

January 27, 2023

Christian County Commission
100 West Church Street, Room 100
Ozark, MO 65721

RE: #2023-3 – Document Technology Solutions for Restoration Services

We are pleased to submit this information for consideration by the Christian County Commission in response to Request for Proposal 2023-3. Sutterfield Technologies, over the course of our history, has prided itself on our commitment to quality and value for our customers.

Our enclosed submission provides general information about our company, numerous references to other offices that have utilized our services, and competitive prices for the services requested in your RFP. Our experience has come from meeting needs in hundreds of offices in counties like Christian County.

We believe that our extensive experience serving county offices, dedicated staff, and technical expertise, combined with our knowledge of the processes and records found in county offices, uniquely qualify us to serve your county.

Should you have any questions, please do not hesitate to contact us. We would welcome the opportunity to serve your county. For additional information, or to advise that our bid has been accepted, you may contact Richard, at (580) 475-8176 / richard@sutterfieldtechnologies.com or Daniel, at (580) 475-8176 / daniel@sutterfieldtechnologies.com.

Thank you for the opportunity to present a bid.

Sincerely,



Richard Sutterfield

Company History

Sutterfield Technologies, Inc. serves county and municipal government exclusively. Services include book restoration, digital imaging and indexing of county land records, marriage licenses, birth/death certificates, court/attorney case documents, tax/assessment records and many other records unique to county/municipal government. While our company has been in business since 2012, many of our employees have worked for decades longer providing these services. We have processed millions of images in some manner for hundreds of customers across the US. Projects have been completed for counties in Arkansas, Kansas, Missouri, Nebraska, Oklahoma, Texas, and other states. Our business goal is to provide quality and service that helps your office preserve records for the future constituents of your county or city. Our staff have been providing services such as those requested by Christian County Purchasing Agent in this RFP since the early 1990s and have extensive experience with all types of county and municipal records. Our company has all the equipment and expertise required to fulfil the requirements of the RFP.

For example, processes and software tools used by Sutterfield Technologies to scan and process images are optimized for the quality required for permanent retention public records. On-site scanning teams can rapidly scan all manner of bound, loose page and oversize books in your county so that your county records are never out of the offices of the official custodian of those records. Software tools, developed and maintained by programming staff in our company, enable us to produce superior digital images from even the most difficult source documents (Photostats, bound books, faint handwritten pages). Indexing will be completed by staff with deep experience and domain knowledge of county records and processes. Book preservation, using the most modern technology, can be provided to extend the life of existing books for many more decades. Permanent storage microfilm, with a projected shelf life of 500 years, is used for those customers where microfilm is used to maintain an off-site non-digital copy of permanent records. Proficient technicians at Sutterfield Technologies work regularly with numerous software vendors used by county offices, to have records imported to the satisfaction of both the County officials and the software vendor. Resumes of some of the technicians most likely to oversee completion of the projects covered by this RFP can be found in Attachment A at the end of this response.

Sutterfield Technologies adheres to the highest quality standards and stands by its work. As a result, customers that we have done imaging services work for continue to call us back to complete additional projects. We have completed many projects for counties of a similar nature to those services outlined in your RFP. Sutterfield Technologies would be delighted to work with offices in Christian County.

RFP Related Responses

Declaration – RFP Page 15:

The vendor hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. **Signature required below confirming understanding of this statement.**

Doing Business as (DBA) Name Sutterfield Technologies Inc.	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. Sutterfield Technologies Inc.
Mailing Address 101 North 14th St.	IRS Form 1099 Mailing Address 101 North 14th St.
City, State, Zip Code Duncan, OK 73533	City, State, Zip Code Duncan, OK 73533

Contact Person Richard Sutterfield	Email Address: richard@sutterfieldtechnologies.com
Phone Number (580) 786-4390 or (580) 656-2624	Fax Number: (866) 696-0551
Authorized Signature 	Date January 24, 2023

The bidder proposes to furnish at his sole risk, cost, and expense all labor, tools, equipment, materials, supplies, facilities, transportation, bonds, insurance, and other means necessary to perform the work as set out in this RFP in strict accordance therewith, for the prices you provide in the Excel Spreadsheet attached. Exhibit A (PRICING SHEET).

EXHIBIT A (PRICING SHEET) ON EXCEL SPREADSHEET

Each office/department will work with the vendor to explain what services are needed. The vendor will provide a quote for the services using the price list in Exhibit A.

Note: Should a specific service not be listed in the price list in Exhibit A, the awarded vendor will provide a quote for the service in writing. The Office Holder or Department Manager must review and approve the quote and provide approval in writing before proceeding.

This contract shall be valid for a **period of one (1) year from the date of the award.**

Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of four (4) additional periods.

RENEWALS:

This contract shall be valid for a period of one (1) year from the date of the award. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of four (4) additional one-year periods. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices.

First Renewal (Year 2) Feb 1, 2023 – Jan. 31, 2024 Max Increase Not to Exceed: **8 %.**

Second Renewal (Year 3) Feb 1, 2024 – Jan. 31, 2025 Max Increase Not to Exceed: **8 %.**

Third Renewal (Year 4) Feb 1, 2025 – Jan. 31, 2026 Max Increase Not to Exceed: **8 %.**

Fourth Renewal (Year 5) Feb 1, 2025 – Jan. 31, 2026 Max Increase Not to Exceed: **8 %.**

Cooperative Procurement:

The vendor should indicate by checking "yes" or "No" in the indicated space below if the vendor will honor the submitted prices and terms for purchase by other entities that participate in cooperative purchasing with Christian County, Missouri.

Note: By answering no this will not affect your evaluation score.

Yes ☒ No ☐

Questions/Requests for Submittal – RFP Page 18

Qualifications: Please refer to the cover letter and Company History for an overview of our qualifications to perform the work identified in this RFP.

References: The following references are provided for several projects in Missouri and other states. These projects reflect performance of many of the services identified in this RFP. We would be happy to provide additional references upon request.

Christian County Recorder of Deeds	Kelly Hall
100 West Church, Room 104	Ozark, Missouri 65721
(417) 581-9943	khallrecorder@christiancountymo.gov
Multiple projects: Scanned approximately 30,000 images from microfiche, indexed by book, page, document/instrument, grantor, grantee, recording date, recording time, references, and legal descriptions and prepared for import into Recorder's software system. Scanned approximately 375,000 images from both bound and loose page books. Masked images where there were multiple records per page. Indexed by book, page, document/instrument, grantor, grantee, recording date, recording time, references, and legal descriptions and prepared for import into Recorder's software system. Extracted images from the Recorder's software system, created and developed microfilm meeting Missouri Archives specifications.	

Greene County Recorder of Deeds	Cheryl Dawson-Spaulding
940 North Booneville, Room 100	Springfield, Missouri 65802
(417) 868-4068	CDawson-Spaulding@greenecountymo.gov
Scanned approximately 600,000 images from both bound and loose page books. Masked images where there were multiple records per page. Indexed by book & page, document/instrument. Restored photostats. Exported data and images to county software system specifications. (This project is currently being completed.)	

Camden County Recorder of Deeds	Donnie Snelling
1 Court Circle, Suite 5	Camdenton, Missouri 65020
(573) 317-3880	donnie_snelling@camdenmo.org
Onsite scanning of bound, loose page and wide format books comprised of approximately 125,000 images, image restoration of poor quality images, full indexing of some records, image masking (splitting up transcribed records), export to software system used by county.	

Randolph County Recorder of Deeds	Mark Price
110 South Main, Suite B	Huntsville, Missouri 65259
(844) 277-6555	mark.price@randolphcounty-mo.gov
Multiple projects: Onsite scanning (loose page, bound, wide format books), microfilm scanning, approximately 240,000 images, full indexing (book/page, instrument number, instrument type, grantors/grantees, legal descriptions) of some records, image masking (splitting up transcribed records), export to software system used by county.	

Stephens County Clerk	Jenny Moore
101 South 11 th Street, Room 203	Duncan, Oklahoma 73533
(580) 255-0977	sccdunok@cableone.net
Multiple projects: Scan record and index books, create microfilm, scan tract books, import into county's software system over multiple projects.	

Arkansas State Supreme Court	Paul G Charton – Appellate Review Attorney or Stacey Pectol – Clerk
625 Marshall Street	Little Rock, Arkansas 72202
(501) 682-6849	stacey.pectol@arcourts.gov
Scan microfilm and microfiche, index by case number, name and other information, output to format specified by customer, output to Excel spreadsheet with links to images.	

Orange County District Clerk	Vickie Edgerly
801 West Division Avenue	Orange, Texas 77630
(409) 882-7825	districtclerk@co.orange.tx.us
Multiple projects: Scan 250,000 microfiche cards (9.2 million images), OCR, index by case number. Scan 460,000 case file images off-site, OCR, index by case number, remove blanks, output to county format. Onsite scanning – loose page, bound and wide format books, enhance images, output to county format. Preserve record books – extract from binding, clean, de-acidify, encapsulate in polyester sleeves, bind in new mechanical binders, provide digital images.	

Atascosa County District Clerk	Margaret Littleton
1 Circle Drive	Jourdanton, Texas 78026
(830) 769-3011	mlittleton@atascosacounty.texas.gov
Multiple projects on behalf of Scott Merriman: Scan approximately 3 million images from microfilm and case files over multiple years, index by case, names, provide images and data in easy-to-use format.	

Ocean County Clerk	Scott Colabella
118 Washington Street	Toms River, New Jersey 08753
(732) 929-2018	blennon@cbs-nj.com (Bill Lennon)
On-site scanning 468 bound Deed books, photostat restoration, index by book/page, export to County Business Systems specifications (project done as a sub-contractor for County Business Systems).	

Project Manager: Several individuals at Sutterfield Technologies are qualified to perform the duties of managing projects incorporating the work identified in this RFP. Contact information for those individuals is provided below. Please see Attachment A for resumes for those individuals.

Project Manager	Phone	Email
Richard Sutterfield	(580) 656-2624	richard@sutterfieldtechnologies.com
Sarah Brantley	(580) 656-4999	sarah@sutterfieldtechnologies.com
Bethany Perkins	(580) 656-5675	bethany@sutterfieldtechnologies.com
Joel Sutterfield	(580) 475-2198	joel@sutterfieldtechnologies.com

Other Employees: Other employees of Sutterfield Technologies will be assigned as needed to each project, depending on the needs of the project and the availability of the employees. Resumes, job experience, background checks and any other information for other employees will be provided upon request as each office/department during the discussions to describe the specific projects.

General Company Information: Sutterfield Technologies was incorporated as Sutterfield Technologies LLC, an Oklahoma Company in 2012, then reincorporated as Sutterfield Technologies, Inc. in 2013.

Prior Projects in Christian County: We have successfully completed several projects, and are in the process of completing a current project for the Christian County Recorder of Deeds.

Exceptions: None.

Subcontractors: None.

Addenda: As of January 27, 2023, one addendum to the RFP was found to have been issued. A signed copy of the addendum acknowledgement has been attached to this response.

Attachment A – Project Manager Resumes

Richard Sutterfield

Owner, CEO, Software Developer – Sutterfield
Technologies

April 2012 – Present

-
- Manage day to day operations as acting CEO for company with 30 employees and 2 business divisions.
 - Oversee business division delivering imaging services (scanning, indexing, book preservation) to counties/municipalities in Oklahoma, Texas, Arkansas, Missouri and other states across the US.
 - Oversee business division providing software (General Ledger, AP, AR, Payroll, Utility Billing, Court Case Management) for towns and cities in Oklahoma.
 - Was the primary software developer (C#) for eCourt (Court Case Management) from 2012-2015.
 - Primary research and development driver for new imaging processes and software development.

Software Developer, Business Analyst, Project
Manager, Senior Management – KellPro Inc.

1996-2012

-
- Extensive involvement on County Land Records system through two life cycles of software platforms (DOS FoxPro and Key-KellPro Proprietary platform), including system analysis and initial development of document imaging.
 - Primary developer for public web site with land records document images and data (OKCountyRecords.com).
 - Primary developer and project manager for Court Case Management system used for 50% of state court case load in Oklahoma.
 - Initial development of ODCR.com web site to provide access to court data to public.
 - Conceived and managed business development for creation of image service bureau for KellPro to provide imaging services for customer base.
 - Served on management team growing KellPro to over \$6 million/annual revenue from inception.

Software Developer – Self Employed

1993-1996

-
- Self-taught programming (Paradox, Foxpro)
 - Developed Records Retention Warehouse management system that was used for 10 years for a Fortune 500 company.
 - Developed Offender Tracking system for several District Attorney offices in Oklahoma.

IT Lead – Red River Area Vo-Tech

1990-1995

-
- Installed and maintained personal computers for entire school with 18 vocational programs, including network infrastructure installation and maintenance.
 - Self-taught programming (Basic, Professional Basic, CNC Machining Code).
 - Taught basic computer and machine shop night classes.

Machine Trades Teacher – Red River Area Vo-Tech

1980-1995

-
- Provided machine shop equipment training for high school and adult students.

- Worked with school and state staff to upgrade machine shop technology to computer numerical control machine tools.
- Provided instruction in Computer Aided Drafting and Computer Aided Machining.

Sarah Brantley

Manager – Imaging Services - Indexing Projects –
Sutterfield Technologies

August 2021 – Present

- Oversees team of 2 FTE, relationship with an external sub-contractor for full indexing projects and technical relationships with customer software companies.

Manager Software Development/Support –
Sutterfield Technologies

2019 – Present

- Oversees team of 2 ½ FTE that support approximately 40 sites using Sutterfield Technologies software products.

Project Manager Imaging Services (Indexing)
Senior Software Developer as needed – Sutterfield
Technologies

2015-2018

- Oversaw internal indexing services and project management for imaging services
- Programmer for General Ledger, Payroll; extensive utilization of SQL Server and Crystal Reports

50/50 Imaging Services/Software – Sutterfield
Technologies

2012-2016

- Primary programming and development support for 50% of our software products
- Senior development support for imaging services, export technician and project manager

KellPro Inc., Duncan Oklahoma

2001-2012

- Primary programming and development support for purchasing, payroll and land records
- Advanced conversion programming for land records systems
- Advanced to senior level system analysis and design

Other responsibilities/functions at Sutterfield Technologies

- Internal financial analysis and reporting (also performed this function at KellPro)

Bethany Perkins

Manager – Imaging Services – Image Projects –
Sutterfield Technologies

April 2012 – Present

- Oversees team of 8-12 imaging technicians processing imaging services projects for scanning, simple indexing, image processing, technical programming for image/data output and microfilm creation & lab development.
- Planning and management of as many as 60 concurrent imaging projects for county and municipal government offices
- Develops processes and procedures for technicians, oversees quality control processes.

- Works closely with software vendors and county/municipal IT staff to produce image/data output to conform with system requirements.
- Certified Fuji Film microfilm processing lab technician.

Lead Imaging Technician – KellPro Inc, Duncan OK 2006 – 2012

- Started as a junior imaging technician and worked way up through all phases of imaging services.
- Ultimately came to oversee team of 4-6 imaging technicians processing imaging services projects for scanning, simple indexing, image processing, technical output and microfilm creation.
- Certified Fuji Film microfilm processing lab technician.

Joel Sutterfield

Road Scanning Lead/Manager 2020-Present

- Oversees and manages team of three road scanning technicians.
- Refines existing, develops new and documents processes for on-site scanning technicians.
- Handles IT support for road scanning equipment and field technicians, participates in research and development for new scanning/imaging processes.
- Schedules all road scanning projects and customer pickup/deliveries projects.

Intermediate Road Scanning Technician/In-house Imaging Technician 2014-2019

- Worked independently or on teams of road scanning technicians to interface with customers and scan county/municipal books onsite.
- Repaired and maintained scanning and other equipment required for onsite scanning.
- As needed, worked as an in-house imaging technician, including image conversion scripting and indexing.

Junior Road Scanning Technician 2013-2014

- Worked as a junior team member for scanning county/municipal books onsite.



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Hosea Bilyeu
Western Commissioner

ADDENDUM NUMBER 03 REQUEST FOR PROPOSAL #2023-3 DOCUMENT TECHNOLOGY SOLUTIONS FOR RESTORATION SERVICES

CONTACT: Kim Hopkins-Will, NIGP-CPP, CPPO, CPPB
Purchasing Agent
ADDRESS: Christian County Government
202 W. Elm Street
Ozark, MO 65721
PHONE: (417) 582-4309
EMAIL: khopkins@christiancountymo.gov

TO PROSPECTIVE BIDDERS: The original Invitation to Bid documents remain in full force and effect except as revised by the following changes which take precedence over anything to the contrary in the Bidding Event document. The following are questions submitted by prospective bidders and the official response from Christian County.

Questions from Seven Outsource

Question 1: Whether companies from Outside the USA can apply for this? (like, from India or Canada)

Answer 1: Due to the nature of the documents, the County does not wish for them to go outside of the United States.

Question 2: Whether we need come over there for meetings?

Answer 2: Onsite meetings may be required for some document review.

Question 3: Can we perform the tasks (related to the RFP) outside the USA?

Answer 3: See answer #1.

Question 4: Can we submit the proposals via email?

Answer 4: No, emails are not allowed. See page 5 under PROPOSAL SUBMITTAL METHODS.

All else remains the same.

ACKNOWLEDGMENT: Acknowledge this Addendum 01 by signing below and returning it with your bid.

Company Name: Sutterfield Technologies, Inc.

c/o: Richard Sutterfield

(Name of Agent or Sales Rep)

Title: Owner

Signature: 

Date: 01/27/2023

END OF DOCUMENT

EXHIBIT A PRICING SHEET

Category	Service	Unit	Price	Notes
BOOK PRESERVATION				
Book Preservation	Recorder Binders Indestructo - Red, White, Green or Black, Up To 11 Lines of Lettering	Per Binder	\$ 324.000	Minimum quantity of 2 binders
Book Preservation	Recorder Binders 3/4 Fab - Red or Black Fab with Covered Hinge, Up To 11 Lines of Lettering	Per Binder	\$ 450.000	Minimum quantity of 2 binders
Book Preservation	Book Preservation - (Not Including Binders) - Unbind, conservation, de-acidification, encapsulation in acid-free polyester sleeves, rebind. Original book pages must be in good condition, no addenda, no tape/glue, up to 18" x 12". Additional charges apply for larger books, dividers, tabs, books not in good condition, addenda and page cleanup (removal of tape/glue/other artifacts).	Per Page	\$ 5.730	
BOOK REPRINTING				
Book Reprinting	Recreate books on acid free linen record paper from digital images (legal size pages from pages up to 18" x 12", images must be cropped and prepared for printing)	Per Page	\$ 0.570	Minimum quantity of 2000 images
Book Reprinting	Recreated book assembly, includes drilling binder holes.	Per Binder	\$ 67.500	
CREATE MICROFILM				
Create Microfilm	Digital Image To 16mm Microfilm - for single roll - 215' Rolls; Archival Master Film (500 Year LE); TIF (single or multipage) or JPG Images, includes film processing.	Per Roll	\$ 239.400	
Create Microfilm	Digital Image To 16mm Microfilm - 2,800 to 40,000 images - 215' Rolls; Archival Master Film (500 Year LE); TIF (single or multipage) or JPG Images, without splitting books between rolls, includes film processing.	Per Image	\$ 0.063	
Create Microfilm	Digital Image To 16mm Microfilm - 40,000 and Up Images - 215' Rolls; Archival Master Film (500 Year LE); TIF (single or multipage) or JPG Images, without splitting books between rolls, includes film processing.	Per Image	\$ 0.047	
Create Microfilm	Digital Image To 16mm Microfilm - Duplicate Roll when created at same time as original - Requires first roll creation. 215' Rolls; Archival Master Film (500 Year LE); TIF, JPG or PDF Images, without splitting books between rolls, includes film development. Duplicate will be archival film original, not diazo duplicate.	Per Image	\$ 0.023	
INDEXING				
Indexing	Index Court Images - Case Type/Year/No By Image - From sequential case file images scanned by us from paper when done in the same job as scanning. Does not include case number indexing from microfilm.	Per Image	\$ 0.020	
Indexing	Index Court Images - Case Type/Year/No By Image - From sequential case file images scanned by us from microfilm. Does not include case number indexing for daily work, multiple cases per image or for non-sequential case images.	Per Image	\$ 0.076	
Indexing	Index Court Images - Case Type/Year/No By Image - From non-sequential case file images scanned by us from microfilm or from daily work/Minute Books, when indexed in the same project as scanning.	Per Image	\$ 0.191	
Indexing	Index Court Cases - File Date - Indexing by Case Number Required. Will be file date from docket sheet or from first image in case.	Per Case	\$ 0.101	
Indexing	Index Court Images by Case - 1 Name, Party Type (Single Name Per Case) - Case number indexing required. Single name per case (Typically Probate, Criminal). All parties would have the same party type.	Per Case	\$ 0.304	
Indexing	Index Court Images by Case - 2 Names, Party Types Per Case (Typically for Marriage, Divorce, Tax)	Per Case	\$ 0.609	
Indexing	Index Court Images by Case - 3 or more Names and Party Types Per Case (Typically Civil Cases).	Per Case	\$ 1.217	
Indexing	Index Court Images by Case - Offense/Action/Case Cause - Requires indexing by case number (or by some grouping), image masking required for multiple cases per image.	Per Case	\$ 0.202	

EXHIBIT A PRICING SHEET

Indexing	Index Court Images by Image - Document Type - Multiples per Case - Indexing by individual document filed in case from images scanned from paper or from sequential images from microfilm.	Per Image	\$	0.202	
Indexing	Index Land Records Images - Book & Page - Includes suffixed pages, create missing pages report, work with customer to locate missing images if available	Per Image	\$	0.062	
Indexing	Index Land Records Images - Book and Alphabet (Simple) - No page referrals to other locations in book, single character, includes blank page removal	Per Image	\$	0.062	
Indexing	Index Land Records Images - Book and Alphabet (Complex) - Used when indexes have page referrals to other locations in book, multiple character/level (like Cott or consonant only indexes), includes blank removal.	Per Image	\$	0.191	
Indexing	Index Land Records Instruments - Instrument Type - Instrument number indexing required.	Per Instrument	\$	0.202	
Indexing	Index Land Records Images - Instrument Number (Simple) - 1 Or More Images/Inst, from number printed on first or last page of instrument, does not include transcribed records.	Per Image	\$	0.101	
Indexing	Index Land Records Images - Instrument Number (Complex) - Transcribed records, records without instrument numbers, instrument numbers from microfilm frames or other non-standard instrument numbering conditions. Requires image masking or image duplication and may increase final image count significantly.	Per Image	\$	0.202	
Indexing	Index Land Records Instruments - Instrument Date (Uncommon - most common date to index by is Recording/File Date) - Instrument number indexing required.	Per Instrument	\$	0.101	
Indexing	Index Land Records Instruments - Legal (STRQQQ/City-Addition-Block-Lot) - Instrument number indexing required.	Per Instrument	\$	0.913	
Indexing	Index Land Records Instruments - Legal (STR+4+Calls/Partials, City+subdivision+block+lots) - Instrument number indexing required.	Per Instrument	\$	1.047	
Indexing	Index Land Records Instruments - Legal (STRQ1/City-Addition-Block-Lot) - Instrument number indexing required.	Per Instrument	\$	0.404	
Indexing	Index Land Records Instruments - Grantor & Grantee/Inst-Transcribed/Handwritten Records - Inst# indexing required. Requires splitting/masking or image duplication for instrument/documents with multiple instruments per image. Books with more than 30% handwritten instrument information are considered handwritten books.	Per Instrument	\$	1.514	
Indexing	Index Land Records Instruments - Grantors & Grantees/Instrument Typed - Multiple Names per Instrument - Inst# indexing required.	Per Instrument	\$	1.009	
Indexing	Index Land Records Instruments - Recording/File Date - Instrument number indexing required.	Per Instrument	\$	0.101	
Indexing	Index Land Records Instruments - References To Book/Page - Requires instrument number indexing. All instruments will be checked.	Per Instrument	\$	0.141	
Indexing	Index Land Records Instruments - Recording Time - Indexing by instrument number required.	Per Instrument	\$	0.101	
Indexing	Index By STR/BlkSubCity - Indexing for tract books only. Includes removal of blank pages.	Per Image	\$	0.303	
Indexing	Index Land Records Instruments - Amount - Instrument number indexing required.	Per Instrument	\$	0.096	
OFF-SITE SCANNING					
Off-site Scanning	Blank Image Removal - Blanks delivered separately to assure customer no images with data were lost	Per Image	\$	0.017	
Off-site Scanning	Prepare Document for Scanning - Remove pages from clasps, remove fasteners, unfold, extract from envelopes, scan with flat-bed if needed	Per Image	\$	0.099	Minimum quantity 10,000 images
Off-site Scanning	Prepare Document for Scanning (Shucks) - Remove pages from shucks, remove fasteners, unfold, extract from envelopes, flatten	Per Image	\$	0.198	Minimum quantity 10,000 images
Off-site Scanning	Loose Page Scanning - Off-Site - Primarily Legal And Smaller Mixed Sizes - Includes image processing (color/greyscale to bi-tonal conversion) and output to JPG and TIF. Expect up to 2% of images to be larger than legal, up to 36"x48". Color images will be retained in color.	Per Image	\$	0.192	Minimum quantity 10,000 images

EXHIBIT A PRICING SHEET

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EXHIBIT A PRICING SHEET

Scanning	Scan Aperture Cards - Single Image Per Frame - Includes image processing (color/greyscale to bi-tonal, cropping, rotation, de-skew, output to TIF)	Per Image	\$ 1.241	Minimum quantity 1,000 cards
Scanning	Scan Aperture Cards - Multiple Images Per Frame - Includes image processing (separate images, color/greyscale to bi-tonal, cropping, rotate, de-skew, output to TIF)	Per Image	\$ 0.783	Minimum quantity 1,000 cards
SHIPPING				
Shipping	Box Records For Customer On-Site (Includes cost of boxes) - 15" x 12" x 10" storage boxes with lids.	Per Image	\$ 0.018	Minimum quantity 15 boxes
Shipping	Pickup/Delivery trip (up to 40 15" x 12" x 10" boxes)	Per Trip	\$ 800.000	
Shipping	Pickup/Delivery trip (41-200 boxes)	Per Trip	\$ 1,200.000	
Shipping	Shipping/handling for digital media and microfilm	Per Job	\$ 24.000	
TECHNICAL				
Technical	Extract Data/Images From Vendor/County System	Per Image	\$ 0.198	Minimum 4800 images
Technical	Export Data/Images To Vendor Specifications - 3-8 data fields plus images	Per Image	\$ 0.198	Minimum 4800 images
Technical	Export Data/Images To Vendor Specifications - 1-2 data fields plus images	Per Image	\$ 0.059	Minimum 4800 images
Technical	Output Images/Data to USB Media	Per Image	\$ 0.012	Minimum \$60, Maximum \$760
Technical	Non-Photostat Image Restoration - Manual cropping, manual image enhancement on up to 10% of images after automated image enhancement with 100% quality review	Per Image	\$ 0.192	Minimum 2400 images
Technical	Non-Photostat Image Restoration (Poor Originals - non-Photostat) - For poor quality originals due to fading, water damage or page deterioration. Includes manual cropping, manual image enhancement on up to 25% of images after automated image enhancement with 100% quality review.	Per Image	\$ 0.360	Minimum 2400 images
Technical	Post Processing - OCR for Typed Text, Embed in PDF - Create searchable PDF. Requires that job output is to PDF.	Per Image	\$ 0.016	Minimum 20,000 images
Technical	Photostat Restoration - Standard Quality - We expect to manually touch no more than 10% of the photostats to lighten, darken or remove "noise". Our standard process typically leaves a thin page edge from the original photostat. Any data outside this region will be retained.	Per Image	\$ 0.306	Minimum 2400 images
Technical	Photostat Restoration - Non-Standard/Poor Quality/Special - Any photostat restoration that requires touching more than 10% of the images manually or that has special customer requirements (special cropping instructions, etc.)	Per Image	\$ 0.630	Minimum 2400 images
Technical	Split/Mask Images per Original - Transcribed Records, Multipart Form Records - Mask unrelated portions of the document/instrument. Retain any book/page information on the top of the page.	Per Image	\$ 0.192	Minimum 4800 images
Technical	Stitch Folio Pages Bound & Laminated (Per Original Image) - Stitching of any image that we have to manually crop (bound books, laminated pages, images from other sources).	Per Image	\$ 0.270	Minimum 4800 images
Technical	Stitch Folio Pages Loose (Per Original Image-LL-WF - Images that are consistent enough that an automated process can be used to join them. Images must be same size and not require cropping. Most loose page and wide format images can be stitched using this process.	Per Image	\$ 0.054	Minimum 4800 images

END OF EXHIBIT A DOCUMENT