



Integrated Data Services
Statement of Work

Version 1.0
04/28/2022

Presented by:
Les Anderson

Executive Summary

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

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

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

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

Proposal

EasyDocs is available to Panola County for a one time cost of \$3,400. This price includes installation and configuring of both the client and server applications, up to 16 Hours of training, and data conversion if available. If Foreclosure postings or other sites are initially requested, they will be provided at no additional charge. A small set up fee may be added if these are requested at a later time.

This application can either be hosted by the client or hosted in the cloud by IDS. The difference in maintenance cost per year. If hosted by the client the yearly maintenance is \$1000 per year. If hosted by IDS in the cloud the yearly maintenance is \$1300 per year. The increase is due to being charged for storage space in the cloud.

Installation Requirements

- Microsoft Word 2007 or better
- If running EasyDocs on the cloud, the only requirement is a PC with Windows 7 or higher to run the application.
- If hosting locally, it additionally requires a Windows server or PC with IIS.
- If the minutes are to be available to the internet (i.e. County webpage), it will require a small amount of networking not done by IDS.

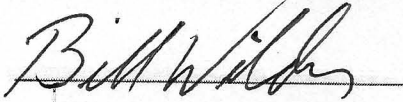
- Scanning should be done with OCR capable scanners. This is usually available with most scanners.

Signature Section

This SOW document describes the proposed services needed to meet the requests from the county. Upon agreement of the SOW and sign off by the Panola County, IDS will schedule the work activities with the County Clerk's office of Panola County.

This proposal/contract between Panola County and IDS will be for an initial payment of \$3400.00 plus the maintenance fee for the first year (\$1000 if hosted by the county or \$1300 is hosted by IDS in the cloud). These dollars will be invoiced by IDS to the Panola County upon completion of the installment of the application with the county's signoff.

Invoices will be presented to the County and due on a Net/30 basis.



Bill Wilder
President



Panola County