



**Phil Copeland**  
**LUCAS COUNTY RECORDER**  
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June 2, 2014

Anita Lopez, Secretary  
Lucas County Data Processing Board  
One Government Center, Ste. 600  
Toledo, OH 43604

Dear Ms. Lopez:

The Lucas County Recorder's Office is requesting approval to upgrade our current land records system, TrakRecord, which was implemented in 2003. The newest version, TrakRecord Unlimited, is provided by Document Technology Systems (DTS) for a cost of \$90,000 for the software and services. DTS is a sole source provider of this product. Please review the attached quotation for more information.

This upgrade was budgeted for in our 2014 approved technology fund budget and will be paid out of account number 2230-3120-512180.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Phil Copeland".

Phil Copeland  
Lucas County Recorder



Document Technology Systems  
525 W. Portage Trail Ext.  
Cuyahoga Falls, OH 44223  
(330) 928-5311

May 30, 2014

## TrakRecord Unlimited Upgrade Quotation

### Lucas County, Ohio Recorder

The upgrade to the new version of TrakRecord Unlimited and Public Access (PAX) is available for a one-time cost of \$90,000. DTS is the sole source provider of this updated software and associated services. Listed below are the software and services that have been packaged together as part of this upgrade:

1. Software – DTS is providing the TrakRecord Unlimited application software on a site license basis. The functionality that is included is the following: Cashiering, Scanning, Data Entry, Quality Assurance, E-Filing, Administration, Reporting, and Public Access (PAX).
2. Conversion – DTS will convert all of your indexed data and images into the new version of TrakRecord Unlimited. TIFF images will be converted to PDF for public access.
3. Installation – DTS will install the new version of the application software on the Lucas County provided server equipment and workstations.
4. Training – DTS will provide up to four (4) contiguous days of onsite “just in time training” prior to Lucas County going live with the new system. A training plan will be developed to include both users and administrators. Complete system documentation will be provided.
5. Go-Live Support – DTS will provide up to four (4) days of contiguous onsite go-live support upon transition to the new application.
6. E-Recording – DTS will configure the E-Recording module and work with Lucas County and national e-file vendors to start the process of testing and then implementing E-Recording.
7. Project Management – DTS will develop a project plan for the upgrade, and we will assign a project manager to oversee the various tasks involved.

#### Notes:

- a. Travel expenses will be reimbursed at actual cost incurred (Mileage, hotel, meals, tolls).
- b. Additional training or go-live support services beyond those described above can be contracted for at a cost of \$1,200 per day, plus related travel expenses.
- c. Price is valid for (90) days.
- d. The project will be invoiced when the new version of TrakRecord Unlimited and PAX are put into production at Lucas County. Payment will be due within (30) days.