

FILED FOR RECORD  
IN MY OFFICE

300 P

PAUL BREVARD  
COUNTY CLERK PANOLA COUNTY TEXAS  
BY *Shelby* DEPUTY**MEETING OF COMMISSIONERS' COURT  
OF PANOLA COUNTY**

TO WHOM IT MAY CONCERN:

PURSUANT TO THE TEXAS OPEN MEETINGS ACT, NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS WILL BE HELD ON THE 27<sup>TH</sup> DAY OF JULY, 2015, IN THE COMMISSIONERS' COURTROOM IN THE PANOLA COUNTY COURTHOUSE IN CARTHAGE, TEXAS AT 9:00 O'CLOCK A.M. AT WHICH MEETING THE FOLLOWING SUBJECTS WILL BE DISCUSSED AND THE FOLLOWING MATTERS ACTED UPON:

**OPENING PRAYER.****OPEN MEETING:**

1. **CITIZEN COMMENTS:** This is for citizens to comment on any subject not on the current agenda concerning county business. Members of the Court may answer direct questions, but any action from this item must be scheduled on a future agenda.
2. **COMMISSIONERS' REPORT:** These are for informational purposes only. Any action that needs to be taken on the basis of these reports will be placed on a future agenda for action.
3. **COUNTY JUDGE'S REPORT:** This is for informational purposes only. Any action that needs to be taken on the basis of this report will be placed on a future agenda for action.
4. **CONSENT ITEMS:**

**PERSONNEL**

- a. To record the termination of Bobbie Davis as a Deputy Clerk in the Panola County Clerk's Office effective July 13, 2015.
- b. To record the employment of Karla Raines as a Deputy Clerk in the Panola County Clerk's Office effective July 21, 2015 at the rate of \$13.63 per hour.
- c. To record the resignation of Tim Anders as an Operator with the Panola County Road and Bridge Department, Precinct #1, effective July 30, 2015 at 5:00 p.m.

- d. To record the resignation of Cleveland Wyatt as a Detention Officer with the Panola County Sheriff's Office effective July 31, 2015.

#### **ROAD & BRIDGE**

- a. To approve and record a request from Anadarko E&P Onshore LLC to place a 10" temporary flexible water pipeline within the right-of-way of Panola County Road #108.

#### **MISCELLANEOUS**

- a. To record Statement of Officer and Oath of Office forms for Donna Burchett, Panola County Part-Time Tax Assessor/Collector Deputy Clerk.
- b. To record Statement of Officer and Oath of Office forms for Karla Raines, Panola County Deputy County Clerk.
- c. To approve and record 2015 Budget Amendment No. 14.

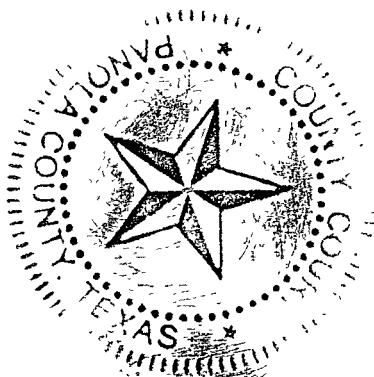
#### **REQUESTS FOR CONFERENCE ATTENDANCE**

- a. To approve and record a Request for Attendance at a Conference form(s) for the following Panola County elected official(s)/employee(s): Panola County Tax Assessor Collector Debbie Crawford; and Panola County Tax Assessor Collector Chief Deputy Holly Gibbs.
5. To approve payment of current Panola County bills as prepared and submitted by the County Auditor.
  6. To receive status report on delinquent taxes from Tab Beall and David Hudson with Perdue Brandon Fielder Collins & Mott LLP.
  7. To appoint all Election Judges and Alternate Election Judges for a one year period commencing August 1, 2015. (V.T.C.A. Election Code, Section 32.002)
  8. To receive District Clerk's request for the Court to adopt a District Court Records Archive fee pursuant to Government Code Section 51.305; to discuss and act upon adopting Order # 2015-08 setting a \$10.00 fee for District Court Records Archive Fund as allowed by Senate Bill 1685, Government Code 51.305; to set a public hearing for adoption of said District Court Records Technology Archive Plan on the 24<sup>th</sup> day of August, 2015 at 9:00 o'clock a.m.; and to authorize the County Judge to publish notice of said hearing.
  9. To receive County Clerk's request for the Court to adopt a County Clerk's Records Archive, Preservation and Restoration Plan pursuant to Local Government Code Section 118.025(g); to discuss and act upon adopting Order #2015-09 setting a \$10.00 fee for County Clerk's Records Archive, Preservation and Restoration Fund as allowed by Local Government Code 118.025; to set a public hearing on said Plan for the 24<sup>th</sup> day of August, 2015 at 9.00 o'clock a.m.; and to authorize the County Judge to publish notice of said hearing.

10. To approve and record Texas Association of Counties - County Choice Final Plan Selection Form - Choice 700 medical/health insurance benefits and renewal rates for Panola County elected officials and employees for the period December 1, 2015 to November 30, 2016; to authorize any surplus distribution deposited to the Retiree Health Trust Fund; and to designate County Auditor Sidney Burns as TAC HEBP Member Contact.
11. To discuss and act upon approving a Proposal from Guardian Security Solutions, LC for Surge/Battery Backups for equipment.
12. To discuss and act upon approving a Change Order and Amendment with regards to a contract between Kofile Systems, Inc. and Panola County.
13. To discuss and act upon approving the employment of Thomas Hicks as a Truck Driver with the Panola County Road and Bridge Department, Precinct #1, effective August 3, 2015 (upon successful completion of CDL physical and drug test) at the rate of \$15.92 per hour.
14. To discuss and act upon approving an increase in salary to \$17.38 per hour for Charles Lankford, a Operator with the Panola County Road and Bridge Department, Precinct #4, effective July 28, 2015.
15. To discuss and act upon approving the change in status of employment for Karl Delk from Truck Driver to Operator, with the Panola County Road and Bridge Department, Precinct #4, effective July 28, 2015 at the rate of \$16.61 per hour.
16. To discuss and act upon approving the purchase of one (1) 2014 John Deere 210G Escavator from Doggett Machinery through the BuyBoard for use by the Panola County Road and Bridge Department, Precinct #1.
17. To discuss and act upon revising the Road and Bridge Department Employee Policy Manual (a supplement to Panola County Employee Handbook).
18. To discuss and act upon approving an ACH Originator Agreement for online banking between Panola County and First State Bank and Trust Company.

### A D J O U R N M E N T

WITNESS THE HAND OF THE UNDERSIGNED CLERK ON THIS THE 23<sup>RD</sup>  
DAY OF JULY, 2015 AT 3:22 O'CLOCK P.M.



Paul Brevard

PAUL BREVARD, COUNTY CLERK  
PANOLA COUNTY, TEXAS

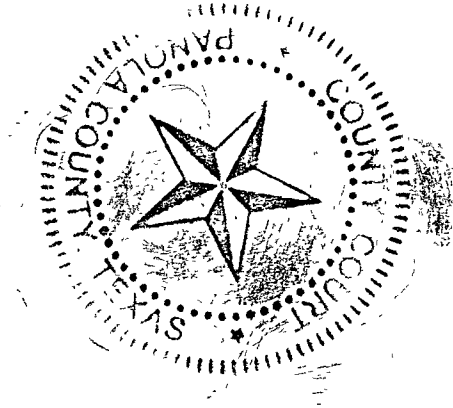
By: Becky Bullock, Deputy

I, PAUL BREVARD, CLERK OF THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS DO HEREBY CERTIFY THAT THE ABOVE NOTICE WAS POSTED ON THE OFFICIAL BULLETIN BOARD IN THE PANOLA COUNTY COURTHOUSE IN THE CITY OF CARTHAGE, TEXAS AND IN A PUBLIC PLACE VISIBLE AT ALL TIMES ON THE 23<sup>RD</sup> DAY OF JULY, 2015 AT 3:22 O'CLOCK A.M.

Paul Brevard

PAUL BREVARD, COUNTY CLERK  
PANOLA COUNTY, TEXAS

By: Becky Barlish, Deputy



FILED FOR RECORD  
IN MY OFFICE

AT 1:30 O'CLOCK P M

AUG 10 2015

PAUL BREVARD  
COUNTY CLERK, PANOLA COUNTY, TEXAS  
BY Simone DEPUTY

The State of Texas  
The County of Panola

On this the 27th day of July, A D. 2015, the Commissioners' Court of Panola County, Texas met in a Special Meeting of the Court at 9:00 o'clock a.m. in the Commissioners' Courtroom of said County with the following members of the Court present:

Lee Ann Jones	County Judge
Ronnie LaGrone	Commissioner, Precinct #1
John Gradberg	Commissioner, Precinct #2
Frank R. Langley, Jr.	Commissioner, Precinct #3
Dale LaGrone	Commissioner, Precinct #4

And none absent, constituting a quorum of the Court. Also attending were Kristi Youngblood, Chief Deputy County Clerk, and Vicki Heinkel, Administrative Assistant to the County Judge. Attached to and made a part of these minutes is a list of other attendees and the office or organization that each represents. The following proceedings were held at this meeting:

The opening prayer was given by Commissioner, Precinct #1, Ronnie LaGrone.

OPEN MEETING:

1. CITIZEN COMMENTS:  
No Citizen Comments were made.
2. COMMISSIONERS' REPORT:  
Commissioner, Precinct #1, Ronnie LaGrone, and County Judge Lee Ann Jones, attended a meeting with engineers at the airport concerning projects at that location.
3. COUNTY JUDGE'S REPORT:  
No Report was given.
4. CONSENT ITEMS:

**PERSONNEL**

- a. To record the termination of Bobbie Davis as a Deputy Clerk in the Panola County Clerk's Office effective July 13, 2015.
- b. To record the employment of Karla Raines as a Deputy Clerk in the Panola County Clerk's Office effective July 21, 2015 at the rate of \$13.63 per hour.
- c. To record the resignation of Tim Anders as an Operator with the Panola County Road and Bridge Department, Precinct #1, effective July 30, 2015 at 5:00 p.m.
- d. To record the resignation of Cleveland Wyatt as a Detention Officer with the Panola County Sheriff's Office effective July 31, 2015..

**ROAD & BRIDGE**

- a. To approve and record a request from Anadarko E&P Onshore LLC to place a 10" temporary flexible water pipeline within the right-of-way of Panola County Road #108.

**MISCELLANEOUS**

- a. To record Statement of Officer and Oath of Office forms for Donna Burchett, Panola County Part-Time Tax Assessor/Collector Deputy Clerk.
- b. To record Statement of Officer and Oath of Office forms for Karla Raines, Panola County Deputy County Clerk.
- c. To approve and record 2015 Budget Amendment No. 14..

**REQUESTS FOR CONFERENCE ATTENDANCE**

- a. To approve and record a Request for Attendance at a Conference form(s) for the following Panola County elected official(s)/employee(s): Panola County Tax Assessor Collector Debbie Crawford; and Panola County Tax Assessor Collector Chief Deputy Holly Gibbs.

Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve all the Consent Items. The motion passed unanimously.

**A COPY OF EACH LETTER, AMENDMENT, REQUEST, AND/OR BOND IS ATTACHED TO AND MADE A PART OF MINUTES.**

5. Commissioner Frank R. Langley, Jr. moved and Commissioner Dale LaGrone seconded the motion to approve payment of current Panola County bills as prepared and submitted by the County Auditor.

The motion passed unanimously.

**See Copy Attached**

6. To receive status report on delinquent taxes from Tab Beall and David Hudson with Perdue Brandon Fielder Collins & Mott LLP..

**See Copy Attached**

7. Commissioner Dale LaGrone moved and Commissioner John Gradberg seconded the motion to appoint all Election Judges and Alternate Election Judges for a one year period commencing August 1, 2015. (V.T.C.A. Election Code, Section 32.002)

The motion passed unanimously.

**See Copy Attached**

8. Commissioner John Gradberg moved and Commissioner Frank R. Langley, Jr. seconded the motion to receive District Clerk's request for the Court to adopt a District Court Records Archive fee pursuant to Government Code Section 51.305; to adopt Order # 2015-08 setting a \$10.00 fee for District Court Records Archive Fund as allowed by Senate Bill 1685, Government Code 51.305; to set a public hearing for adoption of said District Court Records Technology Archive Plan on the 24th day of August, 2015 at 9:00 o'clock a.m.; and to authorize the County Judge to publish notice of said hearing.

The motion passed unanimously.

**See Copy Attached**

9. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to receive County Clerk's request for the Court to adopt a County Clerk's Records Archive, Preservation and Restoration Plan pursuant to Local Government Code Section 118.025(g); to adopt Order #2015-09 setting a \$10.00 fee for County Clerk's Records Archive, Preservation and Restoration Fund as allowed by Local Government Code 118.025; to set a public hearing on said Plan for the 24th day of August, 2015 at 9:00 o'clock a.m.; and to authorize the County Judge to publish notice of said hearing.

The motion passed unanimously.

**See Copy Attached**

10. Commissioner Ronnie LaGrone moved and Commissioner Dale LaGrone seconded the motion to approve and record Texas Association of Counties - County Choice Final Plan Selection Form - Choice 700 medical/health insurance benefits and renewal rates for Panola County elected officials and employees for the period December 1, 2015 to November 30, 2016; to authorize any surplus distribution deposited to the Retiree Health Trust Fund; and to designate County Auditor Sidney Burns as TAC HEBP Member Contact.  
The motion passed unanimously.  
**See Copy Attached**
11. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve a Proposal from Guardian Security Solutions, LC for Surge/Battery Backups for equipment.  
The motion passed unanimously.  
**See Copy Attached**
12. Commissioner Frank R. Langley, Jr. moved and Commissioner John Gradberg seconded the motion to approve a Change Order and Amendment with regards to a contract between Kofile Systems, Inc. and Panola County.  
The motion passed unanimously.  
**See Copy Attached**
13. Commissioner Ronnie LaGrone moved and Commissioner Dale LaGrone seconded the motion to approve the employment of Thomas Hicks as a Truck Driver with the Panola County Road and Bridge Department, Precinct #1, effective August 3, 2015 (upon successful completion of CDL physical and drug test) at the rate of \$15.92 per hour.  
The motion passed unanimously.
14. Commissioner Dale LaGrone moved and Commissioner Ronnie LaGrone seconded the motion to approve an increase in salary to \$17.38 per hour for Charles Lankford, a Operator with the Panola County Road and Bridge Department, Precinct #4, effective July 28, 2015.  
The motion passed unanimously.  
**See Copy Attached**
15. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve the change in status of employment for Karl Delk from Truck Driver to Operator, with the Panola County Road and Bridge Department, Precinct #4, effective July 28, 2015 at the rate of \$16.61 per hour.

The motion passed unanimously.

**See Copy Attached**

16. Commissioner Ronnie LaGrone moved and Commissioner Dale LaGrone seconded the motion to approve the purchase of one (1) 2014 John Deere 210G Escavator from Doggett Machinery through the BuyBoard for use by the Panola County Road and Bridge Department, Precinct #1.

The motion passed unanimously.

17. Commissioner Dale LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to revise the Road and Bridge Department Employee Policy Manual (a supplement to Panola County Employee Handbook).

The motion passed unanimously.

**See Copy Attached**

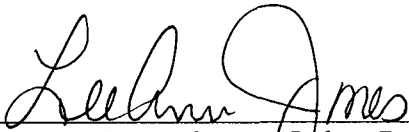
18. Commissioner Ronnie LaGrone moved and Commissioner Frank R. Langley, Jr. seconded the motion to approve an ACH Originator Agreement for online banking between Panola County and First State Bank and Trust Company.

The motion passed unanimously.

**See Copy Attached**

## ADJOURNMENT

Dated this the 27<sup>th</sup> day of July, 2015.

  
\_\_\_\_\_  
Lee Ann Jones, County Judge, Panola County, Texas

ATTEST:

*Chief Deputy*  
*Paul Brevard by Krista Youngblood*  
\_\_\_\_\_  
PAUL BREVARD, COUNTY CLERK, PANOLA COUNTY, TEXAS



Bernad Hodson

Perdue BRANDON

WILLIAM (BUTCH) MARSAUS

Kim Hodder

Stephonius Him

Tubs Beall

Perdue, Brandon

Jim Young -

Hebbie Crawford

Kfzk

Debra Johnson

# CONSENT ITEMS

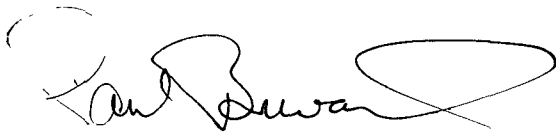
July 13, 2015

Honorable Judge LeeAnn Jones  
County Commissioners' Court  
Panola County Court House  
Carthage, Texas 75633

Dear Madam/Sirs:

Please record the termination of employment of Bobbie Davis as Probationary Clerk in the County Clerk's Office effective July 13, 2015.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Brevard", with a large, stylized loop at the end.

Paul Brevard, County Clerk

Cc: Sidney Burns, Auditor  
Joni Reed, Treasurer

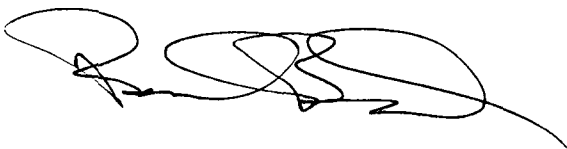
July 20, 2015

Honorable Judge LeeAnn Jones  
County Commissioners' Court  
Panola County Court House  
Carthage, Texas 75633

Dear Madam/Sirs:

Please record the employment of Karla Raines as Deputy Clerk in the County Clerk's Office effective July 21, 2015 at the rate of \$13.63 per hour.

Sincerely,

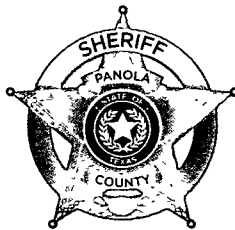
A handwritten signature in black ink, appearing to be "Paul Brevard", with a long horizontal flourish extending to the right.

Paul Brevard, County Clerk

Cc: Sidney Burns, Auditor  
Joni Reed, Treasurer

**PANOLA COUNTY SHERIFF'S OFFICE**

Office 903.693.0333  
Fax 903.693.9366



314 W Wellington  
Carthage, Texas 75633

**Sheriff Kevin Lake**

July 14, 2015

The Honorable LeeAnn Jones  
Panola County Judge  
110 S. Sycamore  
Carthage, Texas 75633

Dear Judge Jones,

Please add the following items to the next scheduled meeting of the Panola County Commissioner's Court:

Please approve and record the resignation of Cleveland Wyatt as a Detention Officer for the Panola County Sheriff's Office effective July 31, 2015.

Sincerely,

A handwritten signature in black ink, appearing to read "K Lake".

Kevin Lake  
Sheriff

KL/lw

CC: Sidney Burns  
Joni Reed

**NOTICE OF PROPOSED INSTALLATION  
PIPELINE AND/OR UTILITY LINES**

TO: THE PANOLA COUNTY COMMISSIONERS COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT CARTHAGE TEXAS

Formal notice is hereby give that:

Anadarko E&P Onshore LLC Proposes to place a  
10" Temporary Flexible Water Pipeline line within the Right-Of-Way  
of County Road: 108 as follows:

The proposed pipeline will cross under the indicated roads on the attached sheet. Installation shall be made by boring, total length of line in Panola County is  
as indicated on attached map.

The location and description of the proposed line and appurtenances is more fully shown by the copies of the drawings attached to this notice. The line will be constructed and maintained on the County Road Right-Of-Way as directed by the County Commissioners in accordance with current Panola County Specifications.

Construction of this line will begin on or after the 3rd day of August 2015.

Firm:	<u>Anadarko E&amp;P Onshore LLC</u>
By:	<u>Jay Bonner</u>
Title:	<u>Contract Agent</u>
Address:	<u>1749 Hwy 79 South</u> <u>Carthage, TX 75633</u>
Phone:	<u>870-405-8485</u>

## APPROVAL

July 13, 2015

TO: Mr. Jay Bonner  
Anadarko E&P Onshore LLC  
1749 Hwy 79 South  
Carthage, Texas 75633

RE. **CR #108**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **10" temporary flexible water pipeline** within the right-of-way of County Road #108 as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

1. All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch.
2. All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground.
3. Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe.
4. All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

5. Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court.
6. Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line.
7. Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

Approved:   
COUNTY JUDGE

COMMISSIONERS:

Precinct #1 Ronnie LaGrone  
Precinct #2 John Gradberg  
Precinct #3 Frank R. Langley, Jr.  
Precinct #4 Dale LaGrone



Form #2201 Rev. 01/2015

Submit to:  
**SECRETARY OF STATE**  
**Government Filings Section**  
**P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**512-463-5569 - Fax**  
**Filing Fee: None**



## STATEMENT OF OFFICER

This space reserved for office

FILED FOR RECORD  
IN MY OFFICE

AT 2:00 O'CLOCK P M

JUL 27 2015

PAUL BREVARD  
 COUNTY CLERK, PANOLA COUNTY, TEXAS  
 BY Smalls DEPUTY

## Statement

I, Donna Burchett, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Part-Time Deputy Clerk - Tax Assessor/Collector

## Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: July 15, 2015

Donna Burchett  
 Signature of Officer

Revised 01/2015

Form #2204 Rev. 10/2011

Submit to:  
**SECRETARY OF STATE**  
**Government Filings Section**  
**P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**

Filing Fee: None



**OATH OF OFFICE**

This space reserved for office

FILED FOR RECORD  
 IN MY OFFICE  
 AT 2:00 O'CLOCK P M

JUL 27 2015

PAUL BREVARD  
 COUNTY CLERK, PANOLA COUNTY, TEXAS  
 BY 8/20/2015 DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

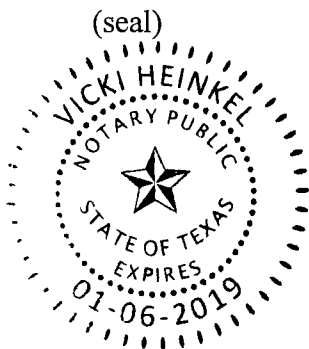
I, Donna Burchett, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Tax Office of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Donna Burchett  
 Signature of Officer

State of Texas  
 County of Panola

Sworn to and subscribed before me  
 this

15th day of July, 2015.



Vicki Heinkel  
 Signature of Notary Public or Other Officer  
 Administering Oath  
 Vicki Heinkel  
 Printed or Typed Name

Form #2201 Rev. 01/2015

Submit to:  
**SECRETARY OF STATE**  
**Government Filings Section**  
**P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**512-463-5569 - Fax**  
**Filing Fee: None**

**STATEMENT OF OFFICER**

This space reserved for office  
 FILED FOR RECORD  
 IN MY OFFICE

AT 2:00 O'CLOCK P M

JUL 27 2015

PAUL BREVARD  
 COUNTY CLERK, PANOLA COUNTY, TEXAS  
 BY [Signature] DEPUTY

**Statement**

I, Karla Raines, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Deputy County Clerk

**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 7-22-15

Karla Raines  
 Signature of Officer

Revised 01/2015

Form #2204 Rev. 10/2011

Submit to:  
**SECRETARY OF STATE**  
**Government Filings Section**  
**P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**

Filing Fee: None



## OATH OF OFFICE

This space reserved for office

use  
 FILED FOR RECORD  
 IN MY OFFICE

AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M \_\_\_\_\_

JUL 27 2015

PAUL BREVARD  
 COUNTY CLERK, PANOLA COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Karla Raines, do solemnly swear (or affirm), that I will faithfully  
 execute the duties of the office of County Clerk of  
 the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws  
 of the United States and of this State, so help me God.

Karla Raines  
 Signature of Officer

State of Texas )  
 County of Panola )

Sworn to and subscribed before me  
 this

(seal)

22nd day of July, 2015.

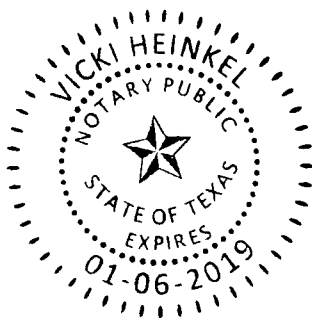
Vicki Heinkel

Signature of Notary Public or Other Officer

Administering Oath

Vicki Heinkel

Printed or Typed Name





**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

---

July 15, 2015

The Honorable Danny B. Davidson  
PO Box 1420  
Carthage, Texas 75633-7420

Dear Danny B. Davidson:

As you may be aware House Bill 9 of the 84<sup>th</sup> Legislature was enrolled and become effective on September 1, 2015. This bill raises the Employee's Retirement Contribution by 2.6% for the next biennium. The Legislature added Section 18.12 in Article IX of the General Appropriations Act. This section appropriates supplemental funds, to be paid through the counties, for the District Attorneys to offset the additional Employee's Retirement Contribution deduction

The Comptroller's Judiciary Section will be remitting to the counties the additional funding necessary for the counties to pay a monthly salary supplement to the District Attorneys. State funding will also be provided to reimburse the counties for the additional fringe benefit cost of administering the payment.

Attached is an informational form and questionnaire to be returned to the Judiciary Section by July 31, 2015.

Please return the attached form in the enclosed envelope to:

The Comptroller's Judiciary Section  
P. O. Box 13528  
Austin, Texas 78711

If you have any questions, please feel free to contact Alicia Ryno of the Comptroller's Judiciary Section by e-mail at [alicia.ryno@cpa.texas.gov](mailto:alicia.ryno@cpa.texas.gov) or by phone at (800) 531-5441, ext. 3-4355.

Thank you,

A handwritten signature in cursive script, reading "Leonard Higgins".

Leonard Higgins  
Comptroller's Judiciary Section



**PANOLA COUNTY 2015 BUDGET AMENDMENT #14**  
**July 27, 2015**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	
<b>GENERAL FUND</b>			
<b>REVENUES</b>			
<u>100-330-41090</u>	STATE JUDICIAL	1,608	
<u>100-330-41130</u>	STATE VOTER REGISTRATION	3,296	
			<u>4,904</u>
<b>EXPENDITURES</b>			
<b>MISCELLANEOUS &amp; NON-DEPARTMENTAL</b>			
<u>100-409-54080</u>	CONTINGENCY	(600)	
<u>100-409-55270</u>	FURNITURE & EQUIPMENT	3,296	
			<u>2,696</u>
<b>COUNTY COURT AT LAW</b>			
<u>100-426-53120</u>	LAW BOOKS	1,000	
<u>100-426-55270</u>	FURNITURE & EQUIPMENT	(1,000)	
			<u>0</u>
<b>DISTRICT COURT</b>			
<u>100-435-53120</u>	LAW BOOKS	1,000	
<u>100-435-55270</u>	FURNITURE & EQUIPMENT	(1,000)	
			<u>0</u>
<b>JUSTICE OF THE PEACE PCT. 1 &amp; 4</b>			
<u>100-455-54270</u>	CONFERENCES AND DUES	388	
<u>100-455-55270</u>	FURNITURE & EQUIPMENT	(388)	
			<u>0</u>
<b>CRIMINAL DISTRICT ATTORNEY</b>			
<u>100-477-51010</u>	ELECTED OFFICIALS	1,217	
<u>100-477-51020</u>	SOCIAL SECURITY	93	
<u>100-477-52030</u>	RETIREMENT & DEATH BENEFITS	293	
<u>100-477-52040</u>	WORKERS COMPENSATION	5	
			<u>1,608</u>
<b>ELECTIONS ADMINISTRATION</b>			
<u>100-491-54200</u>	COMMUNICATION TELEPHONE	600	
			<u>600</u>
<b>CORRECTIONS/JAIL</b>			
<u>100-570-54430</u>	UTILITIES	(2,000)	
<u>100-570-54570</u>	REPAIRS AND RENOVATIONS	2,000	
			<u>0</u>
<b>GRAND TOTAL GENERAL FUND</b>			<u><u>4,904</u></u>

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
---------	---------------------	--------

**ROAD & BRIDGE FUND****EXPENDITURES****PCT.1**

<u>200-621-51800</u>	BENEFITS TERMINATION PAY	100
<u>200-621-53930</u>	MISCELLANEOUS SUPPLIES	(100)
<u>200-621-54080</u>	CONTINGENCY	(25,000)
<u>200-621-55270</u>	FURNITURE & EQUIPMENT	<u>25,000</u>

**GRAND TOTAL ROAD & BRIDGE FUND**0

**PANOLA COUNTY  
2015  
BUDGET AMENDMENT #14**

VOL 94 PAGE 688

We hereby amend the Panola County Budget for the Fiscal Year 2015 as set forth above according to the procedures outlined under Vernons Texas Codes Annotated Local Government Code, Chapter 111, Subchapter A Sections 111.010 (d), 111.0106, 111.0107, 111.0108. A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2015.

Signed on this 27<sup>th</sup> day of July, 2015.

Lee Ann Jones  
County Judge

Ronnie LaGrave  
Commissioner Precinct # 1

Jack R. Ramsey, Jr.  
Commissioner Precinct # 3

John Bradley  
Commissioner Precinct # 2

Paul LaShon  
Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 27<sup>th</sup> day of July, 2015 as the same appears on file in the office of the County Clerk of Panola County.

Paul Brevard by Kristi Youngblood  
County Clerk                      Chief Deputy



# PANOLA COUNTY OFFICIAL/EMPLOYEE REQUEST FOR ATTENDANCE AT A CONFERENCE

**APPROVED**

07-27-2015

Lee Ann Jones,  
County Judge

NAME: Debbie Crawford

POSITION: Tax A/c

DEPARTMENT: Panola County Tax Office

DATE: 7/20/15

CONFERENCE: 2015 Legislative Update

LOCATION: Kilgore

DATES: 7/23/15

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: \_\_\_\_\_

Does the conference meet your educational requirements for the year? yes Jan-Aug.

If not, how much of your requirements will be met by this conference?                     

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

Do you have sufficient funds in your budget for this conference? YES

**Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)**

Learning new laws that affect Tax office

VOL

94 PAGE 690

APPROVED

07-27-2015

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE**

**NAME:** HOLLY GIBBS  
**POSITION:** CHIEF DEPUTY  
**DEPARTMENT:** TAX OFFICE  
**DATE:** 07/20/15

-VOTER REGISTRATION & CHAPTER 19 FUNDS

**CONFERENCE:** ON-LINE -PUBLIC RECORDS:RELEASE, MANAGEMENT & RETENTION

**LOCATION:** -BUDGET PLANNING -MOTOR VEHICLE SALES TAX & FEES

**DATES:** \_\_\_\_\_ to \_\_\_\_\_

**NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:** N/A

**Does the conference meet your educational requirements for the year?** \_\_\_\_\_

**If not, how much of your requirements will be met by this conference?** \_\_\_\_\_

**How much of your requirements have been met already, not counting this conference?** \_\_\_\_\_

**How many days have you been away from your job this year for conferences, not counting this conference?** \_\_\_\_\_

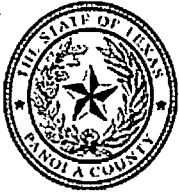
**Do you have sufficient funds in your budget for this conference?** YES

**Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)**

PURPOSE OF COURSES TO EARN CREDIT HOURS TOWARD PPC

DESIGNATION (PROFESSIONAL COUNTY COLLECTOR)

# **ACTION ITEMS**



Panola County, Texas

BY COMMISSIONERS COURT

DATE JUL 27 2015

## Payment Register

APPKT04377 - 07/27/2015 CC PACKET

01 - Vendor Set 01

**APPROVED****By Auditor's Office at 4:14 pm, Jul 24, 2015**

Bank: PANOLA COUNTY POOL - PANOLA COUNTY POOLED CASH

Vendor Number	Vendor Filed As	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payment Date	Payment Amount	Total Vendor Amount
1747	AT & T	Check		07/05/15-08/04/15	MONTHLY RATE TELEPHONE	07/22/2015	07/22/2015	0 00	07/24/2015	323 87	323 87
2934	AT & T	Check		07/05/15-08/04/15	AT & T BASE RATE	07/23/2015	07/23/2015	0 00	07/24/2015	29 15	2,680 94
				07/05/2015-08/04/2015	07/05/2015-08/04/2015	07/21/2015	07/21/2015	0 00		2,651 79	
1358	AMERICAN ELEVATOR LLC	Check		007148	July Elevator Maintenance	07/22/2015	07/22/2015	0 00	07/24/2015	225 00	225 00
2552	AMERICAN FIBER TECHNOLOGIES	Check		9071	9071	07/22/2015	07/22/2015	0 00	07/24/2015	514 34	514 34
3780	AMERICAN TIRE DISTRIBUTORS, INC	Check		SO62501679	Tires for Sheriff's Unit	07/17/2015	07/17/2015	0 00	07/24/2015	735 44	735 44
1340	ANDERSON TRACTOR SALES	Check		08931	BLADES	07/17/2015	07/17/2015	0 00	07/24/2015	120 00	2,732 00
				08932	DRIVE SHAFT # 1416	07/17/2015	07/17/2015	0 00		1,200 00	
				08999	BLADES	07/17/2015	07/17/2015	0 00		250 00	
				09012	BLADE	07/17/2015	07/17/2015	0 00		50 00	
				09016	HUB ASSY # 1416	07/17/2015	07/17/2015	0 00		1,100 00	
				09050	PLOW BOLTS & NUTS # 809	07/23/2015	07/23/2015	0 00		12 00	

APPROVED FOR PAYMENT

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## Payment Register

APPKT04377 - 07/27/2015 CC PACKET

Vendor Number 1468 Vendor Filed As ANIMAL MEDICAL CENTER  
 Payment Type Payment Number Check  
 Payable Number 460594 Description Healthcare for Roxie  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payment Date 07/24/2015  
 Total Vendor Amount 24.90  
 Payment Amount 24.90

APPROVED

JB

By Auditor's Office at 4:15 pm, Jul 24, 2015

Vendor Number 1898 Vendor Filed As AUTO EXPRESS LUBE  
 Payment Type Payment Number Check  
 Payable Number 41486 Description Vehicle inspection  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 41490 Description Vehicle maintenance  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 41525 Description Vehicle maintenance  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payment Date 07/24/2015  
 Total Vendor Amount 163.35  
 Payment Amount 163.35

Vendor Number 1529 Vendor Filed As BAXTER CLEAN CARE  
 Payment Type Payment Number Check  
 Payable Number 218646 Description Cleaning Supplies - Liners, Degreasers, Toilet Tis  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payment Date 07/24/2015  
 Total Vendor Amount 645.35  
 Payment Amount 645.35

Vendor Number 2262 Vendor Filed As BRYAN & BRYAN ASPHALT ROAD OIL, LTD  
 Payment Type Payment Number Check  
 Payable Number 0031503-IN Description ROAD OIL  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 0031512-IN Description ROAD OIL  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 0031518-IN Description ROAD OIL  
 Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0.00  
 Payment Date 07/24/2015  
 Total Vendor Amount 134,583.05  
 Payment Amount 134,583.05

Vendor Number 4169 Vendor Filed As CAIN HARDWARE & LUMBER  
 Payment Type Payment Number Check  
 Payable Number 00617688 Description PAINT, TAPE MEASURE & SACKRETE  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 00617881 Description LIMB CUTTERS  
 Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0.00  
 Payable Number 00618080 Description Brushes & Brass Twist Nozzles  
 Payable Date 07/17/2015 Due Date 07/17/2015 Discount Amount 0.00  
 Payable Number 00618188 Description CABLE CLIPS & COOLER  
 Payable Date 07/17/2015 Due Date 07/17/2015 Discount Amount 0.00  
 Payable Number 00618269 Description LIGHT BULBS, PAINT & PAINT BRUSH  
 Payable Date 07/17/2015 Due Date 07/17/2015 Discount Amount 0.00  
 Payable Number 00618327 Description POST & MAIL BOX  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 00618395 Description Screws, Locks & Nail Set  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 00618770 Description 24 BOLTS  
 Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0.00  
 Payable Number 00618803 Description RURAL MAILBOX SCREWS MAG NUT SETTER  
 Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0.00  
 Payable Number 00618885 Description SPRAY PAINT  
 Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0.00  
 Payment Date 07/24/2015  
 Total Vendor Amount 375.27  
 Payment Amount 375.27

Vendor Number 1128 Vendor Filed As CAR-TEX TRAILER COMPANY, INC  
 Payment Type Payment Number Check  
 Payable Number 153215 Description 27'+5' CAR-TEX TANDM DUAL GN TRAILER #1508  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payment Date 07/24/2015  
 Total Vendor Amount 11,642.00  
 Payment Amount 11,642.00

Vendor Number 1618 Vendor Filed As CARTHAGE AUTOMOTIVE  
 Payment Type Payment Number Check  
 Payable Number 1-52908 Description Vehicle maintenance  
 Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0.00  
 Payable Number 1-52922 Description AIR COMPRESSOR #810  
 Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0.00  
 Payment Date 07/24/2015  
 Total Vendor Amount 2,304.87  
 Payment Amount 2,304.87

VOL.

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APPROVED FOR PAYMENT

Lee Ann Jones

## Payment Register

APPKT04377 - 07/27/2015 CC PACKET

1-52948

AIR COMPRESSOR &amp; FAN CLUTCH #703

07/23/2015

07/23/2015

0 00

1,377 15

1-53054

VEHICLE MAINTENANCE

07/17/2015

07/17/2015

0 00

56 32

1-53077

VEHICLE MAINTENANCE

07/17/2015

07/17/2015

0 00

37 10

BY COMMISSIONERS COURT DATE 07/17/2015 11:11 27 2015

Vendor Number

Vendor Filed As

2704

CDW GOVERNMENT, INC

Payment Type

Payment Number

Check

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

WR15135

HP SB 400PD 15-4590 500GB 4GB Computer

07/22/2015

07/22/2015

0 00

607 46

WR15759

Printer for Detention Center

07/17/2015

07/17/2015

0 00

388 52

Total Vendor Amount

995 98

APPROVED

SB

By Auditor's Office at 4:15 pm, Jul 24, 2015

Payment Date

Payment Amount

07/24/2015

995 98

Vendor Number

Vendor Filed As

1305

CERTIFIED LABORATORIES DIVISION

Payment Type

Payment Number

Check

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

1970193

SWAMP PRO

07/22/2015

07/22/2015

0 00

751 12

1970194

STING X

07/22/2015

07/22/2015

0 00

355 98

Total Vendor Amount

1,107 10

Vendor Number

Vendor Filed As

4335

CHEM-SERV INC

Payment Type

Payment Number

Check

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

102789

Cleaning Supplies for Courthouse

07/17/2015

07/17/2015

0 00

184 60

Total Vendor Amount

184 60

Vendor Number

Vendor Filed As

1788

CHICKEN EXPRESS

Payment Type

Payment Number

Check

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

2013-147-06/12/15

Juror Meals 06/12/15

07/23/2015

07/23/2015

0 00

103 53

Total Vendor Amount

103 53

Vendor Number

Vendor Filed As

3371

CHRIS ERVIN

Payment Type

Payment Number

Check

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

2014-C-0156

CCAL-Felony-2014-C-0156-Stacie Soape

07/24/2015

07/24/2015

0 00

450 00

2014-C-0221

CCAL-Felony-2014-C-0221-Tares Hearn

07/24/2015

07/24/2015

0 00

1,406 25

2015-C-0038

CCAL-Felony-2015-C-0038-Christopher Woodle

07/24/2015

07/24/2015

0 00

450 00

2015-C-0071-CCAL-Felony

2015-C-0071-CCAL-Felony

07/22/2015

07/22/2015

0 00

450 00

28977-C

CCAL-Misdemeanor-28977-C-John Rull, Jr

07/24/2015

07/24/2015

0 00

450 00

28977-C-Misdemeanor-CCAL

28977-C-Misdemeanor-CCAL

07/22/2015

07/22/2015

0 00

450 00

Total Vendor Amount

3,656 25

Vendor Number

Vendor Filed As

0148

COMPLETE PRINTING &amp; PUBLISHING CO

Payment Type

Payment Number

Check

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

86823

Communication log books

07/22/2015

07/22/2015

0 00

258 07

Total Vendor Amount

258 07

Vendor Number

Vendor Filed As

1774

COREY F BANKHEAD

Payment Type

Payment Number

Check

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

01/01/15-06/30/15

01/01/15-06/30/15

07/23/2015

07/23/2015

0 00

602 50

Total Vendor Amount

602 50

APPROVED FOR PAYMENT

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## Payment Register

APPKT04377 - 07/27/2015 CC PACKET

Vendor Number 1593 Vendor Filed As COUNTY INFORMATION RESOURCES AGENCY

Total Vendor Amount 262 00

Payment Type Check Payment Number

BY COMMISSIONERS COURT

DATE JUL 27 2015

Payment Date 07/24/2015

Payment Amount 262 00

Payable Number Description  
SOP004213 Email Accounts June 2015

Payable Date Due Date Discount Amount Payable Amount  
07/22/2015 07/22/2015 0 00 262 00

Vendor Number 1948 Vendor Filed As CRAIG A FLETCHER, ATTORNEY AT LAW

Total Vendor Amount 4,475 01

Payment Type Check Payment Number

APPROVED

SB

By Auditor's Office at 4:15 pm, Jul 24, 2015

Payment Date 07/24/2015

Payment Amount 4,475 01

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2009-C-0370	CCAL-REV-FEL-2009-C-0370-DARRIK DEON JONES	07/24/2015	07/24/2015	0 00	333 33
2010-C-0032	CCAL-Felony-2010-C-0032-Anothony Gordon	07/24/2015	07/24/2015	0 00	450 00
2010-C-0034	CCAL-Rev-Fel-2010-C-0034-Darrik Deon Jones	07/24/2015	07/24/2015	0 00	333 33
2010-C-0140	CCAL-Rev-Felony-2010-C-0140-Derrick Dean Jones	07/24/2015	07/24/2015	0 00	333 33
2014-249-CPS	2014-249-CPS	07/24/2015	07/24/2015	0 00	675 00
2014-C-0100-CCAL-Revocator	2014-C-0100-CCAL-Revocation-Felony	07/21/2015	07/21/2015	0 00	142 86
2014-C-0122	CCAL-Felony-2014-C-0122 Anthony Gordon	07/24/2015	07/24/2015	0 00	450 00
2015-C-0065-CCAL-Felony	2015-C-0065-CCAL-Felony	07/21/2015	07/21/2015	0 00	450 00
2015-C-0066-CCAL-Felony	2015-C-0066-CCAL-Felony	07/21/2015	07/21/2015	0 00	450 00
28813-C	CCAL-MISDEMEANOR-28813-C-VERNON DELL FLAKES	07/24/2015	07/24/2015	0 00	142 86
28814-C	CCAL-MISDEMEANOR-28814-C-VERNON DELL FLAKES	07/24/2015	07/24/2015	0 00	142 86
28815-C	CCAL-MISDEMEANOR-28815-C-VERNON DELL FLAKES	07/24/2015	07/24/2015	0 00	142 86
28816-C	CCAL-MISDEMEANOR-28816-C-VERNON DELL FLAKES	07/24/2015	07/24/2015	0 00	142 86
28842-C	CCAL-MISDEMEANOR-28842-C-VERNON DELL FLAKES	07/24/2015	07/24/2015	0 00	142 86
28843-C	CCAL-MISDEMEANOR-28843-C-VERNON DELL FLAKES	07/24/2015	07/24/2015	0 00	142 86

Vendor Number 1865 Vendor Filed As CRAIG ELECTRIC

Total Vendor Amount 4,807.36

Payment Type Check Payment Number

Payment Date 07/24/2015

Payment Amount 4,807 36

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
9293	Replace Lamps & Ballast at Adult Probation Office	07/22/2015	07/22/2015	0 00	108 25
9305	Repair Electrical Short - Extension Office	07/22/2015	07/22/2015	0 00	315 20
9314	Install South end Lighting at Courthouse	07/22/2015	07/22/2015	0 00	3,358 78
9322	Electrical Work at North Entry of Courthouse	07/17/2015	07/17/2015	0 00	425 13
9324	Install Computer Cable in Courtroom Entrances	07/17/2015	07/17/2015	0 00	350 00
9329	Repair Lighting in Judicial Building	07/22/2015	07/22/2015	0 00	250 00

Vendor Number 1653 Vendor Filed As CRAIG L MOORE, PH D

Total Vendor Amount 375 00

Payment Type Check Payment Number

Payment Date 07/24/2015

Payment Amount 375 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
07132015	Psych Screening for New Employees	07/17/2015	07/17/2015	0 00	375 00

Vendor Number 1667 Vendor Filed As CUSTOM PRODUCTS CORPORATION

Total Vendor Amount 990 00

Payment Type Check Payment Number

Payment Date 07/24/2015

Payment Amount 990 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
264032	ROAD FLOODED SIGNS	07/22/2015	07/22/2015	0 00	990 00

Vendor Number 3651 Vendor Filed As DALLAS COUNTY TREASURER

Total Vendor Amount 441 00

Payment Type Check Payment Number

Payment Date 07/24/2015

Payment Amount 441 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
322489	Autopsy testing	07/17/2015	07/17/2015	0 00	441 00

*Lee Ann Jones*

## Payment Register

APPKT04377 - 07/27/2015 CC PACKET

Vendor Number 4091 Vendor Filed As DAVID GRAY Total Vendor Amount 287 79

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 287 79

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>Travel Reimbursement 07-07-</u>	Travel Reimbursement 07-07-15-07-10-15	07/16/2015	07/16/2015	0 00	287 79

Vendor Number 3549 Vendor Filed As DEBBIE CRAWFORD Total Vendor Amount 699 06

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 699 06

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>07/13/15-07/16/15-TR</u>	07/13/15-07/16/15-TR	07/21/2015	07/21/2015	0 00	699 06

**APPROVED** *JB*  
By Auditor's Office at 4:16 pm, Jul 24, 2015

Vendor Number 2312 Vendor Filed As DEBBIE'S BEST WATER STORE Total Vendor Amount 151 75

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 151 75

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>57912</u>	57912	07/22/2015	07/22/2015	0 00	11 25
<u>58095</u>	58095	07/22/2015	07/22/2015	0 00	17 25
<u>58142</u>	WATER COOLER RENTAL	07/17/2015	07/17/2015	0 00	123 25

Vendor Number 0438 Vendor Filed As DEBRA JOHNSON Total Vendor Amount 631 73

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 631 73

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>TR-06/14/15-06/18/15</u>	TR-06/14/15-06/18/15	07/24/2015	07/24/2015	0 00	631 73

Vendor Number 2748 Vendor Filed As DISH NETWORK SERVICE, LLC Total Vendor Amount 102 62

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 102 62

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>07/17/15-08/16/15</u>	07/17/15-08/16/15	07/22/2015	07/22/2015	0 00	102 62

Vendor Number 3603 Vendor Filed As DOGGETT EQUIPMENT SERVICE, LLC Total Vendor Amount 2,255 58

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 2,255 58

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>K23353</u>	SEAL KIT #710	07/23/2015	07/23/2015	0 00	192 04
<u>K23354</u>	CUTTING EDGE	07/23/2015	07/23/2015	0 00	272 53
<u>K23385</u>	BLOWER MOTOR # 217	07/17/2015	07/17/2015	0 00	539 28
<u>K23547</u>	IDELER #1211	07/23/2015	07/23/2015	0 00	711 73
<u>K52402</u>	JD LINK EQUIP # 1302	07/23/2015	07/23/2015	0 00	540 00

Vendor Number 2982 Vendor Filed As EAST TEXAS ALARM, INC Total Vendor Amount 22 00

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 22 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>839271</u>	Monitor Service - Fire Alarm 7/1 - 7/31/15	07/22/2015	07/22/2015	0 00	22 00

Vendor Number 3007 Vendor Filed As ECONO SIGN & BARRICADE, LLC Total Vendor Amount 174 65

Payment Type Payment Number Check BY COMMISSIONERS COURT DATE Jul 27 2015 Payment Date 07/24/2015 Payment Amount 174 65

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>10-922845</u>	EMBLEMS	07/17/2015	07/17/2015	0 00	174 65

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## Payment Register

Vendor Number 1117 Vendor Filed As ETMC EMS  
 Payment Type Payment Number  
 Check

BY COMMISSIONERS COURT

DATE 111 27 2015

Payment Date 07/24/2015  
 Total Vendor Amount 81 96  
 Payment Amount 81 96

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
512	Electric for Tower Site	07/23/2015	07/23/2015	0 00	81 96

Vendor Number 1280 Vendor Filed As FASTENAL COMPANY  
 Payment Type Payment Number  
 Check

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By Auditor's Office at 4:16 pm, Jul 24, 2015

Payment Date 07/24/2015  
 Total Vendor Amount 19 28  
 Payment Amount 19 28

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
TXCAT22607	SCREWS & WASHERS	07/17/2015	07/17/2015	0 00	10 72
TXCAT22981	COVERALL	07/17/2015	07/17/2015	0 00	8 56

Vendor Number 0412 Vendor Filed As FIRMIN'S OFFICE CITY, INC  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 311 31  
 Payment Amount 311 31

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
67987-0	67987-0	07/22/2015	07/22/2015	0 00	9 98
68094-0	Misc office supplies	07/23/2015	07/23/2015	0 00	65 10
68139-0	OFFICE SUPPLIES	07/17/2015	07/17/2015	0 00	44 99
68140-0	Office Supplies	07/17/2015	07/17/2015	0 00	139 96
68204-0	Office supplies	07/22/2015	07/22/2015	0 00	51 28

Vendor Number 1130 Vendor Filed As FISH & STILL EQUIPMENT  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 166 98  
 Payment Amount 166 98

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
247276	BLADES	07/23/2015	07/23/2015	0 00	166 98

Vendor Number 1564 Vendor Filed As FLOWERS BAKING COMPANY OF TYLER LLC  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 183 20  
 Payment Amount 183 20

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
44570788	Bread	07/22/2015	07/22/2015	0 00	85 03
44571140	Bread	07/22/2015	07/22/2015	0 00	98 17

Vendor Number 1178 Vendor Filed As GATEWAY TIRE & SERVICE CENTER  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 123 95  
 Payment Amount 123 95

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11501564263	Tire maintenance	07/22/2015	07/22/2015	0 00	70 00
1501555826	Vehicle maintenance	07/22/2015	07/22/2015	0 00	53 95

Vendor Number 1485 Vendor Filed As GUARDIAN SECURITY SOLUTIONS, LC  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 4,594 72  
 Payment Amount 4,594 72

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
10935	Extended Warranty on Equipment 7/19/15-7/19/16	07/22/2015	07/22/2015	0 00	4,594 72

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## Payment Register

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Vendor Number 2326 Vendor Filed As HOLT CAT  
 Payment Type Payment Number  
 Check

BY COMMISSIONERS COURT DATE

Payment Date 07/24/2015  
 Total Vendor Amount 14 66

Payable Number PIMG0199366 Description FREIGHT CHARGE FOR PO004768

Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0 00 Payable Amount 14 66

Vendor Number 2326 Vendor Filed As JAMES G YOUNG  
 Payment Type Payment Number  
 Check

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**By Auditor's Office at 4:16 pm, Jul 24, 2015**

Payment Date 07/24/2015  
 Total Vendor Amount 76 62

Payable Number 05/11/15-05/15/15-TR Description 05/11/15-05/15/15-TR  
 07/14/2015-07/14/2015-TR 07/14/2015-07/14/2015-TR

Payable Date 07/21/2015 Due Date 07/21/2015 Discount Amount 0 00 Payable Amount 15 09  
 07/21/2015 07/21/2015 0 00 61 53

Vendor Number 3392 Vendor Filed As JEAN STARLING  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 5 75

Payable Number 07/23/15 Description REIMBURSEMENT

Payable Date 07/24/2015 Due Date 07/24/2015 Discount Amount 0 00 Payable Amount 5 75

Vendor Number 2615 Vendor Filed As JENNIFER STACY  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 597 38

Payable Number TR-07/15/15-07/17/15 Description TR-07/15/15-07/17/15

Payable Date 07/24/2015 Due Date 07/24/2015 Discount Amount 0 00 Payable Amount 597 38

Vendor Number 1578 Vendor Filed As JOHN F NIELSEN, M D  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 300 00

Payable Number 07072015 Description 07072015

Payable Date 07/16/2015 Due Date 07/16/2015 Discount Amount 0 00 Payable Amount 300 00

Vendor Number 1534 Vendor Filed As KATHERINE T BETZLER  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 450 00

Payable Number 28984-C Description CCAL-MISDEMEANOR-28984-C-RICO MARSHALL

Payable Date 07/24/2015 Due Date 07/24/2015 Discount Amount 0 00 Payable Amount 450 00

Vendor Number 1776 Vendor Filed As KATIE NIELSEN  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 34 00

Payable Number 122684 Description 122684

Payable Date 07/16/2015 Due Date 07/16/2015 Discount Amount 0 00 Payable Amount 34 00

Vendor Number 2529 Vendor Filed As KELLY TRACTOR & EQUIPMENT  
 Payment Type Payment Number  
 Check

Payment Date 07/24/2015  
 Total Vendor Amount 246 28

Payable Number 164274 Description SOLENOID #707

Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0 00 Payable Amount 246 28

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## Payment Register

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Vendor Number 1212 Vendor Filed As KILGORE COLLEGE

Total Vendor Amount 25 00

Payment Type Check Payment Number

BY COMMISSIONERS COURT DATE JUL 7 7 2015

Payment Date 07/24/2015 Payment Amount 25 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
45297	Intermediate Use of Force Class	07/17/2015	07/17/2015	0 00	25 00

Vendor Number 3795 Vendor Filed As LAURA M CARPENTER

Total Vendor Amount 2,250 00

Payment Type Check Payment Number

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Payment Date 07/24/2015 Payment Amount 2,250 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2010-C-0257-D-Dismissal	2010-C-0257-D-Dismissal	07/21/2015	07/21/2015	0 00	450 00
2011-C-0029-D-Felony	2011-C-0029-D-Felony	07/21/2015	07/21/2015	0 00	450 00
2011-C-0239-D-Felony	2011-C-0239-D-Felony	07/21/2015	07/21/2015	0 00	450 00
2014-C-0089-CCAL-Felony	2014-C-0089-CCAL-Felony	07/21/2015	07/21/2015	0 00	450 00
28313-C-CCAL-Misdemeanor-D	28313-C-CCAL-Misdemeanor-Dismissal	07/21/2015	07/21/2015	0 00	450 00

Vendor Number 1518 Vendor Filed As LONE STAR OUTFITTERS

Total Vendor Amount 372 00

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 372 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1918	Ammunition	07/22/2015	07/22/2015	0 00	372 00

Vendor Number 4151 Vendor Filed As LOWE TRACTOR & EQUIPMENT INC

Total Vendor Amount 1,325 28

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 1,325 28

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
IV07378	DOOR HANDLE #1005	07/22/2015	07/22/2015	0 00	62 22
IV07562	AC COMPRESSOR, AC CONDENSOR	07/23/2015	07/23/2015	0 00	1,233 04
IV07721	BELT #1506	07/23/2015	07/23/2015	0 00	30 02

Vendor Number 1394 Vendor Filed As MATHESON TRI-GAS, INC

Total Vendor Amount 12 00

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 12 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11545829	CYLINDER LEASE	07/17/2015	07/17/2015	0 00	12 00

Vendor Number 3759 Vendor Filed As MCJUNKIN RED MAN CORPORATION

Total Vendor Amount 116 28

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 116 28

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8738080002	GLOVES	07/22/2015	07/22/2015	0 00	99 00
8757507001	GLOVES	07/22/2015	07/22/2015	0 00	17 28

Vendor Number 1794 Vendor Filed As MELISSA SAMPSON, MEDIATOR & ATTORNEY @ LAW

Total Vendor Amount 525 00

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 525 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2015-191-D-CCAL-CPS	2015-191-D-CCAL-CPS	07/21/2015	07/21/2015	0 00	75 00
2015-C-0195-CCAL-Felony	2015-C-0195-CCAL-Felony	07/21/2015	07/21/2015	0 00	450 00

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## Payment Register

Vendor Number 1095 Vendor Filed As METROPLEX CONTROL SYSTEMS

Payment Type Check Payment Number

BY COMMISSIONERS COURT DATE JUL 27 2015

Payment Date 07/24/2015 Payment Amount 775.00

Total Vendor Amount 775.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
87584	Repairs to video NVR and Video station	07/17/2015	07/17/2015	0.00	775.00

Vendor Number 2013 Vendor Filed As MICHAEL C. GOTTLIEB

Payment Type Check Payment Number

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**By Auditor's Office at 4:17 pm, Jul 24, 2015**

Payment Date 07/24/2015 Payment Amount 1,750.00

Total Vendor Amount 1,750.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2014-C-0228	CCAL-FELONY-LELDON OWEN MADON II	07/24/2015	07/24/2015	0.00	1,750.00

Vendor Number 1995 Vendor Filed As MINTURN PRINTING AND ETC

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 289.43

Total Vendor Amount 289.43

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
001026	001026	07/16/2015	07/16/2015	0.00	129.03
001027	001027	07/16/2015	07/16/2015	0.00	79.90
001029	001029	07/23/2015	07/23/2015	0.00	80.50

Vendor Number 2004 Vendor Filed As NAPA AUTO PARTS-CARTHAGE

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 1,186.42

Total Vendor Amount 1,186.42

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
446537	EMORY CLOTH	07/23/2015	07/23/2015	0.00	7.02
446694	Auto supplies	07/23/2015	07/23/2015	0.00	120.96
446770	FILTERS	07/23/2015	07/23/2015	0.00	15.14
446913	FITTINGS #710	07/23/2015	07/23/2015	0.00	26.35
446914	MUD FLAP # 907	07/23/2015	07/23/2015	0.00	23.42
446933	HOSE FITTINGS	07/17/2015	07/17/2015	0.00	154.76
447006	SNAPRING PLIER TIPS	07/17/2015	07/17/2015	0.00	16.29
447701	GOJO CLEANERS	07/17/2015	07/17/2015	0.00	40.62
447843	TOGGE SWITCH & WIRE # 1313	07/17/2015	07/17/2015	0.00	12.85
447844	OVERSIZE BANNER & BUNGIE STRAPS	07/17/2015	07/17/2015	0.00	40.50
447913	AIR BRAKE GOVENER #324	07/17/2015	07/17/2015	0.00	14.56
447933	BELT #1010	07/17/2015	07/17/2015	0.00	12.55
447988	FUEL NOZZEL#1108	07/17/2015	07/17/2015	0.00	25.30
448231	BATTERY # 704	07/22/2015	07/22/2015	0.00	85.91
448263	FERON	07/22/2015	07/22/2015	0.00	71.88
448269	BELT # 5713	07/22/2015	07/22/2015	0.00	15.87
448320	FERON	07/22/2015	07/22/2015	0.00	109.74
448763	2 GREASE GUNS 2 GREASE HOSES	07/23/2015	07/23/2015	0.00	61.06
448796	2 BATTERIES #1214	07/23/2015	07/23/2015	0.00	273.70
448806	AC OIL #1010	07/23/2015	07/23/2015	0.00	8.26
448978	BELTS #5713	07/23/2015	07/23/2015	0.00	29.16
449051	FUEL FILTERS #612	07/23/2015	07/23/2015	0.00	20.52

Vendor Number 2006 Vendor Filed As NAPA AUTO PARTS-TATUM

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 152.48

Total Vendor Amount 152.48

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
121397	HOSE # 901	07/23/2015	07/23/2015	0.00	38.31
121417	BATTERY # 5758	07/17/2015	07/17/2015	0.00	106.60
121783	FITTING	07/17/2015	07/17/2015	0.00	7.57

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## Payment Register

Vendor Number 3826 Vendor Filed As OFFICE DEPOT Total Vendor Amount 80 42

Payment Type Check Payment Number

BY COMMISSIONERS COURT DATE 07/27/2015

Payment Date 07/24/2015 Payment Amount 80 42

Payable Number 779422427001 Description OFFICE SUPPLIES

Payable Date 07/17/2015 Due Date 07/17/2015 Discount Amount 0 00 Payable Amount 80 42

Vendor Number 2275 Vendor Filed As OLMSTED-KIRK PAPER COMPANY

Payment Type Check Payment Number

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Payment Date 07/24/2015 Payment Amount 1,096 81

Payable Number 3539578 Description Misc. cleaning supplies

Payable Date 07/23/2015 Due Date 07/23/2015 Discount Amount 0 00 Payable Amount 1,096 81

Vendor Number 2681 Vendor Filed As O'REILLY AUTO PARTS

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 69 43

Payable Number 0755-136189 Description Auto supplies  
0755-136393 Auto supplies

Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0 00 Payable Amount 64 04  
07/22/2015 07/22/2015 0 00 5 39

Vendor Number 1619 Vendor Filed As O'ROURKE PETROLEUM

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 955 73

Payable Number 0759756 Description HYDRAULIC FLUID, GALS OIL,

Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0 00 Payable Amount 955 73

Vendor Number 2916 Vendor Filed As PANOLA COUNTY TAX ASSESSOR-COLLECTOR

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 4,339 74

Payable Number 1FTFW1CF1BKD41607-07-31- State fee for inspection

Payable Date 07/17/2015 Due Date 07/17/2015 Discount Amount 0 00 Payable Amount 7 50

Check Payable Number 1N9GF32248T263180-07/31/ Inspection fee VIN #3180 EQUIP # 808

Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0 00 Payable Amount 7 50

Check Payable Number 36963-01/21/15 Description Correction

Payable Date 07/24/2015 Due Date 07/24/2015 Discount Amount 0 00 Payable Amount 4,302 24

Check Payable Number 3D6WC7GL7AG131668-07/31/ Inspection for VIN# 1668 TRK #1003

Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0 00 Payable Amount 7 50

Check Payable Number 3FRXF75D29V179067-07/31/ Inspection for VIN # 9067 TRK # 907

Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0 00 Payable Amount 7 50

Check Payable Number 4C9BE2527CC118171-07/31/ Inspection fee VIN# 8171 EQUIP # 1207

Payable Date 07/22/2015 Due Date 07/22/2015 Discount Amount 0 00 Payable Amount 7 50

Vendor Number 3229 Vendor Filed As QUILL CORPORATION

Payment Type Check Payment Number

Payment Date 07/24/2015 Payment Amount 81 86

Payable Number 5689939 Description 5689939

Payable Date 07/16/2015 Due Date 07/16/2015 Discount Amount 0 00 Payable Amount 81 86

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## Payment Register

Vendor Number 1621 Vendor Filed As RANCHLAND UNIFORMS

Payment Type Payment Number

Check

Payable Number	Description
131602	Uniform shirts
131808	Uniforms

Payable Date	Due Date
07/17/2015	07/17/2015
07/17/2015	07/17/2015

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Total Vendor Amount  
293 90

Payment Date 07/24/2015  
Payment Amount 293 90

Discount Amount	Payable Amount
0 00	116 90
0 00	177 00

Vendor Number 1362 Vendor Filed As RICHARD H THOMAS, INC

Payment Type Payment Number

Check

Payable Number	Description
128572	INSURANCE JD BACKHOE

Payable Date	Due Date
07/17/2015	07/17/2015

Payment Date 07/24/2015  
Payment Amount 757 00

Discount Amount	Payable Amount
0 00	757 00

Total Vendor Amount  
757 00

Vendor Number 1746 Vendor Filed As RICK CASTLEBERRY, ATTORNEY AT LAW

Payment Type Payment Number

Check

Payable Number	Description
2014-C-0228	CCAL-Felony-2014-C-0228-Leldon Owen Madon, II
2014-C-0229	CCAL-Felony-2014-C-0229-Leldon Owen Madon, II
2014-C-0230	CCAL-Felony-2014-C-0230-Leldon Owen Madon, II
2014-C-0231	CCAL-Felony-2014-C-0231-Leldon Owen Madon, II
2014-C-0232	CCAL-Felony-2014-C-0232-Leldon Owen Madon, II
2014-C-0233	CCAL-2014-C-0233-Leland Owen Madon, II
2014-C-0234	CCAL-Felony-2014-C-0234-Leldon Owen Madon, II
2014-C-0235	CCAL-Felony-2014-C-0235-Leldon Owen Madon, II
2014-C-0236	CCAL-2014-C-0236-Leldon Owen Madon, II
2014-C-0237	CCAL-Felony-2014-C-0237-Leland Owen Madon, II
2014-C-0238	CCAL-2014-C-0238-Leldon Owen Madon, II
2014-C-0239	CCAL-2014-C-0239-Leldon Owen Madon, II

Payable Date	Due Date
07/23/2015	07/23/2015
07/23/2015	07/23/2015
07/23/2015	07/23/2015
07/23/2015	07/23/2015
07/23/2015	07/23/2015
07/23/2015	07/23/2015
07/24/2015	07/24/2015
07/23/2015	07/23/2015
07/23/2015	07/23/2015
07/23/2015	07/23/2015
07/24/2015	07/24/2015
07/24/2015	07/24/2015
07/24/2015	07/24/2015
07/24/2015	07/24/2015

Payment Date 07/24/2015  
Payment Amount 6,090 28

Discount Amount	Payable Amount
0 00	450 00
0 00	450 00
0 00	400 00
0 00	400 00
0 00	400 00
0 00	400 00
0 00	1,590 28
0 00	400 00
0 00	400 00
0 00	400 00
0 00	400 00
0 00	400 00
0 00	400 00
0 00	400 00

Total Vendor Amount  
6,090 28

Vendor Number 1562 Vendor Filed As ROBERT LEE COLE, JR

Payment Type Payment Number

Check

Payable Number	Description
2013-C-0068	2013-C-CCAL-Felony
2014-C-0298-CCAL-Felony	2014-C-0298-CCAL-Felony

Payable Date	Due Date
07/21/2015	07/21/2015
07/21/2015	07/21/2015

Payment Date 07/24/2015  
Payment Amount 900 00

Discount Amount	Payable Amount
0 00	450 00
0 00	450 00

Total Vendor Amount  
900 00

Vendor Number 1083 Vendor Filed As SCHAEZT ENTERPRISES

Payment Type Payment Number

Check

Payable Number	Description
10126066	8IN FAN BLADE #5713

Payable Date	Due Date
07/23/2015	07/23/2015

Payment Date 07/24/2015  
Payment Amount 32 00

Discount Amount	Payable Amount
0 00	32 00

Total Vendor Amount  
32 00

Vendor Number 02013 Vendor Filed As SHERRI MURPHY

Payment Type Payment Number

Check

Payable Number	Description
019777	019777

Payable Date	Due Date
07/16/2015	07/16/2015

Payment Date 07/24/2015  
Payment Amount 285 80

Discount Amount	Payable Amount
0 00	285 80

Total Vendor Amount  
285 80

Vendor Number 1780 Vendor Filed As SOUTHERN HEALTH PARTNERS, INC

Payment Type Payment Number

Check

Payable Number	Description
BASE24543	Health Care Service

Payable Date	Due Date
07/17/2015	07/17/2015

Payment Date 07/24/2015  
Payment Amount 9,324 30

Discount Amount	Payable Amount
0 00	9,324 30

Total Vendor Amount  
9,324 30

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## Payment Register

Vendor Number	Vendor Filed As	Total Vendor Amount
<u>2634</u>	TDCAA	350 00

Payment Type	Payment Number
Check	

BY COMMISSIONERS COURT

DATE JUL 27 2015

Payment Date	Payment Amount
07/24/2015	350 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>2015-ANNUAL CRIMINAL LAW</u>	2015-ANNUAL CRIMINAL & CIVIL LAW UPDATE	07/24/2015	07/24/2015	0 00	350 00

Vendor Number	Vendor Filed As	Total Vendor Amount
<u>1968</u>	TED'S SAW SHOP	22 00

Payment Type	Payment Number
Check	

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Payment Date	Payment Amount
07/24/2015	22 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>032278</u>	Rope & Labor	07/17/2015	07/17/2015	0 00	22 00

Vendor Number	Vendor Filed As	Total Vendor Amount
<u>4378</u>	TERMINIX	314 00

Payment Type	Payment Number
Check	

Payment Date	Payment Amount
07/24/2015	314 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>1761893</u>	Renewal on 522 W College St	07/22/2015	07/22/2015	0 00	314 00

Vendor Number	Vendor Filed As	Total Vendor Amount
<u>1959</u>	TESSCO	451 65

Payment Type	Payment Number
Check	

Payment Date	Payment Amount
07/24/2015	451 65

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>784296</u>	Radio equipment	07/22/2015	07/22/2015	0 00	451 65

Vendor Number	Vendor Filed As	Total Vendor Amount
<u>1914</u>	TEXAS AIRSYSTEMS, LLC	610 00

Payment Type	Payment Number
Check	

Payment Date	Payment Amount
07/24/2015	610 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>INVSR034200</u>	INVSR034200	07/21/2015	07/21/2015	0 00	610 00

Vendor Number	Vendor Filed As	Total Vendor Amount
<u>4141</u>	TEXAS JAIL ASSOCIATION	410 00

Payment Type	Payment Number
Check	

Payment Date	Payment Amount
07/24/2015	410 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>08/24/15-08/27/15-Tabitha IV</u>	Jail Conference	07/23/2015	07/23/2015	0 00	220 00
<u>08/24/15-08/27/15-Tina McM</u>	Jail Conference	07/23/2015	07/23/2015	0 00	190 00

Vendor Number	Vendor Filed As	Total Vendor Amount
<u>1540</u>	THOMAS P TIBILETTI	1,000 00

Payment Type	Payment Number
Check	

Payment Date	Payment Amount
07/24/2015	1,000 00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>28.118-C</u>	CCAL-MISDEMEANOR-JULIO CRUZ	07/24/2015	07/24/2015	0 00	450 00
<u>28.119-C</u>	CCAL-MISDEMEANOR-JULIO CRUZ	07/24/2015	07/24/2015	0 00	100 00
<u>28.974-C</u>	CCAL-MISDEMEANOR-JULIO CRUZ	07/24/2015	07/24/2015	0 00	450 00

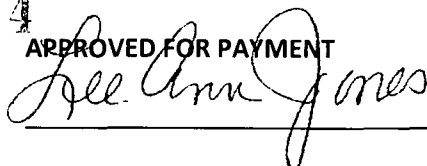
Vendor Number	Vendor Filed As	Total Vendor Amount
<u>1078</u>	THOMSON REUTERS - WEST	977 34

Payment Type	Payment Number
Check	

Payment Date	Payment Amount
07/24/2015	977 34

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>832069971</u>	832069971	07/16/2015	07/16/2015	0 00	977 34

APPROVED FOR PAYMENT



APPKT04377 - 07/27/2015 CC PACKET

## Payment Register

Vendor Number	Vendor Filed As	Payment Type	Payment Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1080	THOMSON REUTERS - WEST	Check	832157845	ANNUAL/MONTHLY CHARGES	07/24/2015	07/24/2015	0 00	420 00	420 00
1088	THOMSON REUTERS - WEST	Check	832092684	Database Charges on Law Library 6/1 thru 6/30/15	07/22/2015	07/22/2015	0 00	606 08	606 08
1592	THOMSON REUTERS - WEST	Check	832082058	Database Charges 6/1 thru 6/30/15	07/22/2015	07/22/2015	0 00	199 96	199 96
1315	TRACTOR SUPPLY CREDIT PLAN	Check	277878	Dog Food	07/22/2015	07/22/2015	0 00	42 99	42 99
			279969	Maintenance supplies	07/17/2015	07/17/2015	0 00	269 98	269 98
3432	TRACTOR SUPPLY CREDIT PLAN	Check	278123	PUMP SPRAYER	07/23/2015	07/23/2015	0 00	39 99	39 99
			279705	SHOCKS # 1010	07/17/2015	07/17/2015	0 00	35 98	35 98
			280093	CHAIN	07/17/2015	07/17/2015	0 00	59 04	59 04
1887	TRADES	Check	46-3901689	TransUnion	07/23/2015	07/23/2015	0 00	110 00	110 00
1761	TRIPLE BLADE & STEEL	Check	7345	BLADE BOLT KIT	07/22/2015	07/22/2015	0 00	138 25	138 25
1029	TRI-STATE FASTENERS & SUPPLY	Check	287025	NUTS , BOLTS	07/23/2015	07/23/2015	0 00	35 66	35 66

APPROVED

SB

By Auditor's Office at 4:18 pm, Jul 24, 2015

APPROVED FOR PAYMENT

VOL.

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## Payment Register

Vendor Number Vendor Filed As  
1179 TxTag  
 Payment Type Payment Number  
 Check

Payable Number Description  
313023418-05/26/15-06/29/1 Toll Fee

BY COMMISSIONERS COURT

DATE JUL 27 2015

APPKT04377 - 07/27/2015 CC PACKET

Total Vendor Amount  
 6 81

Payment Date Payment Amount  
 07/24/2015 6 81

Discount Amount Payable Amount  
 0 00 6 81

Vendor Number Vendor Filed As  
1164 TYLER TECHNOLOGIES, INC  
 Payment Type Payment Number  
 Check

Payable Number Description  
025-129287 025-129287

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JB

By Auditor's Office at 4:18 pm, Jul 24, 2015

Total Vendor Amount  
 8,528 00

Payment Date Payment Amount  
 07/24/2015 8,528 00

Discount Amount Payable Amount  
 0 00 8,528 00

Vendor Number Vendor Filed As  
0931 UNIFIRST HOLDINGS, INC  
 Payment Type Payment Number  
 Check

Payable Number Description  
826 0822079 RUGS  
826 0823123 RUGS

Total Vendor Amount  
 44 20

Payment Date Payment Amount  
 07/24/2015 44 20

Discount Amount Payable Amount  
 0 00 22 10  
 0 00 22 10

Vendor Number Vendor Filed As  
1185 US SCRIPT, INC  
 Payment Type Payment Number  
 Check

Payable Number Description  
409585 Indigent Prescriptions - 6/16 - 6/30/15

Total Vendor Amount  
 586 56

Payment Date Payment Amount  
 07/24/2015 586 56

Discount Amount Payable Amount  
 0 00 586 56

Vendor Number Vendor Filed As  
1365 VERIZON WIRELESS  
 Payment Type Payment Number  
 Check

Payable Number Description  
9748238924 06/02/15-07/01/ CELL PHONE PAYMENT  
9748238924 07/02/15-08/01/ 7/2 thru 8/1/15 Mitch's Cell  
9748238924 07/02/15-08/01/ 9748238924 07/02/15-08/01/15-MURFF

Total Vendor Amount  
 186 17

Payment Date Payment Amount  
 07/24/2015 186 17

Discount Amount Payable Amount  
 0 00 80 70  
 0 00 59 42  
 0 00 46 05

Vendor Number Vendor Filed As  
3880 VERIZON WIRELESS  
 Payment Type Payment Number  
 Check

Payable Number Description  
07/10/15-08/09/15 CELL PHONE BILL

Total Vendor Amount  
 311 60

Payment Date Payment Amount  
 07/24/2015 311 60

Discount Amount Payable Amount  
 0 00 311 60

Vendor Number Vendor Filed As  
1024 VERIZON WIRELESS  
 Payment Type Payment Number  
 Check

Payable Number Description  
06/10/15-07/09/15 06/10/15-07/09/15

Total Vendor Amount  
 30 79

Payment Date Payment Amount  
 07/24/2015 30 79

Discount Amount Payable Amount  
 0 00 30 79

Vendor Number Vendor Filed As  
1063 VIP TECHNOLOGIES, INC  
 Payment Type Payment Number  
 Check

Payable Number Description  
36934 Additional DTL-12E Phone

Total Vendor Amount  
 158 15

Payment Date Payment Amount  
 07/24/2015 158 15

Discount Amount Payable Amount  
 0 00 158 15

## Payment Register

APPKT04377 - 07/27/2015 CC PACKET

Vendor Number Vendor Filed As  
2040 WALMART COMMUNITY/GEGRB

Total Vendor Amount  
130 02

Payment Type Payment Number  
Check

BY COMMISSIONERS COURT

DATE JUL 27 2015

Payment Date Payment Amount  
07/24/2015 130 02

Payable Number Description  
518100408563 Misc supplies

Payable Date Due Date Discount Amount Payable Amount  
07/23/2015 07/23/2015 0 00 130 02

Vendor Number Vendor Filed As  
2497 WALMART COMMUNITY/GEGRB

Total Vendor Amount  
146 71

Payment Type Payment Number  
Check

**APPROVED**

JB

By Auditor's Office at 4:18 pm, Jul 24, 2015

Payment Date Payment Amount  
07/24/2015 146 71

Payable Number Description  
519500379171 Batteries & Cleaning Supplies

Payable Date Due Date Discount Amount Payable Amount  
07/17/2015 07/17/2015 0 00 146 71

Vendor Number Vendor Filed As  
02025 Wilbarger County

Total Vendor Amount  
705 00

Payment Type Payment Number  
Check

Payment Date Payment Amount  
07/24/2015 705 00

Payable Number Description  
MED-1604 MED-1604-Ellis Brown

Payable Date Due Date Discount Amount Payable Amount  
07/23/2015 07/23/2015 0 00 705 00

Vendor Number Vendor Filed As  
1286 WILSON CULVERTS, INC

Total Vendor Amount  
6,100 60

Payment Type Payment Number  
Check

Payment Date Payment Amount  
07/24/2015 6,100 60

Payable Number Description  
70220 CULVERTS

Payable Date Due Date Discount Amount Payable Amount  
07/17/2015 07/17/2015 0 00 6,100 60

Vendor Number Vendor Filed As  
1888 XEROX BUSINESS SERVICES LLC

Total Vendor Amount  
637 55

Payment Type Payment Number  
Check

Payment Date Payment Amount  
07/24/2015 637 55

Payable Number Description  
1170219

Payable Date Due Date Discount Amount Payable Amount  
07/16/2015 07/16/2015 0 00 637 55

Vendor Number Vendor Filed As  
4213 XEROX CORPORATION

Total Vendor Amount  
450 38

Payment Type Payment Number  
Check

Payment Date Payment Amount  
07/24/2015 450 38

Payable Number Description  
080189467

Payable Date Due Date Discount Amount Payable Amount  
07/16/2015 07/16/2015 0 00 450 38

Vendor Number Vendor Filed As  
3975 PANOLA-HARRISON ELECTRIC COOPERATIVE, INC

Total Vendor Amount  
26 24

Payment Type Payment Number  
Check

Payment Date Payment Amount  
07/24/2015 26 24

Payable Number Description  
06/02/15-06/29/15 WATER BILL

Payable Date Due Date Discount Amount Payable Amount  
07/23/2015 07/23/2015 0 00 26 24

Vendor Number Vendor Filed As  
4444 RUSK COUNTY ELECTRIC COOP ,INC

Total Vendor Amount  
126 66

Payment Type Payment Number  
Check

Payment Date Payment Amount  
07/24/2015 126 66

Payable Number Description  
06/15/15-07/15/15 ELECTRIC BILL

Payable Date Due Date Discount Amount Payable Amount  
07/23/2015 07/23/2015 0 00 126 66

APPROVED FOR PAYMENT

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BY COMMISSIONERS COURT

DATE

JUL 27 2015

APPKT04377 - 07/27/2015 CC PACKET

Payment Summary

Type  
Check

	Payable Count	Payment Count	Discount	Payment
	230	111	0 00	244,094 57
Packet Totals:	230	111	0.00	244,094.57

**APPROVED**

JB

By Auditor's Office at 4:18 pm, Jul 24, 2015

APPROVED FOR PAYMENT

*Lee Ann Jones*

APPKT04377 - 07/27/2015 CC PACKET

Cash Fund Summary

Fund  
999

BY COMMISSIONERS COURT

DATE

JUL 27 2015

Name

Amount

POOLED CASH FUND

-244,094.57

Packet Totals:

-244,094.57

**APPROVED**

*SB*

By Auditor's Office at 4:19 pm, Jul 24, 2015



Panola County, Texas

APPROVED FOR PAYMENT

*Lee Ann Jones*

VOL.

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## Payment Register

BY COMMISSIONERS COURT

DATE JUL 27 2015

APPKT04355 - Utilities 2015-07-16

01 - Vendor Set 01

Bank. PANOLA COUNTY POOL - PANOLA COUNTY POOLED CASH

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
1683	A T & T	48 97
<b>Payment Type</b>	<b>Payment Number</b>	
Check		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b> <b>Due Date</b>
05/19/15-06/18/15	05/15/15	07/16/2015 07/16/2015
<b>APPROVED</b>		<b>Payment Date</b>
<b>By Auditor's Office at 3:09 pm, Jul 16, 2015</b>		07/16/2015
		<b>Payment Amount</b>
		48 97
		<b>Discount Amount</b>
		0 00
		<b>Payable Amount</b>
		48 97

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
2495	SOUTHWESTERN ELECTRIC POWER COMPANY	12 17
<b>Payment Type</b>	<b>Payment Number</b>	
Check		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b> <b>Due Date</b>
06/09/15-07/08/15	06/09/15-07/08/15	07/16/2015 07/16/2015
<b>APPROVED FOR PAYMENT</b>		<b>Payment Date</b>
<b>BY PANOLA COUNTY AUDITOR</b>		07/16/2015
		<b>Payment Amount</b>
		12 17
		<b>Discount Amount</b>
		0 00
		<b>Payable Amount</b>
		12 17

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
2505	SOUTHWESTERN ELECTRIC POWER COMPANY	2,027 68
<b>Payment Type</b>	<b>Payment Number</b>	
Check		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b> <b>Due Date</b>
06/09/15-07/08/15	06/09/15-07/08/15	07/16/2015 07/16/2015
<b>APPROVED FOR PAYMENT</b>		<b>Payment Date</b>
<b>BY PANOLA COUNTY JUDGE</b>		07/16/2015
		<b>Payment Amount</b>
		2,027 68
		<b>Discount Amount</b>
		0 00
		<b>Payable Amount</b>
		2,027 68

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
2521	SOUTHWESTERN ELECTRIC POWER COMPANY	2,061 92
<b>Payment Type</b>	<b>Payment Number</b>	
Check		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b> <b>Due Date</b>
06/09/15-07/08/15	06/09/15-07/08/15	07/16/2015 07/16/2015
<b>APPROVED FOR PAYMENT</b>		<b>Payment Date</b>
<b>BY PANOLA COUNTY JUDGE</b>		07/16/2015
		<b>Payment Amount</b>
		2,061 92
		<b>Discount Amount</b>
		0 00
		<b>Payable Amount</b>
		2,061 92

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
2576	SOUTHWESTERN ELECTRIC POWER COMPANY	1,344 12
<b>Payment Type</b>	<b>Payment Number</b>	
Check		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b> <b>Due Date</b>
06/09/15-07/08/15	06/09/15-07/08/15	07/16/2015 07/16/2015
<b>APPROVED FOR PAYMENT</b>		<b>Payment Date</b>
<b>BY PANOLA COUNTY JUDGE</b>		07/16/2015
		<b>Payment Amount</b>
		1,344 12
		<b>Discount Amount</b>
		0 00
		<b>Payable Amount</b>
		1,344 12

*Lee Ann Jones*

Payment Register

APPKT04355 - Utilities 2015-07-16

## Payment Summary

BY COMMISSIONERS COURT

DATE Jul 16 2015Type  
Check

	Payable Count	Payment Count	Discount	Payment
	5	5	0.00	5,494.86
Packet Totals:	5	5	0.00	5,494.86

**APPROVED***SP*

By Auditor's Office at 3:13 pm, Jul 16, 2015

APPROVED FOR PAYMENT

*SP*DATE 7-16-15

BY PANOLA COUNTY AUDITOR

*Lee Ann Jones*

JUL 16 2015

DATE \_\_\_\_\_

BY PANOLA COUNTY JUDGE

APPROVED FOR PAYMENT

*Lee Ann Jones*

VOL.

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APPKT04355 - Utilities 2015-07-16

BY COMMISSIONERS COURT

DATE JUL 7 2015

Cash Fund Summary

Fund  
999

Name  
POOLED CASH FUND

Amount  
-5,494.86  
-5,494.86

Packet Totals:

**APPROVED**

*SA*

By Auditor's Office at 3:13 pm, Jul 16, 2015

APPROVED FOR PAYMENT

*SA* 7-16-15 DATE 7-16-15

BY PANOLA COUNTY AUDITOR

*Lee Ann Jones*

DATE JUL 17 2015

BY PANOLA COUNTY JUDGE



Panola County, Texas

APPROVED FOR PAYMENT

BY COMMISSIONERS COURT

## Payment Register

APPKT04378 - 7-24-15 CC

01 - Vendor Set 01

DATE

JUL 27 2015

Bank: PROBATION DEPT POOL - PROBATION DEPARTMENTS POOLED CASH

APPROVED

SB

By Auditor's Office at 3:31 pm, Jul 24, 2015

Vendor Number	Vendor Name							Total Vendor Amount
02027	CLARINDA YOUTH CORPORATION							2,221 65
Payment Type	Payment Number					Payment Date	Payment Amount	
Check						07/24/2015	2,221 65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
TX-0615	6/16/15-6/30/15 BHD 15 DAYS	07/24/2015	07/24/2015	0 00	2,221 65			
Vendor Number	Vendor Name							Total Vendor Amount
1578	JOHN F. NIELSEN, M D							110 00
Payment Type	Payment Number					Payment Date	Payment Amount	
Check						07/24/2015	110 00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
07072015BHD	N204492 HAMMACK, LILLY	07/24/2015	07/24/2015	0 00	110 00			
Vendor Number	Vendor Name							Total Vendor Amount
4036	TX DEPARTMENT OF INFORMATION RESOURCES							8 77
Payment Type	Payment Number					Payment Date	Payment Amount	
Check						07/24/2015	8 77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
H22585JUVPO60115063015	H22585 JUVP 06/01/15-06/30/15	07/24/2015	07/24/2015	0 00	1 86			
H22710060115063015ADPRO	H22710 ADULT PROBATION 06/01/15-06/30/15	07/24/2015	07/24/2015	0 00	6 91			
Vendor Number	Vendor Name							Total Vendor Amount
3874	VERIZON WIRELESS SERVICES LLC							164 57
Payment Type	Payment Number					Payment Date	Payment Amount	
Check						07/24/2015	164 57	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
9748813160	713087050-00001 06/11-07/10	07/24/2015	07/24/2015	0 00	164 57			

**APPROVED FOR PAYMENT**  
*Lee Ann Jones*  
**BY COMMISSIONERS COURT**

VOL. *114* 27/15  
 DATE \_\_\_\_\_

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 APPKT04378 - 7-24-15 CC

**Payment Summary**

Type	Payable Count	Payment Count	Discount	Payment
Check	5	4	0.00	2,504.99
Packet Totals:	5	4	0.00	2,504.99

**APPROVED** *JB*  
 By Auditor's Office at 3:31 pm, Jul 24, 2015

7/24  
**APPROVED FOR PAYMENT**

*Lee Ann Jones*  
**BY COMMISSIONERS COURT**

**DATE** Jul 27 2015

APPKT04378 - 7-24-15 CC

**Cash Fund Summary**

Fund	Name	Amount
599	POOLED CASH FUND	-2,504.99
Packet Totals.		-2,504.99

**APPROVED**

*SP*

**By Auditor's Office at 3:31 pm, Jul 24, 2015**



APPROVED FOR PAYMENT

VOL

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## Payment Register

Panola County, Texas

APPKT04358 - APPKT04357-Daily Work20150720

BY COMMISSIONERS COURT

DATE

Utility - Utility

Bank. PANOLA COUNTY POOL - PANOLA COUNTY POOLED CASH

Vendor Number	Vendor Name	Total Vendor Amount			
4203	CENTERPOINT ENERGY RESOURCES CORP	229 63			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/20/2015	229 63		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
06/04/15-07/07/15	06/04/2015-07/07/15	07/20/2015	07/20/2015	0 00	229 63

Vendor Number	Vendor Name	Total Vendor Amount			
3869	SOUTHWESTERN ELECTRIC POWER COMPANY	5,093 40			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		07/20/2015	5,093 40		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
06/09-07/08	06/09-07/08	07/20/2015	07/20/2015	0 00	5,093 40

APPROVED

By Auditor's Office at 3:34 pm, Jul 20, 2015

APPROVED FOR PAYMENT

DATE

BY PANOLA COUNTY AUDITOR

DATE

BY PANOLA COUNTY JUDGE

Payment Register

APPROVED FOR PAYMENT

*Lee Ann Jones*

APPKT04358 - APPKT04357-Daily Work20150720

BY COMMISSIONERS COURT

DATE JUL 27 2015

## Payment Summary

Type  
Check

	Payable Count	Payment Count	Discount	Payment
	2	2	0.00	5,323.03
Packet Totals:	2	2	0.00	5,323.03

**APPROVED***SB*

By Auditor's Office at 3:35 pm, Jul 20, 2015

APPROVED FOR PAYMENT

*SB*DATE 7-20-15

BY PANOLA COUNTY AUDITOR

*Lee Ann Jones*DATE JUL 21 2015

BY PANOLA COUNTY JUDGE

APPROVED FOR PAYMENT

*Lee Ann Jones*

VOL.

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APPKT04358 - APPKT04357-Daily Work20150720

Cash Fund Summary

BY COMMISSIONERS COURT		DATE <u>JUL 20 2015</u>
Fund	Name	Amount
999	POOLED CASH FUND	-5,323 03
Packet Totals:		-5,323 03

**APPROVED**

*SP*

By Auditor's Office at 3:35 pm, Jul 20, 2015

APPROVED FOR PAYMENT

*SP*

DATE 7-20-15

*Lee Ann Jones*

BY PANOLA COUNTY AUDITOR

DATE JUL 20 2015

BY PANOLA COUNTY JUDGE

# PerdueBrandonFielderCollins&Mott LLP

## ATTORNEYS AT LAW



### AUTHORITY ACTIVITY ANALYSIS

PANOLA COUNTY, SPECIAL As Of 6/17/2015, Last Tax Year Included 2014

Description	# Properties	Pct Of Total	Base Tax Amount	Pct Of Total
In Bankruptcy	120	.19%	\$30,211.05	2.30%
In Trust	7	.01%	\$2,122.04	.16%
In Deferral	13	.02%	\$9,969.49	.76%
In Litigation	1,794	2.90%	\$83,628.82	6.37%
In Partial Pay	605	.98%	\$24,654.20	1.88%
In Uncollectable	147	.24%	\$169,974.96	12.94%
In Bad Address	14,273	23.04%	\$146,968.46	11.19%
Action Pending	44,980	72.62%	\$845,799.38	64.40%
<b>Totals</b>	<b>61,939</b>	<b>100.00%</b>	<b>\$1,313,328.40</b>	<b>100.00%</b>

Dollar Range	# Properties	Pct Of Total	Base Tax Amount	Pct Of Total
\$0.01 - \$100.00	58,547	96.04%	\$283,426.21	21.58%
\$100.01 - \$250.00	1,305	2.14%	\$206,991.53	15.76%
\$250.01 - \$500.00	636	1.04%	\$222,350.67	16.93%
\$500.01 - \$1000.00	310	.51%	\$209,480.58	15.95%
\$1000.01 - \$2500.00	125	.21%	\$183,406.81	13.97%
\$2500.01 - \$5000.00	28	.05%	\$99,913.76	7.61%
\$5000.01 - \$10,000.00	11	.02%	\$82,881.02	6.31%
\$10,000.01 - Up	2	.00%	\$24,877.82	1.89%
<b>Totals</b>	<b>60,964</b>	<b>100.00%</b>	<b>\$1,313,328.40</b>	<b>100.00%</b>

Year	# Transaction	Pct Of Total	Base Tax Amount	Pct Of Total
1980	4	.00%	\$3.85	.00%
1981	8	.00%	\$3.85	.00%
1982	10	.00%	\$26.56	.00%
1983	17	.01%	\$22.35	.00%
1984	24	.01%	\$122.57	.01%
1985	31	.01%	\$310.26	.02%
1986	48	.02%	\$383.18	.03%
1987	43	.01%	\$514.48	.04%
1988	51	.02%	\$947.11	.07%
1989	77	.03%	\$981.09	.07%
1990	84	.03%	\$1,214.61	.09%
1991	102	.03%	\$1,221.35	.09%
1992	113	.04%	\$1,324.66	.10%
1993	124	.04%	\$1,514.17	.12%
1994	2,870	.95%	\$5,205.41	.40%
1995	3,549	1.17%	\$4,812.54	.37%
1996	1,599	.53%	\$4,202.25	.32%

1997	2,311	.76%	\$4,484.68	.34%
1998	2,597	.86%	\$3,662.34	.28%
1999	2,441	.81%	\$5,101.01	.39%
2000	2,773	.92%	\$5,194.16	.40%
2001	4,567	1.51%	\$4,834.06	.37%
2002	5,626	1.86%	\$6,782.52	.52%
2003	5,672	1.87%	\$9,562.06	.73%
2004	7,524	2.49%	\$11,828.46	.90%
2005	9,870	3.26%	\$12,741.64	.97%
2006	12,872	4.25%	\$15,757.43	1.20%
2007	14,688	4.85%	\$19,905.06	1.52%
2008	19,553	6.46%	\$24,825.83	1.89%
2009	21,327	7.05%	\$50,543.93	3.85%
2010	22,819	7.54%	\$41,240.44	3.14%
2011	24,220	8.00%	\$70,727.82	5.39%
2012	26,155	8.64%	\$134,388.39	10.23%
2013	32,059	10.59%	\$188,888.01	14.38%
2014	76,897	25.40%	\$680,050.27	51.78%
<b>Totals</b>	<b>302,725</b>	<b>100.00%</b>	<b>\$1,313,328.40</b>	<b>100.00%</b>

**\*\*Number of properties may differ in the first two sections because a property may reside in more than one category in the first section**

PerdueBrandonFielderCollins&Mott LLP  
ATTORNEYS AT LAW



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## PANOLA COUNTY

Status Report  
July 27, 2015

Perdue, Brandon began working the delinquent accounts for Panola County on March 1, 2014 – stepping into the shoes of the Ray & Wood law firm. We believe we are off to a good start in collecting your delinquent taxes as noted below.

The Perdue, Brandon delinquent tax calendar runs from July 1<sup>st</sup> until the following June 30<sup>th</sup>. Each July 1<sup>st</sup>, another tax year is turned over to the law firm for collections, and we add the new-year turnover to the pre-existing balance. We have loaded these new accounts in our system, and have already completed a mass mailing of tax notices to your delinquent taxpayers.

### Your Delinquent Tax Roll – and Overall Property Tax Delinquency

The most significant issue for discussion – and a potentially negative impact on your tax collection involves “compressor litigation”. There are about 80 separate compressor suits filed across the state of Texas involving the taxable value of compressors. The top two overall delinquent accounts for Panola County involve compressors. These two accounts total \$157,788.91 in base tax dollars owing to Panola County: ***almost fourteen percent of your current delinquency.***

The taxpayer compressor companies have filed suit in Panola County, but these suits are “abated” or legally on hold pending resolution of the cases already tried and on appeal. The Legislature did not adopt any legislation clarifying the law in the last session so we are “back to the Courts”. On the plus side, the taxpayer has not made a payment – so if they prevail in litigation, no refund will be due on these top two accounts; and of course if we prevail in the litigation, they will owe the taxes. The downside is that you have budgeted collection of these taxes for operations of the County, and if the taxpayer prevails, the property accounts will not be paid.

The first case on appeal was heard with oral argument in October in the El Paso Court of Appeals; a second was heard in Tyler involving a case out of Gregg County.

With millions of dollars in taxable value at issue state wide, the issue will definitely be appealed further to the Texas Supreme Court. We should not expect this issue to be resolved soon.

Most of the Panola County collection effort is conducted out of our Longview satellite office; we have two legal assistants that work exclusively on collecting your taxes. They have online access to our software, can enter remarks or comments about specific accounts, issue letters, negotiate installment payment agreements and initiate litigation when necessary.

### **Authority Activity Analysis Report**

The top section of the AA report shows accounts by category, or "status". The only red flags or cause for concern in this section of the report is the "uncollectible" category, which is the compressor litigation: we cannot collect those taxes until the valuation litigation is resolved.

The middle section of the AA report shows over **52,000** accounts with a base tax amount below \$100.00 – representing 96% of your accounts. Significantly, this also represents 22.57% of your total dollars that are delinquent (this is high for a County). In the \$5,000 - \$10,000 range you have some accounts, but two of these involve compressors, and one involves a bankruptcy dating back to 2009 that is still pending.

The lower part of the AA report shows taxes by year – the unusually high amount in 2009 is attributable to the bankruptcy case. You have taxes going back to tax year 1980 due to properties that were taken to Sheriff's Sale, and no one bought the property at the tax sale – pursuant to Texas law, they have been "struck off" and the taxes remain due until someone buys the property. With the exception of the 2009 bankruptcy, this listing is otherwise "as expected" as you should expect the largest dollar delinquency in tax year 2014, and a declining balance on a year by year basis as we go further back in time. There may be minor variations year to year but for purposes of reporting to the County, I am not sounding the alarm of financial concern. The compressor suits would be a greater concern for me – both the always present risk of litigation, and the time delay in getting our money even when we prevail.

Separately, we file "tax warrants" for Panola County involving delinquent taxes on various royalty interests owing by taxpayers. We obtain a Tax Warrant from the Court authorizing the seizure of royalty payments to satisfy the tax delinquency, contact the operator (company that disburses the royalties) and they re-direct the royalty interest payments to us until the taxes are paid in full; then the Warrant is dissolved and the royalty payments resume to the property owner. NOTE: We are not selling the taxpayer's ownership of the minerals, we are seizing the cash flow in the way of royalty payments, and again, once the taxes are paid, the property owner is restored their royalty payments. Some of these are "repeat customers".

We also personally contact your taxpayers – to find out about problems and make arrangements for payment of the taxes (not to harass them).

**Discussion of Specific Accounts – “2014 Current Year” Report**

**EXLP Leasing LLC** **PBF 13282** **\$44,517.95**

This is one of the compressor cases, and is your single largest delinquent account. The amount shown is for County only (with “Special”) and is base tax only. Compare this \$44,000 amount to what you pay in taxes on your home for perspective.

**Compressco Leasing LLC** **PBF 21380** **\$17,167.79**

Although this account also involves compressors, they did not file a suit regarding their taxable value, and these taxes must be paid. We have been told a check was mailed July 20<sup>th</sup> and the account should be paid in full by the end of the month.

**Henry Howard Services LLC** **PBF 18897** **\$11,562.63**

We have contacted the property owner, and have been promised payment in full by the end of the month.

**Pierce Construction, Inc.** **PBF 16700** **\$11,402.10**

This account was mailed in June, but due to US Mail and when the computer tape was sent to us, payment had not been received and posted. It is now paid in full.

**Red River Compression Services LLC** **PBF 21665** **\$10,305.82**

We have contacted the property owner, and have been promised payment in full by the end of the month.

**Carthage Country Club LLC** **PBF 19474** **\$5,149.75**

This account was paid in full 7-8-15.

**Gator Services LLC** **PBF 19593** **\$3,714.45**

This account was deleted last year as the property was not physically in Panola County. It showed up again this year as there were some vehicles registered in the company name, but we believe the account will again be deleted.

**“All Years” Roll -- \$10,000 and up in base tax dollars**

**EXLP Leasing LLC** **PBF 13282** **\$71,267.54**

**EES Leasing LLC** **PBF 13281** **\$35,301.14**

These accounts are the compressor cases. To put the dollars in perspective, note that the top two accounts for EXLP and EES combined involve more money than every other account owing at least \$10,000. EXLP and EES have 2012-14 amounts due the County.

<b>Car-Tex Consolidated, Ltd</b>	<b>PBF 2134</b>	<b>\$16,515.97</b>
<b>Richey Oilfield Construction (not shown)</b>	<b>PBF 13409</b>	<b>\$ 2,250.76</b>

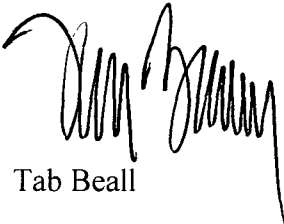
These are the two related bankruptcy accounts from tax year 2009. It is unusual that a bankruptcy case lasts this long, but our claims have been filed with the Bankruptcy Court and we are awaiting payment from the bankruptcy Trustee. The claims have not been denied by the Court, and no objections have been filed by the Trustee.

<b>Grand Bluff Construction (Valarco)</b>	<b>PBF 10186</b>	<b>\$13,056.65</b>
---	------------------	--------------------

This account represents business personal property from tax year 2011. There were some bankruptcy filings (both corporate and individual). In our research we have determined that no proof of claim was timely filed, and the one bankruptcy Trustee we were able to get to reply to us acknowledged he did not administer these assets (and therefore had no money to pay the tax obligations). This is unfortunately a candidate for deletion as an uncollectible account.

Thank you for the opportunity to discuss these accounts,

Respectfully submitted,



Tab Beall



David Hudson

# PerdueBrandonFielderCollins&Mott LLP

## ATTORNEYS AT LAW



### AUTHORITY ACTIVITY ANALYSIS

PANOLA COUNTY, SPECIAL As Of 7/15/2015, Last Tax Year Included 2014

Description	# Properties	Pct Of Total	Base Tax Amount	Pct Of Total
In Bankruptcy	116	.21%	\$28,845.38	2.53%
In Trust	7	.01%	\$2,122.04	.19%
In Deferral	11	.02%	\$9,646.20	.85%
In Litigation	1,614	2.91%	\$75,638.26	6.64%
In Partial Pay	1,484	2.68%	\$43,834.58	3.85%
In Uncollectable	258	.47%	\$177,201.50	15.55%
In Bad Address	14,226	25.65%	\$144,981.76	12.72%
Action Pending	37,742	68.06%	\$657,294.54	57.68%
<b>Totals</b>	<b>55,458</b>	<b>100.00%</b>	<b>\$1,139,564.26</b>	<b>100.00%</b>

Dollar Range	# Properties	Pct Of Total	Base Tax Amount	Pct Of Total
\$0.01 - \$100.00	52,725	96.18%	\$257,209.22	22.57%
\$100.01 - \$250.00	1,137	2.07%	\$178,422.33	15.66%
\$250.01 - \$500.00	546	1.00%	\$189,770.21	16.65%
\$500.01 - \$1000.00	261	.48%	\$176,470.97	15.49%
\$1000.01 - \$2500.00	113	.21%	\$165,621.50	14.53%
\$2500.01 - \$5000.00	27	.05%	\$95,416.49	8.37%
\$5000.01 - \$10,000.00	10	.02%	\$76,653.54	6.73%
<b>Totals</b>	<b>54,819</b>	<b>100.00%</b>	<b>\$1,139,564.26</b>	<b>100.00%</b>

Year	# Transaction	Pct Of Total	Base Tax Amount	Pct Of Total
1980	4	.00%	\$3.85	.00%
1981	8	.00%	\$3.85	.00%
1982	10	.00%	\$26.56	.00%
1983	17	.01%	\$22.35	.00%
1984	22	.01%	\$109.04	.01%
1985	29	.01%	\$297.01	.03%
1986	46	.02%	\$365.82	.03%
1987	41	.01%	\$496.32	.04%
1988	49	.02%	\$926.89	.08%
1989	69	.02%	\$833.12	.07%
1990	74	.03%	\$1,006.82	.09%
1991	92	.03%	\$1,020.13	.09%
1992	104	.04%	\$1,137.04	.10%
1993	113	.04%	\$1,279.21	.11%
1994	2,864	1.00%	\$5,124.14	.45%
1995	3,546	1.23%	\$4,766.87	.42%
1996	1,591	.55%	\$4,159.92	.37%

1997	2,306	.80%	\$4,325.08	38%
1998	2,593	.90%	\$3,517.49	31%
1999	2,450	.85%	\$5,080.67	45%
2000	2,784	.97%	\$5,180.38	.45%
2001	4,572	1.59%	\$4,826.39	.42%
2002	5,634	1.96%	\$6,777.58	.59%
2003	5,639	1.96%	\$9,492.82	.83%
2004	7,436	2.59%	\$11,736.79	1.03%
2005	9,748	3.39%	\$12,651.80	1 11%
2006	12,677	4.41%	\$15,521.41	1.36%
2007	14,388	5.00%	\$19,447.47	1.71%
2008	19,207	6.68%	\$24,254.30	2 13%
2009	20,924	7.28%	\$49,658.47	4.36%
2010	22,403	7 79%	\$40,094.84	3.52%
2011	23,702	8.24%	\$68,309.22	5.99%
2012	25,353	8.82%	\$131,038.71	11.50%
2013	30,781	10.70%	\$180,706.90	15.86%
2014	66,308	23.06%	\$525,365.00	46.10%
<b>Totals</b>	<b>287,584</b>	<b>100.00%</b>	<b>\$1,139,564.26</b>	<b>100.00%</b>

**\*\*Number of properties may differ in the first two sections because a property may reside in more than one category in the first section.**

# Descending Tax Roll - Client

PANOLA COUNTY, SPECIAL  
For Years 2014 Through 2014  
For Amounts \$1,000.00 To \$999,999.99

VOL. 94 PAGE 726

Taxpayer #	Taxpayer name	Year Span	Status Indicators	Base Tax Cause #	Jdg Date OOS L  B  P  D
13282	EXLP LEASING LLC *	2014	-	\$44,517.95	
21380	COMPRESSCO LEASING LLC	2014	-	\$17,167.79	
18897	HENRY HOWARD SERVICES LLC	2014	-	\$11,562.63	
16700	PIERCE CONSTRUCTION INC	2014	-	\$11,402.10	
21665	RED RIVER COMPRESSION SVCS LLC	2014	-	\$10,305.82	
19711	ARC GBLMESA001 LLC	2014	-	\$8,097.57	
13281	EES LEASING LLC *	2014	-	\$6,702.28	
19474	CARTHAGE COUNTRY CLUB LLC	2014	-	\$5,149.75	

Taxpayer #	Taxpayer name	Year Span	Status Indicators	Base Tax Cause #	Jdg Date	OOS	L	B	P	D
21146	AMAZING ACE HOLDINGS	2014	-	\$4,876.31						
2631	HADCO RENTAL TOOLS	2014	-	\$4,468.07						
22167	COURTNEY CONSTRUCTION	2014	-	\$4,367.11						
16323	PIERCE KENNETH ETUX BRENDA	2014	-, SUIT	\$4,290.70						
21738	SUNLAND FIELD SERVICES	2014	-	\$4,152.78						
19593	GATOR SERVICES LLC	2014	-	\$3,714.45						
19119	TKO RENTALS & SERVICES LLC	2014	-	\$3,198.93						
18949	RED RIVER COMPRESSION SERVICES, LLC	2014	-	\$3,014.37						
16837	COMPLETE PRINTING & PUBLISHING	2014	-	\$2,648.26						
19747	COURTNEY KARLOS ETUX DONNA	2014	-	\$2,285.66						

Taxpayer #	Taxpayer name	Year Span	Status Indicators	Base Tax Cause #	Jdg Date OOS LJ B  P  D
21670	FORTUNE NATURAL RESOURCES	2014	-	\$2,067.26	
21982	UNIFIED OILFIELD GROUP LLC	2014	-	\$2,039.41	
19494	RPM SERVICES - GENERAL	2014	-	\$1,833.01	
7522	MARKEY FRANK HENRY II	2014	-	\$1,823.21	
17689	WHELPTON LINDA STOUGH	2014	-	\$1,773.77	
17125	LITTLEJOHN AMY	2014	-	\$1,689.09	
20644	DUCKWORTH OTTO B INTER VIVOS T	2014	-	\$1,510.99	
15609	WHELPTON PETER JOHN	2014	-, SUIT	\$1,491.70	
20695	HANSON FRANCES MCKNIGHT LIV TR	2014	-	\$1,461.33	
16059	ARRINGTON EDWARD LEE ETAL	2014	-	\$1,430.07	

Taxpayer #	Taxpayer name	Year Span	Status Indicators	Base Tax Cause #	Jdg Date	OOS	L	B	P	D
10765	SMITH KARLI BOREN	2014	-	\$1,414.04						
21805	248 DISPOSAL (SWD)	2014	-	\$1,373.00						
16909	BOONE STEVE ETUX JANET	2014	-	\$1,284.76						
22107	DW 51 TRUCKING LCC	2014	-	\$1,266.91						
19484	CIRCLE C IMPERIAL CONSTRUCTION	2014	BKR	\$1,201.52						B
235	YOUNG JUDY HARRIS	2014	-	\$1,200.58						
19886	GATES JOE JR	2014	-	\$1,197.12						
754	CHIZ MARY	2014	-	\$1,127.09						
21699	WOLF PACK RENTALS LLC	2014	-	\$1,103.20						
19875	WHT CARTHAGE LLC	2014	-	\$1,081.08						

15839	EXPLORATION ENERGY LLC	2014	-	\$1,011.70
40	Taxpayers			\$183,340 74

# Descending Tax Roll - Client

PANOLA COUNTY, SPECIAL  
For Years 1968 Through 2014  
For Amounts \$10,000 00 To \$999,999,999.99

Taxpayer #	Taxpayer name	Year Span	Status Indicators	Base Tax Cause #	Jdg Date
13282	EXLP LEASING LLC *	2012-2014	-	\$115,785.49	OOS L B P D
13281	EES LEASING LLC *	2012-2014	-	\$42,003.42	
21380	COMPRESSCO LEASING LLC	2014	-	\$17,167.79	
22194	CAR-TEX CONSOLIDATED LTD	2009	BKR	\$16,515.97	B
10186	GRAND BLUFF CONST (VALARCO)	2011	-	\$13,056.65	
21665	RED RIVER COMPRESSION SVCS LLC	2014	-	\$10,305.82	
6	Taxpayers			\$214,835.14	

# PANOLA COUNTY ELECTION JUDGE AND ALTERNATE ELECTION JUDGE APPOINTMENTS

We, the Commissioners' Court of Panola County, Texas meeting in Special Session this 27<sup>th</sup> day of July, 2015 do hereby appoint the following persons as Election Judges and Alternate Election Judges for all elections in Panola County, Texas, except party primaries.

PCT.#	LOCATION	ELECTION JUDGE	ALTERNATE ELECTION JUDGE
1	Panola Junior College Carthage (R)	Kirby Hill REPUBLICAN	Charquita Ingram DEMOCRAT
2	Carthage Community House Carthage (R)	Melodnee Pierce REPUBLICAN	Johnnie Mason Harrison DEMOCRAT
3	Beckville United Methodist Church - Beckville (R)	Hazel Sorters REPUBLICAN	Kandance Severance DEMOCRAT
5	Mt. Zion Baptist Church Harris Chapel (R)	Debbie Merket REPUBLICAN	Keith Williams DEMOCRAT
7	Community Four Volunteer Fire Department Substation - DeBerry (R)	James Peloquin REPUBLICAN	Brenda Roquemore DEMOCRAT
8	Baptist Church - Tacoma (R)	Taunya Vance REPUBLICAN	Brandi Pierce DEMOCRAT
9	Community Four Fire Station Bethany (R)	Barbara Burns REPUBLICAN	LaNell Jernigan DEMOCRAT
10	Baptist Church - Midyett (R)	Gary Hickey REPUBLICAN	Bridgitte Hickey DEMOCRAT
12	Community House Deadwood (R)	Karen Marsalis REPUBLICAN	Retha Whiddon DEMOCRAT
13	Community House - Woods (R)	Sandra Pitts REPUBLICAN	Vera Knight DEMOCRAT
14	City Hall - Gary (R)	Lycia Evanoff REPUBLICAN	Roni Nutt DEMOCRAT
18	Community House - Clayton (R)	Carolyn Mims REPUBLICAN	Wendi Nations DEMOCRAT

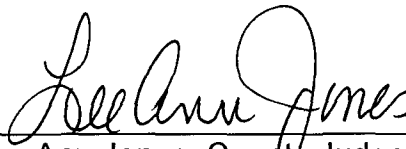
19	Community House Old Center (R)	Cassie Miller REPUBLICAN	Wayne Wimberly DEMOCRAT
20	Baptist Fellowship Hall Murvaul (R)	Wanda Jones REPUBLICAN	Christy Curry DEMOCRAT
22	Walnut Springs Baptist Church - Horton (R)	Kathy Porter REPUBLICAN	Danyel Clements DEMOCRAT
26	Panola (R)	Gordon Reynolds, Sr. REPUBLICAN	Sharon Patterson DEMOCRAT
27	Bethlehem Baptist Church Carthage (R)	Susan Gohlke REPUBLICAN	Leola Williams DEMOCRAT
28	Carthage Civic Center Carthage (R)	Bedford R. (Buddy) Guin -REPUBLICAN	John Foster DEMOCRAT
29	Community House - Galloway (R)	Jennifer Journeycake REPUBLICAN	Kenneth Walker DEMOCRAT

Early Voting Ballot Board	Voter Registration Office County Courthouse Carthage	Lynn Getsay REPUBLICAN	Marian Foster DEMOCRAT
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The Early Voting Ballot Board consisting of a presiding judge and an equal number of members from each political party will be appointed later by the County Election Board, consisting of the Elections Administrator as Chair, the County Judge, the Sheriff, and the two political party County Chairs.

Said appointments are for a one-year term which commences on August 1, 2015.

**PASSED UNANIMOUSLY** this 27<sup>th</sup> day of July, 2015 in Open Court.

  
Lee Ann Jones, County Judge

# DISTRICT CLERK COURT RECORDS ARCHIVE PLAN

## Summary

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived records within the District Clerk's Office. Records maintained in the District Clerk's office have been identified as "court documents", and expenses relative to maintenance and preservation of such records will be governed by the "District Court Records Archive Plan". In order to comply with retention and preservation statutes and State Library rules (see Bulletin B at <http://www.tsl.state.tx.us/slrn/recordspubs/lgbullb.html>), film and digital images must be maintained permanently, and a plan must be in place to store the film and secure the future transition of digitized records to new media that allows access to these records.

Government Code 51.305 creates a dedicated District Court records archive fee, and authorizes District Clerks to collect a fee not to exceed \$10 per filing. The statute provides that this fund be used only for the preservation and restoration of the District Court records archive, and authorizes effective preservation and efficient retrieval of the large amount of legal documents that are required to be preserved. Further, HB 2182, 84<sup>th</sup> Legislature, provides that a District Clerk shall collect fees for performing services related to a matter filed in a statutory county court, the same fees allowed the District Clerk for those services in the District Court [GC 51.319(4)].

This statute authorizes the Commissioners' Court to adopt a records archive fee for deposit in a dedicated fund as part of the county's annual budget. Expenditures from this fund enables the District Clerk to focus on preservation of older court records. Fees may not be imposed after the district court records archive preservation and restoration project is complete.

## Goal

Reproduction and archiving of all documents, regardless of type, as efficiently as possible, as well as restoration of records, suspension or reduction of deterioration of records, as well as improving public access to these records in a manner that reduces the risk of deterioration, and possible reduction or elimination of paper documents.

## Scope

The scope of this document includes the following:

- All District and County Court at Law Court records filed in the Panola County District Clerk's Office
- Plans to restore and preserve said records
- Future plans to improve public and governmental access and to provide an archive for said records

This document addresses the restoration and preservation needs of the District Clerk records. No other departments are addressed.

**SECTION ONE: RECORDS CURRENTLY IN REPOSITORY****Inventory**

Currently, the District Clerk's office holds docket books and files that are related to civil and criminal actions which have occurred since the mid-1800's and up to the present time

**SECTION TWO: RESTORATION AND PRESERVATION****Permanent Records**

After reproducing and preserving these records, the District Clerk plans to utilize the space for more efficient storage of the historical cases, and for possible storage of the growing number of cases occurring daily. Reproduction will allow better access to the records and will alleviate overcrowding of storage areas. Records will be imaged, will be accessible by DVD, and are backed up on microfilm. Microfilm will be stored in Panola County's depository and will be maintained further by any vendor that has reproduced said permanent records.

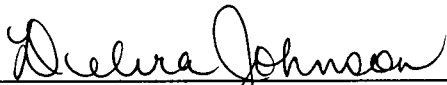
**SECTION THREE: FUTURE PLANS**

Future plans include continued reproduction and preservation of all filings and docket books, as well as back-up of images by microfilm

**Public and Government Access**

Future plans for public and government access include continued process of making public records more accessible by computer (dvd's) and by index.

Signed this the 22<sup>nd</sup> day of July, 2015

  
\_\_\_\_\_  
Debra Johnson,  
Panola County District Clerk

**WHEREAS**, Section 51.305 of the Government Code reads as follows: Sec 51.305(b) The commissioners court of a county may adopt a district court record archive fee of not more than \$5 for the filing of a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition, in a district court in the county as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process and must be approved in a public meeting. The fee is for preservation and restoration services performed in connection with maintaining a district court records archive; and

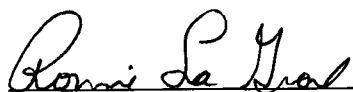
**WHEREAS**, the above-referenced fee shall be collected by the District Clerk at the time a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition is filed. The fee is in addition to any other fee collected by the District Clerk; and

**WHEREAS**, (e) of Section 51.305 of the Government Code reads: "The district clerk shall designate the court documents that are part of the records archive for purposes of this section. The designation of court documents by the district clerk under this subsection is subject to approval by the commissioners' court in a public meeting; and

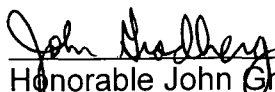
**WHEREAS**, (f) of Section 51.305 reads: "The district clerk in a county that adopts a fee under this section shall prepare an annual written plan for the preservation and restoration of the district court records archive." ... "The commissioners court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15<sup>th</sup> day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioners' court. Money in the district court records technology fund may be expended only as provided by the plan. All expenditures from the records technology fund must comply by Subchapter C, Chapter 262, Local Government Code.";

**NOW, THEREFORE, IT IS ORDERED** by the Commissioners' Court of Panola County, Texas, meeting in Open Session at a properly scheduled meeting of said Court, that the sum of **TEN AND NO/100 (\$10.00) DOLLARS** be collected by the District Clerk from each person(s) when a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition is filed beginning January 1, 2016.

**PASSED, APPROVED, and ADOPTED** this 27<sup>th</sup> day of July, 2015.

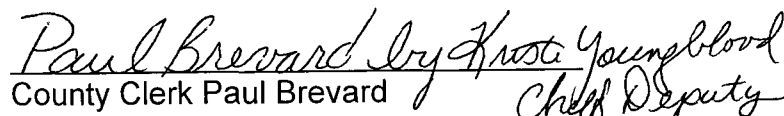


Honorable Ronnie LaGrone  
Commissioner, Precinct One

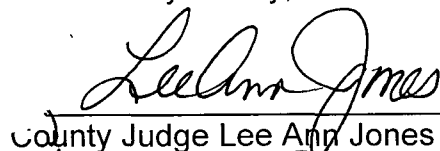


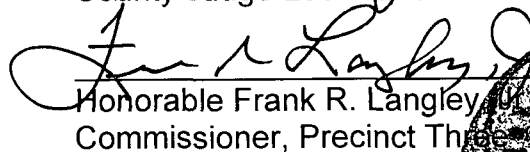
Honorable John Gradberg  
Commissioner, Precinct Two

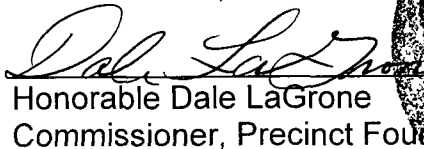
**ATTEST:**

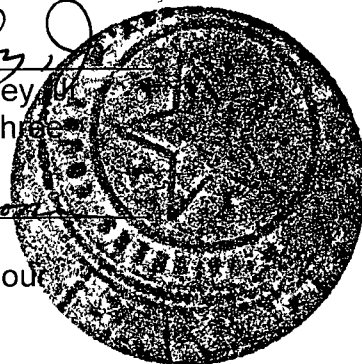
  
County Clerk Paul Brevard

  
Chief Deputy

  
County Judge Lee Ann Jones

  
Honorable Frank R. Langley  
Commissioner, Precinct Three

  
Honorable Dale LaGrone  
Commissioner, Precinct Four



## NOTICE

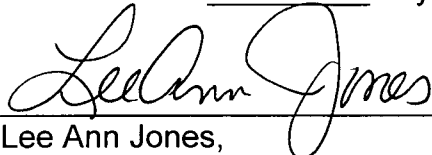
### SPECIAL MEETING OF THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS

---

Notice is hereby given that a SPECIAL meeting of the Panola County Commissioners' Court will be held on the 24th day of August, 2015, at 9:00 o'clock a.m. in the Commissioners' Courtroom, first floor, Panola County Courthouse, 110 S. Sycamore, Carthage, Texas, at which time the following subjects will be discussed:


PUBLIC HEARING RE: GOVERNMENT CODE 51.305  
DISTRICT COURT RECORDS TECHNOLOGY FUND

Dated this the 27th day of July, 2015.



Lee Ann Jones,  
County Judge, Panola County

ATTEST:



Debra Johnson,  
District Clerk, Panola County

July 20, 2015

Panola County Commissioners' Court  
Panola County, Texas

**RE: Records Archive, Preservation & Restoration Plan**

Dear Mam/Sirs:

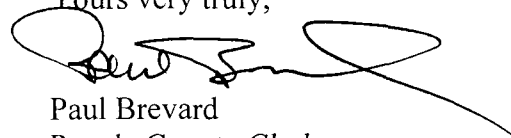
Pursuant to Section 118.025 of the Local Government Code, I request the Commissioners' Court to adopt the County Clerk Record Archive fee of \$10.00, effective January 1, 2018. *LB PB*

As per instruction of the Local Government Code section 118.025(g), I hereby submit my 2016 annual written plan for funding the preservation and restoration of the county clerk's records archive.

The fees collected under this plan must be set & itemized in the county's budget as part of the budget preparation process. The Commissioners' Court should publish notice of a public hearing on the plan in a newspaper of general circulation in the county no later than the 15<sup>th</sup> day before the date of the hearing. After the public hearing, the plan should be considered for approval by the Commissioners' Court.

I respectfully request the Panola County Commissioners' Court to take the above actions with hearing date being August 24, 2015 at 9:00 a.m. Your help will be appreciated.

Yours very truly,

A handwritten signature in black ink, appearing to read "Paul Brevard", with a long, sweeping horizontal line extending to the right.

Paul Brevard  
Panola County Clerk

## Panola County Clerk's Records Archive, Preservation and Restoration Plan 2016

### I. Background (Statutory History)

The 77<sup>th</sup> Texas Legislature passed HB 370 in 2001 to allow *border* county's to assess a \$10.00 Records Archive Fee for the preservation of older records filed with the County Clerk. The 78<sup>th</sup> Legislature passed SB 1744 amending the original legislation allowing *all* county's to collect this fee with Commissioner's Court approval. The County Clerk has been collecting this fee since 2003 and will continue to collect this fee at this time.

This legislation amends Local Government Code, Section 118.025, to enable the Commissioner's Court to adopt a Records Archive Fee for the preservation and automation of previously filed and recorded real property and vital statistics records as part of their regularly adopted annual budget. **House Bill 1513, 83<sup>rd</sup> Legislative Session, increased the fee to 'not to exceed \$10; effective 1/01/2014.** The statute provides that this fund be used only for the preservation and restoration of the county clerk records, and authorizes effective preservation and efficient retrieval of the large amount of legal documents that are required to be preserved.

### II. Bill Summary

- **Began** on approval of the Panola County Commissioner's Court with Court Order # 2003-8.
- **Termination:** The 79<sup>th</sup> Legislature extended this bill indefinitely.
- The \$10.00 fee is assessed on any instrument, document, paper, or other record that the County Clerk is authorized to accept for filing or recording (deed or official public records, assumed names, marriage licenses, civil case filings).
- The fee may be used **only** to provide funds for specific records management and preservation, *including* for automation purposes – **in accordance with this written plan.**
- Changes to the plan must be approved by Commissioner's Court. The plan may be modified as required.

### III. Purpose

Some of Panola County official records have been computerized and automated in electronic format since the late 1970s. The County Clerk's office is progressive in the preservation of current records, utilizing the original Records Archive Fee from 1991 *forward*. However, this funding *has not been sufficient* to electronically preserve and restore the older documents that have a priceless historical value. In order to preserve and enhance the integrity of the existing system for recording and preserving public documents, the County Clerk seeks to preserve existing original records by restoring or re-creating old volumes, digitizing older microfilm and paper records, re-indexing old handwritten and typed indexed books and converting all older media into an electronic format and importing this newly created data into the existing computer system.

Page 2

**Panola County Records Archive, Preservation and Restoration Plan****IV. The overall goal and vision of the County Clerk's office is to:**

- Modernize and upgrade old record systems in the office.
- Continue to add records and information to your existing computer system.
- Eliminate or reduce manual lookups and searches.
- Expedite record searching by having more records available for electronic retrieval.
- Create a complete electronic records back-up for disaster recovery.
- Provide more public information to the citizens of the County via the Intra/Internet.
- Continue to eliminate the need for paper records.
- Preserving original records by reducing daily usage.
- Reclaiming much needed space in the public records area.

**V. Annual Revenue Estimate**

Official Real Property Records	2175/annually
Marriage Records	120/annually
Civil/Criminal Filings	685/annually
<b>Total</b>	<b>2,980 Filings Annually X \$ 10.00 = \$ 29,800.00</b>
	<b>Interest Earning 200.00</b>
	<b>Total Revenue \$ 30,000.00</b>

**VI. Restoration, Preservation and Automation Projects**

**Real Property Records:** Projects include computerized re-indexing and converting all real property records to electronic images and importing new records to the existing real property computer system and Panola County internet site.

**Phase 1: (This phase completed in 2010)**

**Re-indexing of real property records and electronic conversion of 1979 to 1969 existing microfilm to images, matching to the re-indexed grantor/grantee data and importing to the computer and internet:**

Approximately 55,000 instruments

Cost \$ 149,490

**Phase 2: (This phase completed in 2011)**

**Re-indexing of real property records and electronic conversion of 1968 to 1957 existing microfilm to images, matching to the re-indexed grantor/grantee data and importing to the computer and internet:**

**Page 3****Panola County Records Archive, Preservation and Restoration Plan**

Approximately 58,600 instruments

Cost \$ 190,991

**Phase 3: This phase was completed in 2012. Re-indexing of real property records and electronic conversion of 1956 to 1952 existing microfilm to images, matching to the re-indexed grantor/grantee data and importing to the computer and internet:**

Approximately 17,589 instruments

Cost \$ 54,000

**Phase 4: This phase was completed in 2013. Re-indexing of real property records and electronic conversion of 1952 to 1950 existing microfilm to images, matching to the re-indexing grantor/grantee data and importing to the computer and internet:**

Estimated \$ 29,313

**Phase 5: This phase was completed in 2014. Re-indexing of real property records and electronic conversion of 1950 to approximately 1947 existing microfilm to images, matching to the re-indexing grantor/grantee data and importing to the computer and Internet.**

Estimated \$ 30,000

**Phase 6: Re-indexing of real property records and electronic conversion of 1947 to approximately 1944 existing microfilm to images, matching to the re-indexing grantor/grantee data and importing to the computer and Internet.**

Estimated \$30,000

**Phase 7: Re-indexing of real property records and electronic conversion of 1944 to approximately 1940 existing microfilm to images, matching to the re-indexing grantor/grantee data and importing to the computer and Internet.**

Estimated \$30,000

**VIII. Length of Projects**

It is estimated that these projects and future phases will take approximately 7-10 years to complete and implement. Some projects may be considered as on-going and paid monthly as revenue is collected.

### Summary

The Legislature has provided a means to raise revenue for the records management and preservation of older county property and vital records. This "user" fee is an alternative to raising taxes or spending general fund monies to accomplish these projects. This plan will be implemented in "phases" as money is accrued and deposited into a special revenue account. The completion of the initial phases will preserve the original records, provide more space in the public records area, and continue to modernize the Clerk's office through available technology.

# ORDER #2015-09

**WHEREAS**, Section 118.025 of the Local Government Code reads as follows: Sec 118.025(b) The commissioners court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive; and

**WHEREAS**, the above-referenced fee shall be collected by the County Clerk at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing; and


**WHEREAS**, (d) of Section 118.025 of the Local Government Code reads: "The fee shall be deposited in a separate records archive account in the general fund of the county; and

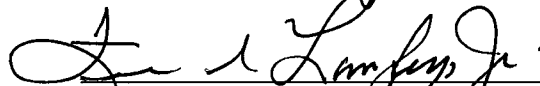
**WHEREAS**, (g) of Section 118.025 reads: "The county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive." "The commissioners court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15<sup>th</sup> day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioners' court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262.";

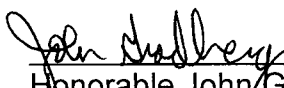
**NOW, THEREFORE, IT IS ORDERED** by the Commissioners' Court of Panola County, Texas, meeting in Open Session at a properly scheduled meeting of said Court, that the sum of **TEN AND NO/100 (\$10.00) DOLLARS** be collected by the County Clerk from each person(s) when a public document is presented to said clerk for recording or filing beginning January 1, 2016.

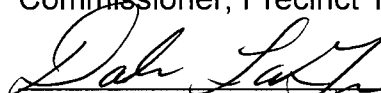
**PASSED, APPROVED, and ADOPTED** this 27<sup>th</sup> day of July, 2015.

  
County Judge Lee Ann Jones

  
Honorable Ronnie LaGrone  
Commissioner, Precinct One

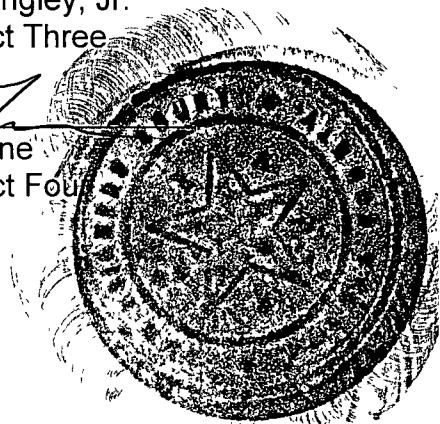
  
Honorable Frank R. Langley, Jr.  
Commissioner, Precinct Three

  
Honorable John Gradberg  
Commissioner, Precinct Two

  
Honorable Dale LaGrone  
Commissioner, Precinct Four

**ATTEST:**

  
County Clerk Paul Brevard  
Chief Deputy



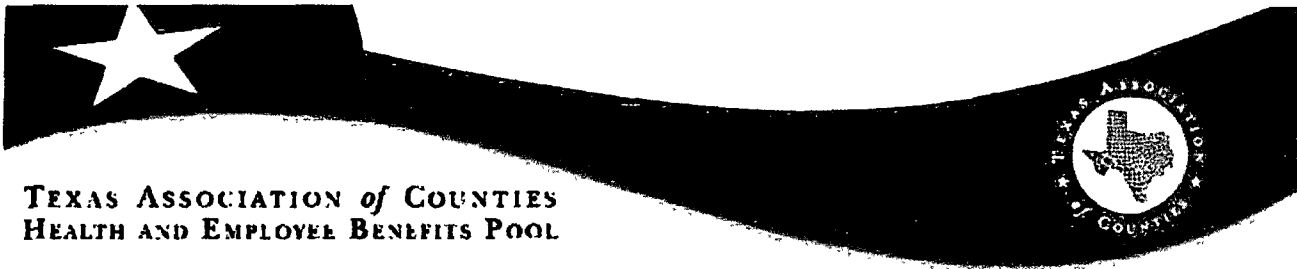
## NOTICE OF PUBLIC HEARING

The Panola County Commissioners' Court will hold a Public Hearing on August 24, 2015 at 9:00 o'clock a.m. in the Commissioners' Courtroom in the Panola County Courthouse to discuss approving the Panola County, County Clerk's Records Archive, Preservation and Restoration Plan. Interested parties are invited to attend and participate.

Notice dated July 27, 2015.

PANOLA COUNTY, TEXAS

By: Lee Ann Jones  
Lee Ann Jones, County Judge



## 2015 - 2016 Renewal Notice and Benefit Confirmation

Group: 62946 - Panola County

Anniversary Date: 12/01/2015

Return to TAC by: 09/15/2015

Please initial and complete each section confirming your group's benefits and fill out the contribution schedule according to your group's funding levels. Fax to 1-512-481-8481 or email to MariaC@County.org.

For any plan or funding changes other than those listed below, please contact Maria Castillo at 1-800-456-5974.

### MEDICAL

Medical: Plan 700 \$25 Copay, \$500 Ded, 90%, \$2000 OOP Max

RX Plan: Option 4A \$10/25/40

Your % rate increase is: 5.70%

Your payroll deductions for medical benefits are:

Pre Tax

Tier	Current Rates	New Rates Effective 12/1/2015	New Amount Employer Pays	New Amount Employee Pays	New Amount Retiree Pays (if applicable)
Employee Only	\$939.14	\$992.66	\$ 992.66	\$ -0-	\$ -0-
Employee + Child	\$1,041.12	\$1,100.46	\$ 992.66	\$ 107.80	\$ 107.80
Employee + Child(ren)	\$1,167.94	\$1,234.50	\$ 992.66	\$ 241.84	\$ 241.84
Employee + Spouse	\$1,456.02	\$1,539.00	\$ 992.66	\$ 546.34	\$ 546.34
Employee + Family	\$1,601.50	\$1,692.78	\$ 992.66	\$ 700.12	\$ 700.12

*[Signature]* Initial to accept Medical Plan and New Rates.

**LIFE - BASIC**

**Basic Life Products:**  
(Rates are per thousand)

Coverage Volume per Employee: \$10,000

	<b>Current Rates</b>	<b>New Rates Effective 12/1/2015</b>	<b>Amount Employer Pays</b>	<b>Amount Employee/ Retiree Pays (If applicable)</b>
Basic Term Life	\$0.166	\$0.166	100%	0%
Basic AD&D	\$0.030	\$0.030	100%	0%

*LaG* Initial to accept New Basic Life Rates.

**RETIREE**

Please circle one for each benefit that applies.

Your group allows retiree coverage for:

Medical

Pre 65

Post 65

Both

*LaG* Initial to confirm.

**WAITING PERIOD**

Waiting period applies to all benefits.

**Employees**

30 days - Day following waiting period

**Elected Officials**

30 days - Day following waiting period

*LaG* Initial to confirm.

**COBRA ADMINISTRATION**

Please indicate how your group manages COBRA administration:

☐ County/Group processes COBRA on OASYS

*\*County/Group is responsible for fulfilling COBRA notification process and requirements.*

☒ BCBS COBRA Department processes COBRA

*\*BCBS COBRA Department administers via COBRA contract with the County/Group*

*LAG* Initial to confirm COBRA Administration.

**PLAN INFORMATION****Broker or Consultant Information**

Please confirm your broker or consultant's name, if applicable:

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Broker Representative or Consultant's Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

\_\_\_\_\_ Initial to confirm Broker or Consultant information

- Please update broker or consultant's information.
- Broker commissions are included in rates listed on page 1.
- Retirees pay the same premium as active employees regardless of age for medical and dental.
- Rates based upon current benefits and enrollment. A substantial change in enrollment (10% over 30 days or 30% over 90 days) may result in a change in rates.
- Form must be received by **09/15/2016** in order to avoid additional administrative fees.
- Signature on the following page is required to confirm and accept your group's renewal.

## TAC HEBP Member Contact Designation Panola County

### CONTRACTING AUTHORITY

As specified in the Interlocal Participation Agreement, each Member Group hereby designates and appoints, as indicated in the space provided below, a Contracting Authority of department head rank or above and agrees that TAC HEBP shall NOT be required to contact or provide notices to ANY OTHER person. Further, any notice to, or agreement by, a Member Group's Contracting Authority, with respect to service or claims hereunder, shall be binding on the Member. Each Member Group reserves the right to change its Contracting Authority from time to time by giving written notice to TAC HEBP.

Please list changes and/or corrections below.

**Name/Title** Mr. Sidney Burns/Auditor

**Address** 110 South Sycamore St, Room 213A  
Carthage, TX 75633-2543

**Phone** 903-693-0320

**Fax** 903-693-2726

**Email** sidney.burns@co.panola.tx.us

### BILLING CONTACT

Responsible for receiving all invoices relating to HEBP products and services.

Please list changes and/or corrections below.

**Name/Title** Mr. Sidney Burns/Auditor

**Address** 110 South Sycamore St, Room 213A  
Carthage, TX 75633

**Phone** 903-693-0320

**Fax** 903-693-2726

**Email** sidney.burns@co.panola.tx.us

**HIPAA Secured Fax**

### PRIMARY CONTACT

HEBP's main contact for daily matters pertaining to the health benefits.

Please list changes and/or corrections below.

**Name/Title** Mr. Sidney Burns/Auditor

**Address** 110 South Sycamore St, Room 213A  
Carthage, TX 75633

**Phone** 903-693-0320

**Fax** 903-693-2726

**Email** sidney.burns@co.panola.tx.us

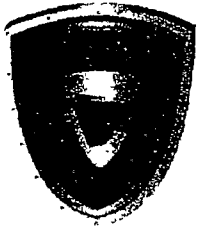
**Signature of County Judge or Contracting Authority**

*LeeAnn Jones - County Judge*

**Please PRINT Name and Title**

**Date:** 7-27-15

*The Texas Association of Counties would like to thank you for your membership in the only all county-owned and county directed Health and Employee Benefits Pool in Texas.*

**GUARDIAN**

Security Solutions, LC

3214 122nd  
Lubbock, TX 79423806-794-7767  
TX LIC# B11916

Date	Proposal
7/15/2015	4899

Panola County  
Joni Reed  
110 S. Sycamore St.  
Room 216-A  
Carthage, TX 75633

## SHIP TO

Panola Co.  
Judge Lee Ann Jones  
110 S. Sycamore St.  
Carthage, TX 75633

Mailing address: PO Box 53874, Lubbock, TX 79453

Fax: 806-794-7789

Web: www.myshield.org, TIPS #6042315, 1042315

SALES TYPE	Customer PO #	Sales Person
Due on receipt		Gordon Hukill

Item	Description	Location/Contact	Qty	Price Each	Total
	CONTACT PERSON COURTHOUSE KENNETH EDGMON 903-692-2714				
	SURGE / BATTERY BACKUP				
UPSBACKP	UPS Battery Back-up		3	240.00	720.00
SEPEX72	Rackmount UPS (will provide approx. 19 min runtime), must have plug adapter NVR'S CONTROL CENTERS, & SWITCHES		2	675.00	1,350.00
PROFESSION..	Professional Services		1	590.00	590.00

APPROVED PURCHASE ORDER MUST BE FAXED TO  
800-687-2774, ATTENTION ANGIE GENTRY, OR EMAILED TO  
AGENTRY@MYSHIELD.ORG

Prices on this proposal are guaranteed for 30  
days

Date:

7-27-15

Offer accepted and approved

Signature

Subtotal

\$2,660.00

Sales Tax (8.25%)

\$0.00

Total

\$2,660.00



# County of Panola

110 S. Sycamore • Room 216-A  
 Carthage • Texas 75633  
 Phone 903-693-0391 • Fax 903-693-2726

**County Judge**  
 Lee Ann Jones

**County Commissioners**  
 Ronnie LaGrone, Pct #1  
 John Gradberg, Pct #2  
 Frank R. Langley, Jr., Pct. #3  
 Dale LaGrone, Pct #4

## CHANGE ORDER AND AMENDMENT

July 27, 2015

Kolfile Systems, Inc.  
 6300 Cedar Springs Road  
 Dallas, Texas 75235  
 Attn: Reed Roach

Project: Contract for Government Records Management Services (the "Contract")

Dear Mr. Roach:

On February 23, 2015, Kolfile Systems, Inc. ("Kolfile") and Panola County, Texas (the "County") entered into the Contract for the Project. The Contract is attached hereto as Attachment 1. The Contract includes, among other provisions, terms and conditions included in that Request for Proposal dated December 17, 2014 (the "RFP"). This Change Order and Amendment ("Change Order") amends the Contract as follows:

### 1 Changes to Contract:

A. *Change to Equipment.* On page 9 of the RFP, the County required a certain number of workstations and designated certain workstations for "engineering/imaging system/indexing/printing own months/microfilm" (the "Equipment"). Kolfile and the County agree to amend the Equipment to provide for one additional workstation for a total of 12 workstations, to re-designate the purposes of the workstations and to include additional Equipment as indicated below. The list of Equipment to be provided by Kolfile is described as follows:

12 PC Workstations with 22' monitor which shall include:

6 – Public Search Workstations

6 – Cashiering and Scanning Workstations with receipt printers, cash box drawers and scanners

2 – Laser Scanners

1 – Duplex Printer for printing reports and months

1 – Laser Printer (regular)

- 1 – File Server
- 1 –Additional receipt printer for overflow
- 1 –UPS
- 1 CD-burner for Microfilm

B. *Cost Adjustment* In addition to the other costs to be invoiced by Kofile to the County, as provided for in the Contract, Kofile and the County agree that the County shall pay Kofile an additional \$450.00 per month for the one additional complete workstation added pursuant to this Change Order. Kofile shall not charge, and the County shall not be liable for, any additional costs or fees arising pursuant to this Change Order.

2. Contract Amendment. For the same consideration that supports the Contract and in consideration of the Cost Adjustment described above, the County and Kofile hereby amend the Contract as described in this Change Order. The Contract, as amended, remains in full force and effect.

3. Counterparts. This Change Order may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Change Order.

Please execute this letter as provided below to acknowledge Kofile's agreement to the terms of this Change Order.

Sincerely,



Lee Ann Jones  
County Judge

Agreed:

Kolfile Systems, Inc.

By: \_\_\_\_\_

Name: \_\_\_\_\_

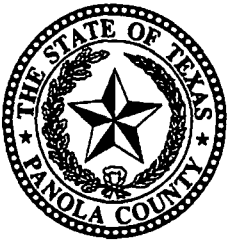
Title: \_\_\_\_\_

Date: \_\_\_\_\_

VOL. 94 PAGE 752

**ATTACHMENT 1**

CONTRACT



## ***County of Panola***

110 S. Sycamore • Room 216-A  
Carthage • Texas 75633  
Phone 903-693-0391 • Fax 903-693-2726

**County Judge**  
Lee Ann Jones

**County Commissioners**  
Ronnie LaGrone, Pct. #1  
John Gradberg, Pct. #2  
Frank R. Langley, Jr., Pct. #3  
Dale LaGrone, Pct. #4

### **NOTICE OF AWARD**

February 23, 2015

Mr. John D. Woolf, CFO  
Kofile Systems, Inc.  
6300 Cedar Springs Road  
Dallas, Texas 75235

RE: Request for Proposals dated December 17, 2014  
Government Records Management Services  
Term of Contract: Five (5) Years from Award Date.

Dear Mr. Woolf:

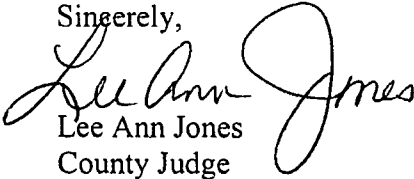
Kofile Systems, Inc. ("Kofile") submitted a proposal to Panola County, Texas (the "County") in response to the above referenced Request for Proposal dated December 17, 2014 (the "RFP"). This letter is to inform you that the County accepts your proposal and establishes, through this letter agreement, this contract to document our agreement.

All terms and conditions set forth in the RFP, as well as in the documents referenced below, are made a part of this contract. Only those assumptions and exceptions specifically noted in this award letter or attached to this award letter have been considered and granted by the County to Kofile. Any other assumptions or exceptions are specifically denied. Any oral accommodations to grant Kofile's assumptions or exceptions are specifically disclaimed.

The contract between the County and Kofile consists of:

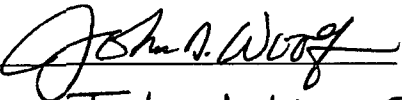
- (1) this Notice of Award;
- (2) The original RFP, as modified by addenda, and as attached hereto as Attachment A; and
- (3) The proposal submitted by your company as modified by your agreement with Addendum No. 3 and any Best and Final Offer which is attached hereto as Attachment B.

Please execute this letter as provided below to acknowledge Kofile's agreement to the terms of this award and the contract. If you have any questions, please contact me at 903-693-0392.

Sincerely,  
  
Lee Ann Jones  
County Judge

Agreed:

Kofile Systems, Inc.

By: 

Name: John D. Woolf

Title: CEO

Date: 3-12-2015

Attachment A  
RFP and Addenda

**PANOLA COUNTY, TEXAS  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633**

**December 17, 2014**

**REQUEST FOR PROPOSALS**

Panola County, Texas (County) invites qualified firms to submit proposals for Government Records Management Services(Services). Proposals will be received until 9:00 a.m., January 12, 2015, by the County Judge, Panola County, Panola County Courthouse, Room 216A, Carthage, Texas 75633. The envelope containing your proposal response (**one (1) original and three (3) copies**) must be forwarded in a sealed envelope (FAX, E-Mail or other electronic proposal responses will not be accepted). To be properly processed, your proposal response must be plainly marked on the outside of the sealed envelope:

**Proposal for  
Government Records Management Services**

The County reserves the right to reject any and/or all proposals, to reschedule, extend, or cancel this Request for Proposals (RFP) at any time, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the County.

PROPOSALS MUST BE RECEIVED IN THE OFFICE OF THE COUNTY JUDGE, PANOLA COUNTY COURTHOUSE, ROOM 216A, CARTHAGE, TEXAS 75633, ON OR BEFORE THE DEADLINE FOR RECEIPT OF PROPOSALS, WHICH IS 9:00 A.M. ON JANUARY 12, 2015. The Proposer is solely responsible for timely delivery to the stated location. Proposals delivered to County locations other than the address specified above will not be considered received by the County until they physically arrive at the Office of the County Judge (Room 216A). The County shall not be responsible for delays in delivery resulting from any need for the County to transport a proposal from another County location to the specified location, or error or delay on the part of any carrier used to do so, or of any carrier utilized by Proposer. Proposals received in the Office of the County Judge after the stated time and date will not be considered.

Proposals will be opened in the Commissioners Courtroom, Panola County Courthouse, Carthage, Texas during the meeting of the Commissioners Court that will commence at 9:00 a.m., on January 12, 2015. The names of the proposers will be read out loud, but the contents of the proposals will not be disclosed to competing offerors and will be kept secret during the process of negotiation. Proposals must be signed by the proposer.

No proposals may be withdrawn for a period of ninety (90) days subsequent to the deadline for receipt of proposals without the prior written consent of the Panola County Commissioners Court.

Hon. David L. Anderson  
County Judge  
Phone: 903-693-0392  
Fax: 903-693-2726  
Email: [david.anderson@co.panola.tx.us](mailto:david.anderson@co.panola.tx.us)

**I. PURPOSE**

The County is seeking proposals from firms qualified and experienced in providing Government Records Management Services to provide complete Services to the Office of the Panola County Clerk, and limited Services to the Office of the District Clerk as further described herein. The Services shall include the following goods and services in accordance with the Specifications attached hereto as Exhibit A:

**OFFICE OF COUNTY CLERK:**

Microfilming, indexing, re-indexing, digitizing, Recording, Redaction Services, Re-creation, High Speed Digital Conversion, Computer Hardware, Index Books Re-creation, Full Service Indexing for Land Records and other records purchased for the office of the County Clerk. Proposals shall also include Importing/linking Previously Filed Images to the Computer and Internet Site, Imaging Retrieval-Internet Service Going Forward, Cashiering/Indexing-duplex Prints; Generic Indexing Package/Commissioner's Court Package, Marriage License, Court Minutes, Vital Statistics Software, Scanning Process-Image Retrieval for Microfilm Back-up, Microfilm Conversion to Digital Images, Permalife Paper-24 lb. Paper with Rounded Corners and Hole Punch to Desired Size of County's Volumes for the Office of the County Clerk.

**OFFICE OF DISTRICT CLERK:**

Offsite storage of existing microfilm for the Office of District Clerk and updating such existing microfilm records and related indices to reflect any court-ordered changes.

**II. PROPOSAL FORMAT**

Prefacing its Proposal, the Proposer shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the Proposal. The Proposal itself shall be organized in the following format and informational sequence:

**A. Section I of the Proposal shall include the following:**

1. Indicate the name, physical address, telephone number, email address, and fax of the person in your firm authorized to negotiate contract terms and render binding decisions in contract matters.
2. State full name and address of your organization and identify parent company if you are a subsidiary. Include your main businesses, number of offices and locations. Specify the branch office or other subordinate element which will perform or assist in performing work herein. Indicate whether you operate as a partnership, corporation, limited liability company, or individual. Include the State in which incorporated or licensed to operate.

- B. Section II of the Proposal shall contain an audited copy of your firm's most recent financial statement. If this is unavailable, submit sufficient information indicating the financial status of your organization.
- C. Section III of the Proposal shall consist of a description of services and capabilities as outlined in the **Scope of Service** section of this Proposal.
- D. Section IV of the Proposal shall be the **Financial Proposal**. This section shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP. The Financial Proposal shall state whether Proposer will submit invoices on a monthly or quarterly basis. It is the Proposer's responsibility to specify all costs (i.e., administrative fees, processing fees, etc.) associated with providing the products or services required. *The completion of the Cost Form (Exhibit B) provided in this RFP is mandatory for any proposal to be accepted.* If there is additional information that is to be considered please feel free to provide that information in addition to the Cost Form as necessary. The County will not compensate or be liable to the Contractor for any fees or costs not explicitly stated in the Proposal.

### III. PROPOSAL INFORMATION

#### A. Schedule For Selection

Date	Event
December 17 and December 24, 2014	Notice of Request For Proposal published
December 29, 2014	Due date for questions
January 6, 2015	Response to proposer questions posted to website
January 12, 2015	Due date for proposals
January 20, 2015	Analysis of proposals
Approximately January 26, 2015	Recommendation to Panola County Commissioners Court for approval

- B. **Interpretation of RFP Wording**  
Interpretation of the wording of this Proposal shall be the responsibility of the Office of the County Judge. County staff will not give verbal answers to inquiries regarding the contents of the Proposal; all official responses will be in writing. Any verbal statement regarding or interpreting this Proposal shall be non-binding.
- C. **Written Inquiries**  
No inquiries shall be made by phone. Proposers may make written inquiries concerning this Proposal to obtain clarification of the requirements. Inquiries must be submitted no later than close of business on the date specified in Section III.A., "Schedule for Selection". Questions received by the County by this deadline, and corresponding answers, will be included in an Addendum posted on the Panola County website at [www.co.panola.tx.us](http://www.co.panola.tx.us).

Submit inquiries via E-mail to: [david.anderson@co.panola.tx.us](mailto:david.anderson@co.panola.tx.us); type "Government Records Management Services RFP" in the subject line of the email.

**D. Rights of the County**

The County reserves the right to require additional information from Proposers and to conduct necessary investigations or interviews to determine Proposer performance and to determine the accuracy of Proposal information. The County reserves the right to negotiate with Proposers as permitted by law for a Request for Proposals process.

**E. RFP Information and Work Conditions**

1. All Proposers are expected to carefully examine the Proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the individual identified in Section III.C. of this Proposal. It is believed that all information necessary to complete a response is included in this Proposal. It is the responsibility of the Proposer to obtain clarification of any information that is not fully understood.
2. By the submission of a Proposal, the Proposer agrees to be responsible for: (1) having examined the Request for Proposal and all referenced citations of judicial decisions, statutory authority, and local policy; (2) having become familiar with the nature and scope of the Services required by the County; and (3) identifying any local conditions that may affect performance of services, labor availability, administrative rules or other factors that may impact the County's timeline for commencement and performance of the Services.

**F. Public Information**

Proposals do not become public records until an award has been made. Trade secrets and other materials considered confidential by the Proposer should be clearly marked as such. If a request is made to review or obtain copies of the information marked confidential under the Texas Public Information Act, the County will forward the appropriate documents to the Texas Attorney General's Office which will contact the Proposer to request sufficient written reasons as to why the information should be protected from disclosure. The County will abide by the decision of the Texas Attorney General.

**IV. SCOPE OF SERVICE**

- A. The service and performance requirements that the selected Proposer (the "Contractor") shall be required to perform, and the requirements that goods provided by Contractor must meet are set forth in Specifications attached hereto as Exhibit A. Failure to address or to fully describe capabilities to accomplish all elements stated in this section will result in a loss of evaluation points.
- B. Proposer's proposal shall include (1) for the office of County Clerk, all of the Services that are the subject of this RFP, and (2) for the Office of District Clerk, shall include only offsite storage of existing microfilm records, which records were last created in 1994, and providing changes to such records and corresponding indices (such as expungements or sealing of records) that may be required by court order from time to time.
- C. Contractor shall be responsible for furnishing all labor, materials, equipment, software, and all other items necessary to perform under this RFP.

- D. The County requires that the Contractor have completed all software and equipment installations and commence performance of services required by this RFP within ninety (90) days of the effective date of the Contract resulting from this RFP. A Proposer who intends to vary from this timeline should explain in detail its proposed service commencement date and the reasons therefor. During the final twelve (12) months of the Contract resulting from this RFP, Contractor shall take all actions reasonably necessary to cooperate with and provide for a smooth and uninterrupted transition of services to any new Services provider selected by the County to succeed Contractor.

V. **GENERAL CONTRACT REQUIREMENTS**

A. **Anti-Lobbying Provision**

DURING THE PERIOD BETWEEN THE PROPOSAL SUBMISSION DATE AND THE CONTRACT AWARD, IF ANY, PROPOSERS, INCLUDING THEIR PRINCIPALS OR OTHER OWNERS, OFFICERS, EMPLOYEES, CONTRACTORS, AGENTS AND REPRESENTATIVES, SHALL NOT DISCUSS OR PROMOTE THEIR PROPOSAL WITH ANY MEMBER OF THE COMMISSIONERS COURT OR COUNTY STAFF EXCEPT UPON THE REQUEST OF THE COUNTY IN THE COURSE OF COUNTY-SPONSORED INQUIRIES, BRIEFINGS, INTERVIEWS, OR PRESENTATIONS.

This provision is not meant to preclude proposers from discussing other matters with Commissioners Court members or County staff. The policy is intended to create a level playing field for all potential proposers, assure that contract decisions are made in public, and to protect the integrity of the Proposal process. Its purpose is to stimulate competition, prevent favoritism and secure the best work and materials at the lowest practicable price, for the best interests and benefit of the County. Violation of this provision may result in disqualification of the Proposer.

B. **Invoicing and Payments**

Unless otherwise mutually agreed in writing, invoicing by the Contractor shall be monthly or quarterly, with sufficient detail to allow the County to determine the work performed for which payment is sought; and the Contractor shall upon request provide the County with appropriate supporting materials. Payment by the County shall be in accordance with and governed by Texas Government Code chapter 2251.

C. **Criminal Background Check**

The Contractor and each of its officers, employees, agents and contractors, and including anyone who has physical access to the County data, must have a clear criminal background investigation (CBI) result. The Panola County Sheriff's Office will act as the liaison between the Contractor and the Texas Department of Public Safety and coordinate all required CBI's. Department of Public Safety must administer and process all CBI's.

**D. Independent Contractor**

By submitting a proposal Contractor represents and agrees that it is engaged in an independent business; that it will perform the work as an independent contractor and not as an employee of the County; that it has and will retain the right to exercise control and supervision of the work and full control over the employment, direction, compensation and discharge of all persons assisting the Contractor in the work; that it will be solely responsible for the payment of its employees and others assisting it in this work, and for the payment of all federal, state, county and municipal taxes, fees and contributions pertaining thereto; and that it will be wholly responsible for its own acts and the acts of all persons assisting it.

**E. County Audit Rights**

The County shall have the right to audit the Contractor's work product and work processes and practices, including but not limited to: Contractor's data gathering, entry, evaluation and updating methods, processes and practices; data storage, retrieval and security processes, methods, and practices; and Contractor's security policies, practices, methods and processes (all collectively, "Contractor Data Practices"). Contractor will be required immediately to report any breaches or suspected breaches of data security, with detailed assessments of the scope of such breach or suspected breach; and to detail proposed Contractor responses and proposals to mitigate such breach or suspected breach and to prevent future such breaches. The County shall have the right to inspect and review Contractor's Data Practices and Contractor premises where County-related services are provided as deemed by the County to be appropriate or necessary in response to, or as reasonably necessary or convenient, to comply with, any law, regulation, or lawful order to which the County is subject.

**F. Notification to County if County data is compromised, or is accessed by or disclosed to unauthorized persons**

Contractor shall promptly notify the County in writing if any County data (or other County information) in the possession of Contractor is in any way destroyed, deleted, lost, overwritten, corrupted, modified by unauthorized persons, or its integrity, accuracy or accessibility is otherwise compromised; if any unauthorized persons or entities access County data of any kind; or there has been disclosure of County data of any kind to unauthorized persons (all collectively "Compromised"). The notification shall include identification of the data Compromised, by or to whom Compromised (if known), a full description of the nature and circumstances of the event, and of what, if anything, the Contractor is doing or proposes to do to remediate and to prevent such Compromises in the future; and the notification shall be updated or modified in writing promptly upon additional or different information about the event becoming known to the Contractor. If such an event occurs, the Contractor will cooperate with and assist the County in: investigating the event and remediating the data Compromise, developing and implementing processes and procedures to prevent future; such events, as may be requested by the County; and in any judicial or other proceeding that may result (including appearing as a witness as requested by the County).

**G. Notification to the County if disclosure of County data is sought or compelled**

The Contractor shall promptly notify the County in writing if access to or disclosure of County data of any kind is requested by any third party, including but not limited to any

open records requests or judicial or administrative pleadings or requests, or if disclosure of or access to County data otherwise is sought, or is ordered or threatened to be ordered, by a tribunal (including but not limited to a court or a governmental agency or unit) having requisite authority and jurisdiction. Pending and after such notification, the Contractor shall take no action to release or provide access to such data, or by omission fail to take an action which would preserve the security of such data, preclude the County from timely seeking relief to avoid disclosure of or access to such data, or otherwise prejudice the County's practical or legal ability to protect or seek protection for the confidentiality of such data. Proposers and the ultimate Contractor are given notice that data and other information concerning the County system may include information made confidential by law, and that unauthorized disclosure may subject the disclosing party to liability.

**H. Subcontracting of Services.**

The Contractor shall not subcontract the work to be performed hereunder, or any part of said work without the County's prior written approval. The County shall have full and complete discretion in withholding or granting such approval.

**I. Altering Proposals.**

Any interlineation, alteration, ensure made before proposal opening time, must be initialed by the signer of the proposal guaranteeing authenticity.

**J. Sales Tax.**

County is exempt by law from payment of Texas Sales and Use Tax and Federal Excise Tax; therefore the proposal shall not include such taxes.

**K. Descriptions and Materials.**

Any reference to model and/or manufacturer used in the Specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Design, strength and quality of equipment and materials used in performing the Contract must conform to the highest standards of manufacturing practice.

**L. Compliance with Law.**

Proposals must comply with all federal, state, county and local laws concerning the Services.

**M. References.**

Except as otherwise provided in the Specifications, offeror shall supply a list of at least three (3) references to whom offeror has provided services and products similar to the Services.

**VI. EVALUATION CRITERIA**

**A. MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE PROPOSERS:**

A prospective Proposer must affirmatively demonstrate its responsibility. A prospective Proposer must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;

2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

The County may request any other information sufficient to determine proposer's ability to meet these minimum standards.

- B. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Contractor submitting the lowest priced proposal.
- C. The County will evaluate each proposal in the areas of experience, service capabilities, and cost based on the following pre-determined criteria:
 

15%	Offeror's Qualifications/Experience and Financial Status
25%	Proposed Pricing
30%	Meets Needs and Requirements of Panola County as well as Future Needs through Enhancements and Upgrades
30%	Offeror's Support/Service-Including Skills, Number and Availability of Support and Service Personnel
- D. Proposal evaluators may require a Proposer to give an oral presentation or participate in discussions in order to clarify or elaborate on its proposal. Upon completion of oral presentations or discussions, Proposers may be requested to revise any or all portions of their proposals.

## VII. TERM

Any Contract resulting from this solicitation will have an Initial Term of five (5) years from the date of award by the Panola County Commissioners Court, or such other date established by agreement. Upon expiration or termination of the contract for any reason, the parties by mutual consent may extend the term of the contract on a month-to-month basis as may be necessary to allow time for transition of Services to a new provider.

## VIII. CONDITIONS

- A. The County reserves the right to reject any and/or all proposals, to make awards for individual products or services as may be advantageous to the County, and to waive any or all formalities in the RFP processor non-material non-compliances or other irregularities in a proposal. The County reserves the right to negotiate with proposers as permitted by law. SUBMISSION OF A PROPOSAL CONSTITUTES A FIRM OFFER BY THE PROPOSER TO PROVIDE THE GOODS AND SERVICES STATED AT THE PRICE AND UNDER THE TERMS AND CONDITIONS STATED, WHICH WILL BE HELD OPEN FOR A PERIOD OF 90 DAYS AFTER THE DEADLINE FOR RECEIPT OF PROPOSALS.
- B. Late proposals, if properly identified, will be returned unopened. No proposals may be withdrawn without written consent by the County in response to a written request to withdraw.

- C. The County desires to have the Proposer submit a proposal that incorporates all significant points enumerated in this RFP. Where the proposal is silent, the County will assume that the services set forth in the SCOPE OF SERVICE is accepted by Proposer and intended by Proposer as part of the proposal. The Panola County Commissioners Court may accept one or more proposals to become Contractors, and may accept or decline specific aspects of particular proposals, in its sole discretion.
- D. The County will be responsible for any expenses incurred by the Proposer in preparing and submitting a proposal.
- E. A system for perpetual record keeping shall be maintained by the Contractor until the Contract is terminated, and for a period of no less than three years thereafter; and Contractor must make such records available to the County upon request during this entire period. The County shall be the absolute unqualified owner of all documents and electronic media prepared pursuant to this project. No information produced as a result of any agreement or contract with the County can be released without the prior written consent of the County.
- F. Questions concerning this solicitation shall be directed in writing to Panola County Judge at the email address indicated on the face of this document.
- G. **Compliance with laws, regulations and licenses.**  
Contractor shall comply with the provisions of all applicable laws, regulations, permits and licenses relative to the services to be performed hereunder.
- H. **It is the County's intent that a written notice of award mailed or otherwise furnished to the successful Proposer results in a binding contract without further action by either party.** The contract documents shall consist of this RFP, the successful Proposer's Proposal, and the notice of award. By submitting a Proposal, the Proposer agrees that, absent written mutual agreement otherwise, no additional writing is required to form a binding contract; provided, however, that a written supplement, signed by both parties, will be needed to document any agreed terms inconsistent with this RFP and/or the successful Proposal.
- I. The County intends that payments to Contractor shall be made from current funds. Any contract resulting from this solicitation is contingent upon the continued availability of appropriations by the County and is subject to cancellation by the County upon sixty (60) days' written notice, either in whole or in part, without penalty, if funds are not fully appropriated by the Commissioners Court. The County agrees to use reasonable efforts to obtain and appropriate funds for payment of the Contract.
- J. The County reserves the right to terminate all or any part of any order or contract award resulting from this solicitation, with thirty (30) days written notice if the Commissioners Court deems termination in the best interest of the County, or for the County's convenience; or, to terminate immediately upon written notice to the Contractor for delay or nonperformance by the Contractor, or for other default by the Contractor that has not been cured within ten (10) days of written notice from the County. In the event of the termination of the contract with the Contractor for any reason, the Contractor has sixty (60) business days to export and return to the County

all County information, software, and equipment in its possession or under its control, or to which the Contractor has a right of possession or control. Within ten (10) days thereafter, the Contractor must certify and warrant to the County in writing that it has returned all such data to the County as required, and that all other County data has been permanently and securely deleted and the applicable hosting or other equipment has been wiped clean as required.

- K. The person whose signature appears on the Proposal hereby certifies (by signing the Proposal) that the individual, firm and/or any principal of the firm on whose behalf the Proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-Procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of the Proposal, and agrees to notify the County of any debarment inquiries or proceedings, or of the threat or notice of any such inquiries or proceedings, by any federal, state or local governmental entity, which exist as of the date of submission of the Proposal, or that arise between the date of submission and such time as an award has been made under this procurement action.

- L. **INDEMNIFICATION BY CONTRACTOR.** – To the fullest extent permitted by applicable law:

The Contractor will protect, defend with counsel approved by the County (such approval not to be unreasonably withheld, delayed or conditioned), and hold harmless the County and its officers, elected officials, employees, agents, contractors, and representatives (all collectively "Indemnitees") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind, or description (collectively "Liabilities") arising from, concerning or related to the performance of services or the provision of goods by Contractor under the Contract, even if the damage is caused in part by the negligence of any Indemnitees, so long as it is not caused by the sole negligence or willful misconduct of any Indemnitees.

Contractor shall protect, defend, and hold harmless the County and the other Indemnitees from and against all third party claims, suits, liens, causes of action, damages, judgments, and expenses, including attorneys' fees, and other costs or losses arising from infringement or alleged infringement by Contractor or any of Contractor's agents, subcontractors, representatives or employees, of any United States patent, trademark, or copyright, arising by or related to any of the services performed or goods provided hereunder by Contractor; the receipt by the County or any of the Indemnitees of such goods or services; or the use of any article or material, including any intellectual property, received from or otherwise provided by Contractor to the County or other Indemnitees and used at the direction, or with the express or implied consent or other approval, of Contractor. Contractor does not warrant against infringement by reason of the County's design of articles or the use thereof in combination with other materials or in the operation of any process not sanctioned by Contractor.

Upon becoming aware of any complaint or allegation of a claim, or upon filing or threat of filing of a suit with claims covered by this Paragraph L, the County shall

promptly notify Contractor. Contractor shall be given full opportunity to settle or defend the claims or suit; provided, that any settlement terms that directly affect the County or any Indemnatee are subject to agreement by the County or the Indemnatee, as appropriate.

In the event of litigation or other proceedings concerning such a claim which Contractor defends, the County agrees to cooperate reasonably with Contractor. Contractor agrees to use legal counsel approved by the County, such approval not to be unreasonably withheld, delayed or conditioned; and the County and the other Indemnitees shall be entitled to be represented by counsel at their own expense.

These indemnity obligations shall survive the termination of this Contract or any agreement or purchase order arising under or related to it, for any reason whatsoever.

- M. **No Arbitration.** The County reserves the right to exercise any right or remedy available to it by law, contract, equity, or otherwise, including without limitation, the right to seek any and all forms of relief in a court of competent jurisdiction. The County shall not be subject to any arbitration process prior to exercising its unrestricted right to seek a judicial remedy, or without the County's written consent to arbitration. The remedies set forth herein or in any contract awarded are cumulative and not exclusive, and may be exercised concurrently. To the extent of any conflict between this provision and another provision in, or related to, this document, this provision shall control.
- N. **Choice of law; venue.** Any claim or dispute concerning, related to, or arising under this RFP or any contract awarded under it shall be subject to the law of the State of Texas, without giving effect to its choice of law provisions. Venue for any such claim or dispute shall be and lie solely in the courts located in Panola County, Texas. The Contractor hereby expressly agrees to submit to the jurisdiction of such courts.
- O. **Amendment; entire agreement.** Any contract awarded pursuant to this RFP shall constitute the entire agreement between the parties, consisting of this RFP (including any addenda), the accepted Proposal, and the award letter. The contract will supersede any prior oral or written undertakings, understandings, promises, agreements or representations. The contract may be amended only by a writing executed by both parties; no oral or other agreements or representations will be effective to constitute an amendment.
- P. **Survival of terms.** If a court or other body having authority and jurisdiction determines that any provision in the contract is illegal or otherwise unenforceable, the remainder of the contract shall nonetheless survive and remain enforceable to the extent lawful and practicable and without changing the underlying purpose and intent of the parties.

- Q. **Construction.** Descriptive headings or captions in this Agreement are for convenience only and will not affect the construction or application of this Agreement. Words having established technical or trade meanings in the industry shall be so construed, unless otherwise defined in this Agreement. Listings of items will not be exclusive unless expressly so stated, but shall include other items, whether similar or dissimilar to those explicitly listed, as the context reasonably requires. No rule of construction requiring interpretation against the drafting party shall be applied or given effect. Words of any gender used herein shall be deemed to include words of any other gender; and use of the singular or the plural herein shall include the other, unless context requires otherwise.
- R. **Nonassignable.** The contract is not assignable by Contractor without the express written consent of the County, which will be given or withheld in the sole discretion of the County.
- S. **Cooperation.** Contractor agrees to cooperate fully with the County in the performance of the Services hereunder, or in the defense or settlement by the County of any lawsuit or other claim by any third party concerning, related to, or arising from the Services or this Agreement.
- T. **Notice.** All notices required to be given under the contract must be in writing. Any notice required or permitted to be given will be deemed delivered upon deposit in the U. S. Mail, when sent by certified mail, return receipt requested, postage prepaid, correctly addressed to the party as set forth below with a copy sent to such party by facsimile on the date of deposit into the mail:

If to the County:

County Judge  
 Panola County Courthouse, Room 216  
 Carthage, Texas 75633  
 Telephone: 903-693-0392  
 Facsimile: 903-693-2726  
 Email: david.anderson@co.panola.tx.us

If to Contractor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_, Texas \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Notice given by receipted hand delivery or by delivery by overnight courier (if a reputable commercial service capable of tracking shipment and verifying delivery address and recipient's name) will be deemed delivered when actually received by the person to whom notice is to be given, as specified above. No other method of notice will satisfy this notice requirement, though for convenience, a phone call and/or an email courtesy notice may also be given, but must be followed by written notice as specified above. Either party may change its address or designated contact for notice

by providing written notice to the other party as provided herein. Such notice of change of address or contact will be effective fourteen (14) days after it is delivered to the other party.

U. **Waiver of Claims Based on Proposal.**

EACH OFFEROR BY SUBMISSION OF A PROPOSAL TO THIS REQUEST FOR PROPOSALS WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY, ITS ELECTED OFFICIALS, EMPLOYEES, OFFICERS, AGENTS, AND REPRESENTATIVES, AND OTHER CONSULTANTS, CONNECTED WITH, RELATED TO, OR ARISING FROM THIS REQUEST FOR PROPOSALS, INCLUDING, WITHOUT LIMITATION, THE ADMINISTRATION OF THE REQUEST FOR PROPOSALS, THE PROPOSAL EVALUATIONS, AND THE SELECTION OR NON-SELECTION OF THE OFFEROR. SUBMISSION OF A PROPOSAL INDICATES OFFEROR'S ACCEPTANCE THAT SOME SUBJECTIVE JUDGMENTS MUST BE MADE BY THE COUNTY DURING THE SELECTION PROCESS. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, EACH OFFEROR ACKNOWLEDGES THAT THE COUNTY WILL DOCUMENT THE BASIS OF ITS SELECTION AND WILL MAKE THE EVALUATIONS PUBLIC NOT LATER THAN THE 7<sup>TH</sup> DAY AFTER THE DATE THE CONTRACT OR CONTRACTS HAVE BEEN AWARDED, AND THE OFFEROR WAIVES ANY CLAIM IT HAS OR MAY HAVE AGAINST THE ABOVE-NAMED PERSONS AND ENTITIES BASED ON INFORMATION, OPINIONS OR JUDGMENTS CONTAINED IN SUCH EVALUATIONS.

V. **Insurance Requirements.**

Proof of insurance meeting the requirements set out in Exhibit C to this RFP must be furnished by the selected Proposer within five (5) days after the award of the Contract.

W. **Conflict of Interest Questionnaire.**

Proposer is advised to determine if it is required under Chapter 176 of the Texas Local Government Code to file a completed Conflict of Interest Questionnaire with the County; if so, the Conflict of Interest Questionnaire (Form CIQ) should be completed and submitted with Proposer's Proposal.

X. **Contractor Warranty.** Contractor warrants that Services performed shall conform to the Specifications and that the Services will be performed in a professional and workmanlike manner in accordance with generally acceptable industry standards.

Y. **Price Reduction.**

If during the term of the Contract, the Contractors' prices to other customers for similar services are reduced below the price under this Contract, Contractor understands and agrees that the benefits of such reductions shall also be extended to the County.

**EXHIBIT A****SPECIFICATIONS****PANOLA COUNTY GOVERNMENT RECORDS MANAGEMENT SERVICE****ALL WORK AND SUPPLIES IN RFP SPECIFICATIONS TO BE PROVIDED BY PRIMARY VENDOR, NO SUBCONTRACTORS PERMITTED****Specifications for Photostat month Re-creation**

Vendor to microfilm county record volumes on site, using personnel experienced in photography county records.

Vendor to utilize microfilm camera equipment with duplex capability suitable for filming months in such a way as to be able to produce two sided paper prints from the microfilm at full or reduced sizes as determined by the county. Vendor is to supply necessary quality of microfilm equipment and labor to perform the job within the desired time frame required by the county.

Vendor to utilize Kodak 35mm Image link HQ microfilm, or equal, and certify the original and any silver duplicates ordered by the county to be archival processed to industry standards. Vendor is to perform periodic Ethylene Blue Testing to assure archival processing on a continuing basis.

Microfilm must be in the format described above in order to be usable for re-indexing purposes.

Representative vendor will provide a microfilm reader printer to the county for viewing of these images on microfilm during the time frame the original months are removed from the courthouse.

Vendor to remove original months to Vendor location approved and visited by the county.

Original months can only be removed once the reader printer and microfilm have been placed in a place for use and operational within the clerk's office.

Vendor to scan county record volumes at vendor location at 600 DPI, using personnel trained in scanning of months, 300 DPI will not be accepted.

Vendor to utilize scanning equipment with modification capability for scanning photo months. Results must be a white background month in duplex format. Vendor will supply two sided prints in full size printed at 600 DPI. 300 DPI will not be accepted.

Vendor will store the results on magnetic tape, CD, and 35 mm film.

Vendor is to provide high quality record binders of a quality acceptable to the county. A representative must produce a sample of the binder to be made available 48 hours prior to RFP opening. Within this binder must be the samples of the digitized worked scanned and printed at 600 DPI. Samples must be both 8 ½ x 11 and 8 ½ x 14 inch samples.

Binders must be provided with both. A silver copy (one roll) of the 35 mm film must be included for viewing 48 hours prior to RFP opening. This roll of film must include Photostat months.

Vendor is to supply storage cabinets for 8 ½ x 11 inch binders.

Ten or more references of Texas County Clerks' in which you have completed Month Re-Creation for within the past year.

Upon delivery of the Re-Created months, Vendor will place original record volumes in special storage cartons furnished by the vendor. The vendor will then label the boxes and move them to secondary storage.

Vendor will guarantee the results of the work.

Vendor will provide archival storage for both the magnetic tapes and microfilm rolls, consistent with the American Standards Institute (ANSI) PHI-1985 covering storage of such media. Storage of the electronic media will meet all Texas Electronic Storage Specifications.

### **Specifications for Indexing and recording of County Records**

#### **Archival Print Recording Services:**

The vendor must provide on Kodak Model MRD-2 or equal 35mm camera, complete with an easel and duplex capabilities for filming months in such a way as to be able to produce a high-quality, two sided paper prints from the resultant duplex film record at full or reduced sizes as determined by the County, for each County office requesting this service.

All maintenance, including service and parts, must be provided on the camera. The vendor must provide his own maintenance. NO subcontracting will be allowed.

The vendor must provide all the required amounts of microfilm, print paper, mailers, film targets, microfilm cans, and spools, record binders and other miscellaneous supplies as needed for the microfilming and mailing of current filings.

The film must be high resolution 35mm camera-type microfilm with an anti-halation undercoat for the daylight load capability. An example of this film would Kodak Image link HQ.

The Vendor must provide quality prints printed on Xerox "Copyflo" or equal continuous microfilm printing machines operated exclusively at the conventional operating speed of 20 feet per minute (fpm) as recommended by the manufacture. The copies must be of an appropriate size printed in duplex mode consistent with the requirements of the County offices requesting the service.

The processed microfilm must meet American National Standards Institute (ANSI) standards with respect to the image resolution, density and residual thiosulfate (hypo residue). Periodic methylene blue test must be performed to provide assurance of archival microfilm processing on an ongoing basis.

The vendor must provide storage if microfilm copies of the months in an archival storage environment in accordance with the ANSI PH 1.43-1985 standards. This environment must comply with ANSI standards as to temperature and humidity control. Must have a fire protection system and an electronic security system and must have an on site certified records librarian.

The vendor must provide representative samples or archival prints and recording paper clearly identifying the paper weights, print sizes and rag content percentages to the county committee that will be considering the RFP.

The vendor must provide the county with an annual inventory or all microfilmed stored.

The microfilm shall not be transferred or relocated from the original approved security storage site for any purpose without the specific written instructions from the County.

Computerized indexing samples and printed copies are required 48 hours prior to RFP opening applicable to business days.

### **FULL SERVICE COMPUTERIZED INDEXING OF LAND RECORDS**

The vendor must be capable of performing data input from a variety of microfilm formats included 16mm and /or 35mm roll that contain the County's various records images.

The vendor must be utilize a virtually error-free procedure for the entering of land records index data involving a combination of 100 percent key verification, machine editing, procedures that will catch alphabetic data in numeric fields and vice versa, as well as machine checks for missing months numbers, missing parties to the months, et criteria, intensive operator training and monthed reference materials for key entry personnel.

The computerized indexing services must include an alphabetic listing of the grantors, and alphabetic listing of the grantees, a "Missing Number Report" to account for the entire Clerk's month numbers showing all the months indexed in each group of months submitted by the county.

The grantor/grantee index output reports must comply with the following specifications:

1. The name fields must be a minimum of 40 character to minimize the need for operator Judgments on abbreviations and to assure a truer alphabetic sort procedure.
2. The type of month field must be a minimum of 20 characters to prove adequate room To spell out most months types and certain combination month types.
3. Case numbers and money amounts must be shown on all index entries for abstracts of Judgments and tax liens.
4. Money amounts must be shown on deeds of trust index entries.
5. Prior month references on assignments and releases must be shown on the index report. If both volume and page prior month references and money amount are shown on the same month, the volume and page prior month reference will take priority over the money amount with respect to the information on the index report.
6. The page format of the data must prominently display the inclusive certification dates for the Index series at the top of each page.
7. At the office's head option, all properties described on a month must be shown on the Index regardless of number.
8. The output pages must be approximately 8 ½ x 14 inches in size, printed in 1 and scope mode and must be of a laser printed-type quality.
9. The Vendor must furnish the necessary sectional post binders of a plastic or poly material comparable in quality and style to those currently in use by the County. Alphabetic and "Current" divider tabs and customized printing or labeling of the binders must also be included.
10. The turnaround time for each vendor's receipt of film may not exceed five working days or Seven calendar days, until the finished products are dispatched back to the County.
11. Each index must be merged with the prior's months' index.
12. All months' indices must be merged to create year indexes.

At the end of each year, that year's index must be merged with the previous years' indices, thereby providing on continuous alphabetical computer indexes.

Evidence of 5, 10, and 15 year merge must be provided to the County for approval.

The vendor must provide unlimited training including indexing and recording support by the vendor's production facilities.

All equipment, film, paper mailers, binders and other supplies needed by the county must be provided by the vendor.

A written assurance must be included with the RFP that under no circumstances will the vendor sell, donate or otherwise transfer any film, prints, indices or any other month generated for the County records to any entity without the prior written approval of the Appropriate County Official.

The prices must include delivery of print by courier.

The vendor must provide a computerized alphabetic index of the CountyClerk's month weekly and any other department's records as requested by the head of that department.

All data entry, verification, processing and printing must be done by vendor on his premises, subject to County inspection.

All work must be done by the primary vendor with no subcontracting. The vendor must provide evidence of total in-house capability.

The vendor must provide a disaster recovery plan for the County regarding both recording and indexing. All attendant costs must be included in the RFP prices of the per-month costs. This plan must include restoration of all indices from the off-site stored date tapes, the indices and the binders. Further, all recording media must be restored to its original state with and from stored-stored microfilm.

The RFP must include references from at least 10 Texas County Clerks regarding both recording and indexing.

Computerized indexing samples and printed copies are required 48 hours prior to RFP opening applicable to business days.

### **Specification for Redaction Services of Panola County Records**

#### **Redaction of Historical Records**

- Contractor must provide off-site electronic and/or visually verified redaction of any/all PanolaCounty records.
- Contractor must have ability to redact single page TIFF, multi-page TIFF and PDF structured and un-structured month types.
- Contractor must establish redaction rules to be utilized specific to PanolaCountymonths.
- Contractor must provide PanolaCounty samples of redacted output for acceptance before project is initiated.
- Contractor must have ability to recognize and redact handwritten sensitive information.
- Contractor must have the in-house ability to convert 35mm microfilm to electronic images on records that are not currently in electronic format.
- Pricing quoted must include importing of both the redacted and original images to the PanolaCounty real property system. Separate data sets (original and redacted) must be maintained.
- Contractor must be in the records management business for at least 5 years.
- Pricing for real property "Official Public Records" must be provided on a "per month" or "per month" basis (not per page).

**Redaction Service LEVEL 1:** Automated computer analysis of month. Electronic redaction is based on rules and parameters established during testing/acceptance. No trained operator individual image review. The result is 2 images an original and redacted image. - 95% accurate.

**Redaction Service LEVEL 2:** Same as Level 1 with the additional verification step of a trained operator who reviews each electronically redacted month for accuracy. The result is 2 images an original and redacted image. - 99% accurate.

#### **Redaction Services on Daily Filing/Recordings**

- Contractor must provide redaction services for incoming daily recordings of all private and personal numbers as established by Panola County Clerk.
- No major changes to CountyClerk's existing real property daily recording process should be required.
- Contractor will download the daily recordings from the Clerk's computer system.
- Contractor will electronically redact off-site the required private information from each image.
- A trained operator will inspect and verify each image for accuracy and completeness. Handwritten and non-standard private information will be redacted during this phase.
- Two sets of data (images) will be transmitted back to Panola County Clerk and imported into the real property computer system for retrieval. The original months will be available for county personnel only and the redacted data set will be available on public workstations and the Panola internet site.
- Contractor will work diligently with Panola County Clerk to identify the private information to be redacted. Samples and extensive tests must be made and provided to PanolaCounty before the redaction service is in place.
- Controls and the management of each data set will be the responsibility of the contractor.
- On-going redaction service must be integrated with existing computerized recording, cashing and management system.

## **SPECIFICATIONS FOR COUNTY RECORD MONTH RE-CREATION SERVICE**

Vendor to film county record volumes on-site, using personnel experienced in photographing county records.

Vendor to utilize microfilm camera equipment with duplex capability suitable for filming months in such a way to be able to produce two-sided paper prints from the microfilm at full or reduced sizes as determined by the County. Vendor is to supply necessary quantity of microfilming equipment and labor to perform the job within the desired time frame required by the County.

Vendor to utilize Kodak 35 mm film Imagelink HQ microfilm, or equal, and certify the original and any silver film duplicates ordered by the county to be archival processed to industry standards. Vendor is to perform periodic Methylene Blue tests to assure archival processing on a continuing basis.

Vendor to provide a high quality record binder of a quality and style acceptable to the county. A sample of the binder is to be available to the county for evaluation at least 48 hours prior to RFP opening.

All equipment, services, supplies, binders, paper and delivery service necessary for the job to be supplied by vendor at vendor's expense.

All work and supplies to be provided by primary vendor, no subcontractors permitted.

A Proposer must be prepared to prove his "in-house" production capability for all phases of the work.

Samples of the Re-Creation work to be provided to this County at least 48 hours prior to RFP opening with vendor's name, paperweight, and rag content percentage clearly indicated thereon.

Provide a list of references (at least 10) County Clerks or County Recorders for which Re-Creation work has been completed and delivered within the last two years.

Upon delivery of the re-creation volumes, vendor will place original record volumes in special storage cartons, furnished by the vendor and label the contents for retirement to secondary stage.

Vendor will guarantee the resultant copies to be consistent in legibility with the quality of the original records photographed, within the limits of the commercial microfilming process. Work not meeting this standard will be re-done at vendor's expense.

Vendor to furnish "archival" storage service for original microfilm rolls, consistent with American Standards Institute (ANSI) PHL 43-1985 covering storage of processed safety film.

## **SPECIFICATIONS FOR COUNTY INDEX MONTH RE-CREATION SERVICES**

Vendor to film County index record volumes on site, using personnel experienced in photographing county indexed records.

Vendor will provide maintenance to clean the bottom edges of the pages to insure a good quality image and print.

Vendor to utilize microfilm camera equipment with duplex capability suitable for filming months in such a way to be able to produce two-sided paper prints from the microfilm at full or reduced sizes as determined by the County. Vendor is to supply necessary quantity of microfilming equipment and labor to perform the job within the desired time frame required by the County.

Vendor to provide a high quality records binder of a quality and style acceptable to the county. This binder must include an A-Z metal tab set for the binder and be of a color determined by the county. A sample of this binder must be provided directly to the County Clerk at least 48 hours prior to RFP opening. Weekend days are excluded.

All equipment, services, supplies, binders, paper and delivery service necessary for the job to be supplied by vendor at vendor's expense.

All work and supplies to be provided by primary vendor, no subcontractors permitted.

A Proposer must be prepared to prove his "in-house" production capability for all phases of the work. The Proposer's facility must be open for a tour prior to RFP awarding, proving all in-house capability.

Representative samples of index recreation from a Texas county must be provided to the County clerk at least 48 hours prior to RFP opening. Weekend days excluded. The samples must include the vendor's name, rag content of paper and how it was printed.

Vendor's paper copies must be printed on a copyflo type printing device burning the toner into the paper for a total archival print.

Provide a list of references (at least 10) CountyClerks or CountyRecorders for which this exact work has been completed and delivered to.

Upon delivery of the re-creation volumes, vendor will place original volumes in special storage cartons, furnished by the vendor and label the contents for retirement to secondary stage.

Vendor will guarantee the resultant copies to be consistent in legibility with the quality of the original records photographed, within the limits of the commercial microfilming process. Work not meeting these high standards will be re-done at vendor's expense.

Vendor to provide "in-house" vendor owned storage "archival" facilities services for the original microfilm rolls, consistent with the American National Standard Institute (ANSI)

Vendor to provide lost page replacement service at no charge to the county and provide a written disaster relief plan in case of complete loss of volumes.

### **Specifications for Microfilm Conversion to Digital Images and Loading to the Computer System**

Vendor to provide required microfilm retrieved from storage vault on as needed basis. The film will be received by the vendor for scanning. The vendor will confirm inventory of all film. Vendor will scan the microfilm in dual stream mode (Grayscale and TIFF) using state-of-the-art NextScan Eclipse hi-speed, high-quality microfilm scanning devices. Vendor will carefully monitor the quality of all microfilmed images. Vendor will detect any poor quality or exposed electronic images. Using special image-correction software the vendor will sharpen Grayscale images and convert to 200 DPI Tiff images. The result will be new digital images of the highest and most consistent quality. After film is scanned, vendor will use special software that displays each page image and its associated index data fields side by side, after verifying index and data fields match, images will be permanently tagged to index, building an accurate image index file. Completed TIFF and index files will be loaded to the system.

### **SPECIFICATIONS FOR SECURITY FILMING SERVICE**

Vendor to film county record volumes on-site using personnel experienced in photographing county records.

Vendor to utilize microfilm camera equipment with duplex capability suitable for filming months in such a way to be able to produce two-sided paper prints from the microfilm at full or reduced sizes as determined by the County. Vendor is to supply necessary quantity of microfilming equipment and labor to perform the job within the desired time frame required by the County

Vendor to utilize Kodak 35 mm film Imagelink HQ microfilm, or equal, and certify the original and any silver film duplicates ordered by the county to be archival processed to industry standards. Vendor is to perform periodic Methylene Blue tests to assure archival processing on a continuing basis.

All work and supplies to be provided by primary vendor, no subcontractors permitted.

A Proposer must be prepared to prove his "in-house" production capability for all phases of the work.

Vendor is to provide at least ten (10) references of CountyClerks in Texas in which this service has been provided.

Vendor to furnish "archival" storage service for original microfilm rolls, consistent with American National Standards Institute (ANSI) PHL 43-1985 covering storage of processed safety film.

## **SPECIFICATIONS FOR MICROFILM PRODUCTION OF SCANNED IMAGES**

Must be capable of converting images on tape, CD or electronic download. Conversion software must be able to correctly scale, frame and rotate images. Vendor must utilize Kodak's Digital Science Archive Writer or equal. Newly created microfilm must be processed in a Kodak approved deep well or equal processing lab to insure quality and long term archival quality. Vendor must box, label and store the processed microfilm in an approved vault.

## **RFP SPECIFICATIONS FOR DIGITIZING IMAGES FOR OFFICAL PUBLIC RECORDS**

1. 35mm microfilm digital scanning, the original months will be scanned on a high resolution 35mm microfilm camera that will provide duplex microfilm.
2. Minimum resolution of digital image will be 300DPI on all digitally scanned images.
3. Rescanned digital image resolution of poor images may be as high as 600DPI, depending on the quality of the input microfilm.
4. Every digital image page will be inspected for quality with poor images rescanned to the highest possible quality level.
5. To insure integrity of the county film library in its existing vault storage and that the original film remains on the premised of this vault. The successful Proposer will be required to work from a duplicate microfilm copy that may be purchased from the storage company.
6. Images provided to the county will be loaded onto the existing platform. These loaded images must be viewable in a seamless environment and all expense of this loading will be borne by the successful Proposer.
7. Payment will be made by the county after the completion of the final image upload and county verification of image quality.
8. The correctness of image indexing as to the volume and page of the scanned microfilm months will also be verified by the county and any expense incurred for error correction will be the responsibility of the successful Proposer.

## **PROVIDING INTERNETSERVICESFORCOUNTY CLERK REAL PROPERTY RECORDS**

Vendor is to furnish an internet service for the retrieval of real property records and images via the internet on a go-forward basis.

Vendor is to have a link to the county web-site as well as their own web-site for retrieval of the real property records.

Vendor database information must be a parallel database of the actual server database of the county clerk's office. The vendor must use an off-site location and MAY NOT use the same server/database for internet access of the CountyClerks real property records.

The vendor must update the internet web-site records daily and may not fall behind longer than 3 business days from the time the clerk completes the daily transaction and work in the office.

The vendor must have in-house records conversion expertise and ability. Vendor must be able to import images of previously filed records to the systems and internet databases. Images must be matched, linked and verified to PanolaCounty's existing computerized grantor/grantee index database.

The determined price for each page and subscription prices will be set by the county, since all revenue from this service will be refunded back to the county.

The vendor must be able to set any price the county chooses and understand the county will receive all of these revenues back. (Understand that if a credit card is used, there may be a charge for which the vendor does not have to be responsible for.)

The vendor is responsible for charging, delivery, and all transactions between the public and the delivery of the records.

The vendor must provide the search capabilities on the internet for Real Property in the following formats:

Business/last name/first name	with DateRanges
Month Search	with DateRanges
Volume Search	with DateRanges

The vendor must be the provider of the internet service: no sub-contractors permitted.

The web-site must have a thorough explanation for the following:

- Monthly Users
- Pay-per Access
- Certified Copies
- Page Viewer
- Download option

The vendor must supply a Search Help for understanding and maneuvering on the internet web-site.

## REINDEXING SPECIFICATIONS

The re-indexing services provided by vendor are designed to achieve three primary goals:

1. To provide a computerized index for months recorded during a specified period of time, such as five years, ten years, twenty years, or more.
2. To assure that the information contained on the original recorded months matches the Information that is included in the index.
3. To eliminate index series that are either too short (requiring tedious, time consuming Searches through multiple index months) or too long (resulting in excessively long searches and monopolization of one index month by one searcher.)

The vendor's process will need to generate a highly accurate index for the designated period of time and allows the customer to replace an old, dog eared index month with new, updated index information in on-line format, printed format, or both. An electronic copy of the new index information resides with the vendor so that the index can be re-created in the event of a major fire or other disaster.

### Requirements within the Re-indexing Process

The service is performed by specially trained operators who combine sophisticated data entry skills with broad knowledge and experience in lands records months and their related recording and indexing requirements.

Must be experienced personnel, applying specially developed accuracy and quality procedures, review the film or other image source of each original month and create full index entries based on that review. Drawing on specialized training in indexing and accuracy and minimizes problems that are present in the existing index, problems like omissions, incomplete entries, poor indexing decisions, key entry mistakes, and departures from current indexing conventions.

Eliminating such problems assures the customer of accurate, high quality information for entry into the database and for use in compiling new indexes for the designated period of time.

The re-indexing service must be developed specifically to meet the indexing and verification needs of local government, providing the level of accuracy needed for proper recording and management of land record months.

Reindexed data must be imported to county clerk's indexing and retrieval computer system. Data must be matched to images that reside on same system.

## Monthing the customer's convections

Before actual re-indexing begins, the vendor must conduct a comprehensive assessment of the customer's current indexing convections. This assessment yields information that helps optimize the accuracy and completeness of the re-indexing service, and consequently the final index.

## Miscellaneous Records Re-indexing (item 12a.)

This alternative requires all specifications detailed above for clerk records other than real property i.e. court, vital records, etc.

## **IMAGING SYSTEM OF LAND RECORDS SPECIFICATIONS HARDWARE EQUIPMENT WITH SOFTWARE AND MISCELLANEOUS REQUIREMENTS**

Vendor must supply a fully integrated imaging system interfacing directly to an existing full-service indexing package.

System must include a fully initiated microfilm back-up process to the imaging system. The microfilm will be made from the land records that are imaged onto the system. The images will be backed-up on 16mm microfilm and stored at the facilities of the vendor. NO subcontracting facilities will be permitted.

System indices must be updated within 48 hours of receiving the images from the County. Indices must be updated by use of high-speed connections within the county.

System must come with all preloaded images that county has on inventory.

System Software must include processing of Real Property, Vital Statistics, Court Records and Minutes, Marriage License Application, Commissioner's Court Minutes, Redaction, Public Retrieval, Cashiering all records and required reports.

System must be priced on a flat per month basis. (Excluding costs of full-service indexing)

Pricing will include all software, hardware, upgrades and total maintenance on the system.

Pricing to include installation costs and toll-free 800 support and on-line internet email support.

A third party installer will bill Cabling installations.

System must include a Compaq or equivalent Data Base server capable of serving the Panola County Clerks Land Reports operations. Also including Vital imaging/Commissioners Court and any Generic offices that the county requests.

System to have surge protection and Uninterruptible Power Supply (UPS). System must have the capability of adding future workstations and expansion.

Workstations needed for County's Clerks office.

## **Cashiering/imaging system/indexing/printing own months/microfilm**

### Equipment:

- 11 PC Workstations with 22" monitor
  - 6-Public Search stations
  - 2-Scanning workstation
  - 1-Re-indexing workstation
  - 2-Cashiering Stations
- 2 Laser Scanners
- 1 Duplex Printer for printing reports and months
- 1 Laser Printer (regular)

- 1 File Server
- 1 Additional receipt printer for overflow
- 1 UPS
- 1 CD-R burner for Microfilm

System will support a true client server application environment and run on a local area network using a relational database and graphical interface.

Vendor will support all software with no third party involvement. County will not accept a dealer/vendor relationship. Application software must be owned and supported by the vendor.

Hardware maintenance is the responsibility of the vendor.

All cable, connectors, modems, hubs, surge units, UPS, and related software will be the responsibility of the vendor.

Vendor note: A total listing of all installed products in the above specifications will be required for our inspection at contract time.

Five (5) Texas users of the above system will be required at RFP opening.

### Maintenance and Technical Support

Vendor shall maintain the System and provide technical support one-half (1/2) hour before and one-half (1/2) hour after normal business hours of the PANOLA County Clerk's Office. All maintenance cost are included in the monthly costs.

## PANOLA COUNTY PROCESS AND REQUIRMENTS FOR IMAGING SYSTEM

The following is a step-by-step process for the operations of the Panola County Clerk's office for Real Property records with current equipment.

1. When a month is filed, it will be entered into a cashiering station. It is assigned a month number, volume and page. The money is distributed and the customer receives a receipt. (A first grantor and grantee may be entered into the cashiering system and the mail-back information to create a daily index.)
2. After a month has been filed through cashiering, it may be ready to scan. The month number and the number of pages were passed through the system to the scanning station. The county has the option to scan the image immediately or wait until they receive a range of months to scan. The programs can run reports on which months were scanned for the day and let you know if any numbers were skipped. The county also has the ability to rescan if an image didn't scan properly onto the system. Once the county saves that image to the system it is ready to be viewed by the month number.
3. When the county is done scanning for the day, they will send the daily images (months) to the vendor. Once the vendor receives these images, they will return them to PanolaCounty by phone modem or high speed internet connection. Once the vendor receives the images, it will not take longer than 48 hours to return the indexes to PanolaCounty. The vendor will blind verify the indexing, and create a roll of security microfilm to be stored in a secure temperature/humidity-controlled vault.
4. The index information will attach to the proper images that coincide with that month. At that moment the month is ready to be searched by the public.
5. The vendor will send the indexes to PanolaCounty and the *merges*.

## **Basic Requirements for Cashiering Module**

**Panola County would like the following features:**

### ***OVERVIEW***

A Windows based Cashiering Module allowing the user full view of each step of the cashiering process which creates a quick paced environment conducive to working at the counter. The point and click concept minimizes the key strokes required for data entry and allows "pop-up" tables during the cashiering process.

The module can be stand-alone, or networked with all of the imaging/retrieval/indexing modules offered by the vendor. When networked, data entry is negated except for grantor/grantee and property description.

### ***STAMPING FUNCTIONS***

Networked to the PC is a computerized stamp machine and receipt printer. All information is automatically tracked and figured and the following information is stamped onto the months:

- Month Type
- Volume Number
- Page Number
- Month Number
- Time Filed
- Clerk Information

### ***RECEIPTING FUNCTIONS***

A "grocery store" styled receipt and copy is generated for the customer which discloses on the receipt the date, time, month, volume, page, month number, amount collected and change given.

### ***REPORTING AND FINANCIAL MANAGEMENT FUNCTIONS***

All financial reporting and general ledger posting functions required from the office can be generated in a variety of formats, detail of information, and time period requested. The module needs to generate the following:

- Fees collected by month type and number
- Fees collected by copier transaction
- Audit trail per transaction and per operator
- Fee distribution and fee month
- Fees from court collections
- Daily register
- Mailing labels
- Receivable Billing and Management

### **MARRIAGE LICENSE/APPLICATION SYSTEM**

Software must enable the marriage application information to be transferred to the actual license. Must be able to print marriage license to meet PanolaCounty's specifications.

### **ESTIMATED QUANTITIES**

Because PanolaCounty's recording needs are cyclical in nature, it is not feasible to offer prospective proposed estimated quantities of prints needed during a year.

**INDEXING AND RECORDING OF COUNTY CLERKS RECORDS**

**FINANCIALS, DISASTER RECOVERY PLAN & REFERENCES**

Proposers must provide a written Disaster Recovery Plan, Current Financial Statements, and References.

We assure Panola County that under no circumstances will we sell, Donate, or otherwise transfer any films, months, indices or any other month generated from Panola County records to any other entity without the prior written approval of the County.

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT B****COST FORM****PANOLA COUNTY GOVERNMENT RECORDS MANAGEMENT SERVICES**

The undersigned Proposer agrees to perform Government Records Management Services in accordance with this Request for Proposals (RFP) and provide all related products and services at the prices indicated below for the five (5) year term established as provided on the RFP.

**PANOLA COUNTY/DISTRICT CLERK SERVICES****Full service real property indexing**

1-100	\$ _____	per inst.
101-200	\$ _____	per inst.
201-1700	\$ _____	per inst.
1701-Up	\$ _____	per inst.

**Non-Indexed Prints**

1-500	\$ _____	per inst.
501-1000	\$ _____	per inst.
1001-5000	\$ _____	per inst.
5001-10000	\$ _____	per inst.
10001-20000	\$ _____	per inst.
20001-Up	\$ _____	per inst.

**Archival Prints**

1-500	\$ _____	per inst.
1-501	\$ _____	per inst.
1001-5000	\$ _____	per inst.
5001-10000	\$ _____	per inst.
10001-20000	\$ _____	per inst.

**District Clerks Indexing**

1-100	\$ _____	per inst.
101-200	\$ _____	per inst.
201-1700	\$ _____	per inst.
1701-Up	\$ _____	per inst.

**OTHER QUOTES FOR SERVICES AND PRODUCTS**

- |   |                   |
|---|-------------------|
| 1. On-Site Security Microfilming/Scanning Handwritten and Typed Months  | \$ _____ per book |
| 2. On-Site Security Microfilming/Scanning Photostat Months  | \$ _____ per book |
| 3. High Speed Digital conversion of Photostat Months,<br>including 35mm and archival page month binder              | \$ _____ per book |
| 4. High speed digital conversion of Photostat Months,<br>without 35mm film and including archival pages and binders | \$ _____ per book |
| 5. Re-Creation of large record months already on microfilm  | \$ _____ per book |
| 5a. Re-Creation of Index Months already on microfilm.   | \$ _____ per book |

6. Microfilming/Scanning and Recreation of Index Months w/ A-Z tab \$\_\_\_\_\_per book
7. Microfilming only index months \$\_\_\_\_\_per book
8. Re-Indexing of Typed and Photostat months including indexes loaded onto system and merged prints \$\_\_\_\_\_per inst
9. Re-Creation of tumble style months \$\_\_\_\_\_per book
10. Price for Microfilming and Re-Creating School Records \$\_\_\_\_\_per folder
11. Price for digitizing microfilmed records to images and loading to computer \$\_\_\_\_\_per inst
12. Price for re-indexing real property records . \$\_\_\_\_\_per inst
- 12a. Re-indexing of miscellaneous records i.e. vital stats, courts, etc. \$\_\_\_\_\_per doc
13. Imaging Retrieval – Internet service going forward \$\_\_\_\_\_per month
- 13a. Additional public workstations \$\_\_\_\_\_per month
14. Cashiering/Indexing-Duplex Prints/Generic Indexing, marriage, courts Vitals software. \$\_\_\_\_\_per month
- 14a. Additional cashiering workstations \$\_\_\_\_\_per month
15. Scanning process-image retrieval for microfilm back-up \$\_\_\_\_\_per month
- 15a. Additional scanning workstations \$\_\_\_\_\_per month
16. Permalife paper 24lb paper with rounder corners and hole punched to desired size of county's volumes \$\_\_\_\_\_per ream
17. Commissioner Court minutes recording/indexing system software. Software system must allow OCR scanning and automatic indexing of minutes providing word/topic searching. \$\_\_\_\_\_per month
18. Importing electronic images to real property system and linking images to existing grantor/grantee index. \$\_\_\_\_\_per document
19. Price for importing/linking previously filed images to internet site. \$\_\_\_\_\_per year
20. Price for 16mm film production from scanned images \$\_\_\_\_\_per image
21. Redaction of Existing Images (Historical)
  - Real Property – Service Level 1 \$\_\_\_\_\_per instrument
  - Service Level 2 \$\_\_\_\_\_per instrument
  - Vitals, Courts, Misc. Records-Service Level 1 \$\_\_\_\_\_per image/page
  - Service Level 2 \$\_\_\_\_\_per image/page
- Conversion and Redaction of Microfilm
  - Real Property-Service Level 1 \$\_\_\_\_\_per instrument
  - Service Level 2 \$\_\_\_\_\_per instrument
  - Vitals, Courts, Misc. Records-Service Level 1 \$\_\_\_\_\_per image/page
  - Service Level 2 \$\_\_\_\_\_per image/page
- On-Site Scanning/Conversion/Redaction of Paper Records Handwritten of Typed
  - Real Property-Service Level 1 \$\_\_\_\_\_per instrument
  - Service Level 2 \$\_\_\_\_\_per instrument
  - Vitals, Courts. Misc. Records-Service Level 1 \$\_\_\_\_\_per image/page

Service Level 2  
 Photostat Records-Real Property-Service Level 1  
 Service Level 2  
 Vitals, Courts, Misc. Records-Service Level 1  
 Service Level 2  
 Redaction of Daily Records/Filings-Real Property (per specs)  
 Redaction Services one-time Set Up  
 Redaction Software for On Site Redaction by Clerk

\$\_\_\_\_\_ per image/page  
 \$\_\_\_\_\_ per instrument  
 \$\_\_\_\_\_ per instrument  
 \$\_\_\_\_\_ per image/page  
 \$\_\_\_\_\_ per image/page  
 \$\_\_\_\_\_ per instrument  
 \$\_\_\_\_\_  
 \$\_\_\_\_\_

22. Records management consulting services (i.e. research, analysis, diagnostics, recommendations)

\$\_\_\_\_\_ per hours

Please specify for any items listed on the RFP form any delivery, Freight, shipping or handling specifications.

\$\_\_\_\_\_ per month

PROPOSER:

COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
 County Judge

\_\_\_\_\_  
 Date

**EXHIBIT C****INSURANCE REQUIREMENTS****General Liability:**

Contractor's insurance shall include blanket contractual liability with a combined single limit of a minimum of \$1,000,000 each occurrence and \$2,000,000 in the aggregate and shall include the following:

- Blanket Contractual Liability
- Personal Injury
- Products and completed operations

**Business Automobile Liability:**

Contractor's insurance shall include Business Automobile Liability coverage with a combined single limit of at least \$500,000 per occurrence, and include coverage for but not limited to the following:

- Bodily injury and property damage
- Any and all Owned, Non-Owned or Hired vehicles, including employee owned vehicles used for business in whole or in part

**Workers' Compensation and Employers Liability Insurance:**

Contractor must elect to obtain workers' compensation coverage pursuant to Section 406.002 of the Texas Labor Code. Contractor shall maintain said coverage throughout the term of the contract and shall comply with all provision of Title 5 of the Texas Labor Code to ensure that the contractor maintains the coverage. Any termination of workers' compensation insurance coverage by Contractor or any cancellation or non-renewal of workers' compensation insurance coverage for the contractor will constitute a material breach of the contract.

Contractor's insurance will include Employer's Liability coverage with limits of at least \$500,000 each accident.

**Other Insurance Requirements:**

Contractor's general liability and auto liability insurance policies through policy endorsement shall name the County as an additional insured and must include wording that states that the policy shall be primary and non-contributory with respect to any insurance carried by the County. The certificate of insurance described below must reflect that the above wording is included in evidenced policies. The County must be notified at least 30 days in advance of any cancellation of any of the required policies. The County must receive a copy of the full policy from the selected firm.

The Contractor must agree to waive subrogation against the County, its officers, employees, and elected representatives for injuries, including deaths, property damage, or any other loss to the extent same may be covered by the proceeds of insurance.

**ADDENDUM**  
**to**  
**Government Records Management Services RFP**

Kofile Systems, Inc. has proposed the following questions:

1. Kofile previously submitted the required samples with our bid November 24<sup>th</sup>. We understand that all bids were rejected. However do we need to resubmit the same set of samples with our response to this RFP?
2. Please confirm if all samples are required 48 hours prior to bid opening applicable to business days or if samples are accepted with the bid response by the due date and time.

ANSWERS submitted by County Judge:

1. Yes.
2. With the bid response by the due date and time.

**ADDENDUM NO. 2  
TO PANOLA COUNTY REQUEST  
FOR PROPOSALS FOR GOVERNMENT  
RECORDS MANAGEMENT SERVICES**

**Section VIII. D. Is revised to correct a typographical error to read as follows: "The County will not be responsible for any expenses incurred by the Proposer in preparing and submitting a proposal."**

**Attachment B**

**Kofile Acknowledgment of Agreement with Addendum No. 3 and  
Acknowledgement of Best and Final Offer**



February 12, 2015

The Honorable LeeAnn Jones  
Judge of Panola County  
Panola County Courthouse  
110 S. Sycamore, Room 216-A  
Carthage, Texas 75633

Re: Best and Final Offer (BAFO) – Request for Proposals For Government Records Management Services

Dear Judge LeeAnn Jones,

The proposal provided by Kofile Systems, Inc. for Government Records Management Services is as stated on RFP Exhibit B: Cost Form of the Kofile Systems, Inc. Proposal (collectively, the "Contract Documents") in accordance with the terms of the RFP and Sections 262 of the Texas Local Government Code.

Kofile Systems, Inc. has no proposed amendments or changes to the Contract Document or Terms & Conditions. Kofile Systems, Inc. hereby acknowledges this as our best and final offer for the proposed scope of work and service.

Please direct any questions to Reed Roach at 214-725-0497 or reed.roach@kofile.us.

Respectfully,

A handwritten signature in black ink, appearing to read "John D. Woolf", is written over a horizontal line.

John D. Woolf, CFO  
Kofile Systems, Inc.

ENC: Executed Addendum No. 3 to the Panola County, Texas, Request for Proposals For Government Records Management Services

**ADDENDUM AND NOTICE AND  
REQUEST FOR BEST AND FINAL OFFER**

**ADDENDUM**

Addendum No. 3 to the Panola County, Texas  
Request for Proposals  
For Government Record Management Services

Issued December 17, 2014

Addendum Date: February 5, 2015

- I. **Purpose of Addendum.** This Addendum (herein so called) No. 3 to the Panola County, Texas ("County") Request for Proposals (the "RFP") for Government Record Management Services is issued for the purpose of clarifying, amending and/or supplementing requirements that the selected contractor must perform if awarded the contract pursuant to the RFP.
- II. **Amendment of the RFP.** The RFP is amended by the addition of the provisions set forth below in Item III below. If any term or provisions in the RFP conflicts with the terms of this Addendum, the terms and provisions set forth in this Addendum shall control and the contractor shall be bound by the provisions in this Addendum. Any contract awarded pursuant to the RFP shall constitute the entire agreement between the parties, consisting of the RFP, this Addendum, the accepted Proposal, the award letter and, if accepted, the terms contained in the Best and Final Offer requested herein.
- III. **Amendments.**
- A. Contractor shall back up all County records on a daily basis and maintain a copy of the backed-up records. Contractor shall provide a copy of the backed-up records to the Panola County Clerk (the "County Clerk") by the end of the next business day in a DVD or electronic format as determined by the County, in its discretion, so that the backed-up records may also be retained on the County's hard drive. Initial: AMW
- B. Contractor will ensure that access to the County records by County officials and employees shall be through the County's existing wi-fi service. Initial: AMW

- C. As part of its government records management system, Contractor's shall provide the County complete optical character recognition (OCR) search functionality for all users and all records. Initial: JW.
- D. Contractor shall provide training for County personnel, at no additional charge and as needed, before and after placing its records management system into operation. Contractor shall also provide, at no additional charge, retraining for existing and new County personnel. The County shall determine, at its sole discretion, when training or retraining is needed. Initial: JW.
- E. Upon termination of the contract between Contractor and the County for any reason, Contractor agrees to continue providing all services and perform all obligations pursuant to the same terms and conditions contained in the contract on a month-to-month basis until notified by the County that the services are no longer needed because the County has secured a replacement provider for the services. Initial: JW.
- F. Contractor agrees that in each calendar month in which there is a complete service outage of forty-eight (48) hours or more and the outages are due to failure of the Contractor's records management system, Contractor shall discount the following month's invoice to the County by ten percent (10%) for each forty-eight (48) hours that the system was inoperable. Initial: JW.
- G. If the selected contractor is not the County's current provider, the Contractor shall complete the software and equipment installations and shall commence all services required by the RFP and any addenda no later than ninety (90) days from the date of receipt of images and data from the existing provider. Initial: JW.

Proposers shall acknowledge receipt of Addendum No. 3 by initialing each amendment to acknowledge its agreement with the amended provisions and by certifying this Addendum as provided for below and returning it to the County. Failure to initial and certify, as requested herein, may result in a rejection of the proposer's offer. Proposers must return this initialed and executed Addendum, together with its Best and Final Offer as requested below, no later than 5:00 p.m. on February 18, 2015.

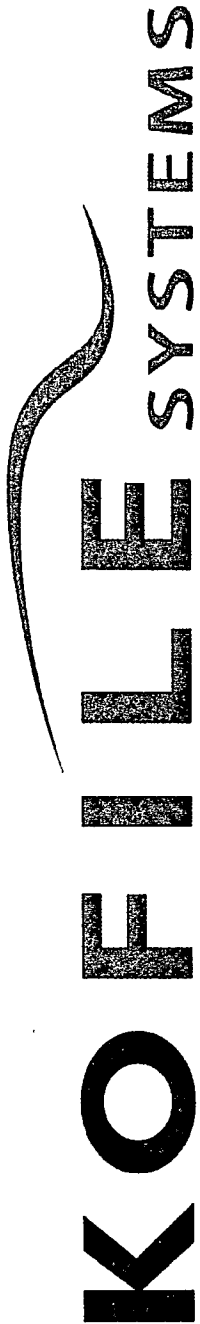
Company Name: Kofile Systems, Inc.

Signature of Authorized Representative: John D. Woolf

Print Name and Title of Representative: John D. Woolf, CFO

Date: February 12, 2015

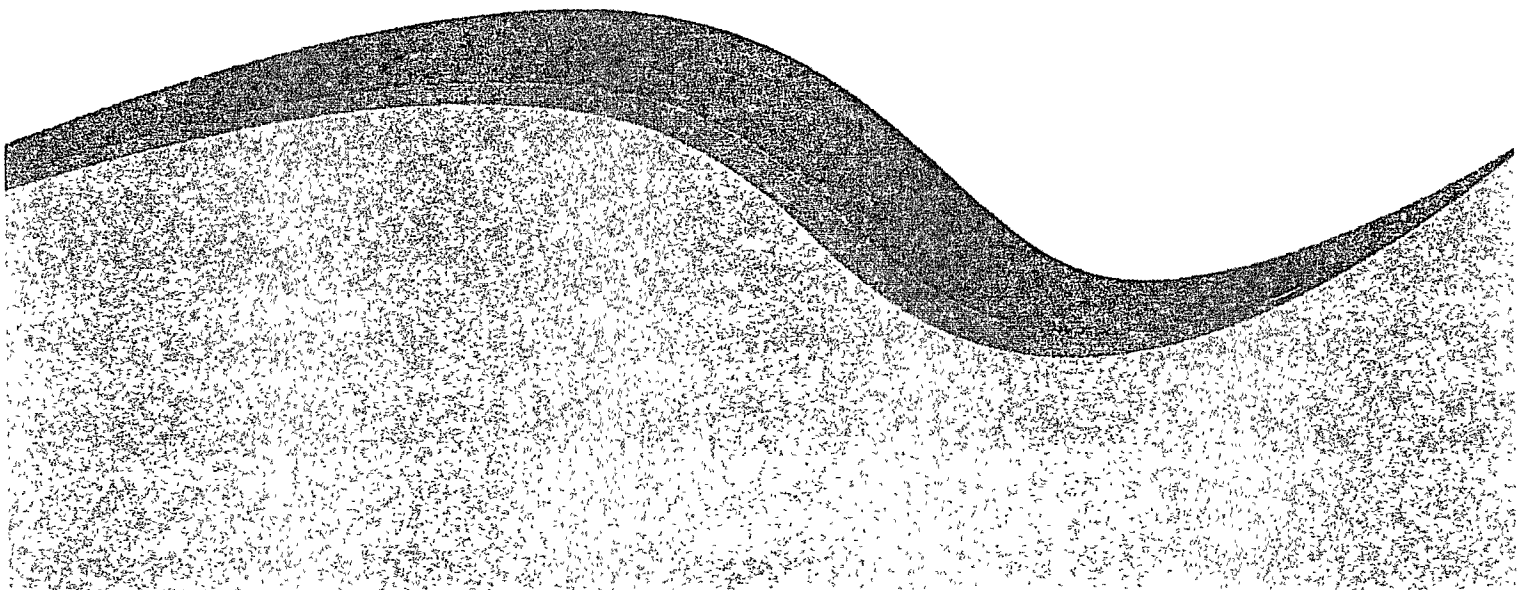
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PANOLA COUNTY, TEXAS  
REQUEST FOR PROPOSALS

PROPOSAL FOR  
GOVERNMENT RECORDS  
MANAGEMENT SERVICES

DUE: JANUARY 12, 2014, 9:00 AM CST



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## COVER LETTER

January 9, 2014~~5~~

The Honorable David L. Anderson  
Judge of Panola County  
Panola County Courthouse  
110 S. Sycamore, Room 216A  
Carthage, Texas 75633

Dear Judge David L. Anderson,

Thank you for the opportunity to submit our proposal/bid to Panola County. I, John D. Woolf, am authorized to negotiate and contractually bind Kofile Systems, Inc. (hereby Kofile).

Kofile proposes to provide the Panola County Clerk's Office with a new class of system with a browser-based cloud application: Vanguard Records Management system for daily recording, indexing, internet distribution, cashiering, image retrieval, commissioner's court minutes, marriage license, court minutes, scanning and vital statistics items within the annual bid. Vanguard Records Management combines cutting-edge technology with significant industry experience. *Kofile stands ready to provide Panola County a system demonstration. We encourage bid evaluators to inspect our facility.*


Although the RFP requires the completion of all installations and the commencement of services within ninety (90) days of the effective date of the RFP's resulting Contract, Kofile proposes a solution that deviates by guaranteeing that Vanguard Records Management is up and running with a go live date within 90 days of receipt of images and data from the existing system vendor. Kofile is amenable to an open dialogue should Panola County require additional information.

All other line items within Panola County's RFP will also be provided by Kofile as required and requested by Panola County. All systems and services proposed are to be performed by Kofile. No subcontractors will be used for any system or services items. Kofile will furnish all labor, materials, equipment, software, and all other items necessary to perform the work stated in this RFP.

Kofile serves counties across Texas with records management solutions, including imaging, indexing, preservation, and recording software. Kofile is a multi-million dollar corporation with strong financial backing. Based in Dallas, TX, Kofile already has a record of performance with Panola County. Any resulting projects will be spearheaded by our Project Manager, Reed Roach, who has extensive knowledge of Panola County's records management needs.

All products and services quoted in this proposal are in full accord with the bid specifications. We take no exceptions. Please direct any questions to Reed Roach at 214-725-0497 or reed.roach@kofile.us.

Respectfully,

  
John D. Woolf, CFO  
Kofile Systems, Inc.

# PROPOSAL SIGNATURE PAGE

## INDEXING AND RECORDING OF COUNTY CLERKS RECORDS

### FINANCIALS, DISASTER RECOVERY PLAN & REFERENCES

Proposers must provide a written Disaster Recovery Plan, Current Financial Statements, and References.

We assure Panola County that under no circumstances will we sell, Donate, or otherwise transfer any films, months, indices or any other month generated from Panola County records to any other entity without the prior written approval of the County.

Signature: John D. Woolf

Typed Name and Title: John D. Woolf, CFO

Date: 1/9/15

## EXECUTIVE SUMMARY

---

Kofile acknowledges all bid specifications, and its solution is compliant with all requirements. The Kofile system includes complete solutions for all functions outlined by Panola County, including those reiterated below. Samples, as requested, are also included with this proposal package.

Kofile provides a full complement of products and services designed for the offices of County and District Clerks. Business solutions include books and binders, re-indexing, index verification, film to image conversion, complete document indexing, recording, workflow, and imaging systems, Internet hosting and data access, and electronic recording.

Panola County requires a system that meets its records management and document imaging process needs. This proposal gives Panola County with the opportunity to step to the forefront with an entirely new system designed to address today's and tomorrow's technologies. The **Vanguard Records Management** system by Kofile Systems, Inc. (Kofile) is the solution to modern requirements. It will redefine management and maximize satisfaction in county clerk's offices nationwide.

**Vanguard Records Management** is a new class of system with a browser-based cloud application. It provides superior reliability, performance, and protection to Panola County.

Capable of seamlessly integrating input from all of the Panola County's recording related functions, Kofile is proposing a completely turnkey, fully integrated records management and document image processing system—**Vanguard Records Management**—as well production services for Panola County.

Kofile will provide all hardware, operating system software, application software and any items, such as networking and communication, needed to implement Panola County's requirements. This solution includes delivery, installation, documentation, maintenance, and user training.

---

### COMPLETE SOLUTION

Kofile's **Vanguard Records Management** system includes a complete solution for any current or future Panola County functions, including:

- Cashiering transactions
- Filing documents
- Indexing of Real Property, Vital Statistics & other Miscellaneous records
- Public research of records on-line & at designated County locations
- Marriage application & license generation—in-house & on-line / e-Marriage
- Interface with various scanning devices
- Financial and workflow reporting
- e-Commerce & Escrow account management
- e-Filing / e-Recording
- Kiosk & Internet Applications
- Vital Statistics Package

**Vanguard Records Management** was designed with the end user in mind. Facilitation of public use is the highest priority. The system is simple enough to diminish need for prolonged intervention or assistance from County employees.

**Vanguard Records Management's** user interface software allows inexperienced operators to accomplish tasks through simple sequence, allowing quick access with minimal confusion, delay, or instruction. The system provides an audit trail of all activity, which can be produced on a daily basis.

***Vanguard Records Management is "future proof."***

*It is engineered to handle exponential growth and is capable of incorporating emerging technologies in the face of skyrocketing demand for, and capability of, instant access to digital information.*

This cost-effective solution is based on our own knowledge of Panola County's responsibilities. Our solution exceeds Panola County's functional and technical requirements, and it offers no implementation risk. This system extends superior reliability and business continuity, as well as guaranteed support and services.

***While many things set Kofile apart from competitors, three main deliverables ensure Panola County of an unparalleled solution: People, Products, and Productivity.***

**PEOPLE.** Kofile's personnel have unmatched experience. They have designed, developed, sold, implemented, and supported more Records Management Systems than anyone else in the industry. Our commitment to our customers starts with our management team. We confidently say that we have the best people in the industry.

Software is more than a collection of programs and data. Its core is based on a relationship between the those managing the County records and those supporting the solution. Kofile's understanding of Texas recordings and Panola County enhances that relationship.

**PRODUCTS.** Technology evolves very rapidly. **Vanguard Records Management** is the only system designed *at conception* to evolve as the technology changes. This new class of browser-based cloud application provide superior reliability and performance. Cloud technology provides additional disaster recovery measures with off-site servers. Touch screen computers and tablets allow the County staff and public to use new technology in their daily work.

Progressive technology allows Panola County to function more effectively than ever. **Vanguard Records Management** allows for a distributed workforce that can work from anywhere at any time. It allows for improved customer service, customer driven web forms, and manager dashboards accessible from anywhere, "Google" type search of records, text search of record images, and more.

**PRODUCTIVITY.** Nationwide, counties are struggling to serve the public effectively while meeting budget constraints. Panola County is no exception—trying to do more with less. **Vanguard Records Management** is uniquely positioned to maximize staff's productivity. Customized flexible workflow and touch-screen technology permits Panola County to maximize the limited hours in each day.

***Kofile looks forward to demonstrating how Panola County will improve its productivity and customer experience.***

## SECTION I

### PERSON IN FIRM AUTHORIZED TO NEGOTIATE CONTRACT TERMS AND RENDER BINDING DECISIONS IN CONTRACT MATTERS

NAME: John D. Woolf, CFO  
PHYSICAL ADDRESS: 6300 Cedar Springs Road, Dallas, TX 75235  
TELEPHONE NUMBER: 214.351.4800  
EMAIL ADDRESS: john.woolf@kofile.us  
FAX: 214.442.6669

### ORGANIZATIONAL INFORMATION

FULL NAME: Kofile Systems, Inc.  
ORGANIZATION TYPE: Corporation  
STATE OF INCORPORATION: Texas  
DATE OF INCORPORATION: 11/29/2012  
ADDRESS: 6300 Cedar Springs Road, Dallas, TX 75235  
PARENT COMPANY: Kofile, Inc.

Kofile Systems, Inc.'s main business is county records management systems and resources, with principal offices located in Dallas, Texas. Kofile Systems, Inc. has no other offices or locations. There is no branch office or other subordinate element which will perform or assist in performing the work. Kofile is licensed to do business in the State of Texas.

Kofile Systems, Inc. is a division of a parent company. Kofile, Inc. owns 100% of Kofile Systems, Inc. Neither Kofile Systems, Inc. nor Kofile, Inc., its principals, directors, nor any company that has held a controlling interest in Kofile, or which Kofile has held a controlling interest in, has never filed for, nor has never been involuntarily put into bankruptcy or has been declared bankrupt. Kofile has no performance related litigation that this firm may be, or has been, involved. Kofile has had no contracts terminated due to non-performance. Kofile has no adverse actions sanctioned by any regulatory authorities.

### COMPANY DESCRIPTION

Kofile Systems, Inc. (Kofile) has been in business since 2012. Kofile is a private corporation under the umbrella of Kofile, Inc. Its principal place of business is 6300 Cedar Springs Road, Dallas, TX 75235.

On paper, Kofile is a new company. However, in the field, the Kofile staff and breadth of knowledge have led the county-level records management industry for over 30 years. Kofile has amassed a wealth of knowledge and resources to dramatically revolutionize the industry. Kofile offers Panola County the opportunity to be a forerunner in Texas and the nation.

## SECTION III: SCOPE OF SERVICE

### VANGUARD RECORDS MANAGEMENT SYSTEM

The Vanguard Records Management System is a complete Records Recording, Document Management, Public Search, and Customer Service system designed and developed to improve user experience. Panola County will boast a full cloud implementation in which all servers are located off premises. Only user workstations and peripherals are installed on-site. Cloud implementation simplifies the operational environment, while utilizing all of the latest technologies.

Kofile will provide system software, application software, and any items (such as networking and communication items) needed to implement Vanguard Records Management. This includes indexing and image conversion, delivery, installation, documentation, maintenance, and user training. Kofile guarantees that it will deploy the necessary resources to deliver Vanguard Records Management without a break in operations.

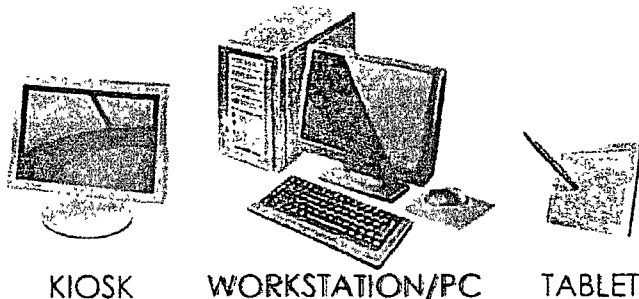
### ADVANCED FEATURES & SERVICES

- OCR Documents
- Disaster Recovery automatically included
- Collaborative Document sharing via kDRIVE
- Configurable Workflow Processing
- Online e-Marriage Application & License generation in-house
- Scheduled Imports & Exports
- Services to/from FTP or accessible devices include:
  - Index import & export in text or Microsoft® Office formats
  - Image import & export in Single & Multi-page TIFF & PDF formats
- Email can be used for Receipts, Copies, & Reports in PDF format
- Online e-forms to include Marriages, Births, Deaths, Assumed Names, Certified Copy Requests, Military Discharges, Copy Requests, Marks & Brands

### PUBLIC ACCESS & SERVICES

- Public Records Research: online & at designated County locations—index, images, & text
- Web Distribution, e-Commerce, & Account Management
- Kiosk Compatibility – Marriages, Assumed Names, & User-Defined

### COUNTY STAFF OR PUBLIC USERS



*Staff and the public can now access the County system with whichever method they prefer. Designed with the end user in mind; the interface is uniform and effortless, whatever the device:*

- touchscreen
- keyboard
- mouse
- touchpad

**USER INTERFACE**

Since this solution is a browser-based cloud application, its User Interface is standard for browser-based applications. Additionally, the system can run on standard personal computers and tablet devices (e.g. Microsoft® Surface and Apple iPad). Tablet computers access **Vanguard Records Management** in a wireless environment.

Facilitation of public use is given the highest priority. The entire system is easy to use. Public end-users do not require prolonged intervention or assistance from County employees due to the simplicity of the system.

**Vanguard Records Management's** user interface is professionally designed to be intuitive and easy to use. Features include:

CONCURRENT FUNCTIONALITY	Whether at home or in the office, a full browser-based solution delivers a uniform web experience to users—including visual and navigation features.
INTUITIVE NAVIGATION	Easily transition from one task to another, or back to the start.
SIMPLIFIED COMMANDS	Simple, easy-to-follow "OK" or "Cancel" command buttons with alternate action task links throughout.
CONFIGURABLE	Configure to accommodate as much (or little) field-level and task-level help needed.
CONVERSION	Possible within 60 days of receiving data
REAL-TIME	Reliable, high-performance, online, real-time environment.
STAFF & PUBLIC USER TRAINING	Kofile offers an intensive training program on an unlimited basis, and training is available at any time.
MAINTENANCE & UPDATES	Kofile is responsible for software updates and performs updates on a scheduled basis, at least twice per year and as required.
RECOVERY & BACK-UPS	Automatic and do not involve County personnel. Back-ups are off-site and managed by Kofile.
CUSTOMER SUPPORT	Support staff are located in Dallas at Kofile's Data Center. They are trained to handle any problem type, and they understand the need to use simple instructions. Support will exceed customer expectations.

Kofile values ongoing and continuous relationships. User Group meetings/conferences will be held within the State of Texas. Panola County can capitalize on Kofile's specialized expertise and support strengths. Customer support is very important in maintaining a leadership position. With prompt online digital and voice support, Kofile's customers are not subject to response or resolution delays. Technicians respond with the latest automated problem-isolation and resolution tools.

## APPLICATION SOFTWARE OVERVIEW

**Vanguard Records Management** is a complete Records Recording, Document Management, Public Search, and Customer Service system designed and developed with both the County staff and the County end user in mind.

The **Vanguard Records Management** system's user interface is professionally designed to be intuitive and easy to use. Features include:

- Full browser based solution allows staff and end users similar visual and navigation experiences whether at the office or at home.
- Intuitive navigation from one task to another, or back through to the start.
- Simple easy to follow "OK" or "Cancel" command buttons with alternate action task links throughout.
- As much (or as little) field-level and task-level help, configurable as needed.
- Touch controls throughout—allowing staff to control the applications with simple touch gestures using one or more fingers.
- Bilingual text and help.
- Uniform user entry forms are consistent throughout each application. Data entry forms for Recording are the same as the data entry forms for Indexing/Verification/Correction
- Forms used for editing transactions/documents do not differ from those used to enter the information. Corrections to both financial transactions and/or document data require no extra training
- If desired, Public Search and online Application Filing applications are easily personalized to give the end user the look and feel of Panola County's home page or preferred appearance

With our intuitive and easy-to-use user interface, operating the **Vanguard Records Management** system's applications will require very little computer experience. All **Vanguard Records Management** system applications are designed to help County staff perform daily functions quickly and precisely to deliver the best customer service possible. With a very short one- or two-day training course, County staff are equipped to perform their full job duties. The next phase of training moves from a classroom to practical applications. While on-the-job, County staff have access to teacher-assisted question/answer sessions.

This system's applications will track all workflow and content-related activities. With **Vanguard Records Management** system statistics available in real time, County staff performance standards can be implemented to measure timeliness and accuracy/quality by individual User or by User Groups. Statistics include (but are not limited to):

- Processed document counts per hour/day
- Time to record/scan/index individual documents
- Number of revisions to the data
- Number of revisions to the image
- **Vanguard Records Management** system idle time

## FILING OF OFFICIAL PUBLIC RECORDS/VITAL STATISTICS

Vanguard Records Management's County Recording System (CRS) application is designed as the main hub for County-related services—including recording and filing all County Clerk records, financial processing and bookkeeping, document management, and document tracking. The CRS application provides all functionality necessary to ensure timely and accurate availability of all County-filed records to the public.

Each service's access is configurable by User Group allowing the County to match staff with appropriate job duties. CRS contains five major services as seen to the right:


- |                       |                 |
|-----------------------|-----------------|
| 1) Orders             | 4) Reporting    |
| 2) Capture            | 5) Front Office |
| 3) Index/Verification |                 |

The intent of the Vanguard Records Management system workflow is to help the County become as paperless as desired, while remaining as flexible as needed to accommodate different departments or user groups. The Vanguard Records Management system workflow will meet and will remain compliant to all statutory requirements. Workflow is completely configurable by:

- department
- location (main office vs. satellite office)
- document groups
- user groups

A user's CRS home page is the service queue in which they are most active. It offers easy access to other services via a menu-based interface. CRS is completely queue driven—providing up-to-the-minute details on incoming orders by department, filer, and origin (E-Recording, Walk-In, Kiosk, Mail, Public Search, etc.):

Order ID	Location	Document Type	Origin	Filer	Date/Time	Status	Assigned To
20130800001	Downtown	Real Property	E-Recording	ABC Title Company	5/6/13 8:00 AM	In Progress	Julie Harrison
20130800002	Downtown	Real Property	Walk In	qames@title.com	5/6/13 8:00 AM	In Progress	Ashley Gomez
20130800003	Downtown	Real Property	Kiosk	Laura Jones	5/6/13 8:00 AM	In Progress	Tony Sullivan
20130800004	Downtown	Real Property	E-Recording	ABC Title Company	5/6/13 8:00 AM	Pending	
20130800005	Downtown	Real Property	E-Recording	ABC Title Company	5/6/13 8:01 AM	Pending	
20130800006	Downtown	Real Property	Kiosk	Xpress Counters	5/6/13 8:01 AM	Pending	
20130800007	Downtown	Real Property	E-Recording	Bank of Texas	5/6/13 8:02 AM	Pending	
20130800008	Downtown	Real Property	E-Recording	Law Office of John Doe	5/6/13 8:02 AM	Pending	Peter Porter
20130800009	Downtown	Vitals	Kiosk	Sammy S	5/6/13 8:02 AM	In Progress	Whitney White
20130800010	Downtown	Vitals	Kiosk	Joe Johnson	5/6/13 8:02 AM	In Progress	John Jackson
20130800011	Downtown	Vitals	Kiosk	jbrown@gmail.com	5/6/13 8:02 AM	In Progress	Peter Porter
20130800012	Downtown	Real Property	E-Recording	Law Office of John Doe	5/6/13 8:02 AM	Pending	
20130800013	Downtown	Real Property	E-Recording	Bank of Texas	5/6/13 8:10 AM	Pending	
20130800014	Downtown	Vitals	Kiosk	Jane Martinez	5/6/13 8:10 AM	Pending	
20130800015	Downtown	Vitals	Kiosk	H Green	5/6/13 8:15 AM	Pending	



Queue order is designed to work first in, first out—but can be configured to process in a User “pick and choose” concept.


CRS interfaces completely with any e-services that the County provides, including, but not limited to, Electronic Recordings, Public Search orders, Online Applications, and Kiosk orders. All orders generated from any of the e-services listed are sent directly to **Vanguard Records Management CRS** for immediate processing.

Users can also easily add orders if they were not received by an e-service.

Only Administrative Users can cancel orders out of the system. If queues are configured to process in first in, first out order, then Administrative Users can also edit queues to reprioritize an order or to assign an order explicitly to a User. All queue activity is tracked for reporting and auditing.

Order processing is fully dynamic and depends on a pre-defined list of Order Types selected by the User. Dynamic Order Type configuration options include:

- Fee calculation
- Fund allocation
- Instrument Number Assignment
- Book/Page Number Assignment
- Tab delimited data entry forms
- Partial or Full Index required
- Payment types – cash, check, credit card
- Order Number Assignment
- Electronic or paper receipt
- Electronic or paper document label

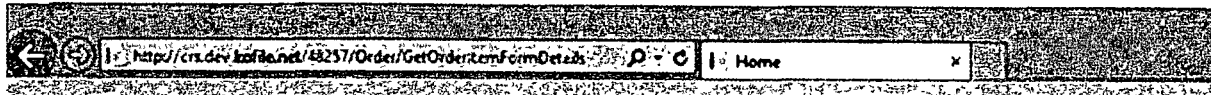


Additionally, to configure Order Types order processing can be further configured for accessibility by location or user group. A satellite office, for example, is easily configured to allow only the recording of County Official Records.

Orders may contain one or more order items and one or more payment types.

Examples of Order Type screens are found and expanded on the following pages.

## Real Property Order Item



Orders 83

Capture 4

Indexing 4

Search

☒ Order Queue

Cash Drawer

[Home](#) > [New Order](#)

Order Number:

Recording Date: 8/25/2014

Q Account#

-OR- Q Email

-OR- Alan Hewitt

☐ Email Receipt

New Registration

DEED Recordings



\$26.54/pg \$0.25/name

Recording Fees

\$26.00

Additional Fees

\$12.00

Penalty

\$0.00

Total

\$38.00

[More](#)**Order Item**

Parties

Properties

References

WARRANTY DEED



4

☐ Last Page No Fee☐ Penalty☒ Return by mail

Alan Hewitt

13440 Merit Drive

Suite 2300

Dallas

TX




75999

Cancel

Add To Order

## Real Property Parties

http://crsdev.kofile.net/48257/Order/GetOrderFormDetails Home x

 Orders 83 Capture 4 Indexing 4 Search  
Order Queue Cash Drawer

Home > New Order

Order Number: Recording Date: 8/25/2014

Q Account -OR- Q Email -OR- Alan Hewitt

☐ Email Receipt

New Registration

DEED Recordings <input type="checkbox"/>	Recording Fees \$26.00
\$26.54/pg \$0.25/name	Additional Fees \$12.00
	Penalty \$0.00
	Total \$38.00
	<input type="button" value="More"/>

Order Item **Parties** Properties References

**Grantor**

JONES MARTIN ▼

JONES SAMANTHA x ▲

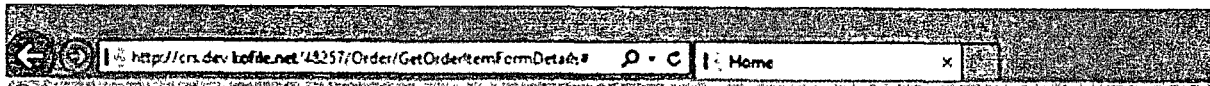
**Grantee**

HYDE BRIAN

Copy Names

Reverse Parties

## Request for a Death Certificate



Orders 83

Capture 4

Indexing 4

Search

☐ Order Queue

Cash Drawer

[Home](#) > [New Order](#)

Order Number:	Recording Date: 8/25/2014
Q Account#	-OR- Q ashley@test.com -OR- Name
<input checked="" type="checkbox"/> Email Receipt	
New Registration	

Death Certificate ☐

\$21, \$4/additional copy

Death Certificate  
Fees \$21  
Total \$21  
[+ More](#)

Order Item	Deceased	Applicant
No. Of Copies		
Purpose for obtaining copy of certificate (please check all that apply)		
<input type="checkbox"/> Drivers License/ <input type="checkbox"/> ID <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Insurance <input type="checkbox"/> Passport <input type="checkbox"/> Records <input type="checkbox"/> Social Security <input type="checkbox"/> School <input type="checkbox"/> Travel <input type="checkbox"/> Veterans <input type="checkbox"/> Welfare <input type="checkbox"/> Other		
		<input type="button" value="Cancel"/> <input type="button" value="Add To Order"/>

## Marriage License Application Order Item



Orders 83

Capture 4

Indexing 4

Search

☒ Order Queue

Cash Drawer

[Home](#) > [New Order](#)

Order Number:	Recording Date: 8/25/2014
<input type="text" value="Account#"/>	<input type="text" value="OR- Email"/>
<input type="text" value="New Registration"/>	<input type="text" value="OR- Julia Bride"/>
<input type="checkbox"/> Email Receipt	

Marriage License ☒  
\$82.00 w/o Premarital Cert, \$22 w/ Premarital Cert \$5.00 Contribution

Marriage License	
Fees	\$22.00
Contribution	\$0.00
Total	\$22.00
<a href="#">More</a>	

Order Item	Male	Female
No. of Voluntary Contributions to		
<input checked="" type="checkbox"/> Texas Premarital Education Certificate		
Mail Executed License to		
<input type="radio"/> Male Applicant Address <input checked="" type="radio"/> Female Applicant Address		
<input type="radio"/> Other Address		
<div>Cancel Add To Order</div>		

## Marriage License Application Bride Information

http://cns.dev.kofile.net/48257/Order/GetOrderInformationDetails Home



Orders 83

Capture 4

Indexing 4

Search

Order Queue

Cash Drawer

[Home](#) > [New Order](#)

Order Number:

Recording Date: 8/25/2014

Q Add Order#

-OR- Q Find

-OR- Julia Bride

☐ Email Receipt

New Registration

Marriage License ☒

\$82.00 w/o Premarital Cert, \$22 w/ Premarital Cert \$5.00 Contribution

Marriage License

Fees \$22.00

Contribution \$0.00

Total \$22.00

More

Order Item

Male

Female

Julia

A

Last Name

Bride

14 South Beach Street

Honolulu

HI

96999

jbride@email.com

872 888 8888

333-33-3333

Honolulu

2/4/76

Honolulu

HI

☒ I have not been divorced in the last 30 days☒ I am not presently married and the other applicant is not presently married☒ I am not presently delinquent in the payment of court-ordered child support.

☒ The other applicant is not related to me as an ancestor or descendent by blood or adoption; a brother or sister, of the whole or half blood or by adoption; a son or daughter of a brother or sister of the whole or half blood or by adoption; a current or former stepchild or stepparent or a son or daughter of a parent's brother or sister, of the whole or half blood or adoption.

Cancel

Add to Order

## Assumed Name Order Item



Orders .83

Capture 4

Indexing 4

Search

☒ Order Queue

Cash Drawer

[Home](#) > [New Order](#)

Order Number:	Recording Date: 8/25/2014
<input type="text" value="Q Acme, Inc"/>	-OR- <input type="text" value="Q L mail"/>
	-OR- Brian Phillips
<input type="checkbox"/> Email Receipt	
New Registration	

Unincorporated AN ☒

\$24.50 50/name

Recording Fees \$24.00

Additional Fees \$0.00

Total \$24.00

[More](#)

Order Item	Business	Owners
ASSUMED NAME <input checked="" type="checkbox"/>		
2		
<input checked="" type="checkbox"/> Return by mail		
Brian Phillips		
256 N Waterview	Address Line 2	
Fort Worth	TX	<input checked="" type="checkbox"/> 76444
		<input type="button" value="Cancel"/> <input type="button" value="Add To Order"/>

## Assumed Name Business

http://cs.dev.kofile.net/48257/Order/GetOrderFormDetails Home



Orders 83

Capture 4

Indexing 4

Search

☐ Order Queue

Cash Drawer

Home &gt; New Order

Order Number: Recording Date: 8/25/2014

Q Account -OR- Q Email -OR- Brian Phillips

☐ Email Receipt

New Registration

Unincorporated AN ☐

\$24.50 50/name

Recording Fees \$24.00

Additional Fees \$0.00

Total \$24.00

More

Order Item

Business

Owners

Name in which Business is to be conducted

Physical business address

City State Zip

Period(not to exceed 10 years) during which Assumed Name will be used

Select

Business is to be Conducted as (please check one)

☐ Individual ☐ General Partnership ☐ Limited Partnership

☐ Other

Cancel Add To Order

Item Total	
Recording Fee	\$ 11.00
Preservation Fee	\$ 5.00
Extra Pages	\$ 4.00
Total :	\$ 20.00

As order items are entered, Vanguard Records Management displays the order item amount owed. The order item detail can be configured to include as much detail as needed.

Payment Summary	
Balance Due	\$44.00
Cash	
Checks	\$6.00
Subtotal:	\$6.00
Balance Owed:	\$38.00
Change Due:	\$0.00

As payment types are entered, the Vanguard Records Management system will itemize the total amount submitted as well as any remaining balance owed.

Examples of order correction features available with CRS include:

- order item adjustments
- order item fee adjustments
- order payment type adjustments
- order refunds
- order voids
- order fund reallocations

Each feature (or all) can be configured to require Administrative User access.

Document data and scanned images are versioned and can roll back to any available CRS version. Versions can begin as soon as the document is filed or after the document is certified. Data and image modifications are tracked and, if needed, available for Public Search.

When an item is added to an order, users have the option to re-edit items from the Order Summary—as seen on the screenshot on the following page.

PANOLA COUNTY, TEXAS  
REQUEST FOR PROPOSALS  
Due January 12, 2014, 9:00 A.M.

**Vanguard County**

Orders 15   Capture 10   Indexing 54   Reporting   Front Office

Home > New Order > Order Summary

Account #	Email	Name	Recording Date 8/6/2013
-OR-	-OR-		
Address	City	State	Zip
14 Main Street	Dallas	TX	70000

**Order Summary**

Order Type	Document Type	Pages	Price	Cost	Spine
Land Records	Warranty Deed	3	\$24.00		▲ ▼ ✎ + [u] X
Copies		20	\$20.00		▲ ▼ ✎ + [u] X

New Order Item

---

**SUBTOTAL      \$44.00**

Save Order for Later Checkout

**Edit options include:**

Move row, Edit row,  
Duplicate row in times,  
Duplicate document #,  
Delete Row.

Users can save partially complete orders until the close of business—at which point the system automatically cancels them. Saved orders can be configured for further processing by the User who saved the order or by any of the available Users.

Document labels and receipts can be configured by Order Type for electronic generation or printing on a special receipt and label printer. Electronically generated labels are positioned in whatever "white space" the system detects on the page and are easily moved by mouse or by touch. In addition to the electronically labeled page, the original, non-labeled page is stored to allow for future identification of easily correctable mistakes. If needed, cover pages are also available.

The Vanguard Records Management system Indexing/Verification service is designed to have the same user interface as the Order service. With this parallel, Users that transition from one job duty to another will require little or any System application training.

For example, the tab delimited "Parties" data entry form is the same in the Order service or in the Indexing/Verification service:

General	Reference	Parties	Property
<b>Grantor</b>			
<b>Business/Last Name</b>	<b>First Name</b>	<b>Middle</b>	
Tello	Bernardo	S	X
Sanchez	Adriana	A	X
Washington Mutual Bank			X
+ New Grantor			
<b>Grantee</b>			
<b>Business/Last Name</b>	<b>First Name</b>	<b>Middle</b>	
Tello	Bernardo	S	X
Sanchez	Adriana	A	X
Washington Mutual Bank			X
+ New Grantee			
Clear			
		Cancel	Submit

The form tasks – Clear, Cancel, Submit are completely configurable by service. The Order service, for example, will have an "Add to Order" task instead of a "Submit" task.

CRS contains a complete set of customizable reports for preview, print, email, or saving as a PDF.

All CRS reports can be scheduled for delivery at set times or can be triggered for delivery as a response to another CRS action.

CRS reports include (but are not limited to):

- Financial transactions
- End-of-day balancing
- Fund allocations
- Daybook reports
- Alphabetic indexes
- Document data history
- User productivity

**IMPORTANT NOTE:** Vital Records, specifically birth and death certificates, can configure for direct importation into the Vanguard Records Management system. However, this option depends on cooperation and permission from the State of Texas.

## ELECTRONIC RECORDING (eRECORDING)

CRS accepts electronically submitted documents as long as the provider adheres to the standards set by Kofile. For example, only the County's allowed Order Types are accepted for electronic recording.

Upon receipt and acceptance, electronic recordings submit directly to the CRS Order Queue for processing. Unless otherwise configured, electronic recording filings are not given special priority and are received into the Order Queue like any other recording order. If needed, CRS can be configured to restrict processing by User Group or by Location (for example only in the main office).

Users will have an option to review the documents submitted and either record or reject the payload:

**Vanguard County**

Orders 13 Capture 10 Indexing 54 Reporting Front Office

Order # 20130806-0004  
Recording Date: 8/6/2013

Account #	Email	Name	City	State	Zip
PPG477	ccs@vanguard.com	CCS	Dallas	TX	75000

Address: Property Records 1158 Oak Drive # 25

**Order Summary - ORDER # 20130806-0004**

Order Type	Count	Status
Land Records	3	E-Record Submit
Land Records	16	E-Record Submit
Land Records	8	E-Record Submit

**TOTAL**

Save Order for Later Checkout  
Reject Order Sending Back to Submitter  
Send Order to Capture Queue  
Save Order for Later Checkout

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**Image**

**RELEASE OF INTEREST**

JOHN L. DANNEBERG, LLC (hereinafter "DANNEBERG") is the owner of the property described in the attached document. DANNEBERG hereby releases, conveys, and assigns all of its right, title, and interest in and to the property described in the attached document to the County of Dallas, Texas, for the purpose of recording the same in the public records of the County of Dallas, Texas.

Original Manager: CHERYL A. NOTER and ROBERT L. NOTER  
Original Manager: MORTGAGE ELECTRONIC REGISTRATION SYSTEM, INC. (MERS)  
Date Recorded: 8/6/2013 10:00:00 AM in Dallas, Texas 75001  
Document ID: 20130806-0004

Property Address: 1158 OAK DRIVE, DALLAS, TX 75001

**MORTGAGE ELECTRONIC REGISTRATION SYSTEM, INC. (MERS)**  
On 8/6/2013

STATE OF TEXAS  
COUNTY OF DALLAS

On 8/6/2013, before me, R. J. JONES, a Notary Public in and for the State of Texas, personally appeared John L. Danneberg, Jr., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Witness my hand and official seal this 6th day of August, 2013.

R. J. JONES  
Notary Public, State of Texas, My Comm. Expires 08/12/2016

(This area for notary use only)

Payloads submitted through CRS are traceable by the service provider ID for a complete processing history. If the payload is rejected and resubmitted, users can view reasons why it was originally rejected. CRS allows users to search past orders by provider ID and filer name.

Rejection reasons can be configured for free-form text or for selection from a pre-defined list.

Payment for electronic recordings is set up to draw down from the service provider's account, but it can also be configured to accept credit cards or ACH.

CRS contains a full set of eRecording reports including:

- Counts processed by day by filer
- Document types processed by day
- Rejections and reasons by day

---

## MARRIAGE APPLICATION AND FILING

The **Vanguard Records Management** system Marriage license application is available electronically and is accessed in one of three ways:

- Online at the County Website
- At the Panola County Station/Kiosk
- In person at the County Office

Driver license scanning devices are configured as requested at both the County Kiosk and the User workstations. Applicants can swipe their driver licenses to fast-fill all of the applicable fields.

Upon completion by either or both parties, the marriage license application is automatically assigned a System order number to process immediately or to continue processing when both applicants are ready. Once the marriage license application is processed and payment is received, a customized County marriage license is generated and printed for the parties to return after the ceremony.

When the marriage license is returned for recording, users may query the **Vanguard Records Management** system by any of the marriage license application fields including (but not limited to): order number, party name, and driver license number. If the application is found, the CRS is configured to automatically fast fill any index fields from the original application.

Users can scan recordable marriage licenses in batch or attach the scanned image to the index.

---

## BIRTH AND DEATH CERTIFIED COPIES

Birth and Death Certified Copies are configured as needed to print on the State of Texas mandated certified copy paper.

Each certified birth and death copy processed is tracked by location, by user, and by date and time requested. The **Vanguard Records Management** system can be configured to disallow 'n' number of same certified copies within 'n' number of days without Administrative User approval.

Users can query the **Vanguard Records Management** system at any time of the day to report:

- Number of copies printed for each name by day
- Certified copies issued by User

The **Vanguard Records Management** system contains an optional audit module, which allows the County to track which certified number was given to which order and by which User. The information gathered in this module can be used for research and/or reporting.

## PUBLIC RESEARCH

The Vanguard Records Management system's Public Research or Public Search is a high-performance full text search engine designed to retrieve data and images with minimal search criteria through an intuitive user interface suited for both a novice and the most advanced user.

Vanguard Records Management's Public Research application is completely configurable to work both inside, as well as outside, the County office. The Public Research application deployed for end users working from the office or home is the exact application seen in the County. A configurable less-restricted Public Research application for the County staff will look and feel no differently than that of the Public Research application used by the end users.

The System's Public Search engine includes many of the latest search engine features including:

- Powerful query types including phrase queries, partial phrase or wildcard queries, proximity queries, range queries
- Hit highlighting
- User configurable sort results
- Sorting by any field
- Simultaneous update and searching configurable by department

The Vanguard Records Management system Public Search is designed to return as much data as possible without having to click through endless screens to get to the information. Initial search results grid can be configured to include as many columns as needed and in whatever order needed:

ard Ka x

121.141.78/18257/Home/index/1

Register Sign In  
Cart 1

**Vanguard County**

Real Estate Assumed Names Miscellaneous Maps Marriage

**Real Estate Search** Records: 4/15/2013 to 5/14/2013

SMITH [Recent Searches](#) [More Options](#)

Reset Search

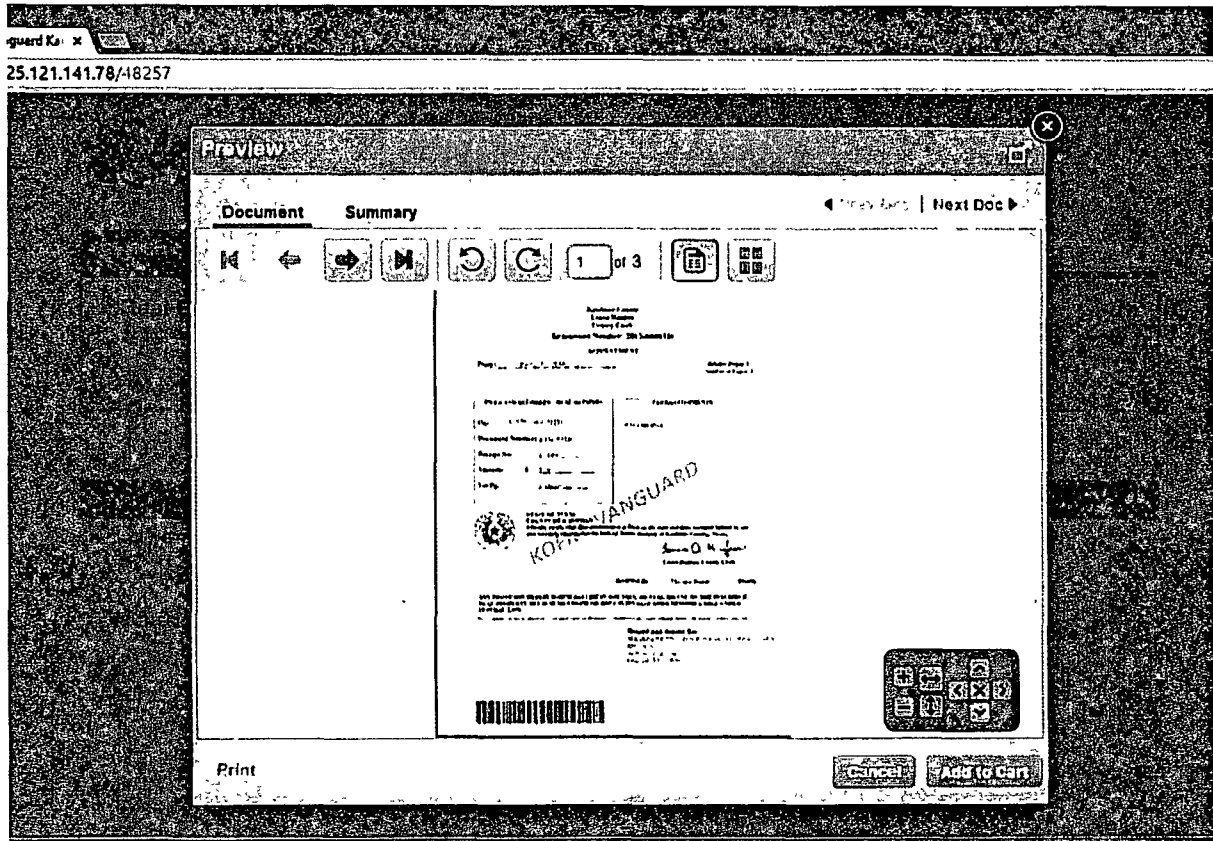
Items: 46 [Export Results](#) [Add All to Cart](#) Items per page: 25 [Sort: Doc](#) Page 1 of 2

Grantor	Grantee	Document Type	File Date	Docs	Legal Description	Book/Page
BANK OF AMERICA NA	SMITH ROBBIE	AT-APPOINTMENT OF TRUSTEE/SUBSTITUTE TRUSTEE	5/3/2013	8338	Abstract 0002 Part Acres 12.503 DO WILLIAMS SUR	★
BEARDEN ERIC	TEXAS BANK & TRUST CO	MOD-MODIFICATION	5/10/2013	8776	Abstract 0450 Part Acres 2.934 S SMITH SUR	★
BENTON JOSEPH	FIRST STATE BANK MESQUITE	MOD-MODIFICATION	5/7/2013	8473	Abstract 0444 Part Acres 8.73 WM SMITH SUR Abstract 0444 Part Acres 0.20 WM SMITH SUR	★

The Vanguard Records Management system Public Search image viewer provides all of the standard image manipulation tools:

- View as Thumbnails
- Panning
- Rotate
- Zoom in/out
- "Fit to"
- Go to page
- Move up/down, left/right

The Vanguard Records Management system Public Search image viewer can be resized and docked per the user's preference. Once set, user preferences will persist as cookies.



Vanguard Records Management's Public Search cart allows users several methods of delivery:

- Download
- Print
- Email
- Certified Copy (to be mailed back upon processing)

The System's Public Search interfaces directly with the System Order service, allowing Users to order and/or pay for certified copies—sending the order directly to the County Order Queue for processing.

Cart downloads have the option to save images in one of two formats: PDF or TIF

New to the Public Search is Vanguard Records Management's "kDrive." Upon site registration, users can store and share as many documents in up to 25 separate title collections researched. kDrive collection names are strictly up to the user and are stored until deleted by the user. kDrive collections can be shared with other users in user's Company Account.

121.141.78/48257

**Vanguard County** Register Sign In  
Cart 2

**Real Estate** Assumed Names Miscellaneous Maps Marriage

**Real Estate Search** Records 4/15/2013 to 5/14/2013

SMITH  
Reset Search

Recent Searches More Options

Items: 46 Export Results Add All to Cart Items per page: 25 Sort: Dot Page 1 of 2

Grantor	Grantee	Document Type	File Date	Doc #	Legal Description	Doc/Page
BANK OF AMERICA NA	SMITH ROBBIE	AT-APPOINTMENT OF TRUSTEE/SUBSTITUTE TRUSTEE	5/3/2013	8338	Abstract 0603 Part	★ 📄 🛒
BEARDEN ERIC	TEXAS BANK & TRUST CO	MOD-MODIFICATION	5/10/2013	8776		★ 📄 🛒
BENTON JOSEPH	FIRST STATE BANK MESQUITE	MOD-MODIFICATION	5/7/2013	6473		★ 📄 🛒

**Add to my kDrive**

Collections

Select Collection

Cancel Add

Abstract 0444 Part  
Acres. 0.20 WM SMITH  
SUR

The Vanguard Records Management system Public Search allows the County to determine fees charged by department. Discounts or subscriptions are available for the power users who prefer not to pay per access or per document. County-provided Company accounts (draw down), as well as all major credit cards, are accepted.

---

## DATABASE CAPABILITIES

The database supports two main levels of system functionality:

- (1) System Features
  - (2) Cashiering Functionality
- 

### SYSTEM FEATURES

#### Flexibility

The **Vanguard Records Management** system is a set of integrated application modules. These modules combine to produce menu level access to various modules for different users, as deemed appropriate, and to prohibit users from accessing modules that do not apply to them. All modules are browser compliant. At any given time, this allows user to launch another application via a new browser instance without close out or saving current work. Users are granted access to several modules simultaneously. In addition, each function runs with parameters set to permit the masking of specific functions from any user. These parameters set automatically from the security module and/or as the functionality of menu level access.

#### Elimination of Redundant Data Entry

The system database is a unified database. It handles all of the functional needs of the office and, at no time, requires redundant data entry. At each processing step all data previously entered displays for further processing. Fields computed as formulas fill automatically. At any point in the records management process, authorized users can override corrections to the data previously entered. As data flows through the system, it "expands" with processing completion.

#### Task Switching

The operator's capability to rapidly switch from task to task is an unacceptable oversight. For example, **Vanguard Records Management** permits a data entry operator, in the midst of a data entry operation at the data expansion module, to switch to an inquiry screen to perform a lookup. The operator may then switch back to the data entry screen and resume the entry at the exact point stopped without losing any data.

#### Pop-Up Windows

Pop-up or pull-down windows are present in any module involving data input. All table-driven data, such as document types codes, fee schedule, common names, and other, present as either drop-down list boxes (pull-down) or pop-up selection windows, as appropriate.

The contents of values and comments are under the direct control of the System Administrators maintaining the tables. Data entry can occur without using the pull-down or pop-up functionality (with an automatic bypass). One can select data from these windows without actual entrance. Invalid data entry in a coded field automatically activates the drop-down or pop-up functionality. Drop-down list boxes support first letter pattern matching to speed code location. Pop-up windows allow an exact search to limit results for large code tables.

**CASHIERING  
FUNCTIONALITY****Cashiering and Document Reception**

This function supports multi-line and multi-station document reception, bar code generation, instrument numbering, clocking, fee calculation, accounting, and creation of the recorded document. The Panola County installation will utilize the **Vanguard Records Management** system cashiering function in its real property, vital statistics, and marriage recording functions and assumed names.

**Calculating and Accounting for Fees**

The system automatically prices all documents and services using the System Administrator-controlled table driven fee schedules. It will spread the transactions over multiple accounts. Fees combine into standard fee groups, which can associate with document and/or transaction types. Revenue from non-recording operations are easily entered into the system and associated with the appropriate accounts.

The system has easy-to-use functions to address "multiple" documents and single physical documents recorded and indexed as several documents. Additional fees are collected for the entry of each document type. Index data is maintained so that each entry is separately indexed. At the same time, multiple entries are automatically associated with the same document image. Tracking of "no-fee" and "no-fee" stamped documents is a standard feature.

The document input process creates an index record for each recorded document and assigns the instrument number for each document. The instrument number, and related recording information, prints on the document. The instrument number rollover period is maintained in the instrument number control table, with standard rollover periods determined by the System Administrator.

**Batch Recording**

The System provides support for the batching of documents. With this method, consecutive instrument numbers are assigned to documents utilizing bar code technology, as described in the RFP. Standard document instrument input in the system is a batch process, in which the case of a single document is treated as a one-document batch. **Vanguard Records Management** automatically prices all related documents entered into the document recording and cashiering software. Upon the entry of the end of a batch of related instruments, the fees are collected for the entire batch. At this point, the system assigns consecutive instrument numbers.

**Assigning Instrument Numbers**

The system automatically sequences instrument numbers to service multiple reception lines and multiple batches. Consecutive numbers are assigned at the end of the recording transaction.

**Accounting**

The system provides accounting functions to records management. Transactions provide a complete audit trail by user/cash drawer for reconciliation, and also

generate revenue and statistical reports. Each batch of recorded documents or financial transactions is assigned a sequential receipt number for tracking through the software. Receipts can print on the cashiering workstation printer.

Maintaining tight controls ensures the proper collection and distribution of fees. In order to complete transactions, the cashiering software ensures the collection of adequate fees. This feature helps Panola County reduce the number of document rejections for inadequate fees. Security strictly controls the financial adjustment, over/short, and accounts receivable supervisory. An audit trail is maintained for all financial adjustments and indicates adjustment date and user ID. It also provides views of both the original and adjusted data.

Additionally, the cashiering software will automatically crosscheck customer accounts at the time of recording. This ensures that the account is active, has sufficient funds if "draw-down," or is within credit limit boundaries in a charge account before allowing for recording of documents.

#### **Instrument Number, Date, and Time Printing on Documents**

The system prints directly onto the documents as a part of the recording process. This data set includes the instrument number, date, and time, as well as any other standard recording information.

#### **Balancing**

To support balancing and revenue reporting, summary and detail reports are available by date range. The system assigns and categorizes revenue for all documents at the recording point. Supervisors can enter system adjustments are entered and merge report data. The system calculates all totals.

The Daily Check Report prints, upon request, a list of all of the day's cashier-received checks and combined for all cashiers. This report can run for any department, separately or combined. It also summarizes cash position and can function as support documentation for bank deposits.

**Vanguard Records Management** can automatically generate transaction entries for specific accounts and provide reports for entry into a countywide general ledger system, if desired.

#### **Accounts Receivable**

The system has an integrated accounts receivable module. This module supports "drawdown" accounts for customers with money deposits on account (in advance of service or set up as charge accounts). At the time of recording, the system enforces sufficient funds for drawdown or credit limits for charge customers. An on-screen, current date account record is maintained, and the system can generate billing statements.

All charged transactions are reported on standard accounting reports, as well as billing and customer account information reports (balance, activity, low balance).

**Pre-Indexing of Documents**

For all cashiering terminals, the system records the following information items for pre-indexing:

- Number of pages
- Deposit account name (Title Companies—optional)
- Grantor or Grantee at cashier's discretion (look-up table)
- Recording number
- Fees (calculated by system)
- Date (auto-fill)
- Time (auto-fill—Clerk has ability to manually override the clock)
- Other information items based on the installation

The data listed above, as entered at the cashiering terminal, is immediately available to the data entry/index clerk. There is no redundancy in the data entry effort. Panola County may choose to activate other available indexing database fields as optional or mandatory fields in addition to those listed above.

**Enable Entry of Information at Document Reception Terminal(s)**

The system has the ability to enter indexing data while entering the receipt. This feature will enhance Panola County's ability to process documents at a higher throughput rate.

All grantors and grantees can be added during cashiering, and will pass through to the Indexing module, eliminating the need for duplicate entry. Names and mail-back can be turned on and off by the System Administrator, based on office workflow preferences. Document number, document type, book/page, date/time, names, and mail back are available to for public search following receipt processing.

**Receipt Printing**

With the generation of a full or slip receipt, the instrument number, date, time, itemized fees, first Grantor and Grantee, name of jurisdiction, cashier ID, and register number are all presented. The receipt can return to a "walk-up" in real time.

**Endorsing/Validating Checks**

Cashiering workstation printers can endorse checks. The System Administrator maintains the text printed as a validation in a control table.

The database construct and associated functionality are enriched with a "best-of-breed" indexing module, which has several layers of features to enable quick responses and ease of use.

## SCANNING/IMAGING SOFTWARE

The main link of the scanning/imaging software is to bridge to the indexing module. It provides the means to scan documents. It the capability to "marry up" images and indexes.

### INDEXING MODULE

Although Kofile has proposed to perform the indexing work as an out-sourced function, its functionality is described to comply with RFP requirements.

The indexing module is customized for each Panola County recording function. For real property records, Kofile indexes the document. However, for vital statistics and marriage licenses, the County will fulfill this function.

The indexing module is the main data entry module. It is here that data is entered, corrected, and sorted, and an alphabetical month-to-date listing prints daily. All indexing functions generate verification, missing number, numeric, missing image, and summary reports. Although the index record for each document is created via the recording (cashier) module, and the cashiers can, if necessary, enter all data elements, most data entry will occur in the data entry module. Operators may abstract additional data and add it to the index, correct errors made in recording, check names, and make cross-references to other documents.

To facilitate the manual entry of indexing data, the user has the ability to press "next consecutive" or "next non-indexed" when moving from document to document, based on office workflow. Mailing labels can generate and all images can display with any indexing function.

- **Screens Allow Rapid Data Entry**

Screens are designed for rapid data entry. Data elements are immediately accepted and validated at the client workstation. Records transmission is achieved through the client software and complete in less than one second per record.

- **Repeat Common Data**

The user (operator) has the ability to duplicate all indexing fields to eliminate any unnecessary entry. Vanguard Records Management provides a repeat key—which can duplicate any data element from the same field on the previous screen. Standard repeat keys include repeat references, document detail, legal description, and mail back. Also, names can be copied from the last or any document into the current one.

- **Verification**

There are three methods of verification:

- 1) Print verification—the actual document is compared with a printout
- 2) Sight verification with update correction by document
- 3) Key verification—selected data is double keyed and compared for accuracy

- **Edits**

Most input fields are designated "Required" or "Not Required." This depends on the type of data undergoing entry. Many edited fields can have editing values changed on-line via table maintenance routines. This function takes effect immediately without code changes or recompiling.

- **Change Tracking Journal**

The Vanguard Records Management system includes a Change Journal that captures changes made to the following fields (among others): document type, time, date, book/page, instrument date, comments, and names. All changes are made available for public searchers.

- **Multiple Screens**

The system configures with multiple data input screens for different document classes. Alternatively, use of a universal screen is acceptable as long as the system understands which fields are completed for each document class—automatically advancing the cursor to the next field. However, operators can override the system and enter data in any field.

The system will present required fields for a specific document type. The system will read the value in the "document type" field and adjust accordingly. If document type is in error, the operator can correct it. This eliminates unnecessary tabbing from field to field. At the completion of all necessary fields, the cursor moves to the last position for record input.

---

## SCANNING MODULE

In the scanning module, documents will process in one of three ways:

- 1) During cashiering after the receipt processes
- 2) During indexing
- 3) Scanning by batch after the completion of cashiering and indexing—with or without bar code technology

The document images are available to the public upon indexing. In some instances, the office may scan documents immediately. At other times, documents accumulate for batch scanning. Kofile presents these options because Panola County may switch workflow upon system implementation.

- **Index Records Matched to Scanned Images**

All filings are pre-indexed by the Recording process with an instrument number, entry date and time, volume and page, and other defaults assigned. Vanguard Records Management employs a scheme of matching index to associated image via unique document identifiers.

- **Signal System When a Document has been Scanned**

The operator can indicate the end of a document by a single keystroke. The system provides an immediate page check, reconciling pages entered at document reception versus pages scanned. This allows the operator to add any pages missed at scan time or correct the error made in page count at document reception.



## PUBLIC SEARCH SOFTWARE

Panola County needs to provide a reliable public inquiry. Kofile's module provides access by the public and staff to index information and images. The system provides fast inquiry of any index selected by a keyed value in the database. The response time is usually less than three seconds.

- **Ease of Use**


All public inquiry functions are designed for users without extensive computer experience. It is Kofile's goal to serve the public and avoid burdening the local office to provide County support or training to the public. A browser is the user interface and most functions are accessed with both touch screen and/or without a mouse.

- **System Limits On Searching**

If a user requests information from the index and does not sufficiently qualify the search, the system request the user enter information that is more specific. For example, if there are a million records with the last name Jones, and the user enters only last name of Jones, the system will inform the user to enter a first name or date range to qualify the search further.

The application determines the size of result lists before the results retrieval. Control records allow System Administrators to limit search results and require the entry of additional search parameters when result lists are deemed too large.

- **Searches For Partial Strings In Names**



Standard searches are either by exact string or partial string of leading characters. The System is not case-sensitive.

- **Results Of Search Displayed On Screen**


Search results are display on screen, in list format, when more than one record is located, or in detail format if a single record matches the search criteria. Users can bring up the related document image via a single function key.

- **Customers Request Copies**

Customers may request copies directly from the public terminals and these printouts route to the appropriate printers. The system calculates fees and informs the customer of charges. The customer can either enter identifying initials or cancel without completing the copy request.

- **Search Program Flow**

Vanguard Records Management displays single record detail screens when a single result is found or a list of results (with a pick box if there are multiple records). The user can scroll through the entire results range. The display order of the documents is based upon primary search, and determined by the search parameters entered by the user.



To select documents, users may highlight or check one or more rows in the results window. Detail screens and the image (if applicable) are available for each item selected. The list of data includes, but is not limited to, document type, names, and book and page. Both the results screen and detail screen data are printable. The operator can return to results screen or menu from the detail screen.



- **Image Display**

When document detail displays, the image automatically displays in the multiple or single record search results window—in full on a high-resolution imaging monitor in readable format. Functions, such as page navigation, zoom, rotate, resize, and other, are supported in the image display window.



- **Image Printing**

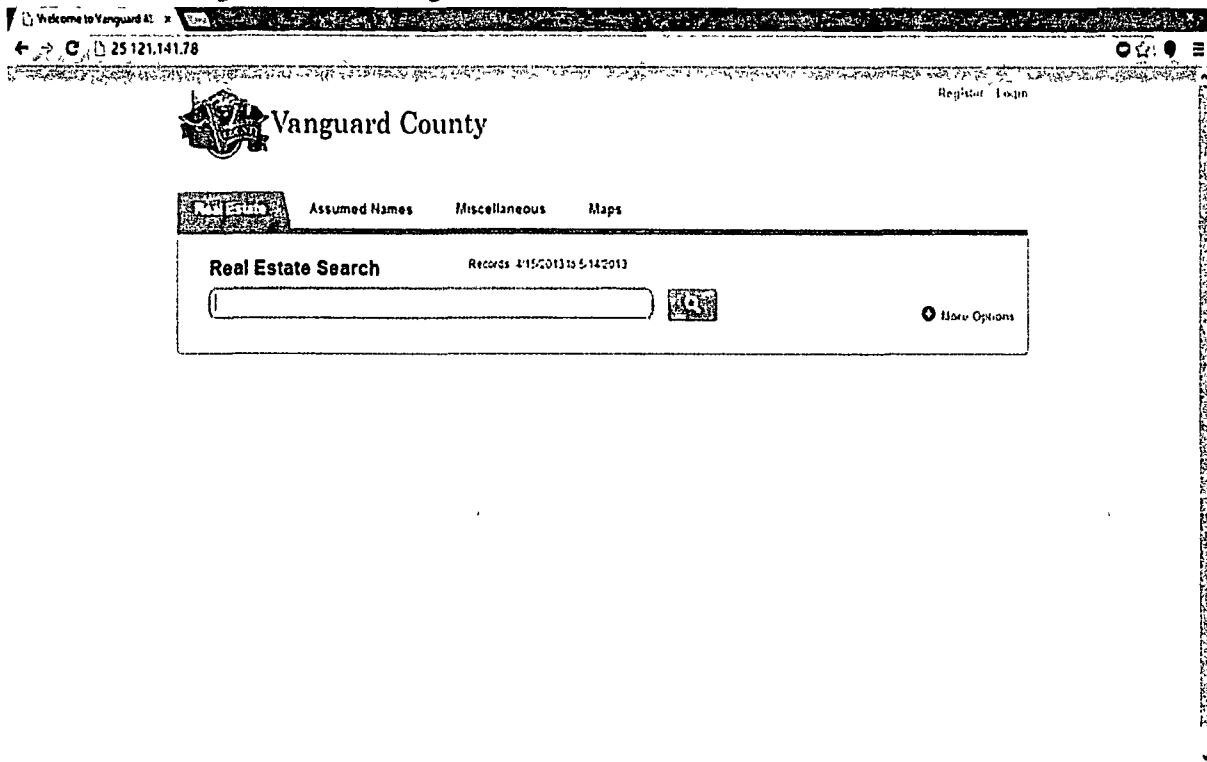
Documents print directly from the index, with or without prior image display. The image can print at a network or local printer. Images can download or email in .pdf or .tiff format. They can also save on the user's workstation.

## GRAPHICAL USER INTERFACE

The Vanguard Records Management system is a browser-based cloud application. As such, its User Interface is standard for browser-based applications. Kofile emphasizes that the interface is designed to function with touchscreens, and/or keyboard, and/or mouse, and/or touchpads – all are configured in the suggested system configuration. Additionally, the system will function on standard PC workstations or tablets.

The following screen shots demonstrate the search process—which is straightforward, simple, and accurate:

### Search Home Page and Search Engine:




## Search for "SMITH":

Welcome to Vanguard AL 2512114178

Vanguard County Register Login

Real Estate Assumed Names Miscellaneous Maps

**Real Estate Search** Records: 4/15/2013 to 5/14/2013

SMITH  [More Options](#)


## "SMITH" Search Results:




Welcome to Vanguard AL 2512114178









Vanguard County Register Login

Real Estate Assumed Names Miscellaneous Maps

**Real Estate Search** Records: 4/15/2013 to 5/14/2013

SMITH  [More Options](#)

Items: 45  [Print Results](#)  [Export Results](#)  [Language](#) Items per page: 25 [Page 1 of 2](#)

Created	Grantee	Document Type	File Date	Doc#	Legal Description	Book/Sheet	
BANK OF AMERICA NA	SMITH ROBBIE	AT APPOINTMENT OF TRUSTEE/SUBSTITUTE TRUSTEE	5/3/2013	8338	Abstract 0502 Part Acres: 12.00 DO WILLIAMS SUR		★  
BEARDEN ERIC	TEXAS BANK & TRUST CO	MOD-MODIFICATION	5/15/2013	8775	Abstract 0451 Part Acres: 2.934 S SMITH SUR		★  
BENTON JOSEPH	FIRST STATE BANK MESQUITE	MOD-MODIFICATION	5/7/2013	8473	Abstract 0448 Part Acres: 8.73 WU SMITH SUR		★  
CANJO MARIA FELIX	SEANAY CRUCE PIPELINE COLLC	EASEMENT	4/25/2013	7723	Abstract 0403 Part Acres: 0.67 TF SMITH SUR		★  

Search More Options (this only applies to document with available indexes):

Welcome to Vanguard! 25 121 141 78

**Vanguard County** Register Login

**Real Estate Search** Records: 4/15/2013 to 5/14/2013

SMITH

Document Groups: ☒ All ☐ OFFICIAL RECORDS ☐ RELEASE OF LIENS ☐ AMENDMENTS ☐ DEEDS

Party Type: ☒ All ☐ Grantor ☐ Grantee

Search: ☐ All ☒ Names ☐ Doc Group ☐ Legal ☐ Book ☐ Doc#

Recorded Date Range: [ ] to [ ]

Items: 45 Print Results Export Results Add to Favorites

Items per page: 25 Page 1 of 2

Grantor	Grantee	Document Type	File Date	Doc#	Legal Description	Book/Page
BANK OF AMERICA NA	SMITH ROBBIE	AT-APPOINTMENT OF TRUSTEE/SUBSTITUTE TRUSTEE	5/2/2013	8338	Abstract 0602 Part Acres 12.503 DO WILLIAMS SUR	★ Ⓜ Ⓜ
REARDEN ERIC	TEXAS BANK & TRUST	MODIFICATION	5/15/2013	8776	Abstract 0450 Part	★ Ⓜ Ⓜ

"SMITH" More Options—Name Only:

Welcome to Vanguard! 25 121 141 78

**Vanguard County** Register Login

**Real Estate Search** Records: 4/15/2013 to 5/14/2013

SMITH

Document Groups: ☒ All ☐ OFFICIAL RECORDS ☐ RELEASE OF LIENS ☐ AMENDMENTS ☐ DEEDS

Party Type: ☒ All ☐ Grantor ☐ Grantee

Search: ☐ All ☒ Names ☐ Doc Group ☐ Legal ☐ Book ☐ Doc#

Recorded Date Range: [ ] to [ ]

Items: 38 Print Results Export Results Add to Favorites

Items per page: 25 Page 1 of 2

Grantor	Grantee	Document Type	File Date	Doc#	Legal Description	Book/Page
BANK OF AMERICA NA	SMITH ROBBIE	AT-APPOINTMENT OF TRUSTEE/SUBSTITUTE TRUSTEE	5/2/2013	8338	Abstract 0602 Part Acres 12.503 DO WILLIAMS SUR	★ Ⓜ Ⓜ
BANK OF NEW YORK MELLON TRUSTEE	SMITH CANDACE LYNN	RE RELEASE OF LIEN	5/2/2013	8259		★ Ⓜ Ⓜ
FAIR ROAD PROPERTIES INC	SMITH DAVID	RE RELEASE OF LIEN	5/1/2013	8145		★ Ⓜ Ⓜ
COLLARD ELAINE	SMITH RONNIE DALE DECEASED	AT-APPOINTMENT OF TRUSTEE	5/13/2013	8337		★ Ⓜ Ⓜ
BOYER TERRY	SMITH RICKY	WARRANTY DEED	5/6/2013	8451		★ Ⓜ Ⓜ
MILLIS MARK A	SMITH SHIRLEY	WARRANTY DEED	4/24/2013	7594		★ Ⓜ Ⓜ

## Search Results Row Actions:

Welcome to Vanguard 42. 25.121.141.78

Assumed Names Miscellaneous Maps

**Real Estate Search** Records: 4/15/2013 to 5/14/2013

SMITH

More Options

Items: 30 Print Results Export Results Add All to Cart

Items per page: 25 Page 1 of 2

Grantee	Grantor	Document Type	File Date	Doc#	Legal Description	Row Actions
BANK OF AMERICA NA	SMITH ROBBIE	AT-AFFIDAVIT OF TRUSTEE/SUBSTITUTE TRUSTEE	5/3/2013	8338	Affidavit 0602 Part Acres 12.503 DO WILLIAMS SUR	<div> Add to kDrive  Add to Cart  Quick Print </div>
BANK OF NEW YORK MELLON TRUSTEE	SMITH CANDACE LYNN	RE RELEASE OF LIEN	5/2/2013	8259		
FAIR ROAD PROPERTIES INC	SMITH DAVID	RE-RELEASE OF LIEN	5/1/2013	8145		
COLLARD ELAINE	SMITH ROSA DE DALE DECEASED	Aff AFFIDAVIT OF HEIRSHIP	5/13/2013	8337		
BOYER TERRY	SMITH ROCKY	W-D-WARRANTY DEED	5/2/2013	8451		
HILLS WARRA	SMITH SHIRLEY	W-D-WARRANTY DEED	4/24/2013	7524		
JPMORGAN CHASE BANK	SMITH ROBBIE	AT-AFFIDAVIT OF TRUSTEE/SUBSTITUTE TRUSTEE	4/29/2013	7895		

25.121.141.78

## Search Results Export:

Welcome to Vanguard 42. 25.121.141.78

Select Export Format

☐ Csv  
☐ Pdf  
☒ Excel

Export

## Search Results Exports to XLS (Excel):

Welcome to Vanguard 4.1 25.121.141.78

Real Estate Search

SMITH

Records: 4/15/2013 to 5/14/2013

Items: 34 Print Results Export Results Add to Cart

Items per page: 25 Page 1 of 2

Grantor	Grantee	Document Type	File Date
1 BANK OF AMERICA NA	SMITH ROBBIE	AT-APPOINTMENT OF TRUSTEE SUBSTITUTE	03 03 2013
2 BANK OF NEW YORK MELLON TRUSTEE	SMITH CANDACE LYNN	RE-RELEASE OF LIEN	03 02 2013
3 FAIR ROAD PROPERTIES INC	SMITH DAVID	RE-RELEASE OF LIEN	03 01 2013
4 COLLARD ELANE	SMITH RONNIE DALE DECEASED	AH-AFFIDAVIT OF HEIRSHIP	03 13 2013
5 BOYER TERRY	SMITH RUCKY	WD-WARRANTY DEED	03 06 2013
6 HELLIS MARK A	SMITH SHIRLEY	WD-WARRANTY DEED	04 24 2013
7 JP MORGAN CHASE BANK	SMITH ROBBIE	AT-APPOINTMENT OF TRUSTEE SUBSTITUTE	04 29 2013
8 AIGERS	SMITH ROGER A	RE-RELEASE OF LIEN	02 06 2013
9 MORTGAGE ELECTRONIC REGISTRATION SYS	SMITH PATRICK	RE-RELEASE OF LIEN	04 17 2013
10 MANNING JACK AGENT	SMITH BRIAN	RLC-RELEASE OF LIEN CLAIMED	02 06 2013
11 DEES MARY	SMITH DANIEL O DECEASED ESTATE	WD-WARRANTY DEED	02 02 2013
12 TRAPPER RUTH A TRUSTEE & AGENT	SMITH DOUGLAS K	AF-AFFIDAVIT	04 22 2013

## "SMITH DAVID" Document Preview:

Welcome to Vanguard 4.1 25.121.141.78

Document Preview

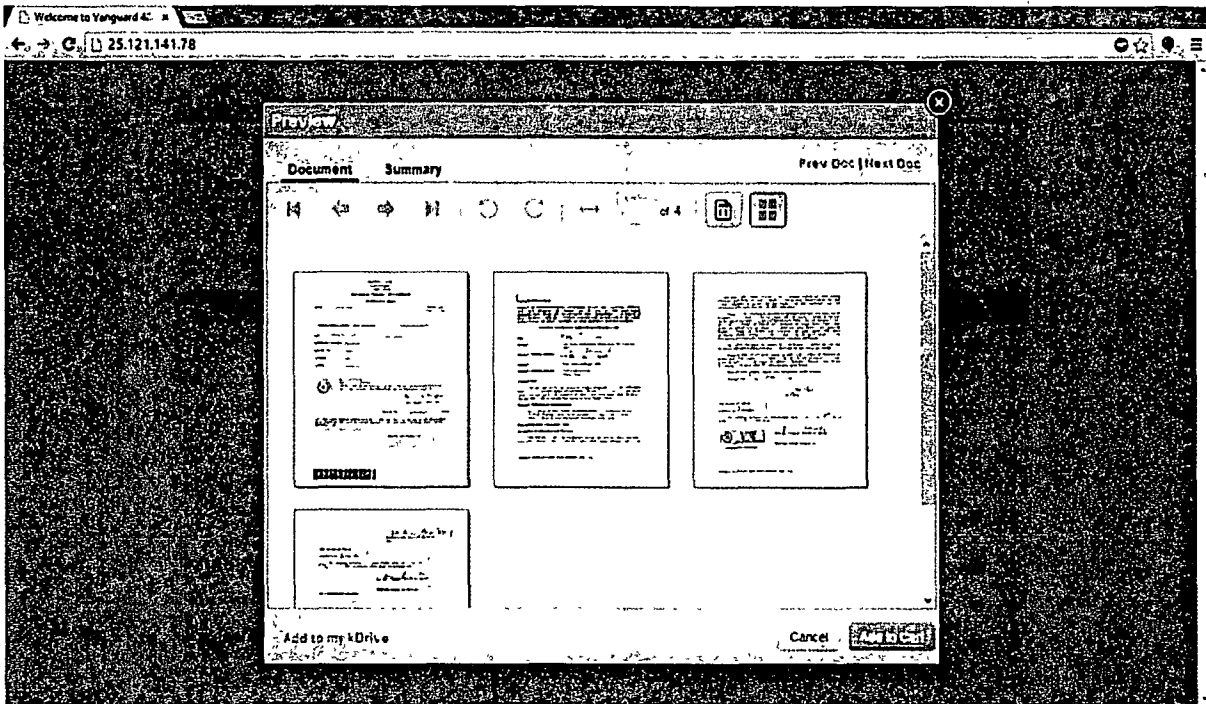
Document Summary

Pre / Doc / Next Doc

1 of 4

PDF Viewer

Cancel Add to Cart

**"SMITH DAVID" Document Thumbnails View:**

## SYSTEM ARCHITECTURE

The intent of the Kofile's Vanguard Records Management system is to create a new Real Property Document Management System in a modernized Service Oriented Architecture (SOA).

### ARCHITECTURAL GOALS OF VANGUARD RECORDS MANAGEMENT

#### **Framework Based Architecture Development and Management**

The architecture is framework-based to ensure that the functionality from other products easily integrates into the existing solution—with a high focus on reusability of existing services and minimum customization. It is essential that architecture management is an ongoing process with active involvement. The solution will establish processes to ensure that the design and developed solution is compliant to the overall framework.

#### **Standardized Set of Services**

The Framework provides a set of common and standard services to serve as the basis for reusability and application development. This set of services will abstract the functional and non-functional requirements into lowest level granular individual abstractions. Also services are accessible independent of implementation and transport.

#### **Openness and Industry Standards**

The Framework uses/adopts proven, mainstream technologies to minimize risks. The Architecture is open and adheres to industry standards to provide for greater flexibility and longer life cycle of solutions. It is designed to absorb additional business requirements without re-architecting.

#### **Scalable**

The three dimensions of scalability are volume, concurrency, and functionality. Decisions on the underlying technology infrastructure factor all three dimensions. The architecture will have the ability to increase system capacity by upgrading hardware and software without extensive modifications to the application software. Any solution demands the ability to scale up by using faster hardware (single machines) or scale out by using more hardware (multiple machines). This has more significant implications for program design.

#### **Security**

The proposed solution promotes adequate safeguards for confidential information. Security measures within the solution take into account the following concepts: Authentication, Authorization, Data Protection, and Auditing, amongst others.

#### **Performance**

Performance based on the user requirements is particularly important, and the solution ensures that performance goals are met. The solution considers factors like bandwidth constraints, Server or network capacity, Server traffic, and Application processing constraints—all while planning the deployment solution. The aim is to avoid unnecessary complexity or overhead that degrade performance.

**Software as a Service (SaaS)**

The solution is extensible for hosting in an ASP model and is available as a Software as a Service.

**Availability**

Availability is the time a system or component is online and ready to perform. Availability is closely related to reliability, in that availability is a system's reliability plus the time required to reach normal operations from an offline status. Though current documented requirements do not warrant a >99.9% high availability, future requirements will demand the provision of Software as a Service (SaaS) through an ASP model. This requires planning of a solution with high availability.

**Maintainability**

The solution is architected for easy maintenance and repair. Maintainability is defined as the ease in which a software system or component is modified to correct faults or errors, to improve performance, or to adapt to new functionality. Maintainability is a measure of how easy it is to keep the system functioning.

**Accessibility**

The proposed solution ensures an equal access to all include users with cognitive and physical disabilities. Therefore, the architecture presents a solution as flexible as possible to accommodate the maximum number of users possible as well as produce a solution compatible with assistive technologies (e.g. screen readers).

**Ease of Deployment**

The solution has deployment requirements from a two-user installation to an extensive multi-server farm based installation. The architecture factors in vertical or horizontal solution partitioning, and it easily defines installation mechanisms.

**Infrastructure (Hardware, Software, Network) Requirements**

Infrastructure costs are factored to ensure that the overall solution cost does not produce an unviable proposition for County implementations.

**Business Continuity Oriented**

Framework takes into account appropriate fault tolerance and disaster recovery mechanisms to ensure availability of systems.

**Total Cost of Ownership Approach**

Life-span cost of a system (development, implementation, maintenance, training, and infrastructure) is balanced against technology considerations (scalability, flexibility, ease-of-use) in decision-making.

**Architectural Extensibility**

The introduction of new services into the solution is achieved without additional significant programming effort. The software system is viewed as an implementation of the underlying business process and supports modification behaviors at runtime.

Some of the key benefits envisioned from the proposed solution include, but are not limited to:

- Reduced integration and customization cost
- Increased asset reuse
- Increased business agility
- Reduced business risk
- Increased efficiency in terms of time to market

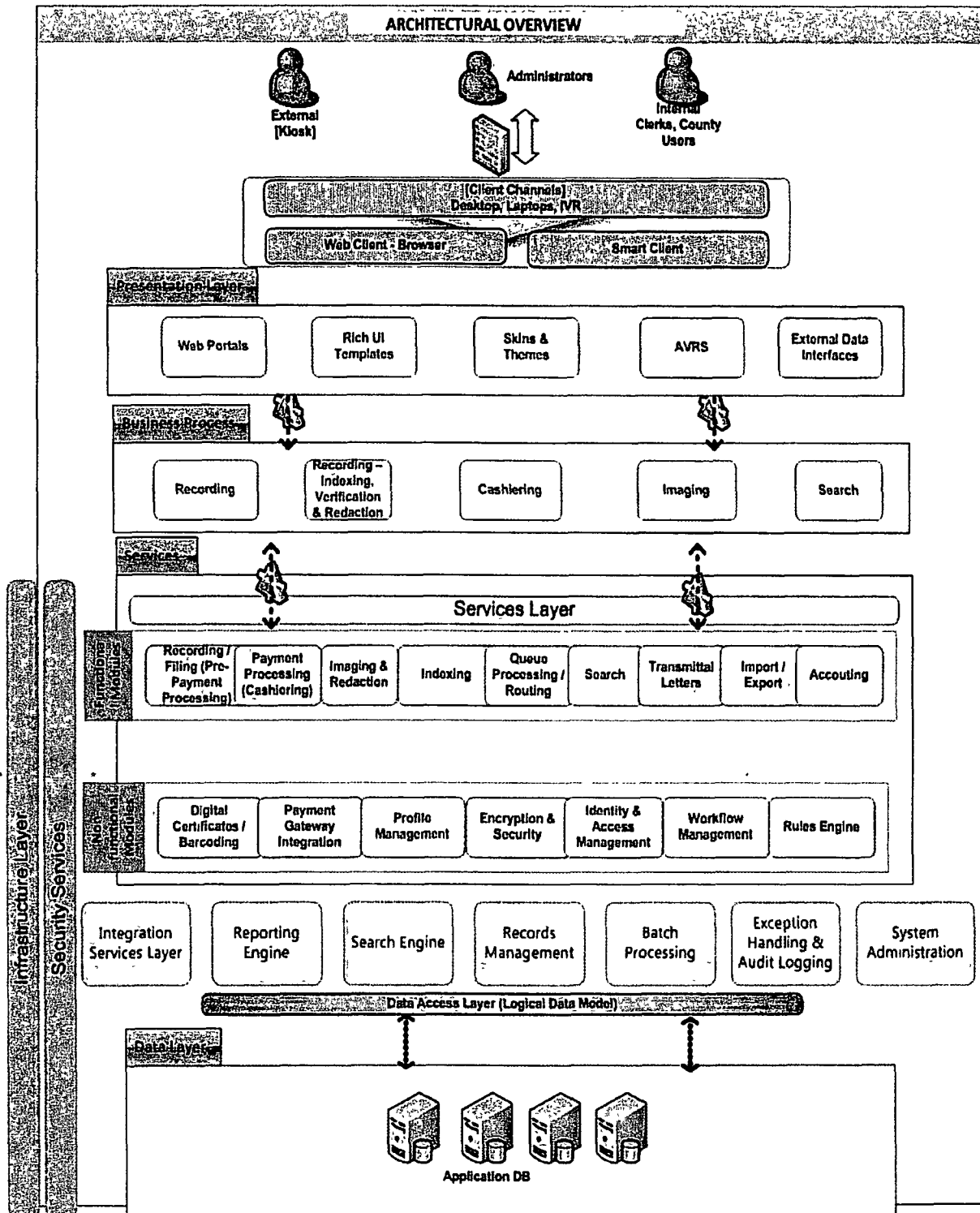
The proposed solution stack assumes the following:

- The requirements set (service requirements) exist collectively to establish the objective of the overall solution. These requirements are both functional and non-functional in nature. Non-functional service aspects include security, availability, reliability, manageability, scalability, extensibility, and latency.
- A service requirement is the documented capability that a service is expected to deliver. The provider view of a service requirement is the business and technical capabilities that a specific service needs to deliver in the context of all of its consumers. The consumer view of a service requirement is the business and technical capabilities that the service is expected to deliver in the context of that consumer alone.
- The fulfillment of any service requirement is achieved through the capabilities of one layer or a combination of layers in the overall solution stack.
- For each layer service requirements influence that layer through a specific mechanism.
- The identification of service requirements and the mapping of said requirements to each layer of the solution stack are key aspects during the design phase of the solution.

#### LOGICAL ARCHITECTURE VIEW

The following approach is used when developing the Architecture Overview in the diagram on the following page.

- The Presentation Integration subsystem decouples the user interface from the business functions and performs a translation from generic business services to user interface-specific protocols.
- Effective content management is essential in order to provide access to information of varying forms. This approach suggests the inclusion of a dedicated subsystem to create, edit, manage, search, and publish needed digital and physical content (e.g. images, electronic documents, templates, and web content) that will be used by various users.
- To facilitate effective decoupling of user interactions from business functions, a separate process-control subsystem is recommended. The subsystem bears the responsibility of controlling the execution of any business processing logic. It also allows changes in the business process to occur independently of the user interface and business services.
- A service subsystem abstracts Business and Technical functionalities as services supporting task, entity, and decision service types.



- Foundation services support the overall construction of the system. They do not implement any business **functionality**. These types of service are commonplace in enterprise systems, and **KOFILE** includes the foundation services in the conceptual architecture to differentiate these services from the business-related services.
- Security is important because the **Vanguard Records Management** system will deal with sensitive information and personal details. Therefore, a dedicated security services subsystem is required for dealing with the user authentication and authorization, service invocation, audit logging, etc. The security subsystem will provide fine-grained access control to ensure a secure system.
- Architecture will have an Application Integration subsystem to decouple the **Vanguard Records Management** system application from intricacies of interactions with various devices and external applications.
- The architecture will draw point-to-point connections between subsystems based on known interactions. These initial sets of point-to-point connections are refined as the architecture evolves.

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#### PRESENTATION LAYER

This layer provides end users with the required delivery of IT functions and data needed to meet specific usage preferences. This layer can also provide an interface for application-to-application communication.

The presentation layer of the **KOFILE** solution stack provides the capability to quickly create the front end of business processes and composite applications needed to respond to changes in user needs. This response uses channels, portals, rich clients, and other mechanisms. It enables channel-independent access to those business processes supported by various application and platforms. It is important to note that the solution decouples the user interface from the components.

Adopting proven front-end access patterns (portals, rich UI templates, Skins & Themes) and open standards can decrease development and deployment cycle times with prebuilt, proven, and reusable front-end building blocks. Use of these patterns also reduces complexity and maintenance costs through use of those common building blocks.

The solution attempts to promote a unified view of knowledge presentation as well as a single unified entry point to the supported business processes and applications. This unified entry point integrates with other foundational services, such as security (single sign-on) and trust, and significantly improves the usability of the business process and application. More specifically, it allows for the plug and play of content sources with portals and other aggregating Web applications.

The benefits of SOA, like loose coupling, interoperability and reusability, are appealing for the presentation layer because changing **Vanguard Records Management's** business process for different county implementations requires an adjustable, interoperable, and flexible user interface. A well-

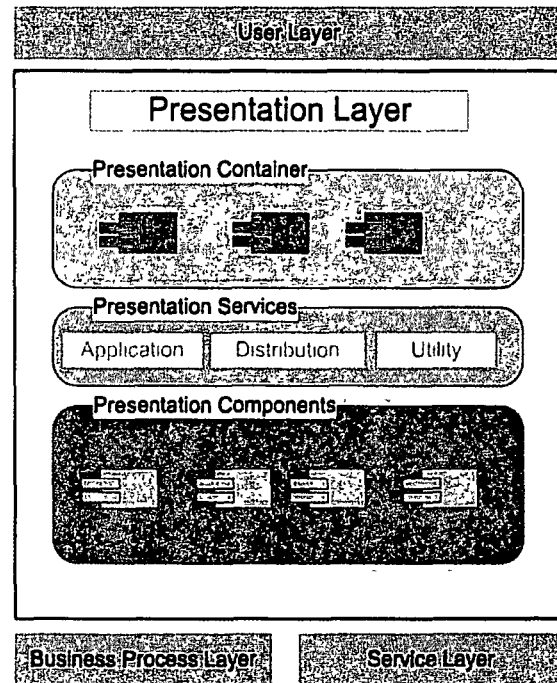
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*The methodologies presented in this section are based and drawn upon the 'Design an SOA Solution Using a Reference Architecture' by Ali Arsangani, Liang-Jie Zhang, Michael Ellis, Abdul Allam, and Kishore Channabasavaiah, 28 March 2007*

defined service interface on the presentation layer is crucial. Presentation services are different from business services.

This layer represents the interface between the user layer and **Vanguard Records Management**. The presentation container acts as a presentation service consumer and invokes several such services based on presentation components. A presentation service does not process business. Instead, it acts as a gateway between business services and users. Presentation services layers hold mainly three service types:

- Application services manage channel preferences and provide offline capability, Cache management etc.
- Distribution services manage session state, perform authentication, authorization, etc.
- Utility services provide specific presentation utility services (search, data lookup, etc).



#### BUSINESS PROCESS LAYER

The business process layer covers the process representation, composition methods, and building blocks for aggregating loosely coupled services as a sequencing process aligned with business goals. Data flow and control flow are used to enable interactions between services and business processes.

Compositions and orchestrations of services exposed in the Services layer are defined in the Business Process Layer. We use service composition to combine groups of services into flows, or we choreograph services into flows, thereby establishing applications out of services. These applications support specific use cases and business processes. Visual flow composition tools (like workflow engines) are used to design specific application flows.

This layer includes information exchange flow between participants (individual users and business entities), resources, and processes in a variety of forms to achieve a business goal. Business logic forms service flow as parallel or sequential tasks, based on business rules, policies, and requirements.

The life-cycle management for business process orchestration is also covered in this layer. This layer communicates with the presentation layer to communicate inputs and results from the various people who use the system (clerks, other end users, system administrators) through Web portals or business-to-business (B2B) programs. Business processes are driven by business requirements, which typically tend to be informal, subjective, and difficult to quantify. Therefore, it is critical to formulate properly the descriptive and subjective requirements into quantifiable, objective, and machine-readable formats to enable automatic business process composition.

The business process layer in the proposed solution stack plays a central coordinating role in connecting business-level requirements and IT-level solution components through collaboration.

**SERVICE LAYER**

This layer consists of all the services defined within the proposal. For the purposes of this solution, a functional service is considered a collection specification (one or more) of business-aligned IT functions. The specification provides consumers with sufficient detail to invoke the business functions exposed by a provider of the service in a platform-independent manner. A non-functional service is considered a collection specification (one or more) of technology aligned functions. The service specification includes a description of the service's functionality.

Services within a service layer are often versions of other services. This implies a significant successor-predecessor relationship. Exposed services reside in this layer; they can be discovered and invoked or possibly orchestrated to create a composite service. Services are accessible functions across a network through well-defined interfaces of the particular services layer. The service layer also takes enterprise-scale components, business-unit-specific components, and project-specific components, and externalizes a subset of interfaces in the form of service descriptions. The interfaces are exported as service descriptions in this layer where services exist in isolation or as composite services.

This layer contains the contracts (service descriptions) that bind the provider and consumer. Services are offered by service providers and are consumed by service consumers (service requestors).

Services are accessible independent of implementation and transport. This capability allows a service to be exposed consistently across multiple customer-facing channels such as the Web and interactive voice response.

**INTEGRATION & QoS LAYER**

This layer will focus on implementing and managing the non-functional requirements (NFR) that the services need to implement. This layer provides the infrastructure capabilities to realize the NFRs. It captures the data elements that provide the information around noncompliance to NFRs at each of the horizontal layers. Standard NFRs that will be monitored for noncompliance include security, availability, scalability, and reliability. The Integration sub-system provides a comprehensive, scalable way to connect with different multiple devices and external systems.

**SECURITY LAYER**

This layer provides security services to Vanguard Records Management as a whole across multiple layers. This layer is implemented using Identity and Access management tools to manage user identities, roles, security policies, organizations, authentication, authorization, access control, and additional services (data encryption, SSL, i.e.).

**Security Layer****Identity Management****User Management****Web Services Security****Event Logging****Monitoring****Policies**

The Enterprise System Security Services are primarily authentication, authorization, user management, web services security and security event logging.

- Identity Management comprises of Authentication and Authorization of internal/external users.
- Authentication refers to the verification of the user identity and credentials using a mixture of security mechanisms. Authorization refers to the entitlement that allows a service requester to access resources as per the predefined security policies and access rights (Role based Access Control).
- User Management refers to how identities and users are created, maintained, or revoked on termination.
- Web Services Security refers to the security functions required for protection of Web services messages—from message creation, routing, and message acknowledgement to the execution of SOAP-based service requests and responses.
- Policies are to protect sensitive data from unauthorized access.
- Event Logging and Monitoring refers to logging the events related to security like http events, authentication events, authorization events and monitoring events.

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#### INFRASTRUCTURE LAYER

This layer is responsible for creating a "Cloud Enabled" data center and provides core base infrastructure level essential services like Operating System services, Network Services, Provisioning Services, Management and Monitoring Services, etc. for the same. This layer utilizes the latest technologies such as virtualization for providing an efficient and "Cloud Enabled" data center.

Virtualization at the data center level will:

- Consolidate multiple, under-utilized physical servers on a single host, running Virtual Machines.
- Reduce workforce/space/kilowatt by leveraging virtualization for server consolidation and agility.
- Help save money because less managing, space, and kilowatt hours are needed.



## SYSTEM MANAGEMENT TOOLS

The System Administrator and operators have the capability to modify and maintain the system.

### CREATION AND UPDATE OF TABLES

All multiple value validation values as defined by Panola County are stored in tables (document types, fee schedule, city/town codes, common names, customer codes, etc.). A standard file maintenance routine is available for updating and adding information into these tables.


### SECURITY

The security module allows the System Administrator to add or modify user profiles to control log on access and utilization. Each user is assigned a security level that automatically masks higher-level functions on a hierarchical basis. Menu level security is employed by specifying the start menu in the security file. Page level security is also available.

### REPORTING

System users can easily generate special reports—covering all aspects of workload, document type, fiscal accounting, system usage, and other. Additionally, ad hoc reporting capabilities are available if the standard reports do not meet requirements.

The system includes a full complement of standard reports in all administrative areas, as well as fiscal and accounting reports (revenue reporting, reconciliation, and accounts receivable). Some examples of these reports include:

- 
- |   |                                   |
|---|-----------------------------------|
| ▪ Revenue Summary Reconciliation Report | ▪ Daily filings Report            |
| ▪ Revenue Detail Reconciliation Report  | ▪ Charge Account Statements       |
| ▪ Recording Statistical Analysis        | ▪ Grantor/Grantee Index Printouts |
| ▪ Account Balance Report                | ▪ Printout                        |
| ▪ Daily Register                        | ▪ Fee Transfer Report             |
| ▪ User Productivity Reports             | ▪ Trial Balance                   |
| ▪ Workflow Reports                      | ▪ Disbursement Report             |

## TRAINING

Kofile is committed to providing the highest quality training. As part of every installation, KOFIL offers customers an intensive classroom and hands-on training program.

The Training Program is generally broken up into four groups:

- |                           |                                   |
|---------------------------|-----------------------------------|
| 1) Employee User Training | 3) Supervisory Training           |
| 2) Public User Training   | 4) System Administration Training |

Before training, the on-site system is thoroughly tested. Also, Kofile conducts a series of software demonstrations to the approved County project management group. It is Kofile's goal to provide all user levels—from those with little or no computer literacy to those with extensive experience—the training necessary for a successful implementation.

### EMPLOYEE USER TRAINING

Employee User training is broken into small groups per department. Classroom training entails an introduction and explanation of the system, a detailed demonstration session, and a forum for any questions. After the classroom training, each attendee will spend some time practicing what was taught. Kofile has had much experience with busy offices and will accommodate any change of training schedule and/or locale.

User manuals outlining all that is demonstrated in training are distributed during classroom sessions. User manuals are designed for readability and follow the content of the training session. They include many illustrations to support the outlined procedures. All documentation is also accessible through the online help menu.

### PUBLIC USER TRAINING

Kofile will schedule a training session to accommodate as many recurring 'public' users as possible. All public inquiry functions are designed for untrained users. Kofile's objective is to help serve the public, not burden County personnel.

Kofile will provide quick reference guides to post near the public inquiry workstations outlining all document retrieval procedures.

### SUPERVISORY TRAINING

Supervisory training entails an introduction and explanation of the system (including all supervisory utilities), a detailed demonstration session, and a questions forum. Supervisors may attend users training to learn the day-to-day operations or request for that training to be incorporated. Supervisor manuals outlining all that is demonstrated are distributed to attendees.

### SYSTEM ADMIN TRAINING

System Administration training is the most technical of the four groups and should include all System Administrators. The system administration training includes an in-depth discussion of how the system is configured, server

management, a trouble-shooting session, and a complete demonstration of all packaged software administration tools. Generally, this training is scheduled after all users and supervisors have completed their training.

All database schemas, document management configurations, customized application specifications, and system administration tools are documented and delivered to the System Administrators during this training.

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#### TRAINING METHODOLOGY

Training is a key factor in the success of any system. Kofile understands the need for training and, as demonstrated above, provides for various levels of training for those responsible for using or administering the system. All training is onsite.

The training methodology provides a combination of instructor-driven lecture and student laboratory exercises. Kofile feels a combination of lecture and lab reinforces the training materials and maximizes student retention. The typical approach for a topic includes instructor lecture on the topic, instructor demonstration of the topic, a student walkthrough of the topic at the appropriate workstations, and student participation in exercises that reinforce the subject.

Application software users will discover a software designed for ease of use, utilizing standard browser features, and allowing for touch ease in a touch-screen or mouse-less environment. A consistent user interface is maintained with all functions clearly labeled on the screen. End users will require very little technical training, and only simple keyboard skills are required. Any training will focus on the portions of the application software used on a daily basis, with more in-depth training for administrative levels.

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#### STUDENT MATERIALS

Each student is provided appropriate documentation for enrolled and attended classes.

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#### POST IMPLEMENTATION TRAINING/RE-TRAINING

When the initial training concludes, and after the go live date, Kofile conducts a review session for users with follow-up questions and with 30 days of experience. Future access to scheduled classes is guaranteed. We gladly train new personnel or periodically provide refresher training at no extra cost.

All workers enjoy a certain comfort factor once they achieve a level of proficiency in their jobs. The introduction of new processes and technologies can have an unsettling effect, which, if not addressed, hampers their use and acceptance of the new system. Our training programs are designed to alleviate any reservation that Panola County staff and public has in using the new systems and technologies.

The programs also promote user acceptance and enhance productivity. The combination of our experienced training staff, hands-on learning opportunities, and detailed user manual, all ensure that users with access to the Panola County Clerk's document imaging system will perform all tasks and will interface competently with the public.

## MAINTENANCE PROGRAM

Kofile prides itself on quality maintenance and support. Kofile takes responsibility for all system components.

Kofile understands that customer support plays a very important part in maintaining a leadership position. By providing prompt online digital and voice support, customers are not subject to inquiry response and problem resolution delays. Trained technicians answer inquiries with the latest automated problem isolation and resolution tools. User Group meetings/conferences will be held within the State of Texas.

*Kofile has designed a maintenance program designed to meet the requirements of our County customers. We offer full coverage during all Panola County's business days and partial coverage (at additional cost) during off-hours.*

Kofile is responsible for software updates and performs updates on a scheduled basis, no less than twice per year. Any mandated changes are performed in a timely manner and are installed prior to the required implementation date. Kofile software maintenance is proactive and preventative.

Support is the most important and closest monitored service provided by Kofile. Kofile's goal is to provide superior customer service to clients. Support staff are located in Dallas, Texas, at the Kofile's Data Center. Support staff are always available to answer questions or solve issues in either hardware or software. They are trained to handle any type of problem and understand the need to use simple, easy to follow instructions when stepping a customer through a problem.

Kofile's goal is to resolve reported issues in the reported business day—whether received via customer phone, email, or Internet. Users can issue support tickets on the Internet via web interface, and track status and resolution on-line, without needing to pick up the phone.

Customer Support is the central point of contact for our customers. Support representatives are responsible for developing strong relationships with their customers. Support staff will consistently meet or exceed the expectations of customers.

Kofile's primary commitment to our customers is to be exceptionally responsive to their support requirements. It is our goal to resolve all customer issues in a timely manner. Standard response times are identified on the table found to the right.

SEVERITY	RESPONSE TIME
1	Within 15 minutes
2	Within 2 business hours
3	Within 8 business hours
4	Within 12 business hours

Each case is assigned a severity level at the time it is logged. Severity levels reflect the business impact of the issue to the customer.

The table on the following page defines the severity categories and the associated action models.

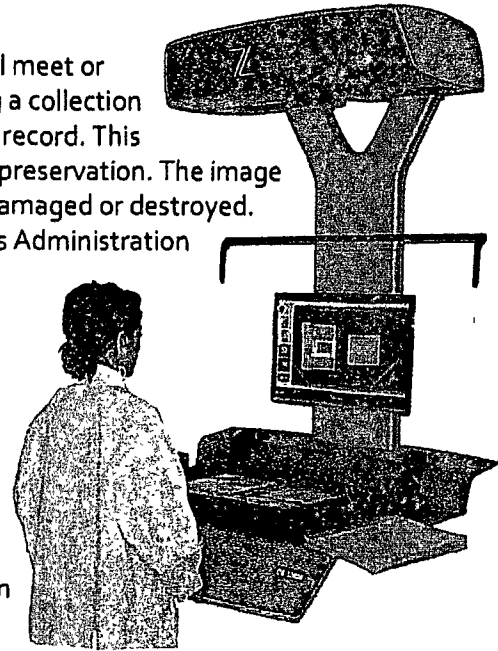
SEVERITY	DESCRIPTION	ACTION MODEL
1 DOWN	<ul style="list-style-type: none"> <li>Reserved for Production Systems</li> <li>Total loss of system functionality</li> <li>Significant loss of corruption of data, images, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Immediate and constant attention until resolved or reassigned a lower severity</li> <li>Frequent contact by mutual agreement</li> <li>Progress review by support team and executive management</li> </ul>
2 CRITICAL	<ul style="list-style-type: none"> <li>Significant loss of functionality preventing business goals from being attained</li> <li>Available workaround not acceptable</li> <li>Issues that impede system implementation within two weeks of the target production date</li> <li>Development or Test urgent issues</li> </ul>	<ul style="list-style-type: none"> <li>Priority focus from the case owner and support team</li> <li>Frequent contact by mutual agreement</li> <li>Progress review by support management</li> </ul>
3 MAJOR	<ul style="list-style-type: none"> <li>Downgraded Severity 1 or 2; temporary workaround accepted to reduce the impact of the situation</li> <li>Anomalies in system function or administration which require assistance</li> <li>Not urgent production issues or questions</li> <li>Development, Test, or Administration issues or question</li> </ul>	<ul style="list-style-type: none"> <li>Resolution coordination within the support team</li> <li>Status monitored daily with status updates as known</li> <li>Periodic review by support management</li> </ul>
4 MINOR OR INFORMATIONAL	<ul style="list-style-type: none"> <li>Minor, temporary, or infrequent issues that affect a limited number of users</li> <li>Development, Test, or Administration issues or questions that are not urgent</li> <li>Product functions as product intended, but does not meet the needs of the customer's business situation</li> </ul>	<ul style="list-style-type: none"> <li>Estimated completion date (if available) will be provided to the customer</li> <li>Status monitored weekly with status updates as known</li> <li>Enhancement requests logged and forwarded to Product Management</li> </ul>

## ARCHIVAL IMAGING

Kofile understands all of Bid following specifications and will meet or exceed all requirements. Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the original, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

## TRACKING SYSTEM (PTS)

An integral part of project management relates to the cataloguing of incoming files and tracking through stages. Kofile uses its Production Tracking System (PTS) capability to enhance the management of the project by producing unique IDs for each control unit. PTS provides staff with the tools necessary to positively control the project and to manage the inventory of images, boxes, and microfilm on an ongoing basis. Kofile employees are able to track the individual status of each document flowing through our system and is used further for audit tracking purposes for each employee.

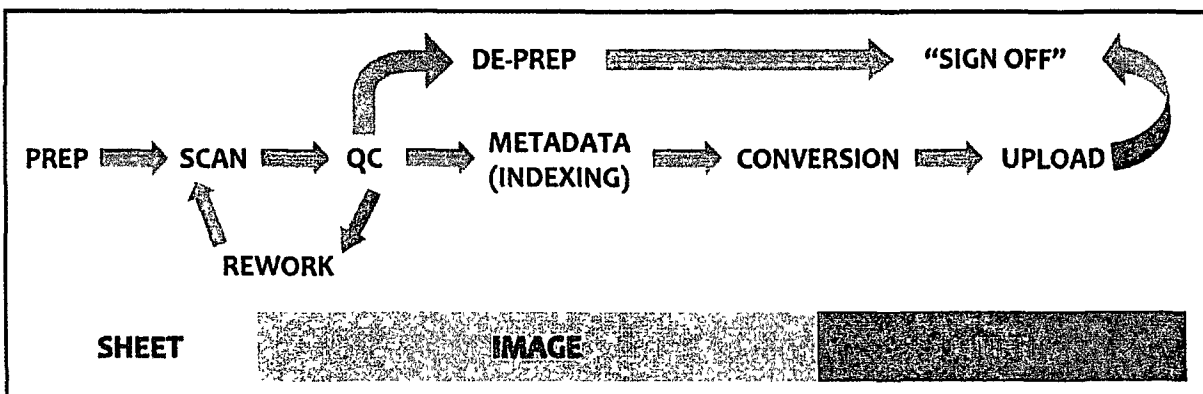


## INFORMATION REQUESTS

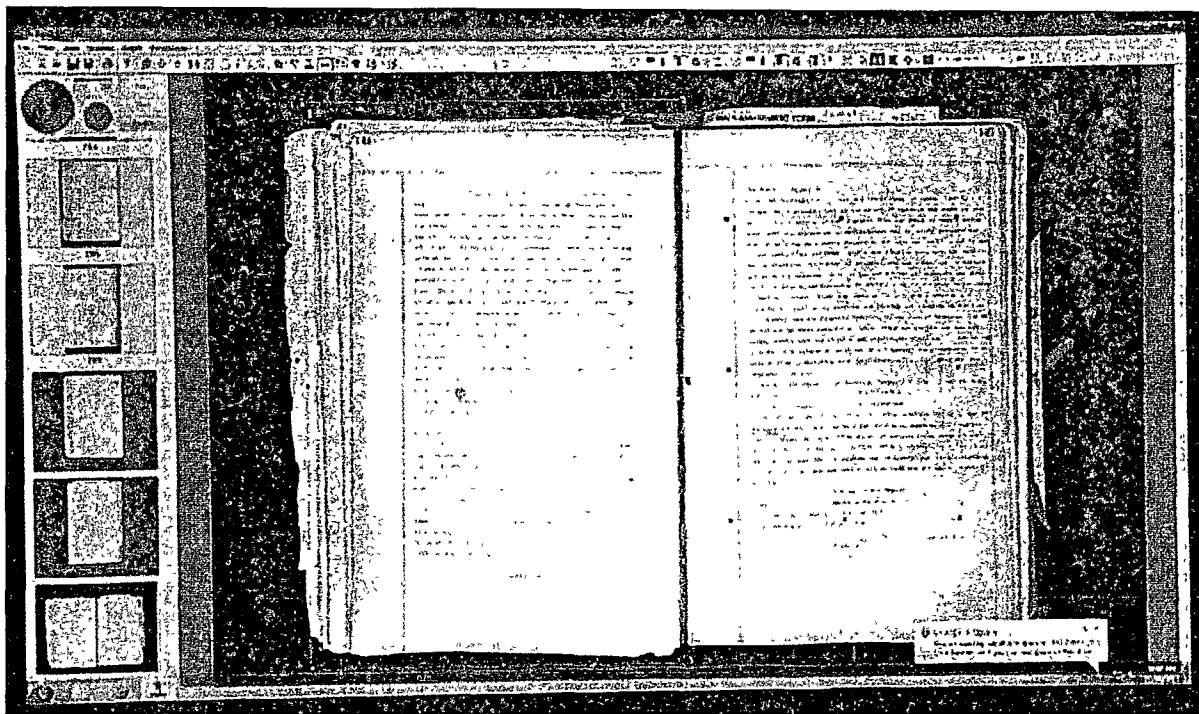
"Hot Shots" or information requests are available via toll-free fax or email. Upon receipt of a Hot Shot, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax/secure FTP a response to the requester or approved alternate. Kofile's internal goal and dedication to creating an exemplary experience for our clients is fulfillment of Hot Shots within 15 minutes. Kofile completes 95% of all requests within 15 minutes and 99% of requests within the contacted hour.

## IMAGE CAPTURE

A range of scanners are employed to tailor imaging services. This includes technical scanning equipment by Fujitsu, Kodak, WideTEK, Zeutschel, Scan Optics, and Context. Documents are imaged by hand, and technicians are trained to handle fragile documents. A scanner is employed based on source fragility and stability. It enables documents to be addressed based by varying densities. Fragile documents are identified and flagged for exception handling and placement in Mylar, if necessary.



*A sample project phase delineation.*



All scanners employ page detection to adjust for size and thicknesses. During capture, operators observe each page. For faint or illegible images, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator will insert a review form for the quality assurance team to assess. The page is treated with a "Best Possible Image Indicator" or enhancement.

#### IMAGE PROCESSING AND ENHANCEMENT

*IMAGE PERFECT* is Kofile's proprietary software. It ensures Tarrant County the optimum image quality. When documents vary in size and density, this custom programming ensures image uniformity. It provides proprietary algorithms to achieve the highest image quality. The utilization of algorithms are critical for capturing different densities and quality levels in a records collection.

Kofile maintains 100% document integrity and image control with exclusive Image Locking capabilities. The processing procedures will not allow for information from rescanned pages to accidentally cut and paste into the incorrect page. *IMAGE PERFECT* uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. Annotations are supported to allow Name, Book Type, Volume, and Page to be electronically added on the image.

*Quality Targets* (see above) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. The *Quality Target* serves as the foundation for our quality assurance analysis. *IMAGE PERFECT* will measure each image for the following attributes at a minimum:

- Target DPI
- Target Tone scale and correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Kofile's procedures and software insures the highest possible quality at each step during the image capture/processing process.

Photostat polarity is reversed so that all characters are black on a positive background. The document certification strip (file strip) is inverted to match the polarity of the finished image. Images are zonal enhanced to improve readability.

Software is a proprietary digital SLR-based system. Kofile utilizes the Microsoft SQL database as the underpinning for the production systems. The software also allows operators to interactively build and edit image processing scripts that can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Problems are managed and corrected in a quick and efficient manner.

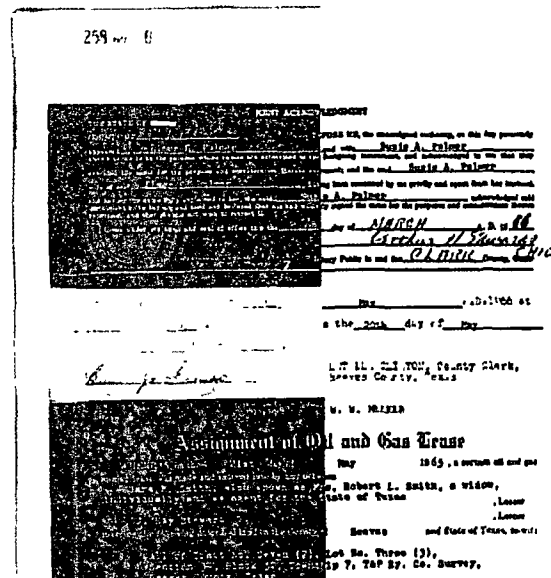
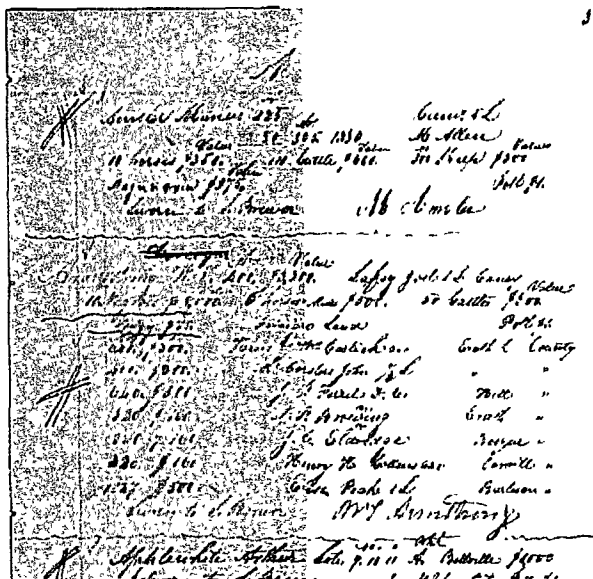
Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

*IMAGE PERFECT* detects and automatically compensates for variances in the scans produced by one scanner, or variances coming from scans coming from separate different scanners and even from scanners of different types. The Assured Image delivers the consistent high quality output.

#### QUALITY CONTROL

Quality control (QC) is a key element. Our QC process ensures that all images are certified. We do not use random sampling in our QC methodology. **Each and every image is sight checked during QC.**

*Quality Targets permit operators to view image quality at the time of the scan. Images, even with scanning on different devices, are "normalized" as if they were from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The Quality Targets establish the baseline digital capture quality of the scanner at the time of scanning.*



Examples of before and after image processing by Kofile

Each page is checked to ensure there are no missing pages, double feeds, and to account for "A" pages (which may have been added to the original book). Panola County will receive an image log noting the steps employed.

#### STANDARDS AND FORMATTING

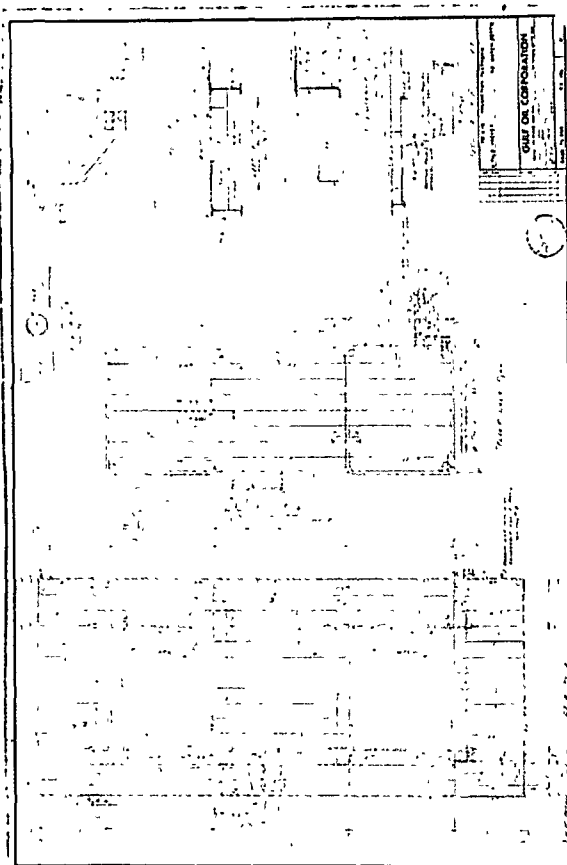
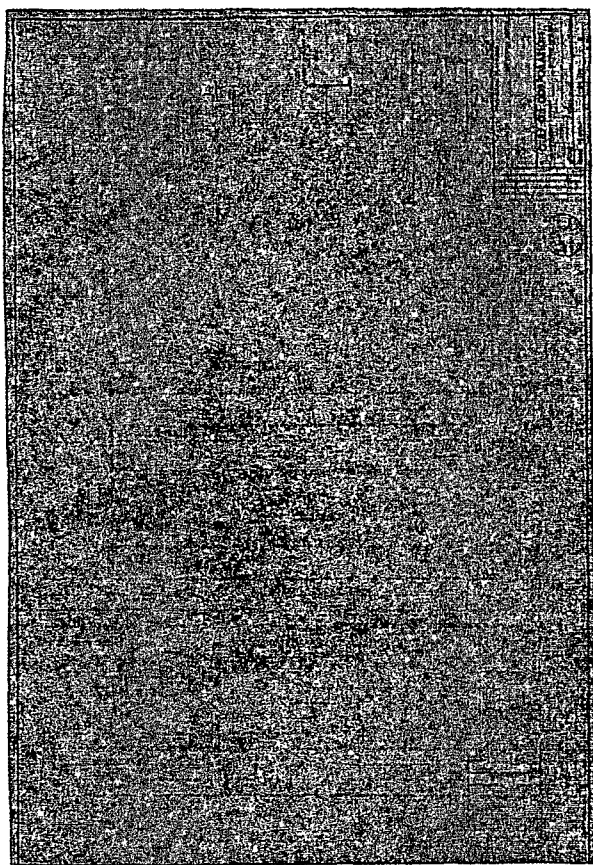
Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. We verify effectiveness and minimum legibility of the scanning process through rigorous and systematic quality control.

Images are captured at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest image quality for documents with poor contrast and difficult-to-read information. As a standard process, all images accumulate as Group IV bi-tonal images in a standard TIFF format. Single-page images will be stored in .001-.0nn (Page Numbers) extensions.

For output to imaging systems, the images are optimized and scaled according to the specifications of the target system.

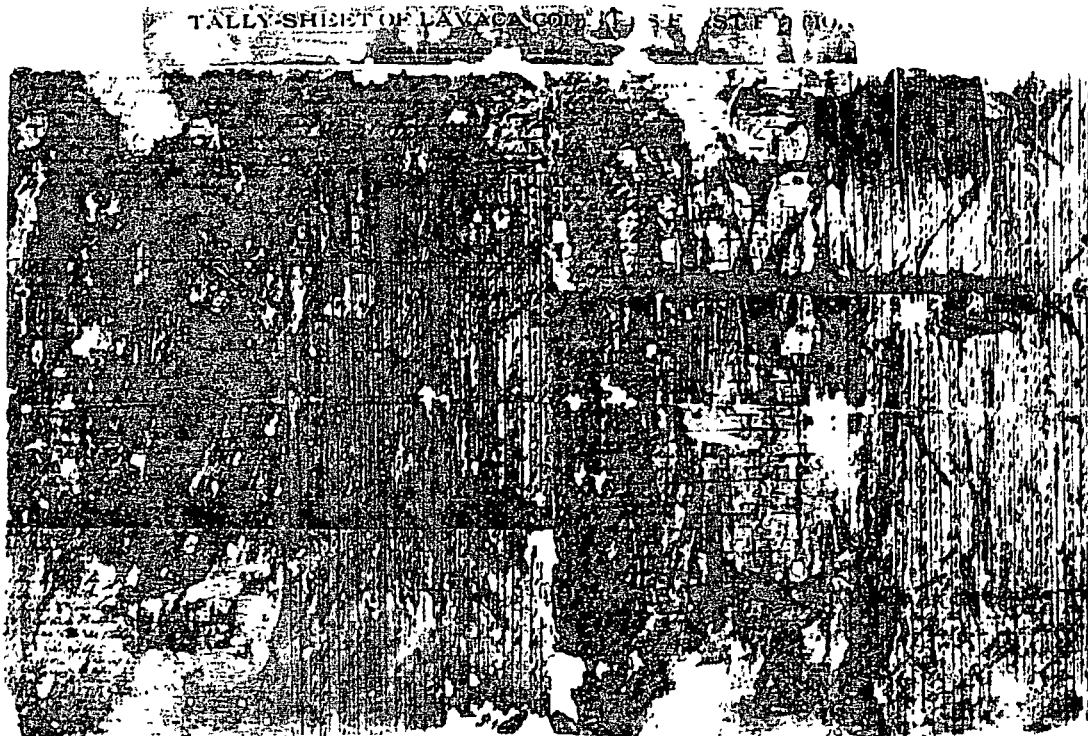
#### SECURITY BACK-UP

Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.



*Before & After Image Processing. Chevron Offshore Drilling Platform Schematic, 1980*

## Before &amp; After Image Processing: Lavaca County, Texas, Tally Sheet, 1846



## TALLY-SHEET OF LAVACA COUNTY, TEXAS

Read at Election on 12th day of May 1846

1. All land upon which there is a claim, and which is not included in the survey of any other person, shall be included in the survey of the land of the State, and the same shall be sold to the highest bidder, and the proceeds thereof shall be used for the benefit of the State.

1. James H. Hays	2. James H. Hays
3. James H. Hays	4. James H. Hays
5. James H. Hays	6. James H. Hays
7. James H. Hays	8. James H. Hays
9. James H. Hays	10. James H. Hays
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33. James H. Hays	34. James H. Hays
35. James H. Hays	36. James H. Hays
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99. James H. Hays	100. James H. Hays

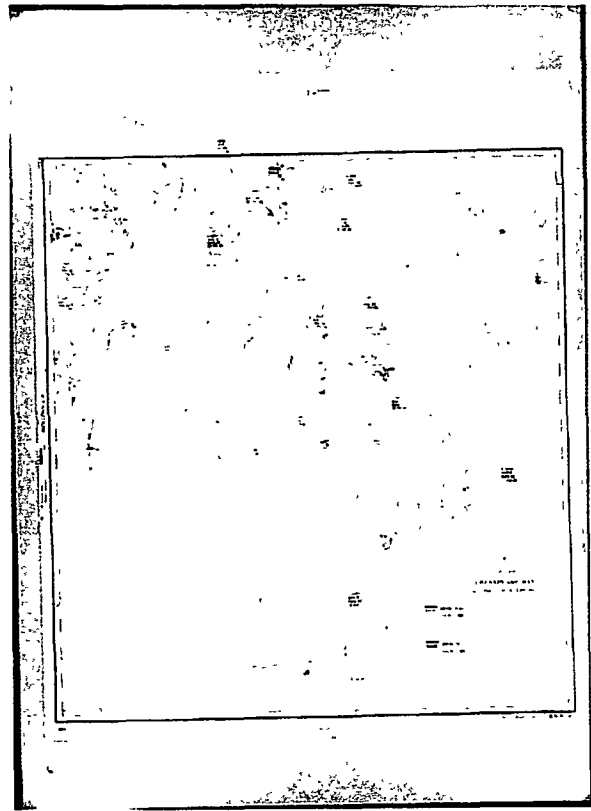
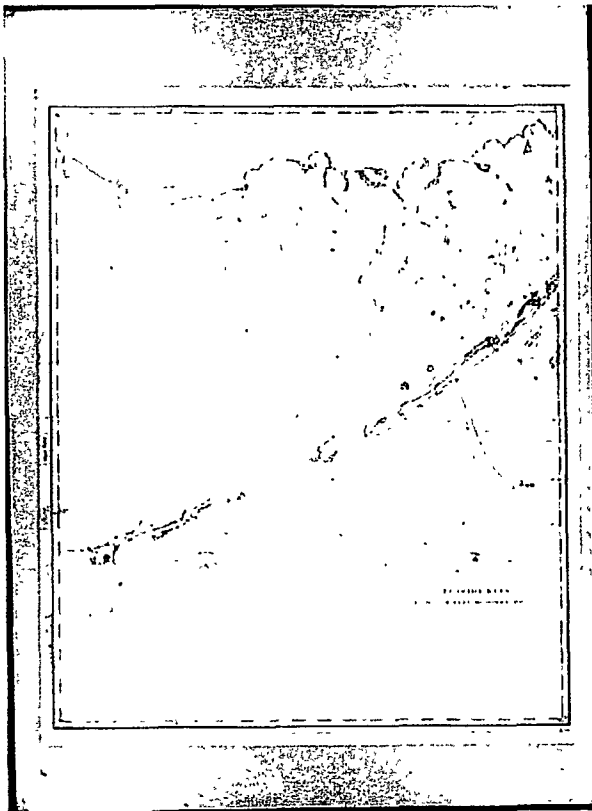
## ARCHIVAL MICROFILM

In March 2011, our parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, Panola County has access to the world's foremost microfilm experts, leaders, technology, and machines. Kofile will provide the following services:

- Creation of 16 mm & 35 mm microfilm from digital images
- Imaging of microfilm to digital images & system loading
- Duplication of deteriorated & damaged microfilm
- Vault storage of all archived film in a vault at the Kofile facility—in an Archival Media Vault with climate and storage standards according to Texas State Library Commission

Kofile creates security back-ups on microfilm from the new images. All microfilming procedures are archival quality and produced according to ANSI Standards. Images are scanned with the correct compression, no proprietary headers, and with the proper scaling.

All of Kofile's microfilm products and procedures are the utmost quality. Kofile operates numerous high production/quality roll microfilm scanners: Wicks and Wilson aperture card, nextScan Eclipse™ and nextScan FlexScan™. All software is updated, and the machines are regularly maintained. The systems can align to use image density compensation, which attempts to adjust quality settings for



*Microfilm conversion examples for the NOAA Nautical Data Branch. Several images required advanced equipment and handling before capture. Images were zonally enhanced by hand to improve legibility. The microfilm was scanned on high-resolution scanners at the highest true optical DPI level. Delivery was 8-bit 256 Level Grayscale JPEG wrapped in PDF for usability, as well as RAW Grayscale JPEG for archival purposes.*

various contrasts, document sizes, and variable densities. The scanners scan any size microform (film or fiche) image (even different sized documents).

Configuration files are created during the initial pilot sampling. All scanners are tested. The scanning technicians determine the proper scanner settings and focus. Also, they print and inspect images for quality. The quality control team approves the images before scanning continues.

#### QUALITY CONTROL

Image files undergo software auditing and human review—ranging from a sight check of every image to a representative sample of the scanned file. Quality controls procedures are maintained with a sight verification of each image. Kofile verifies that the frames are properly detected, and examines image quality, image resolution, proper compression, aspect ratio, and focus.

Kofile has automated systems that recognize the beginning or end of files separated with barcodes or other unique software-identifiable separators. Additionally, trained operators utilize document "stapling." This process uses software-identifiable separators not otherwise available.

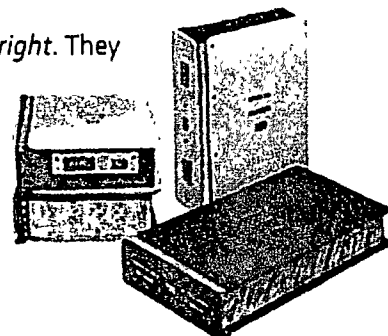
Rolls with retakes are identified and flagged for an additional retake process flow. In the retake process flow, the images associated with the retakes are placed into a designated retake folder. Kofile uses proprietary software to tag the images by their classification, roll, page, and quality level. Next, the tagged images are visually compared to the corresponding page from the original roll. Parameters and rules created through our extensive experience in imaging and agreed upon with the county dictate the decision process concerning the replacement of the original image in the image set. Images that do not fall with the agreed upon rules are documented and discussed with the County prior to integration into the image set.

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#### BOOK RE-CREATION

Kofile can print re-created images on 24 Bond Acid-Free and Pre-Punched Paper Prints. Each volume can be re-bound in an Enduro® *Indestructo Binder* or County-preferred binder.

*Indestructo Binders* have a rigid post and are built to last, *see pictured right*. They are available in various sizes and capacities. New binders can be designed to match existing books by custom sizes, shapes, spines, colors, and lettering. Kofile manufactures binder components on a per-book basis, sized to  $\frac{3}{4}$ " incremental capacities.



## FULL SERVICE INDEXING

Kofile provides full service indexing with a guaranteed 24-hour turnaround time from date of filing. This services includes:

- 24- to 72-hour turnaround on Daily Indexing
- Key & Blind Re-Key Verification of all Documents
- Document Code Consolidation
- Daily Indexing of Land & Vitals Documents
- Backfile Indexing of all County & District Clerk Document types from current to inception

Our proprietary indexing software and keying procedures provides proven 99.98% accuracy. Prior to beginning any indexing project, Kofile conducts a comprehensive assessment of the office's indexing specifications. The assessment process includes documenting established methods of indexing specific instruments, clarifying terminology, and determining the standards used for entering names, dates, and other basic information required for indexing. This analysis produces essential information to ensure the metadata's accuracy and integrity.

Full consideration is given to all indexing situations, including cross-indexed documents, differentiation between individual names and corporation names, government departments and agencies, alternate and alias names, the inclusion of abbreviations, titles, and consistency in naming format—including hyphens, numbers, spaces, and suffixes. Taking the additional time for a thorough examination of Panola County's particular requirements allows for accurate and consistent indexes, guaranteeing quick searches for users.

## DATA ENTRY PROCEDURES

Data integrity is essential. Our goal is to provide consistently keyed fields. This will improve document retrieval and build a dependable, searchable database for staff and patrons.

Kofile performs key entry at least twice for every field. Following the initial field key entry, the record displays to a second indexing operator. This individual also keys the field (also termed a "blind re-key"). The software compares the entries. If they do not match, the record is sent to a supervisor. This supervisor identifies the problem with the field entry and determines if it is a one-time keying error or a prevailing issue. The supervisor decides if a new keying standard is needed for all operators to follow. The record is then sent to another indexing technician and keyed again. With this methodology, each field is blind-keyed three times. Kofile internally researches and solves any problematic process. If County's input is required, Kofile will contact Panola County for a clarification and/or decision.

## DOCUMENT CODE AND DEFINITION CLEANUP

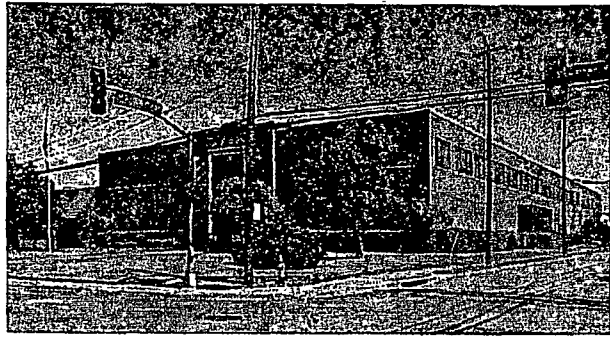
Kofile has identified hundreds of incorrect or redundant document codes and definitions. These arise when document codes are duplicated or incorrectly copied during the original conversion, in the process of converting a partial system to a full service system, or when one document receives several entries correlated to conflicting codes or definitions.

*Our Data Entry Manager, Wanda Gomez, has over 43 years of experience. She excels at placing the customer's needs first*

There are several problems when a system contains too many codes. If a document type such as a Deed Record (DR) has been indexed under multiple codes, the user will not locate all of the documents. Another problem is when numeric codes and codes with special characters need to be merged into a master code. During upgrades, these excessive codes create issues by not allowing the new software to locate and consolidate all of the various document types.

## ARCHIVAL STORAGE

The Kofile facility is located at 6300 Cedar Springs Road, Dallas, TX 75235—see right. The Kofile facility is F5 Disaster Resistant according to an independent architectural assessment. This facility is a fire resistant brick and concrete building—containing structural steel support members, fire rated walls, ceiling, and flooring. Located above flood plains, it is sited in an area unlikely to suffer hurricane, tornado, or other cataclysmic natural disaster.



*Panola County is welcome to inspect the Kofile facility—with or without notice—at any time.*

Kofile has a 24/7 manned on-site security person in combination with electronic surveillance. A state of the art security system protects the entire building. In addition to the Motion Detector Security System, Kofile follows rigorous lock-down inspection protocol. The Kofile facility is equipped with 24-hour temperature and Relative Humidity (RH) controls. All work areas meet the archival climate control standards as supported by the Texas State Library and Archives Commission. Collections are never subject to ultraviolet (UV) light.

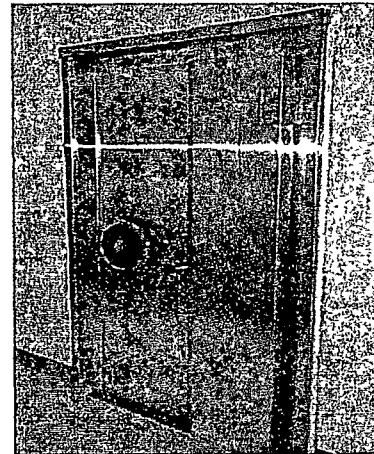
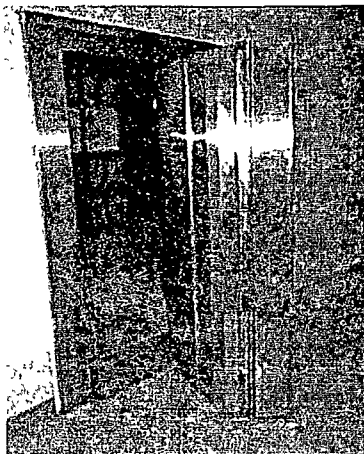
## ARCHIVAL VAULT STORAGE

The Kofile facility has three vaults equipped for the specialized storage of various archival media. One vault is specifically designed for microfilm. Level 5 secure and fire resistant vault doors with at least a 4-Hour UL Rating of at least 350 protect each.



Each vault is regulated by an independent HVAC system which monitors humidity, temperature, and controls airborne particulate (monitored by analog loggers).

Kofile provides storage for microfilm, microfiche, and other data. Kofile randomly performs spot tests to safeguard against contagious contaminations, such as Vinegar Syndrome, mold, mildew, and/or Redox. Acetate Base Film is separated from Polyester Base Film and stored in separate storage boxes as recommended by EPM to eliminate contamination. Kofile can retrieve microfilm/data and transmit requested data. The customer owns the stored microfilm. Kofile will not sell or in any way distribute the microfilm/data.



## SECTION IV: FINANCIAL PROPOSAL

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All fees are included on the following Cost Form (RFP Exhibit B). Kofile will submit invoices on a monthly basis. All quoted fees are inclusive of project costs (i.e., administrative fees, processing fees, etc.) associated with providing the products or services required.

**EXHIBIT B****COST FORM****PANOLA COUNTY GOVERNMENT RECORDS MANAGEMENT SERVICES**

The undersigned Proposer agrees to perform Government Records Management Services in accordance with this Request for Proposals (RFP) and provide all related products and services at the prices indicated below for the five (5) year term established as provided on the RFP.

**PANOLA COUNTY/DISTRICT CLERK SERVICES****Full service real property indexing**

1-100	\$ 2.95	per inst.
101-200	\$ 2.95	per inst.
201-1700	\$ 2.95	per inst.
1701-Up	\$ 1.60	per inst.

**Non-Indexed Prints**

1-500	\$ 0.40	per inst.
501-1000	\$ 0.40	per inst.
1001-5000	\$ 0.40	per inst.
5001-10000	\$ 0.40	per inst.
10001-20000	\$ 0.40	per inst.
20001-Up	\$ 0.30	per inst.

**Archival Prints**

1-500	\$ 0.40	per inst.
1-501	\$ 0.40	per inst.
1001-5000	\$ 0.40	per inst.
5001-10000	\$ 0.40	per inst.
10001-20000	\$ 0.40	per inst.

**District Clerks Indexing**

1-100	\$ 2.00	per inst.
101-200	\$ 2.00	per inst.
201-1700	\$ 2.00	per inst.
1701-Up	\$ 2.00	per inst.

**OTHER QUOTES FOR SERVICES AND PRODUCTS**

- |  |                    |
|--|--------------------|
| 1. On-Site Security Microfilming/Scanning Handwritten and Typed Months   | \$ 190.00 per book |
| 2. On-Site Security Microfilming/Scanning Photostat Months   | \$ 295.00 per book |
| 3. High Speed Digital conversion of Photostat Months, including 35mm and archival page month binder              | \$ 400.00 per book |
| 4. High speed digital conversion of Photostat Months, without 35mm film and including archival pages and binders | \$ 400.00 per book |
| 5. Re-Creation of large record months already on microfilm   | \$ 350.00 per book |
| 5a. Re-Creation of Index Months already on microfilm   | \$ 350.00 per book |

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|--|---------------------------|
| 6. Microfilming/Scanning and Recreation of Index Months w/ A-Z tab   | \$ 700.00 per book        |
| 7. Microfilming only index months  | \$ 170.00 per book        |
| 8. Re-Indexing of Typed and Photostat months including indexes loaded onto system and merged prints  | \$ 2.50 per inst          |
| 9. Re-Creation of tumble style months  | \$ 250.00 per book        |
| 10. Price for Microfilming and Re-Creating School Records  | \$ 90.00 per folder       |
| 11. Price for digitizing microfilmed records to images and loading to computer   | \$ 0.49 per inst          |
| 12. Price for re-indexing real property records .  | \$ 2.50 per inst          |
| 12a. Re-indexing of miscellaneous records i.e. vital stats, courts, etc.   | \$ 1.35 per doc           |
| 13. Imaging Retrieval – Internet service going forward   | \$ 900.00 per month       |
| 13a. Additional public workstations  | \$ 175.00 per month       |
| 14. Cashiering/Indexing-Duplex Prints/Generic Indexing, marriage, courts Vitals software.  | \$ 1,929.00 per month     |
| 14a. Additional cashiering workstations  | \$ 275.00 per month       |
| 15. Scanning process-image retrieval for microfilm back-up   | \$ 1,000.00 per month     |
| 15a. Additional scanning workstations  | \$ 450.00 per month       |
| 16. Permalife paper 24lb paper with rounder corners and hole punched to desired size of county's volumes   | \$ 25.00 per ream         |
| 17. Commissioner Court minutes recording/indexing system software. Software system must allow OCR scanning and automatic indexing of minutes providing word/topic searching. | No<br>\$ Charge per month |
| 18. Importing electronic images to real property system and linking images to existing grantor/grantee index.  | \$ 0.09 per document      |
| 19. Price for importing/linking previously filed images to internet site.  | \$ 10.00 per year         |
| 20. Price for 16mm film production from scanned images   | \$ 0.05 per image         |
| 21. Redaction of Existing Images (Historical)  |                           |
| Real Property – Service Level 1  | \$ 0.10 per instrument    |
| Service Level 2  | \$ 0.40 per instrument    |
| Vitals, Courts, Misc. Records-Service Level 1  | \$ 0.015 per image/page   |
| Service Level 2  | \$ 0.10 per image/page    |
| Conversion and Redaction of Microfilm  |                           |
| Real Property-Service Level 1  | \$ 0.50 per instrument    |
| Service Level 2  | \$ 0.80 per instrument    |
| Vitals, Courts, Misc. Records-Service Level 1  | \$ 0.10 per image/page    |
| Service Level 2  | \$ 0.19 per image/page    |
| On-Site Scanning/Conversion/Redaction of Paper Records Handwritten of Typed  |                           |
| Real Property-Service Level 1  | \$ 0.60 per instrument    |
| Service Level 2  | \$ 0.90 per instrument    |
| Vitals, Courts, Misc. Records-Service Level 1  | \$ 0.14 per image/page    |

PANOLA COUNTY, TEXAS  
REQUEST FOR PROPOSALS  
Due, January 12, 2014, 9:00 A.M.

Service Level 2  
Photostat Records-Real Property-Service Level 1  
Service Level 2  
Vitals, Courts, Misc. Records-Service Level 1  
Service Level 2  
Redaction of Daily Records/Filings-Real Property (per specs)  
Redaction Services one-time Set Up  
Redaction Software for On Site Redaction by Clerk

\$ 0.23 per image/page  
\$ 0.80 per instrument  
\$ 1.10 per instrument  
\$ 0.36 per image/page  
\$ 0.39 per image/page  
\$ 0.40 per instrument  
\$ 1,000.00  
\$ No Charge

22. Records management consulting services (i.e. research, analysis, diagnostics, recommendations)

\$ 60.00 per hours

Please specify for any items listed on the RFP form any delivery, Freight, shipping or handling specifications.

\$ 75.00 per month

**PROPOSER:**

COMPANY NAME: Kofile Systems, Inc.

BY: 

PRINTED NAME: John D. Woolf

TITLE: CFO

DATE: 1/6/2014 1/9/2015

ADDRESS: 6300 Cedar Springs Road, Dallas, TX 75235

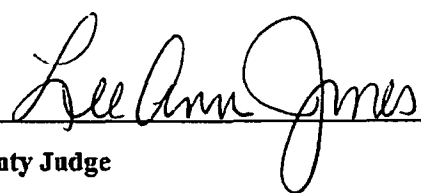
TELEPHONE: 214.351.4800

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FAX: 214.442.6669

EMAIL: john.woolf@kofile.us

**APPROVED:**

  
County Judge

2-23-15  
Date

## ATTACHMENT A. REFERENCES & EXPERIENCE

*The Kofile project team consists of an exclusive collaboration of business experts with unparalleled experience. As a group, this team has amassed over 150 years of experience with county systems. This same group designed, developed, installed, and supported over 250 Land Records Management Systems across the nation for a Kofile competitor (100+ installations in Texas). Texas counties serviced include Panola County, and many of the County and District Clerks' offices of Texas' substantial counties—including Dallas, Collin, Hidalgo, Cameron, Midland, Ector, Grayson, etc.*

Kofile has assembled a staff that understands the requirements of county government and listens to its customers. Products and services are specifically tailored to counties. Kofile personnel are pioneers in the concept of fully integrated systems for fee collection, as well as distribution, indexing, electronic recording and the management of all documents filed at a county. By solving complex system requirements—in a cost effective manner—Kofile helps local government address budgetary pressures that impede them from improving services to the public.



### LAND RECORDS IMAGING SYSTEM REFERENCES

The system references verify Kofile's proven ability to perform within deadlines, install quality products, and provide outstanding service.

#### ▶ Hunt County Clerk's Office

Vanguard Daily indexing software module has been fully functional in Hunt County since March 2008. The cloud-based Vanguard QUICKLINK® Handwritten Index search module was installed in April 2010. The cloud-based Vanguard "Google-type" Search Engine module was installed June 2014. Vanguard CRS (Cashiering/Recording/Scanning) is scheduled for final implementation and Go-Live on December 15, 2014.

#### ▶ Kaufman County Clerk's Office

Vanguard Daily indexing software module has been fully functional in Kaufman County since February 2009.

#### ▶ Hidalgo County Clerk's Office

In regards to the Hidalgo County reference, Kofile's Management Team designed, developed, installed, and supported the 2008 Records Management System solution as well as the current solution (Vanguard Records Management) that was awarded this year through an RFP process. Go-Live is expected February 2015.

#### ▶ Wood County Clerk's Office

#### ▶ Hood County Clerk's Office

## PHOTOSTAT BOOK RE-CREATION REFERENCES

- *Reeves County Clerk's Office*
- *Nolan County Clerk's Office*
- *Gray County Clerk's Office*
- *Chambers County Clerk's Office*
- *Andrews County Clerk's Office*
- *Bexar County Clerk's Office*
- *Brazoria County Clerk's Office*
- *Carson County Clerk's Office*
- *Comal County Clerk's Office*
- *Ector County Clerk's Office*

## COUNTY RECORD BOOK RE-CREATION REFERENCES

- *Eastland County Clerk's Office*
- *Ector County Clerk's Office*
- *Hale County District Clerk's Office*
- *Howard County District Clerk's Office*
- *Jasper County Clerk's Office*
- *Lamar County District Clerk's Office*
- *Nolan County Clerk's Office*
- *Kaufman County Clerk's Office*
- *York County Registrar of Deeds, ME*
- *Bexar County Clerk's Office*

## COUNTY INDEX BOOK RE-CREATION REFERENCES

- *Erath County Clerk's Office*
- *Harrison County Clerk's Office*
- *Hood County Clerk's Office*
- *Live Oak County Clerk's Office*
- *Roberts County District Clerk's Office*
- *Roberts County Clerk's Office*
- *Swisher County Clerk's Office*
- *Swisher County District Clerk's Office*
- *Bee County Clerk's Office*
- *Wood County Clerk's Office*

## SECURITY FILMING REFERENCES

- *Ector County Clerk's Office*
- *Bexar County Clerk's Office*
- *Cameron County District Clerk's Office*
- *Cameron County Clerk's Office*
- *Clay County Clerk's Office*
- *Hunt County Clerk's Office*
- *King County Clerk's Office*
- *King County District Clerk's Office*
- *Mitchell County District Clerk's Office*
- *Parker County Clerk's Office*
- *Titus County Clerk's Office*
- *Van Zandt County Clerk's Office*

## RECORDING &amp; INDEXING REFERENCES

- *Ector County Clerk's Office*
- *Hamilton County Clerk's Office*
- *Harrison County Clerk's Office*
- *Henderson County Clerk's Office*
- *Howard County Clerk's Office*
- *Kaufman County Clerk's Office*
- *Van Zandt County Clerk's Office*
- *Ward County Clerk's Office*
- *Winkler County Clerk's Office*
- *Wise County Clerk's Office*

## ATTACHMENT B. DISASTER RECOVERY PLAN

## VANGUARD RECORDS MANAGEMENT SYSTEM BACKUP &amp; RECOVERY

Kofile will also store all Panola County historical microfilm in our ANSI-approved vault located at our facility in Dallas, Texas. In the event of loss, damage or disaster to any Panola County historical paper records stored on said microfilm, Kofile will replace the missing paper with hard copies within 48 hours at the contract price.

## DISASTER RECOVERY SAFEGUARDS

Kofile has numerous safeguards in place that enable restoration if services are compromised. Kofile maintains separate and alternate facilities with distributed server architectures. Kofile's server architectures allow redundancy of data operations within multiple locations. While indexing services are accomplished at the Dallas facility, data is regularly backed up to allow services to resume without interruption. Double redundancy is accomplished with off-site backups at alternate facilities (as identified in the following sections). Kofile has a comprehensive business continuity program in place, which we review, update and test on a regular basis. The plan provides for continuation of client service within 48 hours in most cases.

Should our data processing center become unavailable for any reason, Kofile will transition to a separate backup location. Kofile has other data centers on separate power grids, separate weather climates, and different transportation networks. Each center is vested with staff with working knowledge of the activities and business rules associated with specific customer activities. If Kofile has a telephone system outage, a published plan provides for the primary backup location to the Essex, VT, location. In the event of an image/data processing center failure, Kofile will transition to co-located web accessible servers to an offsite data center.

Kofile maintains server architectures, which allow redundancy of data operations. Information is captured on local workstations and processed in batches. The batches are stored on centralized servers with RAID 6 arrays. Index servers are also backed up. After indexing, data is batch processed on central servers. These are backed up nightly, and the entire group of information is stored on archive servers. These data sets are moved to tape with multiple copies maintained offsite and within the vault. A backup implementation and rotation schedule can be provided upon request. External data storage devices in house allow for primary redundancy of data. Nightly backups are sent to this external drive, allowing for immediate retrieval of data for two weeks. Double redundancy is accomplished with LTO5 tape media stored in our fireproof safe at one of our Dallas office vaults.

Kofile's standard data and image hosting access is provided through our proprietary net based applications. The database is hosted on a Microsoft SQL 2014 RDMA and presented through a hardened IIS web server. The web server runs within a DMZ behind a Cisco firewall. Access is further limited through IP filtering. Kofile's production systems are based on a Window Server 2008 with Windows 7 64-bit clients.

## ATTACHMENT C. PROJECT TEAM

### TEAM RESPONSIBILITIES

The Project Manager and the members of the Kofile project team will meet each week to report on the overall status of the project. Each discussion will address the current defined period and will include:

- Scheduled work completed
- Unscheduled work completed
- Scheduled work not completed
- Work scheduled for the coming period
- Pending Status of Change or Decision requests
- Discussion of any problems or concerns

### ACCOUNT MANAGER

The Account Manager, Reed Roach, will serve as the County project specialist and point of contact. The Account Manager handles all sales, contracts and communications with the client. This on going communication ensures the client is kept informed about the status and estimated completion schedule of the projects. Mr. Roach has been consulting with public officials across the country and involved in the storage, management and preservation of public records since 1981. He understands the requirements and special needs involved in the recording, indexing and archiving of public records. Mr. Roach's career began with the current management team of Kofile and continues to bring this vast experience and knowledge to both the Kofile team and county officials today.



### SYSTEM PROJECT MANAGER

John Harvell, System Project Manager, has over 35 years of experience in the design, programming, development, and implementation of computer based systems concentrating on Local Government Applications - Land Records Management, Tax Appraisal, Tax Collection, Fund Accounting, Election Systems, Voter Registration, Signature Capture and Retrieval, and Document Imaging.

In particular, Harvell was actively involved in all aspects of Land Records system installations in Cameron, Hidalgo, and Denton County for the past 25+ years. He oversaw the progression of multiple technologies, upgrades, revisions, and replacements to systems in each county reference herein.

The Project Manager is the foundation of our project team and has the following responsibilities:

- On time and within budget project delivery
- Involvement in all project tasks
- Project management by careful attention to proven project management principles and guidelines
- Supervision of Kofile's planning, development, and monitoring activities
- Daily leadership and direction to the project team
- Identification and resolution of problems that complicate project completion
- Ensure that the team members meet project responsibilities

  
QUALITY  
MANAGER

The Quality Manager is responsible for providing a quality structure specifically tailored to the project. The Quality Manager is an independent reviewer.

Responsibilities include:

- Development of a quality plan to address quality and consistency of the project and all deliverables. The plan provides success metrics and tracking processes to ensure high quality project execution and Customer satisfaction.
- Periodic overall review to ensure adherence to the project methodology
- Review deliverables for quality, consistency, and standards conformance.

TECHNICAL  
LEADER

The Technical Leader is responsible for ensuring that all functional and technical requirements as proposed in this response are accomplished. The Technical Leader will manage the day-to-day technical analysis, design, construction, and implementation.

WORKFLOW  
SPECIALIST

The Workflow Specialist develops workflow design for building and system maintenance needs. The Workflow Specialist analyzes workload scenarios of Customer operators and other staff depending on the input flow of documents, how they must be processed, their qualification, individual schedules, etc.

DATABASE  
SPECIALIST

The database specialist develops the logical and physical database design for the system's indexing capabilities.

  
NETWORKING  
SPECIALIST

The Networking Specialist has primary responsibility for all network communications requirements. This includes:

- Development and specification of the network architecture and design
- Development and specification of the network interface requirements
- Development and specification of the network requirements for remote users
- Analysis of network performance requirements
- Identification of suitable network solutions

Résumés for the key project staff begin on the following page of this proposal.

**PROJECT MANAGER  
JOHN P. HARVELL****QUALIFICATIONS SUMMARY**

John Harvell has over 35 years of experience in the design, programming, development, and implementation of computer based systems concentrating on Local Government Applications - Land Records Management, Tax Appraisal, Tax Collection, Fund Accounting, Election Systems, Voter Registration, Signature Capture and Retrieval, and Document Imaging.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

M.A., Mathematics, Loyola University, Chicago, IL  
B.A., Mathematics, Mount St. Mary's University, Emmitsburg, MD; Magna Cum Laude  
Began college undergraduate studies at age 15  
Fluent in Spanish – Lived in Latin America for 13 years

**SPECIAL TECHNICAL SKILLS**

Results-driven, innovative IT executive with over 35 years of effective leadership in resource management and full life cycle software development and support. Strong technical background includes system planning and architecture, network infrastructure, system integration, and methodologies. A sound communicator with a proven ability to develop and build customer relationships with a strong commitment to cost-effective and timely results. Proficiencies include:

- New Business Development
- Business Process Improvements
- Strategic Planning
- Executive Coaching
- EDMS Software Design & Development
- Team Building & Recruitment
- Manager & Mentor – Software Development
- Manager & Mentor – Technical Services
- VP – Professional Services

**RELEVANT EXPERIENCE**

2012 – Present

KOFILE SYSTEMS, INC., Dallas, TX  
*CTO/New Technology Development*

2006 - 2012

XEROX SERVICES GROUP, Dallas, TX  
*Chief Technology Officer, Government Management Systems*  
Responsible for all Design, Development, Implementation, and Support for Land Records Management Systems as well as all new product development for next generation Land Records System – Project Phoenix. Responsible for design and development of California CeRTNA ERDS System. Responsible for over 170 systems.

John P. Harvell, Project Manager, cont'd.

## RELEVANT EXPERIENCE

2004 – 2006

GLOBAL 360 BGS INC., Dallas, TX

*Chief Technology Officer, Business Government Solutions Group*

Recruited by the Chairman of the Board/CEO as a strategic leader to evaluate and rebuild Global 360's Business Government Solutions (BGS) division.

**Contributions:**

- Redefined and redirected the state/local government solutions group effort from a 2-tier framework to an n-tier .NET technology framework. Proposed solution contains a variety of applications including document imaging and workflow, electronic recording, process automation, legacy integration, and web delivery
- Oversaw project manager direct reports managing multi-million dollar full life cycle software accounts in California, Nevada, New York, and Texas
- Managed offshore software development site and staff in Yerevan, Armenia
- Performed an extensive 10-month onsite evaluation of Global 360's acquisition of Identitech, Inc. Proposed new business and technology strategies, remodeled and managed their Professional Services division
- Participated in all pre-sales product presentations enabling the sales team to close on several multi-million dollar contracts

1993 - 2004

AFFILIATED COMPUTER SERVICES, INC., Dallas, TX

*Chief Information Officer, State & Local Solutions, Government Records Management Group*

Involved in, and managed workflow/document management full life cycle software solutions for state and local government offices nationwide. Sales and operations from these solutions helped drive exponential growth in revenue and profits while under my direction. Direct reports included director of information technology, manager of software development, corporate network administrator, manager of data entry, and several project managers. Entire IT staff comprised of 100+ employees working in software development, customer and technical support, and data entry departments.

**New Business Development/Sales Support Contributions:**

- Specialized contract consulting support for all large scale, high-visibility customers
- Work closely with customers to understand and evaluate technical architecture and business requirements. Develop consistent track record. Maintain client relationships.
- Manage post sales customer relationship to ensure contract compliance and customer satisfaction
- Develop marketing strategy adopted by sales team and increase sales revenue by 20-30% for five consecutive years
- Participate in the delivery of all major pre-sales presentations
- Support sales team by aiding creation of all large account proposals and SOWs
- Multiple awards from Corporate and Sales Management as "Most Important Contributor" in assisting to meet annual revenue and profit objectives
- Key member of price structure formulation team

*John P. Harvell, Project Manager, cont'd.*

## RELEVANT EXPERIENCE

### ***Software Design/ Development Contributions:***

- Design and manage the development of the KOFIL Systems, Inc. GRM e-retrieval/e-commerce strategy and internet portal
- Develop specialized Internet portals for electronic document filing
- Design and manage the development of the GRM flagship client-server solution, 20/20 Perfect Vision System. Modularize workflow/EDMS solution—now installed in offices all across the US, and most notably selected as the Registry of Deeds recording software solution for the entire state of Massachusetts
- Design and manage a document imaging special project for the 2nd largest county in the US, the Cook County Recorder of Deeds' Office, Chicago, IL. Successful implementation eventually led to a five year relationship with over \$7 million generated revenue
- Develop a \$5 million Document Management, Workflow, and Imaging System for the Illinois Secretary of State Business Services Department. The System was designed to integrate with their IBM mainframe legacy application, has an electronic recording capability and provides for data access over the Internet
- Manage design and implementation of the 1<sup>st</sup> North Central Texas point-to-point electronic land records retrieval system serving title companies and appraisal offices in four counties

### ***Staff Management Contributions:***

- Build and manage a Professional Services team to help customers with consulting, project management and implementation services
- Manage Product Support group with industry's highest customer satisfaction ratings
- Initiate the evaluation and purchase of a company-wide CRM system reducing customer support related costs by 20% after only 6 months post-implementation
- Manage a team of network engineers responsible for the corporate technology infrastructure and local and wide area network
- Responsible for all personnel development including performance review preparations and merit increase valuations

1992 - 1999

TYLER TECHNOLOGIES, Dallas, TX

*Corporate Vice President, Strategic Systems*

Recruited by the President and challenged to create and execute technology strategies and develop a full range of software services for existing/new business in the state and local government market.

### ***Contributions:***

- Responsible for setting the direction of all Internal and External Systems
- Responsible for setting J2EE product direction
- Responsible for development of all Land Records and Title Company efforts
- Responsible for acquisition due diligence efforts

John P. Harvell, Project Manager, cont'd.

## RELEVANT EXPERIENCE

1983 – 1992

BUSINESS RECORDS CORPORATION (BRC), Dallas, TX

*Technical Adviser to the President and Chief Executive Officer*

Sold my consulting business to begin career with BRC, a thriving business process outsourcing organization, as Manager of Systems Development. Leadership skills, knowledge of the industry and attention to detail allowed led to a quick promotion to Vice President of Special Projects, Elections Systems Division. Promoted again to act as the Technical Advisor to the President and CEO.

*Technical Adviser to the President and Chief Executive Officer Contributions:*

- Technical evaluation and due diligence of potential corporate acquisition candidates
- Post-acquisition integration strategy of acquired companies into corporate technology
- Leader for all special projects. Developed a totally integrated Document and Records Management System combining voice, data and images
- Acquisition due diligence efforts

*Vice President-Special Projects Contributions:*

- Responsible for the design and implementation of one of the largest Elections Administration, Tabulating, and Returns computerized system in the US for the Illinois Board of Elections (Chicago, IL)
- Participated in the redesign of the Cook County, IL, elections returns system

*Manager of Systems Development Contributions:*

- Responsible for all corporate systems including voice and data communications
- Developed one of the first applications to make use of optical storage technologies used by the title industry

GATEWAY SOFTWARE SYSTEMS, INC., Dallas, TX

*Principal Owner/Consultant*

- As a subcontractor to Business Records Corporation, Gateway Software Systems, Inc., implemented an elections administration system for the State of Oklahoma

ROCKWELL INTERNATIONAL – COLLINS RADIO DIVISION, Richardson, TX

*Manager of Advanced Systems Development for Communications Switching Systems*

- Technical project manager for the development of an electronic funds transfer management system.
- Project manager for the design, development and installation of large message switching systems for the airline, financial and communications industries.

AXIOM SYSTEMS CONSULTING, INC., Dallas, TX

*Owner/Senior Consultant*

- Developed an on-line title search system for Title Company consortiums that improved backroom productivity and reduced research time thus increasing profits – used by all North Texas title company offices.

## GOO RANDY BARNES

### QUALIFICATIONS SUMMARY

Formerly, Barnes designed, implemented, and managed the various processes employed by the image processing and indexing production groups. He has over 15 years of experience in imaging technology including imaging hardware, software, and leading-edge imaging technologies. Now, he oversees the implementation portion and logistics of the system.

Barnes was the project manager for successful sovereignty imaging and indexing projects in some of the Nation's largest counties. He has experience in Land Record, Criminal, Civil and Appraisal system implementations and system training. His technical background and experience give him a unique view into how county clients and their customers use government records.



### EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS

- 2006 Project Manager and Professional (PMP)® Certification, Project Management Institute
- 2003 Microsoft Certified Systems Engineer (MCSE), Microsoft®
  - Gained skill in designing, implementing, and administering infrastructures for business solutions based on Windows Server 2003 and Microsoft® Windows 2000 Server. Implementation responsibilities include installing, configuring, and troubleshooting network systems.
- 1999 Bachelor of Arts in Philosophy, Texas A&M

### RELEVANT EXPERIENCE

- 2009 – Present *Chief Operations Officer*  
Kofile, Inc.
- 2000—2009 *Product and Project Manager*  
Affiliated Computer Services (ACS)
  - Coordinate complicated multi-location, multi-department production projects for ACS and ultimately ACS clients.
  - Increased product line sales from zero in 2007, to \$24 million in contracts for 2008.
  - Completed business analysis of all real property related systems (Court and Criminal Justice, Appraisal District, County Clerk, GIS, and Tax Assessor).
  - Wrote documents for portal software modifications.
  - Planned, managed, and implemented 200+ successful County-based software and hardware implementations.

*Randy Barnes, COO, cont'd.*

## RELEVANT EXPERIENCE

- 1999—2000 *Project Manager*  
Carter and Burgess
- Managed multi-campus metro fiber backbone implementation project which decreased yearly telecom expenditures by \$72,000 per year.
- 1998—1999 *Network Administrator & Y2K Project Director, Network Administrator*  
Texas Forest Service
- Administered and supported 300+ remote users as well as the agency data center. Increased customer service and decreased mean time to issue resolution by 200% through implementation of a knowledge base, outsourcing of onsite technicians, and implementation of technical support procedures.

  
**QUALITY MANAGER**  
**LAURA WHALEY**

### QUALIFICATIONS SUMMARY

Over 18 years experience working with state and local government offices providing workflow, document management and document recording software solutions. High attention to detail, keen analytical and communication skills allows me to work very effectively as a liaison between customers/end users and technical teams.

### EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS

B.S., Computer Information Systems, North Texas State University, Denton, TX

### SPECIAL TECHNICAL SKILLS

18+ years Business System Analyst specializing in state and local government solutions  
15+ years experience MS SQL Server DBA including database architecture, development, monitoring, and replication services  
5+ years experience MS SQL Server Report Services  
1+ year experience MS SQL Server Analysis Services  
10+ years with Sybase RAD tools including Powerbuilder

### RELEVANT EXPERIENCE

2013—Present

KOFILE SYSTEMS, INC., Dallas, TX  
*Product Development Manager*

2003 – 2013

Managed, developed, and supported the Massachusetts Register of Deeds Recorded and Registered Land (Torrens) Recording/Indexing/Document Management workflow software

2001 – 2013

Managed, developed, and supported the Cook County, Illinois Recorder of Deeds Recording/Indexing/Document Management workflow

2000 – 2004

Developed and supported the Illinois Secretary of State Business Services and UCC Department Workflow and Document Management software

**DATABASE SPECIALIST  
VARDAN HARUTYUNYAN****QUALIFICATIONS SUMMARY**

- Self-motivated Software Developer/Architect with 15 years of extensive experience in creation of software systems.
- High-level knowledge of research, design and development, strong abilities to interact in a team environment.
- Experienced in overall product design, as well as in the latest .NET technologies.
- Analytical and problem solving skills.
- Team leadership and Project management.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

B.S., Mining Engineering, State Engineering University of Armenia, 1997  
Computer science and management training courses for engineers at the State Engineering University of Armenia supported by EURASIA Foundation, 1996—1997

**SPECIAL TECHNICAL SKILLS**

Prog. Languages: C#, C/C++, Java2, JavaScript, T-SQL  
Technologies: .NET Framework, ASP.NET (MVC, WebForms, Services), AJAX, WCF, ADO.NET, COM/COM+, ATL, ODBC, XML, UML, Design Patterns  
Tools: MS Visual Studio .Net, KDevelop, Eclipse  
Databases: MS SQL, Informix, MySQL  
Operating Systems: Windows, UNIX/LINUX, IOS(CISCO)  
Other: Experience in Government Recording Solutions, Network, Cross Platform Development, Enterprise Solutions

**RELEVANT EXPERIENCE**

2013—Present

KOFILE SYSTEMS, INC., Dallas, TX  
*Sr. System Development Specialist*

2010—2013

XEROX BUSINESS SERVICES  
*Sr. System Development Specialist, Government Solutions Group*

2007—2010

SOUTHTECH CONSULTING, LLC. (Armenian Branch of Southtech Systems, USA)  
*Technical Manager/Architect*

2006—2007

LYCOS-ARMENIA (Armenia branch of Lycos-Europe, Germany)  
*Software Architect*

Vardan Harutyunyan, Sr. System Development Specialist, cont'd.

#### RELEVANT EXPERIENCE

2005—2006

INTERTELECOM

*IT Manager/ System Administrator*

2003—2006

SOUTHTECH CONSULTING, LLC. (Armenian Branch of Southtech Systems, USA)

*Senior Software Developer*

2001—2003

LABORSYSTEMS, LLC.

*Senior Software Developer*

2000—2001

CHILLI TECHNOLOGIES (Armenian branch of Chilli Systems, USA)

*Software Developer*

1999—2000

INET GLOBAL, LLC. (Armenian branch of Inet Global, USA)

*Software Developer*

1998—1999

YeTRI YEREVAN TELECOMMUNICATION RESEARCH INSTITUTE

*Software Developer*

**WORKFLOW SPECIALIST  
SAISH GADAMSETTY****QUALIFICATIONS SUMMARY**

More than 16 years of extensive experience, including 12 years of project management and software architect experience in full cycle project planning and execution of IT projects. Significant contributor to various county records management projects. With a very strong focus on the customer, Gadamsetty specializes in product development, imaging systems, BPO process design, solutions and implementation, web services, data modeling and data mining systems. Extensive experience in managing and leading offshore teams. Over 12 years of experience developing products and solutions, executing large back indexing and conversion projects for County Government.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

M.S., Computer Science and Applications  
B.S., Electronics and Telecommunications

**SPECIAL TECHNICAL SKILLS**

Prog. Lang. & Tech.: MS-Visual C++, ASP, Java, XML  
Databases: MS-SQL Server, Oracle  
Tools: MS Project, Business Objects, Seagate Crystal reports  
Imaging Toolkits: Leadtools, Accusoft Imagegear, ABBYY FineReader, Ascent Capture

**RELEVANT EXPERIENCE**

2013—Present

KOFILE SYSTEMS, INC., Dallas, TX  
*Senior Manager and Subject Matter Expert*

2007—2013

**XEROX BUSINESS SERVICES**

- Responsible for architecting, developing and implementing a standard operations platform for BPO group that integrates various departments, satellite offices and outsourced vendors onto a single operations control platform. The modules are complex work steps within a workflow to include sales order management, scanning, image cleaning, stapling, data entry, etc.
- Develop eFiling solution to facilitate electronic recording of real property documents in multiple Georgia counties. This system integrates electronic recording with GSCCCA and Xerox's Land Recording System.
- Conceive and develop a product for recording and searching Commissioners Court Minutes.
- Architect and upgrade the Xerox Land Records Management product to a full content management system capable of receiving files in various formats, OCR of images, and adding the capability of searching indexed and un-indexed data across all the content in the system.

*Saish Gadamsetty, Senior Manager and Subject Matter Expert, cont'd.*

## RELEVANT EXPERIENCE

- Design technical and operational processes for several large back-indexing and image conversion projects for various Texas counties, including Tarrant, Ellis, Scurry, Midland, etc. Each project was delivered on time and exceeded quality requirements.

1997—2007

SOURCEHOV (Formerly Lason Systems, Inc.)

- Responsible for managing the sales, contract negotiations, operations, support and CRM for the entire County Govt. Division with over 50 customers across 12 states.
- Manage the product upgrades and scoping releases with offshore development team in India.
- Conceive, design, and develop a complete packaged product with financial accounting system combined with the scanning, imaging, indexing and searching including web searching of Property and Legal documents for County Governments.
- Responsible for managing and implementing all IT and BPO Projects for Lason Southwest Region offices including Dallas, New Orleans, and Houston.
- Manage various offshore projects with development and operations teams in India and Mexico.
- Strong knowledge in Accounts Payable and Receivable, healthcare claims processing/ adjudication and data capture technologies using advanced OCR methods.
- Implement Accounts Payable and Payroll outsourcing solutions for Brinker International with offshore development and production teams in India.
- Design and implement Records capture system, developed processes, Filenet Integration for EDMS systems at Louisiana Dept. of Environmental Quality(LDEQ).

2000—2002

MARKETING ASSOCIATES (Division of Ford Motor Company)

- Responsible for implementing *Business Objects* for data analysis and data mining for Commercial Account databases and Ford direct marketing databases.
- Design and develop a fully automated process for *Firestone Tire Recall reimbursement program* for Ford Motor Company.
- Data modeling for other large projects like College Marketing database, Ford Mobility program, setting up Commercial Account DB's, upgrading websites for Ford Dealer connection, Ford Business partners and other Ford marketing programs.

**NETWORKING SPECIALIST  
ROBERT MCCUTCHAN****QUALIFICATIONS SUMMARY**

A results-driven IT professional with extensive experience in the engineering, administration, and support of information systems. In-depth expertise in the implementation, analysis, optimization, trouble-shooting, and documentation of LAN/WAN network systems. Successful track record diagnosing complex problems then delivering effective solutions.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

Certified Information Systems Security Professional (ISC2)

Ciso Certifications:

Cisco Certified Network Professional

Cisco Certified Design Associate

Cisco Certified Network Associate

Microsoft Certifications:

Microsoft Certified Information Technology Professional: Enterprise Administrator

Microsoft Certified Information Technology Professional: Server Administrator

Microsoft Certified Systems Engineer

Microsoft Certified Systems Administrator

Security+ (CompTIA)

Network+ (CompTIA)

A+ (CompTIA)

**SPECIAL TECHNICAL SKILLS**

Broad experience in systems, firewall, VPN, security, routing and switching specializing in Windows and Cisco technologies.

**RELEVANT EXPERIENCE**

Over 18 years of experience in Information Technology Security and Networking. Work experience ranges from small family-owned companies to large enterprise corporations.

**SUPPORT SPECIALIST  
FELIX LEON****QUALIFICATIONS SUMMARY**

Leon has over twelve years of project management experience in a leadership role. He integrates aspects of project management, product development, web design, and systems beta testing. His superior creativity and adaptability produce results that are tailored to each client's requirements. Leon's diverse background in customer sales, vendor associations, and specialized product support enhance his ability to troubleshoot problems from original, innovative perspectives. Currently, he manages the installation, testing, and demonstration of systems and software in addition to User Interface development.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

B.A., University of North Texas, Denton, Texas  
Graduated with Honors

**SPECIAL TECHNICAL SKILLS**

12+ years experience honing proficiency with an assortment of hardware products and software applications including SAM applications, sensory data modification software, and linguistic diagnostics.

**RELEVANT EXPERIENCE**

Trained under Robert McCutchan in multiple computer software applications and hardware installations. Prior work experience includes retail management, beta testing of system management software, accounting and revenue projection and analysis, bilingual customer service management, and identifying and troubleshooting errors in linguistic systems.

TRAINER  
LEAH WOOD

### QUALIFICATIONS SUMMARY

Leah is a dedicated professional with experience in County Records administration and over 20 years' experience in sales and marketing. She is able to deliver customer value by challenging the customer to think differently. Her specialized skills include building rapport quickly with customers, and helping them to see a benefit in products/services promoted. She is an experienced communicator and presenter.

### EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS

B.B.A., Marketing, Oklahoma State University

### SPECIAL TECHNICAL SKILLS

CompTIA CTT+ certified trainer

### RELEVANT EXPERIENCE

2014—Present

KOFILE SYSTEMS, INC., Dallas, TX  
*Trainer*

2010—2014

DENTON COUNTY CLERK'S OFFICE, Denton, TX  
*Assistant Records Manager*

- Responsible for bulk data sales and distribution.
- Manage open record requests and calculate quotes.
- Manage registry and escrow accounts.
- Legislative specialist.
- Administration liaison for county clerk departments and courts.

2011—2014

BOHEMIAN BLU, Roanoke, TX  
*Owner*

2008—2011

2ND STREET, URBAN VINTAGE, LLC., Denton, TX  
*Co-Owner*

1992—1997

ST. PAUL MEDICAL CENTER/UT SOUTHWESTERN MEDICAL CENTER, Dallas, TX  
*Physical Services Associate*  
*Marketing Associate/Assistant Manager Mobile Screening*  
*Guest Relation Specialist*

**MANDY BATES WIGGINS**  
**COO INDEXING GROUP****QUALIFICATIONS SUMMARY**

Wiggins' manages the relationship between the imaging and indexing production groups. She has been at the forefront of software operation and implementation for over nine years serving as an expert in document imaging and troubleshooting database issues. Wiggins' has spent most of her career coordinating business objectives with client expectations. She has experience in Land Record system implementation, and she has managed the installation and customization of numerous system formats. Her technical background and proficiency in customer service provide county clients and their customers with a unique, client-focused approach to enhancing the ease of using government records.

**EDUCATION**

- 2004 Master of Education in Education Administration, Texas A&M University at Commerce  
1998 Bachelor of Arts in Criminal Justice/Business, Stephen F. Austin State University

**TECHNICAL TRAINING, & CERTIFICATIONS**

Project Manager and Professional (PMP)® Certification, Project Management Institute

**RELEVANT EXPERIENCE**

2009- Present COO, Indexing Group  
KOFIL, INC.

- Design, implement, & manage processes employed by image processing & indexing production groups. This includes imaging technology (imaging hardware, & software), & identifying leading edge imaging technologies.

2007—2014 *Business Operations Director*

**AFFILIATED COMPUTER SERVICES (ACS)**

- Oversee development, maintenance, and implementation of pricing guidelines for industry segments on a multiple regional basis.
- Ensure maintenance of corporate standards of profitability, pricing, billing arrangements, and investments
- Conduct trend/root cause analysis, document business care analysis, & translate business requirements into process/functional design/system solutions
- Work intimately with customers to set realistic expectations/ goals & proactively addressed issues/obstacles before they occurred
- Facilitate corporate training & technical writing of documentation for new in-house software systems

*Mandy Bates Wiggins, COO, cont'd.*2006—2007 *Sales*

## PETRY MEDIA (BLAIR TELEVISION)

- Worked closely with traffic and accounting departments to reconcile all spot and billing discrepancies.
- Maintained over \$25 million in media schedules.
- Prepared avail requests for two senior level account executives
- Assist Sales Manager & Sr. Account Executive & supervise sales support team.

2005

*Software Support Manager*

## GLOBAL 360, BGS (LAND RECORDS DIVISION)

- Managed software and hardware installations and upgrades as well as the support team.
- Created documentation for all facets of software implementation and training.
- Assisted sales in developing and maintaining positive customer relationships.

1999—2005

*Assistant Principal*

## CEDAR HILL INDEPENDENT SCHOOL DISTRICT

- Managed all aspects of student discipline, school maintenance, and teacher evaluation.
- Served as instructional leader for students and staff.

1998—1999

*Senior Technical Services Representative*

## Government Records Services

- Installed and customized proprietary software for new and existing customers.
- Provided product support post installation

**INDEXING MANAGER  
WANDA GOMEZ****QUALIFICATIONS SUMMARY**

Gomez brings a vast amount of experience to Kofile. Her career in the field of land records management spans over 43 years. Her expertise extends into Municipal/Government and Land Title businesses. Wanda has overseen the indexing of both current and historical records for Municipal/Government Clerks. She has been instrumental in developing the indexing standards used in the offices of many Clerks today. Her knowledge, reliability, and pursuit of excellence make her an invaluable asset to our customers and organization.

**RELEVANT EXPERIENCE**

- 2009- Present    Indexing Manager  
                         Kofile, Inc.
- 2009—2006      Indexing Manager  
                         Safeguard Imaging
- 2005— 2005      Indexing Manager  
                         Global 360 BGS
- 1990—2005      Indexing Manger  
                         Government Records Corporation
- 1974—1989      Land Records Manager  
                         Business Records Corporation
- 1962—1965      Assistant Data Operator & Indexing Manager  
                         Southwest Title

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

- 1960    Data Entry Operations and Operation of Business Machines,  
         Draughon Business College

**INDEXING SUPERVISOR  
JANICE CASEY****QUALIFICATIONS SUMMARY**

As the Indexing Supervisor, Casey is responsible for overseeing key and verifying locates and GF's from the Map Room. She is also responsible for the key and the verification of legal documents for Title Customers. Casey creates and updates the data entry process and procedures manual. She directly communicates issues and suggestions to the Indexing Manager. She is available to answer questions concerning document interpretation. She also oversees the transfer of new documents from Daily Indexing Counties to Internal Systems and releases new indexes to Daily Indexing Counties from Internal Systems.

**RELEVANT EXPERIENCE**

2007 - Present *Indexing/Data Entry Supervisor*  
Kofile, Inc.

2005—2007 *Data Entry Operator*  
Affiliated Computer Services (ACS)  
▪ Key and Verify legal documents for County and Title Customers.  
▪ Address client concerns.

2005—2005 *Data Entry Operator*  
GLOBAL 360  
▪ Key and Verify legal documents for County Customers .

2001—2005 *Data Entry Lead Operator*  
Affiliated Computer Services (ACS)  
▪ Back-up Supervisor.  
▪ Address client concerns.  
▪ Key and verify legal documents for Title Customers and Map Room locates.  
Prepare Batch tickets. Output Data on AS400.

1995—2000 *Data Entry Lead Operator*  
Government Records Services (GRS)  
▪ Back-up Supervisor.  
▪ Address client concerns.  
▪ Key and verify legal documents for Title Customers and Map Room locates.  
Prepare Batch tickets. Output Data on AS400.

1980—1995 *Data Entry Operator, Business Records Corporation (BRC)*  
▪ Key and verify legal documents for Title Customers and Map Room locates

# KOFILE SYSTEMS

March 12, 2015

The Honorable LeeAnn Jones  
Judge of Panola County  
Panola County Courthouse  
110 S. Sycamore, Room 216-A  
Carthage, Texas 75633

RE: Response to Notice of Award for Proposal for Government Records Management Services for  
Panola County RFP

Dear Judge LeeAnn Jones,

Thank you for your confidence in Kofile Systems, Inc. We look forward to serving Panola County. Per  
your Notice of Award, please find enclosed an executed Contract.

Please direct any questions to Reed Roach at 214-725-0497 or [reed.roach@kofile.us](mailto:reed.roach@kofile.us).

Respectfully,



Susanna G. Records  
Project Writer  
Kofile Systems, Inc.



## KOFIE'S SUPPORT PHILOSOPHY

PANOLA COUNTY, TEXAS  
RFP FOR GOVERNMENT RECORDS MANAGEMENT SERVICES  
RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION  
Sol. number, January 28, 2015

Support is Kofile's most important and closely monitored service. Kofile prides itself on quality maintenance and support. Kofile takes responsibility for all system components.

Customer Support is the central point of contact for our customers. Support representatives are responsible for developing strong relationships with their customers. Support staff will consistently exceed expectations.

*This response expounds Kofile's RFP Proposal Pages 52—53. It also includes the resumes as found in Kofile's RFP Proposal Pages 70—89 with two additions.*

Kofile's goal is to provide superior customer service to clients. Support staff are located in Dallas, Texas, at the Kofile's Data Center. Support staff are always available to answer questions or solve issues in either hardware or software. They are trained to handle any type of problem and understand the need to use simple, easy to follow instructions when stepping a customer through a problem.

### Support Available

#### **Business Hours**

*Kofile has designed support and maintenance to meet the requirements of our County customers. Full maintenance coverage is offered during Panola County's business hours with an additional buffer of 30 minutes before and after closing.*

#### **Off Hours**

*Upon project award, management contact information is provided to the elected Official for off-hours support.*

### **Online & Voice Support—7:00 A.M. to 5:30 P.M. CST**

*This is the first County Clerk system with customer support access via phone, Internet, email, and live chat. By providing prompt online digital and voice support, customers are not subject to inquiry response and problem resolution delays. Trained technicians answer inquiries with the latest automated problem isolation and resolution tools.*

#### **Voice Support**

*Dedicated phone numbers will be made available for voice support. Voice support is live answer—without call trees or voice prompts. There will be a warm transfer to Tier 1, 2, or 3 support or the Project Manager or Management. A warm transfer indicates that the operator will not transfer the call until the third party has been reached and the problem relayed. With this methodology, the County does not need to re-explain the issue.*

#### **Online Support: Web-Interface Support Tickets**

*Users can issue support tickets on the Internet via web interface, and track status and resolution on-line, without needing to pick up the phone. If necessary, a Kofile Help Desk representative will call the problem ticket issuer directly to address and resolve the issue.*

### **Same-Day Problem Resolution**

*Kofile's goal is to resolve reported issues in the reported business day—whether received via phone, email, or Internet. It is our goal to resolve all customer issues in a timely manner. Standard response times are identified to the right.*

SEVERITY	RESPONSE TIME
1	Within 15 minutes
2	Within 2 business hours
3	Within 8 business hours
4	Within 12 business hours

**Browser-Based Retrievals**

Currently, to access records online, one would access a secondary program with new operations and limited search capability. Kofile's Internet browser-based retrievals occur in the same program without switching operational methodology. **Vanguard Records Management** is browser-based. Complex software is not loaded to the workstation or tablet. This eliminates many support problems commonly associated with implementations. Browser-based retrieval also extend access to other County Departments. External computers no longer need to load additional software. All retrieval is browser based.

**User Group Meetings/Conferences**

User Group meetings/conferences will be held bi-annually within the State of Texas. Physical and virtual meetings will allow users to attend without affecting the County's travel budget.

**Software Updates**

Kofile is responsible for software updates and performs updates on a scheduled basis, no less than twice per year. Mandated changes are performed in a timely manner and are installed prior to the required implementation. Software maintenance is proactive, preventative, and included with the Contract.

**SEVERITY LEVEL OF CASES**

Each case is assigned a severity level at the time it is logged. Severity levels reflect the business impact of the issue to the customer, which may change during the life of the open case. It is extremely important that the correct severity is assigned to each issue. Categorizing severity levels incorrectly hinders the overall case-handling process. The table below defines the severity categories and the associated action models.

DESCRIPTION	ACTION MODEL
<b>SEVERITY 1 DOWN</b> <ul style="list-style-type: none"> <li>Reserved for Production Systems</li> <li>Total loss of system functionality</li> <li>Significant loss of corruption of data, images, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Immediate escalation to Tier III &amp; IV support</li> <li>Immediate and constant attention until resolved or reassigned a lower severity</li> <li>Frequent contact by mutual agreement</li> <li>Live Progress (minute-by-minute) review by support team and executive management</li> </ul>
<b>SEVERITY 2 CRITICAL</b> <ul style="list-style-type: none"> <li>Significant loss of functionality preventing business goals from being attained</li> <li>Available workaround not acceptable</li> </ul>	<ul style="list-style-type: none"> <li>Priority focus from the case owner and support team</li> <li>Frequent contact by mutual agreement</li> <li>Live Progress (minute-by-minute) Progress review by support management</li> </ul>
<b>SEVERITY 3 MAJOR</b> <ul style="list-style-type: none"> <li>Anomalies in system function or administration which require assistance</li> <li>Non-urgent production issues or questions</li> <li>Downgraded Severity 1 or 2; temporary workaround accepted to reduce impact</li> </ul>	<ul style="list-style-type: none"> <li>Resolution coordination within the support team</li> <li>Status monitored daily with updates as known</li> <li>Daily Progress review by Support Management</li> </ul>
<b>SEVERITY 4 MINOR or INFORMATIONAL</b> <ul style="list-style-type: none"> <li>Minor, temporary, or infrequent issues that affect a limited number of users</li> <li>Administration issues or questions that are not urgent</li> <li>Product functions as intended, but does not meet the needs of business situation</li> </ul>	<ul style="list-style-type: none"> <li>Estimated completion date (if available) provided</li> <li>Status monitored weekly with status updates as known</li> <li>Enhancement requests logged and forwarded to Product Management</li> <li>Enhancement and feature requests voting and commenting available via Web Support System</li> </ul>

**TIER ONE SUPPORT**

Tier One Support is the customer's central point of contact. In this role, support representatives develop strong relationships with their customers. These relationships are often the basis of the customer's perceptions about Kofile and the company's level of service. It is critical that every customer inquiry be treated with the highest level of professionalism and care. Support staff will consistently exceed the expectations of customers who submit inquiries to the HelpDesk

Tier One support is accountable for every inquiry received by the HelpDesk and these tasks:

- Receiving inbound inquiries to the HelpDesk
- Documenting all inbound inquiries
- Resolving all Tier One inquiries received during the same business day
- Proper escalation of issues
- Monitoring and tracking of escalated issues and outages
- Following up with customers regarding the status and resolution of escalated issues
- Adhering to documentation standards in the system

**SUPPORT PERSONNEL**

**Please note that resumes for all relevant personnel are included in this following pages. These resumes highlight related skills and a vast database of experience and systems knowledge.**

NAME	RESPONSIBILITY TO PANOLA COUNTY	LEVEL OF SUPPORT
Reed Roach	Account Manager	
John Harvell	Project Manager	
Randy Barnes	COO	
Laura Whaley	Quality Manager	
Vardan Harutyunyan	Database Specialist	
Saish Gadamsetty	Workflow Specialist	Tier 3
Robert McCutchan	Director of Technical Services	Tier 2
Felix Leon	Support Specialist	Tier 1
Leah Wood	Trainer and Support Specialist	Tier 1
Justin Lee	Implementation Specialist	Tier 1
Zach Simmons	Information Technology Specialist	Tier 1
Mandy Bates Wiggins	COO, Indexing Group	
Wanda Gomez	Indexing Manager	
Janice Casey	Indexing Supervisor	

**Future Support Personnel**

*Kofile is dedicated to its systems customers and will build in structure as it gains more customers. As we grow, the following support structure will be installed*

**Regional Representatives**

*These representatives will provide timely on-site service. They will be based in five regions in Texas. When not traveling or present in the County, they will be available via VOIP with Helpdesk personnel.*

- 1 Northeast Texas
- 2 Central Texas
- 3 West Texas
- 4 Southeast Texas
- 5 South Texas

***Implementation Teams***

*Kofile will implement four teams with a total of eight personnel. Each will consist of two Trainers and two Infrastructure Specialist. They will provide Tier 2 support when not traveling.*

**ACCOUNT MANAGER**

**The Account Manager, Reed Roach, will serve as Panola County's project specialist and point of contact.**

The Account Manager handles all sales, contracts and communications with the client. This on going communication ensures the client is kept informed about the status and estimated completion schedule of the projects.

Mr. Roach has been consulting with public officials across the country and involved in the storage, management and preservation of public records since 1981. He understands the requirements and special needs involved in the recording, indexing and archiving of public records. Mr. Roach's career began with the current management team of Kofile and continues to bring this vast experience and knowledge to both the Kofile team and county officials today.



PROJECT MANAGER  
JOHN P. HARVELL

### QUALIFICATIONS SUMMARY

John Harvell has over 35 years of experience in the design, programming, development, and implementation of computer based systems concentrating on Local Government Applications - Land Records Management, Tax Appraisal, Tax Collection, Fund Accounting, Election Systems, Voter Registration, Signature Capture and Retrieval, and Document Imaging.

### EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS

M.A., Mathematics, Loyola University, Chicago, IL  
B.A., Mathematics, Mount St. Mary's University, Emmitsburg, MD; Magna Cum Laude  
Began college undergraduate studies at age 15  
Fluent in Spanish -- Lived in Latin America for 13 years

### SPECIAL TECHNICAL SKILLS

Results-driven, innovative IT executive with over 35 years of effective leadership in resource management and full life cycle software development and support. Strong technical background includes system planning and architecture, network infrastructure, system integration, and methodologies. A sound communicator with a proven ability to develop and build customer relationships with a strong commitment to cost-effective and timely results. Proficiencies include:

- New Business Development
- Business Process Improvements
- Strategic Planning
- Executive Coaching
- EDMS Software Design & Development
- Team Building & Recruitment
- Manager & Mentor – Software Development
- Manager & Mentor – Technical Services
- VP – Professional Services

### RELEVANT EXPERIENCE

2012 – Present

KOFILE SYSTEMS, INC., Dallas, TX  
*CTO/New Technology Development*

2006 - 2012

XEROX SERVICES GROUP, Dallas, TX  
*Chief Technology Officer, Government Management Systems*  
Responsible for all Design, Development, Implementation, and Support for Land Records Management Systems as well as all new product development for next generation Land Records System – Project Phoenix. Responsible for design and development of California CeRTNA ERDS System. Responsible for over 170 systems.

*John P. Harvell, Project Manager, cont'd.*

## RELEVANT EXPERIENCE

2004 – 2006

GLOBAL 360 BGS INC., Dallas, TX

*Chief Technology Officer, Business Government Solutions Group*

Recruited by the Chairman of the Board/CEO as a strategic leader to evaluate and rebuild Global 360's Business Government Solutions (BGS) division.

**Contributions:**

- Redefined and redirected the state/local government solutions group effort from a 2-tier framework to an n-tier .NET technology framework. Proposed solution contains a variety of applications including document imaging and workflow, electronic recording, process automation, legacy integration, and web delivery
- Oversaw project manager direct reports managing multi-million dollar full life cycle software accounts in California, Nevada, New York, and Texas
- Managed offshore software development site and staff in Yerevan, Armenia
- Performed an extensive 10-month onsite evaluation of Global 360's acquisition of Identitech, Inc. Proposed new business and technology strategies, remodeled and managed their Professional Services division
- Participated in all pre-sales product presentations enabling the sales team to close on several multi-million dollar contracts

1993 - 2004

AFFILIATED COMPUTER SERVICES, INC., Dallas, TX

*Chief Information Officer, State & Local Solutions, Government Records Management Group*

Involved in, and managed workflow/document management full life cycle software solutions for state and local government offices nationwide. Sales and operations from these solutions helped drive exponential growth in revenue and profits while under my direction. Direct reports included director of information technology, manager of software development, corporate network administrator, manager of data entry, and several project managers. Entire IT staff comprised of 100+ employees working in software development, customer and technical support, and data entry departments.

**New Business Development/Sales Support Contributions:**

- Specialized contract consulting support for all large scale, high-visibility customers
- Work closely with customers to understand and evaluate technical architecture and business requirements. Develop consistent track record. Maintain client relationships.
- Manage post sales customer relationship to ensure contract compliance and customer satisfaction
- Develop marketing strategy adopted by sales team and increase sales revenue by 20-30% for five consecutive years
- Participate in the delivery of all major pre-sales presentations
- Support sales team by aiding creation of all large account proposals and SOWs
- Multiple awards from Corporate and Sales Management as "Most Important Contributor" in assisting to meet annual revenue and profit objectives
- Key member of price structure formulation team

*John P. Harvell, Project Manager, cont'd.*

## RELEVANT EXPERIENCE

### ***Software Design/ Development Contributions:***

- Design and manage the development of the KOFILE Systems, Inc. GRM e-retrieval/e-commerce strategy and internet portal
- Develop specialized Internet portals for electronic document filing
- Design and manage the development of the GRM flagship client-server solution, 20/20 Perfect Vision System. Modularize workflow/EDMS solution—now installed in offices all across the US, and most notably selected as the Registry of Deeds recording software solution for the entire state of Massachusetts
- Design and manage a document imaging special project for the 2nd largest county in the US, the Cook County Recorder of Deeds' Office, Chicago, IL. Successful implementation eventually led to a five year relationship with over \$7 million generated revenue
- Develop a \$5 million Document Management, Workflow, and Imaging System for the Illinois Secretary of State Business Services Department. The System was designed to integrate with their IBM mainframe legacy application, has an electronic recording capability and provides for data access over the Internet
- Manage design and implementation of the 1<sup>st</sup> North Central Texas point-to-point electronic land records retrieval system serving title companies and appraisal offices in four counties

### ***Staff Management Contributions:***

- Build and manage a Professional Services team to help customers with consulting, project management and implementation services
- Manage Product Support group with industry's highest customer satisfaction ratings
- Initiate the evaluation and purchase of a company-wide CRM system reducing customer support related costs by 20% after only 6 months post-implementation
- Manage a team of network engineers responsible for the corporate technology infrastructure and local and wide area network
- Responsible for all personnel development including performance review preparations and merit increase valuations

1992 - 1999

TYLER TECHNOLOGIES, Dallas, TX

*Corporate Vice President, Strategic Systems*

Recruited by the President and challenged to create and execute technology strategies and develop a full range of software services for existing/new business in the state and local government market.

### ***Contributions:***

- Responsible for setting the direction of all Internal and External Systems
- Responsible for setting J2EE product direction
- Responsible for development of all Land Records and Title Company efforts
- Responsible for acquisition due diligence efforts

John P. Harvell, Project Manager, cont'd.

## RELEVANT EXPERIENCE

1983 – 1992

**BUSINESS RECORDS CORPORATION (BRC), Dallas, TX**

*Technical Adviser to the President and Chief Executive Officer*

Sold my consulting business to begin career with BRC, a thriving business process outsourcing organization, as Manager of Systems Development. Leadership skills, knowledge of the industry and attention to detail allowed led to a quick promotion to Vice President of Special Projects, Elections Systems Division. Promoted again to act as the Technical Advisor to the President and CEO.

*Technical Adviser to the President and Chief Executive Officer Contributions:*

- Technical evaluation and due diligence of potential corporate acquisition candidates
- Post-acquisition integration strategy of acquired companies into corporate technology
- Leader for all special projects. Developed a totally integrated Document and Records Management System combining voice, data and images
- Acquisition due diligence efforts

*Vice President-Special Projects Contributions:*

- Responsible for the design and implementation of one of the largest Elections Administration, Tabulating, and Returns computerized system in the US for the Illinois Board of Elections (Chicago, IL)
- Participated in the redesign of the Cook County, IL, elections returns system

*Manager of Systems Development Contributions:*

- Responsible for all corporate systems including voice and data communications
- Developed one of the first applications to make use of optical storage technologies used by the title industry

**GATEWAY SOFTWARE SYSTEMS, INC., Dallas, TX**

*Principal Owner/Consultant*

- As a subcontractor to Business Records Corporation, Gateway Software Systems, Inc., implemented an elections administration system for the State of Oklahoma

**ROCKWELL INTERNATIONAL – COLLINS RADIO DIVISION, Richardson, TX**

*Manager of Advanced Systems Development for Communications Switching Systems*

- Technical project manager for the development of an electronic funds transfer management system.
- Project manager for the design, development and installation of large message switching systems for the airline, financial and communications industries.

**AXIOM SYSTEMS CONSULTING, INC., Dallas, TX**

*Owner/Senior Consultant*

- Developed an on-line title search system for Title Company consortiums that improved backroom productivity and reduced research time thus increasing profits – used by all North Texas title company offices.

  
**RANDY BARNES**

### QUALIFICATIONS SUMMARY

Formerly, Barnes designed, implemented, and managed the various processes employed by the image processing and indexing production groups. He has over 15 years of experience in imaging technology including imaging hardware, software, and leading-edge imaging technologies. Now, he oversees the implementation portion and logistics of the system.

Barnes was the project manager for successful sovereignty imaging and indexing projects in some of the Nation's largest counties. He has experience in Land Record, Criminal, Civil and Appraisal system implementations and system training. His technical background and experience give him a unique view into how county clients and their customers use government records.



### EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS

- 2006 Project Manager and Professional (PMP)® Certification, Project Management Institute
- 2003 Microsoft Certified Systems Engineer (MCSE), Microsoft®
  - Gained skill in designing, implementing, and administering infrastructures for business solutions based on Windows Server 2003 and Microsoft® Windows 2000 Server. Implementation responsibilities include installing, configuring, and troubleshooting network systems.
- 1999 Bachelor of Arts in Philosophy, Texas A&M

### RELEVANT EXPERIENCE

- 2009 – Present *Chief Operations Officer*  
Kofile, Inc.
- 2000—2009 *Product and Project Manager*  
Affiliated Computer Services (ACS)
  - Coordinate complicated multi-location, multi-department production projects for ACS and ultimately ACS clients.
  - Increased product line sales from zero in 2007, to \$24 million in contracts for 2008
  - Completed business analysis of all real property related systems (Court and Criminal Justice, Appraisal District, County Clerk, GIS, and Tax Assessor).
  - Wrote documents for portal software modifications.
  - Planned, managed, and implemented 200+ successful County-based software and hardware implementations.

*Randy Barnes, COO, cont'd.*

## RELEVANT EXPERIENCE

- 1999—2000     *Project Manager*  
Carter and Burgess
- Managed multi-campus metro fiber backbone implementation project which decreased yearly telecom expenditures by \$72,000 per year.
- 1998—1999     *Network Administrator & Y2K Project Director, Network Administrator*  
Texas Forest Service
- Administered and supported 300+ remote users as well as the agency data center. Increased customer service and decreased mean time to issue resolution by 200% through implementation of a knowledge base, outsourcing of onsite technicians, and implementation of technical support procedures.

**QUALITY MANAGER**  
**LAURA WHALEY****QUALIFICATIONS SUMMARY**

Over 18 years experience working with state and local government offices providing workflow, document management and document recording software solutions. High attention to detail, keen analytical and communication skills allows me to work very effectively as a liaison between customers/end users and technical teams.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

B.S., Computer Information Systems, North Texas State University, Denton, TX

**SPECIAL TECHNICAL SKILLS**

18+ years Business System Analyst specializing in state and local government solutions  
15+ years experience MS SQL Server DBA including database architecture, development, monitoring, and replication services  
5+ years experience MS SQL Server Report Services  
1+ year experience MS SQL Server Analysis Services  
10+ years with Sybase RAD tools including Powerbuilder

**RELEVANT EXPERIENCE**

2013—Present

KOFILE SYSTEMS, INC., Dallas, TX  
*Product Development Manager*

2003 – 2013

Managed, developed, and supported the Massachusetts Register of Deeds Recorded and Registered Land (Torrens) Recording/Indexing/Document Management workflow software

2001 – 2013

Managed, developed, and supported the Cook County, Illinois Recorder of Deeds Recording/Indexing/Document Management workflow

2000 – 2004

Developed and supported the Illinois Secretary of State Business Services and UCC Department Workflow and Document Management software

**DATABASE SPECIALIST  
VARDAN HARUTYUNYAN****QUALIFICATIONS SUMMARY**

- Self-motivated Software Developer/Architect with 15 years of extensive experience in creation of software systems.
- High-level knowledge of research, design and development, strong abilities to interact in a team environment.
- Experienced in overall product design, as well as in the latest .NET technologies.
- Analytical and problem solving skills.
- Team leadership and Project management.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

B.S., Mining Engineering, State Engineering University of Armenia, 1997  
Computer science and management training courses for engineers at the State Engineering University of Armenia supported by EURASIA Foundation, 1996—1997

**SPECIAL TECHNICAL SKILLS**

Prog. Languages: C#, C/C++, Java2, JavaScript, T-SQL  
Technologies: .NET Framework, ASP.NET (MVC, WebForms, Services), AJAX, WCF, ADO.NET, COM/COM+, ATL, ODBC, XML, UML, Design Patterns  
Tools: MS Visual Studio .Net, KDevelop, Eclipse  
Databases: MS SQL, Informix, MySQL  
Operating Systems: Windows, UNIX/LINUX, IOS(CISCO)  
Other: Experience in Government Recording Solutions, Network, Cross Platform Development, Enterprise Solutions

**RELEVANT EXPERIENCE**

2013—Present

KOFILE SYSTEMS, INC., Dallas, TX  
*Sr. System Development Specialist*

2010—2013

XEROX BUSINESS SERVICES  
*Sr. System Development Specialist, Government Solutions Group*

2007—2010

SOUTHTECH CONSULTING, LLC. (Armenian Branch of Southtech Systems, USA)  
*Technical Manager/Architect*

2006—2007

LYCOS-ARMENIA (Armenia branch of Lycos-Europe, Germany)  
*Software Architect*

*Vardan Harutyunyan, Sr. System Development Specialist, cont'd.*

**RELEVANT EXPERIENCE**

**2005—2006**

**INTERTELECOM**

*IT Manager/ System Administrator*

**2003—2006**

**SOUTHTECH CONSULTING, LLC. (Armenian Branch of Southtech Systems, USA)**

*Senior Software Developer*

**2001—2003**

**LABORSYSTEMS, LLC.**

*Senior Software Developer*

**2000—2001**

**CHILLI TECHNOLOGIES (Armenian branch of Chilli Systems, USA)**

*Software Developer*

**1999—2000**

**INET GLOBAL, LLC. (Armenian branch of Inet Global, USA)**

*Software Developer*

**1998—1999**

**YeTRI YEREVAN TELECOMMUNICATION RESEARCH INSTITUTE**

*Software Developer*

**WORKFLOW SPECIALIST  
SAISH GADAMSETTY****QUALIFICATIONS SUMMARY**

More than 16 years of extensive experience, including 12 years of project management and software architect experience in full cycle project planning and execution of IT projects. Significant contributor to various county records management projects. With a very strong focus on the customer, Gadamsetty specializes in product development, imaging systems, BPO process design, solutions and implementation, web services, data modeling and data mining systems. Extensive experience in managing and leading offshore teams. Over 12 years of experience developing products and solutions, executing large back indexing and conversion projects for County Government.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

M.S., Computer Science and Applications  
B.S., Electronics and Telecommunications

**SPECIAL TECHNICAL SKILLS**

Prog. Lang. & Tech.: MS-Visual C++, ASP, Java, XML  
Databases: MS-SQL Server, Oracle  
Tools: MS Project, Business Objects, Seagate Crystal reports  
Imaging Toolkits: Leadtools, Accusoft Imagegear, ABBYY FineReader, Ascent Capture

**RELEVANT EXPERIENCE**

2013—Present

KOFILE SYSTEMS, INC., Dallas, TX  
*Senior Manager and Subject Matter Expert*

2007—2013

**XEROX BUSINESS SERVICES**

- Responsible for architecting, developing and implementing a standard operations platform for BPO group that integrates various departments, satellite offices and outsourced vendors onto a single operations control platform. The modules are complex work steps within a workflow to include sales order management, scanning, image cleaning, stapling, data entry, etc.
- Develop eFiling solution to facilitate electronic recording of real property documents in multiple Georgia counties. This system integrates electronic recording with GSCCCA and Xerox's Land Recording System.
- Conceive and develop a product for recording and searching Commissioners Court Minutes.
- Architect and upgrade the Xerox Land Records Management product to a full content management system capable of receiving files in various formats, OCR of images, and adding the capability of searching indexed and un-indexed data across all the content in the system.

*Saish Gadamsetty, Senior Manager and Subject Matter Expert, cont'd.*

## RELEVANT EXPERIENCE

- Design technical and operational processes for several large back-indexing and image conversion projects for various Texas counties, including Tarrant, Ellis, Scurry, Midland, etc. Each project was delivered on time and exceeded quality requirements.

1997—2007

SOURCEHOV (Formerly Lason Systems, Inc.)

- Responsible for managing the sales, contract negotiations, operations, support and CRM for the entire County Govt. Division with over 50 customers across 12 states.
- Manage the product upgrades and scoping releases with offshore development team in India.
- Conceive, design, and develop a complete packaged product with financial accounting system combined with the scanning, imaging, indexing and searching including web searching of Property and Legal documents for County Governments.
- Responsible for managing and implementing all IT and BPO Projects for Lason Southwest Region offices including Dallas, New Orleans, and Houston.
- Manage various offshore projects with development and operations teams in India and Mexico.
- Strong knowledge in Accounts Payable and Receivable, healthcare claims processing/ adjudication and data capture technologies using advanced OCR methods.
- Implement Accounts Payable and Payroll outsourcing solutions for Brinker International with offshore development and production teams in India.
- Design and implement Records capture system, developed processes, Filenet Integration for EDMS systems at Louisiana Dept. of Environmental Quality(LDEQ).

2000—2002

MARKETING ASSOCIATES (Division of Ford Motor Company)

- Responsible for implementing *Business Objects* for data analysis and data mining for Commercial Account databases and Ford direct marketing databases.
- Design and develop a fully automated process for *Firestone Tire Recall reimbursement program* for Ford Motor Company.
- Data modeling for other large projects like College Marketing database, Ford Mobility program, setting up Commercial Account DB's, upgrading websites for Ford Dealer connection, Ford Business partners and other Ford marketing programs.

**DIRECTOR OF TECHNICAL SERVICES**  
**ROBERT MCCUTCHAN****QUALIFICATIONS SUMMARY**

A results-driven IT professional with extensive experience in the engineering, administration, and support of information systems. In-depth expertise in the implementation, analysis, optimization, trouble-shooting, and documentation of LAN/WAN network systems. Successful track record diagnosing complex problems then delivering effective solutions.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

Certified Information Systems Security Professional (ISC2)

Cisco Certifications:

Cisco Certified Network Professional

Cisco Certified Design Associate

Cisco Certified Network Associate

Microsoft Certifications:

Microsoft Certified Information Technology Professional: Enterprise Administrator

Microsoft Certified Information Technology Professional: Server Administrator

Microsoft Certified Systems Engineer

Microsoft Certified Systems Administrator

Security+ (CompTIA)

Network+ (CompTIA)

A+ (CompTIA)

**SPECIAL TECHNICAL SKILLS**

Broad experience in systems, firewall, VPN, security, routing and switching specializing in Windows and Cisco technologies.

**RELEVANT EXPERIENCE**

Over 18 years of experience in Information Technology Security and Networking. Work experience ranges from small family-owned companies to large enterprise corporations.

SUPPORT SPECIALIST  
FELIX LEON

### QUALIFICATIONS SUMMARY

Leon tests and trains the Clerk and staff on the application. He is available to show them new features, answer questions, and relay requests that they would like to see in the future. He works on-site to identify any performance issues.

Leon has over twelve years of project management experience in a leadership role. He integrates aspects of project management, product development, web design, and systems beta testing. His superior creativity and adaptability produce results that are tailored to each client's requirements. Leon's diverse background in customer sales, vendor associations, and specialized product support enhance his ability to troubleshoot problems from original, innovative perspectives. Currently, he manages the installation, testing, and demonstration of systems and software in addition to User Interface development.

### EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS

B.A., University of North Texas, Denton, Texas  
Graduated with Honors

### SPECIAL TECHNICAL SKILLS

12+ years experience honing proficiency with an assortment of hardware products and software applications including SAM applications, sensory data modification software, and linguistic diagnostics.

### RELEVANT EXPERIENCE

Trained by Laura Whaley. Experience serving the County on-site. Also trained in multiple computer software applications and hardware installations. Prior work experience includes retail management, beta testing of system management software, accounting and revenue projection and analysis, bilingual customer service management, and identifying and troubleshooting errors in linguistic systems.

**JUSTIN LEE  
IMPLEMENTATION SPECIALIST****QUALIFICATIONS SUMMARY**

Lee assists systems customers with the implementation of new systems and provides client support services. Lee has over seven years of experience in troubleshooting software and hardware issues. He is proficient in dissolving computer viruses and servicing various computing systems such as Windows, Linux, and Macintosh. Lee's areas of expertise include technology troubleshooting, system error diagnostics, and repairing and constructing personal computers. Lee also provides maintenance for all large format printers and scanners at the facility. In the past, Lee has constructed multiple computers and computing systems for architectural and engineering firms.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

A+ (CompTIA)

2008 KIP America Service School

Certified in installation, operation, and maintenance of KIP 3000/5000 Large Format Printers

**RELEVANT EXPERIENCE**

Sept. 2013 - Present

KOFILE, INC.

*Implementation Specialist*

- Assist in implementing new systems and providing client support services.
- Admin for Salesforce deployment.

*Information Technology Technician*

- Monitor and maintain technological equipment and systems necessary to achieve maximum company efficiency and productivity.
- Responsible for ensuring Kofile's electronic data availability, integrity, and information security.

2006—2013

LOUISIANA DIGITAL REPRODUCTIONS

*Senior Information Technologist*

- Performed routine and emergency servicing on large format printers and scanners. Scanned, prepared, encrypted, and loaded digitized plans online for client use. Constructed, repaired, and diagnosed issues with Microsoft Windows computers.

*Digital/Diagnostics Technician*

- Engaged in troubleshooting with company systems and computers.

## ZACK SIMMONS INFORMATION TECHNOLOGY SPECIALIST

### QUALIFICATIONS SUMMARY

Simmons is skilled in Help Desk support. He is an experienced Desktop Support Technician with a background providing exceptional networking, PC, web and client server technical support for small to medium sized businesses. He is experienced in diagnosing, troubleshooting and resolving client issues with software, hardware, maintenance, installations and upgrades. He has provided primary support contact for call center operations and service, responsible for communicating with technical and non-technical users. Simmons possess exceptional customer support and service skills with the goal of enhancing the customer user experience.

### EDUCATION

2013 Associate of Applied Science, Remington College, Dallas TX

### TECHNICAL TRAINING, & CERTIFICATIONS

A+ Certified Technician, 2013

ServSafe Certified

U.S. Government Secret Security Clearance

Superior Performance Award for four years in Security and Management

*Hardware:* IBM, Dell, HP, and Apple compatible PCs, Sun Workstations, Ethernet, Cisco, TP-Link, D-Link Routers, Video & Sound Cards, Wired and Wireless Ethernet Wi-Fi cards, CD-ROM Drives, Multiplexors, Some high end printing systems and Plotters, X-Ray receivers, mini and micro cameras, Amped, TP-Link, D-Link Wi-Fi repeaters, APC and Cyber Power Uninterruptable Power Supply's, HP and Dell rack mountable blade and tower servers and VOIP Phones

*Operating System:* Windows 8/8.1/7/Vista/XP/2000/95, Microsoft Exchange, DOS, TCP/IP, ERP, Apple iOS 6/7/8

### RELEVANT EXPERIENCE

2014 - Present

KOFILE, INC.

*Information Technology Specialist*

- Monitor and maintain technological equipment and systems necessary to achieve maximum company efficiency and productivity.
- Responsible for ensuring Kofile's electronic data availability, integrity, and information security.

▪

*Zack Simmons, Information Technology Specialist, cont'd.*

2013—2014

**CYBERNUT SOLUTIONS, LLC.**

*Technical Support Lead*

- Provide support (65% desktop/35% help desk) for over 37 client businesses across 52 locations covering 407 end users. Customer base ranges from small doctor's offices to mid-size commercial real estate and financial institutions.
- Personally diagnosed, remediated and closed an average of over 200 support tickets per month and was personally responsible for closing over 75% of the tickets for the entire organization.
- Main point-of-contact for customers to communicate issues, questions and requests to the service team. Acted as the "first-call" technician on the helpdesk to assist customers with entering service tickets, diagnosing and remediating level 1 and 2 tickets.
- Responsible for the upkeep and preventative maintenance for all managed customers in an effort to pro-actively diagnose and repair all IT related issues, ensuring that business operations are not negatively impacted.
- Dealt directly with customers to help them understand new and replacement hardware needs. Key in maintaining lines of communication with business owners on equipment replacement and capital expenditures (CAPEX).
- Responsible for company stockroom procurement, repair and replacement of all equipment necessary for the entire firm. Managed a Just-in-Time approach to ensure that only the parts needed are in stock.

2011—2013

**BRIGGS EQUIPMENT, LLC**

*Parts Research Analyst*

- Analyzed and researched various required parts and service kits for a variety of different forklift makes, models, and types for technicians as well as customers.
- Created and processed numerous orders and quotations, keeping customers apprised during the entire parts ordering process. Created, maintained, and utilized accounts to provide expert service in a rapid and timely fashion.

2005—2011

**UNITED STATES ARMY**

*Corporal—Infantry*

- Primary person responsible operating the Logistical and Management Centre for a company of 150 infantry personnel.
- Prepare and train U.S. Army personnel in maximizing goals and objectives with the use of continuous training drills combined with standards for completion, resulting in team being fully prepared for deployments to both Operation Iraqi Freedom as well as Operation Enduring Freedom in Afghanistan.
- Integral part of a Supply Chain Management that plans, implements and controls services and information from the point of origin to the point of need.
- Provided extensive training leading to two soldiers receiving their Expert Infantryman's Badge.
- Responsible for repairing and maintaining over \$4M of vehicles and equipment.

**TRAINER  
LEAH WOOD****QUALIFICATIONS SUMMARY**

Leah is a dedicated professional with experience in County Records administration and over 20 years' experience in sales and marketing. She is able to deliver customer value by challenging the customer to think differently. Her specialized skills include building rapport quickly with customers, and helping them to see a benefit in products/services promoted. She is an experienced communicator and presenter.

**EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS**

B.B.A., Marketing, Oklahoma State University

**SPECIAL TECHNICAL SKILLS**

CompTIA CTT+ certified trainer

**RELEVANT EXPERIENCE**

2014—Present

KOFILE, INC., Dallas, TX  
*Trainer*

2010—2014

DENTON COUNTY CLERK'S OFFICE, Denton, TX  
*Assistant Records Manager*

- Responsible for bulk data sales and distribution.
- Manage open record requests and calculate quotes.
- Manage registry and escrow accounts.
- Legislative specialist.
- Administration liaison for county clerk departments and courts.

2011—2014

BOHEMIAN BLU, Roanoke, TX  
*Owner*

2008—2011

2ND STREET, URBAN VINTAGE, LLC., Denton, TX  
*Co-Owner*

1992—1997

ST. PAUL MEDICAL CENTER/UT SOUTHWESTERN MEDICAL CENTER, Dallas, TX  
*Physical Services Associate*  
*Marketing Associate/Assistant Manager Mobile Screening*  
*Guest Relation Specialist*

**MANDY BATES WIGGINS  
COO INDEXING GROUP****QUALIFICATIONS SUMMARY**

Wiggins' manages the relationship between the imaging and indexing production groups. She has been at the forefront of software operation and implementation for over nine years serving as an expert in document imaging and troubleshooting database issues. Wiggins' has spent most of her career coordinating business objectives with client expectations. She has experience in Land Record system implementation, and she has managed the installation and customization of numerous system formats. Her technical background and proficiency in customer service provide county clients and their customers with a unique, client-focused approach to enhancing the ease of using government records.

**EDUCATION**

- 2004 Master of Education in Education Administration, Texas A&M University at Commerce  
1998 Bachelor of Arts in Criminal Justice/Business, Stephen F. Austin State University

**TECHNICAL TRAINING, & CERTIFICATIONS**

Project Manager and Professional (PMP)® Certification, Project Management Institute

**RELEVANT EXPERIENCE**

2009- Present COO, Indexing Group  
KOFIL, INC.

- Design, implement, & manage processes employed by image processing & indexing production groups. This includes imaging technology (imaging hardware, & software), & identifying leading edge imaging technologies.

2007—2014 *Business Operations Director*  
AFFILIATED COMPUTER SERVICES (ACS)

- Oversee development, maintenance, and implementation of pricing guidelines for industry segments on a multiple regional basis.
- Ensure maintenance of corporate standards of profitability, pricing, billing arrangements, and investments
- Conduct trend/root cause analysis, document business case analysis, & translate business requirements into process/functional design/system solutions
- Work intimately with customers to set realistic expectations/ goals & proactively address issues/obstacles before they occurred
- Facilitate corporate training & technical writing of documentation for new in-house software systems

*Mandy Bates Wiggins, COO, cont'd.*

- 2006—2007     *Sales*  
PETRY MEDIA (BLAIR TELEVISION)
- Worked closely with traffic and accounting departments to reconcile all spot and billing discrepancies.
  - Maintained over \$25 million in media schedules.
  - Prepared avail requests for two senior level account executives
  - Assist Sales Manager & Sr. Account Executive & supervise sales support team.
- 2005             *Software Support Manager*  
GLOBAL 360, BGS (LAND RECORDS DIVISION)
- Managed software and hardware installations and upgrades as well as the support team.
  - Created documentation for all facets of software implementation and training.
  - Assisted sales in developing and maintaining positive customer relationships.
- 1999—2005     *Assistant Principal*  
CEDAR HILL INDEPENDENT SCHOOL DISTRICT
- Managed all aspects of student discipline, school maintenance, and teacher evaluation.
  - Served as instructional leader for students and staff.
- 1998—1999     *Senior Technical Services Representative*  
Government Records Services
- Installed and customized proprietary software for new and existing customers.
  - Provided product support post installation

## INDEXING MANAGER WANDA GOMEZ

### QUALIFICATIONS SUMMARY

Gomez brings a vast amount of experience to Kofile. Her career in the field of land records management spans over 43 years. Her expertise extends into Municipal/Government and Land Title businesses. Wanda has overseen the indexing of both current and historical records for Municipal/Government Clerks. She has been instrumental in developing the indexing standards used in the offices of many Clerks today. Her knowledge, reliability, and pursuit of excellence make her an invaluable asset to our customers and organization.



### RELEVANT EXPERIENCE

2009- Present	Indexing Manager Kofile, Inc.
2009—2006	Indexing Manager Safeguard Imaging
2005— 2005	Indexing Manager Global 360 BGS
1990—2005	Indexing Manger Government Records Corporation
1974—1989	Land Records Manager Business Records Corporation
1962—1965	Assistant Data Operator & Indexing Manager Southwest Title

### EDUCATION, TECHNICAL TRAINING, & CERTIFICATIONS

1960 Data Entry Operations and Operation of Business Machines,  
 Draughon Business College

INDEXING SUPERVISOR  
JANICE CASEY

## QUALIFICATIONS SUMMARY

As the Indexing Supervisor, Casey is responsible for overseeing key and verifying locates and GF's from the Map Room. She is also responsible for the key and the verification of legal documents for Title Customers. Casey creates and updates the data entry process and procedures manual. She directly communicates issues and suggestions to the Indexing Manager. She is available to answer questions concerning document interpretation. She also oversees the transfer of new documents from Daily Indexing Counties to Internal Systems and releases new indexes to Daily Indexing Counties from Internal Systems.



## RELEVANT EXPERIENCE

- 2007 - Present *Indexing/Data Entry Supervisor*  
Kofile, Inc.
- 2005—2007 *Data Entry Operator*  
Affiliated Computer Services (ACS)
- Key and Verify legal documents for County and Title Customers.
  - Address client concerns.
- 2005—2005 *Data Entry Operator*  
GLOBAL 360
- Key and Verify legal documents for County Customers .
- 2001—2005 *Data Entry Lead Operator*  
Affiliated Computer Services (ACS)
- Back-up Supervisor.
  - Address client concerns.
  - Key and verify legal documents for Title Customers and Map Room locates. Prepare Batch tickets Output Data on AS400.
- 1995—2000 *Data Entry Lead Operator*  
Government Records Services (GRS)
- Back-up Supervisor.
  - Address client concerns.
  - Key and verify legal documents for Title Customers and Map Room locates. Prepare Batch tickets. Output Data on AS400.
- 1980—1995 *Data Entry Operator, Business Records Corporation (BRC)*
- Key and verify legal documents for Title Customers and Map Room locates

**PERSONNEL CHANGE REQUEST**

Name: Charles Lankford  
Department: Road & Bridge Dept, Precinct #4  
Position: Operator  
New Position  
(if applicable): \_\_\_\_\_

Current wage or salary	<u>\$16.61</u>
New wage or salary	<u>\$17.38</u>
Effective date of change	<u>07/28/15</u>

  
\_\_\_\_\_  
Elected Official/Department Head  
Signature

7-27-15  
\_\_\_\_\_  
Date Signed

## PERSONNEL CHANGE REQUEST

Name: Karl Delk

Department: Road & Bridge, Precinct #4

Position: Truck Driver

New Position Operator  
(if applicable): \_\_\_\_\_

Current wage or salary \$15.92

New wage or salary \$16.61

Effective date of change 7/28/15

  
Elected Official/Department Head  
Signature

7-27-15  
Date Signed

## **DEFINITIONS**

**EMPLOYEE -** Refers to Elected Officials, Appointed Department Heads, and other full-time and part-time employees.

### **PART-TIME**

**EMPLOYEE -** Part-Time employees are those whose work 29 or less hours per week, not to exceed budgetary allowances. They are eligible to receive reduced employee benefits in accordance with policies adopted by the Panola County Commissioners' Court. The scope of benefits received may vary proportionately with the number of hours typically scheduled for a part-time regular employee. Certain benefits will not be available to part-time regular employees. Part-Time Regular employees are eligible for retirement.

**OVERTIME -** Refers to all hours worked in excess of 40 hours in a work week. Compensation is given to the nearest quarter (1/4) hour.

**CALL-OUT -** Refers to being called out after the work day has ended.

### **COMPENSATORY TIME -**

Refers to an optional method of payment for overtime that allows overtime to be paid in the form of time off with pay rather than in the form of cash. Compensatory time is accrued at the rate of one and one-half (1-1/2) times the hours worked in excess of forty (40) hours per week. However, authorized paid holidays will be counted as hours worked.

### **ANNIVERSARY YEAR -**

The twelve month period of time measured from the date of employment. This is used to calculate years of service for sick leave and vacation purposes.

**LAYOFF -** A reduction in the work force due to circumstances beyond the control of the employee.

### **DEPARTMENT HEAD -**

Either an Elected Official or a non-elected official appointed to supervise, manage, or direct a departmental unit of the County as designated by law or by the Commissioners' Court.

FIRST STATE BANK AND TRUST COMPANY  
ACH ORIGINATOR AGREEMENT

COPY

This Agreement, dated as of July 23, 2015, is between Panola County of Texas (Company) and First State Bank and Trust Company (Financial Institution)

## RECITALS

- A Company wishes to initiate Credit or Debit Entries, by means of the Automated Clearing House Network pursuant to the terms of this Agreement and the rules of the National Automated Clearing House Association and the local ACH Association (the "Rules"), and Financial Institution is willing to act as an Originating Depository Financial Institution with respect to such Entries
- B. Unless otherwise defined herein, capitalized terms shall have the meanings provided in the Rules. The term "Entries" shall have the meaning provided in the Rules and shall also mean the data from Company hereunder from which Financial Institution prepares Entries

## AGREEMENT

1 Transmittal of Entries by Company

Company shall transmit PPD (Prearranged Payments & Deposits) and/or CCD (Cash Concentration or Disbursement) credit or debit Entries to Institution to the location(s) and in compliance with the formatting and other requirements set forth in Schedule A attached hereto. The total dollar amount of Entries transmitted by Company to Financial Institution on any day shall not exceed the amount specified in the Transaction Limits section on Schedule A.

2 Security Procedure

- (a) Company and Financial Institution shall comply with the security procedure requirements described in Schedule B attached hereto with respect to Entries transmitted by Company to Financial Institution. Company acknowledges that the purpose of such security procedure is for verification of authenticity and not to detect an error in the transmission or content of an Entry. No security procedure for the detection of any such error has been agreed upon between the Financial Institution and Company.
- (b) Company is strictly responsible to establish and maintain the procedures to safeguard against unauthorized transmissions. Company warrants that no individual will be allowed to initiate transfers in the absence of proper supervision and safeguards, and agrees to take reasonable steps to maintain the confidentiality of the security procedures and any passwords, codes, security devices and related instructions provided by the Financial Institution in connection with the security procedure described in Schedule B. If Company believes or suspects that any such information or instructions have been known or accessed by unauthorized persons, Company agrees to notify Financial Institution immediately followed by written confirmation. The occurrence of unauthorized access will not affect any transfers made in good faith by Financial Institution prior to receipt of such notification and within a reasonable time period to prevent unauthorized transfers.

3 Compliance with Security Procedure

- (a) If an Entry (or a request for cancellation or amendment of an Entry) received by Financial Institution purports to have been transmitted or authorized by Company, it will be deemed effective as Company's Entry (or request) and Company shall be obligated to pay Financial Institution the amount of such Entry even though the Entry (or request) was not authorized by Company, provided Financial Institution accepted the entry in good faith and acted in compliance with the security procedure referred to in Schedule B with respect to such entry. If signature comparison is to be used as a part of that security procedure Financial Institution shall be deemed to have complied with that part of such procedure if it compares the signature accompanying a file of Entries (or request for cancellation or amendment of an Entry) received with the signature of an authorized representative of the Company and on the basis of such comparison believes the signature accompanying such file to be that of such authorized representative.
- (b) If an Entry (or request for cancellation or amendment of an Entry) received by Financial Institution was transmitted or authorized by Company, Company shall pay Financial Institution the amount of the Entry, whether or not Financial Institution complied with the security procedure referred to in Schedule B with respect to that Entry and whether or not that Entry was erroneous in any respect or that error would have been detected if Financial Institution had complied with such procedure.

4 Recording and Use of Communications

Company and Financial Institution agree that all telephone conversations, emails or data transmissions between them made in connection with this Agreement may be recorded and retained by either party by use of any reasonable means.

5 Processing Transmittal and Settlement by Financial Institution

- (a) Except as provided in Section 6, On-Us Entries and Section 7, Rejection of Entries, Financial Institution shall (i) process Entries received from Company to conform to the file specifications set forth in the Rules, (ii) transmit such Entries as an Originating Depository Financial Institution to Dallas Federal Reserve Bank (the "ACH") acting as an Automated Clearing House Operator, and (iii) settle for such Entries as provided in the Rules.
- (b) Financial Institution shall transmit or complete the necessary batch authorization of such ACH Entries by the Delivery Date deadline of the ACH set forth in Schedule A attached hereto prior to the Effective Entry Date shown in such Entries, provided (i) such Entries are received by Financial Institution's related cut-off time set forth in Schedule A on a business day, (ii) the Effective Entry Date is at least 2 days after such business day, and (iii) the ACH is open for business on such business day. For purposes of this Agreement, a "business day" is a day on which Financial Institution is open to the public for carrying on substantially all of its business (other than a Saturday or Sunday), and Entries shall be deemed received by Financial Institution, in the case of transmittal by electronic transmission, when the transmission (and compliance with any related security procedure provided for herein) is completed as provided in Schedule A.
- (c) If any of the requirements of clauses (i), (ii), or (iii) of Section 5(b) are not met, Financial Institution shall use reasonable efforts to transmit such Entries to the ACH by the next deposit deadline of the ACH, following that specified in Schedule A, which is a business day and a day on which the ACH is open for business.

6 On-Us Entries

Except as provided in Section 7, Rejection of Entries, in the case of an Entry received for credit to an account maintained with Financial Institution (an "On-Us Entry"), Financial Institution shall credit the Receiver's account in the amount of such Entry on the Effective Entry Date contained in such Entry, provided the requirements set forth in clauses (i) and (ii) of Section 5(b) are met. If either of those requirements is not met, Financial Institution shall use reasonable efforts to credit the Receiver's account in the amount of such Entry no later than the next business day following such Effective Entry Date.

7 Rejection of Entries

Financial Institution may reject any Entry which does not comply with the requirements of Section 1, Transmittal of Entries by Company, or Section 2, Security Procedure, or which contains an Effective Date more than 20 days after the business day such Entry is received by Financial Institution. Financial Institution may reject an On-Us Entry, for any reason for which an Entry may be returned under the Rules. Financial Institution may reject any Entry if Company has failed to comply with its account balance obligations under Section 11, The Account. Financial Institution may reject any entry if Company does not adhere to security procedure as described in Schedule B. Financial Institution shall notify Company by phone or electronic transmission, including email, of such rejection no later than the business day such Entry would otherwise have been transmitted by Financial Institution to the ACH or, in the case of an On-Us entry, its Effective Entry Date. Notices of rejection shall be effective when given. Financial Institution shall have no liability to Company by reason of the rejection of any such Entry or the fact that such notice is not given at an earlier time than that provided for herein.

8. Cancellation or Amendment by Company

Company shall have no right to cancel or amend any Entry after its receipt by Financial Institution. However, if such request complies with the security procedure described in Section B for the cancellation of data, Financial Institution shall use reasonable efforts to act on a request by Company for cancellation of an Entry prior to transmitting it to the ACH or, in the case of an On-Us Entry, prior to crediting a Receiver's account, but shall have no liability if such cancellation is not effected. Company shall reimburse Financial Institution for any expenses, losses, or damages Financial Institution may incur in effecting or attempting to effect Company's request for the reversal of an entry.

9 Notice of Returned Entries

Financial Institution shall notify Company by phone or electronic transmission, including email, of the receipt of returned entries from the ACH no later than one business day after the business day of such receipt. Except for an Entry retransmitted by Company in accordance with the requirements of Section 1, Transmittal of Entries by Company, Financial Institution shall have no obligation to retransmit a returned Entry to the ACH if Financial Institution complied with the terms of this Agreement with respect to the original Entry.

10 Payment by Company for Entries

Company shall pay Financial Institution the amount of each Entry transmitted by Financial Institution pursuant to this Agreement at such time specified in Schedule A.

11 The Account

Financial Institution may, without prior notice or demand, obtain payment of any account due and payable to it under this Agreement by debiting the account(s) of Company identified in Schedule A attached hereto (the "Account"), and shall credit or debit the Account for any amount received by Financial Institution by reason of the return of an Entry transmitted by Financial Institution for which Financial Institution has previously received payment or credit from Company. Such credit or debit shall be made as of the day of such receipt by Financial Institution. Company shall at all times maintain a balance of available funds in the Account sufficient to cover its payment obligations under this Agreement. In the event there are not sufficient available funds in the Account to cover Company's obligations under this Agreement, Company agrees that Financial Institution may debit any account maintained by Company with Financial Institution or any affiliate of Financial Institution, or that Financial Institution may set off against any amount it owes to Company, in order to obtain payment of Company's obligations under this Agreement.

12 Account Reconciliation

Entries transmitted by Financial Institution or credited to a Receiver's account maintained with Financial Institution will be reflected on Company's periodic statement issued by Financial Institution with respect to the Account pursuant to the agreement between Financial Institution and Company. Company agrees to notify Financial Institution promptly of any discrepancy between Company's records and the information shown on any periodic statement. If Company fails to notify Financial Institution of any discrepancy within ten (10) days of receipt of a periodic statement containing such information, Company agrees that Financial Institution shall not be liable for any losses resulting from Company's failure to give such notice or any loss of interest or any interest equivalent with respect to any Entry shown on such periodic statement. If Company fails to notify Financial Institution of any such discrepancy within ten (10) days of receipt of such periodic statement, Company shall be precluded from asserting such discrepancy against Financial Institution.

13 Company Representations and Agreements, Indemnity

With respect to each and every Entry initiated by Company, Company represents and warrants to Financial Institution and agrees that (a) each person shown as the Receiver of an Entry received by Financial Institution from Company has authorized the initiation of such entry and the crediting of its account in the amount and on the Effective Entry Date shown on such Entry, (b) such authorization is operative at the time of transmittal for crediting by Financial Institution as provided herein, (c) Entries transmitted to Financial Institution by Company are limited to those types of Credit Entries set forth in Section 1, Transmittal of Entries by Company, (d) Company shall perform its obligations under this Agreement in accordance with all applicable laws and regulations, including the sanctions laws administered by OFAC, and (e) Company shall be bound by and comply with the Rules as in effect from time to time, including, without limitation, the provisional payment of an entry by the Receiving Depository Financial Institution of final settlement for such Entry. Company specifically acknowledges that it has received notice of the rule regarding provisional payment and of the fact that, if such settlement is not received, the Receiving Depository Financial Institution shall be entitled to a refund from the Receiver of the amount credited and Company shall not be deemed to have paid the Receiver the amount of the Entry. Company shall indemnify Financial Institution against any loss, liability or expense (including attorney's fees and expenses) resulting from or arising out of any breach of any of the foregoing representations or agreements.

14 Financial Institution Responsibilities, Liability, Limitations on Liability, Indemnity

- a) In the performance of the services required by this Agreement, Financial Institution shall be entitled to rely solely on the information, representations, and warranties provided by Company pursuant to this Agreement, and shall not be responsible for the accuracy or completeness thereof. Financial Institution shall be responsible only for performing the services expressly provided for in this Agreement, and shall be liable only for its negligence or willful misconduct in performing those services. Financial Institution shall not be responsible for Company's acts or omissions (including without limitation the amount, accuracy, timeliness of transmittal or authorization of any Entry received from Company) or those of any other person (including without limitation any Financial Institution, Automated Clearing House or transmission or communications facility, or any Receiver or Receiving Depository Financial Institution) against any loss, liability, or expense (including attorney's fees and expenses) resulting from or arising out of any claim of any person that the Financial Institution is responsible for any act or omission of Company or any other person described in this Section 14(a).
- b) Financial Institution shall be liable only for Company's actual damages, in no event shall Financial Institution be liable of any consequential, special, incidental, punitive or indirect loss or damage which Company may incur or suffer in connection with this Agreement, whether or not the likelihood of such damages was known or contemplated by the Financial Institution and regardless of the legal or equitable theory of liability which Company may assert, including, without limitation, loss or damage from subsequent wrongful dishonor resulting from Financial Institution's acts or omissions pursuant to this Agreement.
- c) Without limiting the generality of the foregoing provisions, financial Institution shall be excused from failing to act or delay in acting if such failure or delay is caused by legal constraint, interruption of transmission or communication facilities, equipment failure, war, emergency conditions or other circumstances beyond Financial Institution's control. In addition, Financial Institution shall be excused from failing to transmit or delaying transmission of an entry if such transmittal would result in Financial Institution exceeding any limitation upon its intraday net funds position established pursuant to present or future Federal Reserve guidelines or, in Financial Institution's reasonable judgment, otherwise violate any provision of any present or future risk control program of the Federal Reserve or any rule or regulation of any other U.S. governmental regulatory authority.

- d) Subject to the foregoing limitations, Financial Institution's liability for loss of interest resulting from its error or delay shall be calculated by using a rate equal to the average Federal Funds rate at the Federal Reserve Bank of New York for the period involved. At Financial Institution's option, payment of such interest may be made by crediting the Account resulting from or arising out of any claim of any person that Financial Institution is responsible for any act or omission of company or any other person described in Section 14(a)

15. Inconsistency of Name and Account Number

Company acknowledges and agrees that if an Entry describes the Receiver inconsistently by name and account number, payment of the Entry transmitted by Financial Institution to the Receiving Depository Financial Institution may be made by the Receiving Depository Financial Institution (or by Financial Institution in the case of an On-Us Entry) on the basis of the account number supplied by the Company, even if it identifies a person different from the named Receiver, and that Company's obligation to pay the amount of Entry to Financial Institution is not excused in such circumstances.

16. Notifications of Change

Financial Institution shall notify Company of all notifications of change received by Financial Institution relating to Entries transmitted by Company by mutually agreeable means, including email, no later than 10 business days after receipt thereof

17. Payment For Services

If Financial Institution shall charge Company any fees for the services provided in connection with this Agreement, such charges shall be set forth in a Schedule attached hereto, and Company agrees to pay Financial Institution all charges as set forth in such Schedule. All fees and services are subject to change upon 30 calendar days prior written notice from Financial Institution to Company. Such charges do not include, and Company shall be responsible for payment of, any sales, use, excise, value added, utility, or other similar taxes relating to such services, and any fees or charges provided for in the agreement between Financial Institution and Company with respect to the Account (the "Account Agreement")

18. Amendments

From time to time Financial Institution may amend any of the terms and conditions contained this Agreement, including, without limitation, any cut-off time, any business day, and any part of any Schedule attached hereto. Such amendments shall become effective upon receipt of notice by Company or such later date as may be stated in Financial Institution's notice to Company.

19. Notices, Instructions, Etc.

- (a) Except as otherwise expressly provided herein, Financial Institution shall not be required to act upon any notice or instruction received from Company or any other person, or to provide any notice or advice to Company or any person with respect to any matter
- (b) Financial Institution shall be entitled to rely on any written notice or other written communication believed by it in good faith to be genuine and to have been signed by an Authorized Representative, and any such communication shall be deemed to have been signed by such person. The names and signatures of Authorized Representatives are set forth in Schedule B attached hereto. Company may add or delete any Authorized Representative by written notice of Financial Institution signed by at least two Authorized Representatives other than that being added or deleted. Such notice shall be effective on the second business day following the day of Financial Institution's receipt thereof
- (c) Except as otherwise expressly provided herein, any written notice or other written communication required or permitted to be given under this Agreement shall be delivered, or sent by United States registered or certified mail, email certified by PGP or a digital signature, postage prepaid, or by express carrier, and if to Financial Institution, addressed to:

First State Bank & Trust Company  
P O Box 579  
Carthage, TX 75633  
Attn. ACH Officer

And, if to Company, addressed to

Panola County of Texas

110 Sycamore St Ste 128

Carthage, TX 75633-2527

Attn Debbie Crawford or Glona Coco

unless another address is substituted by notice delivered or sent as provided herein. Except as otherwise expressly provided herein, any such notice shall be deemed given when received

20. Data Retention

Company shall retain data on file adequate to permit remaking of entries for five (5) days following the date of their transmittal by Financial Institution as provided herein, and shall provide such Data to Financial Institution upon its request.

21. Tapes and Records

All magnetic tapes, Entries, security procedures and related records used by Financial Institution for transactions contemplated by this Agreement shall be and remain Financial Institution's property. Financial Institution may, at its sole discretion, make available such information upon Company's request. Any expenses incurred by Financial Institution in making such information available to Company shall be paid by Company.

22. Evidence of Authorization

Company shall obtain all consents and authorizations required under the Rules and shall retain such consents and authorizations for two years after they expire.

In the event of any damages for which Financial Institution or Company may be liable to each other or to third party pursuant to the services provided under this Agreement, Financial Institution and Company will undertake reasonable efforts to cooperate with each other, as permitted by applicable law, in performing loss recovery efforts and in connection with any actions that the relevant party may be obligated to defend or elects to pursue against a third party

24. Termination

Company may terminate this Agreement at any time. Such termination shall be effective on the second business day following the day of Financial Institution's receipt of written notice of such termination or such later date as is specified in that notice. Financial Institution reserves the right to terminate this Agreement immediately upon providing written notice of such termination to Company. Any termination of this Agreement shall not affect any of Financial Institution's rights and Company's obligations with respect to Entries initiated by Company prior to such termination, or the payment obligations of Company with respect to services performed by Financial Institution prior to termination, or any other obligations that survive termination of this Agreement

25. Entire Agreement

This Agreement (including the Schedules attached hereto), together with the Account Agreement, is the complete and exclusive statement of the agreement between Financial Institution and Company with respect to the subject matter hereof and supersedes any prior agreement(s) between Financial Institution and Company with respect to such matter. In the event of any inconsistency between the terms of this Agreement and the Account Agreement, the terms of this Agreement shall govern. In the event performance of the services provided herein in accordance with the terms of the Agreement would result in a violation of any present or future statute, regulation or government policy to which Financial Institution is subject, and which governs or affects the transactions contemplated by this Agreement, then this Agreement shall be deemed amended to the extent necessary to comply with such statute, regulation, or policy and Financial Institution shall incur no liability to Company as a result of such violation or amendment. No course of dealing between Financial Institution and Company will constitute a modification of this Agreement, the Rules, of the security procedures or constitute an agreement between the Financial Institution and Company regardless of whatever practices and procedures Financial Institution and Company may use

26. Non-Assignment

Company may not assign this Agreement or any of the rights or duties hereunder to any person without Financial Institution's prior written consent

27. Waiver

Financial Institution may waive enforcement of any provision of this Agreement. Any such waiver shall not affect Financial Institution's rights with respect to any other transaction or modify the terms of this Agreement.

28. Binding Agreement, Benefit

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors, and assigns. This Agreement is not for the benefit of any other person, and no other person shall have any right against Financial Institution or Company hereunder

29. Headings

Headings are used for reference purposes only and shall not be deemed a part of this Agreement

30. Severability

In the event that any provision of this Agreement shall be determined to be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement shall not be impaired or otherwise affected and shall continue to be valid and enforceable to the fullest extent permitted by law

31. Governing Law

This Agreement shall be construed in accordance with and governed by the laws of the State of Texas

32. Compliance with the Office of Foreign Asset Control (OFAC)

The Office of Foreign Asset Control is the agency within the Department of Treasury that administers a series of laws which impose economic sanctions against hostile targets (e.g., countries, entities, and individuals). The purpose of these laws is to further the foreign policy and national security objectives of the United States

OFAC publishes and maintains a list of Specially Designated Nationals (SDN) with whom financial institutions are prohibited from transacting business. The SDN list includes people, businesses, trusts, foreign countries, and other entities. A current copy of the list can be downloaded from OFAC's website at [www.ustreas.gov/ofac](http://www.ustreas.gov/ofac). Company understands that it alone is responsible for ensuring all transactions it initiates are in compliance with OFAC's laws, rules, and regulations and will hold the bank harmless in the event such laws, rules, or regulations are broken

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly authorized officers

Company Panola County  
By Lee Ann Jones  
Title County Judge  
Date 7-27-15

First State Bank & Trust Company  
By [Signature]  
Title ACH Officer  
Date 7/28/15

## SCHEDULE A

## ACH DEBIT ORIGATION SERVICE REQUIREMENTS AND RESTRICTIONS

This Schedule describes the terms, requirements, and restrictions that apply to the ACH Debit Origination services extended to the Company by the Financial Institution, and the level of service and specific accounts that will be authorized for use by the Company to originate the ACH entries. These terms will remain in effect until modified in writing by either party. If there are multiple Settlement Accounts, a separate Schedule A is required for each account.

A. Method of File Creation

- ☒ Online Banking Cash Management  
☐ Secure File Transfer of Approved NACHA File

B. Settlement Account

This is the account that the funds will be deposited into for the total of the Debit Entries

Account Title: Panola County of Texas Auto Account  
Account Number: 112445  
Contact Person: Debbie Crawford  
Telephone Number: 903-693-0340  
Email Address: debbie.crawford@co.panola.tx.us

C. Delivery Date

This is the date that the company must complete the batch approval process, or deliver a NACHA formatted file, prior to noon of the Financial Institution's business day in order to provide sufficient time for the financial institution to process the ACH entries within the NACHA deadlines

- ☒ 1 business day prior to the "Effective Date" of the Debit Entries

D. Settlement Date

This is the date that the funds will be deposited into the Settlement Account for the total of the Debit Entries

- ☒ On The "Effective Date" of the Debit entries  
☐ Other (please describe) \_\_\_\_\_

E. Transaction Limits

These are limits on the amount or frequency of entries put in place to protect the Company against fraudulent entries being made. The Financial Institution may verify these limits prior to processing ACH batches and, if limits are exceeded, may decline processing the entries with no liability to the Company. Limits may be changed at any time at the request of the Company or Financial Institution, provided the new limits are agreed upon by both the Company and Financial Institution in writing.

If Company is using Online Banking Cash Management to originate Debit Entries.

Daily Limit \$ 10,000  
Monthly Limit \$ 50,000

If Company is submitting an approved NACHA formatted file to originate Debit Entries

Dollar Limit per File Submitted \$ \_\_\_\_\_  
Maximum Monthly Number of Files Submitted. \_\_\_\_\_

F. Settlement Account Required Minimum Balance

This is the required minimum balance that must be shown in the Settlement Account as collected and available on the Financial Institution's verification systems for Debit Entries to be processed. This requirement is put in place to ensure funds are available to cover any returned items or chargebacks.

Required Minimum Balance \$ 10,000

G. Employee Security

Employee Security will be governed by the requirements set forth in Schedule B. The Company will be responsible for any transaction created, modified, or authorized by any Company representative initiated in accordance to the security level detailed in Schedule B.

I hereby authorize the Company to originate ACH Debit Entries according to the terms, requirements, and restrictions set forth in this Schedule

Company Representative

By Lill Anna Jones  
Date July 27, 2015

First State Bank & Trust Company Representative

By [Signature]  
Date 7/28/15

**SCHEDULE B**  
**SECURITY AUTHORIZATIONS AND PROCEDURES**

The Company hereby authorizes the following Representative to perform ACH Origination Services with the restrictions set forth below. The Company furthermore authorizes the Financial Institution to process entries and instructions from the Representative on behalf of the Company in accordance to the ACH Agreement and other Schedules. Both Parties agree to adhere to the rules established by NACHA and/or Federal Reserve Bank as they apply to prearranged payment and deposit entry originations and cash concentration or disbursement entry originations. A separate Schedule B must be completed for each Authorized Representative.

Name Debbie Crawford Title/Position Tax Assessor-Collector  
Telephone Number 903-693-0340 Fax Number \_\_\_\_\_  
Email Address debbie.crawford@co.panola.tx.us

The Company authorizes Representative to perform the following functions (Representative is not authorized to perform any functions not selected below)

☒ Originate **Debit** Entries

The following authorizations apply only to Debit Entries

- ☒ Create batches and detail entries
- ☒ Modify batches and detail entries
- ☒ Approve batches and detail entries initiated by others
- ☒ Approve batches and detail entries initiated by Representative
- ☒ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction: \$ 10,000 per day, \$50,000 per month

Associated Settlement Accounts 112445

☐ Originate **Credit** Entries

The following authorizations apply only to Credit Entries

- ☐ Create batches and detail entries
- ☐ Modify batches and detail entries
- ☐ Approve batches and detail entries initiated by others
- ☐ Approve batches and detail entries initiated by Representative
- ☐ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ \_\_\_\_\_

Associated Settlement Accounts \_\_\_\_\_

Company Approval

By Lee Ann Jones

Date July 27, 2015

First State Bank & Trust Company Acknowledgement

By [Signature]

Date 7/28/15

## SCHEDULE B

## SECURITY AUTHORIZATIONS AND PROCEDURES

The Company hereby authorizes the following Representative to perform ACH Origination Services with the restrictions set forth below. The Company furthermore authorizes the Financial Institution to process entries and instructions from the Representative on behalf of the Company in accordance to the ACH Agreement and other Schedules. Both Parties agree to adhere to the rules established by NACHA and/or Federal Reserve Bank as they apply to prearranged payment and deposit entry originations and cash concentration or disbursement entry originations. A separate Schedule B must be completed for each Authorized Representative.

Name Gloria Coco Title/Position Chief Deputy Auto Registrations  
Telephone Number 903-693-0340 Fax Number \_\_\_\_\_  
Email Address debbie.crawford@co.panola.tx.us

The Company authorizes Representative to perform the following functions (Representative is not authorized to perform any functions not selected below)

☒ Originate Debit Entries

The following authorizations apply only to Debit Entries.

- ☒ Create batches and detail entries  
☒ Modify batches and detail entries  
☒ Approve batches and detail entries initiated by others  
☒ Approve batches and detail entries initiated by Representative  
☒ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction. \$ 10,000 per day, \$50,000 per month

Associated Settlement Accounts 112445

☐ Originate Credit Entries

The following authorizations apply only to Credit Entries

- ☐ Create batches and detail entries  
☐ Modify batches and detail entries  
☐ Approve batches and detail entries initiated by others  
☐ Approve batches and detail entries initiated by Representative  
☐ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ \_\_\_\_\_

Associated Settlement Accounts \_\_\_\_\_

Company Approval

By LeeAnn Jones

Date July 27, 2015

First State Bank & Trust Company Acknowledgement

By Jan Schu

Date 7/28/15

## SECURITY AUTHORIZATIONS AND PROCEDURES

The Company hereby authorizes the following Representative to perform ACH Origination Services with the restrictions set forth below. The Company furthermore authorizes the Financial Institution to process entries and instructions from the Representative on behalf of the Company in accordance to the ACH Agreement and other Schedules. Both Parties agree to adhere to the rules established by NACHA and/or Federal Reserve Bank as they apply to prearranged payment and deposit entry originations and cash concentration or disbursement entry originations. A separate Schedule B must be completed for each Authorized Representative.

Name Kara Holiman Title/Position Deputy Clerk  
Telephone Number 903-693-0345 Fax Number \_\_\_\_\_  
Email Address debbie.crawford@co.panola.tx.us

The Company authorizes Representative to perform the following functions (Representative is not authorized to perform any functions not selected below).

☒ Originate Debit Entries

The following authorizations apply only to Debit Entries:

- ☒ Create batches and detail entries
- ☒ Modify batches and detail entries
- ☒ Approve batches and detail entries initiated by others
- ☒ Approve batches and detail entries initiated by Representative
- ☒ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ 10,000 per day, \$50,000 per month

Associated Settlement Accounts 112445

☐ Originate Credit Entries

The following authorizations apply only to Credit Entries:

- ☐ Create batches and detail entries
- ☐ Modify batches and detail entries
- ☐ Approve batches and detail entries initiated by others
- ☐ Approve batches and detail entries initiated by Representative
- ☐ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ \_\_\_\_\_

Associated Settlement Accounts \_\_\_\_\_

Company Approval

By

Deborah Jones  
July 27, 2015

Date

First State Bank & Trust Company Acknowledgement

By

[Signature]  
8/3/15

Date

## SECURITY AUTHORIZATIONS AND PROCEDURES

The Company hereby authorizes the following Representative to perform ACH Origination Services with the restrictions set forth below. The Company furthermore authorizes the Financial Institution to process entries and instructions from the Representative on behalf of the Company in accordance to the ACH Agreement and other Schedules. Both Parties agree to adhere to the rules established by NACHA and/or Federal Reserve Bank as they apply to prearranged payment and deposit entry originations and cash concentration or disbursement entry originations. A separate Schedule B must be completed for each Authorized Representative.

Name Amanda Walker Title/Position Deputy Clerk  
Telephone Number 903-693-0345 Fax Number \_\_\_\_\_  
Email Address debbie.crawford@co.panola.tx.us

The Company authorizes Representative to perform the following functions (Representative is not authorized to perform any functions not selected below):

☒ Originate Debit Entries

The following authorizations apply only to Debit Entries:

- ☒ Create batches and detail entries
- ☒ Modify batches and detail entries
- ☒ Approve batches and detail entries initiated by others
- ☒ Approve batches and detail entries initiated by Representative
- ☒ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ 10,000 per day, \$50,000 per month

Associated Settlement Accounts 112445

☐ Originate Credit Entries

The following authorizations apply only to Credit Entries:

- ☐ Create batches and detail entries
- ☐ Modify batches and detail entries
- ☐ Approve batches and detail entries initiated by others
- ☐ Approve batches and detail entries initiated by Representative
- ☐ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ \_\_\_\_\_

Associated Settlement Accounts \_\_\_\_\_

## Company Approval

By LeeAnn Jones

Date July 27, 2015

## First State Bank &amp; Trust Company Acknowledgement

By Jan Diller

Date 8/3/15

## SCHEDULE B

## SECURITY AUTHORIZATIONS AND PROCEDURES

The Company hereby authorizes the following Representative to perform ACH Origination Services with the restrictions set forth below. The Company furthermore authorizes the Financial Institution to process entries and instructions from the Representative on behalf of the Company in accordance to the ACH Agreement and other Schedules. Both Parties agree to adhere to the rules established by NACHA and/or Federal Reserve Bank as they apply to prearranged payment and deposit entry originations and cash concentration or disbursement entry originations. A separate Schedule B must be completed for each Authorized Representative.

Name Cassandra Brooks Title/Position Deputy Clerk  
Telephone Number 903-693-0345 Fax Number \_\_\_\_\_  
Email Address debbie.crawford@co.panola.tx.us

The Company authorizes Representative to perform the following functions (Representative is not authorized to perform any functions not selected below):

☒ Originate Debit Entries

The following authorizations apply only to Debit Entries:

- ☒ Create batches and detail entries
- ☒ Modify batches and detail entries
- ☒ Approve batches and detail entries initiated by others
- ☒ Approve batches and detail entries initiated by Representative
- ☒ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ 10,000 per day, \$50,000 per month

Associated Settlement Accounts 112445

☐ Originate Credit Entries

The following authorizations apply only to Credit Entries:

- ☐ Create batches and detail entries
- ☐ Modify batches and detail entries
- ☐ Approve batches and detail entries initiated by others
- ☐ Approve batches and detail entries initiated by Representative
- ☐ Contact the Financial Institution to recall or modify processed items

Maximum Dollar Restriction \$ \_\_\_\_\_

Associated Settlement Accounts \_\_\_\_\_

Company Approval

By LeeAnn Jones

Date July 27, 2015

First State Bank & Trust Company Acknowledgement

By James H. Jones

Date 8/3/15

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