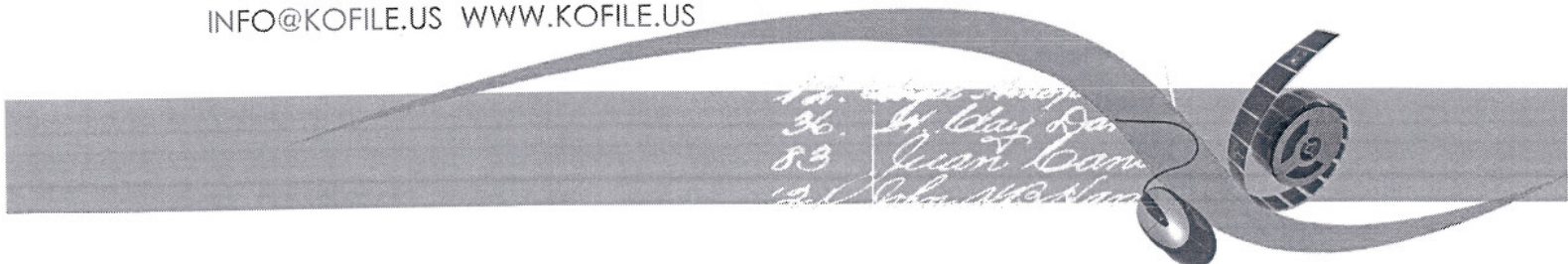


HONORABLE LAURA RICHARD  
FORT BEND COUNTY CLERK

PROBATE CASE FILE  
CONVERSION PHASE II

AUGUST 9, 2016

KOFILE TECHNOLOGIES, INC.  
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# I. EXECUTIVE SUMMARY

This quote addresses the digitization (including image capture and image processing) of Fort Bend County Clerk's Probate Case Files. This is Phase II of the project, as 30 boxes have already received services. The project will also ensure that all images and data are formatting and converted for upload to the County's Case Management System (TSG Odyssey®).

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete the Fort Bend County's modernization goals. Kofile has taken an innovative approach to this project to ensure successful digitization, including data conversion and re-indexing.

**DO IT ONCE,  
DO IT RIGHT,  
DO IT FOREVER**

This philosophy is the driving force placing Kofile above other imaging competitors. Our services are not 'as-is' or 'scan it and forget it.' Our basis for success is decades of experience, realistic solutions, and professional analysis. Kofile guarantees that all work is the highest quality and free of distortion or information loss due to capture. Fort Bend County is assured of the survival of the Best Original Image for the application of current and future technologies.

Kofile has worked closely with the Tyler Technologies, Inc.' TSG Odyssey® Case Management System's development and conversion teams to create a customized import application and process. Kofile's specialized process and application simplifies the conversion process for Tyler Technologies, Inc. TSG personnel and the County.

Overall **PROJECT GOALS** include:

- ✓ *Modernize & upgrade of office systems*
- ✓ *Add records & information to the Records Management System*
- ✓ *Eliminate or reduce of manual lookups & searches*
- ✓ *Expedite searches with more records available for electronic retrieval*
- ✓ *Progress towards a paperless office*
- ✓ *Protect original records by reduction of daily use*
- ✓ *Reclaim space in the public records area*

Kofile understands the need for access to public records and ease of rapid, digital retrieval. This proposal addresses the ability of the Kofile solution to meet the Fort Bend County Clerk's requirements, including Quality Control, Image Capture and Processing, Standards, and Security.

With headquarters located in Dallas, Tex., and a facility in San Antonio, Tex., Kofile can work side-by-side with the County Clerk. Billy Gerwick, Account Manager, will handle all communication with Fort Bend County, and ensure the project is completed on schedule and according to Fort Bend County's standards.

With Kofile, Fort Bend County saves money, eliminate exposure of assets at multiple locations, and ensure a resulting digital image that is the highest quality and free of distortion or information loss. Kofile appreciates this opportunity to be of service to the Fort Bend County Clerk in this engagement.



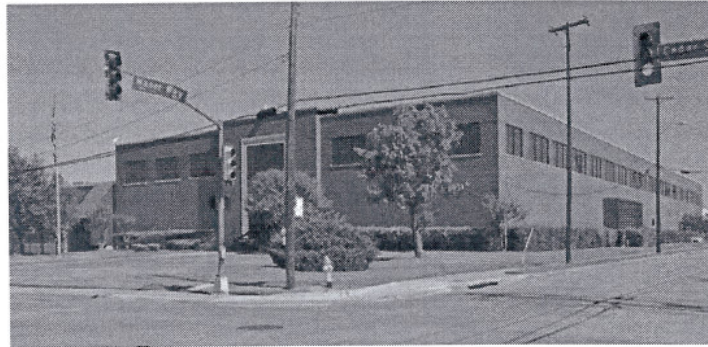
## II. PROJECT EXECUTION

### LOCATION OF WORK

Kofile's corporate headquarters is located at 6300 Cedar Springs Road in Dallas, Tex., see *right*. Kofile possesses a history of responsibility, and it has invested in a facility with superior security to mitigate loss and destruction before it occurs.



Our entire 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 performed by Tanner Consulting, January 2010.



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.

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

### *Regulated Facility Environment*

Kofile has 24-hour temperature and Relative Humidity (RH) controls. All work areas for original Documents meet the archival climate control standards as supported by the Texas State Library and Archives Commission. 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 loggers). 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 (EPM) recommends.

Kofile can retrieve any or 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 in any way distribute the microfilm/data.



## 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. Inventory control is continuously maintained throughout each step. Our SQL imaging database maintains a complete audit trail throughout each step. 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 above. A backup implementation and rotation schedule is provided upon request.

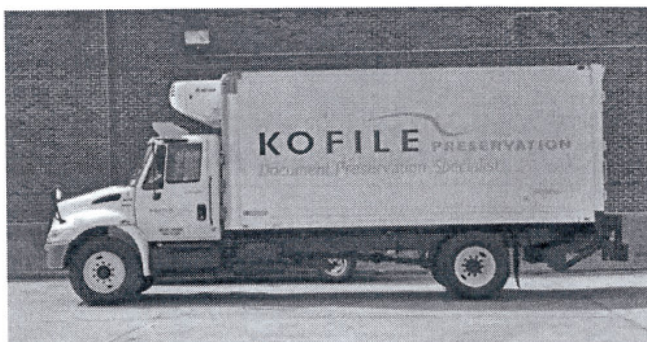
### PRODUCTION TRACKING SYSTEM (PTS)

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 positively control the project and to manage the inventory of images, boxes, and microfilm on an ongoing basis. Kofile employees are able to track the individual status of each document traveling through our system and is 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, which include back-up cameras and an anti-lock braking system. Executives monitor location, warning signals, and environmental conditions during transport.



### TURNAROUND

The turnaround time for this project will be a mutual agreement between Kofile and Fort Bend County depending on the volume (and number of boxes) for this project. A typical turnaround for a project of 1,000 boxes is four months—from box pick up to product delivery. Delivery and drop off times are pre-arranged.

### 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 requirements of the County Clerk's Office.



### III. 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.

Kofile does not subscribe to the "scan it and forget it" philosophy. Our services differ because materials are addressed according to their condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. We invest in the best hardware and software. Many of our projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information.

Our experience with the data conversion of archival documents is inferior to none. We can address any concerns regarding the conservation treatment and handling of fragile items, superior image capture and microfilming, and quality of work— **all at one facility**.

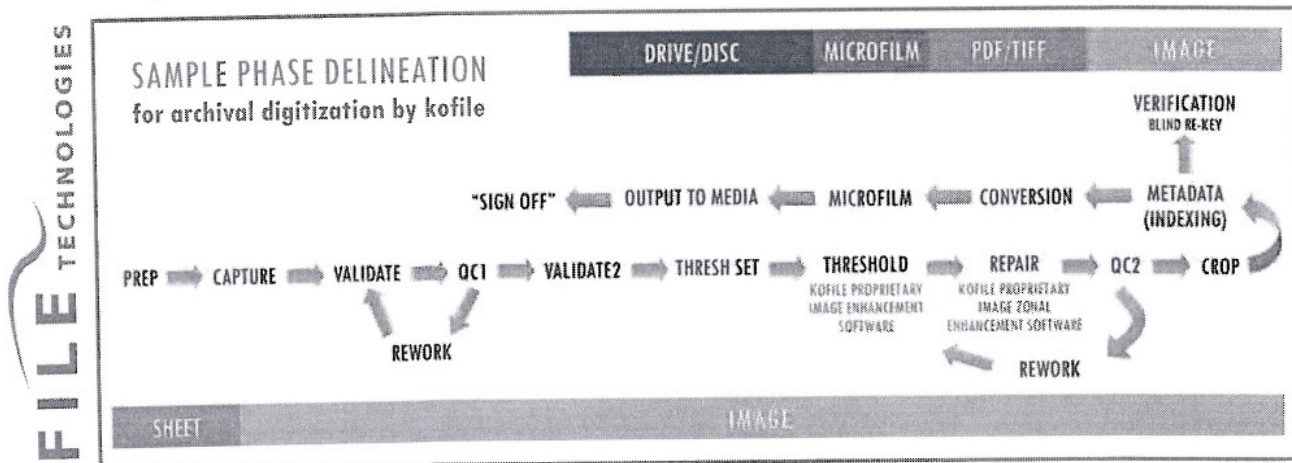
#### IMAGING OVERVIEW

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

#### IMAGE CAPTURE

Domain specific knowledge is a necessity for this project. A vendor that does not understand permanent asset collections may address the Fort Bend County files as disposable documents. We understand these are not disposable records, and will maintain file order and identification.

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. 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. 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 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)>.

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.

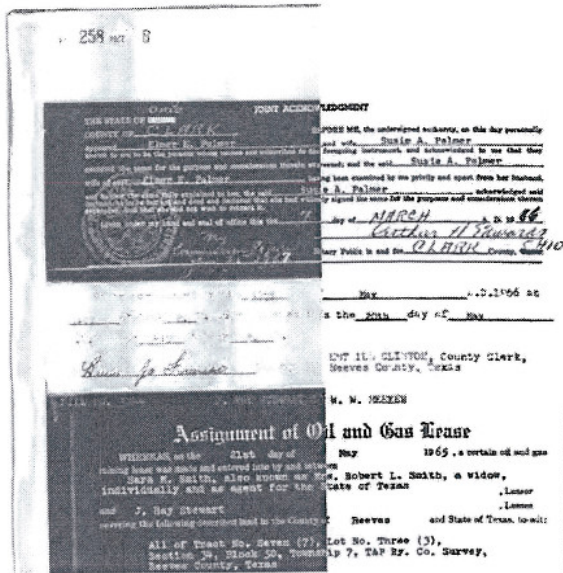
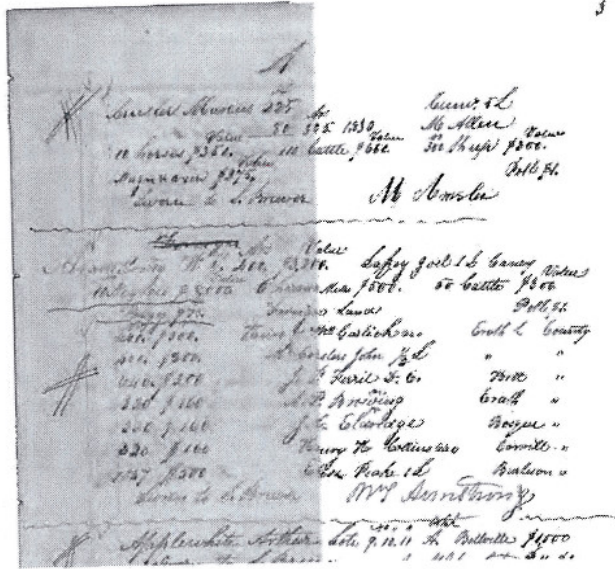
## IMAGE PROCESSING & ENHANCEMENT

*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.



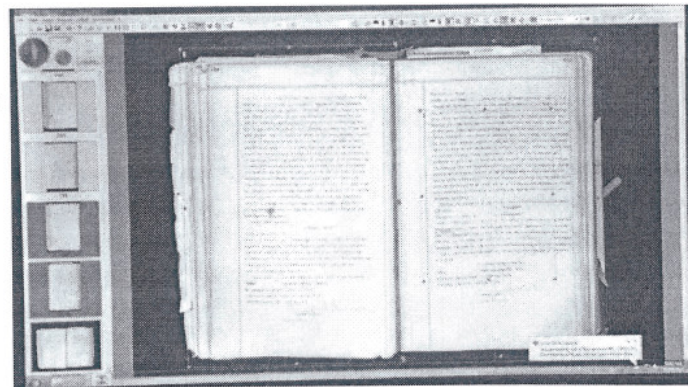
Examples of before and after image processing by Kofile.

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:

- Target DPI
- Target Tone scale and correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data

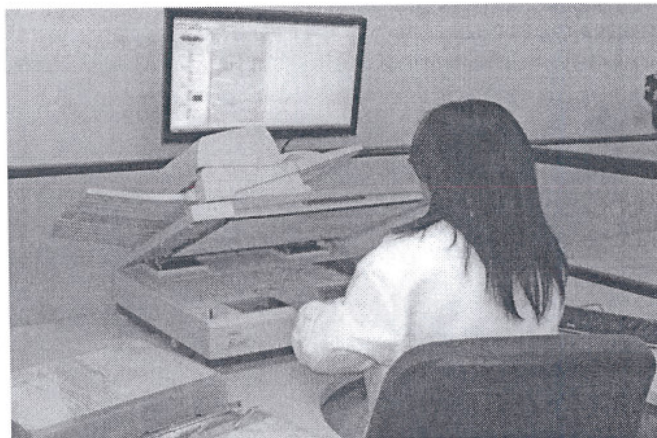
Kofile performs Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.



*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.

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.

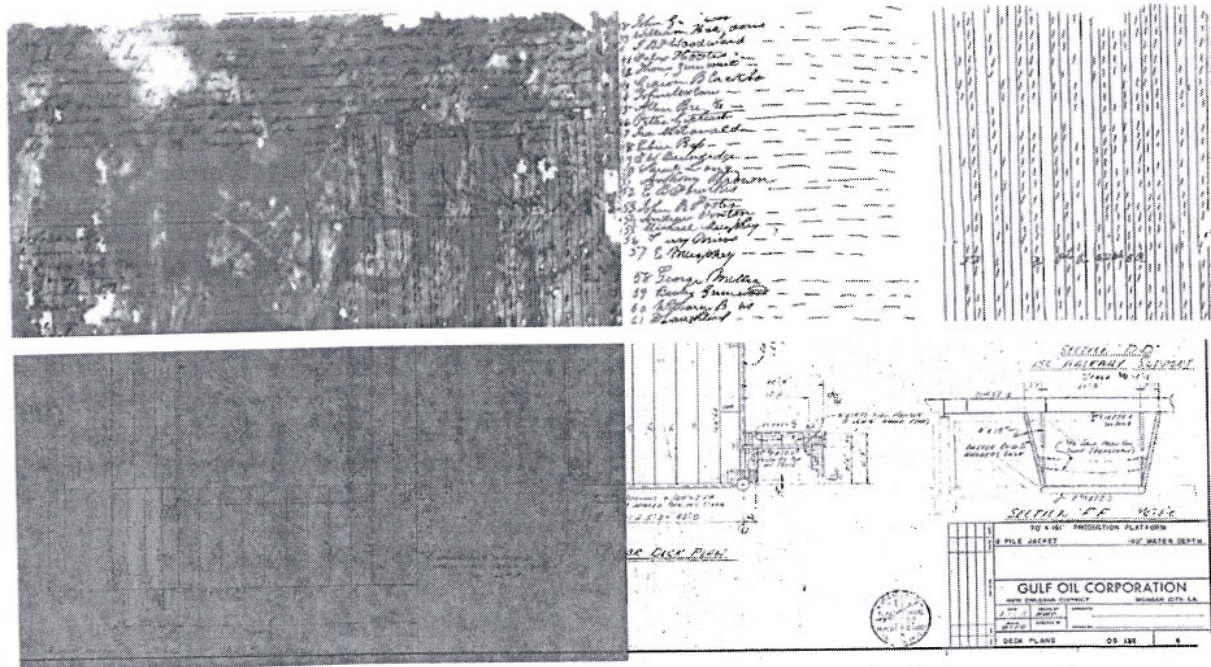


### STANDARDS & FORMATTING

Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. We verify 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.

### QUALITY CONTROL (QC)

Quality control (QC) is a key element. Our QC process 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).

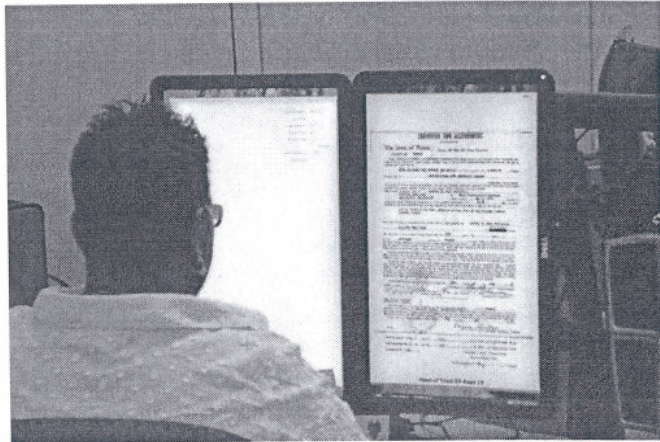


Examples of imaging before (L) and after (R) image cleanup and enhancements.

## INDEXING

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

Prior to beginning any indexing project, Kofile conducts a comprehensive assessment of the indexing specifications of the County Clerk's Office. The assessment process includes documenting established methods of indexing specific instruments, clarifying terminology, and determining the standards used for entering names, dates, and other basic information required for indexing. This analysis produces essential information to ensure the metadata's accuracy and integrity.



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

Full consideration is given to all indexing situations, including cross-indexed documents, differentiation between individual names and corporation names, government departments and agencies, alternate and alias names, the inclusion of abbreviations, titles, and consistency in naming format—including hyphens, numbers, spaces, and suffixes. Taking the additional time for a thorough examination of the County's particular requirements allows for accurate and consistent indexes, guaranteeing quick searches for users.

In our quality control procedures (QC), experienced managers and supervisors internally research and answer questions about any problematic process. If the County Clerk's Office is required to provide input, Kofile will contact the County Clerk for a clarification and/or decision. Client involvement demonstrates our pride in building successful professional relationships with our clients.

## TSG ODYSSEY® CONVERSION

*With increasing demand for digital access to court records, many Texas counties turn to Tyler Technologies' TSG Odyssey® Case Management. Despite its convenience, users struggle to maximize its potential. Few companies properly format paper case files into Odyssey®.*

Kofile has imaged, indexed, and imported multiple Odyssey® projects for both County Clerks and District Clerks. Kofile worked closely with Odyssey®'s TSG development and conversion teams to create a customized import experience. Our specialized process and

## BENEFITS OF ODYSSEY® + KOFIL

- ▶ *Faster import of images & indexes into Odyssey®.*
- ▶ *Eliminate conversion errors due to improper formatting.*
- ▶ *Reduce hours & invoices for Tyler's technical assistance.*
- ▶ *Assistance with sign-off & acceptance testing.*

*Clerks are not required to check thousands of case files alone.*

application simplifies this conversion process for Tyler Technologies TSG personnel.

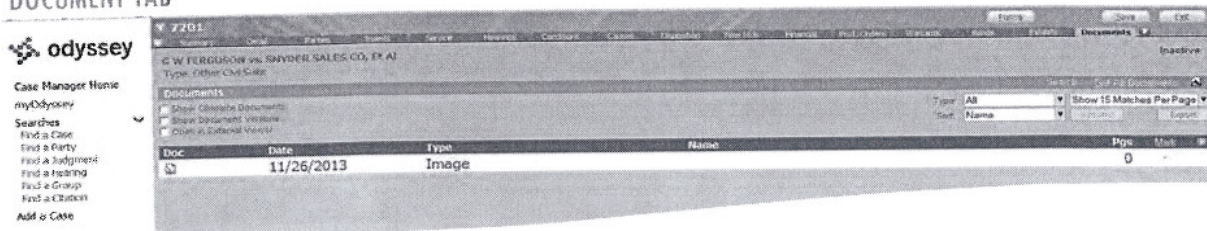
Kofile's standard process for importing case files incorporates Odyssey®'s pre-existing indexes, if available. If no index exists, Kofile indexes each case file by following Odyssey®-required fields.

Kofile merges the index with the new image, and imports the case into Odyssey®. Imaging an entire case maximizes the number of complete case files imaged to reduce the number of hard copies staff retrieve. Eliminating the need to access and re-shelve case files liberates County staff to perform other tasks.

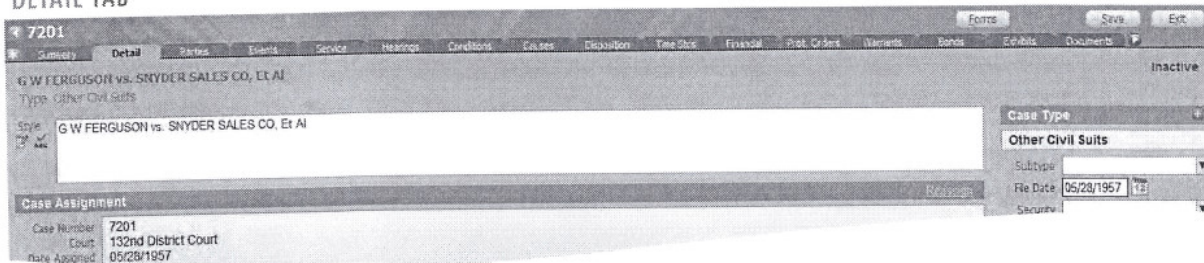
### Odyssey® Screen Shots

PLEASE NOTE THAT IMAGES OF THE ODYSSEY® SYSTEM ARE THE PROPERTY OF TYLER TECHNOLOGIES AND ARE USED FOR INFORMATION PURPOSES.

#### DOCUMENT TAB



#### DETAIL TAB



#### Importation Process

Kofile's standard process for importing case files into the Odyssey® Case Management System differs depending on whether the files have an existing index in the Odyssey® system.

The process for importing case files that have a pre-existing index in Odyssey® includes the export of the existing Odyssey® index, matching the existing index with the appropriate case files, importing the case file images, and merging images with the existing index.

The process for importing case files that do not have an existing index in the Odyssey® Case Management System differs in that Kofile indexes the case files by Odyssey® required fields. The new indexes and corresponding images are imported into Odyssey® and displayed as "Historical Conversion" or "Archived Images" in the "Documents" tab in Odyssey®.

#### Imaging & Individual Events

While Kofile can load images to custom areas within the Odyssey® system (including

loading individual events into existing or new indexes), Kofile does not recommend attaching images to individual events. When images are attached to individual events, each imaged document in a case requires separation from the case and indexing by event type or document type and date. Often the date and document type will not match the pre-existing index, and technicians must attach mis-matched indexes and images manually. This manual attachment process results in additional costs that instead could be allocated to more detailed plaintiff/defendant indexing or additional imaging of cases.

Our references can attest to the level of convenience of having an entire case imaged under a single line in the "Documents" tab. Imaging an entire case maximizes the number of complete files imaged. However, attaching a smaller percentage of case file images to individual events requires a constant need to reference the originals. Eliminating the need to access and re-shelve case files liberates employees to perform other tasks.



## IV. PROJECT INVENTORY

### FORT BEND COUNTY CLERK'S OFFICE PROBATE CASE FILE PROJECT: MISCELLANEOUS FILES

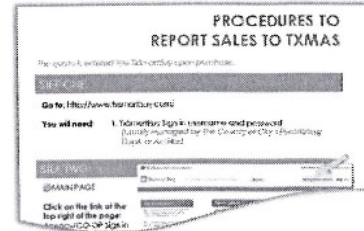
ITEM	FORT BEND COUNTY BOX NO.	CASE RANGE	APPROX. PAGE COUNT	ITEM	FORT BEND COUNTY BOX NO.	CASE RANGE	APPROX. PAGE COUNT
1	3652	1637-7906	1,700	33	3684	21701-21905	1,700
2	3653	8402-9606	1,700	34	3685	21914A-22405	1,700
3	3654	9697-9837	1,700	35	3686	22450-22905	1,700
4	3655	9800-9800A	1,700	36	3687	23000-23504	1,700
5	3656	9900-10300	1,700	37	3688	23505-23801A	1,700
6	3657	10301-10704A	1,700	38	3689	23802-24205	1,700
7	3658	10705-11180	1,700	39	3690	24250-24505	1,700
8	3659	11180 #7 - #13	1,700	40	3691	24562-25005	1,700
9	3660	11189-11351	1,700	41	3692	25012-25265	1,700
10	3661	11354-11789	1,700	42	3693	25266-25308	1,700
11	3662	11800-12304A	1,700	43	3694	25309-25348	1,700
12	3663	12305-12813A	1,700	44	3695	25350-25400	1,700
13	3664	12817-12970	1,700	45	3696	25401-25438	1,700
14	3665	13000-13375	1,700	46	3697	25439-2547	1,700
15	3666	13400-13956	1,700	47	3698	25478-25529	1,700
16	3667	13996-14402	1,700	48	3699	25530-25569	1,700
17	3668	14403-14800	1,700	49	3700	25566-25613	1,700
18	3669	14800-15200	1,700	50	3701	25614-25657	1,700
19	3670	15201-15900	1,700	51	3702	25658-25707	1,700
20	3671	15901-16402	1,700	52	3703	25708-25744	1,700
21	3672	16402A-16702	1,700	53	3704	25745-25799	1,700
22	3673	16703-17005	1,700	54	3705	25800-25845	1,700
23	3674	17101-17605	1,700	55	3706	25844-25883	1,700
24	3675	17700-18204	1,700	56	3707	25884-25924	1,700
25	3676	18205-18705	1,700	57	3708	25925-25969	1,700
26	3677	18800-000901	1,700	58	3709	25970-26018	1,700
27	3678	19500-19703AA	1,700	59	3710	26019-26079	1,700
28	3679	19705-20105	1,700	60	3711	26080-26125	1,700
29	3680	20200-20433	1,700	61	3712	26126-26182	1,700
30	3681	20500-20905	1,700	62	3713	26183-26238	1,700
31	3682	20935-21405	1,700	63	3714	26239-26299	1,700
32	3683	21426-21700	1,700	64	3715	26300-26341	1,700



# V. PROPOSAL PRICING

Pricing is good for 90 days, and is based on estimated page counts, and billing will occur on actuals. **Please reference TXMAS Contract No. TXMAS-13-36010 on the County's PO.**

Per the Texas Comptroller of Public Accounts (CPA), Fort Bend County must enter the order online on the TxSmartBuy System at <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>. Please review the attached instructions outlining the new process (as seen left).



FORT BEND COUNTY CLERK'S OFFICE PROBATE CASE FILE PROJECT PRICE QUOTE								
BOX COUNT	PAGE COUNT	PRICE QUOTE	PART NO.	NIGP	DESCRIPTION	UNIT PRICE	UNIT QTY.	LINE ITEM TOTAL
64	115,200	\$0.21375/ Page	IMGP004	920 30	Archival Imaging of Case File	\$0.21375/ Page	115,200	\$24,624.00
30	87,000	\$1.269/ Page	IMGP005	920 30	Archival Imaging of Tri-Fold Case File	\$0.77/ Page	87,000	\$110,403.00
			IND008	920 21	Indexing at Case Level	\$0.19/ Field	87,000	
			PRV004	962 72	Additional Services (Prep & Special Handling of Fragile Files)	\$144.28/ Hour	186.3252	
<b>PROJECT TOTAL</b>								<b>\$135,027.00</b>

Pricing Includes (Please note that additional hourly charges from Tyler/Odyssey® may apply for the final import):

*Archival Image Capture & Processing*

- Document Prep (Staple Removal, etc.)
- Image Capture (Scanning)
- QC Level One Step
- Image Processing & Zonal Enhancements
- Page Validation (Image to Paper)
- QC Level Two Step
- Index at Case Level
- Final QC Step (Data & Image Migration)

*Other*

- Intermediate Conversion Database for Tyler/Odyssey® import upon indexing completion
- Disaster Recovery Electronic Off-Site Backup for Images & Metadata

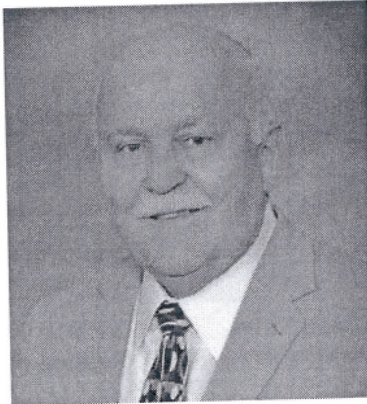
**KOFILE TECHNOLOGIES**

COUNTY ACCEPTANCE	
Signature/Title of County Representative	Date



## VI. KEY PERSONNEL

Kofile's projects are managed by true pioneers in micrographics, imaging, re-creation, and data entry solutions for government records. Our projects often continue in multiple phases over many years and administrations. With the combination of an experienced imaging team and technology competence, and considering our status as a software developer, our capability to enhance the image processing process extends well beyond that of competitors.



### BO BOWMAN

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 our clients use government records.

### MANDY WIGGINS

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 county clients and their customers with a unique, client-focused approach to enhancing the ease of using government records.



### WANDA GOMEZ

As Data Entry Supervisor, 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.



# 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:  
 2016-97498

Date Filed:  
 08/10/2016

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

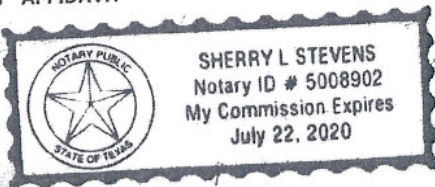
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.  
 TXMAS-13-36010  
 Probate Case File Conversion Phase II for the County Clerk's Office, TXMAS, \$135,027.00

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 10<sup>th</sup> day of August, 2016, to certify which, witness my hand and seal of office.

*Sherry L Stevens*  
 Signature of officer administering oath

Sherry L Stevens  
 Printed name of officer administering oath

Notary Public  
 Title of officer administering oath