



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Approve Arcasearch Contract

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Tara Snyder		Department: Recorder
Presenter (Name and Title): David Frank (Arcasearch) & Tara Snyder (County Recorder)		Estimated Time Needed: 15 Minutes
Summary of Issue: Digital archiving solution for Historical records & Research for the Public: <ul style="list-style-type: none"> • Digital preservation & back-up protection of historical original Land Index & Record books from loss due to fire, water events and general deterioration • Eliminates the need for back-indexing of the historical collection with use of existing index books and intuitive search tools to locate Book/Page # to the Recorded Documents for an improved customer experience • Includes the use of existing digital images from previous scan project for cost savings • Safer health experience for customers and staff with remote, on-line access to key Land Documents reducing physical courthouse visits • Establishes an on-line Aitkin County Historical Document Shared Archive with permanent documents for improved access and public transparency • Reduces internal IT support & costs with a hosted Aitkin County Archive 		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Arcasearch contract and authorize the County Recorder to sign.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 182,502 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This is coming out of the Recorder's Technology Fund. Total Cost includes the first year of the Compass Eclipse Research System Annual Fee of \$5,228.		



**AITKIN COUNTY MN RECORDER OPTION B
HISTORICAL DOCUMENT ARCHIVE OF:
TRACT INDEXES, DEED INDEXES,
MISCELLANEOUS RECORDS INDEXES, DEED RECORDS,
MISCELLANEOUS RECORDS, RECORDED DOCUMENTS,
TORRENS INDEX & CERTIFICATE BOOKS
AND
DEVELOPMENT OF A NEW
AITKIN COUNTY ON-LINE, SEARCHABLE DOCUMENT ARCHIVE**

Proposal #07112023P1V3b

December 5, 2023

Prepared for:

Aitkin County
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Aitkin, MN 56431

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Project Benefits for Aitkin County MN:

- Digital preservation & back-up protection of historical original Land Index & Record books from loss due to fire, water events and general deterioration
- **Eliminates the need for back-indexing** of the historical collection with use of existing index books and intuitive search tools to locate Book/Page # to the Recorded Documents for an improved customer experience
- Includes the use of existing digital images from previous scan project for cost savings
- **Safer health experience** for customers and staff with remote, on-line access to key Land Documents reducing physical courthouse visits
- Re-imaging of selected index books for creation of two-page spread images for accurate customer information
- Establishes an on-line Aitkin County Historical Document Shared Archive that can be utilized by other County departments (Commissioner Minutes, Resolutions, Assessor Property Cards, County Engineer, etc.) with their permanent documents for improved access and public transparency
- Reduces internal IT support & costs with a hosted Aitkin County Archive

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Aitkin County, MN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 299,353
- Date Range 1872 through 1985
- Bindery Pinned and Digital files
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images (analog files)
- Delivery Single page and two-page spread
- Metadata Defined in product categories
- Work Location Materials to be imaged & processed at ArcaSearch

There will be no other metadata schema understanding than what is expressly stated within this proposal.

PRODUCT CATEGORIES

#1 – Tract Indexes-Lands

- 6,200 Images
- Date range – Unknown
- Image Size – 12” x 18”
- Bindery – Pinned (6), some Digital; JPEG files
- OCR – No
- Delivery – Single page
- Metadata – Book name, section, township, range, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Section/Township/Range

Use of customer’s existing digital J-Peg images

Physical, pinned books (6 newer books)

#2 – Tract Indexes-Towns

- 3,610 Images
- Date range – Unknown
- Image Size – 12” x 18”
- Bindery – Pinned (5), some Digital; JPEG files
- OCR – No
- Delivery – Single page
- Metadata – Book name, subdivision, block, lot, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Subdivision/Block/Lot

Use of customer’s existing digital J-Peg images

Physical, pinned books (5 newer books)

#3 – Deed Index-Grantor

- 6,980 Images
- Date range – 1872 through January 1985
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 12
- Bindery – Pinned-7, digital-5
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-5 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 6-11 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

Book 6 (A-M) & Book 6 (N-Z) will be combined into one digital book 6

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1872-Jan 1985

#4 – Deed Index-Grantee

- 6,530 Images
- Date range – 1872 through January 1985
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 12
- Bindery – Pinned-7, digital-5
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-5 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 6-11 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

Book 6 (A-M) & Book 6 (N-Z) will be combined into one digital book 6

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1872-Jan 1985

#5 – Miscellaneous Index-Grantor

- 3,100 Images
- Date range – 1873 through 1984
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 5
- Bindery – Pinned (3), digital (2)
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-2 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 3-5 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1873-1984

#6 – Miscellaneous Index-Grantee

- 3,110 Images
- Date range – 1873 through 1984
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 5
- Bindery – Pinned (3), digital (2)
- OCR – No
- Delivery –
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-2 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 3-5 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1873-1984

#7 – Deed Records

- 88,490 Images
- Date range – 1873 through 1963
- Books – 151
- Bindery – Digital; JPEG files
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, document id number, actual page number

Key Assumptions

Use of customer's existing digital images (300 dpi, color J-peg format)

No Book I or J were identified on the hard-drive and assume these original books did not exist

Previous scan vendor left a portion of the adjoining page on each image. Will process as-is without any manual cropping. Single-page view.

Direct Document access by: Document Number & Book/Page #

Word Search with typed pages only

Page numbers will be actual

1873-1963

#8 – Miscellaneous Records

- 27,570 Images
- Date range – 1872 through 1963
- Books – 50
- Bindery – Digital; JPEG files
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, document id number

Key Assumptions

Use of customer's existing digital images (300 dpi, color J-peg format)

No Book I, Q or 2 were identified on the hard-drive and assume these original books did not exist

Previous scan vendor left a portion of the adjoining page on each image. Will process as-is without any manual cropping. Single-page view.

Direct Document access by: Document Number & Book/Page #

Word Search with typed pages only

Page numbers will be actual

1872-1963

#9 – Recorded Documents

- 150,570 Images
- Date range – 1963 through 1977
- Books – 117
- Bindery – Digital; JPEG files
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, document id number, sequential page number

Key Assumptions

Use of customer's existing digital images (300 dpi, color J-peg format)

Collection begins with Document Number 150211 and ends with Document Number 214485

Single-page view.

Direct Document access by: Document Number only

Word Search with typed pages only

Page numbers will be Sequential

1963-1977

#10 – Torrens Tract Index-Lands

- 480 Images
- Date range – 1975 through 2017
- Bindery – Digital; JPEG files
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, section, township, range, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Section/Township/Range

Use of customer's existing digital J-Peg images

#11 – Torrens Tract Index-Lots

- 500 Images
- Date range – 1914 through 1982
- Bindery – Digital; JPEG files
- OCR – Yes, of typed text
- Delivery – Single page number
- Metadata – Book name, subdivision, block, lot, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Subdivision, Block/Lot

Use of customer's existing digital J-Peg images

#12 – Torrens-Grantor

- 340 Images
- Date range – 1916 through 2000
- Bindery – Digital; JPEG files
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Captured from customer's existing digital images and presented in Two-page spread format

Alpha Letter filters for each book

Page numbers will be sequential

1916-2000

#13 – Torrens-Grantee

- 350 Images
- Date range – 1916 through 2000
- Bindery – Digital; JPEG files
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Captured from customer's existing digital images and presented in Two-page spread format

Alpha Letter filters for each book

Page numbers will be sequential

1916-2000

#14 – Torrens-Alphabetic Index

- 100 Images
- Date range – 1916 through 2000
- Bindery – Digital; JPEG files
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page

Key Assumptions

Captured from customer's existing digital images and presented in Two-page spread format
 Alpha Letter filters for each book
 Page numbers will be sequential
 1916-2000

#15 – Torrens Certificates

- 1,500 Images
- Date range – Unknown
- Books – 3
- Bindery – Bound
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, Torrens certificate number, alpha character, actual page number
 (certificate pages), sequential page number

Key Assumptions

Index pages in front of book (Alpha Letter filter)
 Torrens Certificate # = Actual Page #
 Direct Document access by: Torrens Certificate Number
 Word Search with typed pages only
 2-Page Spread view

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize and process images from provided materials
- Provide courier delivery to and from ArcaSearch for the original content
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project of analog images

We look forward to working with **Aitkin County, MN**. Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 4 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan” or “Variable Power Plan”
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

Username/Password

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

IP Filter

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

Antivirus Software

Antivirus software is run at the Data Center on the file storage servers.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Third Party Supplied Images

Initial

ArcaSearch will do its best to bring image abnormalities to the client's attention when ArcaSearch is aware of them. When images are supplied by a third-party vendor, the client accepts full responsibility for image abnormalities including but not limited to images being out of focus, inverted, obstructed, missing pages, rotated etc.

Images supplied by a third party will be noted on the research site.

Initial

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING**Project Estimating**

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #07112023P1V3b Option B** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$182,502**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media of analog images
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$5,228**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

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