



# **COUNTY OF JASPER, MISSOURI**

## **REQUEST FOR PROPOSAL**

Records Preservation Project

Jasper County Circuit Clerk

## INVITATION TO BID

The Jasper County Commission is accepting bids for the Jasper County Circuit Clerk's Office Records Preservation Project to digitize approximately 2,056,800 historical record volumes.

To view the records, please contact the Jasper County Circuit Clerk's Office at 417.358.0450 to schedule a visit between the hours of 9:00 am-12:00 pm and 1:00 pm -4:00 pm.

All **sealed bids** must be on original company letterhead and mailed or hand delivered exclusively to the Commissioner's office on or before June 16 ,2026 at 10:00 am. Please provide one original and two copies. The Jasper County Commission reserves the right to reject any or all bids or to accept the lowest or best bid.

Request for Proposal specifications can be found at [www.jaspercountymo.gov/invitation-to-bid](http://www.jaspercountymo.gov/invitation-to-bid).

Bid opening will be held on June 16, 2026 at 10:00 am at the Jasper County Courthouse, 302 South Main Street, Room 202, Carthage, MO.

Equal Opportunity Employer.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County Commission at the office in Carthage this fifteenth day of May, 2026.

Respectfully submitted,

John Bartosh  
Presiding Commissioner

(To be published in the Sarcoxie Record beginning May 20<sup>th</sup>, 2026).

## REQUEST FOR PROPOSALS

The Jasper County Circuit Clerks office is seeking qualified vendors for a Records Preservation Project to digitize and indexing approximately 2,056,800 historical record volumes. All bids must be received by 10:00 am on June 16, 2026; late, incomplete, or non-compliant submissions will not be considered.

To be eligible, vendors must have completed at least one records preservation project to digitize and indexing involving a minimum of 500 permanent court records for a single Missouri county office within the past 12 months. Detailed documentation and direct contact information for that project must be provided. Vendors are also required to demonstrate experience with the reversal and manual enhancement of photostat volumes, including at least 100 such records completed in the last year. Work samples and references, including contact information for five Missouri counties, are required.

This project includes approximately 2,056,800 historical records, which must be digitized and indexed without unbinding, cutting, or damaging, must be of archival quality with the originals and one copy to facilitate seamless integration into PaperVision software. Vendors must provide references for at least five counties in Missouri where they have successfully provided these services within the past 12 months.

Vendors must have completed at least three successful record imports and fully indexed and digitize court records for Missouri government clients within the past three years.

A rigorous quality control process is required. Vendors must conduct a documented visual inspection and certification of every scanned page, ensuring image clarity, completeness, and correct orientation. An accuracy threshold of no less than 99.95% for all digitized pages is expected.

All work must be performed by the vendor's own permanent, full-time employees; subcontractors, temporary staff, offshore resources, or third parties are not permitted. Vendors must provide an organizational chart of all personnel involved in the project, including each person's years of service with the organization. All work must occur at the vendor's permanent facility, and the County reserves the right to inspect this facility as needed.

Transportation of records must be handled exclusively by the vendor's full-time employees, each with at least three years of documented experience handling government archival collections. The vendor must submit names and résumés of all personnel responsible for transport, and the County reserves the right to verify backgrounds and conduct random audits throughout the project. No third-party, temporary, or external personnel may access or transport County records at any stage.

During the project, the County requires free, on-demand records requests, with all requests fulfilled within 30 minutes, without exception. Vendors must provide five references who can speak to their company's response time for record requests.

Eligible vendors must have no prior contract cancellations, bankruptcies, or lawsuits on similar projects. In addition, the County will require a pilot project to demonstrate imaging capabilities before commencing full services.

The Jasper County Commissioners reserves the right to reject any or all bids received and may accept the bid deemed most advantageous to the County and the Circuit Clerk.

## **Bid Specifications**

**Title:**

Records Preservation Project to digitize and indexing

**Bid Advertisement:**

To be posted in local newspaper.

**Deadline:**

All responses due by 10:00 a.m., June 16, 2026. Late, incomplete, or non-compliant submissions will be rejected without review.

**Scope:** Jasper County Circuit Clerk has a collection of approximately 2,056,800 historical records that require digitization and indexing.

**Vendor Requirements:**

- **Project Size:** Vendor must have completed at least one indexing and digitization project involving a minimum of 500 permanent court records for a single County government office in Missouri within the past 12 months. The vendor must provide detailed project documentation and direct contact information.
- **Photostats:** Vendor must have demonstrated experience with the reversal and manual enhancement of photostat volumes, with at least 100 court records completed in the last 12 months. Work samples and references, including names and direct contact information for five counties in Missouri, are required.
- **Digitizing, Indexing and Bound Book Expertise:** This collection contains approximately 2,056,800 historical records that must be digitized without unbinding, cutting, or damaging, must be of archival quality with the originals and one copy to facilitate seamless integration into PaperVision software. Please provide contact information for at least five counties that you have performed these services for in the past 12 months.

- **System Experience:** Vendor must have experience with PaperVision software, have completed at least three successful court record imports and fully indexed and digitized court records for Missouri government clients within the past three years
- **Quality Control:** Vendor must perform a documented visual inspection and certification of every scanned page to ensure image clarity, completeness, and proper orientation. A minimum accuracy threshold of 99.95% is required for all digitized pages.
- **Government Experience:** Vendor must have at least 10 years working with record retention.
- **Staff:** The vendor shall perform all aspects of the project. No portion of the project shall be performed by third parties, offshore (including remote access of by offshore), subcontractors, nor temporary workers. Please provide an organization chart of every person that will work on the project, including their years of service at your organization.
- **Location of Work:** Must be a permanent facility. Must permit the County to inspect the facility, as needed.
- **Transportation Plan:** All court record pickup, transport, and return must be conducted exclusively by the vendor's own full-time employees, each with a minimum of three years documented experience handling government archival collections. The vendor must submit the names and résumés of all personnel involved, and provide detailed records of their prior work on similar projects. At no point may any third-party carrier, temporary worker, or outside individual access, handle, or transport County records. The County reserves the right to verify personnel background and conduct random audits throughout the project.
- **Access:** During the project, the County will have free, on-demand records requests. Requests will be fulfilled within 30 minutes, no exceptions. Please provide five references and contact information that can discuss your company's turnaround time for record requests.
- **Vendor Performance History:** No previous contract cancellations, bankruptcies, or lawsuits from similar projects.
- **Pilot Project:** The County will require a pilot run of the imaging capabilities prior to commencement of services.