

KOFILE TECHNOLOGIES

May 15, 2018

Honorable Annie Elliott
Fort Bend County District Clerk
Fort Bend County Justice Center
1422 Eugene Heimann Circle, Room 31004
Richmond, TX 77469

RE: Preservation & Archival Digitization of Post 1950 Fort Bend County Records Held by the TSLAC

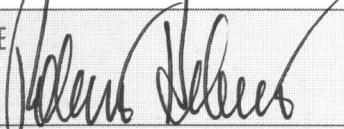
Dear Honorable Annie Elliott,

This proposal provides a quote for the Post-1950 items excluded from the November 4, 2017 Condition Assessment for the Preservation and Archival Digitization of Post-1950 Fort Bend County Records Held by the TSLAC. This quote provides pricing for the Post-1950 items currently in house at Kofile.

PROJECT OVERVIEW

Without a signed agreement, prices are good for 90 days. Pricing is based on a Good Faith Estimate of page and case counts. Billing will occur on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization from the County.

FORT BEND COUNTY DISTRICT CLERK POST 1950 PROJECT OVERVIEW								
RECORDS SERIES	CASE	DATE	QUANTITY			PRICE QUOTE		
			PAGE COUNT	CASE COUNT	QTY.	IMAGE	INDEX	TOTAL
Civil Case File	19435-20743	Post-1950	30,500	3,156	55 boxes	\$38,411.07	\$1,627.31	\$40,038.38
	20744-27499		216,000	6,804	108 boxes	\$82,695.60	\$8,568.72	\$91,264.32
Criminal Case File	7251-9255	1951-1971	46,668	1,864	22 & 4 small boxes	\$58,772.50	\$2,347.38	\$61,119.88
Various Volumes		Post 1950	32,476	n/a	52 vols.	\$17,416.17	n/a	\$17,416.17
PROJECT TOTAL			325,644	9,960	185 boxes, 4 small boxes, & 52 vols.	\$197,295.34	\$12,543.41	\$209,838.75

COUNTY ACCEPTANCE	
 Signature/Title of Authorized County Representative	County Judge
	Date 7.24.2018

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/ 351.4800 F: 214/ 442.5857 WWW.KOFILE.US

SCOPE OF WORK

Records receive the following services as identified in the corresponding pricing table. A permanent log is created for each volume or box to record condition, page order, and services/treatments performed. A final quality check references this log sheet.

IM—Archival Imaging (Image Capture, Clean Up, & Zonal Enhancements)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability. Gray-scale ensures optimum resolution. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- Image Perfect, Kofile's proprietary software, ensures the optimum image quality and uniformity with custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- If requested, annotations (custom or Book, Volume, and Page) are electronically added on the digital image.
- Images are named (for the directory file structure) by Book, Volume, and Page.
- Index images receive stitching, if necessary, if entries horizontally span the length of more than one page.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually.
- 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).
- County receives one MASTER in a suitable medium (e.g., thumb drive, hard drive, DVD, CD).
- Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

ID—Archival Indexing

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

PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. Fort Bend County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ *The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.*
- ▶ *It is entirely voluntary.*
- ▶ *The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.*

To purchase from GSA, 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.

GSA line items are billed per hourly charges for the work performed (coverage is accounted for in the charges):

GSA LINE ITEMS				
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
TCS003	Certified Digital Imaging Architect	\$174.00/Hour	1,133.8813	\$197,295.35
TCS007	Information Assurance Engineer I	\$65.00/Hour	192.9754	\$12,543.40
TOTAL				\$209,838.75

PROJECT INVENTORY & ITEMIZED PRICING

Following is itemized pricing for each record in the project inventory.

PROJECT INVENTORY & ITEMIZED PRICING												
CASE FILES												
RECORDS SERIES	CASE	DATE	PAGE COUNT	CASE COUNT	FORMAT	COND-ITION	BOX COUNT	SERVICE LEVEL	IMAGE	INDEX	TOTAL	TOTAL BY SERVICE FOR SERIES
Civil Case File	19435-20743	Post-1950	30,500	3,156	Tri-fold	Fair	55	IM/ID	\$38,411.07	\$1,627.31	\$40,038.38	\$131,302.70
	20744-27499		216,000	6,804	Flat in folders	Fair	108		\$82,695.60	\$8,568.72	\$91,264.32	
Criminal Case File	7251-9255	1951-1971	46,668	1,864	Tri-fold	Fair	22 & 4 small	IM/ID	\$58,772.50	\$2,347.38	\$61,119.88	\$61,119.88
VOLUMES												
RECORDS SERIES TITLE			VOLUME	DATE	PAGE COUNT	FORMAT	NOTES	LEVEL OF SERVICE	TOTAL			
Criminal Court Minutes			D	1951-1959	624	Loose Leaf		IM	\$282.91			
Criminal Court Minutes			E	1959-1965	640	Loose Leaf		IM	\$290.16			
Criminal Court Minutes			F	1965-1971	642	Loose Leaf		IM	\$291.07			
Criminal Court Minutes			G	1971-1975	662	Loose Leaf		IM	\$300.13			
Criminal Court Minutes			H	1975-1977	678	Loose Leaf		IM	\$307.39			
Criminal Court Minutes			I	1977-1978	390	Loose Leaf	Minor Tape	IM	\$176.82			
District Court Minutes			W	1951-1955	634	Loose Leaf		IM	\$287.44			
District Court Minutes			X	1955-1960	622	Loose Leaf		IM	\$282.00			
District Court Minutes			Y	1960-1963	638	Loose Leaf		IM	\$289.25			
District Court Minutes			Z	1963-1966	644	Loose Leaf		IM	\$291.97			
Execution Docket			9	1955-1970	590	Bound	Heavy Tape	IM	\$594.43			
Execution Docket			10	1969-1980	688	Bound	Heavy Tape	IM	\$693.16			
Grand Jury Minutes			9	1958-1966	478	Bound		IM	\$481.59			
Grand Jury Minutes			10	1967-1972	470	Bound		IM	\$473.53			
Grand Jury Minutes			11	1972-1976	508	Bound		IM	\$511.81			
Medical Register			2	1949-1981	302	Loose Leaf	Heavy Tape	IM	\$136.92			
Medical Register			3	1974-1981	730	Loose Leaf	Heavy Tape	IM	\$330.96			

VOLUMES							
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	FORMAT	NOTES	LEVEL OF SERVICE	TOTAL
Minutes Court of Domestic Relations	1	1973-1974	646	Loose Leaf		IM	\$292.88
Minutes Court of Domestic Relations	2	1974-1975	662	Loose Leaf		IM	\$300.13
Minutes Court of Domestic Relations	3	1975	660	Loose Leaf		IM	\$299.23
Minutes Court of Domestic Relations	4	1975-1976	676	Loose Leaf		IM	\$306.48
Minutes Court of Domestic Relations	5	1976	652	Loose Leaf		IM	\$295.60
Minutes Court of Domestic Relations	6	1976-1977	654	Loose Leaf		IM	\$296.51
Minutes Court of Domestic Relations	7	1977	700	Loose Leaf		IM	\$317.36
Minutes District Court	A-A	1966-1968	708	Loose Leaf	Minor Tape	IM	\$320.99
Minutes District Court	A-B	1968-1970	644	Loose Leaf	Minor Tape	IM	\$291.97
Minutes District Court	A-C	1970-1972	660	Loose Leaf		IM	\$299.23
Minutes District Court	A-D	1972-1974	652	Loose Leaf	Minor Tape	IM	\$295.60
Minutes District Court	A-E	1974-1981	656	Loose Leaf	Minor Tape	IM	\$297.41
Minutes District Court 130th District	4	1963-1966	640	Loose Leaf		IM	\$290.16
Minutes District Court 130th District	5	1966-1968	646	Loose Leaf		IM	\$292.88
Minutes District Court 130th District	6	1968-1970	688	Loose Leaf	Minor Tape - Over-sized Plats	IM	\$311.92
Medical Register	2	1949-1981	302	Loose Leaf	Heavy Tape	IM	\$136.92
Medical Register	3	1974-1981	730	Loose Leaf	Heavy Tape	IM	\$330.96
Minutes District Court 130th District	7	1970-1972	668	Loose Leaf		IM	\$302.85
Minutes District Court 130th District	8	1972-1973	650	Loose Leaf	Photostats	IM	\$556.64
Minutes District Court 130th District	9	1973-1977	672	Loose Leaf	Heavy Tape	IM	\$304.67
Minutes District Court 130th District	10	1976-1981	192	Loose Leaf	Minor Tape	IM	\$87.05
Minutes District Court 240th District	1	1977-1978	374	Loose Leaf	Minor Tape	IM	\$169.56
Minutes Grand Jury	12	1976-1979	478	Bound		IM	\$481.59
Minutes of 130th District Court	1	1947-1953	638	Loose Leaf		IM	\$289.25
Minutes of 130th District Court	2	1953-1959	642	Loose Leaf	2 Page Photostat	IM	\$291.07
Minutes of 130th District Court	3	1959-1963	636	Loose Leaf		IM	\$288.35
Record of Trust Funds		1945-1970	634	Bound	Minor Tape	IM	\$638.76
Sheriffs Return		1973-1979	720	Loose Leaf		IM	\$326.43
Witness Account and Certificate		1974-1977	62	Bound		IM	\$62.47
Witness Accounts Before Court		1967-1973	98	Bound		IM	\$98.74
Witness Accounts District Court		1949-1967	300	Bound		IM	\$302.25
Witness Fee Claim		1978-1980	80	Bound		IM	\$80.60
Transfer Civil Docket	19634-20238	1952-1942	1210	Loose Leaf		IM	\$548.58

VOLUMES							
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	FORMAT	NOTES	LEVEL OF SERVICE	TOTAL
Transfer Civil Docket	20239-20849	1954-1957	1,214	Loose Leaf		IM	\$550.40
Criminal Transfer Docket	7387-7975	1954-1960	1,180	Loose Leaf		IM	\$534.98
Transfer Criminal Docket	7976-8565	1960-1966	1,190	Loose Leaf		IM	\$539.52
Transfer Criminal Docket	8566-9020	1966-1970	954	Loose Leaf		IM	\$432.52

Please let us know if you have any questions.

Sincerely,

Billy Gerwick

Billy Gerwick
Account Manager
billy.gerwick@kofile.us

cec

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

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

Kofile Technologies, Inc.
Dallas, TX United States

Certificate Number:
2018-379951

Date Filed:
07/13/2018

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

Date Acknowledged:

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.

21850

Preservation & Archival Digitization of Post 1950 Fort Bend County Records Held by the TSLAC

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 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

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:
2018-379951

Date Filed:
07/13/2018

Date Acknowledged:
07/24/2018

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

Kofile Technologies, 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.

21850
Preservation & Archival Digitization of Post 1950 Fort Bend County Records Held by the TSLAC

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 UNSWORN DECLARATION**

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)