

## **REQUEST FOR PROPOSALS**

The Jasper County Recorder of Deeds is seeking qualified vendors for a Land Records Preservation Project to digitize approximately 1,165 historical record volumes. All bids must be received by September 2<sup>nd</sup>, 2025 at 10:00 a.m.; late, incomplete, or non-compliant submissions will not be considered.

To be eligible, vendors must have completed at least one digitization project involving a minimum of 500 permanent record books 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 volumes completed in the last year. Work samples and references, including contact information for five Missouri counties, are required.

This project includes approximately 400 bound volumes, which must be digitized without unbinding, cutting, or damaging the originals. Vendors must provide references for at least five counties in Missouri where they have successfully provided these services within the past 12 months.

Experience with iCounty Technologies is mandatory. Vendors must have completed at least three successful record imports and fully indexed land records for Missouri government clients within the past three years. Written verification from iCounty and references from these clients must be included.

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 Court reserves the right to reject any or all bids received and may accept the bid deemed most advantageous to the County. For full bid specifications, or to submit a bid, please contact Jasper County Commissioners.

## **Bid Specifications**

### **Title:**

Land Records Preservation Project

### **Bid Advertisement:**

To be posted in local newspaper.

### **Deadline:**

All responses due by 10:00 am, September 2<sup>nd</sup>, 2025. Late, incomplete, or non-compliant submissions will be rejected without review.

**Scope:** Jasper County has a collection of approximately 1,165 historical record volumes that require digitization.

### **Vendor Requirements:**

- **Project Size:** Vendor must have completed at least one digitization project involving a minimum of 500 permanent record books 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 volumes completed in the last 12 months. Work samples and references, including names and direct contact information for five (5) counties in Missouri, are required.

- **Bound Book Expertise:** This collection contains approximately 400 bound volumes that must be digitized without unbinding, cutting, or damaging the originals. Please provide contact information for at least 5 counties that you have performed these services for in the past 12 months.
- **System Experience:** Vendor must have direct experience with iCounty Technologies, including at least three successful record imports and full indexing of land records for Missouri government clients within the past three years. Written verification from iCounty and client references are required.
- **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 land records.
- **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 org 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 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 during the project. Requests will be fulfilled within 30 minutes, no exceptions. Please provide 5 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.