

Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review the Local Records Program Grants Guidelines: LRGrantGuidelines.pdf (ky.gov) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency:

KNOTT COUNTY CLERK

Applicant Name:
(Records Custodian/Officer)

MAURICA CORNETT

Applicant Title:

COUNTY CLERK

Primary Point of Contact:

MAURICA CORNETT

Office Address:

54 WEST MAIN

HINDMAN KY 41822

Phone Number:
(Including area code)

606-785-5651

Email Address:

MAURICA.CORNETT@KY.GOV

Federal ID Number:

83-2810379

Project Summary

Total Funds Requested: \$71,400.00

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

KNOTT COUNTY CLERK'S OFFICE NEEDS THIS GRANT DESPERATELY DUE TO WE ARE IN A SMALL COUNTY WITH LIMITED MONIES FOR PROJECTS OF THIS SIZE. WE WILL ONLY BE ABLE TO ACCOMPLISH THIS WITH GRANT MONEY TO BE IN COMPLIANCE WITH THE KY SB 215. THE TIME MANAGEMENT WILL GREATLY INCREASE FOR THE ONE DEPUTY CLERK THAT IS CUSTODIAN OVER THE RECORDS ROOM DUE TO NEEDING COPIES CONSTALY FOR THE UNSCANNED RECORDS
-MICROFILMING OF THE PLATS WILL INCREASE THE SECURITY OF NOT LOSING THE INFORMATION COMPLETELY FROM, DAMAGE OR A TOTAL LOSS OCCURANCE.
-DITIZING AND INDEXING ALL THE PROPOSED DOCUMENTS: (PLAT, MARRIAGE RECORDS, MORTGAGES, AND LEASE BOOK), WILL PROVIDE A DIGITAL ARCHIVAL BACKUP OF ALL DOCUMENTS AND PROVIDE AN INCREASE IN PUBLIC ONLINE ACCESS AS WELL AS IN PERSON ACCESS ON PUBLIC TERMINALS AND REDUCE PHYSICAL HANDLING OF THE PAPER COPIES. THIS PROJECT COMPLETION WILL ALSO PROVIDE ACCESS TO THESE DOCUMENTS OUTSIDE OF NORMAL OFFICE HOURS. FINALLY, THIS PROJECT COMPLETION WILL ALSO ALLOW THE KNOTT COUNTY CLERK'S OFFICE TO BE ONE CLOSER STEP TO BE IN COMPLIANCE TO THE KY SB215



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Plan of Work**

Please list the lowest bid project vendor(s) for each section.

**Section I**

Purpose: **CONSERVATION**

Vendor: COURTHOUSE COMPUTER SYSTEMS  
 Vendor Contact: JEREMY DULGAR  
 Vendor Address: 50101 Governors Drive Ste 200  
CHAPEL HILL, NC 27517  
 Vendor Phone and Email: 606-385-0406 jeremy.d@courthousecomputersystems.com

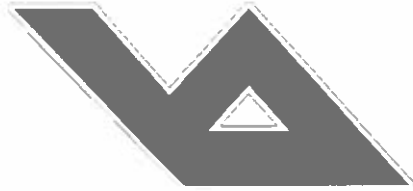
Records	Date	Series	Cost
REMOVED	1950-2023	L1329	0.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section I Cost</b>			<b>REMOVED</b>

**Section II**

Purpose: **DIGITIZATION**

Vendor: COURTHOUSE COMPUTER SYSTEMS  
 Vendor Contact: JEREMY DULGAR  
 Vendor Address: 50101 Governors Drive Ste 200  
CHAPEL HILL, NC 27517  
 Vendor Phone and Email: 606-385-0406 jeremy.d@courthousecomputersystems.com

Records	Date	Series	Cost
MARRIAGE INDEX	1884-1951	L1236	
MARRIAGE BOOKS	1884-1984	L1234	
MARRIAGE PARENTAL PERMISSION	1884-1984	L1239	
PLAT	1950-2023	L1329	
MORTGAGE	1884-1969	L1344	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section II Cost</b>			<b>26,400.00</b>



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Section III**

Purpose: INDEXING

Vendor: COURTHOUSE COMPUTER SYSTEMS  
 Vendor Contact: JEREMY DULGAR  
 Vendor Address: 50101 Governors Drive Ste 200  
CHAPEL HILL, NC 27517  
 Vendor Phone and Email: 606-385-0406 jeremy.d@courthousecomputersystems.com

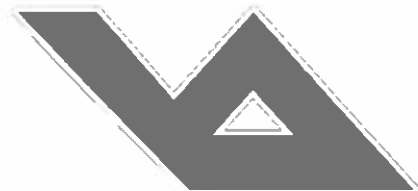
Records	Date	Series	Cost
MARRIAGE INDEX	1884-1951	L1236	
MARRIAGE BOOKS	1884-1984	L1234	
MARRIAGE PARENTAL PERMISSION	1884-1984	L1239	
PLAT	1950-2023	L1329	
MORTGAGE	1884-1969	L13444	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section III Cost</b>			45,000.00

**Section IV**

Purpose: NA  
 Vendor: \_\_\_\_\_  
 Vendor Contact: \_\_\_\_\_  
 Vendor Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section IV Cost</b>			

\*\* Please Attach Additional Sections, if needed\*\*



## Kentucky Department for Libraries and Archives Local Records Program

Can these records be removed from the office during the project?    Yes     No     N/A

In what format do these records exist? Select all that apply.

Paper     Electronic Files     Microfilm     Microfiche     Aperture Cards     Plats

Other: \_\_\_\_\_

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

THESE RECORDS ARE STORED AT 54 WEST MAIN, HINDMAN KY 41822, IN THE SECOND FLOOR OF THE KNOTT COUNTY COURT HOUSE, COUNTY CLERK'S OFFICE RECORDS ROOM. CURRENTLY THESE RECORDS ARE ONLY ACCESSIBLE BY VISITING OUR RECORDS ROOM IN PERSON, DURING NORMAL BUSINESS HOURS MONDAY - FRIDAY IN THE HOURS OF 8 AM - 4PM. THE RECORDS ARE CURRENTLY HOUSED IN THE CLIMATE CONTROLLED AND SECURE RECORDS ROOM WITH AN ADEQUATE STORAGE AREA AT THIS TIME. THE RECORDS ARE AVAILABLE FOR PUBLIC USE DURING BUSINESS HOURS ONLY AND EVERY EFFORT IS MADE TO PROTECT THE DOCUMENTS TO THE DEPUTY CLERK'S BEST CAPABILITIES, BUT PUBLIC IS MAY VIEW AND HANDLE THE DOCUMENTS UNSUPERVISED.

### Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

-MICROFILMING OF THE PLATS WILL INCREASE THE SECURITY OF NOT LOSING THE INFORMATION COMPLETELY FROM, DAMAGE OR A TOTAL LOSS OCCURANCE.  
-DIZITIZING AND INDEXING ALL THE PROPOSED DOCUMENTS: [PLAT, MARRIAGE RECORDS, MORTGAGES, AND LEASE BOOK], WILL PROVIDE A DIGITAL ARCHIVAL BACKUP OF ALL DOCUMENTS AND PROVIDE AN INCREASE IN PUBLIC ONLINE ACCESS AS WELL AS IN PERSON ACCESS ON PUBLIC TERMINALS AND REDUCE PHYSICAL HANDLING OF THE PAPER COPIES. THIS PROJECT COMPLETION WILL ALSO PROVIDE ACCESS TO THESE DOCUMENTS OUTSIDE OF NORMAL OFFICE HOURS. FINALLY, THIS PROJECT COMPLETION WILL ALSO ALLOW THE KNOTT COUNTY CLERK'S OFFICE TO BE ONE CLOSER STEP TO BE IN COMPLIANCE TO THE KY SB215.



## Kentucky Department for Libraries and Archives Local Records Program

### Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

YES, WE ENGAGE IN REGULAR DISPOSITION OF RECORDS.  
NO, WE ALLOW ALL DOCUMENTS TO REMAIN IN THE BOOKS THEY WERE RECORDED IN FOR ARCHIVAL DOCUMENTS.  
YES, TRAINING IS PROVIDED PERIODICALLY TO STAFF.  
WE PROVIDE RECORDS MANAGEMENT KEEPING BY KRS LAW.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

THE COURTHOUSE COMPUTER SYSTEM WE HAVE FOR DOCUMENT RECORDING AND ARCHIVAL KEEPING PROVIDES AN ONLINE PLATFORM FOR PUBLIC ACCESS TO KNOTT COUNTY RECORDS AT 24 HOURS A DAY 7 DAYS A WEEK.  
  
WE STAY IN CONTACT WITH OUR VENDOR TO MAKE SURE THEY ARE IN COMPLIANCE WITH KRS.

Additional information/comments:

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

YES



## Kentucky Department for Libraries and Archives Local Records Program

### Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

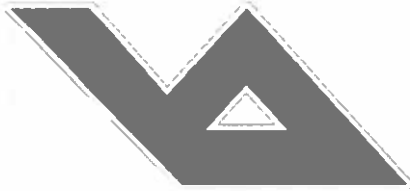
Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.

Yes  No



**Kentucky Department for Libraries and Archives  
Local Records Program**

Attest:

  
Local Government Authorized Official Signature

**MAURICA CORNETT, CLERK**

Printed Name and Title

**10/31/2023**

Date

  
Official Custodian of Records

**HELANA LEWIS, DEPUTY CLERK**

Printed Name and Title

**10/31/2023**

Date



**MAURICA A. CORNETT**  
KNOTT COUNTY CLERK  
P.O. BOX 446  
HINDMAN, KENTUCKY 41822  
(606) 785-5651

**Please Mail or Hand deliver Sealed Bids BY: Clerk's Office 54 W. Main, Hindman KY 41822**

**BID CLOSE: 09/06/2023 9:00 AM \*\* MODIFIED 10/23/2023**

**RECORDS ROOM – KNOTT COUNTY CLERKS OFFICE 2023 PROJECT**

This project has three sections. Each section could/may be awarded to a different vendor.

Therefore, please bid on each section you are interested in receiving. If you are not interested in bidding on a section of this project, please submit **NO BID** for that section(s). Bids open 08/24/2023 - 09/5/2023. Clerk's Office open for Bid Site Visit: Friday, August 25, 2023, Monday, August 28<sup>th</sup> thru Friday, Sept. 1<sup>st</sup>, 2023 and Tuesday Sept. 6, 2023

**\*\*REMOVED FROM GRANT APPLICATION**

**\*\*SECTION I**

Security Microfilm the following records into 35mm, where applicable, using polyester-based film, in comic mode according to the blipping instructions in the memo dated Oct. 8, 1990, and deliver to the Kentucky Department of Libraries and Archives. Digital images will be provided by the clerk's office.

~~5 PLAT BOOKS: 1-5 (1950-2023) Series L1229~~

- ~~Approximately 300-350 plats~~

**SECTION II**

Digitize Images. TIFF CCITT Group 4 encoding (Type 4) image file with a 300x300 DPI minimum.

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

- Includes Books 1a, 2a, and 4a
- ~~48-Marriage Parental permissions (1884-1984) Series L1239 (Include all stray/separate documents in Marital Books)~~

5 Plat Books: 1-5 (1950-2023) Series L1329

21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

- Includes - Books 1A and 1B- Addendum

**SECTION III**

Index images. Existing Books (Paper)

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

48 Marriage Parental permissions (1884-1984) L1239

5 Plat Books: 1-5 (1950-2023) Series L1329


21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340



No Bid

**Lewis, Helana (Knott County Clerk)**

**From:**  [Endicott Microfilm <endicott@choice.net>](mailto:endicott@choice.net)  
**Sent:** Wednesday, August 30, 2023 2:10 PM  
**To:** Lewis, Helana (Knott County Clerk)  
**Subject:** RE: Grant Bid

**This Message Originated from Outside the Organization**

You have not previously corresponded with this sender.

Report Suspicious

Hello Ms. Lewis

Endicott Microfilm is engaged in the sale, processing and duplication of microfilm. Unfortunately, we do not microfilm documents or write them to film. As such we must no bid your proposal. We wish you success with your project! Have a great Labor Day weekend.

Len Weber

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**From:** Lewis, Helana (Knott County Clerk) [mailto:[helana.lewis@ky.gov](mailto:helana.lewis@ky.gov)]  
**Sent:** Friday, August 25, 2023 3:09 PM  
**To:** [endicott@choice.net](mailto:endicott@choice.net)  
**Cc:** Cornett, Maurica A (Knott County Clerk) <[Maurica.Cornett@ky.gov](mailto:Maurica.Cornett@ky.gov)>  
**Subject:** Grant Bid

Bid Proposal is up on the County Clerk Webpage

\* Knott County Clerk's Office (Kentucky)

Has opened a Bid project for Microfilming/Imaging and Indexing of Documents in our Office at the Location of:  
54 West Main Street  
Hindman KY 41822

Attached Documents needed for all aspects of the Grant Bid Proposal that you may need.. Feel free to contact us with any questions or comments. We would like to request a refusal be sent by email if you and your company are not interested in placing a project bid..

Thank you,

Helana (Susan) Lewis, Deputy Clerk  
[Helana.lewis@ky.gov](mailto:Helana.lewis@ky.gov)  
Knott County Clerk's Office  
54 West Main Street  
Hindman KY 41822  
606-785-5651 - Phone



October 20, 2023

Knott County Clerk  
54 W. Main Street  
Hindman, Kentucky 41822

Dear Maurica Cornett,

Please find the no bid below on the imaging and indexing project for the KDLA Bid.

Knott County Clerk, Kentucky					
ITEM		SPECIFICATIONS	QUANTITY	PRICE QUOTE	
				UNIT PRICE	LINE TOTAL
Section 1, Section 2 and Section 3		NO BID		\$0.00	NO BID
				TOTAL PRICE	NO BID

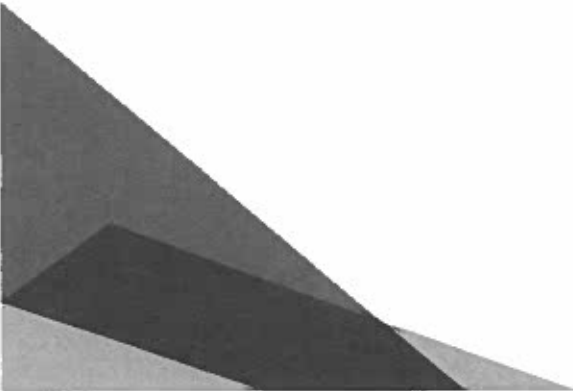
Please let me know if you have any questions.

Sincerely,

*Brad Crane*

Brad Crane  
Account Executive  
brad.crane@kofile.com  
706/499-0145

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
KOFILER.COM



**Lewis, Helana (Knott County Clerk)**

*Newest Bid of Only Bidder*

**From:** Crider, Kullen <kullen.crider@drmsusa.com>  
**Sent:** Monday, October 30, 2023 11:27 AM  
**To:** Lewis, Helana (Knott County Clerk)  
**Subject:** Re: Bid

*from Original Bld  
Removed - Section 1  
on Microfilm Bid*

**This Message Originated from Outside the Organization**

Report Suspicious

This Message Is From an External Sender.

In regards to the microfilm, do we need to do a "no bid" for section 1, or is there an addendum to the original invitation for bid where section 1 was removed? Is there anything else we need to correct on our proposal? Do you happen to have an email from Nicole that states why the grant was rejected? If so, can you send it to me? Thank you!

**Kullen Crider**  
Sales Representative  
**Data Records Management Services**  
IntelleSearch.ai  
Office Phone: 270-443-1610  
Cell: 270-704-0362

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**From:** Lewis, Helana (Knott County Clerk) <helana.lewis@ky.gov>  
**Sent:** Monday, October 16, 2023 12:19 PM  
**To:** Crider, Kullen <kullen.crider@drmsusa.com>  
**Subject:** Bid

We have been rejected on our grant but have been given a revision till Oct 31<sup>st</sup>. So wanted to update you on the bid. We will resubmit the bid but do need 3 bids to do the completion so that's my only hold up, also we have dropped the microfilming of the plats from the project.

Thank you,

Helana Susan Lewis, DC



Maurica Cornett  
Knott County Clerk  
54 W Main St  
Hindman, KY 41822

September 6, 2023

Dear Maurica,

Thank you for allowing the opportunity for Data Records Management Services to serve your office in your recent invitation for bid in your records room project. Below you will find the following proposal, if you have any questions regarding this, please feel free to reach out to me any way necessary. Thank you again from our team at DRMS.

Thank you,

Kullen Crider  
Sales Associate  
Data Records Management Services



**Onsite Examination: 09/06/2023**

**Section 2: Digitize Plat cabinets 1-5 (1950-2023) (L1329), Digitize 48 Marriage Books (1884-1951) (L1236), 48 Marriage Parental Permissions (1884-1984) (L1239), 21 Mortgage Books (1884-1969) (L1344), 27 Mineral Lease Books (1894-1974) (L1340)**

- Approximately 500 plats observed with multiple attachments per plat. Includes scanning, QA, and onsite professional services. \$3,250.00
- Scan 48 Marriage Books: 1-45 (Including Books 1a, 2a, and 4a) (1884-1951) (L1236) with approximately 12,669 images, mixture of bound and break apart books. \$49,339.00
- 48 Marriage Parental Permissions (1884-1984) (L1239) \$974.00
- Scan 21 Mortgage Books with approximately 12,780 images \$15,500.00
- 27 Mineral Lease Books with approximately 16,884 images \$13,767.00

**Section 2 total: \$82,830.00**

**Section 3 Index Images**

- 48 Marriage Books (1884-1951) (L1236) mostly handwritten documents \$32,750.00
- 48 Marriage Parental Permissions (1884-1984) (L1239) \$4,225.00
- 5 Plat Books with approximately 500 plats 1950-2023 (L1329) \$550.00
- 21 Mortgage Books (1884-1969) (L1344) \$19,559.00
- 27 Mineral Lease Books some handwritten (1894-1974) (L1340) \$25,208.00

**Section 3 total: \$82,292.00**

**Total for all sections: \$165,122.00**



**General Conditions:**

Data Records Management Services will take all necessary actions to ensure that all images are captured in a quality that closely resembles the original. This office will have 180 days after receipt of the archived documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, Data Records Management Services will re-scan the affected documents at no charge to the customer. If no inadequacies are discovered during that 180-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Quality of any scanning services will include the following unless specified otherwise:

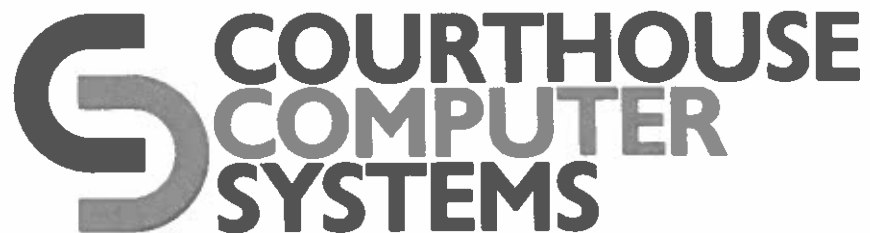
- Advanced Image Enhancement
- Blank page drop out
- De-skewing
- 300 X 300 DPI Bi tonal
- De-speckling
- Tiff Images
  
- All services are performed in United States and not managed by any foreign services.
- All services, personnel, and processes involved in your project are CJIS compliant.
- Every image undergoes intense quality control metrics to assure ultimate clarity and accuracy.
- All images meet the ultra-high-quality metrics that are forward compatible for advanced AI search capability.
- We guarantee our product and services to your satisfaction.

**Acceptance:**

Your signature of acceptance constitutes our entire agreement.

\_\_\_\_\_  
Knott County Clerk  
Maurica Cornett

\_\_\_\_\_  
Date



1-855-COURT-IT • 50101 Governors Drive Suite 200 Chapel Hill, NC 27517 • [www.CourthouseComputerSystems.com](http://www.CourthouseComputerSystems.com)

**RESPONSE TO**

**CLERK'S OFFICE  
CIRCUIT COURT OF KNOTT COUNTY**

**PROPSAL FOR**

**Back Scanning and Indexing Records**

Presented by:

**Jeremy Dulgar**

Manager of Account Relations

(606) 385-0406

[jeremy.d@courthousecomputersystems.com](mailto:jeremy.d@courthousecomputersystems.com)

October 31<sup>st</sup>, 2023

Maurica Cornett, Clerk  
Knott County Clerk  
54 W Main St.  
Hindman, KY 41822

Dear Honorable Maurica:

Courthouse Computer Systems is pleased to respond to this Invitation for Bid Proposal from the KDLA Local Records Program Grant by offering the most quality conscience digitization and back-indexing services available to the Kentucky County Clerk's. We are dedicated to ensuring that our services are affordable and of the highest quality available to the counties we serve.

Our company is focused solely on meeting the record management needs of county offices. Our number one vertical remains to provide the highest quality SaaS and accompanying services to county recording offices throughout the Southeast. We care about the Clerk and Register of Deeds offices that we serve, and we are proud to offer more post-implementation follow-up than any other vendor as we strive for 100% satisfaction with every project we provide.

If you have any questions or concerns about any part of this response, please do not hesitate to contact us. We are excited for the opportunity to help the Knott County Clerk's Office both preserve its history while also making it more accessible to the citizenry of the county. Courthouse Computer Systems is confident that within the enclosed documentation, you will find that our solution will offer the best and most affordable services for meeting your back-scanning and back-indexing needs.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeremy Dulgar', written in a cursive style.

Jeremy Dulgar



## **RESPONSE TO INVITATION FOR BID PROPOSAL**

Courthouse Computer Systems is providing a response to the Knott County Clerk's office Invitation for Bid Proposal for the following:

### **SECTION I**

Security Microfilm the following records into 35mm, where applicable, using polyester-based film, in comic mode according to the blipping instructions in the memo dated Oct. 8, 1990, and deliver to the Kentucky Department of Libraries and Archives. Digital images will be provided by the clerk's office.

5 PLAT BOOKS: 1-5 (1950-2023) Series L1329

- Approximately : 300-350 plats

### **SECTION II**

Digitize Images. TIF CCITT Group 4 encoding (Type 4) image file with a 300x300 DPI minimum.

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

- Includes Books 1a, 2a, and 4a

48 Marriage Parental permissions (1884-1984) Series L1239

5 Plat Books: 1-5 (1950-2023) Series L1329

21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

- Includes - Books 1A and 1B- Addendum

### **SECTION III**

Index images. Existing Books (Paper)

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

48 Marriage Parental permissions (1884-1984) L1239

5 Plat Books: 1-5 (1950-2023) Series L1329

21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

Below you will find a brief overview of the company history and qualifications for the specified project as well as any special instructions or project specific recommendations.

## **1. Brief Company Description**

Courthouse Computer Systems is a customer-oriented technology company dedicated to serving county government by providing solutions that improve office efficiency, stability, and accuracy. We partner with our customers to provide economically justifiable solutions that are individually tailored to their unique needs. Our software solutions and professional services streamline office workflow and increase accessibility to public information.

Being a privately held company Courthouse Computer Systems is owned entirely by the company president Charlie Roederer. Charlie is the 4th generation of his family to assist county government officials with their record management needs. In 1905, E.H. Roederer Bookbindery was started in Louisville Kentucky to provide binding services for traditional record management. Between then and now, future generations of his family have ushered in the use of micrographics technology, computerized indexing, document imaging, and online services to meet changing land and vital record management needs throughout the Southeast, including the Commonwealth of Kentucky.

Courthouse Computer Systems eagerly helps counties by providing both comprehensive cashiering/recording/scanning/indexing systems for day-forward document management as well as back-indexing and back-scanning services for historical documents. Courthouse Computer Systems is a regional leader in the implementation of land record management systems servicing county recorders in North Carolina, South Carolina, Ohio, West Virginia, Virginia, and of course the Commonwealth of Kentucky. As a result of our growth and to provide top-tier support and service, we have opened a satellite office in Ashland, Kentucky to better serve our partners within the Commonwealth as well as the surrounding service area. The Commonwealth of Kentucky will continue to maintain a top priority within the Courthouse Computer Systems core business development plan. As we continue to grow within Kentucky, we vow that our dedication to quality, service, and innovation will remain unwavering.

In addition to Land Records Management Software (LRMS), Courthouse Computer Systems performs historical imaging projects for a wide variety of counties that utilize other document recording platforms. Our professional services team is incredibly experienced with digitizing older documents originating in a wide variety of formats. We digitally enhance historical records so that the image of a document becomes more readable than the original document itself. Courthouse Computer Systems also offers unique document indexing capabilities to create records that can be uploaded into any record management system.

## **2. Courthouse Computer Systems Experience in Providing Back Indexing Services**

Since the introduction in 2017 of our revolutionary “Record Time Machine” service for back indexing older documents, we have undertaken well over 25 projects. These projects deliver index data in a common format for import into a database for instant online retrieval. Some counties are using Record Time Machine to back-index documents from the inception of their county in the 1700’s. Record Time Machine also works with old handwritten indices.

The most important advantage that Record Time Machine offers over other options for back indexing records is that it is incredibly accurate. The tool incorporates a streamlined user interface that is specifically designed to reduce the possibility for error. Rules based validation procedures prevent the input of incorrect information. Additionally, each index entry is double entered by two different users and the entered values are compared by the system to ensure that every keystroke is accurate. If a mismatch is detected during the double entry comparison, two additional individuals double reconcile the differences. Record Time Machine ensures 99.99% accuracy.

## **3. Courthouse Computer Systems Experience with County Clerk’s Offices of the Commonwealth.**

Courthouse Computer Systems is well versed in the expectations and requirements for the County Clerk’s Offices of the Commonwealth. We are proud to partner with the following counties, providing Land Records Management software, as well as many other industry-leading services: Boyd County Clerk, Christian County Clerk, Cumberland County Clerk, Knott County Clerk, and the Pulaski County Clerk. Additionally, Courthouse Computer systems has been awarded numerous KDLA grant projects within the past few years, all of which have been completed well within the required bid timelines and to 100% customer satisfaction. In many cases, we have been asked to provide additional scanning projects based on the quality work completed during the KDLA awarded project grants. We have a long-standing history within the state of Kentucky that spans multiple generations, and we are committed to assisting the County Clerk’s for many more decades to come.

## **4. Project Timeline**

Courthouse Computer Systems is prepared to complete all work within the required bid cycle specifications.

## **5. On-Site Evaluation**

Jeremy Dulgar, a representative of Courthouse Computer Systems conducted an onsite assessment on 9/13/2023 in response to the Knott County Clerk’s Office Invitation for Bid Proposal. Additionally another team member, Dallas Imes, performed a follow-up inspection on

10/27/2023. Courthouse Computer Systems is aware of the scope of work and condition of documents included in the Invitation for Bid Proposal for this project and submits the pricing proposal tailored to the specific needs of this project.

## **6. Project Details**

All documents will be scanned, individually quality assured, digitally enhanced, and rescanned where necessary. Courthouse Computer Systems utilizes custom developed tools that in many cases output a more readable image than the source document.

Images are digitally enhanced by lightening, darkening, adjusting contrast, reducing noise, and cropping to deliver the highest quality image possible. These techniques are particularly beneficial with older records. The final version of images is guaranteed to be of high quality.

Courthouse Computer Systems will perform all document scanning onsite. The original materials will always remain in the Knott County Clerk's office. Courthouse Computer Systems will set up its scanning equipment in the Customer's workplace. Quality assurance and image enhancement may occur onsite or offsite using the digital representation of the original materials.

Indexing will be performed by Courthouse Computer Systems headquarters using the digitized images that were produced from the on-site scanning that was performed under the bid specifications. Courthouse Computer Systems utilizes a proprietary rule-based validation for index entries. This, combined with a dual audit inspection and additional verification measures in each case of any discrepancy, ensures 99.99% accuracy.

All work will be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives stated in KAR 1:050.

## 7. Cost Estimate

### Section 1: Security Microfilm

**\$ NO BID**

5 PLAT BOOKS: 1-5 (1950-2023) Series L1329

- Approximately : 300-350 plats

### Section 2: Image Digitization

**\$ 26,400.00**

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

- Includes Books 1a, 2a, and 4a

48 Marriage Parental permissions (1884-1984) Series L1239

5 Plat Books: 1-5 (1950-2023) Series L1329

21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

- Includes - Books 1A and 1B- Addendum

### Section 3: Indexing

**\$ 45,000.00**

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

48 Marriage Parental permissions (1884-1984) L1239

5 Plat Books: 1-5 (1950-2023) Series L1329

21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

**Total: \$ 71,400.00**

## **ALWAYS INCLUDED SERVICES GUARANTEE**

The following services are always included, as they should be, in the proposed pricing. We pride ourselves in offering the highest quality and most affordable digitization and indexing services on the market today. We stand firm in our belief that the processes necessary to provide the highest quality and most accurate images and indexes should never be listed as an ancillary service at an additional cost.

### Digitization Services:

- On-premises scanning
- Image Enhancement, including de-skew, de-speckle, adjust, contrast
- Remove Borders
- Photostat inversion (if necessary)
- Dual Audit Inspection of all images to ensure accuracy
- Enhance, replace, rescan poor quality images (as necessary)

### Indexing Services:

- Indexes provided to importing vendors specifications
- Proprietary rule based validation for index entries
- Dual Audit Inspection to ensure accuracy of all index information
- In case of discrepancy, two additional verifiers will reconcile the differences to ensure 99.99% accuracy