

# IV. PROPOSAL PRICING

## PROJECT OVERVIEW

HIDALGO COUNTY DISTRICT CLERK PROJECT OVERVIEW							
RECORD SERIES	QTY,	INCHES	PAGES/INCH	APPROX. IMAGES	ORIGINAL FORMAT	LEVEL OF SERVICE	LINE ITEM TOTAL
Civil Dockets	113,115 <i>cases</i>	825"	152.35 pgs./in.	125,689	Flat	IM/ID	\$227,929.23
Criminal Dockets	1,481 <i>cases</i>	27"	274.23 pgs./in.	7,404	Flat	IM/ID	\$5,594.95
PROJECT SUBTOTAL							\$233,524.18

### COUNTY ACCEPTANCE

- ▶ Without a signed contract, prices are good for 90 days. Upon approval, pricing is firm for the contract term.
- ▶ Pricing is based on a Good Faith Estimate of page and case counts. Page and case counts have been increased by ten percent. Billing will occur on actuals based upon agreed upon pricing; not to exceed the P.O. with written authorization from the County.

\_\_\_\_\_  
Signature/Title of County Representative

\_\_\_\_\_  
Date

### Pricing Includes:

#### (IM) Archival Imaging—Image Capture, Processing, & Enhancements:

- Document Prep (Staple Removal, etc.) & Return in Plastic File Bins (without re-bradding).
- Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a multi-page TIFF or PDF.
- Images will be grouped into cases if docket sheets are more than one page.
- Kofile performs custom clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Tag/index each image by case number.
- Each image is certified and sight-verified.
- Reverse sides of docket sheets are deleted unless they contain typed or written information.
- The County receives one MASTER COPY in a format appropriate to project size. Kofile will hold a security copy of the images for safe keeping.

#### (ID) Archival Indexing

- Manual keying of Civil or Criminal, Plaintiff, Defendant, Case No., and File Date each docket.

#### Other Included Services:

- This project will return in letter/legal-size boxes, as appropriate.
- 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 SCHEDULE 70 CONTRACT COOPERATIVE PURCHASING

Kofile has a federal cooperative purchasing (CO-OP) contract that extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. Hidalgo County is eligible for to purchase from this contract.

Our 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, you only need follow Hidalgo 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 11 are billed as GSA line items. GSA line items are billed per hourly charges and include the following:

PART NO.	ITEM	UNIT PRICE	QUANTITY	TOTAL PRICE
TCS003	Certified Digital Imaging Architect	\$174.00 /Hour	1,342.093	\$233,524.18