

STATEMENT OF WORK TX061714FBC

FORT BEND COUNTY, TEXAS

SCANNING, STAPLING AND INDEXING

Version 1.1

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Manatron, Inc. – A Thomson Reuters Business

SOW TX061714FBC – V 1.1
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Document submitted by Manatron, Inc. – A Thomson Reuters Business

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PROJECT SUMMARY

Project:	Fort Bend County, Texas Scanning, Stapling and Indexing
Project Site:	Fort Bend County 301 Jackson Street Richmond, TX 77469
County Contact(s):	Dianne Wilson, County Clerk (281) 341-8686 dianne.wilson@fortbendcountytexas.gov
Target Date of Implementation:	Project to start within 30 days of signing of contract.
Scope:	The purpose of this project is for TRTA Gov to scan assorted books and microfilm, assemble images into instruments, and index instruments as specified. Marriage records will be linked to existing Aumentum Marriage certificates. All images and indexes will be loaded into the County's Aumentum Recorder real estate database.
Technology:	Hardware - The County will be responsible for addressing storage requirements. Software (see following table for software licenses included) - The County will utilize the existing Aumentum Recorder software for accessing images and indexes. No new software is required. The software deliverables from TRTA Gov are listed in this Statement of Work. Deliverables outside the current functionality of the standard Anthem suite may be subject to additional development and configuration, which may be accompanied by additional charges. Any changes or additions to these deliverables will need to adhere to TRTA Gov's Change Management Process.

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 Fort Bend County, Texas (the "County").

PROJECT OVERVIEW

This Statement of Work ("SOW") defines the areas or scope of work for this project and identifies TRTA Gov and County project responsibilities. It also describes the project management processes for performing this work, the criteria for determining that the work is successfully completed, and the methods to be used to control scope, quality, and costs. Mitigation is defined for any significant project risks that have been identified.

SOFTWARE

This project requires no new software. All images and indexes will be loaded into the County's standard Aumentum Recorder real estate configuration.

RECOMMENDED HARDWARE

The County will provide the storage space required for the scanned images and new indexes.

PROJECT IMPLEMENTATION

PURPOSE STATEMENT

The purpose of this phase of the project is to implement various scanning, conversion, and data services initiatives for Fort Bend County. This Statement of Work describes the work that TRTA Gov is responsible for implementing. Upon SOW signing, a project schedule will be developed between TRTA Gov and the County.

It is noted that the County has requested that the project be completed before December, 2014. This assumes that the County will expedite approval of this SOW in order to allow shipping of the books and film for scanning by mid-July.

Book and microfilm scanning and data services for various records are to be administered as follows:

1. Planning (project plan);
2. Creation of conversion instance (for Backfile project review) within the Aumentum Recorder environment;
3. Off-site scanning services for various books and microfilm;
4. Pilot phase for professional services, including a percentage selection for all document type images included in this project;
5. Production image duplication for images containing "Multiple Instruments per Image" issue;
6. Production stapling of multi-page instruments for select volumes, as specified;
7. Production full indexing of most volumes and match and merge of Marriage Application and Notice of Intent to Marry records, as specified;
8. Production verification and editing of Spanish Land Grant images and index data;
9. Quality review;
10. Monthly batch deliveries;
11. County review and acceptance (per monthly batch);
12. Loading of records and index data into Aumentum Recorder conversion instance;
13. Moving images and index data from Aumentum Recorder Conversion to Production upon acceptance.

SCOPE STATEMENT

Fort Bend County has requested that TRTA Gov provide a Statement of Work to scan and process various volumes. Image stapling and indexing services will be provided for specific volumes, and the finished documents will be loaded into the Aumentum Recorder database for access through this software.

The following table lists the document types and volumes to be scanned, estimated page scan counts, estimated pages images after duplication and splits, and the estimated documents after image stapling. TRTA Gov is proposing to scan all books and film off-site. Although on-site scanning is an option, additional travel costs would apply. Scanning service estimates for automated image clean-up, excess border removal, Photostat reversal, manual image clean-up (re-scans), and

image duplication have been included based on standard assumptions. Prior to starting scanning, all books and film will be reviewed and reported to the County to confirm that quantities and required services are within estimated assumptions.

(Table Legend: Book – P = Post, Book – S = Sewn, Index H = Handwritten)

Volume	Source - Book, Film, County	Scan Page Count	Count After Dup's & Splits	Avg. pages per doc	Doc Count	Index, M&M or No (Index)	Comments
Labor Lien Volume 9	Book - P	579	811	2.5	325	Index	
Labor Lien Volume 13	Book - P	898	1257	2.5	503	Index	
Tax Receipt Record	Book - P	33	33	1	33	Index	
Limited Partnership Record Volume 1	Book - P	118	165	2.5	66	Index	Pages 19-39 Photostat
Limited Partnership Record Volume 2	Book - P	882	1235	2.5	494	Index	
Water Permit Record	Book - P	186	186	1	186	Index	
Water Control & Improvement Vol. 2	Book - P	358	501	2.5	200	Index	Pages 271-358 Photostat
Water Control & Improvement Vol. 3	Book - P	544	762	2.5	305	Index	all Photostat
Water Control & Improvement Vol. 4	Book - P	649	909	2.5	364	Index	Pages 1-170 Photostat
Water Control & Improvement Vol. 5	Book - P	744	1042	2.5	417	Index	
Redemption Record Volume 1	Book - S	348	348	1	348	Index	Sewn Book
Chattel Mortgage on Realty Vol. 1	Book - S	6	N/A	N/A	N/A	Index	Sewn Book
Chattel Mortgage - Personal Prop 1930's	Book - S	528	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1934	Book - P	700	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1935	Book - P	700	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1936	Book - P	700	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1937	Book - P	700	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1938	Book - P	900	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1939	Book - P	900	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1940	Book - P	900	N/A	N/A	N/A	No	Store as one book - no indexing
Chattel Mortgage 1945	Book - P	500	N/A	N/A	N/A	No	Store as one book - no indexing
Bond to Pay Liens or Claims Vol. 1	Book - P	217	304	2	152	Index	all Photostats
Bond to Pay Liens or Claims Vol. 2	Book - P	822	1151	2	576	Index	
Official Bond Record Volume 5	Book - S	385	385	1	385	Index	1 doc per page, sewn book
Official Bond Record Volume 6	Book - P	647	647	2	323	Index	2 pg. docs - 175-647 Photostat
Official Bond Record Volume 8	Book - P	785	785	2	392	Index	2 pg. docs - 1-273 Photostat
Official Bond Record Volume 9	Book - P	468	468	2	234	Index	2 pg. docs
Register of School Lands	Book - P	50	87	2.5	35	Index	
Deputation Record Volume 1	Book - S	306	612	1	612	Index - H	2 per page – Handwritten, sewn book
Deputation Record Volume 2	Book - P	613	613	1	613	Index	Pages 1-445 Photostat
Deputation Record Volume 3	Book - P	794	794	1	794	Index	Few stuck together
Registered Nurses Docket	Book - P	183	183	1	183	Index	1 doc per page
Veterinarian License Record	Book - S	10	10	1	10	Index	Sewn Book
Optometrist Record	Book - P	46	46	1	46	Index	
General Bond Register	Book - S	312	N/A	N/A	N/A	No	Store as one book - no indexing - Sewn
Amortization Record	Book - P	80	80	2	40	Index	Multi-section 2 pg. docs (32 + 48 pgs.)
Record of School Districts	Book - P	61	61	2.5	25	Index	

Chiropractic Register	Book - S	26	26	2	13	Index	2 page docs Sewn Book,
Hospital Lien Docket	Book - S	250	N/A	N/A	N/A	No	Store as one book - no indexing - Sewn
Polygraph Examiners License & Dentist License	Book - P	119	119	2	60	Index	2 page docs
Estray Record	Book - P	2	2	2	1	Index	2 page docs
Miscellaneous Record Volume 1	Book - S	639	895	2.5	358	Index - H	Handwritten
Miscellaneous Record Volume 2	Book - S	590	826	2.5	330	Index	Sewn Book
Miscellaneous Record Volume 3	Book - S	584	818	2.5	327	Index	Sewn Book
Miscellaneous Record Volume 4	Book - P	597	836	2.5	334	Index	Pages 569-597 Photostat
Miscellaneous Record Volume 5	Book - P	479	671	2	300	Index	all Photostat - 2 page docs
Miscellaneous Record Volume 6	Book - P	426	596	2.5	238	Index	all Photostats
Miscellaneous Record Volume 7	Book - P	545	763	2.5	305	Index	all Photostats
Miscellaneous Record Volume 8	Book - P	605	847	2.5	339	Index	all Photostats
Miscellaneous Record Volume 9	Book - P	725	1015	2.5	406	Index	Pages 1-218 Photostats
Miscellaneous Record Volume 10	Book - P	746	1044	2.5	418	Index	
Miscellaneous Record Volume 11	Book - P	738	1033	2.5	413	Index	
Miscellaneous Record Volume 12	Film	662	927	2.5	371	Index	
Marriage Applications	Film	53,984	53,984	1	53,984	M&M	26 rolls (1955-1989) - Link to license in Aumentum as non-public
Notice of Intent to Marry Vol. 1	Book - S	538	538	1	538	M&M - H	HW on typed form - sewn
Notice of Intent to Marry Vol. 2	Book - S	638	638	1	638	M&M - H	HW on typed form - sewn
Notice of Intent to Marry Vol. 3	Book - S	480	480	1	480	M&M - H	HW on typed form - sewn
Notice of Intent to Marry Vol. 5	Book - P	283	283	1	283	M&M	HW on typed form - post
Spanish Land Grant - Deed, Volume A	County	143	143	3.5	41	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume B	County	4	4	3.5	1	Index	Verify documents & edit data
Spanish Land Grant - Deed, Vol. D & E	County	4	4	3.5	1	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume I & J	County	4	4	3.5	1	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume 1	County	687	687	3.5	196	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume 2	County	393	393	3.5	112	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume 3	County	400	400	3.5	114	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume 4	County	389	389	3.5	111	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume 5	County	414	414	3.5	118	Index	Verify documents & edit data
Spanish Land Grant - Deed, Volume 6	County	295	295	3.5	84	Index	Verify documents & edit data
Spanish Land Grant - Deed, no Vol. ID	County	70	70	3.5	20	Index	Verify documents & edit data

PILOT SPECIFICATIONS

TRTA Gov will perform a comprehensive pilot for approximately 10% of the volumes, performing all project services with the purpose of setting quality standards for all identified record and media types/formats.

1. Inventory:

- TRTA Gov will confirm with the County the inventory of all books and film to be scanned and will enter them into TRTA Gov's inventory management system.
- Each book and film roll will be considered a "batch" and will be tracked through TRTA Gov's system as a batch.
- The Spanish Land Grant images will be added to the inventory upon receipt from the County.
- Significant variations to assumptions will be addressed through the Change Management Process.

2. Off-site Scanning for Books and Film:
 - a. TRTA Gov will use document-capture hardware and software specifically designed to capture and process County government official records images.
 - b. TRTA Gov staff will create an inventory report of all the books and film rolls scanned that will contain the book type, volume number and page count. This will be reconciled to the inventory listed in the inventory management system.
3. Color and Bi-Tonal Images:
 - a. TRTA Gov will scan all media at 300 dpi and provide images/pages in grayscale JPEG and bi-tonal TIFF format.
 - b. JPEG images will provide an exact digital backup of the data contained within the images/pages, and TIFF images will provide superior performance in the imaging system.
4. Auto Image Clean-Up:
 - a. TRTA Gov will provide auto-image cropping for 100% of images/pages scanned.
 - b. TRTA Gov will provide auto de-skew for 100% of images scanned.
 - c. TRTA Gov will reverse polarity for negative images.
 - d. TRTA Gov will manually remove excess black borders.
5. Folder and Image Indexing:
 - a. Folder level -
 - i. Book type
 - ii. Volume number
 - b. Image level -
 - i. Volume number
 - ii. Page number
6. Instrument Stapling and Indexing:
 - a. With the exception of the book types identified as not be indexed, 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 instrument. The output of this process will be that, upon searching for an instrument within Aumentum Recorder, the precise and exact images for each instrument will be viewable.
 - b. TRTA Gov will work with the County to identify the requested indexing protocol. The fields TRTA Gov will index are as follows:
 - i. Grantor – all
 1. Last name
 2. First name
 3. Role/status
 - ii. Grantee – all
 1. Last name
 2. First name
 3. Role/status
 - iii. Instrument number programmatically assigned (except for Marriage records which will use actual number for match and merge to Marriage certificate)
 - iv. Book type
 - v. Document type
 - vi. Volume number and page number
 - vii. Date recorded (counter date)
 - c. At the County's request, legal descriptions will not be indexed.
7. Image Delivery:
 - a. Images scanned by TRTA Gov will be delivered 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 processed under this project (including those provided by the County) will be delivered on portable USB drives.
 - c. Stapled images will be loaded into a conversion instance of the Aumentum Recorder database.
 - d. Marriage Application and Notice of Intent to Marry records will be matched and linked to existing Aumentum marriage certificates as non-public documents. Any records without a match will be reported to the County and, with the County's approval, indexed as new records.
 - e. Chattel Mortgage, General Bond Register, and Hospital Lien Docket volumes will be loaded to the Aumentum Recorder real estate database based on book type, specific document type, volume and page.
 - f. Scanned images will be delivered to the County in the initial Pilot and later as monthly batches for review and acceptance.

8. Assumptions and Exceptions:

- a. TRTA Gov will re-assemble all books and return all books, film and digital copies to the County.
- b. TRTA Gov will capture all required index data that is present and legible.
- c. 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.
- d. TRTA Gov will review the Aumentum database for existing indexes related to the book types and volumes to be processed for this project. Potential duplicate indexes will be linked to the new index and reported to the County. The County will determine which index should be used. (The County has indicated there may be some Aumentum indexes for Miscellaneous Records, Volume 1-12.)
- e. The Spanish Land Grant Deed images provided by the County were originally scanned by another county. An initial assessment of these records confirms that most images have been stapled into instruments and include some index information. The instruments appear to span several volumes. Some images are typed, others are handwritten, and some are in Spanish. TRTA Gov will verify the completeness of each instrument. Partial indexes will be verified and completed to the extent that the requested data is available or readable. TRTA Gov will review with the County how the volumes should be identified to avoid any conflicts with existing County records stored in Aumentum Recorder. Pending analysis by a TRTA Gov consultant, the County is suggesting that a new document type be used similar to "Deed – Spanish Land Grant" to allow the document type to appear next to Deed on the pick list.

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 proper image server on the Aumentum Recorder system.
 - c. The TRTA Gov development lead will log onto the Aumentum Recorder system remotely and load the Pilot images/indexes and each subsequent batch into the conversion instance.
 - d. The County will then review the Pilot within the Aumentum Recorder conversion instance.
 - e. The County will have 30 calendar days to review the Pilot data.
 - f. The County will provide documentation of errors discovered using the provided Data Audit Tool (DAT) and send them to TRTA Gov for remediation.
 - g. 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.
 - h. TRTA Gov is to complete all remediation of discovered errors within 10 business days of notification of error via Data Audit Reports.
 - i. Remediation will be done by TRTA Gov per these SOW requirements.
 - j. TRTA Gov will submit the remediation to the County.
2. 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 production estimates, image quality and compliance with indexing rules.

All parties involved with the acceptance of the Pilot 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 the remainder of the required image processing and indexing services for instrument images designated in this SOW.

1. The TRTA Gov conversion team will provide all of the necessary scanners and related equipment. All scanning will be performed offsite.
2. All labor, equipment, materials, and travel are included for the offsite services, as specified.
3. TRTA Gov will inventory 100% of the books, film, and digital images designated for this project and enter these volumes into the Production Tracking system. Each volume will be designated as a batch and tracked as such until completion.
4. TRTA Gov will follow image services and indexing protocol as described in the Pilot section of this document until project completion.
5. TRTA Gov will deliver and load all finished images and instrument indexes into a conversion instance of the County's Aumentum Recorder system in monthly batches until project completion.
6. As each batch is loaded, the County will review a sampling of the image folders and indexed instruments for batch acceptance.

Upon the final batch load and final acceptance, TRTA Gov will move all images, instruments and indexes into the production instance of Aumentum Recorder.

Exception:

1. Offsite scanning has been proposed for this project. Onsite scanning is an option but would result in additional charges for travel and living expenses for the onsite scan team.

PROJECT SCOPE VOLUME ASSURANCE

Fort Bend County and TRTA Gov will work from the following assumptions for the total number of page images and instruments for this project:

1. Book Scanning - 56 books containing approximately 26,663 scanned images.
2. Film Scanning - 27 rolls of 35mm microfilm containing approximately 54,645 scanned images.
3. Other Digital Images - 2,803 Spanish Land Grant images to be provided by the County.
4. Total Images After Processing - Approximately 89,716 total images after duplication and splitting
5. Full Indexed Instruments - Approximately 26,703 images stapled into approximately 12,712 instruments.
6. Minimum Indexed Match and Merge Instruments - 53,984 Marriage Application and 1,939 Notice of Intent to Marry instruments to be linked to existing Marriage indexes as non-public documents.
7. Volumes/Images Loaded Without Indexing - 11 Chattel Mortgage, General Bond Register, and Hospital Lien Docket volumes containing approximately 7,090 images.

TRTA Gov will confirm this count with the County during the inventory process. If the total scan count exceeds the original estimates by more than 5%, TRTA Gov will recognize a “Red Light” project status, signaling a stop in processing. The new total will then be communicated to the County, and TRTA Gov will produce a change request to reflect the increase/decrease from the original estimate, updated pricing, and the impact the change will have on the project, including billing milestones and delivery dates.

TRTA Gov will also verify the estimate for the number of images and instruments to be indexed and how many are estimated as typed and handwritten. A change request will be created to revise the indexing cost based on these amounts. Any amount that exceeds the total approved for this SOW will require approval by the County.

Upon County acceptance and sign-off of the change request, TRTA Gov will recognize “Green Light” project status and proceed with process.

PROJECT STAKEHOLDERS

Name	Role	Contact Information	Responsibility
Dianne Wilson, County Clerk	County Sponsor	281-341-8686 dianne.wilson@fortbendcountytexas.gov	Accepts deliverables; approves change.
Dan Cullerton	TRTA Gov Sponsor	269388-2514 dan.cullerton@thomsonreuters.com	Point of escalation; approves change.
Diane Shepard	County Project Manager	281-341-8660 diane.shepard@fortbendcountytexas.gov	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.
TBD	County Technical Resource		Technical expert for County IT environment; works with County project manager for approval and direction.

PROJECT CONTROL PROCESSES AND PROJECT MANAGEMENT PROCEDURES

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 pages/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.**

	Extended Price
<p>Project Summary:</p> <ul style="list-style-type: none"> Scanning of 56 sewn and post style books and 27 rolls of 35mm microfilm containing approximately 81,308 images Scanned images to be delivered in folders identified by book and volume number and individual images by page Unless specifically identified in the table on Pages 5 and 6 as "No Indexing," images for all multi-page instruments will be stapled as multi-page TIFF documents, indexed as specified, and loaded to Aumentum Recorder All Chattel Mortgage volumes (except Realty Volume 1), General Bond Register, and Hospital Lien Docket volumes will be loaded into Aumentum Recorder server by book type, document type per volume, and images by volume/page 	
<p>Scanning and Indexing Services:</p> <ul style="list-style-type: none"> An estimated 81,308 scanned and enhanced images at \$0.1943 per image Processing of scanned images for duplication of run-on pages and splitting as specified; stapling of multi-page document, full indexing to specifications, minimal indexing of Marriage instruments and linking to existing Marriage License records; and loading of all images and indexes into Aumentum Recorder for an estimated 89,716 finished images at \$0.4228 per image Secure shipping containers, shipping both ways, and any required travel for onsite meetings is included. <p>Actual billing will be based on the actual number of images delivered.</p>	<p>\$15,798.14</p> <p>\$37,931.92</p>
Estimated Total Project Price	\$53,730.06

BILLING

SCANNING AND IMAGE ENHANCEMENT

Project billing for all scanning services:

Estimated number of images for scanning and image processing	81,308
Estimated price for scanning (\$0.1943 per image)	\$15,798.14

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

Pilot Phase delivery (75% value of an estimated 8,000 images at \$0.1943 per image)	\$1,165.80
Pilot Phase acceptance (25% value of an estimated 8,000 images at \$0.1943 per image)	\$388.60
Estimated balance remaining	\$14,243.74

Billing for each production batch:

Batch 1 (2 if necessary)

Estimated 73,308 images at \$0.1943 per image

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

IMAGE PROCESSING AND INSTRUMENT INDEXING

Project billing for image processing and indexing:

Estimated number of images for processing and indexing	89,716
Estimated number of instruments to be processed and indexed	68,635
Estimated price for indexing at \$0.4228 per image	\$37,931.92

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

Pilot Phase delivery (75% value of an estimated 9,000 images at \$0.4228 per image)	\$2,853.90
Pilot Phase acceptance (25% value of an estimated 9,000 images at \$0.4228 per image)	\$951.30
Estimated balance remaining	\$34,126.72

Billing for each production batch for image processing and indexing:

Batch 1 (2 if necessary)

Estimated 80,716 images at \$0.4228 per image

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

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 Statement of Work is to be handled through TRTA Gov's Change Management Process.

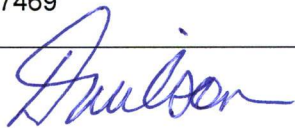
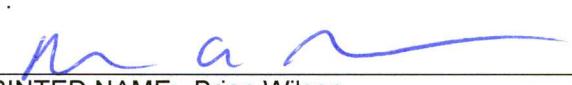
This Statement of Work will confirm the request for services as outlined and at the prices indicated. This will be an addendum to the Master Agreement dated October 9, 2007 between the County and TRTA Gov. All the terms and conditions of the agreement will pertain.

The total estimated price for all services is **\$53,730.06**. Actual 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 Fort Bend 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

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY: 	BY: 
PRINTED NAME: DIANNE WILSON	PRINTED NAME: Brian Wilson
TITLE: County Clerk	TITLE: Vice President, Finance
DATE: 7/17/14	DATE: July 16, 2014

Authorized County Official

By:  Printed Name: Robert E. Hebert
Title: County Judge Date: 7-22-14

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 – Fort Bend County, Texas
- Gray scale -- 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 – BOOK AND FILM SCANNING PILOT PHASE DELIVERY CRITERIA

Purpose

Deliver for County review Pilot Phase book and film scanning, image clean-up, and auto-image cropping.

Measurements / Process

- ☐ TRTA Gov has scanned the books and film 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 provided the County with a portable media containing all processed Pilot digital images.
- ☐ The County will start the thirty-calendar-day review and verification of these images/pages for the Pilot.
- ☐ 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 the Pilot of scanned digital images.
- ☐ TRTA Gov has delivered the production reports for this batch.
- ☐ 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 _____ images delivered for this batch.

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 (_____ images x \$0.1943 per image x .75 = \$ _____) and confirms delivery acceptance of the Pilot.

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 2 –
BOOK AND FILM SCANNING
PILOT PHASE FINAL ACCEPTANCE CRITERIA

Purpose

Confirm completion of County review and acceptance of Pilot Phase scanning, image clean-up, and auto-image cropping.

Measurements / Process

- ☐ TRTA Gov has scanned the books and film 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 provided the County with a portable media containing all processed Pilot digital images.
- ☐ The County has completed the thirty-calendar-day review and verification of these images/pages for the Pilot.
- ☐ 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 the Pilot of scanned digital images.
- ☐ 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 _____ images reviewed for the Pilot.

Signatures

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

(\$ _____ images x \$0.1943 per image x .25 = \$ _____), confirms acceptance of the Pilot, and authorizes the project to move into production processing.

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 3 –
BOOK AND FILM SCANNING
BATCH DELIVERY AND FINAL ACCEPTANCE CRITERIA
BATCH DELIVERY¹ CRITERIA – BATCH NO. _____

Purpose

Review and acceptance of book and film scanning, image clean-up, and auto-image cropping.

Measurements / Process

- ☐ TRTA Gov has scanned the books and film designated for this project.
- ☐ TRTA Gov has processed all digital images for this batch with requested image clean-up as specified in this SOW.
- ☐ TRTA Gov has provided the County with a portable media containing all processed Pilot digital images.
- ☐ The County has completed the thirty-calendar-day review and verification of these images 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 this batch of scanned digital images.
- ☐ TRTA Gov has delivered the production reports for this batch.
- ☐ TRTA Gov will resolve/remediate any errors that are submitted by the County within the thirty-calendar day review period.

Was this the last batch for this project? YES ☐ NO ☐

There were _____ images scanned and delivered for this batch.

Signatures

By signing the following line of the 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 \$0.1943 per image x .75 =
\$_____) and to start the review and feedback process using the provided Data Audit Report template.

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 3 (continued)
 BOOK AND FILM SCANNING
 BATCH DELIVERY AND FINAL ACCEPTANCE CRITERIA

BATCH FINAL ACCEPTANCE² 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 \$0.1943 per image x .25
 = \$_____).

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 4 – IMAGE PROCESSING AND INDEXING SERVICES PILOT PHASE DELIVERY ACCEPTANCE CRITERIA

Purpose

Image processing and indexing services.

Measurements / Process

- ☐ TRTA Gov has duplicated and split all Pilot images for the volume types identified for stapling and indexing.
- ☐ TRTA Gov has identified the first and last page of each instrument for the required volumes and digitally stapled the multi-page instruments
- ☐ TRTA Gov has provided the requested indexing for the Pilot Phase images.
- ☐ TRTA Gov has “linked and loaded” the images/instruments and indexes described in this SOW as the Pilot Phase into the County’s Aumentum Recorder conversion instance.
- ☐ The County will start the thirty-calendar-day review and verification of these images/instruments within the Aumentum Recorder conversion instance.
- ☐ 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/instruments and indexes into the conversion instance within the County’s Aumentum Recorder system.
- ☐ 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 _____images and _____ instruments delivered for the Pilot.

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 (_____ images x \$0.4228 per image x .75 = \$_____) and confirms delivery acceptance of the Pilot.

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 5 – IMAGE PROCESSING AND INDEXING SERVICES PILOT PHASE FINAL ACCEPTANCE CRITERIA

Purpose

Image processing and indexing services.

Measurements / Process

- ☐ TRTA Gov has duplicated and split all Pilot images for the volume types identified for stapling and indexing.
- ☐ TRTA Gov has identified the first and last page of each instrument for the required volumes and digitally stapled the multi-page instruments
- ☐ TRTA Gov has provided the requested indexing for the Pilot Phase images.
- ☐ TRTA Gov has “linked and loaded” the images/instruments and indexes described in this SOW as the Pilot Phase into the County’s Aumentum Recorder conversion instance.
- ☐ The County has completed the thirty-calendar-day review and verification of these images/instruments within the Aumentum Recorder 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 and indexes into the conversion instance within the County’s Aumentum Recorder system.
- ☐ 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 _____ images and _____ instruments indexed for the Pilot.

Signatures

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

(_____ images x \$0.4228 per image x .25 = \$ _____), confirms acceptance of the Pilot, and authorizes the project to move into production processing.

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 6 –
IMAGE PROCESSING AND INDEXING SERVICES
BATCH DELIVERY AND FINAL ACCEPTANCE CRITERIA

BATCH DELIVERY¹ CRITERIA – BATCH NO. _____

Purpose

Review and acceptance of image processing and indexing services.

Measurements / Process

- ☐ TRTA Gov has duplicated and split all Pilot images for the volume types identified for stapling and indexing.
- ☐ TRTA Gov has identified the first and last page of each instrument for the required volumes and digitally stapled the multi-page instruments
- ☐ TRTA Gov has provided the requested indexing for book types and volumes designated for this project.
- ☐ TRTA Gov has "linked and loaded" the images/instruments and indexes described in this SOW into the County's Aumentum Recorder conversion instance.
- ☐ The County has completed the thirty-calendar-day review and verification of these images/instruments for this batch within the Aumentum Recorder 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 this batch of images/instrument and indexes into the conversion instance within the County's Aumentum Recorder system.
- ☐ 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 and _____ instruments indexed and delivered for this batch.

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 \$0.4228 per image x .75 =
\$ _____) and to start the review and feedback process using the provided Data Audit Report template.

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 6 (continued)
 IMAGE PROCESSING AND INDEXING SERVICES
 BATCH DELIVERY AND FINAL ACCEPTANCE CRITERIA

FINAL ACCEPTANCE² CRITERIA – BATCH NO. _____

By signing the following 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 \$0.4228 per image x .25 = \$_____).

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

ACCEPTANCE FORM 7 – SCANNING, STAPLING, AND INDEXING FINAL PROJECT ACCEPTANCE CRITERIA

Purpose

Reconciliation and final acceptance of scanning, image processing and indexing services.

Measurement / Process

Book and Film Scanning Services -

- ☐ TRTA Gov has scanned the books and film designated for this project.
- ☐ TRTA Gov has processed all digital images with requested image clean-up as specified in this SOW.
- ☐ TRTA Gov has remediated/satisfied all errors/anomalies discovered.
- ☐ TRTA Gov has loaded all non-indexed volumes into Aumentum Recorder.

Image Processing Indexing Services -

- ☐ TRTA Gov has duplicated and split all required images for the volumes identified.
- ☐ TRTA Gov has identified the first and last page of each instrument for the volumes identified for indexing and digitally stapled the multi-page instrument images.
- ☐ TRTA Gov has provided the requested indexing for volumes designated for this project.
- ☐ TRTA Gov has loaded the final image instruments/indexes and linked the Marriage instruments to the Aumentum Marriage Licenses as described in this SOW into the County's Aumentum Recorder conversion instance.
- ☐ 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 images and instruments created for this project have been pushed from Conversion to Production environment.

ACCEPTANCE FORM 7 (continued)
 SCANNING, STAPLING, AND INDEXING
 FINAL PROJECT ACCEPTANCE CRITERIA

Estimated and Actual Billing for This Project

Estimated total number of book and film images to be scanned	81,308
Estimated total billing for book and film image scanning (\$0.1943 per image)	\$15,798.14
Actual total number book and film images scanned	_____
Actual total billing for book and film image scanning (\$0.1943 per image)	\$ _____
Estimated total number of images to be processed and indexed	89,716
Estimated total billing for images to be processed and indexing (\$0.4228 per image)	\$37,931.92
Actual total number images processed and indexed	_____
Actual total billing for images processed and indexed (\$0.4228 per image)	\$ _____
Estimated total billing for scanning, image processing, and indexing for this project	\$53,730.06
Actual total billing for scanning, image processing, and indexing for this project	\$ _____

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

Fort Bend County 301 Jackson Street Richmond, TX 77469	TRTA Gov 1807 Braker Lane, Suite 400 Austin, TX 78758
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE: