

# KOFILE TECHNOLOGIES

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,

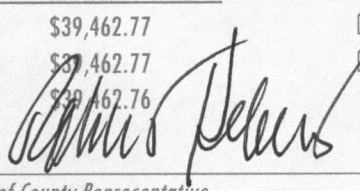
This quote addresses the continuation of archival digitization, archival indexing, and optimization of Probate Case Files for the Fort Bend County Clerk's Office. These Probate Case Files have been preserved previously by Kofile's root company, LBS. All digitized files are formatted for Tyler Technologies, 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		PURCHASING VEHICLE:
PHASE	APPROX. PAYMENT	
<input type="checkbox"/> PHASE 1	\$39,462.77	<input type="checkbox"/> GSA Schedule 70 Contract Number: GS-35F-275AA <input type="checkbox"/> Other: _____
<input type="checkbox"/> PHASE 2	\$39,462.77	
<input type="checkbox"/> PHASE 3	\$39,462.76	
 Signature/Title of County Representative Robert E. Hebert County Judge		8-28-2018 Date

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

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:**  
2018-394225

**Date Filed:**  
08/20/2018

**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:**  
08/28/2018

**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  
Archival Digitization

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)