

PENDING APPROVAL

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE February 12, 2008 AGENDA

(THE DEADLINE IS ONE WEEK PRIOR TO THE DATE THE AGENDA IS TO BE POSTED)

DEPARTMENT: COUNTY CLERKS OFFICE REQUESTED BY Linda Birdsong X 1526

REQUISITION NO: 10807356 REQUISITION SHEET ATTACHED: XX YES N/A

NAME OF FUNDS: Records Preservation

FUND NUMBERS: 1152-1700-54455-2008

PLEASE INITIAL IF PRIVACY/PROTECTED INFORMATION EXISTS: YES N/A

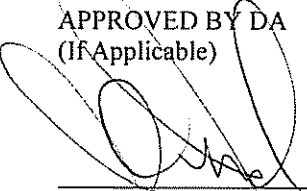
NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: 1

AGENDA ITEM READS AS FOLLOWS: Statement of Work Redaction Quality Check Service. The scope of this project is to perform the quality check services on the redacted images provided by AMCAD and deliver the updated CVS files along with Reports.


APPROVED BY DA
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

 3/8/08
ASSISTANT DISTRICT ATTORNEY

COUNTY ENGINEER


PURCHASING AGENT

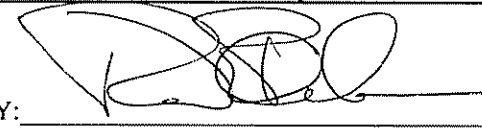
Please initial if privacy/security protected information exist

DISTRICT ATTORNEY – PRIVACY/SECURITY PROTECTED INFORMATION: YES N/A

COUNTY CLERK – PRIVACY/PROTECTED INFORMATION: YES N/A

(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM SUBMITTED AFTER THE DEADLINE)

DATE OF REQUEST: _____ APPROVED BY: _____


CHAIRMAN
CHIEF DEPUTY FOR
Ray Vaughn, Chair

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

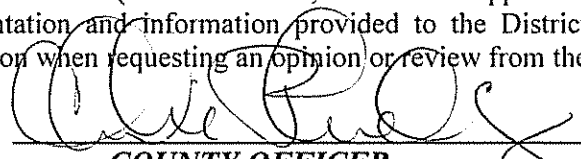
IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: March 5, 2008

COUNTY DEPARTMENT MAKING REQUEST: County Clerk's Office.
STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: Statement of Work, HTC Global Services Inc., Redaction Quality Check Services. The scope of this project is to perform the quality checks on redacted images provided by AMCAD and deliver the updates CVS files along with reports. Thank You Linda Birdsong ext. 1526.

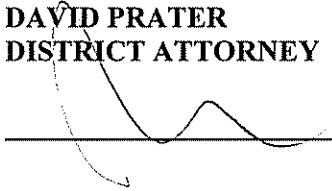
ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).



COUNTY OFFICER
Charlie Phillips, First Deputy

.....
DATE RECEIVED BY DISTRICT ATTORNEY: 3/8/08
REPLY BY DISTRICT ATTORNEY: Received

RECEIVED
MAR - 5 2008
CIVIL DIVISION
DISTRICT ATTORNEY

DAVID PRATER
DISTRICT ATTORNEY
By: 

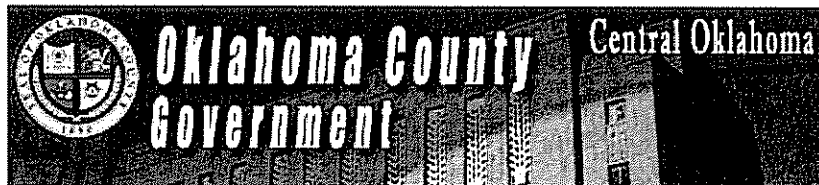
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Statement of Work

Redaction Quality Check Services

Prepared for

Oklahoma County (OKC)



February 27, 2008

HTC Global Services Inc

3270 West Big Beaver Road, Troy, MI 48084, U.S.A

Phone: 248.786.2500

Fax: 248.786.2515

Web: www.htcinc.com

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1. General

a. Purpose

Oklahoma County Clerk (OKC) will engage HTC to perform quality check services on redacted images. The original redaction service was performed by AmCad, engaged by OKC to perform the services through a separate contract.

This Statement of Work (SOW) document outlines the specific obligations, pricing and deliverables associated between OKC and HTC with Redaction QC Services project

b. Scope

The scope of this project is to perform the quality check services on redacted images provided by AmCad and deliver the updated CSV files along with reports.

c. Principal Contacts & Escalations

	HTC	Oklahoma County
Business Contact	R. Ravi Shankar Ravi.shankar@htcinc.com	Charlie Phillips ccchaphi@oklahomacounty.org
Operations First/Level contact	Natraj Kumar Natraj.Kumar@htcindia.com	Brett Maughn ccbremau@oklahomacounty.org
Second Level contact	Rajesh Raghavan Rajesh.Raghavan@htcinc.com	

2. Input Material

a. Input Material Specifications

CSV files containing image filename and coordinates of redacted area for each image, if any (redaction services done by AmCad)

b. Input Material Transportation

OKC will provide the CSV files through OKC's secure FTP server HTC will download the input files from the secure FTP server.

HTC will use the images available in the backup or hosting server

c. Input Material shipment frequency

OKC will provide the entire set of images at the beginning of the project.

3. Redaction Quality Check Specifications

a. The following semi-automated process will be implemented to meet the project objectives:

- i. The redaction coordinates provided by AmCad will be identified as "List A"

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- ii. HTC will independently identify the printed SSNs to be redacted, through automated tools. This will be "List B".
 - iii. A third report, "List C", will be generated by combining Lists A & B, after removing the duplicates.
 - iv. Each of the List C entries would be visually verified for correctness and flagged appropriately (Correct / Incorrect / ByHTC). The incorrect entries identified by HTC's automated tool will be deleted from this list
 - v. The updated data file, with appropriate flags will be shipped back to OKC.
 - vi. A report on the quality percentage for that batch will also be sent along with each shipment
- b. OKC will provide HTC with the entire list of images that was given to AmCad. HTC will generate a random list of images that will be 10% of the entire volume processed by AmCad. This random list will be confirmed by OKC before initiating the QC services. HTC assumes that the image filenames are the same as the filenames in the backup / hosting server.
 - c. It is also assumed that AmCad has only redacted portions of the images without altering the image dimension or other properties (like de-skewing, black-border cropping etc).
 - d. Redaction Quality Check will be performed only for the printed SSN portion.
 - e. HTC will visually check the coordinates of redacted portion provided by AmCad and flag the entries as correct/incorrect based on the correctness.
 - f. The entries identified by HTC would be updated in the data file and flagged as "ByHTC"
 - g. If any of the business identification number is redacted (which have the same pattern as SSN), then such entry will not be considered as incorrect entry. These entries will not be corrected by HTC.
 - h. HTC will use the following methodology to derive the quality percentage of AmCad's redaction services.
 - i. Total Number of entries provided by AmCad = a
 - ii. Number of incorrect entries by AmCad = b
 - iii. Number of additional entries (that fall within the scope) identified by HTC = c
 - iv. AmCad data accuracy = $\frac{a-b}{a+c}$

4. Output Shipment

- a. Deliverables
 - i. Updated CSV files with the flag correct/incorrect/ByHTC for each entry.
- b. Shipment Mode
 - i. HTC will deliver the updated CSV files via secured FTP,

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5. Quality Specification

- a. The data resulting from the Semi Automated Base process would be at 95% accuracy.

6. Project Volumes

- a. Total Project Volume : 811,903 images, identified by OKC

7. Pricing

- a. HTC will invoice \$ 29,900 as a fixed price for this project to deliver the data at 95% quality level.

8. Project Plan & Delivery Schedule

- a. HTC would be in a position to commence the project within 2 weeks from the date of approval of this SOW.
- b. HTC requires a test batch along with the approval in order to fine tune the applications.
- c. HTC would commence production once the test batch has been accepted by OKC.
- d. The project schedule is expected to be 6 weeks from the date of approval.
- e. HTC would be in a position to QC and return the data in batches, if desired by OKC.
- f. HTC will deliver the updated CSV files based on the agreed schedule

9. Pricing Exclusions

The pricing listed above doesn't include the following and would be billed to OKC on actuals.

- a. Cost of shipment of finished data from HTC to OKC, if sent through means other than FTP.
- b. Cost of media (if purchased by HTC) to ship the output data to OKC.

10. Deviations & Change Requests

- a. Any change to assumptions stated in this SOW will go through "Change Management Process" to assess and communicate any impact on quality, schedule and cost.
- b. HTC will implement the changes in production on receipt of approval of changes requested from OKC

11. Invoicing

- a. HTC shall invoice upon completion and submission of the project.
- b. Payment Terms: Net 30 days

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12. Acceptance & Corrections


- a. Acceptance is based on quality assurance checking to determine if the file meets the specifications and the quality levels. OKC will provide acceptance within 30 days from date of shipment
- b. Any quality issue (based on agreed requirements) identified by OKC will be corrected by HTC within the acceptance window. If errors are reported after 30 days, OKC may incur charges for the correction.

13. Others

- a. Retention period of files will be 60 days from date of delivery.

Approvals

This Work Order shall be effective on the date the second of the two parties hereto signs below.

HTC Global Services		OKC	
By:		By:	
Name	SUBIR PANDHAWA	Name:	
Title:	VP, IT SOLUTIONS	Title:	
Date:	3/5/2008	Date:	

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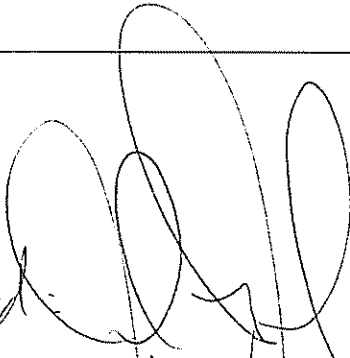
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Approvals

This Work Order shall be effective on the date the second of the two parties hereto signs below.

	HTC Global Services		OKC
By:		By:	
Name		Name:	
Title:		Title:	
Date:		Date:	

Approved: 
ASSIST. DA
3/8/08

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BOARD OF COUNTY COMMISSIONERS
OF OKLAHOMA COUNTY, OKLAHOMA

Chairman: _____

Member: _____

Member: _____

Dated: _____

Attest:

County Clerk _____

(Seal)

Approved as to form and legality:

Assistant District Attorney

Requisition Number 10807356

Purchase Order Number _____

OKLAHOMA COUNTY

Printed Requisitions Report

Report Date: 05-MAR-2008 08:47
Page: 2 of 2

Requisition: 10807356
Requisition Type: Purchase Requisition
Creation Date: 05-MAR-08
Description: BLANKET
Note To Approver:
Notes:

Preparer: Birdsong, Linda
Approver: Ellis, Becky A
Currency: USD

Line	Line Type	Item	Rev Category	Description	Unit	Quantity/Amount	Unit Price	Line Amount
1	Blanket	Birdsong, Linda	12-MAR-08	SERVICE.PROFE Redaction Quality Check Service Supplier 10807356 - HTC GLOBAL SERVICES INC - *REMIT - MARIA, LAURIE - 13600	Each	29,900.00	1	29,900.00
Distributions: 2990 Allocated To Account. 1152.1700.54455.2008.00000.0000.0000								
Total: 29,900.00								

Justification:
Note To Approver:
Notes:

Previous Approvals:

Sequence Date	Approver	Action	Note
0 05-MAR-08	Birdsong, Linda	Reserve	
1 05-MAR-08	Birdsong, Linda	Submit	Linda's Report
2 05-MAR-08	Birdsong, Linda	Forward	

Approval Action (Circle One)

Approve Forward Reject

Forward To: _____

Note: _____

Signature: _____

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OKLAHOMA COUNTY

Printed Requisitions Report

Report Date: 05-MAR-2008 08:47

Report Parameters

Requisition Numbers From : 10807356
To : 10807356