



March 6, 2018—revised July 11, 2018

Honorable Laura Richard
 Fort Bend County Clerk
 301 Jackson Street
 Richmond, TX 77469

RE: Archival Digitization and Indexing of Probate Case Files

Dear Hon. Laura Richard,

This quote addresses the continuation of archival digitization, archival indexing, and optimization of Probate Case Files for the Fort Bend County Clerk's Office. These Probate Case Files have been preserved previously by Kofile's root company, LBS. All digitized files are formatted for Tyler Technologies, Inc.'s TSG Odyssey® Case Management System.

Due to the historical nature of these records, they maintain a PERMANENT retention period according to *Local Schedule CC*, Texas State Library & Archives Commission, 2011.

PROJECT OVERVIEW

This quote is presented via Kofile's **GSA Schedule 70 Contract Number GS-35F-275AA**. Any purchase orders must reference this contract number. Please note that all page and document counts are a Good Faith Estimate. Billing will occur on actual counts per agreed upon unit pricing, not to exceed the P.O. Additional charges from Tyler will apply for the final import. These charges are the responsibility of the County and are not included in the price quote below.

FORT BEND COUNTY CLERK ARCHIVAL DIGITIZATION OF PROBATE CASE FILES							
RECORDS SERIES	CASE RANGE	VOL. QTY.	TOTAL PAGES	TOTAL CASES	NOTES	LEVEL OF SERVICE	LINE ITEM TOTAL
Probate Case Files	00-1836	340 vols.	153,000	1,838	Previously preserved by LBS	IM/ID	\$118,388.30
PROJECT TOTAL							\$118,388.30

COUNTY ACCEPTANCE	
PHASE	APPROX. PAYMENT
<input type="checkbox"/> PHASE 1	\$39,462.77
<input type="checkbox"/> PHASE 2	\$39,462.77
<input type="checkbox"/> PHASE 3	\$39,462.76
PURCHASING VEHICLE:	
<input type="checkbox"/> GSA Schedule 70 Contract Number: GS-35F-275AA	
<input type="checkbox"/> Other: _____	

<i>Signature/Title of County Representative</i>	<i>Date</i>

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

Pricing Includes:

(IM) Archival Imaging

- Document Prep and De-Prep.
- Image capture, processing, and zonal enhancements: Polarity Reversal, Deskew, and Despeckle.
- Page Validation.
- Case File images are grouped together and indexed to form documents by case number. Output to multipage PDF or TIFF image.
- Multi-level QC (data and image).

(ID) Archival Indexing

- Key Case Type, Cause No., Name, and File Date.

Other Included Services:

- Intermediate Conversion Database for importing upon indexing completion.
- Images/metadata electronic off-site security backup.
- Disaster Recovery Electronic Off-site Backup. 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.

GSA BILLING LINE ITEMS

To purchase from GSA, you only need follow Fort Bend County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

The total prices on Page 1 are billed as GSA line items. GSA line items are billed per hourly charges and include the following:

GSA LINE ITEMS (APPROXIMATE PER PHASE)				
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
TCS005	Graphic Artist I (<i>Digital Restoration</i>)	\$65.00/Hour	139.5811	\$9,072.77
TCS006	Graphic Artist I (<i>Digital Restoration</i>)	\$75.00/Hour	138	\$10,350.00
TCS007	Information Assurance Engineer I	\$65.00/Hour	138	\$8,970.00
TCS008	Information Assurance Engineer II	\$75.00/Hour	138	\$10,350.00
TCS010	Project Manager	\$180.00/Hour	4	\$720.00
TOTAL				\$39,462.77

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

Sincerely,

Billy Gerwick

Billy Gerwick
Account Manager

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