Integrated Data Services

Statement of Work

Version 1.0
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Presented by:
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Executive Summary

The County Clerk of Hopkins County is responsible for mantaining and timily posting of the Commissioner Court Minutes. The Court Minutes are referenced by the Court, other offices within the county as well as from the public. Those referencing the Court Minutes should be able to locate a meeting by searching for phrases within a range of dates. The key phrase search must be done using the entire Minutes document and not depending on a search phrase database.

Integrated Data Services proposes the use of it's EasyDocs application. EasyDocs is used throughout the State of Texas in many County Clerk Offices. In addition to Court Minutes, EasyDocs can be used for Foreclosures, Public Notices, and other postings requiring searching. Since the site is web based, it can be used by the public as well as internally.

Because EasyDocs doesn't require OCR, it's searches are 100% accurate. Additionally, it does not require keying in key phrases as this causes extra work and verification. Additionally, keying key phrases limits the search to only those phrases whereas EasyDocs uses the entire document.

EasyDocs allows for all supporting documents to be assessable from the application. Contracts, financial statements, even the audio of the meeting are all available. Posting of the minutes and supporting documents is done with a simple drag and drop and does not require support from Information Technology. Posted documents are immediately available upon posting.

EasyDocs is available to Hopkins County for $4,400. The price includes instillation and configuring of both the client and server applications, up to 16 Hours of training, the first years maintenance ($1,200 per year), and data conversion if available. If Foreclosure postings or other sites are initially requested, they will be provided at no additional charge. A small set up fee may be added if these are requested at a later time. NO PAYMENT IS REQUIRED UNTIL THE COUNTY IS COMPLETELY SATESFIED.

Instillation requirements:

- Microsoft Word 2007 or better
- If running EasyDocs on the cloud, the only requirement is a PC with Windows 7 or higher to run the application. There is an additional $400.00 maintenance per year for the cloud option.
- If hosting locally, it additionally requires a Windows server or PC with IIS.
- If the minutes are to be available to the internet (i.e. County webpage), it will require a small amount of networking not done by IDS.
- Scanning should be done with OCR capable scanners. This is usually available with most scanners.