

“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:

ROB PISKOROWSKI

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A Kofile Company

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WHO IS GovOS?

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

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.

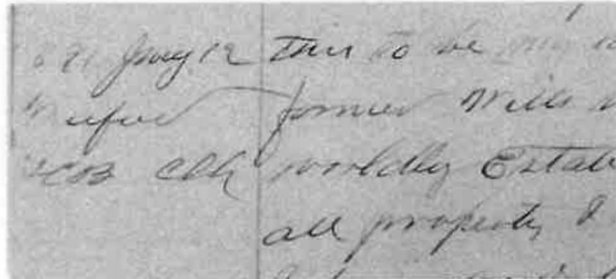
QUICKLINK® LITE ACCESS SOLUTION

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:	Deed Record
Year:	1876-1908
Parties:	Grantor
Last Name:	A
First Name:	A-Z
<input type="button" value="SEARCH"/>	

QUICKLINK® LITE

Kofile



Search Index Books

Type: **Deed Record**

Year: **1876-1908**

Parties: **Grantor**

Last Name: **A**

First Name: **A-Z**

SEARCH

Legend

Next Page = Shift + ">" key

Previous Page = Shift + "<" key

Zoom In = Shift + "+" key

Zoom Out = Shift + "-" key

Print = Shift + "P" key

You must login to view page

GENERAL INDEX OF DEEDS.—Direct.

Quickly navigate
between index
books and pages.

GENERAL INDEX OF DEEDS.—Direct.

City of Portland & P. & O. Street & Water Commissioners

Quickly navigate
between index
books and pages.

Book	Page	Date of Deed	DATE OF INDEX				Book	Page
			Month	Day	Year	Month	Day	Year
1876-1908	1	Jan 11 1876	Jan	11	1876	Jan	11	1876
1876-1908	2	Jan 12 1876	Jan	12	1876	Jan	12	1876
1876-1908	3	Jan 13 1876	Jan	13	1876	Jan	13	1876
1876-1908	4	Jan 14 1876	Jan	14	1876	Jan	14	1876
1876-1908	5	Jan 15 1876	Jan	15	1876	Jan	15	1876
1876-1908	6	Jan 16 1876	Jan	16	1876	Jan	16	1876
1876-1908	7	Jan 17 1876	Jan	17	1876	Jan	17	1876
1876-1908	8	Jan 18 1876	Jan	18	1876	Jan	18	1876
1876-1908	9	Jan 19 1876	Jan	19	1876	Jan	19	1876
1876-1908	10	Jan 20 1876	Jan	20	1876	Jan	20	1876
1876-1908	11	Jan 21 1876	Jan	21	1876	Jan	21	1876
1876-1908	12	Jan 22 1876	Jan	22	1876	Jan	22	1876
1876-1908	13	Jan 23 1876	Jan	23	1876	Jan	23	1876
1876-1908	14	Jan 24 1876	Jan	24	1876	Jan	24	1876
1876-1908	15	Jan 25 1876	Jan	25	1876	Jan	25	1876
1876-1908	16	Jan 26 1876	Jan	26	1876	Jan	26	1876
1876-1908	17	Jan 27 1876	Jan	27	1876	Jan	27	1876
1876-1908	18	Jan 28 1876	Jan	28	1876	Jan	28	1876
1876-1908	19	Jan 29 1876	Jan	29	1876	Jan	29	1876
1876-1908	20	Jan 30 1876	Jan	30	1876	Jan	30	1876
1876-1908	21	Jan 31 1876	Jan	31	1876	Jan	31	1876
1876-1908	22	Feb 1 1876	Feb	1	1876	Feb	1	1876
1876-1908	23	Feb 2 1876	Feb	2	1876	Feb	2	1876
1876-1908	24	Feb 3 1876	Feb	3	1876	Feb	3	1876
1876-1908	25	Feb 4 1876	Feb	4	1876	Feb	4	1876
1876-1908	26	Feb 5 1876	Feb	5	1876	Feb	5	1876
1876-1908	27	Feb 6 1876	Feb	6	1876	Feb	6	1876
1876-1908	28	Feb 7 1876	Feb	7	1876	Feb	7	1876
1876-1908	29	Feb 8 1876	Feb	8	1876	Feb	8	1876
1876-1908	30	Feb 9 1876	Feb	9	1876	Feb	9	1876
1876-1908	31	Feb 10 1876	Feb	10	1876	Feb	10	1876
1876-1908	32	Feb 11 1876	Feb	11	1876	Feb	11	1876
1876-1908	33	Feb 12 1876	Feb	12	1876	Feb	12	1876
1876-1908	34	Feb 13 1876	Feb	13	1876	Feb	13	1876
1876-1908	35	Feb 14 1876	Feb	14	1876	Feb	14	1876
1876-1908	36	Feb 15 1876	Feb	15	1876	Feb	15	1876
1876-1908	37	Feb 16 1876	Feb	16	1876	Feb	16	1876
1876-1908	38	Feb 17 1876	Feb	17	1876	Feb	17	1876
1876-1908	39	Feb 18 1876	Feb	18	1876	Feb	18	1876
1876-1908	40	Feb 19 1876	Feb	19	1876	Feb	19	1876
1876-1908	41	Feb 20 1876	Feb	20	1876	Feb	20	1876
1876-1908	42	Feb 21 1876	Feb	21	1876	Feb	21	1876
1876-1908	43	Feb 22 1876	Feb	22	1876	Feb	22	1876
1876-1908	44	Feb 23 1876	Feb	23	1876	Feb	23	1876
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1876-1908	46	Feb 25 1876	Feb	25	1876	Feb	25	1876
1876-1908	47	Feb 26 1876	Feb	26	1876	Feb	26	1876
1876-1908	48	Feb 27 1876	Feb	27	1876	Feb	27	1876
1876-1908	49	Feb 28 1876	Feb	28	1876	Feb	28	1876
1876-1908	50	Feb 29 1876	Feb	29	1876	Feb	29	1876
1876-1908	51	Feb 30 1876	Feb	30	1876	Feb	30	1876
1876-1908	52	Mar 1 1876	Mar	1	1876	Mar	1	1876
1876-1908	53	Mar 2 1876	Mar	2	1876	Mar	2	1876
1876-1908	54	Mar 3 1876	Mar	3	1876	Mar	3	1876
1876-1908	55	Mar 4 1876	Mar	4	1876	Mar	4	1876
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1876-1908	58	Mar 7 1876	Mar	7	1876	Mar	7	1876
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1876-1908	60	Mar 9 1876	Mar	9	1876	Mar	9	1876
1876-1908	61	Mar 10 1876	Mar	10	1876	Mar	10	1876
1876-1908	62	Mar 11 1876	Mar	11	1876	Mar	11	1876
1876-1908	63	Mar 12 1876	Mar	12	1876	Mar	12	1876
1876-1908	64	Mar 13 1876	Mar	13	1876	Mar	13	1876
1876-1908	65	Mar 14 1876	Mar	14	1876	Mar	14	1876
1876-1908	66	Mar 15 1876	Mar	15	1876	Mar	15	1876
1876-1908	67	Mar 16 1876	Mar	16	1876	Mar	16	1876
1876-1908	68	Mar 17 1876	Mar	17	1876	Mar	17	1876
1876-1908	69	Mar 18 1876	Mar	18	1876	Mar	18	1876
1876-1908	70	Mar 19 1876	Mar	19	1876	Mar	19	1876
1876-1908	71	Mar 20 1876	Mar	20	1876	Mar	20	1876
1876-1908	72	Mar 21 1876	Mar	21	1876	Mar	21	1876
1876-1908	73	Mar 22 1876	Mar	22	1876	Mar	22	1876
1876-1908	74	Mar 23 1876	Mar	23	1876	Mar	23	1876
1876-1908	75	Mar 24 1876	Mar	24	1876	Mar	24	1876
1876-1908	76	Mar 25 1876	Mar	25	1876	Mar	25	1876
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1876-1908	81	Mar 30 1876	Mar	30	1876	Mar	30	1876
1876-1908	82	Mar 31 1876	Mar	31	1876	Mar	31	1876
1876-1908	83	Apr 1 1876	Apr	1	1876	Apr	1	1876
1876-1908	84	Apr 2 1876	Apr	2	1876	Apr	2	1876
1876-1908	85	Apr 3 1876	Apr	3	1876	Apr	3	1876
1876-1908	86	Apr 4 1876	Apr	4	1876	Apr	4	1876
1876-1908	87	Apr 5 1876	Apr	5	1876	Apr	5	1876
1876-1908	88	Apr 6 1876	Apr	6	1876	Apr	6	1876
1876-1908	89	Apr 7 1876	Apr	7	1876	Apr	7	1876
1876-1908	90	Apr 8 1876	Apr	8	1876	Apr	8	1876
1876-1908	91	Apr 9 1876	Apr	9	1876	Apr	9	1876
1876-1908	92	Apr 10 1876	Apr	10	1876	Apr	10	1876
1876-1908	93	Apr 11 1876	Apr	11	1876	Apr	11	1876
1876-1908	94	Apr 12 1876	Apr	12	1876	Apr	12	1876
1876-1908	95	Apr 13 1876	Apr	13	1876	Apr	13	1876
1876-1908	96	Apr 14 1876	Apr	14	1876	Apr	14	1876
1876-1908	97	Apr 15 1876	Apr	15	1876	Apr	15	1876
1876-1908	98	Apr 16 1876	Apr	16	1876	Apr	16	1876
1876-1908	99	Apr 17 1876	Apr	17	1876	Apr	17	1876
1876-1908	100	Apr 18 1876	Apr	18	1876	Apr	18	1876
1876-1908	101	Apr 19 1876	Apr	19	1876	Apr	19	1876
1876-1908	102	Apr 20 1876	Apr	20	1876	Apr	20	1876
1876-1908	103	Apr 21 1876	Apr	21	1876	Apr	21	1876
1876-1908	104	Apr 22 1876	Apr	22	1876	Apr	22	1876
1876-1908	105	Apr 23 1876	Apr	23	1876	Apr	23	1876
1876-1908	106	Apr 24 1876	Apr	24	1876	Apr	24	1876
1876-1908	107	Apr 25 1876	Apr	25	1876	Apr	25	1876
1876-1908	108	Apr 26 1876	Apr	26	1876	Apr	26	1876
1876-1908	109	Apr 27 1876	Apr	27	1876	Apr	27	1876
1876-1908	110	Apr 28 1876	Apr	28	1876	Apr	28	1876
1876-1908	111	Apr 29 1876	Apr	29	1876	Apr	29	1876
1876-1908	112	Apr 30 1876	Apr	30	1876	Apr	30	1876
1876-1908	113	May 1 1876	May	1	1876	May	1	1876
1876-1908	114	May 2 1876	May	2	1876	May	2	1876
1876-1908	115	May 3 1876	May	3	1876	May	3	1876
1876-1908	116	May 4 1876	May	4	1876	May	4	1876
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1876-1908	119	May 7 1876	May	7	1876	May	7	1876
1876-1908	120	May 8 1876	May	8	1876	May	8	1876
1876-1908	121	May 9 1876	May	9	1876	May	9	1876
1876-1908	122	May 10 1876	May	10	1876	May	10	1876
1876-1908	123	May 11 1876	May	11	1876	May	11	1876
1876-1908	124	May 12 1876	May	12	1876	May	12	1876
1876-1908	125	May 13 1876	May	13	1876	May	13	1876
1876-1908	126	May 14 1876	May	14	1876	May	14	1876
1876-1908	127	May 15 1876	May	15	1876	May	15	1876
1876-1908	128	May 16 1876	May	16	1876	May	16	1876
1876-1908	129	May 17 1876	May	17	1876	May	17	1876
1876-1908	130	May 18 1876	May	18	1876	May	18	1876
1876-1908	131	May 19 1876	May	19	1876	May	19	1876
1876-1908	132	May 20 1876	May	20	1876	May	20	1876
1876-1908	133	May 21 1876	May	21	1876	May	21	1876
1876-1908	134	May 22 1876	May	22	1876	May	22	1876
1876-1908	135	May 23 1876	May	23	1876	May	23	1876
1876-1908	136	May 24 1876	May	24	1876	May	24	1876
1876-1908	137	May 25 1876	May	25	1876	May	25	1876
1876-1908	138	May 26 1876	May	26	1876	May	26	1876
1876-1908	139	May 27 1876	May	27	1876	May	27	1876
1876-1908	140	May 28 1876	May	28	1876	May	28	1876
1876-1908	141	May 29 1876	May	29	1876	May	29	1876
1876-1908	142	May 30 1876	May	30	1876	May	30	1876
1876-19								

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	--	--	--	--
TOTALS	\$25,000.00	\$10,200.00	\$10,200.00	\$10,200.00	\$10,200.00

- **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

- Without a signed Agreement, prices are good for 90 days.
 ► 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.

MULTI-YEAR PRICING SCHEDULE

YEAR	CONTRACT START	END	PRICE
Year 1	4/1/2021	3/31/2022	\$25,000.00
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