

HON. ANNIE REBECCA ELLIOT  
FORT BEND COUNTY DISTRICT CLERK

# PRESERVATION & ARCHIVAL DIGITIZATION OF TRI-FOLDED CASE FILES

JULY 18, 2016

KOFILE TECHNOLOGIES, INC.  
6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235  
P/ 214.351.4800 F/ 214.442.6669  
INFO@KOFILTECH.US WWW.KOFILTECH.US



# TABLE OF CONTENTS

<b>I. EXECUTIVE SUMMARY</b>	1
<b>II. PROJECT EXECUTION</b>	3
Location of Work	3
Vaults	3
System Security	4
Production Tracking System (PTS)	5
Service Delivery	5
Information Requests	5
Preservation Project Timeline	6
<b>III. PRESERVATION METHODOLOGY</b>	7
Conservation Treatments	7
Repair & Mending	8
Deacidification	9
Encapsulation	9
Disaster Safe County Binders™ (DSBs)	10
4Post™ Shelving	12
<b>IV. ARCHIVAL DIGITIZATION METHODOLOGY</b>	13
Imaging Overview	13
Image Capture	13
Typical Conversion Plan for Case Files	14
Image Processing & Enhancement	15
Quality Control (QC)	17
Archival Indexing	17
<b>V. PROPOSAL PRICING</b>	18
<b>VI. KEY PERSONNEL</b>	20

# CONTACT INFORMATION

## KOFILE TECHNOLOGIES, INC.

6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235

p/ 214.351.4800

f/ 214.442.6669

## BILLY GERWICK, ACCOUNT MANAGER

c/ 832.373.9124

BILLY.GERWICK@KOFIL.E.US

## CATHERINE 'CATHY' DROLET, ACCOUNT MANAGER

c/ 210.860.6906

CATHERINE.DROLET@KOFIL.E.US

## MICHAEL COBB, EXECUTIVE SPONSOR

p/ 214.351.4800

MICHAEL.COBB@KOFIL.E.US

## BO BOWMAN, IMAGING MANAGER

c/ 210.382.8121

BO.BOWMAN@KOFIL.E.US

## SUSANNA RECORDS, CONTRACT COORDINATOR (TXMAS)

p/ 214.351.4800

SUSANNA.RECORDS@KOFIL.E.US

# I. EXECUTIVE SUMMARY

This proposal addresses the preservation, archival digitization and indexing of tri-folded Case Files (approximately 1,060 cases and 35,649 pages) for the Fort Bend County District Clerk's Office. Additionally, preservation and digitization is included for one Index Book. Please note that all image and document counts are a Good Faith Estimate.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to address the long-term management, preservation, digital access, and storage of any permanent retention records and active records. Preservation insures the survival of **source originals** for the application of future technologies.

## ■ ARCHIVAL DIGITIZATION & INDEXING

*Archival digitization includes image capture and processing (including custom cleanup and enhancements) and optimization for access. Image output is multi-page PDF or TIFF. Images are indexed and blind-double keyed. Kofile will provide consistently keyed index fields to improve retrieval.*

## ■ PRESERVATION

*The tri-folded state is reversed by flattening and/or humidification as needed. The files will receive full preservation, including conservation treatments, deacidification, encapsulation, binding, and shelving. Binders return with ~320 encapsulated pages each per volume. Fort Bend County will receive ~112 binders and three units of 4Post™ Shelving.*

*With this service, Fort Bend County has access to Kofile's proprietary archival products developed for local archives—the Lay-Flat Archival Polyester Pocket™, and the Disaster Safe County Binder™ (DSB). Kofile holds the patent on the Lay-Flat Archival Polyester Pocket™ and patent-pending status on the DSB.*



*The tri-folded records show deterioration from everyday use and age. Even with careful handling, exposed fragments become fragile and worn. Pigeon files or shuck cabinets (colloquial names) require records to be tri-folded. This storage method was judged destructive over 75 years ago. Drawers or "cans" pull out for access to the instruments. This sliding function shreds documents, while the tri-folded state weakens paper strength.*



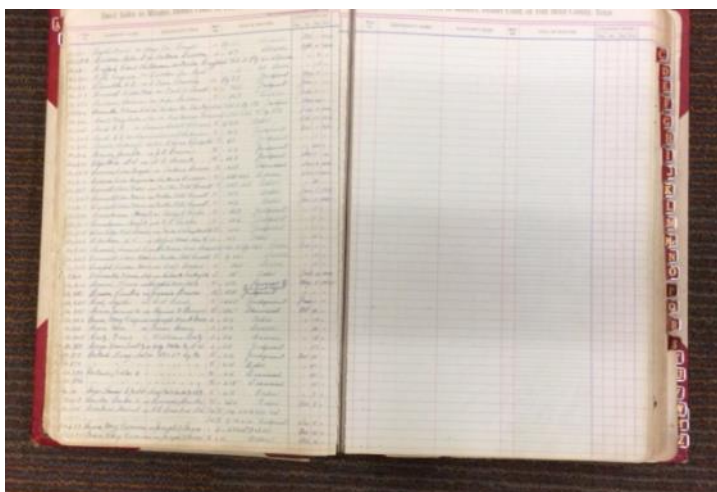
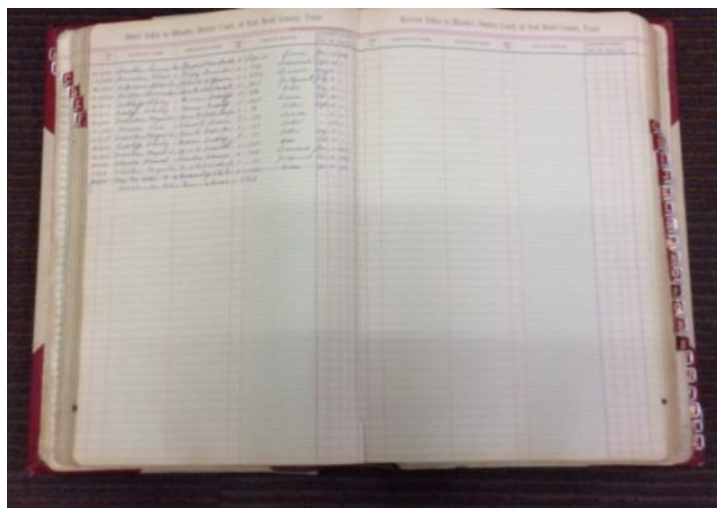
## DO IT ONCE, DO IT RIGHT, DO IT FOREVER

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 projects involve re-imaging what low-bid vendors have already imaged. Kofile invests in the best hardware and software. Technicians are trained to handle fragile documents. Images are the highest quality and are free of distortion and loss of information due to capture.

Fort Bend County is assured of the following key differentiators with Kofile's indexing services:

- ▶ *Kofile **blind re-keys each field** to maintain a 99.25% accuracy rate.*
- ▶ *Our employees are key assets—our Data Entry Manager has 43 years of experience.*
- ▶ *Kofile indexes at our Dallas facility, ensuring data confidentiality and security.*
- ▶ *Kofile does not use third-parties to key—thus, errors and threats to data integrity are minimized.*

With headquarters located in Dallas, Tex., and a conversion facility in San Antonio, Tex., Kofile can work side-by-side with the District Clerk. Kofile's experience with the data conversion of archival documents is inferior to none. Kofile can address any concerns regarding the conservation and handling of fragile items, and superior image capture or microfilming. Kofile appreciates the opportunity to serve the Fort Bend County District Clerk.





## II. PROJECT EXECUTION

### LOCATION OF WORK

The location of work for this project is Kofile's corporate headquarters at 6300 Cedar Springs Road in Dallas, Tex., see *pictured*. Kofile also has a conversion facility in San Antonio, Tex. Kofile possesses a history of responsibility, and it has invested in facilities with superior security to mitigate loss and destruction before they occur.

Our entire Dallas facility is contained within a fire-resistant brick and concrete building with structural steel support members and fire-rated walls, ceiling, and flooring. The Kofile facility is F5 Tornado Resistant according to an architectural assessment preformed by Tanner Consulting, January 2010.



*Fort Bend County is welcome to inspect any Kofile facility—with or without notice.*

Due to the sensitive nature of the data, Kofile provides multiple security measures. Kofile combines a 24/7 manned on-site security person with electronic surveillance. A state-of-the-art security system protects the entire building. In addition to the Motion Detector Security System, Kofile follows rigorous end-of-day closing and lock-down inspection protocol.

### Regulated Facility Environment

Kofile has 24-hour temperature and Relative Humidity (RH) controls. All work areas for original Documents meet the Texas State Library and Archives Commission's recommended archival climate control standards. Kofile has four independent HVAC systems with programmable thermostats. Each vault has a separate and independent HVAC system. The HVAC for the work and storage areas are constantly set at 70°F. The level of relative humidity (RH) is maintained at a percentage in the mid-fifties.

The laboratories are windowless and centrally located to eliminate exposure to ultraviolet (UV) light. Kofile does not have any issues with pest control. The building is regularly maintained. Food and drinks are not permitted in the conservation areas by anyone, for any reason. Records being treated for mold or pests are quarantined in standard polyethylene bags, separate from other records, until remedial treatment is complete.

### VAULTS

The Dallas facility has three vaults. Each vault is secured with Level 5 vault doors with a 4-Hour UL Rating of at least 350°F. Each vault has its own independent HVAC system, monitors for humidity and temperature, and controls for airborne particulates (monitored

by analog methods). Kofile actively monitors for micro-organic growth. Daily protocol requires that records removed from the vault for work must be in the custody of a technician at all times. When records are not undergoing treatment, they are immediately returned to the vault area.

Kofile provides storage services for microfilm, microfiche, and other types of data in its Media Vault. Kofile randomly performs spot tests to safeguard against certain contaminations, such as Vinegar Syndrome, mold, mildew, and/or Redox on microfilm. Acetate Base Film is separated from Polyester Base Film and is stored in separate storage boxes to help eliminate film contamination, as Eastman Park Micrographics, Inc. (EPM) recommends.

Kofile can retrieve any part of the microfilm/data and transmit the requested microfilm/data to a customer electronically or through other means. The client owns all of the stored microfilm/data, and Kofile will not sell or distribute the microfilm/data in any way.



## SYSTEM SECURITY

Kofile works in a secured, directory-based environment. Kofile employees are subjected to background checks and extensive interviews. Before they work with confidential records, technicians must graduate a series of work-effort tiers.

Our operator terminals are configured to ensure that no data can leave the facility. Any employee who works on a project is issued a username and password to access images. Rights are assigned to individual images as "read only." Only approved employees have the passwords to change image permissions. Therefore, no one can delete or modify images without authorization. All activity of this nature is logged.

Kofile establishes positive control over each item. Our SQL imaging database maintains a complete audit trail throughout each step for inventory control. We have managed numerous projects and have not lost any media or source files. Irreplaceable roll film, aperture cards, cartridges, paper files, charts, maps, and microfiche are all handled in this manner, without loss.

Kofile's server architectures allow redundancy of data operations in multiple locations. Data is regularly backed up to allow services to resume without interruption. Scanned information is captured on local workstations and processed in batches. After capture, batches are stored on centralized servers. Index servers are also backed up. After indexing, data is batch processed on central servers. These are backed up nightly, and the entire group of information is stored on archive servers. These data sets are moved to tape with multiple copies maintained offsite and within the vault noted previously. A backup implementation and rotation schedule is provided upon request.

### PRODUCTION TRACKING SYSTEM (PTS)

An integral part of project management relates to the cataloguing of incoming files and tracking. Kofile uses its Production Tracking System (PTS) capability to produce unique IDs for each control unit. PTS provides staff with the tools necessary to establish positive control of the project and to manage the inventory of images, boxes, and microfilm continuously. Kofile employees can track the individual status of each document traveling through our system. PTS is also used for audit tracking purposes for each employee.



### SERVICE DELIVERY

Trained personnel handle documents with the utmost care. For projects with large inventories, records are transported in our secure 18-foot truck. The cargo is held in a climate-controlled environment. This vehicle boasts a 4,000



lb. lift gate, air suspension, and air brakes. This truck is also equipped with extra security features, including back-up cameras and an anti-lock braking system. Executives monitor location, warning signals, and environmental conditions during transport.

### INFORMATION REQUESTS

"Hot Shots," or Fort Bend County information requests, are available via fax or email. Upon receipt of a Hot Shot, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the requester or alternate. The turnaround time for Hot Shots will meet or exceed the District Clerk's requirements.

### PRESERVATION PROJECT TIMELINE

Preservation projects are unique in that the work determines the schedule, response times, and completion date. Each job is individual and unique. Kofile will meet whatever reasonable timeline the District Clerk requires and start the project upon award and execution of contract. The condition of the record determines how quickly it moves



through the preservation process. Usually, older records suffer from extreme deterioration and require more attention. As the collection is processed in controlled batches and the age of the records decreases, production rate increases.

SAMPLE PRESERVATION PROJECT TIMETABLE		
WEEK	PROJECT PHASE	COMMENTS
1	COMMENCEMENT & RECORDS TRANSPORT	Project Manager meets with the Fort Bend County District Clerk's Office. Records are inventoried. Records for preservation are delivered to the Kofile facility in Dallas, TX.
1	ARRIVAL	Items are unpacked and inventoried against the previous inventory. Before any treatments are undertaken, each item is evaluated. An Information log is generated for each item. Titles are verified, items are identified with job numbers, and a stamping sheet is produced. The stamping sheet is sent to the District Clerk for verification, if required.
1—2	PREP	Write & distribute job instructions. Order custom materials such as binders upon approval of stamping sheet. Each stage of conservation is documented. The treatment log always accompanies each item.
2—4	CLEANING & DEACIDIFICATION	Folio surface cleaning. Removal of adhesives and repairs. All solvents and adhesives are acid-free and easily reversible. Individual sheets are deacidified, as appropriate.
4—7	REPAIR & RESTORE	Mending with appropriate methods, such as the application of Japanese tissues. Encapsulate sheets, if required.
8—10	DIGITIZATION	Document preparation, batching, and scanning, while adhering to strict quality control policies.
8—12	BINDER ASSEMBLY	Depending on the chosen housing, the designated books are bound. Binding may include rounding, backing, cover assembly, gold stamping and tooling, cutting of boards and leather, lining, and casing-in and pressing.
12—14	QUALITY CONTROL	Collection undergoes final quality check. Treatment reports are finalized and returned with the collection.
14—16	RETURN	The collection is boxed and delivered to the District Clerk's Office. Other project requirements are addressed as appropriate.

### III. PRESERVATION METHODOLOGY

Kofile performs all preservation services in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation (AIC). This includes conservation treatments, restoration, and rehousing of records with archival solutions and products. Kofile regularly addresses historical and permanent documents, and Kofile never utilizes any treatment, repair, or maintenance that is not reversible.

*The following is an overview of treatments and services available at the Kofile lab.*

#### CONSERVATION TREATMENTS

##### *Surface Dry Cleaning*

Surface cleaning is a generic term for the removal of material deposits. This includes dust, soot, airborne particulates, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. Superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.

##### *Removal of Fasteners*

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

##### *Flattening and Humidification*

Improperly stored, papers become inflexible and retain a memory of the storage position. Flattening occurs in the Kofile lab with the strictest archival environmental control standards. 'Flattening' is accomplished by a variety of methods and tools. Tacking irons are one such tool and have adjustable temperature controls to alleviate damage. Another method uses moderate pressure drying between acid-free blotters. Monitoring eliminates bleeds and mold/fungus.



*Ultrasonic Humidification Chamber.*

Items are humidified after testing the image solubility. The Ultrasonic Humidification Chamber can correct the most fragile document's folds and bends. This machine is enhanced with a cross flow and features a humidity dome and ultrasonic humidifier. Private labs are rarely equipped with this device, and this significant investment represents Kofile's foresight and commitment to offering the best available technology.

## REPAIR & MENDING

Pressure-sensitive tape and adhesive residue are reduced as much as possible without further degrading the original. When possible, tape is removed with mechanical Heat Removal or Peeling. The former is used when adhesive is loose, old, or brittle; the latter, when removal by heat is unnecessary. The next alternative is chemical. Previous repairs that cannot be removed safely will remain. Stains are reduced to the greatest extent possible after careful testing. Tape stains are reduced, but most stains are likely permanent.

### *Repair and Restore Paper*

Mending paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears  $>1/2$ ".

Materials utilized for mending are acid free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature. While visible to the trained eye, it does not distract. Mending strips are water cut so the edge of the Japanese paper visually integrates with the Document.

Filmoplast® is also used to reinforce damaged sheets. It is a low-temperature acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs its own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.

*An 1848 Probate Record before (L) and after (R) treatment and mending with Japanese tissue. Above right, a Kofile conservator pieces the document together after the tape was reduced.*



*Kofile carefully coaxes adhesives and tape by application of heat and pressure with specialized conservation tools.*



## DEACIDIFICATION

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system for optimum performance. A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment. The solution is non-flammable and non-toxic. The active ingredient, *magnesium oxide*, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet. Random testing ensures a  $8 \text{ pH} \pm 2\text{-}4\%$ .

## ENCAPSULATION

In archival encapsulation, the document floats freely. It is not adhered or heat set. Each sheet is encapsulated in a *Lay Flat Archival Polyester Pocket™*, US Patent #7,943,220 B1, 5/17/2011.

Pockets are closed on three sides, and the binding process statically seals the fourth. Pocket dimensions match the 'book block' with a  $1\frac{1}{2}$ " or  $1\frac{1}{4}$ " margin. Reemay® or spunbond polyester is designed in the pocket to offset the document's thickness and seal out pollutants. This allows for a flat book block and reinforces the binding edge for added strength and years of service.

Kofile uses SKC SH725 PET polyester for its pockets. The inherent static cling of polyester provides physical support and protection from daily public use.

Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable

## DEACIDIFICATION (ALKALIZATION)

The addition of a finely divided alkaline material to paper fibers. The addition of an alkaline buffer is approved for use on papers that would otherwise deteriorate because of their tendency to produce acid, or for acidic papers that cannot be washed.

*AIC Definitions of Conservation Terminology, Directory of the American Institute for Conservation of Historic and Artistic Works.*

## WHAT THIS MEANS TO FORT BEND COUNTY

Without acid-free components, the chemicals deteriorating within the paper fibers and materials cause deterioration of bindings and pages. With time, papers become increasingly acidic. This breakdown is evident in yellowing or browning. In addition, the paper becomes brittle and loses its fold resistance. Deacidification will halt this process.

Most are familiar with the experience of handling of an old book—the binding is worn; the pages are brittle and yellowed; and it emits a slight odor. Unlike the aging of the readers, the aging of a book can be stopped through conservation. With simple treatments, books and their contents can be saved for countless generations. While a fraction of damage to the books is due to handling, the major culprit is the acid in the paper fibers. Imagine your grandchildren reading the same book that you favored as a child, but the pages are just as stark white and crisp. This is accomplished through deacidification.





(*dimstab*), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, and odorless. It will not distort or melt in case of fire.

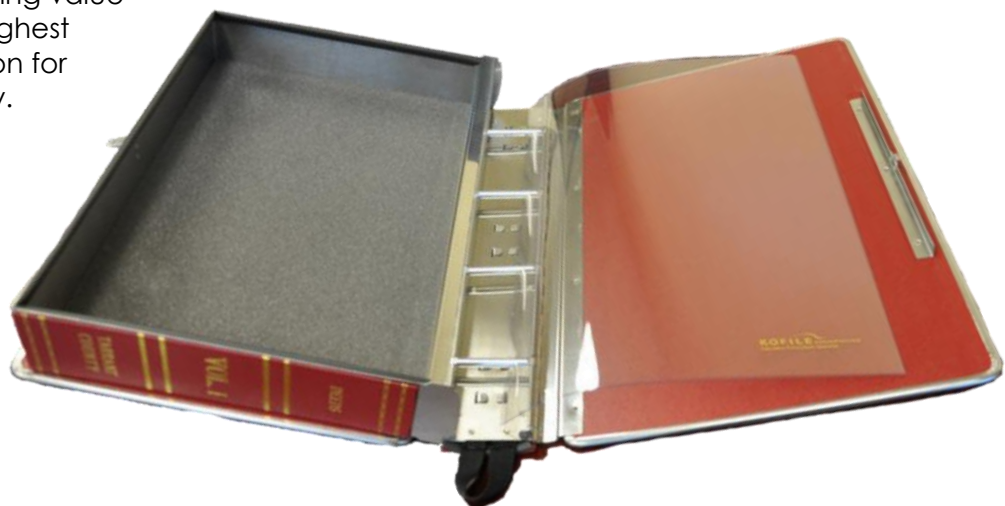
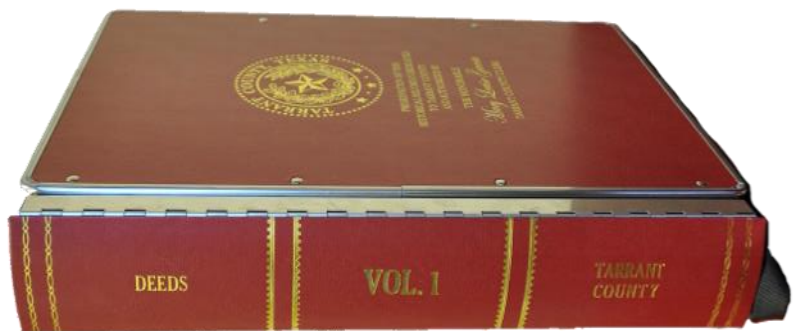
### DISASTER SAFE COUNTY BINDERS™ (DSBs)

Pockets are punched and hand-cased in *Disaster Safe County Binders™* (DSBs). Kofile manufactures binders on a per-book basis, sized to 1/4" incremental capacities. Kofile can match existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid free.

Title stamping is reviewed and approved in advance. It will follow the same format/style of the originals. Tooling is performed with 23-karat gold foil. If errors are noted, the District Clerk is notified to determine appropriate correction and approves all changes.

The DSB features a lifetime warranty against rust. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops.

The DSB provides functionality and easy access while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value and offers the highest level of protection for disaster recovery.





*Other DSB Features Include:*

*Stainless Steel*—The metal mechanism and book block apron are constructed of stable corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

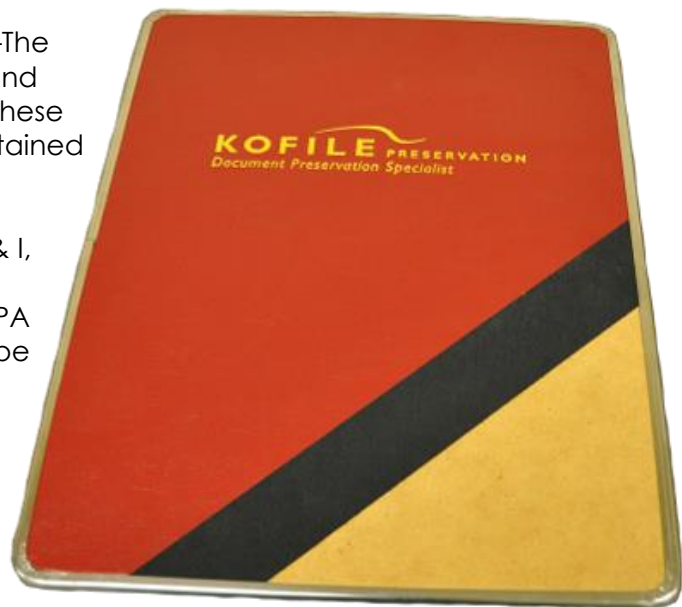
*Support to the Book Block*—The DSB is equipped with a Polyester Foam Insert to ensure physical support to the book block and allow library style storage.

*Microclimate*—The DSB creates a *Microclimate*, an independent, stable environment separating sheets from the external atmosphere.

*Security Lock*—A security lock hinge protects from theft.

*Nonflammable & Self-Extinguishing*—The DSB's nonflammable cover boards and materials make it self-extinguishing. These proprietary features protect the contained pages in extreme temperatures.

The DSB exceeds NFPA Fire Codes 1 & I, and Classification codes FMVSS 302, UL94 FLAME, & UL 746A IGNITION. NFPA 232, ~6.12.2, states "All records shall be stored in fully enclosed non-combustible containers" (Standard for the Protection of Records, 2007 Edition J).



*A cut-away of the DSB cover components. The layers include:*

- 1. Imitation Leather*
- 2. Fire Resistant Material*

## 4POST™ SHELVING

4Post™ Shelving is included in the pricing to house the new binders. This archival shelving is proprietary to Kofile. Kofile can work with the client to design a schematic to achieve the best footprint. 4Post™ Shelving is archive-approved and is available in a textured powder-coated finish in a variety of colors.

### High Density Solution

Kofile considered many factors when designing its shelving solution. These included the effects on the archival materials held, as well as on the surrounding environment. This shelving has a custom finish with an archival-quality, environmentally-friendly paint that will not off-gas and damage documents. Also, book ends are not needed because the DSB sits upright independently.



*Red imitation leather DSBs housed at the Oklahoma County Clerk's Office, OK.*

### Shelving Schematics

Custom schematics include steel back panels, 20"D case-style uprights, kick plates, un-slotted shelving, shelf reinforcements, and shelf supports. Units have a lifetime warranty. 4Post™ Shelving is archive-approved, and each unit features interlocking keyhold uprights and double rivet shelf supports to maximize the durability and versatility of the units. The units can hold volumes up to 20"D, and they are assembled without the use of bolts, nuts, or clips. This system allows for single-entry units for placement against a wall and double-entry units for placement of units back-to-back. Units are also designed "mobile ready" to allow for storage expansion and conversion to a TrakSlider System, if needed.

### Paint Finish

4Post™ Shelving is available in a textured powder-coated finish with a variety of colors—see pictured right. All steel parts are thoroughly cleaned using a three-stage iron phosphate washer and then coated with an Epoxy-Hybrid powder finish using an electrostatic paint system. Powder coating provides a superior, attractive, uniform finish that is more durable, scratch, and corrosion resistant, and environmentally friendly than liquid paint. Kofile only uses the most advanced painting technologies that are EPA tested and approved. The powder coat is solvent free and environmentally safe.



### Quality Assurance Plan

Pricing for shelving includes labor, materials, rigging services, and transportation services required to pack, load, unload, and install shelving. Before installation, Kofile personnel check the delivery inventory for errors and damage. Each component is then inspected and assembled. After assembly, each shelf is cleaned and file boxes are installed. We do not leave behind file boxes and debris for the County staff to address. Kofile guarantees to exceed the County's expectations for quality and excellence.

## IV. ARCHIVAL DIGITIZATION METHODOLOGY

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

Domain specific knowledge is necessary for this project.

A vendor that does not understand permanent asset collections may address the Fort Bend County files as disposable documents. Kofile understands that these are not disposable records, and we will maintain file order and identification.

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.

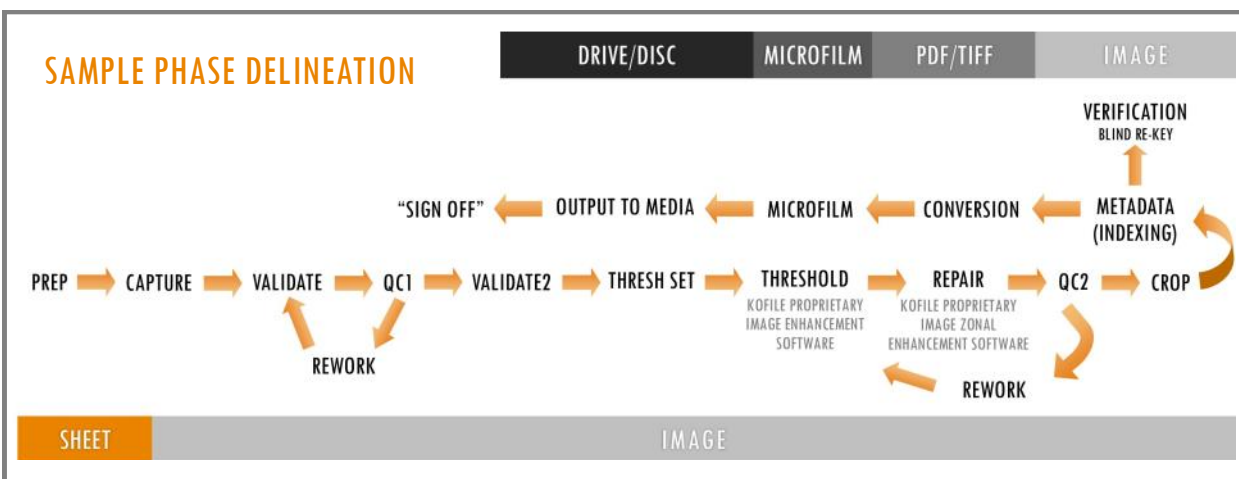
### IMAGE CAPTURE

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. 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 difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output.

### PROJECT GOALS

- ✓ Modernize & upgrade office systems
- ✓ Eliminate or reduce manual lookups & searches
- ✓ Expedite searches with more records available for electronic retrieval
- ✓ Progress towards a paperless office
- ✓ Protect original records by reducing daily use
- ✓ Reclaim space in the public records area

Please see the following page for a Typical Conversion Plan for Case File projects.



## TYPICAL CONVERSION PLAN FOR CASE FILES

NO.	TASK	ASSIGN	START /END	STATUS	COM- MENT
<b>1.0</b>	<b>SCOPE OF WORK &amp; QUOTE</b>				
1.1	Develop scope of project i.e. budget, date ranges, case range.	County & Kofile			
1.2	Sign, edit, & return executed quote or contract to Kofile.	County			
1.3	Issue Purchase Order.	County			
<b>2.0</b>	<b>PICK UP FROM STORAGE SITE</b>				
2.1	Export database of Case Files in a pipe delimited format, if applicable.	County IT			
2.2	Create manifest for Pick Up (a listing of case files per box).	Kofile			
2.3	Pick up from Client site(s).	Kofile			
2.4	Repeat Items 2.2 - 2.4 until scope of project (Item 1.1 pick up).	County & Kofile			
<b>3.0</b>	<b>KOFILE PRODUCTION TASKS</b>				
3.1	Inventory receivables and verify receipt.	Kofile			
3.2	Document Prep ( <i>e.g. remove clips &amp; staples, tape receipts to black pages, position envelopes for scan. May require copying case file folder for inclusion.</i> )	Kofile			
3.3	Scan at 300 dpi at 256 gray levels with image enhancement to include deskew, despeckle, character repair, & zonal processing.	Kofile			
3.4	Quality Assurance (QA) Tasks include a visual examination of each image & comparison of image to paper. Compare Index data to database (Item 2.1) to match data.	Kofile			
<b>4.0</b>	<b>DELIVERY OF IMAGES FOR IMPORT</b>				
4.1	Provide media (CD, DVD, hard drive) for image & metadata delivery—includes case count, multi-page PDF files, & metadata.	Kofile			
4.2	Import images & metadata, if applicable. Verify that case count & other information matches quantity provided by Kofile.	County IT			
4.3	For imports with exceptions, provide Kofile with a list of exceptions for reimport.	County IT			
4.4	Verify users can access newly imported images & metadata.	County IT			
4.5	Back up Document Repository with newly imported images & other databases that may require a backup.	County IT			
<b>5.0</b>	<b>COUNTY QUALITY ASSURANCE (QA) REVIEW</b>				
5.1	County to complete a QA delivered Files.	County			
5.2	County to provide Kofile with an exception list of any issues.	County			
<b>6.0</b>	<b>RETURN OF DOCUMENTS</b>				
6.1	Documents return for storage.	Kofile			
<b>7.0</b>	<b>MISCELLANEOUS</b>				
7.1	Invoice monthly for images delivered to the County.	Kofile			

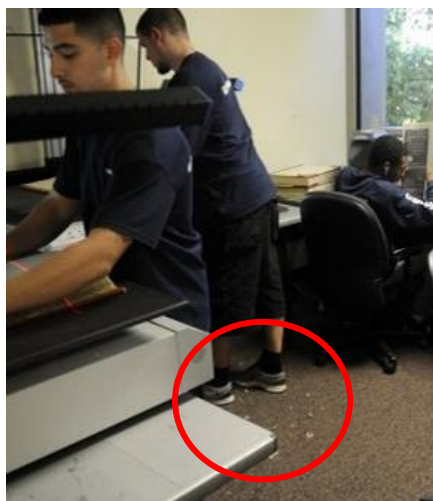
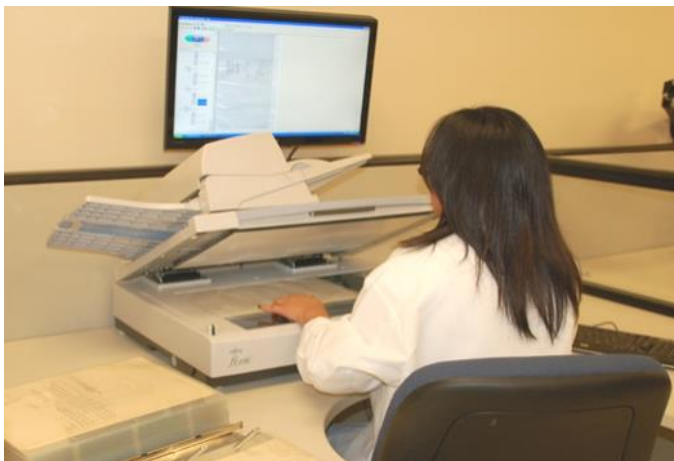


## IMAGE PROCESSING & ENHANCEMENT

*IMAGE PERFECT* is Kofile's proprietary software. It ensures the optimum image quality. When documents vary in size and density, this custom programming ensures uniform images. It provides proprietary algorithms to achieve high image quality. Algorithms are 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 quickly and efficiently. This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners. 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.



The article implies that partial document destruction is normal. This 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.

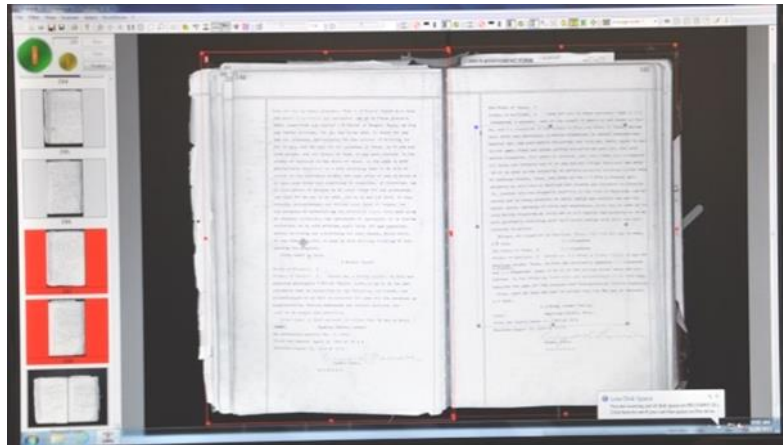
Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." *Courier Press*, August 21, 2013 <[www.courierpress.com/news/local-news/digitizing-historical-records](http://www.courierpress.com/news/local-news/digitizing-historical-records)> and <[www.courierpress.com/news/local-news/county-digitizes-century-old-records](http://www.courierpress.com/news/local-news/county-digitizes-century-old-records)>.



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.

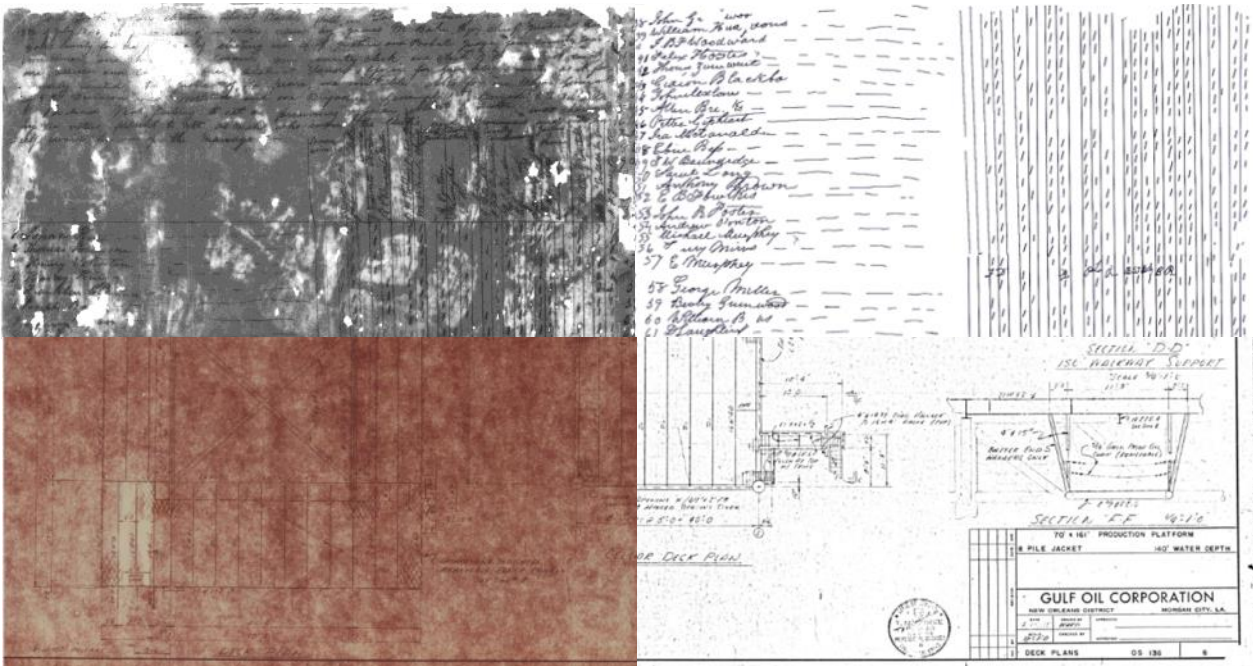
*Quality Targets* (pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. *IMAGE PERFECT* measures each image at a minimum for:

- Target dpi
- Target Tone scale and 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 those scanned on different devices, are "normalized" as if 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 serve as the foundation for our quality assurance analysis.*

Annotations are supported to allow the 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.



Examples of imaging before (L) and after (R) image cleanup and enhancements.

## QUALITY CONTROL (QC)

QC ensures that all images are certified. **Each and every image is sight checked during QC.** Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, during scanning, and during a post scanning review. Then, the process involves a statistical, random, batch-based review of 8% of all work before delivery. Each page is checked to ensure there are no missing pages, double feeds, and to account for "A" pages (which may have been added to the original book).

## ARCHIVAL INDEXING

Data integrity is essential. Kofile's goal is to provide consistently keyed fields to improve document retrieval and build a dependable, searchable database for staff and the public. Proprietary indexing software and keying procedures provides proven 99.25% accuracy.

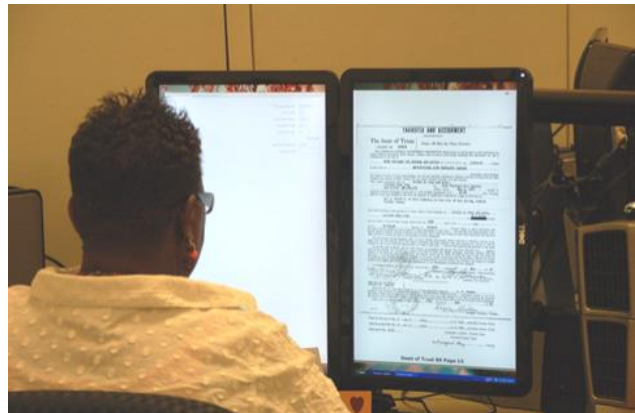
*Our Data Entry Manager, Wanda Gomez, has over 43 years of experience. She excels at placing the customer's needs first, and her expertise is invaluable.*

Before indexing commences, Kofile conducts a comprehensive assessment of the Office's indexing specifications. This allows for accurate and consistent indexes to guarantee quick user searches. The assessment includes documenting established methods of indexing specific instruments, clarifying terminology, and determining the standards used for entering names, dates, and other required basic information. This analysis produces essential information to ensure the metadata's accuracy and integrity. Full consideration is given to all indexing situations, including:

- ▶ differentiation between individual names & corporation names
- ▶ government departments & agencies
- ▶ alternate & alias names
- ▶ abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)

### Data Entry Procedures

Kofile performs key entry at least twice for every field. Following the initial field key entry, the record displays to a second technician. This individual also keys the field (also termed a "blind re-key"). The software compares the entries. If they do not match, the record is sent to a supervisor. In quality control (QC), managers and supervisors internally research problematic processes. If County input is required, Kofile will contact the District Clerk directly. Client involvement demonstrates Kofile's pride in building successful relationships.



This supervisor identifies the problem with the field entry and determines if it is a one-time keying error or a prevailing issue. The supervisor decides if a new keying standard is needed. The record is then sent to another technician and keyed again. **With this methodology, each field is blind-keyed three times.**

## V. PROPOSAL PRICING

This project is presented via Kofile's TXMAS Contract No. **TXMAS-13-36010**. Please reference **this number on the resulting purchase order**. Without a signed Agreement, prices are good for 90 days. Upon approval, pricing remains firm for the Agreement term. Pricing is based on a Good Faith Estimate of image and document counts. Billing occurs on actuals based upon mutually agreed upon pricing; not to exceed the purchase order amount.

FORT BEND COUNTY DISTRICT CLERK TRI-FOLDED CASE FILES									
RECORDS SERIES	VOLUME/ CASE	FORMAT	SLIDE LOCA- TION	LEVEL OF SERVICE	COUNTS		TXMAS PART NO. BILLING		LINE ITEM TOTAL
					CASE	IMAGE	PRV201	IND005	
D/R Index Minutes Book	2 (1921-57)	Book	n/a	PRV/IM	n/a	640	\$3,844.03	N/A	\$3,844.03
Civil Tax Case	5369-5534	Tri-Fold	1	PRV/IM/ID	93	3,255	\$29,478.16	\$142.28	\$29,620.44
Civil Tax Case	5535-5711	Tri-Fold	2	PRV/IM/ID	81	2,835	\$25,674.53	\$123.92	\$25,798.45
Civil Tax Case	5712-5914	Tri-Fold	3	PRV/IM/ID	190	6,650	\$60,224.19	\$290.67	\$60,514.86
Civil Tax Case	5915-6022	Tri-Fold	4	PRV/IM/ID	102	3,570	\$32,330.89	\$156.04	\$32,486.93
Civil Tax Case	6032-6119	Tri-Fold	5	PRV/IM/ID	103	3,605	\$32,647.86	\$157.57	\$32,805.43
Civil Tax Case	6120-6229	Tri-Fold	6	PRV/IM/ID	108	3,780	\$34,232.70	\$165.22	\$34,397.92
Civil Tax Case	6230-6243	Tri-Fold	7	PRV/IM/ID	14	490	\$4,437.57	\$21.42	\$4,458.99
Civil Tax Case	6244-6326	Tri-Fold	8	PRV/IM/ID	71	2,485	\$22,504.83	\$108.62	\$22,613.45
Civil Tax Case	6327-6349	Tri-Fold	9	PRV/IM/ID	21	735	\$6,656.36	\$32.13	\$6,688.49
Civil Tax Case	5760-5816	Tri-Fold	<i>Pouch</i>	PRV/IM/ID	68	500	\$4,514.61	\$104.03	\$4,618.64
Order of Sales		Tri-Fold	10	PRV/IM/ID	100	1,000	\$9,038.28	\$152.98	\$9,191.26
Order of Sales	Misc.-14563	Tri-Fold	<i>Pouch</i>	PRV/IM/ID	60	224	\$2,015.11	\$91.79	\$2,106.90
Case	9055	Tri-Fold	11	PRV/IM/ID	1	3,000	\$27,190.14	\$1.53	\$27,191.67
Adoption Case	16002-18888	Tri-Fold	12	PRV/IM/ID	30	1,800	\$16,306.68	\$45.90	\$16,352.58
Adoption Case	18994-19388	Tri-Fold	13	PRV/IM/ID	18	1,080	\$9,784.01	\$27.54	\$9,811.55
PROJECT TOTAL					1,060	35,649	\$320,879.95	\$1,621.64	\$322,501.59

### COUNTY ACCEPTANCE

\_\_\_\_\_  
Signature of Authorized County Official/Title

\_\_\_\_\_  
Date

#### (PRV) Preservation—Conserve, Treat, Mend & Repair, Deacidify, Encapsulate, Bind, & House

- Surface clean sheets to remove deposits.
- Reduce non-archival repairs and fasteners, such as residual glues, to the furthest

extent possible.

- Mend with acid-free and reversible materials, such as Japanese tissue and methyl cellulose adhesive, or Filmoplast® (acrylic based and reversible heat set tissue).
- Deacidify both sides of the sheet with magnesium oxide to neutralize acidity.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™.
- Combine the volumes and rebind in a custom Disaster Safe County Binder™ (DSB). A dedication and treatment report is included in the binders.
- Rehouse in **three units** of custom 4Post™ Shelving units (each 85¼" x 20" x 36").

#### (IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a standard TIFF or PDF.
- Kofile performs custom clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are electronically added on the image to assist in record keeping.
- Case File images are grouped and indexed to form documents by case number.
- Each image is certified and sight-verified.
- The County receives one MASTER COPY (DVD or CD) and a COPY. Kofile can hold a security copy of the images for safe keeping.

#### (ID) Archival Indexing

- Key Case Type, Case No., first Plaintiff & Defendant, and File Date.

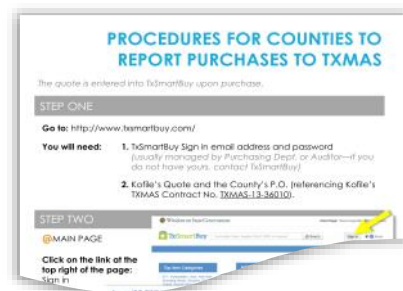
#### Other Included Services:

- Intermediate Conversion Database for importing upon indexing completion.
- Images/metadata electronic off-site security backup.

#### TXMAS Billing & Reporting Requirements

Upon purchase of a TXMAS project, the County reports the order on the TxSmartBuy System <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>. Fort Bend County's CO-OP Listing per the Texas Comptroller of Public Accounts' (CPA) website:

CO-OP #	C0790
Contact	Gilbert Jalomo, Cheryl.krejci@fortbendcountytexas.gov
Expiration	02-JUN-2017



Kofile has prepared instructions to assist Counties in the reporting process. Please review these instructions as attached (excerpt as seen to the right).

The following TXMAS line items are used to bill the project as applicable:

PART NO.	NIGP	DESCRIPTION	QUANTITY	UNIT PRICE	LINE ITEM TOTAL
PRV201	96272	Preserve Tri-Fold Case File (Conserve, Archival Image & Rehouse)	112 (320 pp./binder)	\$2,865.00/Binder (an estimated cost based on the total project cost divided by the estimated volume count)	\$320,879.95
IND005	92021	Archival Indexing of Tri-Fold Case File	1,060	\$1.529849/Document	\$1,621.64



## VI. KEY PERSONNEL

The Account Managers, Billy Gerwick and Cathy Drolet, handle all communication with the District Clerk's Office. They ensure that the project is completed on schedule and to the client's satisfaction. The Account Manager is responsible for project supervision. The Account Manager is available to meet periodically via phone or in person for project coordination and progress updates.

Kofile's projects are managed by pioneers in micrographics, imaging, re-creation, and data entry solutions for government records. Projects often continue in multiple phases over many years and administrations. Kofile's services combine an experienced imaging team, technology competence, and software development.



### BILLY GERWICK, ACCOUNT MANAGER

Gerwick has worked in the industry for several decades, and specializes in Texas records. He has worked for Kofile since its inception.

### CATHERINE 'CATHY' DROLET, ACCOUNT MANAGER

Drolet has been in the document management industry since 2006, and she is a Certified Digital Imaging Architect (CDIA+).

Drolet has experience in business development, account management and project management for the state and local public sector. She helps clients manage their procurements with state contracts. Drolet's expertise is in converting high volumes of critical papers and film in a confidential environment utilizing a tightly managed and secure approach.



### BO BOWMAN, IMAGING GROUP

Bowman manages the high volume production facilities at Kofile. Bo has over 25 years of experience in the document management industry in imaging technology, including new and legacy platforms and software and leading edge technologies. Bowman has managed state, county and city government projects for over 15 years. Bowman's technical background in county and state experience gives him a unique view into how Kofile's clients use government records.





### MANDY WIGGINS, INDEXING GROUP

Wiggins manages the relationship between the imaging and indexing production groups. She has been at the forefront of software operation and implementation for over nine years serving as an expert in document imaging and troubleshooting database issues. Wiggins's has spent most of her career coordinating business objectives with client expectations. Her technical background and proficiency in customer service provide counties and the public with a unique, client-focused approach to enhance accessibility to government records.



### WANDA GOMEZ, INDEXING MANAGER

Gomez brings a vast amount of experience to Kofile. Her career in the field of land records management spans over 43 years. Her expertise extends into Municipal/Government and Land Title businesses. Wanda has overseen the indexing of both current and historical records for Municipal/Government Clerks. She has been instrumental in developing the indexing standards used in the offices of many Clerks today. Her knowledge, reliability and pursuit of excellence make her an invaluable asset to our customers and organization.



### CHRIS MAROTTI, CONSERVATOR

Marotti has a lifetime of experience in conservation and preservation practices. From a young age, he apprenticed in his father's conservation laboratory. He performs preservation and condition assessment surveys. His input is invaluable, and he is readily available to customers to records collection challenges. Marotti has worked as a consultant for large municipalities concerning vault equipment and preservation/conservation approaches and practices. He has an exceptional knowledge of municipal markets, business practices, and conservation/preservation practices.



# PROCEDURES FOR COUNTIES TO REPORT PURCHASES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.

## STEP ONE

**Go to:** <http://www.txsmartbuy.com/>


- You will need:**
1. TxSmartBuy Sign in email address and password  
(usually managed by Purchasing Dept. or Auditor—if you do not have yours, contact TxSmartBuy)
  2. Kofile's Quote and the County's P.O. (referencing Kofile's TXMAS Contract No. TXMAS-13-36010).

## STEP TWO

@MAIN PAGE

Click on the link at the top right of the page:  
Sign in

Sign into  
the system



Window on State Government

Glenn Hegar Texas Comptroller of Public Accounts

TxSmartBuy

Commodity Code, Supplier Part #, NIGP or Keyword

Search

Sign In

Items

Contracts Reports Help

Top Item Categories

071 - Automobiles, Suvs, And Vans  
(Including Diesel, Gasoline, Electric, Hybrid, And All Other Fuel Types)

NEW: Contract/Contractor Search

Now, you can conduct a search to narrow down a list of contracts or contractors and then view the related items in the main item search.

This new search is helpful if you only know a dealer name, an NIGP class number, the Federal GSA

Contracts -

Search Contracts & Contractors

Browse Contracts

Agency/CO-OP/Contractor Sign In

Sign in below to checkout with an existing account. This sign in is for purchasers and contractors only. Public users can search the webstore without signing in.

Email Address (required)

your@email.com

Password (required)

Sign In

Forgot password?

NEED MORE HELP?  
For additional help logging in or entering orders, email [txsmartbuy@cpa.state.tx.us](mailto:txsmartbuy@cpa.state.tx.us) or call TxSmartBuy toll free 888-479-7602 or 512-936-2764 (in Austin).

## STEP THREE

Use the Search Bar at the top left of the page to enter: Kofile



Window on State Government

Susan Combs Texas Comptroller of Public Accounts

TxSmartBuy

Commodity Code, Supplier Part #, NIGP or Keyword

Search

Agency/CO-OP Sign In


Items

Contracts Reports Help

## STEP FOUR

@SEARCH RESULTS

Click the blue button:  
Add to cart



HOME / SEARCH RESULTS

Filter Your Search

Clear all Filters

Contract Type

TXMAS

Contract Number

TXMAS-13-36010

Contractor

Kofile Preservation, Inc.

Zone

1

1 Result Found for "kofile"

Sort By: Preferred Term, Show: 50 results per page

Narrowed By:

TXMAS Data Processing Quote Item- Kofile Preservation, Inc.

Commodity Code

TXMAS Data Processing Quote Item- Kofile Preservation, Inc.

ITEM

Contract TXMAS-13-36010

CONTRACTOR

Contractor Kofile Preservation, Inc.

Price \$1.00

UOM

Add to cart

## STEP FIVE

### @ADD ITEM TO CART

Complete the following prompts, if applicable:

- ☐ Enter total quote \$ amount as the QUANTITY:  
*If quote amount is \$1,305.89, then enter \$1,305.89 as the item quantity.*
- ☐ If dealers are available, choose dealer from the pull down.
- ☐ Enter the amount for non-Incidental fees as the quantity of the \$1 item.  
*(Kofile does not quote any non-Incidental fees).*
- ☐ Add other charges using the 'Charges tab,' if necessary.
- ☐ Choose Delivery date. *(Not applicable to Kofile, but required by the system).*
- ☐ Choose Shipping Address.

**Internal Tracking No.:** Use the County-issued Purchase Order No.

**Add to Cart.**

## STEP SIX

### @MY CART

**Attach Kofile quote:**  
Attach File to Item >  
Choose File

**Type in the box 'Add Note to Item':** See attached Quote #...

**Proceed to checkout.**



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2016-86949

Date Filed:  
07/19/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Kofile Technologies, Inc. (d.b.a. Kofile Preservation, Inc.)  
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Fort Bend County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

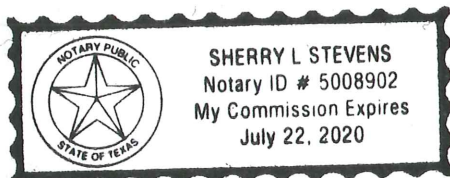
TXMAS-13-36010  
Preservation and Archival Digitization of Tri-Folded Case Files for the District Clerk's Office, TXMAS, \$322,501.59

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Oates, William D.	Dallas, TX United States	X	

5 Check only if there is NO Interested Party. ☐

### 6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP / SEAL ABOVE

John D Woolf  
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said John D Woolf, this the 19<sup>th</sup> day of July, 2016, to certify which, witness my hand and seal of office.

Sherry L Stevens Sherry L Stevens Notary Public  
Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath