



October 15, 2018

Honorable Annie Rebecca Elliot
Fort Bend District Clerk
1422 Eugene Heimann Circle
Richmond, TX 77469

Dear Honorable Annie Rebecca Elliot,

Please find detailed following Kofile's quote for the conversion of Civil and Criminal Case Files from 288 rolls of 16mm microfilm to digital images (and archival indexing and formatting for loading to the County's case management system, Odyssey). This proposal is presented by Kofile Technologies, Inc. (Kofile).

PROJECT UNDERSTANDING

A Texas company, Kofile is headquartered in Dallas. Kofile is the oldest and most experienced firm specializing in the preservation of historical and permanent government collections.

With Kofile, Fort Bend County has access to the world's foremost microfilm experts, leaders, technology, and machines. Kofile works closely with Eastman Park Micrographics, Inc. (EPM)—as our parent company owns and operates it, and we share a facility. Kofile has completed numerous microfilm conversion projects for government records.

All microfilming procedures are archival quality and produced according to ANSI Standards. Our history in meeting precise records management requirements is exceptional.

MICROFILM CONVERSION METHODOLOGY

Kofile does not subscribe to the "scan it and forget it" philosophy. Kofile addresses any size microfilm and specializes in addressing originals in advanced states of deterioration. Many of our projects involve re-imaging projects that low-bid vendors initially attempted. With Kofile, images are the highest quality and free of distortion and loss of information due to capture failures.

Image clean up capabilities performed by Kofile include:

- ▶ *Despeckle*
- ▶ *Deskew*
- ▶ *Cropping and black border removal*
- ▶ *Threshold modification*
- ▶ *Duplex separation to individual pages*
- ▶ *Page Validation*
- ▶ *Image Rotation*
- ▶ *Blip interpretation for pagination*
- ▶ *Bi-tonal conversion (if required)*

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

IMAGING OVERVIEW

Upon receipt at Kofile, each roll of microfilm is inspected to ensure that the images are capture-quality. Domain specific knowledge is a necessity, and Kofile will maintain data integrity, structure, order, and identification.

Kofile's high-resolution microfilm scanners can capture at the highest true optical 300 dpi in grayscale. Images are delivered in 8-bit 256 level grayscale JPEG wrapped in PDF for usability, as well as RAW Grayscale JPEG for archival purposes. Images can be sorted by Roll and Name in a Windows Directory or as determined in the kickoff meeting.

The delivery medium is a portal hard drive or other medium, as requested. If needed, Kofile can provide bi-tonal conversion and/or duplication of Diazo and Silver originals to EPM's Archival Life Expectancy (LE) 500 Silver Microfilm.

IMAGE CAPTURE

Kofile utilizes advanced equipment for compromised originals. Technicians are trained to handle such items without loss. Kofile operates high production/quality roll microfilm scanners for analogue to digital and for digital to analogue, such as nextScan Eclipse™, nextScan FlexScan™, e-ImageData ScanPro 2000, Wicks and Wilson (WWL) Aperture Card Scanner, and EPM IMAGELINK™ Archive Writer 9600 (formerly known as a KODAK i9620 Archive Writer).

All software is up to date, and the machines are regularly maintained. The systems align to use image density compensation, which adjusts quality settings for contrast, document sizes, and variable densities. The scanners scan any size microform (film or fiche) image.

Configuration files are created during the initial pilot sampling. All scanners are set up and tested for the ongoing project. Technicians determine the proper scanner settings, focus, and print and inspect images. The quality control team approves the images before scanning continues. Images are scanned with correct compression, no proprietary headers, and proper scaling. Kofile verifies that the frames are properly detected, and examines image quality, image resolution, proper compression, aspect ratio, and focus. Kofile's automated systems recognize the beginning and end of files indicated with barcodes or other unique software-identifiable separators. Additionally, operators utilize document "stapling." This process uses proprietary software-identifiable separators.

IMAGE PROCESSING AND ENHANCEMENT

All converted images are reviewed. *IMAGE PERFECT* is Kofile's proprietary software. The software mimics the operation of a microfilm roll inserted into a reader/printer and allows frame-by-frame review of every page. This custom programming ensures image quality and uniformity. The utilization of proprietary 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 manage and correct problems quickly and efficiently.

IMAGE PERFECT uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing beyond those available through the nextScan equipment.

Kofile maintains 100% document integrity and image control with exclusive Image Locking. Using *IMAGE PERFECT* to repair the currently displayed image eliminates the need to rescan and compromise image integrity. However, should an image be rescanned, processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page. This software also automatically detects and compensates for a scanner's variances. The Assured Image delivers consistent, high-quality output.

Annotations are supported to allow the addition of identifiers to 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)

Quality control is a key element in every project. Kofile ensures that all images are certified. Images undergo software auditing and human review. **Each image is sight checked to ensure legibility.**

Kofile utilizes the e-ImageData ScanPro 2000 for this quality assurance review and for any re-takes. Kofile's quality assurance processes involve three major thresholds for 100% review inspection: during preparation, scanning, and post scanning. Then the process involves a statistical, random, batch-based review of 8% of all work before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

As stated, operators inventory microfilm prior to the scanning. Rolls with retakes are identified and flagged for an additional retake process flow. In the retake process flow, the images associated with the retakes are placed into a designated retake folder. Kofile operators use proprietary software to tag the images by classification, book, volume, page, and quality level. Next, tagged images are visually compared to the corresponding page from the original roll.

Parameters and rules created through extensive experience in imaging and agreed upon with the client will dictate the decision process concerning the replacement of the original image in the image set. Images that do not fall with the agreed upon rules are documented and discussed with the client prior to integration into the image set. Images that fall within the established rule set are replaced and the original image destroyed or disposed in the agreed upon manner.

LOCATION OF WORK

All services are performed at the Kofile facility located at 6300 Cedar Springs Rd, Dallas, TX 75235. Kofile possesses a history of responsibility, and it has invested in a facility with superior security to mitigate loss and destruction before it occurs. Kofile's investment is apparent in facility construction and location, expert staff, transport services, climate control, insurance coverage, and strong financial backing.

A state-of-the-art security system with motion detection protects the entire building. The facility is a fire-resistant brick and concrete building with structural steel support members, fire-rated walls, ceiling, and flooring. The facility is located above flood plains and in an area unlikely to suffer cataclysmic natural disaster. The Kofile facility is also F5 Tornado Resistant according to an architectural assessment performed by Tanner Consulting, 2010.

Our Dallas facility has a Media Vault specifically designed for storing microfilm, microfiche, and other types of media. The vault has secure, fire-resistant doors with a 4-Hour UL rating of at least 350, and has its own temperature and humidity controls.

PRODUCTION TRACKING SYSTEM (PTS)

An integral part of project management relates to the cataloguing of incoming media and tracking the item through each project stage. Kofile uses Production Tracking System (PTS) capability to enhance project management by producing unique IDs (bar codes) for each control unit. PTS provides the tools necessary to control the project positively and manage the inventory of images, boxes, and books on an ongoing basis. Kofile is able to track the individual status of each document flowing through our system and is used further for audit tracking purposes for each employee.

Within each step, Kofile can track the exact person, assigned batch, date, time, image counts per item, stage of performance, and status of the batch. This log allows Kofile to track every event encountered in the document lifecycle and "push" every record to our permanent logs for storage and retrieval at future dates.

MEDIA HANDLING AND SECURITY

Records are housed in the same location in the Media Vault throughout the project so that any given record may be located quickly. When not undergoing services, media is immediately sent to the vault.

Kofile maintains an archive of all images and metadata as a security backup for all of its projects. This is a standard part of our quality of service. If a client's loses its digital data, Kofile can provide a new data set.

All Fort Bend County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Fort Bend County. This policy is applicable to any agreement, verbal or written, between Fort Bend 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 Fort Bend County.
- ▶ The records are not disclosed, sold, assigned, leased, or otherwise provided to third parties by Kofile.
- ▶ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

PROJECT PRICE QUOTE

This quote is presented via Kofile's TXMAS Contract No. **TXMAS-18-3602**. To purchase via TXMAS, please reference this contract number on the County's Purchase Order. Without a signed agreement, all pricing for the inventory herein is good for 90 days.

FORT BEND COUNTY DISTRICT CLERK MICROFILM CONVERSION PROJECT							
RECORD SERIES	FORMAT	PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
Civil and Criminal Case Files	288 Rolls of 16mm Microfilm	MSP710	91568	16MM Microfilm Conversion Services	\$0.255/ Image	720,000 Images	\$183,600.00

PRICING ASSUMPTIONS:

- 288 Rolls of 16mm microfilm in good condition recording Civil and Criminal Case Files.
- Each roll contains a Good Faith Estimate of 2,500 images.
- The collection contains a Good Faith Estimate of 24,000 documents.
- Services includes indexing of files for system upload (fields listed in the scope of services herein).

COUNTY ACCEPTANCE

Please note that pricing is based on a Good Faith Estimate of image counts. Billing will occur on actual images counts per the unit pricing herein.

Signature/Title of County Representative

Date

The County is required to report the purchase via TxSmartBuy prior to Kofile's acceptance of the project. Kofile can

prepare a 'Shopping Cart' in TxSmartBuy <www.txsmartbuy.com/> and 'share' it with the County to complete its purchase.

STATE OF TEXAS CO-OP MEMBER LISTING FOR FORT BEND COUNTY	
Link	https://comptroller.texas.gov/auto-data/purchasing/co-op/c0790.php
CO-OP #	C0790
Contact	Debbie Kaminski, Cheryl.krejci@fortbendcountytexas.gov, (281) 341-8640
Expiration	04-JUNE-2019

SCOPE OF SERVICES

Pricing includes the following. If requested, Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

Microfilm/Microfiche Digital Conversion (Image Capture, Clean Up, & Zonal Enhancements)

- Capture microfilm/microfiche images at a minimum of 300 dpi in black and white.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- All images are certified. Each and every image is checked during Quality Control. We verify effectiveness and minimum legibility through rigorous and systematic quality control.
- Crop excess blank space around image.
- Images are named (tagged for the directory file structure) by Roll No. and Frame No. (or other identifiers).

- Page Validation (automated PG. numbering for validation).
- Multi-level Quality Control (QC) for data and images.
- Case File images are grouped and indexed to form documents by Case Number.
- If requested, annotations are supported to allow the electronic addition (either custom or Roll No./Frame No.) on the digital image to assist in recording keeping.
- 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.
- Optimize and scale images and indexes for loading to the County's Tyler Odyssey electronic records management system. Note: Additional fees from Tyler may apply for final import.

Archival Indexing

- Key and blind re-key verify all documents.
- Index fields include: Case Type, Case No., First Plaintiff, First Defendant, and File Date.

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
Kofile Technologies, Inc.
Account Manager

sgf