

STATE OF TEXAS                                   §  
  §           KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF FORT BEND                       §

FIRST AMENDMENT TO  
AGREEMENT FOR PROFESSIONAL IMAGE CONVERSION SERVICES

THIS AGREEMENT is made and entered into by and between the Fort Bend County, a body corporate and politic under the laws of the State of Texas, acting by and through the Fort Bend County Commissioners Court, hereinafter referred to as "County," and Open Text Inc., successor by operation of law to Global 360, hereinafter referred to as "Contractor," authorized to conduct business in the State of Texas.

WITNESSETH:

WHEREAS, County and Contractor entered an Agreement for Professional Image Conversion Services dated December 18, 2007, (collectively, the "Agreement") attached hereto as Exhibit B, incorporated by reference as if set forth herein verbatim. County and Contractor desire to amend said Agreement as set forth in Contractor's proposal dated January 31, 2012, attached hereto as Exhibit A and incorporated herein by reference as if set forth verbatim.

NOW, THEREFORE, in consideration of the foregoing, the Agreement between the County and Contractor is hereby amended to read:

- A. An additional amount not-to-exceed \$128,880.00 shall be available for additional services provided by Contractor in connection with the Project as described in Exhibit A.
- B. Contractor's compensation for the Project shall not exceed \$559,880.00, which includes the original scope of work under the Agreement in the amount of \$431,000.00 and the additional services described in Exhibit A.
- C. No additional funding shall be available for services provided under the Agreement without prior written consent of County.
- D. Except as modified herein, the Agreement remains in full force and effect and has not been modified or amended.
- E. If there is a conflict between this First Amendment and the Agreement, the provisions of this Amendment shall prevail.

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EXECUTION


This Amendment shall become effective upon execution by County.

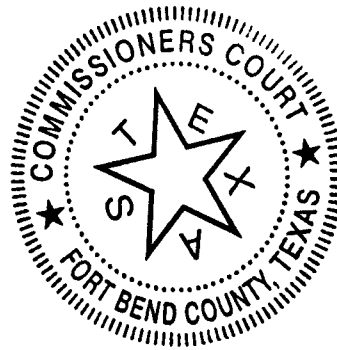
FORT BEND COUNTY:

  
\_\_\_\_\_  
Robert E. Hebert, County Judge

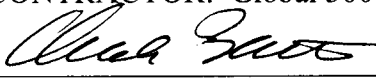
2-28-2012  
Date

Attest:

  
\_\_\_\_\_  
Dianne Wilson, County Clerk



CONTRACTOR: ~~Global 360~~ OPENTEXT INC.

  
\_\_\_\_\_  
CHUCK BARNETT, VP IOS

Feb. 23, 2012  
Date

MER:Global 360PS.DC.AMEND(11032007)

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ 559,880.00 to accomplish and pay the obligation of the Fort Bend County under this Agreement.

  
\_\_\_\_\_  
Ed Sturdivant, Fort Bend County Auditor

Exhibit A: Proposal from Contractor dated January 31, 2012

Exhibit B: Original Agreement dated December 18, 2007

Exhibit A

Global **360** by now OPENTEXT

**Council on Competitive Government Contract  
#CCG-DIS-2010-003  
Digital Imaging Services**

**Proposal provided by:  
Cathy Drolet | Bo Bowman  
10537 Gulfdale Drive  
San Antonio, Texas 78216  
(210) 826-5501 - Office**

**Proposal for Project  
Continuation of  
Conversion**

**(Microfilm to Digital)**

**January 31, 2012**

*Image Conversion for District Clerk for Fort Bend  
County, Texas*



Fort Bend County, Texas



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## KEY COMPONENTS FOR STATEMENT OF WORK

- I        **SUMMARIZATION OF SERVICES AND SOFTWARE TO BE PROVIDED**
  
- II       **SCOPE OF WORK & ASSUMPTIONS**
  
- III      **CONVERSION PROCESS DESCRIPTION**
  
- IV      **CONFIRMATION OF COSTS**

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OPENTEXT

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**I                   SUMMARIZATION OF SERVICES TO BE PROVIDED**

***Based on the provisions of the original microfilm conversion project; this "Continuation of Conversion" proposal is founded on the same principals and assumptions as originally specified herein:***

OpenText will provide digital image conversion services to the Fort Bend County District Clerk for the conversion of microfilm to digital form. Included as components of those services are:

1. Inventory management of Fort Bend County's microfilm, including cataloging and safe transport of microfilm records to OpenText facility in San Antonio.
2. Inspection of microfilm for any defect that may render the film unusable for image conversion purposes.
3. Off-site microfilm scanning for approximately 900 rolls of microfilm.
4. Indexing of case files to the Case Number level as specified in section II of this Statement of Work.
5. Delivery of scanned images and index data on external hard drives or other delivery method deemed appropriate by Fort Bend County District Clerk or Information Technology contacts.
6. Web-based access to OpenText InSight360 System (formerly known as Global 360 PT BOS) for conversion project tracking purposes.
7. A five (5) user license for Global 360's Virtual Roll® solution as an aide for Fort Bend County's internal quality assurance and acceptance testing, including a 12-month use of the software.
8. County staff will need adequate magnetic storage for internal quality assurance and index correction using Global 360's Virtual Roll. Based upon an estimated image count of 1,769,710 (approximately 900 reels) we believe that the storage requirements will very likely range from 100 GB to 150 GB of magnetic storage needed.
9. Rescanning services as required for those images and case files that may require rescanning from microfilm.
10. Safe return of all microfilm converted by the OpenText team.
11. Collaboration with Fort Bend County's provider for court case management software, Exler Technologies to ensure proper uploading of case files and index data (metadata).

**OPENTEXT**



**Continuation of Conversion**

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The OpenText team referred to above includes OpenText staff members, and the members of OpenText's authorized subcontractor, Eonon Technologies. All services will be provided in the United States.

Services will be billable as rendered on a monthly basis, and submitted to Fort Bend County, based upon the County's billing instructions.

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**OPENTEXT**

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**Continuation of Conversion**

**II SCOPE OF WORK & ASSUMPTIONS**

The scope of work for this project focuses on the conversion of blipped 16mm microfilm for the Fort Bend County District Clerk's office. The steps involved in the conversion process are covered in Section II - Conversion Process Description, so they are not dealt with in this section of the Scope of Work Statement. This section does include information regarding the scope of the number of rolls of microfilm to be converted, the numbers of blips (equivalent to image count) contained within the rolls, the indexing requirements for this project, a description of the product employed (InSight360) to allow for project tracking by Fort Bend County District Clerk's staff, a description of the product employed (Virtual Roll) for Fort Bend County's quality assurance processing, and a limited set of assumptions that pertain to the microfilm itself.

Included in the scope of the services to be delivered are the digitizing of case file images within each roll. Approximate volumes of rolls of microfilm to be converted are noted below:

Division	Number of Reels	Number of Blips
FBD	900	1,769,710
<b>Total</b>	<b>900</b>	<b>1,769,710</b>

***Indexing Requirements and Image File Formatting***

OpenText will capture index data at the court case level only and will not capture data nor to index data for events within the case files. In order to generate .tif files on a consistent basis, this will mean that all cases will be delivered to Fort Bend County as multi-page .tif images. Thus, each case will have a multi-page .tif image associated with it for loading into the County's judicial system. For those case causes where the case file is larger than 1,000 images OpenText may deliver multiple multi-page .tif image files per case. County staff, Tyler Technologies and OpenText will determine the exact size limitation of a multipage .tif file and the format for loading into the judicial system provided by Tyler Technologies.

In order to ensure a timely conversion of the microfilm files, and in order to ensure the accuracy of imported image files, the County and OpenText have agreed to make use of Global 360's Virtual Roll product, to allow County staff to make corrections to the index data after the initial delivery of image files.

**OPENTEXT**



## **Continuation of Conversion**

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County staff will notify G360 when review of the case file images in Virtual Roll is complete. G360 will retrieve the images and index data from Virtual Roll and format the images and index data in a format for loading into the new system provided by Tyler Technologies. County staff understands that once G360 retrieves the reviewed/corrected case file images and indexes from Virtual Roll all future corrections will need to be made in the county's new imaging system.

### ***Production Tracking and Reporting Throughout Conversion Project Process***

Recognizing that Fort Bend County has an interest in and obligation to track the work performed by the OpenText team, the County will make use of Global 360's InSight360 solution. The county has the authorization to make use of up to five (5) licenses for access to the InSight360 solution throughout the conversion process, and will be afforded the opportunity to view the progress of the conversion process on a real-time basis, to make full use of the existing reporting functionality within the InSight360 offering, and to report issues and problems with monthly image deliveries through the embedded Issue Tracking capability. OpenText and Lorien Technologies will be responsible for ensuring that their production tracking and reporting capabilities are fully coordinated, and are available for display to Fort Bend County staff through the InSight360 solution.

The full description of the InSight360 solution is included herein, as it was described in OpenText's proposal.

### **GLOBAL 360 PT/INSIGHT360 CAPABILITY**

The conversion of approximately 900 microfilm rolls qualifies this particular project as a large project that will require a vendor's best practices for Project Management. An integral part of managing the project relates to the cataloging of roll of film and the tracking of the conversion effort through each stage of the conversion process. As noted elsewhere within this proposal, OpenText plans to make full use of its Production Tracking and Business Optimization Server (PT InSight360) capability to enhance the management of this project. PT InSight360 will provide our staff with the tools necessary to positively control the project, to manage the inventory of drawings on an ongoing basis.

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**OPENTEXT**

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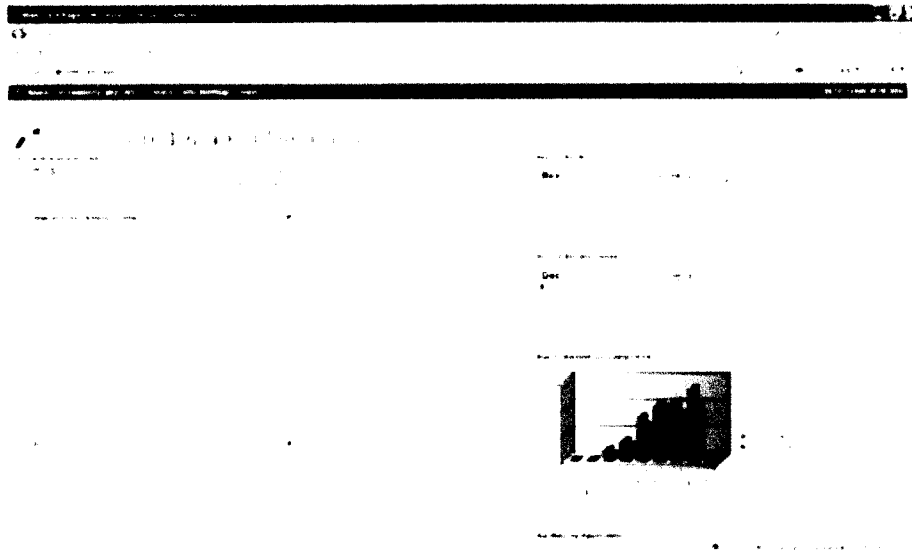
## Continuation of Conversion

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and can provide Fort Bend County District Clerk's staff with important capabilities, including

- Project monitoring and tracking
- Status reports
- Issue tracking

As can be seen in the graphic illustration below, we are able to track by box, or in the case of the District Clerk's microfilm rolls, we are able to track each microfilm roll. PIS InSight360 can provide information about each roll and indicate which stage of the production process each microfilm roll. Searches for a particular roll can also be conducted whenever a question arises about the status of a roll, or whenever a roll of film may be needed by the District Clerk's office, while that roll is in production.

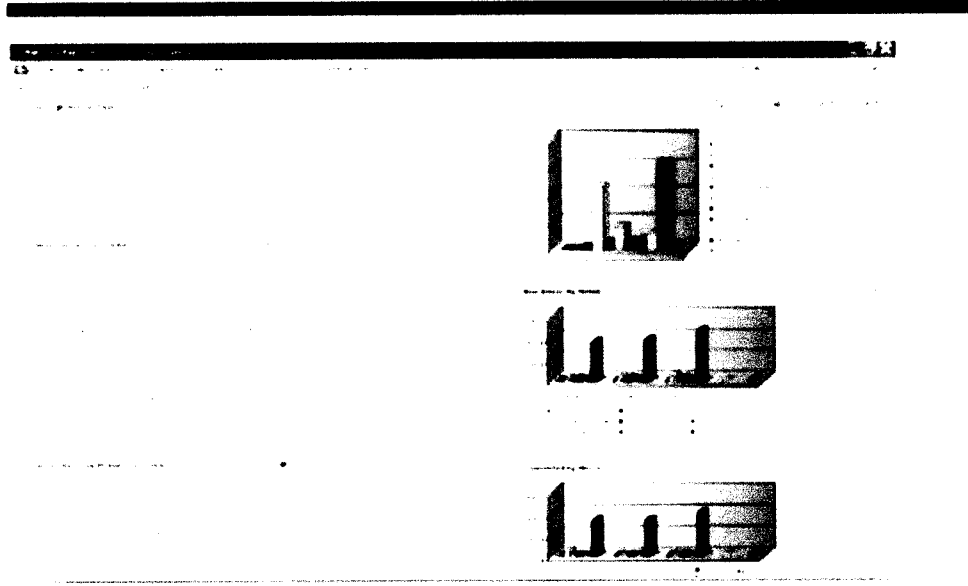


The progress of the project can be tracked and can be accessed by OpenText staff and authorized team members of the Fort Bend County District Clerk's office. Graphical illustrations accompany the statistical data and can show at a glance how the project is progressing.

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**OPENTEXT**

Continuation of Conversion



All of the data shown in the above graphic is captured and can be accessed through a reporting capability that we have built in to the OpenText PT InSight360 solution. Thus, monitoring contract compliance can be significantly enhanced, and the effort on the part of the District Clerk and Fort Bend County to monitor compliance can be reduced.

OpenText team members are also better able to manage the project as well through the use of PT InSight360. The graphic on the following page shows some of the information that our team is able to track. The chart used on the next page shows that we are able to capture detailed statistical information relating to each roll of microfilm.





## Continuation of Conversion

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Our solution will allow Fort Bend County to retrieve a full roll of microfilm for viewing, enhancing the County's initial quality control process and maximizing its ability to search for individual documents or images on an image-by-image basis. Virtual Roll® is a highly flexible product that loads all images into single page-fit images for viewing, and provides end-users with the ability to view converted microfilm from any roll microfilm format (simplex, duplex, dico) in comic or cine mode, and through a range of the original reduction ratios.

One of this product's most advanced features is the inclusion of a modifiable database file containing all index data associated with the images for each converted roll. It is designed to facilitate real-world search requirements that may contain information such as event type, frame id, etc. By providing the ability to modify the index data, we can facilitate rapid changes that the County may need to make for documents that are difficult to classify under a specific event code.

We understand that Fort Bend County makes use of Microsoft Outlook for its email solution. Our product is fully compatible with that Microsoft Outlook email solution and can allow the County to make use of its existing email solution in order to send pages or documents to internal or external users.

Key additional capabilities of the Virtual Roll® product include options to display images on the following bases:

- Fit to Height
- Fit to Width
- Best Fit
- Pixel-to-pixel – matching each display pixel to each screen pixel
- Zoom – including 25%, 50%, 75%, 100%, 200%, 400% for better viewing
- Scale to grey – very important in efforts to maximize the legibility of images that may be of questionable quality on microfilm
- Image Rotation

Search capabilities are entirely flexible and allow users to go to a specific page, to the next page, to a prior page, or to the first or to the last page of a roll of microfilm. The search screen allows end-users to go to a specific image on the microfilm, even though the microfilm may not have included image marks when initially captured.



## Continuation of Conversion

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On-the-fly deskewing and despeckling are also readily available, to supplement the use of tools that we will make use of in the conversion process. We urge caution in the use of despeckling, since it can lead to the loss of key punctuation marks – like periods and commas that are important in maintaining the integrity of data within a property record document.

### *Assumptions*

The services provided within the scope of this statement of work are based upon the following assumptions:

1. That each roll of microfilm is a 16mm X 100 foot roll of film, and is original camera film, not duplicate film.
2. That the condition of each roll of microfilm is good, and that there are no physical defects on the film that will prevent the reliable scanning and reproduction of images in digital form.
3. That each blip noted in the microfilm inventory provided by Fort Bend County is associated with no more than one image.
4. That the means of media to be used for the delivery of images will be external disk drives that are the property of the OpenText team; thus those disks will be returned to OpenText upon completion of the upload of image and index data.
5. That Fort Bend County will notify OpenText of issues relating to image quality, missing images, etc. through the Global 360 InSight360 software on an ongoing basis, and that it will notify OpenText of such problems within 30 days of the delivery of image files by OpenText.
6. That Fort Bend County staff and Tyler Technologies staff will work with OpenText and will be available to test the uploading of image files and index data prior to the beginning of full conversion production.



### III CONVERSION PROCESS DESCRIPTION

The steps below are those that will be taken for the conversion of Fort Bend County microfilm. Each step will be performed within the United States, and no overseas outsourced services will be used. Microfilm and the data contained in the microfilm will be fully protected from disclosure to any third parties.

1. Microfilm Inventory at Fort Bend County site - The microfilm inventory data will be loaded into the Global 360 InSight360 system for additional tracking.
2. Microfilm Shipment to production facility.
3. Inventory Confirmation at production facility - Confirmation of the receipt of the complete inventory for each shipment will be performed at the production facility, prior to placement of the microfilm in a locked vault.
4. Input Media Scanning
  - a. Establish focus, image enhancement, frame detection, DPI settings - The testing for each conversion device will help ensure the consistent delivery of high-quality images from the microfilm being scanned.
  - b. Production scanning - with active monitoring - Staff members of the OpenText team will monitor each scanner as production scanning is underway, taking time to make any adjustments necessary to maintain the highest quality scanned image files. Files will be scanned at 300 dpi.
  - c. Automated image cropping - Due to the use of a consistent format from planetary microfilm cameras, we will make use of automated cropping settings in order to minimize the file sizes, without eliminating any portion of an image.
5. Scanning Validation
  - a. Image-by-image inspection to ensure proper frame detection, deletion of blank images, splices, other non-case file image deletion.
  - b. Image quality review for focus, scanning dpi, legibility.
  - c. Validate file naming and directory structure.
  - d. Investigate rolls where small numbers of images have been captured.
  - e. Rescanning of any below-standard images where rescanning will result in higher quality, where pages may be missing, etc.
6. Indexing & Generation of Index in XMI format
  - a. Data entry of case/cause numbers.
  - b. Use of data from case management system for cases with this project reflects to identify event/date combinations within files.



## Continuation of Conversion

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7. Post-Index Processing
  - a. Generation of Media – external hard drive for Export through “Mass Grouper” program
  - b. Generation of backup copy of files to be held by OpenText team during the project
  - c. Media QC Step
8. Batch & Shipment Quality Control – This final check ensures that inventory control will be managed throughout the production process and that each shipment of image and index data matches the production schedule
9. Corrective Scanning Processing – Where we encounter image quality assurance issues that require or that can benefit from rescanning, the OpenText team will rescan microfilm images in order to maximize quality results. This corrective scanning process, however, assumes that image quality on the microfilm is good and that there is or has been visible deterioration in comparing the digitized scanned images to the microfilm



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**IV ESTIMATION OF COSTS**

**PRICING DATA:**

Based upon the above information, OpenText's pricing is as follows and is based upon the Council on Competitive Government Contract #CCG-DIS-2010-003.

<i>Microfilm scanning, indexing and CD ROM generation</i>	<i>\$ 0.07 image</i>
<i>Image Loading Services (based on four deliveries)</i>	<i>\$1,250.00 per loading operation</i>
<i>Total billings for this project not to exceed</i>	<i>\$128,880.00</i>

**Notes:**

1. Based on an estimated 900 reels of microfilm with an average of 1,966 images per reel for a total of an estimated 1,769,710 total images.
2. Indexing will consist on one field to include Case Number.
3. Microfilm to be of the same type quality as the original project.



- H. Rescanning services as required for those images and case files that may require rescanning from microfilm;
  - I. Safe return of all microfilm converted by the Global 360 team; and,
  - J. Collaboration with County's provider for court case management software, Tyler Technologies, to ensure proper uploading of case files and index data (metadata).
- 2.03 Contractor agrees to complete the services called for in Exhibit A and this Agreement within one hundred and fifty days (150) calendar days from the date of this Agreement.

### SECTION III CONTRACTOR'S COMPENSATION

- 3.01 For and in consideration of the services rendered by Contractor, and subject to the limit of appropriation under Section VII, County shall pay to Contractor an amount not to exceed \$431,000, including all expenses.
- 3.02 Contractor shall submit invoices to County and County shall pay each invoice within thirty (30) days after the County Project Manager's written approval provided however, that the approval or payment of any invoice shall not be considered to be conclusive evidence of performance by Contractor to the point indicated by such statement or of receipt or acceptance by the County of the services covered by such statement.

### SECTION IV TERMINATION

- 4.01 County may terminate this Agreement at any time by providing thirty (30) days written notice to Contractor.
- 4.02 Upon receipt of such notice, Contractor shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.
- 4.03 Within thirty (30) days after receipt of notice of termination, Contractor shall submit a statement, showing in detail the services performed under this Agreement to the date of termination.
- 4.04 County shall then pay Contractor that proportion of the prescribed charges which the services actually performed under this Agreement bear to the total services called for under this Agreement, less such payments on account of charges as have been previously made.
- 4.05 Copies of all completed or partially completed electronic data files, reports, conversions and specifications prepared under this Agreement shall be delivered to County when and if this Agreement is terminated in the manner and for the purposes provided in this Agreement.

### SECTION V INSURANCE

Contractor shall, prior to performing billable services and for the duration of the term of this Agreement, keep in full force and effect a policy of general liability insurance of not less than \$1,000,000.00 for each claim aggregate. The policy shall contain a clause that the insurer will not cancel or materially alter the insurance without first giving the County ten (10) days

prior written notice. Contractor shall furnish the Fort Bend County Risk Management Department a copy of the certification of insurance prior to performing services.

#### SECTION VI NOTICE

- 6.01 Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to County or Contractor at the addresses set forth below.
- 6.02 If mailed, any notice or communication shall be deemed to be received three days after the date of deposit in the United States Mail.
- 6.03 Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:

A. If to Contractor:

Global 360 Inc.  
10537 Gulfdale Dr  
San Antonio, TX 78216  
Attn: Bo Bowman

B. If to County notice must be sent to both the Fort Bend County Purchasing Agent and County Project Manager:

Fort Bend County Purchasing Department  
Gilbert D. Jalomo, Jr., CPPB  
4520 Reading Road, Suite A  
Rosenberg Texas 77471

Fort Bend County District Clerk  
401 Jackson  
Richmond, Texas 77469  
Attn: Annie Rebecca Elliott

- 6.04 Either party may designate a different address by giving the other party ten (10) days written notice.

#### SECTION VII LIMIT OF APPROPRIATION

- 7.01 Prior to the execution of this Agreement, Contractor has been advised by County, and Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total maximum sum of \$431,000.00, including all reimbursable expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by County.

- 7.02 Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that Contractor may become entitled to hereunder and the total maximum sum that County shall become liable to pay to Contractor hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$431,000.00 for described in this Agreement and Exhibit A.

#### SECTION VIII SUCCESSORS AND ASSIGNS

- 8.01 County and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement.
- 8.02 Neither County nor Contractor shall assign, sublet or transfer its or his interest in this Agreement without the prior written consent of the other.
- 8.03 Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public and/or governmental body that may be a party hereto.

#### SECTION IX PUBLIC CONTACT

- 9.01 Contact with the news media, citizens of Fort Bend County or governmental agencies shall be the sole responsibility of County.
- 9.02 Under no circumstances, whatsoever, shall Contractor release any material or information developed or received from County in the performance of its services hereunder without the express written permission of County, except where required to do so by law.

#### SECTION X COMPLIANCE AND STANDARDS

Contractor shall render the services hereunder in accordance with generally accepted standards of Contractor Fort Bend County and Harris County, Texas applicable thereto and shall use that customary degree of care and skill commensurate with the profession similar to the Project to comply with all applicable state, federal, and local laws, ordinances, rules and regulations relating to the services to be rendered hereunder, and Contractor's performance.

#### SECTION XI OWNERSHIP OF DOCUMENTS

- 11.01 County shall be the absolute and unqualified owner of all preliminary layouts, records, and other documents prepared pursuant to this Agreement by the Contractor.
- 11.02 No reuse fees or royalty payments will be paid to Contractor in connection with future reuse or adaptation of designs derived under this contract.
- 11.03 Copies of all complete or partially completed preliminary layouts, records, digital files and other documents prepared pursuant to this Agreement shall be delivered to County when and if this Agreement is terminated or upon completion of this Agreement, whichever occurs first, as provided in this Agreement.
- 11.04 Contractor is expressly prohibited from selling, licensing or otherwise marketing or

donating such documents, or using such documents in the preparation of other work for any other client, or from duplicating the appearance of the Project depicted in the deliverables for any without the prior express written permission of County.

SECTION XII  
INDEMNIFICATION

- 12.01 **CONTRACTOR SHALL SAVE HARMLESS COUNTY FROM AND AGAINST ALL CLAIMS, LIABILITY, AND EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF THE CONTRACTOR, ITS AGENTS, CONSULTANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF THE CONSULTANT OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.**
- 12.02 **CONTRACTOR SHALL ALSO SAVE HARMLESS COUNTY FROM AND AGAINST ANY AND ALL EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES WHICH MIGHT BE INCURRED BY COUNTY, IN LITIGATION OR OTHERWISE RESISTING SAID CLAIMS OR LIABILITIES THAT MIGHT BE IMPOSED ON COUNTY AS THE RESULT OF SUCH NEGLIGENT ACTS, ERRORS OR OMISSIONS BY THE CONTRACTOR, ITS AGENTS, CONSULTANTS OR EMPLOYEES.**

SECTION XIII  
MODIFICATIONS

This instrument contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

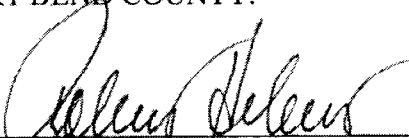
SECTION XIV  
MISCELLANEOUS

- 14.01 By entering into this Agreement, the parties do not intend to create any obligations, express or implied, other than those specifically set out in this Agreement.
- 14.02 Nothing in this Agreement shall create any rights or obligations in any party who is not a signatory to this Agreement.
- 14.03 Contractor agrees and understands that: by law, the Fort Bend County Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients; the Fort Bend County Attorney's Office may not advise or approve a contract or other legal document on behalf of any other party not its client; the Fort Bend County Attorney's Office has reviewed this document solely from the legal perspective of its client; the approval of this document by the Fort Bend County Attorneys Office was offered solely to benefit its client; Contractor and other parties should not rely on this approval and should seek review and approval by their own respective legal counsel.
- 14.04 If there is a conflict between this agreement and Exhibit A, the provisions of this Agreement shall prevail.

SECTION XV  
EXECUTION

This Agreement shall not become effective until executed by all parties hereto.

FORT BEND COUNTY:

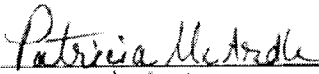
  
\_\_\_\_\_  
Robert E. Hebert, County Judge

12-18-07  
Date

Attest:

  
\_\_\_\_\_  
Dianne Wilson, County Clerk

CONTRACTOR: Global 360

  
\_\_\_\_\_  
Patricia McArdle  
VP and General Counsel

12 December 2007  
Date

MER: Global 360PS.DC.\_\_\_\_(11032007)

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ 431,000.00 to accomplish and pay the obligation of the Fort Bend County under this contract.

  
\_\_\_\_\_  
Ed Sturdivant, Fort Bend County Auditor

Exhibit A: Statement of Work for RFP 07-069 from Contractor

December 10, 2007



**STATEMENT OF WORK:  
FOR REQUEST FOR PROPOSALS 07-069**

*Image Conversion for District Clerk for Fort Bend  
County, Texas*

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Fort Bend County, Texas



**Global 360**  
Optimizing Business Processes



## **KEY COMPONENTS FOR STATEMENT OF WORK**

- I           SUMMARIZATION OF SERVICES AND SOFTWARE TO BE PROVIDED**
  
- II           SCOPE OF WORK & ASSUMPTIONS**
  
- III          CONVERSION PROCESS DESCRIPTION**
  
- IV          PROJECT SCHEDULE – INCLUDING KEY PROJECT PHASES**
  
- V           CONFIRMATION OF COSTS**



## **I                   SUMMARIZATION OF SERVICES AND SOFTWARE TO BE PROVIDED**

Global 360 will provide digital image conversion services to the Fort Bend County District Clerk for the conversion of microfilm to digital form. Included as components of those services are:

1. Inventory management of Fort Bend County's microfilm, including cataloging and safe transport of microfilm records to Global 360 team facilities
2. Inspection of microfilm for any defect that may render the film unusable for image conversion purposes
3. Off-site microfilm scanning for approximately 3900 rolls of microfilm
4. Indexing of case files as specified in section II of this Statement of Work
5. Delivery of scanned images and index data on external hard drives
6. Web-based access to Global 360 PRISM System (formerly known as Global 360 PT/BOS) for conversion project tracking purposes
7. A five (5) user license for Global 360's Virtual Roll© solution as an aide for Fort Bend County's internal quality assurance and acceptance testing, including a 24 month use of the software.
8. County staff will need adequate magnetic storage for internal quality assurance and index correction using Global 360's Virtual Roll. Based upon an estimated image count of 5,460,000, we believe that the storage requirements will very likely range from 300 GB to 400 GB of magnetic storage needed.
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10. Safe return of all microfilm converted by the Global 360 team
11. Collaboration with Fort Bend County's provider for court case management software, Tyler Technologies to ensure proper uploading of case files and index data (metadata)

The Global 360 team referred to above includes Global 360 staff members, and the members of Global 360's authorized subcontractor, Lorien Technologies. All services will be provided in the United States and no scanning, indexing nor any quality control steps will be performed on an overseas outsource basis.

Services will be billable as rendered on a monthly basis, and submitted to Fort Bend County, based upon the County's billing instructions.



## II SCOPE OF WORK & ASSUMPTIONS

The scope of work for this project focuses on the conversion of blipped 16mm microfilm for the Fort Bend County District Clerk's office. The steps involved in the conversion process are covered in Section II – Conversion Process Description, so they are not dealt with in this section of the Scope of Work Statement. This section does include information regarding the scope of the number of rolls of microfilm to be converted, the numbers of blips (equivalent to image count) contained within the rolls, the indexing requirements for this project, a description of the product employed (PRISM) to allow for project tracking by Fort Bend County District Clerk's staff, a description of the product employed (Virtual Roll) for Fort Bend County's quality assurance processing, and a limited set of assumptions that pertain to the microfilm itself.

Included in the scope of the services to be delivered are the digitizing of case file images within each roll, and the indexing of cases. Approximate volumes of rolls of microfilm to be converted are noted below:

Division	Number of Reels	Number of Blips
Administration	13	18,200
Criminal	624	873,600
Civil	1314	1,839,600
Family	1676	2,346,400
Confidential	76	106,400
Family Warehouse	125	175,000
Civil Warehouse	10	14,000
Confidential Warehouse	62	86,800
<b>Total</b>	<b>3,900</b>	<b>5,460,000</b>

### *Indexing Requirements and Image File Formatting*

For all cases, Global 360 will capture index data at the court case level only and will not capture data nor to index data for events within the case files. In order to generate .tif files on a consistent basis, this will mean that all cases will be delivered to Fort Bend County as multi-page .tif images. Thus, each case will have a multi-page .tif image associated with it for loading into the County's new judicial system. For those case/causes where the case file is larger than 100 images Global 360 may deliver multiple multi-page tiff image files per case. County staff, Tyler Technologies and Global 360 will determine the exact size limitation of a multipage tif file and the format for loading into the new system provided by Tyler Technologies.



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In order to ensure a timely conversion of the microfilm files, and in order to ensure the accuracy of imported image files, the County and Global 360 have agreed to make use of Global 360's Virtual Roll product, to allow County staff to make corrections to the index data after the initial delivery of image files.

County staff will notify G360 when review of the case file images in Virtual Roll is complete. G360 will retrieve the images and index data from Virtual Roll and format the images and index data in a format for loading into the new system provided by Tyler Technologies. County staff understands that once G360 retrieves the reviewed/corrected case file images and indexes from Virtual Roll all future corrections will need to be made in the county's new imaging system.

***Production Tracking and Reporting Throughout Conversion Project Process***

Recognizing that Fort Bend County has an interest in and obligation to track the work performed by the Global 360 team, the County will make use of Global 360's PRISM solution. That PRISM solution was described in detail in the initial proposal, dated May 23, 2007 as PT/BOS. The county has the authorization to make use of up to five (5) licenses for access to the PRISM solution throughout the conversion process, and will be afforded the opportunity to view the progress of the conversion process on a real-time basis, to make full use of the existing reporting functionality within the PRISM offering, and to report issues and problems with monthly image deliveries through the embedded Issue Tracking capability. Global 360 and Lorien Technologies will be responsible for ensuring that their production tracking and reporting capabilities are fully coordinated, and are available for display to Fort Bend County staff through the PRISM solution.

The full description of the PRISM solution is included herein, as it was described in Global 360's proposal:

**GLOBAL 360 PT/BOS CAPABILITY**

The conversion of approximately 3,900 microfilm rolls qualifies this particular project as a large project that will require a vendor's best practices for Project Management. An integral part of managing the project relates to the cataloging of roll of film and the tracking of the conversion effort through each stage of the conversion process. As noted elsewhere within this proposal, Global 360 plans to make full use of its Production Tracking and Business Optimization Server (PT/BOS) capability to enhance the management of this project. PT/BOS will provide our staff with the tools necessary to positively control the project, to manage the inventory of drawings on an ongoing basis,



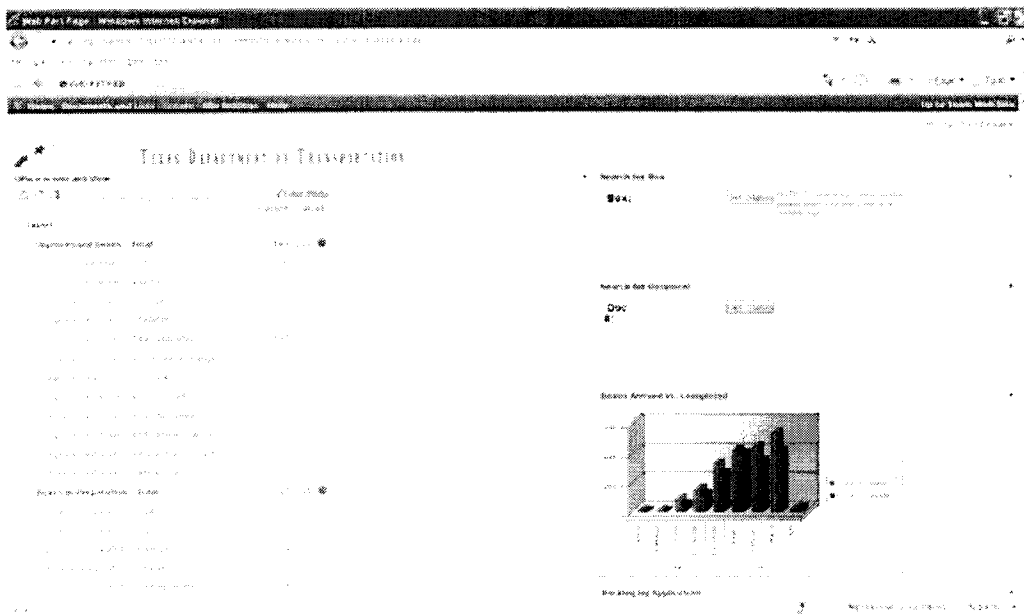
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and can provide Fort Bend County District Clerk's staff with important capabilities, including:

- Project monitoring and tracking
- Status reports
- Issue tracking

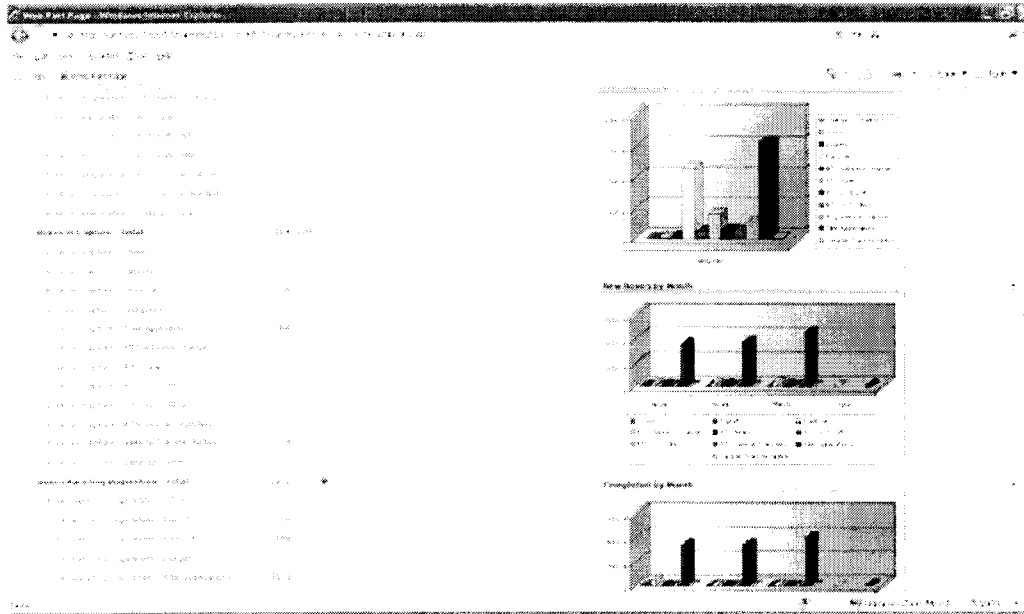
As can be seen in the graphic illustration below, we are able to track by box, or in the case of the District Clerk's microfilm rolls, we are able to track each microfilm roll. PT/BOS can provide information about each roll and indicate which stage of the production process each microfilm roll. Searches for a particular roll can also be conducted whenever a question arises about the status of a roll, or whenever a roll of film may be needed by the District Clerk's office, while that roll is in production.



The progress of the project can be tracked and can be accessed by Global 360 staff and authorized team members of the Fort Bend County District Clerk's office. Graphical illustrations accompany the statistical data, and can show at a glance how the project is progressing.



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All of the data shown in the above graphs is captured and can be accessed through a reporting capability that we have built in to the Global 360 PT/BOS solution. Thus, monitoring contract compliance can be significantly enhanced, and the effort on the part of the District Clerk and Fort Bend County to monitor compliance can be reduced.

Global 360 team members are also better able to manage the project as well through the use of PT/BOS. The graphic on the following page shows some of the information that our team is able to track. The chart used on the next page shows that we are able to capture detailed statistical information relating to each roll of microfilm.

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Production Tracking / DOS	Global 360 IMS	Control#	Batch#	Status	Station Date	Open Batch	Index Batch	Scan Queues	Scan Time	Chks	Completed	Completed
Active Production		15101	1	RFE	4/12/2006 9:30 AM	21903	13998	25	2453	2600	4/12/2006 9:53 AM	
LAB (Status: Archived) [RFE]		15102	1	RFE	4/12/2006 8:47 AM	21903	13991	52	1046	1176	4/12/2006 7:16 AM	
LAB (Status: Archived) [RFE]		15103	1	RFE	4/12/2006 9:17 PM	21903	13945	12	2026	2088	4/12/2006 9:16 AM	
LAB (Status: Archived) [RFE]		15104	1	RFE	4/12/2006 10:39 AM	21919	13915	16	1460	1496	4/12/2006 9:21 AM	
LAB (Status: Archived) [RFE]		15105	1	RFE	4/12/2006 10:16 AM	21902	13910	18	1673	1943	4/12/2006 7:45 AM	
LAB (Status: Archived) [RFE]		15106	1	RFE	4/12/2006 10:43 AM	21904	13976	26	1671	1640	4/12/2006 10:11 AM	
LAB (Status: Archived) [RFE]		15107	1	RFE	4/12/2006 10:13 AM	21900	13993	42	1980	3894	4/11/2006 4:13 PM	
LAB (Status: Archived) [RFE]		15108	1	RFE	4/12/2006 12:02 PM	21911	13936	52	866	1134	4/12/2006 10:54 AM	
LAB (Status: Archived) [RFE]		15109	1	RFE	4/10/2006 12:40 PM	21914	13985	31	1949	2914	4/10/2006 8:00 AM	
LAB (Status: Archived) [RFE]		15110	1	RFE	4/10/2006 3:15 PM	21919	13989	28	2769	2716	4/10/2006 1:28 PM	
LAB (Status: Archived) [RFE]		15111	1	RFE	4/12/2006 8:02 AM	21926	13996	36	1714	1902	4/12/2006 2:10 PM	
LAB (Status: Archived) [RFE]		15112	1	RFE	4/12/2006 12:56 PM	21926	13922	19	1715	1764	4/12/2006 10:20 AM	
LAB (Status: Archived) [RFE]		15113	1	RFE	4/10/2006 12:53 PM	21927	13970	26	2605	2626	4/10/2006 10:01 AM	
LAB (Status: Archived) [RFE]		15114	1	RFE	4/10/2006 12:56 PM	21925	13975	10	1862	1096	4/10/2006 10:45 AM	
LAB (Status: Archived) [RFE]		15115	1	RFE	4/13/2006 7:13 AM	21951	13965	20	1900	1866	4/12/2006 2:15 PM	
LAB (Status: Archived) [RFE]		15116	1	RFE	4/12/2006 8:08 AM	21929	13969	13	1269	1379	4/12/2006 8:21 AM	
LAB (Status: Archived) [RFE]		15117	1	RFE	4/10/2006 3:48 PM	21925	13959	22	2064	2132	4/10/2006 2:38 PM	
LAB (Status: Archived) [RFE]		15118	1	RFE	4/12/2006 1:02 PM	21984	13973	24	1505	2322	4/12/2006 9:53 AM	
LAB (Status: Archived) [RFE]		15119	1	RFE	4/13/2006 7:39 AM	21922	13966	26	2392	2406	4/13/2006 10:58 AM	
LAB (Status: Archived) [RFE]		15120	1	RFE	4/10/2006 7:25 AM	21923	13993	26	2668	2850	4/12/2006 10:59 AM	
LAB (Status: Archived) [RFE]		15121	1	RFE	4/09/2006 10:53 AM	21900	13166	26	2505	2346	4/09/2006 8:53 AM	
LAB (Status: Archived) [RFE]		15122	1	RFE	4/12/2006 11:21 AM	21913	13927	38	1775	2082	4/12/2006 8:43 AM	
LAB (Status: Archived) [RFE]		15123	1	RFE	4/10/2006 8:30 PM	21901	13967	32	2082	2292	4/10/2006 6:06 AM	
LAB (Status: Archived) [RFE]		15124	1	RFE	4/12/2006 7:10 AM	21856	13582	20	1874	1830	4/11/2006 1:54 PM	
LAB (Status: Archived) [RFE]		15125	1	RFE	4/12/2006 8:00 AM	21928	13992	25	2202	2240	4/12/2006 2:37 PM	
LAB (Status: Archived) [RFE]		15126	1	RFE	4/10/2006 3:23 PM	21927	13962	15	1075	1467	4/10/2006 12:42 PM	
LAB (Status: Archived) [RFE]		15127	2	RFE	4/10/2006 3:26 PM	21925	13986	12	791	1782	4/10/2006 1:53 PM	
LAB (Status: Archived) [RFE]		15128	1	RFE	4/11/2006 1:12 PM	21903	13950	11	851	812	4/11/2006 9:16 AM	
LAB (Status: Archived) [RFE]		15129	1	RFE	4/10/2006 3:36 PM	21895	13460	27	2662	2494	4/10/2006 6:06 AM	
LAB (Status: Archived) [RFE]		15130	1	RFE	4/11/2006 2:03 PM	21819	13540	20	1939	1880	4/11/2006 8:06 AM	
LAB (Status: Archived) [RFE]		15131	1	RFE	4/12/2006 1:03 AM	21902	13999	27	2845	2727	4/12/2006 3:11 PM	
LAB (Status: Archived) [RFE]		15132	1	RFE	4/12/2006 7:18 AM	21889	13989	26	2096	2660	4/11/2006 4:00 PM	
LAB (Status: Archived) [RFE]		15133	1	RFE	4/12/2006 1:12 PM	21829	13916	27	2651	2546	4/12/2006 7:39 AM	
LAB (Status: Archived) [RFE]		15134	2	RFE	4/10/2006 1:00 PM	21854	13217	14	1200	1414	4/10/2006 8:57 AM	
LAB (Status: Archived) [RFE]		15135	2	RFE	4/12/2006 8:56 AM	21903	13993	14	1111	1386	4/11/2006 4:23 PM	
LAB (Status: Archived) [RFE]		15136	2	RFE	4/12/2006 10:13 AM	21900	13912	12	1094	1362	4/12/2006 8:33 AM	
LAB (Status: Archived) [RFE]		15137	1	RFE	4/10/2006 8:56 PM	21789	13496	24	2192	2392	4/10/2006 2:01 PM	
LAB (Status: Archived) [RFE]		15138	1	RFE	4/11/2006 1:47 PM	21837	13961	28	2750	2540	4/11/2006 10:09 AM	
LAB (Status: Archived) [RFE]		15139	1	RFE	4/12/2006 1:24 PM	21923	13926	22	2018	2134	4/12/2006 10:20 AM	
LAB (Status: Archived) [RFE]		15140	1	RFE	4/11/2006 3:30 PM	21702	13461	46	4566	4646	4/10/2006 8:06 AM	
LAB (Status: Archived) [RFE]		15141	1	RFE	4/12/2006 1:28 PM	21627	13927	22	2065	2046	4/12/2006 10:00 AM	

We are also able to track each roll, based on staff members who have been involved in the production process, from initial inspection, through microfilm scanning, microfilm indexing and the quality assurance process, etc. The data collected allows us to manage the productivity of staff and to address any issues that may arise during the course of the project.

Due to the need for Fort Bend County staff to have a toolset that facilitates its own quality assurance testing, and due to the need that Fort Bend County District Clerk's staff may wish to correct index entries, Global 360 will provide its Virtual Roll product for use by up to five workstations for Fort Bend County staff. Licensing for the use of this product is based on a named-user configuration and is granted on a perpetual non-exclusive use basis. A detailed description of the Virtual Roll capabilities is noted below for purposes of documentation.

**Virtual Roll Product Description**

Global 360 proposes to provide its Virtual Roll© technology to Fort Bend County in order to provide a complete solution for the county's quality assurance requirements. Included in this section is a screen print from the retrieval screen for the Global 360 Virtual Roll© solution.

Our solution will allow Fort Bend County to retrieve a full roll of microfilm for viewing, enhancing the County's initial quality control process and maximizing its ability to search for individual documents or images on an image-by-image basis. Virtual Roll© is a



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highly flexible product that loads all images into single page .tif images for viewing, and provides end-users with the ability to view converted microfilm from any roll microfilm format (simplex, duplex, duo) in comic or cine mode, and through a range of the original reduction ratios.

One of this product's most advanced features is the inclusion of a modifiable database file containing all index data associated with the images for each converted roll. It is designed to facilitate real-world search requirements that may contain information such as event type, frame id, etc. By providing the ability to modify the index data, we can facilitate rapid changes that the County may need to make for documents that are difficult to classify under a specific event code.

We understand that Fort Bend County makes use of Microsoft Outlook for its email solution. Our product is fully compatible with that Microsoft Outlook email solution and can allow the County to make use of its existing email solution in order to send pages or documents to internal or external users.

Key additional capabilities of the Virtual Roll© product, include options to display images on the following bases:

- Fit to Height
- Fit to Width
- Best Fit
- Pixel-to-pixel – matching each display pixel to each screen pixel
- Zoom – including 25%, 50%, 75%, 100%, 200%, 400% for better viewing
- Scale to grey – very important in efforts to maximize the legibility of images that may be of questionable quality on microfilm
- Image Rotation

Search capabilities are entirely flexible and allow users to go to a specific page, to the next page, to a prior page, or to the first or to the last page of a roll of microfilm. The search screen allows end-users to go to a specific image on the microfilm, even though the microfilm may not have included image marks when initially captured.

On-the-fly deskewing and despeckling are also readily available, to supplement the use of tools that we will make use of in the conversion process. We urge caution in the use of despeckling, since it can lead to the loss of key punctuation marks....like periods and commas that are important in maintaining the integrity of data within a property record document.

***MINIMUM CAPABILITIES AND/OR FUNCTIONALITY***



- a. **Maintain the complete integrity of the image when compared to the original microfilm.**

The County's desire to maintain the complete integrity of images in comparison to original microfilm will be provided through a combination of the quality of the Global 360 team's scanning and quality control processes and the use of Global 360's Virtual Roll® solution. Our solution will allow Fort Bend County to retrieve / load an entire roll of microfilm for viewing, and will provide access to each page within the roll, and scanning throughout each roll of film that has been converted. The visual representation of each roll of microfilm will be the digital equivalent of the original microfilm images.

- b. **Have a visually obvious means of ensuring that all images are captured from the original microfilm roll (the entire roll must be captured – not just the individual images).**

By providing access to a full roll of microfilm from the first through the last image, Global 360's Virtual Roll product provides a visual obvious means of ensuring that all images have been captured from the original microfilm roll. Our solution will enable Fort Bend County to verify that each roll of microfilm has been captured in its entirety.

- c. **Have a visually obvious means of tracking and ensuring that images are in original film order.**

Each image shown will be in the same sequence as the original roll of microfilm, ensuring that images are easily retrievable and are in the same order. Since the full roll of microfilm will be accessible, that will provide the visually obvious means of tracking and ensuring that images are in original film order.

- d. **Have the ability to scroll sequentially through images without regard to document breaks.**

Virtual Roll technology provides for the ability to scroll sequentially through images without regard to document breaks, target sheets, separator sheets that appear on the microfilm, etc. From the first image of each roll of microfilm through the last image on each roll, Fort Bend County staff will be able to scroll through entire rolls of microfilm, without interruption.

- e. **Have search capability by book and by page.**



An integral part of the Virtual Roll solution from Global 360 is the design that facilitates a search of each roll of microfilm by book and page, whether the microfilm incorporates the use of image marks or not.

**f. Allow for image zoom capability.**

Full Microsoft compatible zoom capabilities are incorporated into the Virtual Roll product.

**g. Allow for single or multiple page printing or emailing**

Our solution provides for the selection of individual pages, selected pages (i.e. pages 1, 3, 5, etc.) or a page range for printing, emailing or fax transmission.

**h. Allow for incremental forward and backward scrolling through the digital images by utilizing the arrow keys on the PC keyboard.**

Research of a microfilm roll can be accomplished by incrementing forward or backward through each roll of microfilm, using appropriate keys on the PC image keyboard, by scrolling forward and backward through the roll through the use of the PC's mouse, or by selecting (clicking on) the thumbnail images viewable on the retrieval screen.

**i. Allow for multi-user concurrent access.**

Multiple, concurrent user access is readily available for the system, from the Global 360 provided server.

**j. Provide for a means of correcting index data for subsequent entry into County Court Case Management & Imaging Repository**

***NO DISADVANTAGES OR LIMITATIONS***

Global 360's Virtual Roll solution poses none of the limitations or disadvantages that may be apparent in other proposed solutions. Virtual Roll is an active product offered by Global 360, and is based upon the most powerful Microsoft Windows imaging toolset, Imaging for Windows Professional©. Advancements in that toolset, a Global 360-provided solution will be incorporated into updates to the Virtual Roll© product.



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Although the current version of our Virtual Roll solution does not provide for redaction, Global 360 is very mindful of increased emphasis on privacy and on the need to redact personal identifying information from public records has led us to include an “on the fly” redaction capability for our next product release. Redaction will not alter the original image, but will provide Fort Bend County staff the ability to redact specific information from images prior to printing, emailing or faxing single or multiple pages. Our redaction capability will also permit the storage of redacted information in files for later use. We will provide Fort Bend County with that release when it is made available for general release.

*VIRTUAL ROLL MINIMUM HARDWARE AND OPERATING SYSTEM REQUIREMENTS*

The following is a list of the minimum hardware and software requirements:

- Pentium 300 MHz processor
- 128 Mbytes of memory
- 20 MBytes of disk space for installation
- 1024 x 768 with 16-bit color, small fonts
- Windows XP Professional with Service Pack 1
- Microsoft Office Access Database

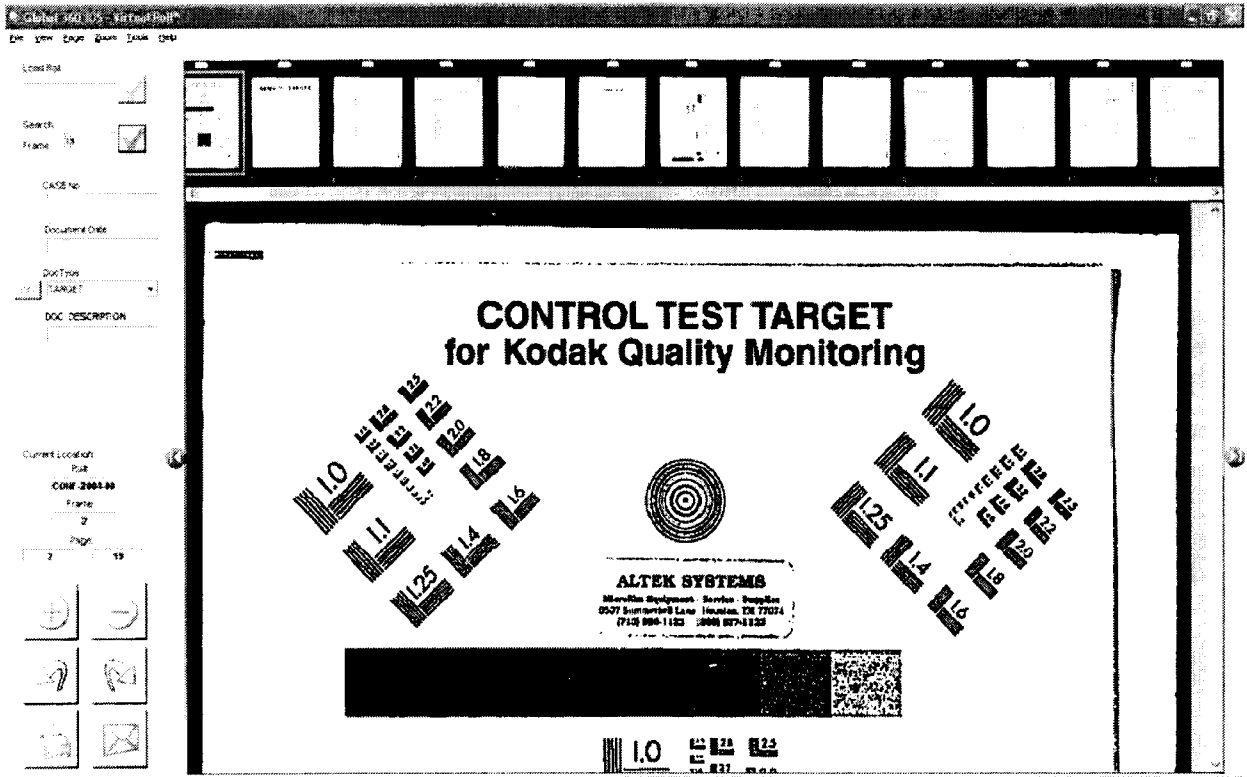
*PRODUCT WARRANTIES PROVIDED BY BIDDER*

Our warranties include:

- Virtual Roll© Limited Warranty. For the term license period of twenty-four (24) months, Global 360 warrants that Virtual Roll will perform substantially as described in this statement of work. In the event of a failure of Virtual Roll to meet this limited warranty, the entire liability of Global 360 shall be, at Global 360’s sole discretion, replacement of the Virtual Roll software. This limited warranty does not cover failures caused by accident, misuse or misapplication.



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***Assumptions***

The services provided within the scope of this statement of work are based upon the following assumptions:

1. That each roll of microfilm is a 16mm X 100 foot roll of film, and is original camera film, not duplicate film.
2. That the condition of each roll of microfilm is good, and that there are no physical defects on the film that will prevent the reliable scanning and reproduction of images in digital form
3. That each blip noted in the microfilm inventory provided by Fort Bend County is associated with no more than one image



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4. That the means of media to be used for the delivery of images will be external disk drives that are the property of the Global 360 team; thus those disks will be returned to Global 360 upon completion of the upload of image and index data.
5. That Fort Bend County will notify Global 360 of issues relating to image quality, missing images, etc. through the Global 360 PRISM software on an ongoing basis, and that it will notify Global 360 of such problems within 30 days of the delivery of image files by Global 360.
6. That Fort Bend County staff and Tyler Technologies staff will work with Global 360 and will be available to test the uploading of image files and index data prior to the beginning of full conversion production.



### III CONVERSION PROCESS DESCRIPTION

The steps below are those that will be taken for the conversion of Fort Bend County microfilm. Each step will be performed within the United States, and no overseas outsourced services will be used. Microfilm and the data contained in the microfilm will be fully protected from disclosure to any third parties.

1. Microfilm Inventory at Fort Bend County site – The microfilm inventory data will be loaded into the Global 360 PRISM system for additional tracking.
2. Microfilm Shipment to production facility
3. Inventory Confirmation at production facility – Confirmation of the receipt of the complete inventory for each shipment will be performed at the production facility, prior to placement of the microfilm in a locked vault.
4. Input Media Scanning
  - a. Establish focus, image enhancement, frame detection, DPI settings – The testing for each conversion device will help ensure the consistent delivery of high-quality images from the microfilm being scanned.
  - b. Production scanning – with active monitoring – Staff members of the Global 360 team will monitor each scanner as production scanning is underway, taking time to make any adjustments necessary to maintain the highest quality scanned image files. Files will be scanned at 300 dpi.
  - c. Automated image cropping – Due to the use of a consistent format from planetary microfilm cameras, we will make use of automated cropping settings in order to minimize the file sizes, without eliminating any portion of an image.
5. Scanning Validation
  - a. Image-by-image inspection to ensure proper frame detection, deletion of blank images, splices, other non-case file image deletion
  - b. Image quality review for focus, scanning dpi, legibility
  - c. Validate file naming and directory structure
  - d. Investigate rolls where small numbers of images have been captured
  - e. Rescanning of any below-standard images where rescanning will result in higher quality, where pages may be missing, etc.
6. Indexing & Generation of Index in XML format
  - a. Data entry of case/cause numbers
  - b. Use of data from case management system for cases filed from 2000 forward to identify event date combinations within files
7. Post-Index Processing
  - a. Generation of Media – external hard drive for Export through “Mass Grouper” program
  - b. Generation of backup copy of files to be held by Global 360 team during the project



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c. Media QC Step

8. Batch & Shipment Quality Control – This final check ensures that inventory control will be managed throughout the production process and that each shipment of image and index data matches the production schedule.
9. Corrective Scanning Processing – Where we encounter image quality assurance issues that require or that can benefit from rescanning, the Global 360 team will rescan microfilm images in order to maximize quality results. This corrective scanning process, however, assumes that image quality on the microfilm is good and that there is or has been visible deterioration in comparing the digitized scanned images to the microfilm.



#### IV PROJECT SCHEDULE – INCLUDING KEY PROJECT PHASES

##### Sample Project Schedule Microsoft Project Extracted Summary - Fort Bend County Image Conversion Project for District Clerk

<i>ID</i>	<i>Name</i>	<i>Days</i>	<i>Start</i>	<i>Finish</i>
1	Fort Bend District Clerk Project	222.d	5/24/2007 8:00	3/28/2008 17:00
2	Proposal Submission	1.d	5/24/2007 8:00	5/24/2007 17:00
3	RFP Review	26.d	5/25/2007 8:00	6/29/2007 17:00
4	RFP Award	1.d	7/3/2007 8:00	7/3/2007 17:00
5	Initiate Initial Project Meeting	1.d	7/25/2007 13:00	7/25/2007 15:00
6	G360 staff scanning and indexing sample rolls	30.d	9/10/2007 8:00	10/22/2007 17:00
7	Review test results and complete SOW	1.d	10/24/2007 9:00	10/24/2007 11:00
8	Transfer initial 600 rolls to G360	1.d	11/9/2007 8:00	11/9/2007 17:00
9	Initial production run	15.d	11/12/2007 8:00	11/30/2007 17:00
10	Multiple deliveries of images from initial production to Ft Bend	11.d	11/16/2007 8:00	11/30/2007 17:00
11	G360 install Virtual Roll and train Ft Bend staff on the use of VR	1.d	11/16/2007 9:00	11/16/2007 17:00
12	FT Bend staff review and update images and indexes using VR	16.d	11/16/2007 8:00	12/7/2007 17:00
13	Initial production run results meeting	1.d	11/22/2007 9:00	11/22/2007 11:00
14	Transfer second production run - 1000 rolls	1.d	11/26/2007 8:00	11/26/2007 17:00
15	First load of images into Tyler system	1.d	11/26/2007 8:00	11/26/2007 17:00
16	Second production run	24.d	11/26/2007 8:00	12/28/2007 17:00
17	Multiple deliveries of images from second production run to Ft Bend	20.d	11/30/2007 8:00	12/28/2007 17:00
18	FT Bend staff review and update images and indexes using VR	19.d	12/7/2007 8:00	12/28/2007 17:00
19	Transfer third production run - 1000 rolls	1.d	12/27/2007 8:00	12/27/2007 17:00
20	Third production run	24.d	12/28/2007 8:00	2/1/2008 17:00
21	Multiple deliveries of images from third production run to Ft Bend	20.d	12/31/2007 8:00	1/25/2008 17:00
22	FT Bend staff review and update images and indexes using VR	19.d	1/3/2008 8:00	1/29/2008 17:00
23	Project status meeting & review	1.d	1/8/2008 9:00	1/8/2008 11:00
24	Transfer fourth production run - 1000 rolls	1.d	1/23/2008 8:00	1/23/2008 17:00
25	Second load of images into Tyler system	1.d	1/29/2008 8:00	1/29/2008 17:00
26	Fourth production run	25.d	1/25/2008 8:00	2/29/2008 17:00
27	Multiple deliveries of images from fourth production run to Ft Bend	20.d	1/28/2008 8:00	2/22/2008 17:00
28	FT Bend staff review and update images and indexes using VR	18.d	1/30/2008 8:00	2/25/2008 17:00
29	Third load of images into Tyler system	1.d	2/20/2008 8:00	2/20/2008 17:00
30	Transfer fifth production run - 59 rolls	1.d	2/20/2008 8:00	2/20/2008 17:00
31	Deliver all images from fifth production run to Ft Bend	1.d	2/29/2008 8:00	2/29/2008 17:00
32	Project Status meeting	1.d	3/5/2008 9:00	3/5/2008 11:00
33	Forth and final load of images into Tyler system	1.d	3/27/2008 8:00	3/27/2008 17:00
34	Project Completion Date	1.d		3/28/2008 17:00



## V CONFIRMATION OF COSTS

### PRICING DATA:

Based upon the above information, Global 360's pricing is as follows based upon the provision of all services on an "on-shore" basis within the United States:

<i>Microfilm scanning, indexing and CD-ROM generation</i>	<i>\$ 0.0749/image</i>
<i>Image Loading Services (based on four deliveries)</i>	<i>\$1,250.00 per loading operation</i>
<i>Total billings for this project not to exceed</i>	<i>\$431,000.00</i>