

KOFILE TECHNOLOGIES

October 15, 2018

Honorable Sasha Kelton
Clay County Clerk
214 N. Main Street/P.O. Box 548
Henrietta, TX 76365

RE: Digitization of Vitals, Deeds, & Marriages Phase IB

Dear Hon. Sasha Kelton,

Please find the quote for the imaging and microfilming of a Good Faith Estimate of 19,800 pages of Clay County Clerk's Delayed Births Vols. A-Bi to Wr-Z herein. This quote is presented by Kofile Technologies, Inc. (Kofile). All prices are good for 90 days.

SCOPE OF SERVICES

(IM) Archival Digitization—*Image Capture, Clean Up, & Zonal Enhancements*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format. [multi-page]
- IMAGE PERFECT is Kofile's proprietary software. It ensures the optimum image quality. When size and density varies, this custom programming ensures image uniformity. Quality Targets establish the baseline digital capture quality of the scanner during scanning. IMAGE PERFECT uses custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are optimized and scaled for system output.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page (or other identifiers).
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and minimum legibility are verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

(MM) Archival Microfilm

- Microfilm is produced as a security backup for disaster recovery. Digital images are converted to 16MM microfilm. Microfilm is EPM's Life Expectancy (LE) 500 years ImageLink. Each box is labeled to identify its contents.

Other Included Services:

- Sheets are placed in archival acid free folders, and housed in small plastic Iris® File-n-Stack Totes.
- Attach images to the County's existing index for system upload.
- Intermediate Conversion Database for importing to Tyler Technologies, Inc. Eagle Recorder software. Please note that Tyler may charge the County a fee for the import.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/ 351.4800 F: 214/ 442.6669 WWW.KOFILE.US

- Images/metadata electronic off-site security backup. Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

PROJECT INVENTORY & ITEMIZED PRICING

Please note that all pricing is good for 90 days from the date of this quote. Pricing is based on a Good Faith Estimate of page counts. Billing occurs on actual counts per agreed upon unit pricing; not to exceed the P.O. without written authorization from the County.

CLAY COUNTY CLERK IMAGING & MICROFILMING OF VITALS & DEED RECORDS: PHASE 1B					
RECORDS SERIES TITLE	VOLUME	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Delayed Births	A-Bi	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Bl-By	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Ca-Co	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Co-Dy	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Ea-Ga	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Ge-Ha	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Ha-Ho	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Hu-Ju	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	K-Li	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Li-Mo	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Mu-O	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	P-Re	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Rh-Sh	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Si-St	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Su-Wa	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Wa-Wi	1,200	Tri-Fold Shuck File	IM/MM	\$1,680.00
Delayed Births	Wr-Z	600	Tri-Fold Shuck File	IM/MM	\$840.00
PHASE I TOTAL (Estimated 19,800 pages)					\$27,720.00

COUNTY ACCEPTANCE

PLEASE NOTE THAT TYLER TECHNOLOGIES MAY CHARGE THE COUNTY ADDITIONAL FEES FOR LOADING TO THE TYLER EAGLE SYSTEM.

The final invoice is adjusted to reflect the final number of pages.

TERM	PAYMENT AMOUNT	PROJECT LESS PAYMENT
<input type="checkbox"/> Year 1	\$ 10,000.00	\$ 27,720.00
<input type="checkbox"/> Year 2	\$ 10,000.00	\$ 17,720.00
<input type="checkbox"/> Year 3	\$ 7,720.00	\$ 0.00

Kenneth L. Smith
Signature of Authorized County Representative

County Judge
Title

11-09-2018
Date

KOFILE TECHNOLOGIES

ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Clay County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a 'Hot Shot' (a records request), Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a Hot Shot will meet or exceed the County's requirements.

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between Clay County and Kofile.

- The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

Please do not hesitate to contact me with any questions.

Sincerely,

Bob Summers

Bob Summers
Account Manager

cec/sgr