

Requisition

Req # 00305228

PO #

Date: 09/01/16

Bill To: x
x

Vendor: 404578
KOFIELD PRESERVATION, INC.
6300 CEDAR SPRINGS ROAD
DALLAS TX 75235
FAX (214)442-6669

Ship To: DISTRICT CLERK
100 N. CLOSNER, 1ST FL
EDINBURG TX 78539

Contact: STEPHANIE
956-318-2200

Contract No:

Special Instructions:

REQ. NO: 090116-1

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		TXMAS-13-36010 DO NOT DUPLICATE ORDER		
327092.00	EACH	(IMGP004) Archival Imaging of Case File/Typescript 327,092 \$0.33/Page \$107,940.36	.33	107,940.36
75496.00	EACH	(IMGP004) Archival Imaging of Case File/Typescript-REDACTION & OCR ONLY	.12	9,059.52
8.00	EACH	(HOST001) Set Up Fee	1,000.00	8,000.00
		<u>Account No</u>	<u>Encumbrance</u>	
		6-1100-412-00-090-019-0-350	124,999.88	
			Freight	.00
			Total	124,999.88

Authorized By: _____

HON. LAURA HINOJOSA

HIDALGO COUNTY DISTRICT CLERK

**ARCHIVAL DIGITIZATION,
INDEXING, & REDACTION
OF CASE FILES**

WITH AN OPTION FOR OCR

JULY 14, 2016

KOFILE TECHNOLOGIES, INC.

6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235

P/ 214.351.4800 F/ 214.442.6669

INFO@KOFIL.E.US WWW.KOFIL.E.US

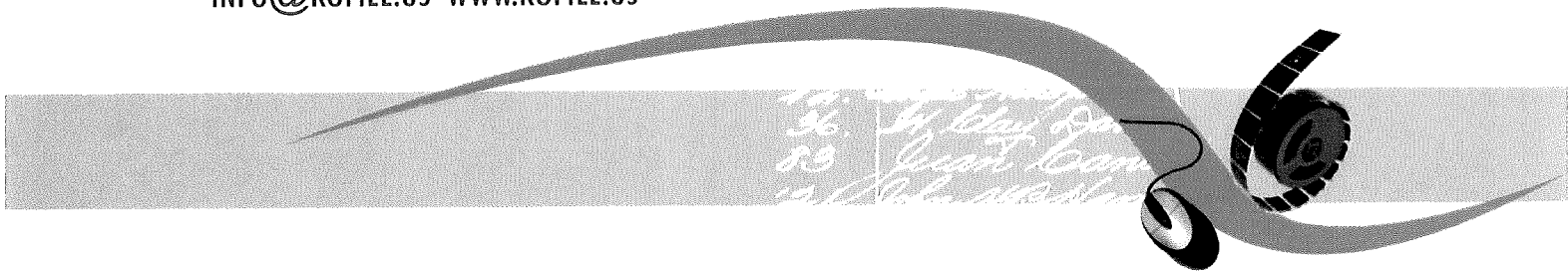


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BO BOWMAN
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I. EXECUTIVE SUMMARY

This quote addresses the archival digitization, indexing, redaction of confidential information, and optimization of Case Management Files for the Hidalgo County District Clerk's Office. All digitized files are formatted for Tyler Technologies, Inc.'s TSG Odyssey® Case Management System. There is also pricing for the project to include optical character recognition (OCR) for all images to assist search capabilities.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete the Hidalgo County's modernization goals. Kofile has taken an innovative approach to this project to ensure a successful outcome. Please note that all image and document counts are a Good Faith Estimate and billing will occur on actual counts.

The options are priced at the maximum budget of \$125,000.00, as provided by the County. The cost also accounts for an estimated \$8,000.00 load fee from the system vendor, and the redaction costs for the 2015 Pilot Project (which addressed one pallet). This Pilot Project averaged 2,359 images per box—equivalent to 75,496 images or 32 boxes per pallet (exceeding the estimated 64,000 pages). Based on these numbers, this project will address:

- | | |
|---|---|
| <p>▶ OPTION I—Image, Index, System Conversion, & Redaction
—398,983 pages of case files
—redaction for the Pilot 75,496 images
—5.29 pallets or 169.13 boxes</p> | <p>▶ OPTION II—Addition of OCR
—338,531 pages of case files
—redaction for the Pilot 75,496 images
—4.48 pallets or 143.51 boxes</p> |
|---|---|

DO IT ONCE, DO IT RIGHT, DO IT FOREVER

Kofile's services are not 'as-is' or 'scan it & forget it.' Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Many projects involve re-imaging what low-bid vendors have already imaged. Kofile invests in the best hardware and software. Technicians are trained to handle fragile documents. Images are the highest quality and are free of distortion and loss of information due to capture.

Archival digitization includes preservation image capture and processing (including custom image cleanup and enhancements) and optimization for access. Image output is multi-page full text-searchable PDF files or TIFF images. Images are indexed and blind-double keyed. Kofile will provide consistently keyed index fields to improve retrieval.

Hidalgo County is assured of the following key differentiators with Kofile's indexing services:

- ▶ *Kofile blind re-keys each field to maintain a 99.25% accuracy rate.*
- ▶ *Our employees are key assets—our Data Entry Manager has 43 years of experience.*
- ▶ *Kofile indexes at our Dallas facility, ensuring data confidentiality and security.*
- ▶ *Kofile does not use third-parties to key—thus, errors and threats to data integrity are minimized.*

With headquarters located in Dallas, Tex., and a conversion facility in San Antonio, Tex., Kofile can work side-by-side with the District Clerk. Kofile's experience with the data conversion of archival documents is inferior to none. Kofile can address any concerns regarding the conservation and handling of fragile items, and superior image capture or microfilming. Kofile appreciates the opportunity to serve the Hidalgo County District Clerk.

II. PROJECT EXECUTION

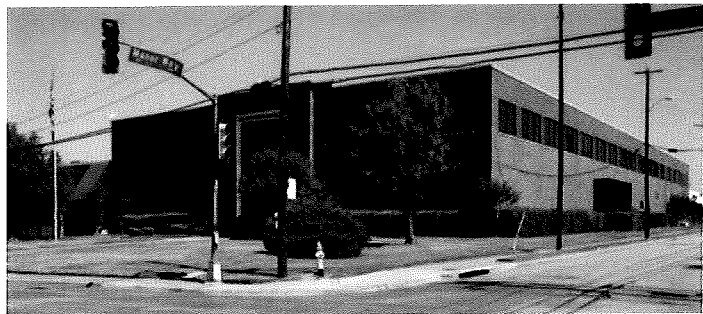
LOCATION OF WORK

Kofile's corporate headquarters is located at 6300 Cedar Springs Road in Dallas, Tex., see *pictured*. We also have a scanning laboratory located in San Antonio, Tex. Kofile possesses a history of responsibility, and it has invested in facilities with superior security to mitigate loss and destruction before they occur.

Our entire Dallas 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.



Hidalgo 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 Texas State Library and Archives Commission's recommended archival climate control standards. 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.

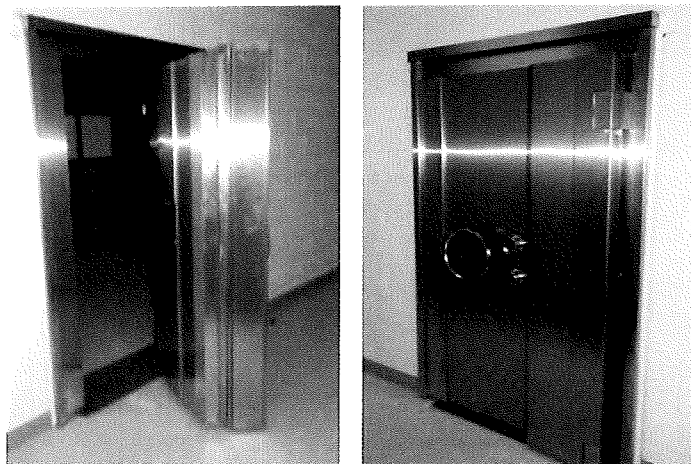
VAULTS

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 methods). 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, Inc. (EPM) recommends.

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



SYSTEM SECURITY

Kofile works in a secured, directory-based environment. Kofile employees are subjected to background checks and extensive interviews. Before they are allowed to 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. Our SQL imaging database maintains a complete audit trail throughout each step for inventory control. 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 previously. 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 establish positive control of the project and to manage the inventory of images, boxes, and microfilm continuously. Kofile employees can track the individual status of each document traveling through our system. PTS is also 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, including 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 Hidalgo County depending on the volume (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 Hidalgo 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 District Clerk's requirements.

III. PROJECT 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.

PROJECT GOALS

- ✓ Modernize & upgrade office systems
- ✓ Eliminate or reduce manual lookups & searches
- ✓ Expedite searches with more records available for electronic retrieval
- ✓ Progress towards a paperless office
- ✓ Protect original records by reducing daily use
- ✓ Reclaim space in the public records area

IMAGING OVERVIEW

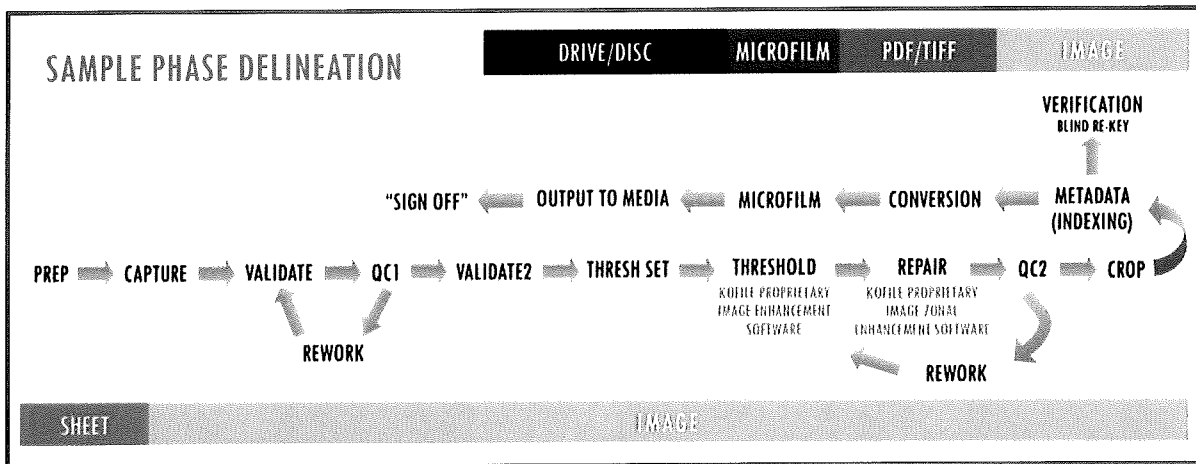
Domain specific knowledge is necessary for this project. A vendor that does not understand permanent asset collections may address the Hidalgo County files as disposable documents. Kofile understands that these are not disposable records, and we will maintain file order and identification.

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.

IMAGE CAPTURE

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. 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 TIFF or PDF format. Images are optimized and scaled for system output.

Please see the following page for a Typical Conversion Plan for Case File projects.



TYPICAL CONVERSION PLAN FOR CASE FILES

NO.	TASK	ASSIGN	START /END	STATUS	COM- MENT
1.0	SCOPE OF WORK & QUOTE				
1.1	Develop scope of project i.e. budget, date ranges, case range.	County & Kofile			
1.2	Sign, edit, & return executed quote or contract to Kofile.	County			
1.3	Issue Purchase Order per TXMAS Contract and report purchase in TxSmartBuy.	County			
2.0	BOX PICK UP FROM STORAGE SITE				
2.1	Export database of Case Files in a pipe delimited format, if applicable.	County IT			
2.2	Create manifest for Box Pick (a listing of case files per box).	Kofile			
2.3	Box Pick up from Client site(s).	Kofile			
2.4	Repeat Items 2.2 - 2.4 until scope of project (Item 1.1 pick up).	County & Kofile			
3.0	KOFILE PRODUCTION TASKS				
3.1	Inventory receivables and verify receipt.	Kofile			
3.2	Document Prep (<i>e.g. remove clips & staples, tape receipts to black pages, position envelopes for scan. May require copying case file folder for inclusion.</i>)	Kofile			
3.3	Scan at 300 dpi at 256 gray levels with image enhancement to include deskew, despeckle, character repair, & zonal processing.	Kofile			
3.4	Quality Assurance (QA) Tasks include a visual examination of each image & comparison of image to paper. Compare Index data to database (Item 2.1) to match data.	Kofile			
4.0	DELIVERY OF IMAGES FOR IMPORT				
4.1	Provide media (CD, DVD, hard drive) for image & metadata delivery—includes case count, multi-page PDF files, & metadata.	Kofile			
4.2	Import images & metadata, if applicable. Verify that case count & other info matches quantity provided by Kofile.	County IT			
4.3	For imports with exceptions, provide Kofile with a list of exceptions for reimport.	County IT			
4.4	Verify users can access newly imported images & metadata.	County IT			
4.5	Back up Document Repository with newly imported images & other databases that may require a backup.	County IT			
5.0	COUNTY QUALITY ASSURANCE (QA) REVIEW				
5.1	County to complete a QA delivered Files.	County			
5.2	County to provide Kofile with an exception list of any issues.	County			
6.0	RETURN OF DOCUMENTS				
6.1	Documents return for storage.	Kofile			
7.0	MISCELLANEOUS				
7.1	Invoice monthly for images delivered to the County.	Kofile			

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 uniform images. It provides proprietary algorithms to achieve high image quality. Algorithms are 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 quickly and efficiently. This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners. 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.

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed



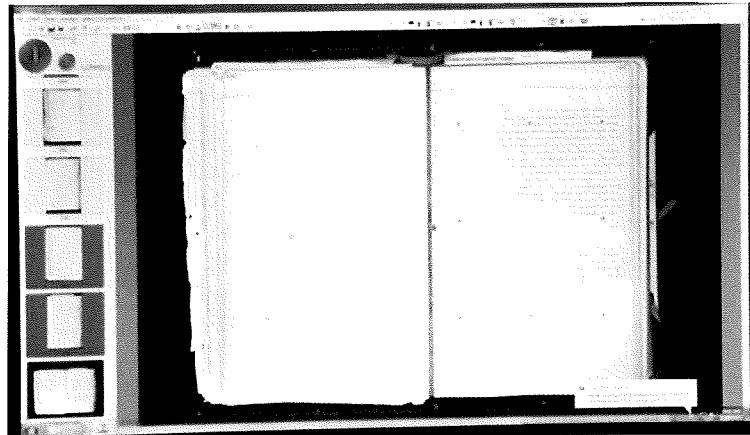
The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

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> and <www.courierpress.com/news/local-news/county-digitizes-century-old-records>.

image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Images are zonal enhanced to improve readability.

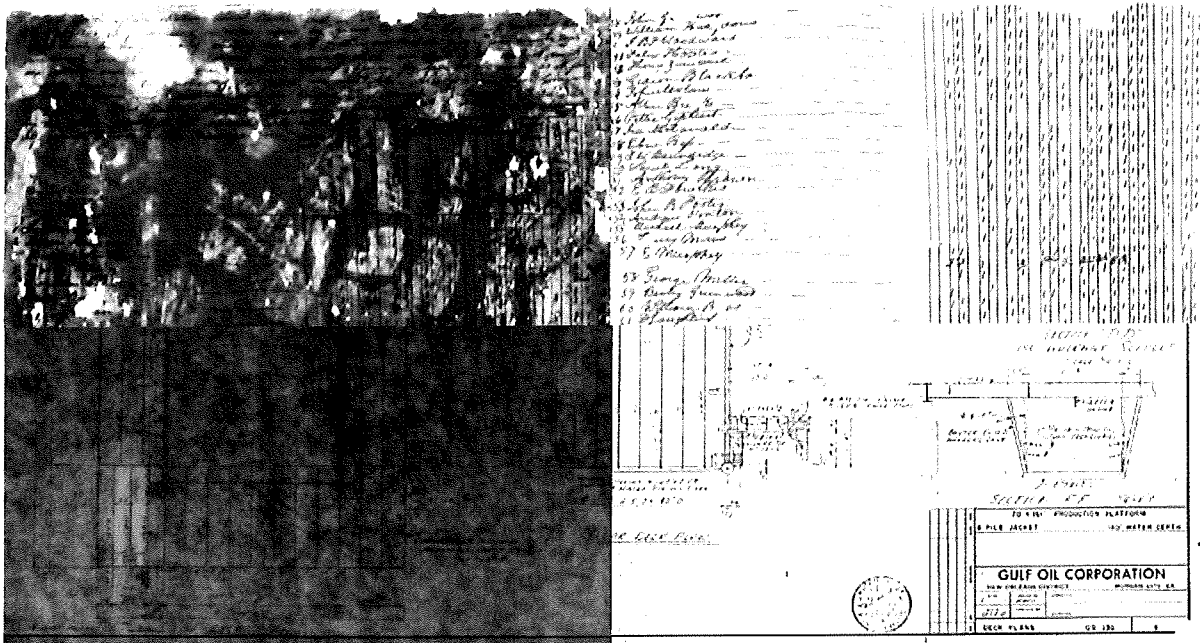
Quality Targets (pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. IMAGE PERFECT measures each image at a minimum for:

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



Quality Targets permit operators to view image quality at the time of the scan. Images, even those scanned on different devices, are "normalized" as if 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 serve as the foundation for our quality assurance analysis.

Annotations are supported to allow the 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.



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

QUALITY CONTROL (QC)

Quality control (QC) is a key element. QC ensures that all images are certified. **Kofile sight-checks each and every image.** Kofile's quality assurance involves 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. 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).

ARCHIVAL INDEXING

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

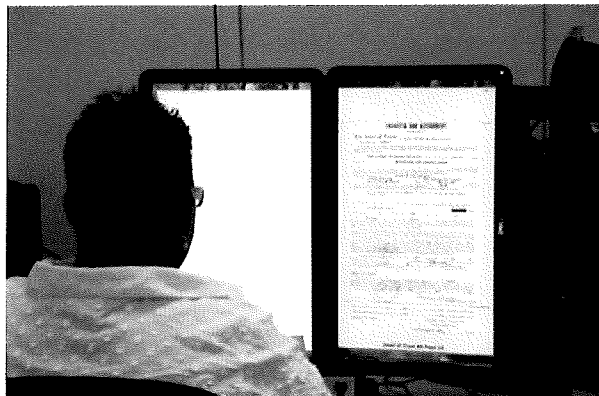
Our Data Entry Manager, Wanda Gomez, has over 43 years of experience. She excels at placing the customer's needs first, and her expertise is invaluable.

Before indexing commences, Kofile conducts a comprehensive assessment of the Office's indexing specifications. This allows for accurate and consistent indexes to guarantee quick user searches. The assessment includes documenting established methods of indexing specific instruments, clarifying terminology, and determining the standards used for entering names, dates, and other required basic information. This analysis produces essential information to ensure the metadata's accuracy and integrity. Full consideration is given to all indexing situations, including:

- ▶ differentiation between individual names & corporation names
- ▶ government departments & agencies
- ▶ alternate & alias names
- ▶ abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)

Data Entry Procedures

Kofile performs key entry at least twice for every field. Following the initial field key entry, the record displays to a second technician. This individual also keys the field (also termed a "blind re-key"). The software compares the entries. If they do not match, the record is sent to a supervisor. In quality control (QC), managers and supervisors internally research problematic processes. If County input is required, Kofile will contact the District Clerk directly. Client involvement demonstrates Kofile's pride in building successful relationships.



This supervisor identifies the problem with the field entry and determines if it is a one-time keying error or a prevailing issue. The supervisor decides if a new keying standard is needed. The record is then sent to another technician and keyed again. **With this methodology, each field is blind-keyed three times.**

REDACTION

Per the County's request, Kofile will perform redaction on the following fields:

- ▶ *Social Security Number*
- ▶ *Driver's License Number*
- ▶ *Date of Birth*
- ▶ *Bank Account Number*

OPTICAL CHARACTER RECOGNITION (OCR)

OCR processing of all of the project's typescript (typed) images. Following OCR, these images will allow for full text searches—not just the indexed fields. Output file is multipage full text searchable PDF file (one file per case).

TSG ODYSSEY® CONVERSION

With increasing demand for digital access to court records, many Texas counties turn to Tyler Technologies, Inc.'s TSG Odyssey® Case Management. Despite Odyssey®'s convenience, users struggle to maximize its potential. Few companies properly format paper case files for Odyssey®. Kofile has imaged, indexed, and imported multiple Odyssey® projects.

Kofile worked closely with Odyssey®'s TSG development and conversion teams to create a customized import experience. Our specialized process and application simplifies this conversion process for Tyler Technologies, Inc. TSG personnel.

BENEFITS OF ODYSSEY® + KOFILE

- ▶ *Faster import of images & indexes into Odyssey®.*
- ▶ *Eliminate conversion errors due to improper formats.*
- ▶ *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.

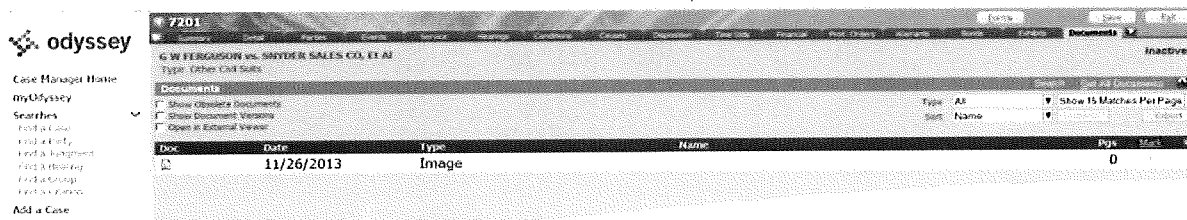
Kofile's standard process for importing case files incorporates Odyssey®'s pre-existing indexes, if available. If no index exists, Kofile indexes each case file per the project-specific fields. Kofile merges the index with the new image, and imports the case into Odyssey®. Imaging an entire case maximizes 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.

Importation Process

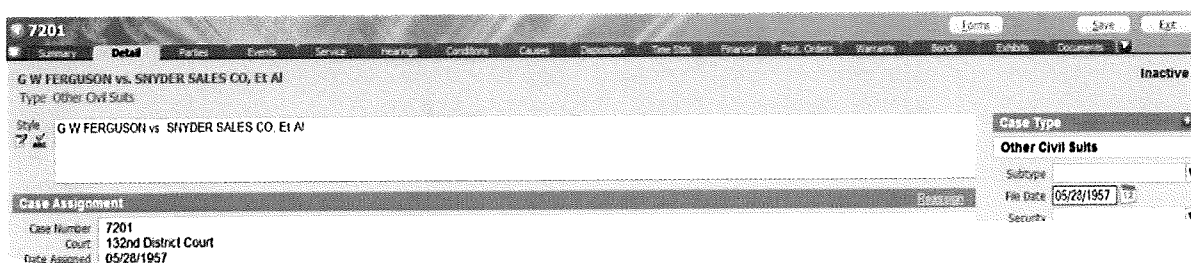
Kofile's process for importing case files differs when the files have an existing index in Odyssey®. The process for importing case files with an pre-existing index in Odyssey® includes the export of the existing index, matching it with the appropriate case files, importing images, and merging images 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 The new indexes and corresponding images are imported into Odyssey® and displayed as "Historical Conversion" or "Archived Images" in the "Documents" tab in the Odyssey® system.

Odyssey® Screen Shots (PLEASE NOTE THAT IMAGES OF THE ODYSSEY® SYSTEM ARE THE PROPERTY OF TYLER TECHNOLOGIES, INC. AND ARE USED FOR INFORMATION PURPOSES.)

DOCUMENT TAB



DETAIL TAB



Imaging & Individual Events

While Kofile can load images to custom areas within Odyssey® (including loading individual events into existing or new indexes), attaching images to individual events is not recommended. Per the former, 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 does not match the pre-existing index. Thus, technicians must manually attach mismatched indexes and images. This results in additional costs that instead could be allocated to more detailed plaintiff/defendant indexing or imaging.

Kofile's references can attest to the convenience of an entire case imaged under a single line in the "Documents" tab. This maximizes the number of complete case files imaged. Whereas, attaching a smaller percentage of case file images to individual events requires a constant need to reference the original documents. Eliminating the need to access and re-shelve case files liberates employees to perform other tasks.

IV. PROPOSAL PRICING

This project is presented via TXMAS Contract No. **TXMAS-13-36010** per Hidalgo County's cooperative purchasing membership. **Please reference this contract number on the resulting purchase order.** Without a signed Agreement, prices are good for 90 days from the date of this proposal. Upon approval, pricing remains firm for the contract term. Please note that pricing is based on a Good Faith Estimate of image and document counts. Billing will occur on actual counts based upon the unit pricing presented herein; not to exceed the amount of the County's Purchase Order.

HIDALGO COUNTY DISTRICT CLERK ARCHIVAL DIGITIZATION OF CASE FILES									
OPTION	RECORDS SERIES	FORMAT	APPROX. PALLETS	APPROX. BOXES	IMAGE COUNT	LEVEL OF SERVICE	UNIT PRICE	LINE ITEM TOTAL	OPTION TOTAL COST
OPTION I: IMAGE, INDEX, SYSTEM CONVERSION, & REDACTION									
Opt. I	Case File	<i>Flat/Typescript</i>	5.29	169.13	398,983	IM/ID/RD	\$0.28	\$111,715.24	\$124,999.96
	Pilot Project		1	32	75,496	RD	\$0.07	\$5,284.72	
	LOAD FEE*								
OPTION II: IMAGE, INDEX, SYSTEM CONVERSION, REDACTION, OCR									
Opt. II	Case File	<i>Flat/Typescript</i>	4.33	138.66	327,092	IM/ID/RD/OCR	\$0.33	\$107,940.36	\$124,999.88
	Pilot Project		1	32	75,496	RD/OCR	\$0.12	\$9,059.52	
	LOAD FEE*								

**The TSG Odyssey® Case Management System load fee is an estimated cost. If the actual load cost be less than estimated, the difference (less the applicable TXMAS fee of 1.5228%) will be applied to the project to address additional images.*

(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, Case No., first Plaintiff & Defendant, and File Date.

(RD) Redaction

- Redact SSN, DOB, Driver's License No., and Bank Account No.

(OCR) Optical Character Recognition

- Enable full text search within each case file.

Other Included Services:

- Intermediate Conversion Database for importing upon indexing completion.
- Images/metadata electronic off-site security backup.

KOFILE TECHNOLOGIES

COUNTY ACCEPTANCE	<input type="checkbox"/> OPTION I	<input type="checkbox"/> OPTION II
Signature of Authorized County Official/Title	Date	

TXMAS BILLING

The following TXMAS line items are used to bill the project as applicable:

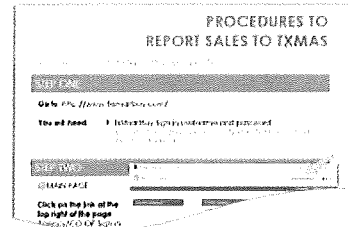
ITEM NO.	NIGP	DESCRIPTION	QTY.	UNIT PRICE	LINE ITEM
OPTION I					
IMGP004	92030	Archival Imaging of Case File/Typescript	398,983	\$0.28/Page	\$111,715.24
IMGP004	92030	Archival Imaging of Case File/Typescript—REDACTION ONLY	75,496	\$0.07/Page	\$5,284.72
HOST001	92003	Set Up Fee	8	\$1,000.00/Each	\$8,000.00
OPTION II					
IMGP004	92030	Archival Imaging of Case File/Typescript	327,092	\$0.33/Page	\$107,940.36
IMGP004	92030	Archival Imaging of Case File/Typescript—REDACTION & OCR ONLY	75,496	\$0.12/Page	\$9,059.52
HOST001	92003	Set Up Fee	8	\$1,000.00/Each	\$8,000.00

TXMAS Reporting Requirements

Upon purchase of a TXMAS project, the County reports the order on the TxSmartBuy System <www.txsmartbuy.com/>. *Hidalgo County's CO-OP Listing per the Texas Comptroller of Public Accounts' (CPA) website:*

CO-OP #	C1080
Contact	Martha L. Salazar, martha.salazar@co.hidalgo.tx.us
Expiration	31-MAR-2017

Kofile has prepared instructions to assist Counties in the reporting process. Please review these instructions as attached (*excerpt as seen to the right*).



V. KEY PERSONNEL

True pioneers in micrographics, imaging, re-creation, and data entry solutions for government records manage Kofile's projects. Our projects often continue in multiple phases over many years and administrations. The combination of our experienced imaging team and technology competence and our status as a software developer augments our capability to enhance image processing.

SCOTT FAUSTO

Fausto has over 20 years of experience in sales and project management for the county recording offices and the private sector. His experience managing county recording systems gives him unique insight into the needs of local government. Fausto specializes in analyzing county government workflows and developing cost-effective recording system solutions tailored to the needs of each client. Fausto gives educational presentations and software demonstrations, and he can assist in training and instruction during implementation processes. Fausto's diverse knowledge of records management and workflow analysis and best practice implementation make him a crucial member of the Kofile team.

CATHERINE 'CATHY' DROLET

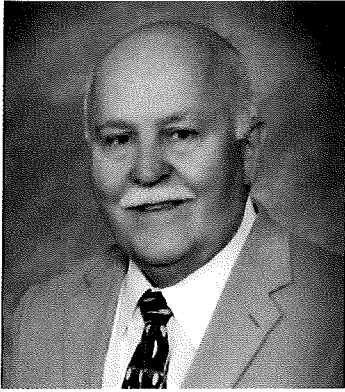
Drolet has been in the document management industry since 2006, and she is a Certified Digital Imaging Architect (CDIA+).

Drolet has experience in business development, account management and project management for the state and local public sector. She helps clients manage their procurements with state contracts. Drolet's expertise is in converting high volumes of critical papers and film in a confidential environment utilizing a tightly managed and secure approach.



EUGENE SISNEROS

Sisneros has been in the land title recording and records management industry for over 22 years. He was involved in the early stages of eRecording in both Colorado and the national arena. He has consulted on records management across the country for the private sector and government. Sisneros gives educational and informational lectures on government trends and industry services. His knowledge of the records management business and the creation and implementation of standards and workflow makes Sisneros an indispensable asset to Kofile.

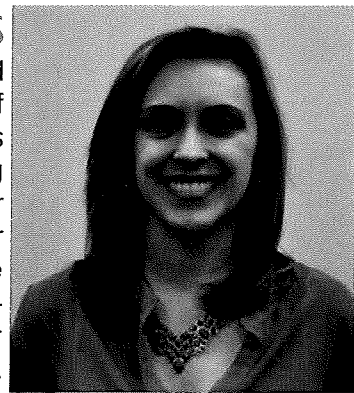


BO BOWMAN

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.



PROCEDURES TO REPORT SALES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.

STEP ONE

Go to: <http://www.txsmartbuy.com/>

- You will need:**
1. TxSmartBuy Sign in email address and password
(usually managed by Purchasing Dept. or Auditor—if you do not have yours, contact TxSmartBuy)
 2. Kofile's Quote

STEP TWO

@MAIN PAGE

Click on the link at the top right of the page:
Sign in

Sign into the system

NEED MORE HELP?
For additional help logging in or entering orders, email txsmartbuy@cpa.state.tx.us or call TxSmartBuy toll free 888-479-7602 or 512-936-2764 (in Austin).

STEP THREE

Use the Search Bar at the top left of the page to enter: Kofile

STEP FOUR

@SEARCH RESULTS

Click the blue button:
Add to cart

KOFILE TECHNOLOGIES

STEP FIVE

@ADD ITEM TO CART

Add Item to Cart
CLOSE x

Item Information

Quantity: 1500.00
 Dealer: Austin Business F

Commodity Code:
 Unit Price: \$1.00 per
 Description: EXMAS Office Furniture Quote 1 - 2013-2014-2015-16

Shipping Details

Delivery date: 4/24/2011

Ship to saved address: 987 Major Lane, Address
 Add. address:

Additional Charges EXMAS Incidental \$0.00 Charged \$0.00 Subtotal: \$0.00

Price	Description	
\$	This is only used for open market incidental items NOT THE TOTAL QUOTE	x

Total: \$1,305.89 x Cancel **Add to Cart**

Complete the following prompts, if applicable:

- Enter total quote \$ amount as the **QUANTITY**:
If quote amount is \$1,305.89, then enter \$1,305.89 as the item quantity.
- If dealers are available, choose dealer from the pull down.
- Enter the amount for non-incidentals fees as the quantity of the \$1 item.
(Kofile does not quote any non-incidentals fees).
- Add other charges using the 'Charges tab,' if necessary.
- Choose Delivery date.
- Choose Shipping Address.

Internal Tracking No.: Use the County-issued Purchase Order No.

Add to Cart.

STEP SIX

@MY CART

Attach Kofile quote:
 Attach File to Item >
 Choose File

Type in the box 'Add Note to Item': See attached Quote #...

Proceed to checkout.

My Cart
Checkout
Confirmation

HOME > SHOPPING CART
My Cart
1,425.99

Item

EXMAS Office Furniture Quote 1 - 2013-2014-2015-16

Incidentals

EXMAS Incidental \$0.00

Add Note to Item

Attach File to Item
 Choose File / No File chosen

Shipping Address

987 Major Lane
 Austin, TX 78701
 Delivery Date: 10

Price **Qty** **Subtotal**

\$1.00 1 \$1.00

Subtotal

\$120.00

Order Total: \$1,563.99

Search for keywords



Glenn Hegar Texas Comptroller of Public Accounts

(<http://www.window.state.tx.us/>)



(<http://www.txsmartbuy.com>)

Contracts

Reports

Help (/help/)

0 items

Contract Details: # TXMAS-13-36010

Search for items in this contract (/ex_search/false/contract_number/TXMAS~13~36010)

Number	TXMAS-13-36010
Description	Record Preservation
Category	TxSmartBuy
Type	TXMAS
Start Date	11/29/2012
End Date	9/19/2017
Fed	GS-03F-0169Y
Purchase Category Code (Agencies Only)	PCC X
Optional Renewal Terms	This Texas Multiple Award Schedule (TXMAS) contract is renewed on the date that the governmental entity that awarded the underlying contract exercises any renewal options. All State of Texas terms and conditions will continue and apply to all renewal periods by mutual agreement. The contractor has certified that the prices reflected in the contractor's catalog are the same as the prices contained in the most current modification to the underlying contract.

Zimbra**tanya.delira@co.hidalgo.tx.us**

Re: Kofile Proposal

From : Stephanie Palacios
<stephanie@co.hidalgo.tx.us>

Thu, Sep 01, 2016 11:43 AM

Subject : Re: Kofile Proposal

To : Tanya De Lira <tanya.delira@co.hidalgo.tx.us>

Good morning Ms. Tanya, we will be going with option 2.

From: "Tanya De Lira" <tanya.delira@co.hidalgo.tx.us>

To: "Stephanie Palacios" <stephanie@co.hidalgo.tx.us>

Sent: Thursday, September 1, 2016 9:43:51 AM

Subject: Kofile Proposal

Ms. Stephanie, I am currently working on the Kofile Proposal, however it does not specify what option you are going with.

Please advice.

Tanya De Lira

Hidalgo County Purchasing Department
2812 S. Business Hwy 281
Edinburg, Texas 78539
O 956 292 7000 x 4878
F 956 292 7612



From:
\$0.47
incl: s
From 1 source

IT Data
Conversion
ServicesArchival
Image Processing.
Archival Imaging
of Unbo und
Positive/Typescript
Record, Price Per
Page

Mfr: KOFIIE
PRESERVATION.
INC.



ARCHIVAL IMAGE PROCESSING
IMGP004

From:
\$0.38
incl: s
From 1 source

IT Data
Conversion
ServicesArchival
Image
Processing.
Archival Imaging
of Case
File/Typescript
Record, Price Per
Page

Mfr: KOFIIE
PRESERVATION.
INC.



INDEXING
IND001

From:
\$1.93
incl: s
From 1 source

IT Data
Conversion
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Archival Indexing
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Document

PRESERVATION.
INC.

DISAST
PURCH



DIGITAL ARCHIVE HOSTING
HOST001

From:
\$1,925.44
incl: s
From 1 source

IT Data
Conversion
ServicesDigital
Archive Hosting.
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Mfr: KOFIL
PRESERVATION.
INC.

DISAST
PURCH



MICROFILM SERVICES & PRODUCTS
MSP007

From:
\$33.70
incl: s
From 1 source

IT Data
Conversion
ServicesMicrofilm
Services &
Products. Brown
Toning Microfi
Im16 MM x 100,
Price Per Roll

Mfr: KOFIL
PRESERVATION.
INC.

DISAST
PURCH

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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:
2016-107499

Date Filed:
09/01/2016

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.
Hidalgo County

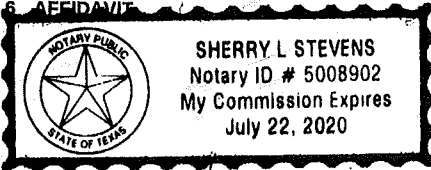
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
305228
Archival Digitization, Indexing, & Redaction of Case Files Option II with the Addition of OCR for the Hidalgo County District Clerk's Office, \$124,999.88, TXMAS

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.



John D. Woods

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said John D Woods, this the 1st day of September 2016, to certify which, witness my hand and seal of office.

Sherry L Stevens Sherry L Stevens Notary Public
Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath