

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 7/31/2024

Meeting Date: 8/12/2024

Submitted By: April Long

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Court Decision: <small>This section to be completed by County Judge's Office</small>


Description:

Consideration and Approval of the Statement of Work for PDF/A Conversion and Storage Services provided by GovOS, Inc. for the County Clerk's Office OPR & Real Property Records. Payment for service will be made from the County Clerk's Records Management Fund (0216) and has a planned go-live date of October 1, 2024.

(May attach additional sheets if necessary)

Person to Present: April Long and/or Sarah George

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**



Statement of Work

PDF/A Conversion and Storage Services

Project Summary:

Proposal Date:	June 18, 2024
Client Name:	April Long Johnson County Clerk
Project Name:	PDF/A Conversion and Storage Services
Services Provided by:	GovOS, Inc.
Vendor Contact Information:	Josh Stanley GovOS, Inc. 8310 N Capital of Texas Hwy, Building 2, Suite 250 Austin, TX 78731 T: (240)515-7867
Remit To:	Payable to: GovOS, Inc. PO Box 541028 Dallas, TX 75254

Project Scope – 3 Offerings:

Details
<p>1. Convert Historical TIFF Images that reside in Cloud Records to PDF/A for Archival Storage</p> <ul style="list-style-type: none"> • Convert all digital images that reside in Client’s Cloud Records from TIFF format to PDF/A format for archival purposes. • Expert team converts all images to PDF/A per ISO standards / requirements • Q/A is conducted to ensure all records are included with supporting data files • Images can be uploaded to GovOS hosted Cloud Storage or provided to County if have own storage <p>BENEFITS:</p> <ul style="list-style-type: none"> • All digital records archived in same format; capturing records that may have not been microfilmed • More effective file storage and easier retrieval; meta data and supporting index files available • Peace of mind that all records are archived; no sorting through film inventories • Confidence that most recent version of record is archived • Multiple levels of redundancy for permanent record retention • No concern of vinegar syndrome of records and potential loss of records <p>2. Secure Cloud Storage for PDF/As</p> <ul style="list-style-type: none"> • Automated upload to two storage locations by GovOS team – 1 Master Location, 1 Back-up Location • Amazon Web Services hosts the images • All images/files managed within industry standard data security practices • Redundant storage to ensure high availability and data recoverability • 24-hour turnaround time on PDF/A document retrieval upon request <p>BENEFITS:</p>



- More cost effect than storage and retrieval of microfilm
- More effective file storage and easier retrieval; meta data and supporting index files available
- Creation of PDF/As, upload to secure storage and retrieval is now a seamless process for County
- No concern of vinegar syndrome of records and potential loss of records in storage More cost effect than storage and retrieval of microfilm

3. Convert Go-Forward TIFF Images from Cloud Records to PDF/A for Archival Storage

- Automated services to export images out of Cloud Records, converting them to PDF/A
- Runs on a pre-defined basis, typically monthly. Any changed images will be included to ensure all archives are current
- Q/A for completeness and accuracy

BENEFITS:

- No wait for film to be created; automated process to ensure records are archived on regular basis
- No concerns with the typical issues with film: scratches, acid marks, degradation of image
- No worry of vinegar syndrome on film stored
- No film to inspect if you receive a copy in office
- Stored in a file structure with supporting index file that makes any retrieval much easier
- Can be stored with GovOS or in a location of your choice
- Records can be copied to a location on County's server as well if desired
- Flat fee as opposed to invoicing as projects completed to assisting with budgeting
- Cost savings compared to film creation
- Seamless process to County

Pricing and Terms

Initial	Item Description	Notes	Cost
	1. Convert Historical Images to PDF/A** (one-time fee)	Based on nearly 1,010,000 in Cloud Records	\$11,565.00
	2. Secure Cloud Storage for PDF/As	Estimate of 200,000 Documents in System and approximately 54,000 documents annually	\$1000 per year*
	3. Go-Forward PDF/A Conversion	Estimate of 324,000 images per year	\$9,720 per year*
Total Annual Fees:			\$10,720

NOTES:

- The project pricing outlined in this proposal are valid for ninety (90) days from the date of the proposal.
- Pricing based upon 5-year agreement but option to cancel with 60 days notice.
- *1% Annual Increase: YEAR 2: \$10,827, YEAR 3: \$10,935, YEAR 4: \$11,044, YEAR 5: \$11,155
- If County opts to cancel services and storage, all archived records would be provided to County on a hard drive for a fee of \$250.00. If County opts to go to another vendor, County has the option to continue contracting for Archival Storage only if desired.

ONE-TIME FEE: GovOS will invoice Client for the historic conversion when complete.

ANNUAL FEES: Annual fees will be invoiced upon set-up of storage and automated services and then annually thereafter. All invoices are due net thirty (30) days of receipt by Client.




IN WITNESS WHEREOF, the parties hereto have caused this Statement of Work to be executed as part of the Agreement effective as of the day and year first written above.

Johnson County, TX

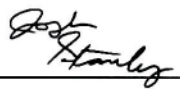


Christopher Boedeker
Johnson County Judge



Date

GovOS, Inc.



Josh Stanley
COO/CFO

7/31/24

Date