prep- DPS prep specialist will inspect each roll of film by performing a density test and check for any issues prior to scanning.
- DPS prep personnel will document density tests of each roll of film and provide a spreadsheet back to the Clerk.

### FILM SCANNING

- DPS uses Meikel Mach V film scanners and Quantum software for all image processing and image cropping.
- Basic image processing will include image cropping, basic de-skew and de-speckle
- Based on roll film densities the film scanner will be programmed to scan to establish even image quality for all scanned film.
- Batch production methodology will be implemented to meet the requirements of high-volume processing. This speeds up the scanning process and allows for high volume image processing and enhancements.
- DPS will scan all images at 300DPI Black & White or Grayscale depending on the original film quality.
- Film blipping schema is File-Page-each new file will be separated and identified in the indexing process.
- All images will be scanned at their native size in a simplex mode-this will ensure all pages are captured throughout the roll.

### INDEXING

- DPS will utilize the existing database to match and merge a complete index for importing into Tyler's Odyssey system.
- The following index fields will be used for the index;
  - 1) Plaintiff Name
  - 2) Defendant Name
  - 3) Cause Number
  - 4) Date
  - 5)
- *If a record does not have a valid matching record in the existing database then Data Preservation Solutions will manually key the appropriate fields to create a valid index.*

### **REDACTION PROCESS (Optional)**

- District Clerk may require that certain information be redacted-SSN, DL#, DOB, etc.
- Once redaction has taken place a Quality Control process will be established within the production workflow. QC operator will do a visual inspection of each image to verify information has not been missed during the redaction process.
- Assumption is that every document will have no more than (1) SSN#, (1) DL# to be redacted.

### **QUALITY ASSURANCE**

- Following completion of imaging and indexing, all images will be 100% inspected for image quality. All images or index points failing inspection will be re-scanned/re-indexed as required. Documents that are skewed, shaded, too light will be rescanned.
- Once an image is rescanned and accepted by the QA operator, the rejected image will be removed from the deliverable.

### **DELIVERY OF IMAGES INTO ODYSSEY**

DPS utilizes the following methods to deliver scanned images and corresponding data to our clients.

- DPS will deliver data and indexing on a secure hard drive once project is completed.
- All data is delivered in a non-proprietary image format and the data fields will match the existing fields in Tom Green's Odyssey system.
- A small group of sample records will be provided to the appropriate personnel at Tyler.
- Tom Green will have access to DPS's repository until such time that all images and data are loaded into Odyssey.

### **RECORD REQUESTS**

- Microfilm will be unavailable during the shipment period. After the shipment period, documents can be requested via an agreed upon method which will result in DPS providing the requested files via scan-on-demand services, within 2-4 business hours to the authorized requestor.

### **INVOICING**

- DPS will invoice Tom Green County District Clerk during each month of production for the work tasks that are completed. All invoices are due Net 30.

### **CHANGES IN SCOPE**

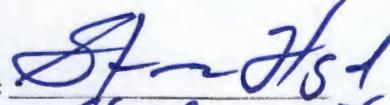
- The information provided within this Statement of Work is based on the information provided to DPS by Tom Green County District Clerk. Any changes made to this SOW may result in additional services and adjustment to the existing pricing model.

**Pricing**

Customer: Tom Green County District Clerk  
 Address: 112 West Beauregard  
 San Angelo, Texas 76903  
 Contact Name: Honorable Sheri Woodfin  
 Contact Phone: 325-659-6578  
 Contact Email: [sheri.woodfin@co.tom-green.tx.us](mailto:sheri.woodfin@co.tom-green.tx.us)

Description	Unit Price	Cost
Microfilm Pick up from Tom Green County	No Charge	No Charge
Project Setup and Implementation	No Charge	No Charge
Black & White or Grayscale Scanning at 300 DPI; includes scanning of film, image cleanup and enhancements. (700,000 to 900,000 images estimated)	\$.045 per image	Estimated between \$31,500.00 & \$40,500.00
If required, indexing case file's that were not in the existing database	\$.46 per record	To Be Determined
Estimated time for completion	1-2 months	
<b>Total</b>		<b>\$31,500.00 - \$40,500.00</b>
Optional Docket Sheet Rolls (6 rolls estimated 8,000 records) Indexing Per Record (Cause #, Plaintiff, Defendant and Date)	\$.46 per record	\$3,680.00
Optional Redaction Service, SSN, DL, or DOB	\$.028 per image	To Be Determined

TOM GREEN COUNTY DISTRICT CLERK  
 L.L.C.

Signature:   
 Printed Name: Stephen C. Hest  
 Title: County Judge  
 Date: 9-6-16

DATA PRESERVATION SOLUTIONS

Signature:   
 Printed Name: BRIAN L. RATHE  
 Title: Pres.  
 Date: 8-11-16