

## “SOLE SOURCE” PROCUREMENT JUSTIFICATION

Sole source purchases are goods and services available from only one vendor. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. Using Department must provide a written explanation as to why only this particular product/service is acceptable and why no other will be suitable or acceptable to meet the need. A quote must accompany this form.

Department name:           Dona Ana County Clerk’s Office          

1. Name of product or service: Cloud Search/Quick links
2. Name of product manufacturer: Kofile/County Fusion
3. Name of “sole” product supplier or service provider: Kofile for County Fusion
4. Describe in general terms the product/service you are requesting and the intended application.

The recording software, County Fusion, that the county clerk’s office uses for recording documents has a search upgrade available. The search feature includes a new interface that is user friendly for online document research, and the capability to research old index books online.

5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.

The search upgrade allows for easy access and easy search for the public researching recorded documents online. It also allows for old index books that are currently only in paper format to be researched online and the document accessed online.

6. How did you determine there was only one source for the product or service? Provide information on the research that was performed to locate suppliers for this product(s) or service(s). (Please furnish names, addresses and other documentation).

The new search feature is an upgraded feature for the clerk’s current record keeping software. It is not a feature that will be used separately from the current recording software. It is compatible with, works together with, and is a part of the current record keeping software, County Fusion, so that there is not a disruption of current processes and allows for easy, streamlined access to documents online.

7. What product supplier or service provider has your Department used until now to satisfy similar requirements?

We have not had the ability to do online index book searching. The upgrade feature will allow for online search of index books which provides better services to the public and our staff. It helps make record searching easier and more accessible.

 Signature of Department Head  Date

(Attach Quote and Use Additional Sheets As Necessary)

\*\*This form is used by Purchasing Department to determine if a "Sole Source" procurement criterion is met. Completing this form does not guarantee approval of this type of procurement.

# Sole Source Justification Letter

## Re: CloudSearch and QuickLink

GovOS is the sole manufacturer and distributor of the CountyFusion records management system currently utilized by Dona Ana County. GovOS is pleased to offer additional applications that are fully integrated with CountyFusion to continue to improve its customer and user experience.

The following unique combinations of included and integrated functionalities distinguish the applications as sole source products for its government clients. With CloudSearch government users will be able to:

- Seamlessly integrate with CountyFusion's proprietary database design;
- Search full text OCR based upon GovOS' proprietary code that is unique to GovOS;
- Enable users to search in three ways including Google style, Advanced Search by Field, or Full Text of the document contents:
- Does not have download limits and allows users to download files individually and in a zip file;
- Allows multiple search tabs to support multiple searches without starting a new search;
- Provides Boolean search criteria for accuracy;
- Upgrades CountyFusion's Freud Sleuth feature and upgrades it to Property Alert; and
- Real-time transfer of documents from CountyFusion directly into CloudSearch.

Quicklinks is a custom application developed by GovOS and fully integrated with both CountyFusion and other GovOS products such as CloudSearch. With Quicklinks, government users will be able to:

- Seamlessly integrate with CountyFusion's proprietary database design;
- Allows Searchers to Search Index Books, Search for a document, Print Document Pages;
- Search of Index Books can be refined by selecting Party Type search criteria that is fully integrated into the CountyFusion. Party Type Search criteria includes the following:
  - Grantor
  - Grantee
  - Grantor/Grantee
  - Interested Party Nature of Procedure
  - Direct
  - Indirect
  - Reverse
  - Direct/Indirect
  - Direct/Reverse
  - Plaintiff



- Defendant
- Plaintiff/Defendant
- Decedent
- Allows selected document to be presented to searcher. Integrated security, at the county level, ensures unauthorized copying; and
- Allows authorized and secure document printing and downloading.

These applications as provided by GovOS are unique because no other vendor search product on the market has a tightly integrated interface to County's current land record management system, CountyFusion. Purchasing from GovOS also affords the County the reliability of working with a known vendor with unique expertise in serving the public sector.

HONORABLE AMANDA LOPEZ ASKIN, PH.D.  
DONA ANA COUNTY CLERK

AGREEMENT FOR



**Records**

MAY 17, 2021

SUBMITTED BY:

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## WHO IS GovOS?

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GovOS, Inc. (GovOS) was founded on a simple principle – to power modern government. We partner with government agencies nationwide to help them meet their citizens' needs by modernizing information management and access systems. By choosing GovOS, Dona Ana County is selecting not only a product and service but also a partner dedicated to offering a solution that works in both present and future.

In addition to land records management software, GovOS can assist Dona Ana County with online search, integration of paper forms, preservation for historical documents, and imaging and indexing projects. Our goal is to partner with Dona Ana County across all of your projects and initiatives.

How the "GovOS experience" differs. From the beginning, we will be a partner to you, Hon. Amanda Lopez Askin, Ph.D. and Dona Ana County. We will kick off the project with upfront discovery identifying your key business processes and create a plan to overcome your inefficiencies. After initial discovery, we will leverage our customizable software to create workflows and automation that increase efficiency and promote safe, secure operations. Our installation and support teams have the expertise and knowledge of industry recording rules and requirements to convert data and transition seamlessly.

**The advantages of GovOS Records.** *GovOS Records* is a client-server based solution. It was designed specifically for the management of land and vital records.

GovOS's all-inclusive solution for Dona Ana County includes Property Alert and GovOS Access.

GovOS has implemented over 190 *GovOS Records* solutions across the U.S., GovOS is confident our team has the experience and technology required to provide a solution meeting Dona Ana County's requirements.

**PROPERTY ALERT**

- **GovOS Records** enables constituents to opt into a fraud alert program. This feature enables users to use a simple look-up feature to search for their own names in publicly recorded documents. They can also sign up for email alerts notifying them when a document is recorded in their name. This function prevents the loss of time, money, and worries associated with correcting mortgage and deed fraud.

This service is at no charge to Dona Ana County's consumers/land owners. The link will be available to the public on the home page of Dona Ana County's public search site.

Property fraud is increasingly concern in the US. According to the FBI, it is the fastest growing white-collar crime. Property fraud is devastating, especially when a portion of required information to commit the crime is on public record.

At the day's close, any name(s) entered into the System are reviewed. An email is created with a link to any document that matches the exact name(s) entered by the user. The user can review the document to determine if there is additional actions required.

## Real Property Fraud Alert Service

Get notified against potentially fraudulent claims or transactions regarding Real Property. Receive email alerts any time your personal or entity name is used in a Real Property filing within the county. This is a free service provided by Kofile and your County Clerk designed with the goal of reducing fraudulently-recorded documents that could affect your property ownership.



**THERE ARE TWO WAYS TO SET UP A FREE FRAUD ALERT:**

Already created an alert? [View Dashboard](#)



**Create a fraud alert from a personal or entity name**

Set up a fraud alert by entering a name or multiple names. Optionally include alternate spelling variations.

**Enter a Name**



**Create a fraud alert from a public document**

**OR** Search for a document and set up a fraud alert based on that document's information. See how

**Search for a Document**



**GOVOS ACCESS (REQUIRED FOR PROPERTY ALERT)**

**GovOS Access** is cutting-edge, cloud-based technology. This technology provides an easy-to-use, highly accessible search application.

GovOS's design team interviewed many local government recoding offices, land researchers, and general users to develop the best land records search system. The county site will have a simple user interface. Regardless if beginner or advanced, users access this one interface to run searches and locate documents inaccessible in other online search applications.

An intuitive design minimizes the time required by county staff to assist a one-time visitor. Advanced features allow staff and frequent site-visitors to locate information not normally included in an OCR search index. Boolean search terms narrow results and expedite searches.

Simple and advanced search capabilities reduces traffic in Dona Ana County Clerk's Office, and increases customer service. Reduced traffic will free clerks' time for completion of other core responsibilities and customer service. Overall, constituent satisfaction will increase as a result.



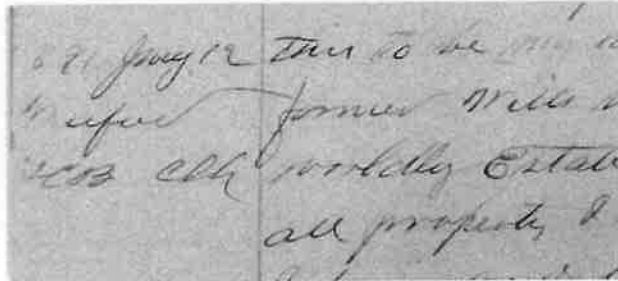
**QUICKLINK® LITE ACCESS SOLUTION**

**QUICKLINK® LITE is a custom software solution that provide an electronic search of Index Book Images.** It expedites a county's digital imaging and indexing initiatives.

This solution offers reduced cost and liability as an alternative to full Indexing—especially the costs associated with handwritten records. Manuscript data is expensive to index due to the significant time and increased level of difficulty required to transcribe information and interpret handwriting styles.

*QUICKLINK® LITE maps the index entry and retrieves the image of the associated index book page. QUICKLINK® is a browser-based and web-hosted interface. It is incredibly user-friendly, and incorporating a digital retrieval reduces wear on the oversized original index books. See the search parameters exemplified on the following page and how this interface can be integrated with Property Alert.*

*Typical queries by title companies, abstractors, or attorneys require data older than 30 years. QUICKLINK® automates searches, and provides significant cost savings from full*



*Once the index entry is located via alphabetical search, access the physical volume in the clerk's office to locate the desired record.*

### Search Index Books

Type:

Year:

Parties:

Last Name:

First Name:



# SOLUTION PROPOSAL



## PRICE PROPOSAL

GovOS provides “all inclusive” pricing. This includes any software and implementation services. *Pricing is good for 90 days without a signed agreement.*

DONA ANA COUNTY, NM PROJECT PRICE QUOTE					
SOLUTION	PRICE QUOTE				
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
GovOS Access w/ Property Alert	\$15,000.00	\$9,200.00	\$9,200.00	\$9,200.00	\$9,200.00
QuickLink Lite	\$5,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
QuickLink Services	\$5,000.00	--	--	--	--
<b>TOTALS</b>	<b>\$25,000.00</b>	<b>\$10,200.00</b>	<b>\$10,200.00</b>	<b>\$10,200.00</b>	<b>\$10,200.00</b>

▶ **Convenience Fee Option at \$2 per transaction** – Yes No  
 ▶ **Revenue Share Option with a 70/30 split (the County collecting 70% and GovOS collecting 30%)**  
 – Yes No

CUSTOMER ACCEPTANCE	MULTI-YEAR PRICING SCHEDULE			
	YEAR	CONTRACT START	END	PRICE
▶ Without a signed Agreement, prices are good for 90 days.	Year 1	4/1/2021	3/31/2022	\$25,000.00
▶ Invoice date is the Subscription Start Date with NET 30 Payment Term. Invoice will be sent 2 weeks prior to the invoice date. All professional services expire within 12 months.	Year 2	4/1/2022	3/31/2023	\$10,200.00
	Year 3	4/1/2023	3/31/2024	\$10,200.00
	Year 4	4/1/2024	3/31/2025	\$10,200.00
	Year 5	4/1/2025	3/31/2026	\$10,200.00