

Kofile

March 1, 2022

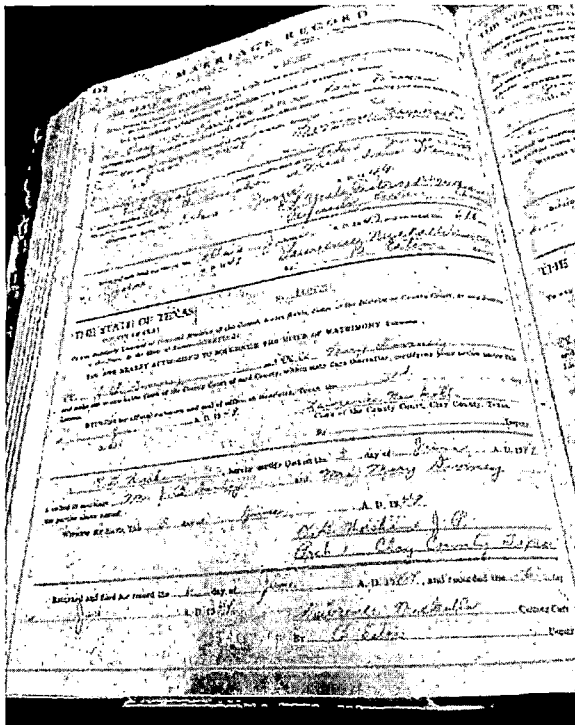
Honorable Sasha Kelton
Clay County Clerk
100 N. Bridge
Henrietta, TX 76365

Dear Hon. Sasha Kelton,

This quote addresses the archival digitization (included image capture, processing, and enhancement) of Marriage Record Vols. 1-17 for the Clay County Clerk's Office. See photographic documentation of these records herein.

All page counts are Good Faith Estimates. Kofile Technologies, Inc. (Kofile) will address the necessary services for these assets from its *Conservation & Digitization Lab* in Dallas, TX.

Due to the nature of these records, they maintain a PERMANENT retention period according to *Local Schedule CC*, Texas State Library & Archives Commission, March 2019.



DO IT ONCE, DO IT RIGHT, DO IT FOREVER

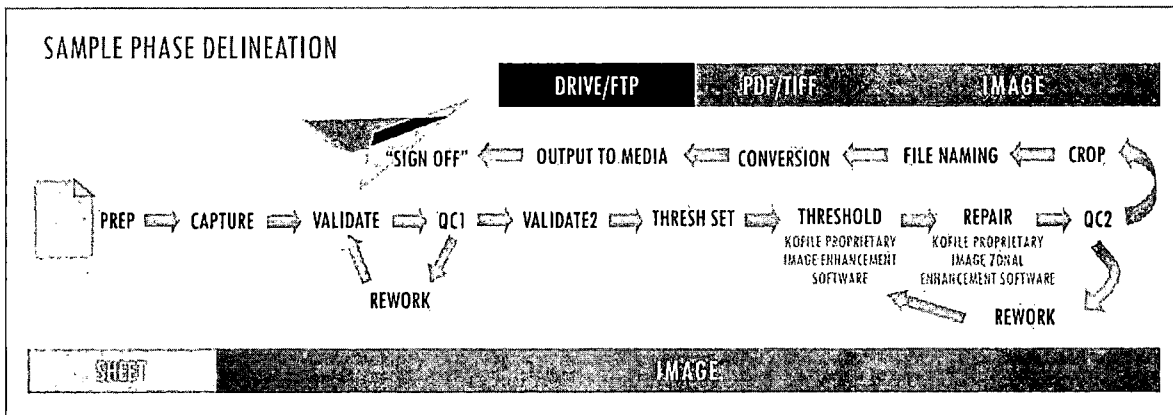
Archival digitization includes capture and processing (custom image enhancement and cleanup) and optimization for access. Kofile's services are not 'as-is' or 'scan it & forget it.' Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Many of Kofile's projects involve re-work for collections already imaged or

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/442.6668 F: 214/442.6669 KOFI.COM

indexed by low-bid vendors.

Kofile's imaging Standard Operating Procedures (SOPs) were designed and implemented with the input of professional paper conservators. Technicians are trained to handle fragile documents. Images are the highest quality and are free of distortion and loss of information due to capture failures. Kofile can address any concerns regarding the conservation treatment and handling of fragile items, superior image capture, and quality of work. Also, Kofile invests in the best hardware and software.

Kofile utilizes multiple scanners for varying document types and conditions. The scanning team can immediately handle re-scans, resulting in a higher quality product. The capture process also provides for line-by-line exposure corrections for optimal image quality.



ARCHIVAL DIGITIZATION

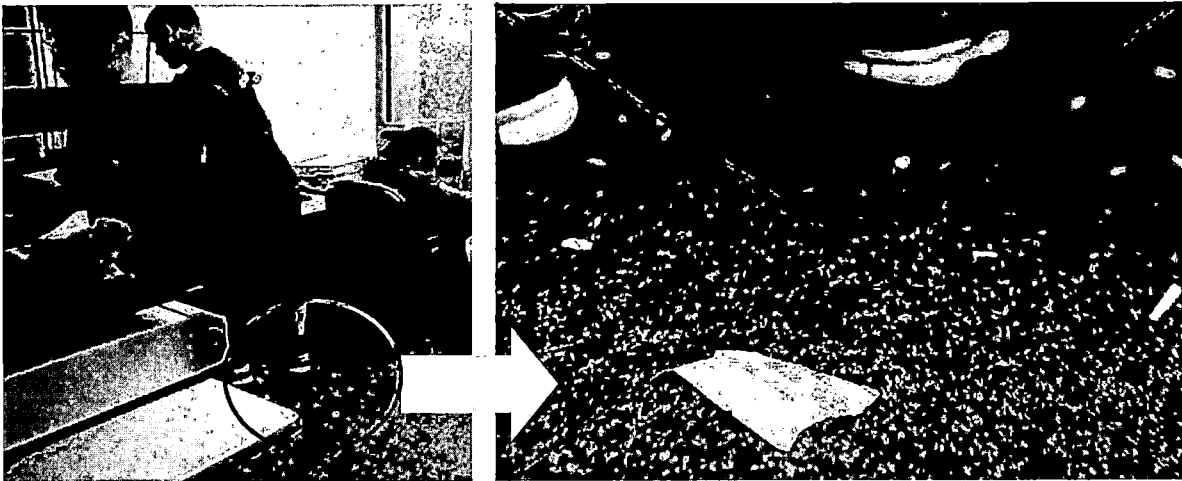
Imaging a document creates an electronic representation of the original. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Imaging Overview

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and illegibility concerns. Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format. Images are optimized and scaled for system output.



Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. Kofile verifies effectiveness and minimum legibility of the scanning process through rigorous and systematic quality control. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.



The article implies that partial document destruction during scanning projects is normal. This statement is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evansville Courier & Press, August 21, 2013.

Image Capture

Domain specific knowledge is a necessity for this project. A vendor that does not understand permanent asset collections may address the Clay County files as disposable documents.

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator indicates and inserts a review form for the quality assurance team to assess. The page is treated with a "Best Possible Image Indicator" or further enhancements.

Image Processing & Enhancement

IMAGE PERFECT is Kofile's proprietary software. It ensures the optimum image quality. When documents vary in size and density, this custom programming ensures image uniformity. It provides proprietary algorithms to achieve high image quality. The utilization of algorithms is critical for capturing different densities and quality levels in a collection.

This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft SQL database as the underpinning for the production systems. The software also allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Supervisors correct problems in a quick and efficient manner.

This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners or those of different types. The Assured Image delivers consistent, high-quality output.

IMAGE PERFECT uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. Kofile maintains 100% document integrity and image control with exclusive Image Locking capabilities. The processing

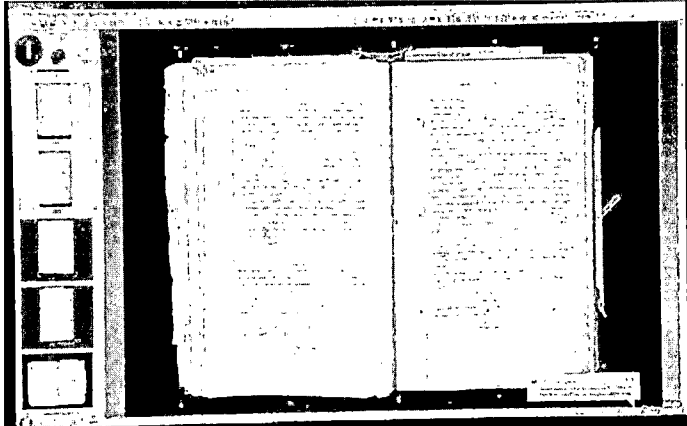
procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Images are zonal enhanced to improve readability.

Quality Targets (see pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture.

The *Quality Target* serves as the foundation for our quality assurance analysis. *IMAGE PERFECT* measures each image at a minimum for the following attributes (see next page):

- Target dpi
- Target Tone Scale & Correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure Uniformity
- Color Reproduction Data



Quality Targets permit operators to view image quality at the time of the scan. Images, even with scanning on different devices, are “normalized” as if they were from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The *Quality Targets* establish the baseline digital capture quality of the scanner at the time of scanning.

If requested, annotations are supported to allow the electronic addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

Quality Control (QC)

Kofile's QC process ensures that all images are certified. Each image is sight checked to ensure there are no missing pages, double feeds, and or “A” pages (added to the original book). Each image is inspected before delivery to the customer. The County can receive an image log noting the steps employed.

Kofile's quality assurance processes involve three major thresholds for 100% review inspection: during preparation, during scanning, and during a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.



PROJECT PRICE QUOTE

This project is presented via TXMAS Contract No. TXMAS-18-3602. Please reference this contract number on the P.O. Without a signed Agreement, prices are good for 90 days. All pricing is based on a Good Faith Estimate of page and images counts. Billing occurs on actual counts per the unit pricing herein; not to exceed the P.O. without permission.


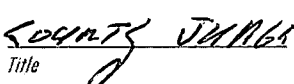
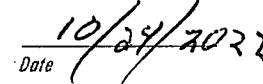
This project may be eligible for reimbursement under the America Rescue Plan Act of 2021 (ARPA) in support of Social Distancing for COVID-19 and future pandemics for title researchers/attorneys by providing online access to digitized assets.

CLAY COUNTY CLERK ARCHIVAL DIGITIZATION OF MARRIAGE RECORD VOLS. 1-17								
RECORD SERIES TITLE	VOLUME	DESCRIPTION					LEVEL OF SERVICE	LINE TOTAL
		PAGES	SHEET SIZE	FORMAT	BINDING	NOTES		
Marriage Record	1 - 17	23,600	18x12	Positive Images	Bound (Sewn) Binding	Two Images Per Page	Archival Imaging	\$26,432.00
							PROJECT TOTAL	\$26,432.00

PAYMENT SCHEDULE & TERM

- Billing is split into four scheduled quarterly invoices, with 25% due at date of agreement execution, The final invoice is adjusted (up or down) to reflect the balance upon project completion and the final number of images.

COUNTY ACCEPTANCE

Signature of Authorized County Representative Title Date

Records receive the following services as appropriate. Kofile can store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.

Archival Imaging—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.
- All Volumes marked as bound/sewn are imaged with a book scanner without compromising the binding.
- 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 named (tagged for the directory file structure) by Book, Volume, and Page.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually.



- Effectiveness and minimum legibility is 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.

ACCESSIBILITY OF RECORDS

Within a reasonable time after the County's written request, Kofile shall retrieve any or part of the records and electronically or otherwise transmit such requested data to the County per the agreed upon pricing schedule. Please note that this service is not available during the mold remediation process, which is approximately two weeks.

Records held at Kofile are viewed as private and confidential and treated as such. The County is guaranteed access to records via email or toll-free fax at Kofile's expense (with the exception window noted previously). Upon receipt of a records request, Kofile flags the requested record and verifies inventory control, pulls supporting paperwork, and emails/faxes a response to the approved requester or alternate. The turnaround time for a Hot Shot will meet or exceed the County's requirements.

OWNERSHIP OF DATA

Please note that all County 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 the 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 client.
- 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.

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions.

Sincerely,

Stacy Cortesano

Stacy Cortesano
Account Executive
Stacy.Cortesano@kofile.com
972.984.8508

sgf