

HONORABLE LISA DAVID
WILLIAMSON COUNTY DISTRICT CLERK

ARCHIVAL DIGITIZATION OF
VOLUMES & PRE-PRESERVATION
OF CASE FILES
WITH OPTIONAL INDEXING OF COPYFLOW
VOLUMES

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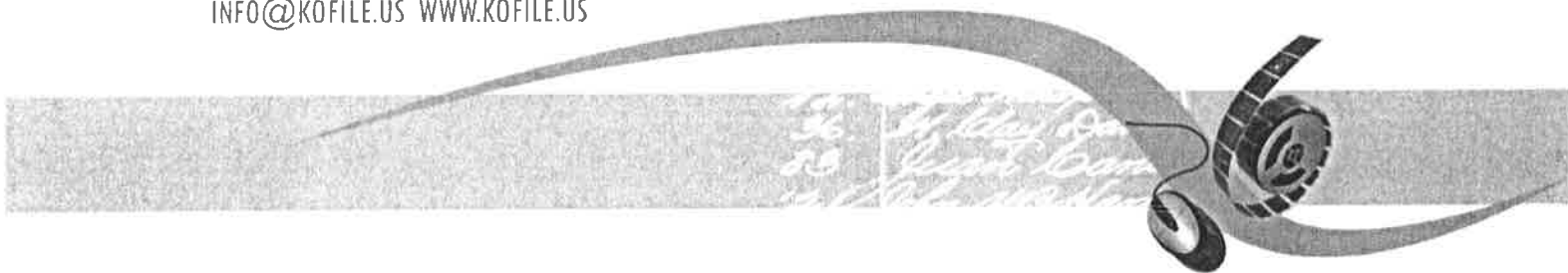


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I. EXECUTIVE SUMMARY

This proposal addresses the archival digitization (including image capture and processing) of 147 volumes of District Court Minute Books and Indexes (with a Good Faith Estimate of 101,668 pages) and 64 shuck drawers (with a Good Faith Estimate of 76,800 pages) for the Williamson County District Clerk. Trifold Case Files will receive pre-preservation services, and volumes with CopyFlow pages have an option for indexing. Please note that all image counts are a Good Faith Estimate. Document counts will be provided upon project selection and an in-house inventory of the volumes.

This project will relieve dependence on paper by ensuring superior digital copies of the original records. Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Williamson County District Clerk's modernization goals. All pricing is based on a Good Faith Estimate of page counts, and is good for 90 days from the date of this proposal.

Kofile is uniquely qualified to address the long-term preservation, management, digital access, and storage of any permanent retention records and active records. Preservation insures the survival of **source originals** for the application of future technologies.

DO IT ONCE, DO IT RIGHT, DO IT FOREVER

This philosophy is the driving force placing Kofile above other imaging competitors. Our services are not 'as-is' or 'scan it and forget it.' Our basis for success is decades of experience, realistic solutions, and professional analysis. Kofile guarantees that all work is the highest quality and free of distortion or information loss due to capture. Williamson County is assured of the survival of the Best Original Image for the application of current and future technologies.

Williamson 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.*

Kofile understands the need for access to public records and ease of rapid, digital retrieval. This proposal addresses the ability of the Kofile solution to meet the Williamson County District Clerk's requirements, including Quality Control, Image Capture and Processing, Standards, and Security.

With headquarters located in Dallas, TX, Kofile can work side-by-side with the District Clerk. Miriam Gray, Account Manager, will handle all communication with Williamson County, and ensure the project is completed on schedule and according to Williamson County's standards.

With Kofile, Williamson County saves money, eliminates exposure of assets at multiple locations and overseas, and ensures a resulting digital image that is the highest quality and free of distortion or information loss due to capture. Kofile appreciates this opportunity to be of service to the Williamson County District Clerk in this engagement.

II. PROJECT EXECUTION

LOCATION OF WORK

Kofile's corporate headquarters is located at 6300 Cedar Springs Road in Dallas, TX, see *right*. Kofile possesses a history of responsibility, and it has invested in a facility with superior security to mitigate loss and destruction before it occurs.

The Dallas facility is a fire-resistant brick and concrete building with structural steel support members, and fire-rated walls, ceiling, and flooring.

The facility is F5 Tornado Resistant according to an architectural assessment preformed 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.



Williamson County is welcome to inspect the Kofile facility—with or without notice—at any

Regulated Facility Environment

Kofile has 24-hour temperature and Relative Humidity (RH) controls. All work areas for original Documents meet the archival climate control standards as supported by the Texas State Library and Archives Commission. 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.

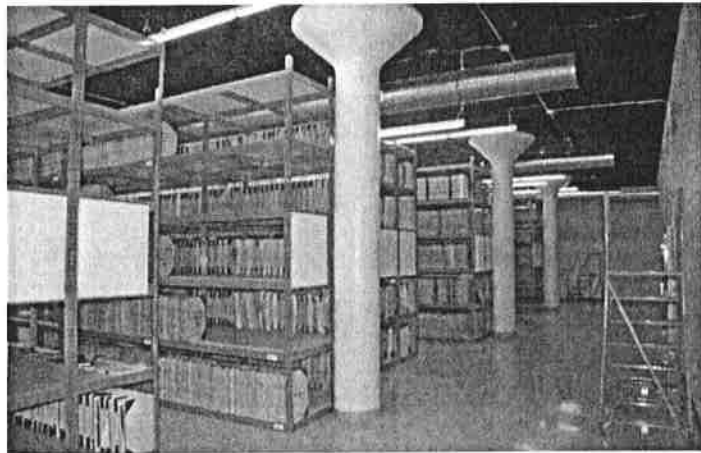
VAULTS

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 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.

OWNERSHIP OF DATA

All Williamson County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Williamson County. This policy is applicable to any agreement, verbal or written, between Williamson 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 Williamson 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.

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.



INFORMATION REQUESTS

"Hot Shots," or Williamson 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. PRESERVATION METHODOLOGY (CASE FILES ONLY)

Kofile performs all preservation services in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation (AIC). This includes conservation treatments, restoration, and rehousing of records with archival solutions and products. Kofile regularly addresses historical and permanent documents, and Kofile never utilizes any treatment, repair, or maintenance that is not reversible.

The following is an overview of treatments and services available at the Kofile lab. Services will be applied and equipment utilized as needed for individual pages.

CONSERVATION TREATMENTS

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of material deposits. This includes dust, soot, airborne particulates, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. Superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.

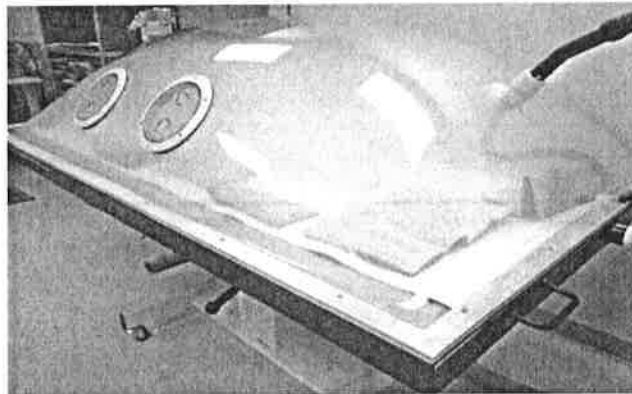
Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Flattening and Humidification

Improperly stored, papers become inflexible and retain a memory of the storage position. Flattening occurs in the Kofile lab with the strictest archival environmental control standards.

'Flattening' is accomplished by a variety of methods and tools. Tacking irons are one such tool and have adjustable temperature controls to alleviate damage. Another method uses moderate pressure drying between acid-free blotters. Monitoring eliminates bleeds and mold/fungus.



Ultrasonic Humidification Chamber.

Items are humidified after testing the image solubility. The Ultrasonic Humidification Chamber can correct the most fragile document's folds and bends. This machine is enhanced with a cross flow and features a humidity dome and ultrasonic humidifier. Private labs are rarely equipped with this device, and this significant investment represents Kofile's foresight and commitment to offering the best available technology.

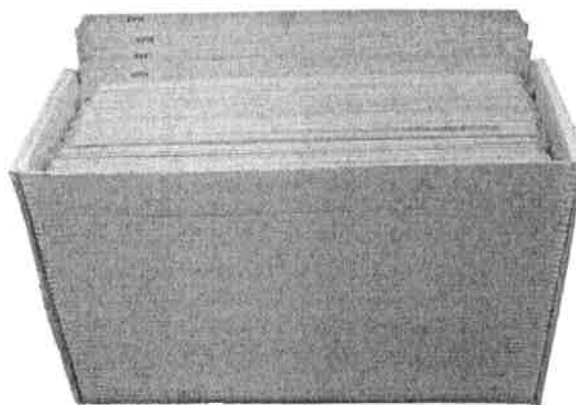
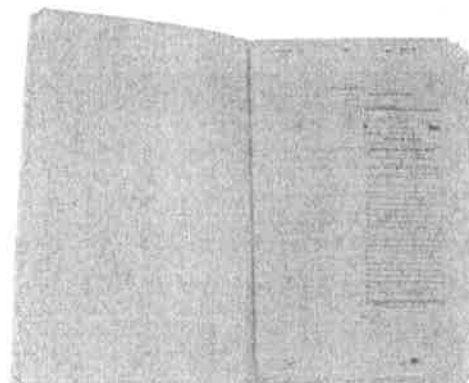


Bastrop County Probate Cases. The box to the left is the original box, and the Coroplast™ boxes to the right are the rehoused files.

ARCHIVAL BOXES & FOLDERS

Following imaging, sheets are placed in archival acid free folders and housed in corrugated archival boxes for return. These boxes are acid free and comprised of a chemically inert co-polymer. They offer unparalleled strength and high density, and they are water resistant. Each box and folder is appropriately labeled as to its contents.

The original shuck envelopes can be saved and preserved for return, or, as pictured above, photocopied to save space in the returning files.

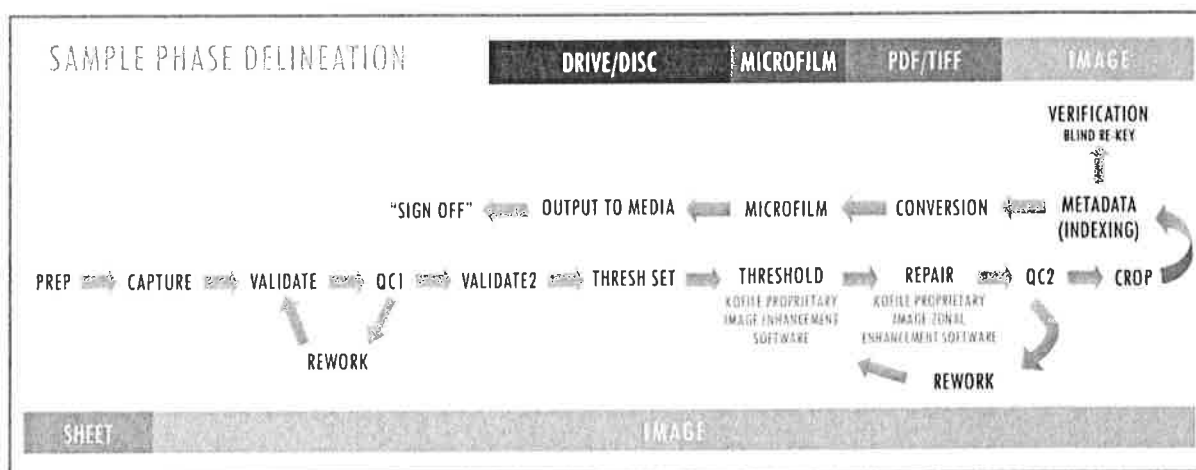


IV. ARCHIVAL DIGITIZATION METHODOLOGY

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. 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.

Kofile understands the need for access to public records and ease of rapid, digital retrieval. Services differ because materials are addressed according to their condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. Kofile invests in the best hardware and software available on the market.

Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster. 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.



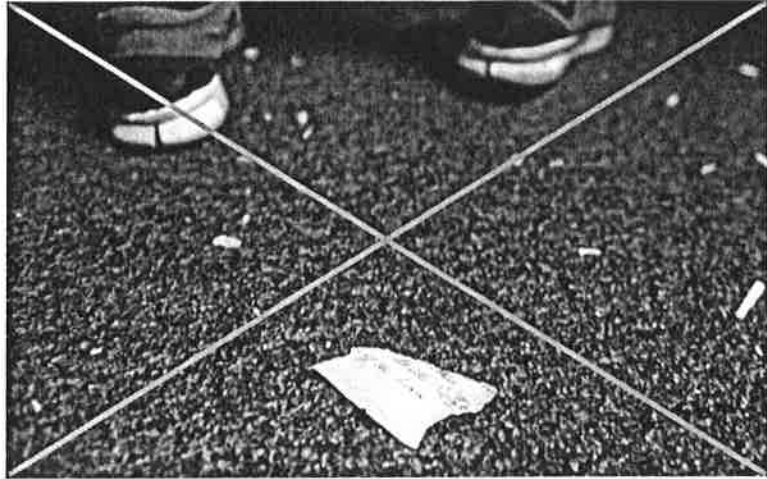
IMAGING OVERVIEW

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

Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process are verified through rigorous and systematic quality control. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

IMAGE CAPTURE

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



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>.

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.



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 image uniformity. It provides proprietary algorithms to achieve high image quality. The utilization of 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 correct problems in a quick and efficient manner.

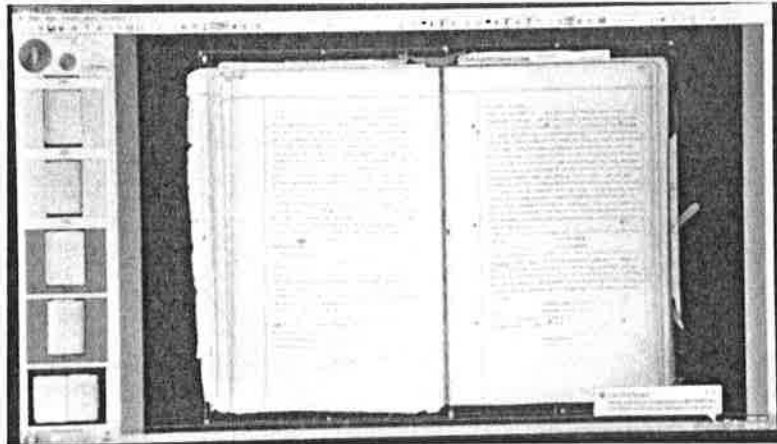
This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners or those of different types. The Assured Image delivers consistent, high-quality output.

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

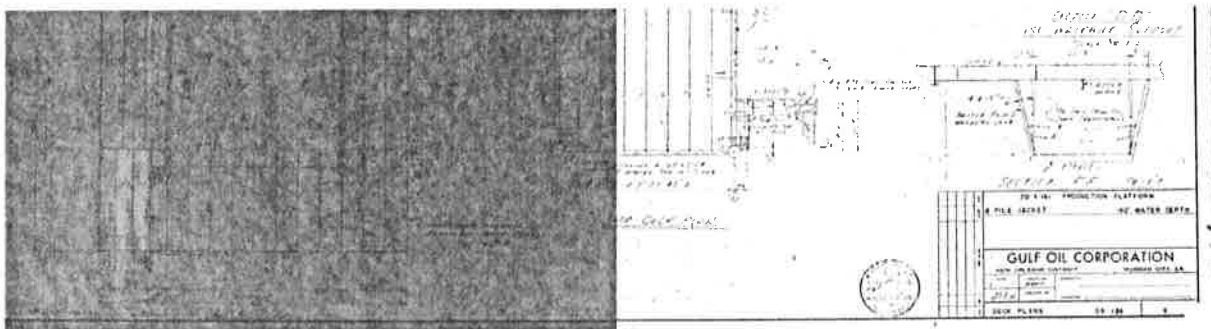
Quality Targets (see right) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. The *Quality Target* serves as the foundation for our quality assurance analysis. *IMAGE PERFECT* measures each image at a minimum for the following attributes:

- Target DPI
- Target Tone scale & 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.

Kofile performs Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.



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

Annotations are supported to allow the electronic 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.

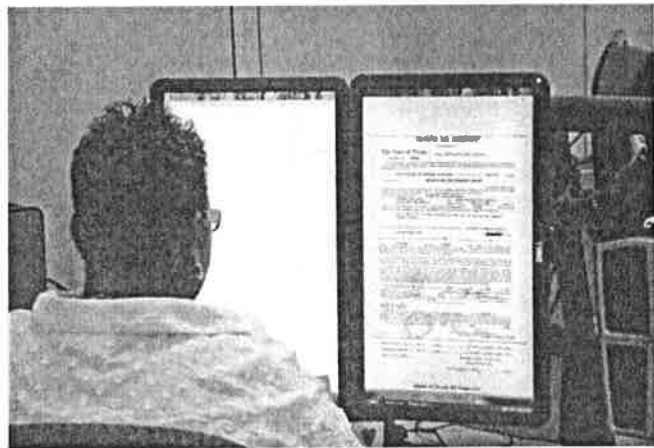
QUALITY CONTROL (QC)

Quality control (QC) is a key element. Our QC process ensures that all images are certified. **Each and every image is sight checked during QC.** Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, during scanning, and during a post scanning review. 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).

INDEXING (COPYFLOW VOLUMES ONLY)

Our proprietary indexing software and keying procedures provides proven 99.25% accuracy. Prior to beginning any indexing project, Kofile conducts a comprehensive assessment of the indexing specifications of the District Clerk's Office.

The assessment process includes documenting established methods of indexing specific instruments, clarifying terminology, and determining the standards used for entering names, dates, and other basic information required for indexing. This analysis produces essential information to ensure the metadata's accuracy and integrity.



Full consideration is given to all indexing situations, including:

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

Taking additional time for a thorough examination of the County's particular requirements allows for accurate and consistent indexes, guaranteeing quick searches for users.

DATA ENTRY PROCEDURES (COPYFLOW VOLUMES ONLY)

Data integrity is essential. Kofile's goal is to provide consistently keyed fields. This will improve document retrieval and build a dependable, searchable database for Williamson County's staff and patrons.

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 (termed a

"blind re-key"). The software compares the entries. If they do not match, the record is sent to a supervisor.

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.**

In Kofile's quality control procedures (QC), managers and supervisors internally research and answer questions about any problematic process. If the Williamson County District Clerk's Office is required to provide input, Kofile will contact the District Clerk for a clarification and/or decision. Client involvement demonstrates our pride in building successful professional relationships with our clients.

ARCHIVAL MICROFILM (OPTIONAL)

In March 2011, our parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, Williamson County has access to the world's foremost microfilm experts, leaders, technology, and machines. All microfilming procedures are archival quality and produced according to ANSI Standards. Books (typescript, manuscript, and negative Photostat) are captured on 16 mm microfilm.

V. PROPOSAL PRICING

PROJECT OVERVIEW AND TERMS & CONDITIONS

This project is priced according to Kofile Technologies, Inc.'s (Kofile) GSA Schedule 70 Contract Number: **GS-35F-275AA**. Please note this contract number on any resulting purchase orders. Please note that all pricing is valid for 90 days.

WILLIAMSON COUNTY DISTRICT CLERK PROJECT OVERVIEW						
RECORD SERIES TITLE	QTY.	APPROX. PAGES	FORMAT	OPTION A Services I & II	OPTION B Services I, II, & III	OPTION C Services I, II, III, & IV
Civil & Criminal Minutes & Indexes District Court	67 vols.	35,156	M/T	\$21,862.84	\$21,862.84	\$23,620.64
	80 vols.	66,512	CF	\$31,260.64	\$31,260.64 \$1.28/Document	\$34,586.24 \$1.28/Document
Shuck Case Files	64 drawers	76,800	TF	\$104,457.60	\$104,457.60	\$108,326.40
TOTAL				\$157,581.08	\$157,581.08 (\$1.28/Document)	\$166,533.28 (\$1.28/Document)

I. PREPARATION FOR IMAGE CAPTURE & RE-HOUSING (TRIFOLD ONLY)

- Remove fasteners, such as clips & brads.
- Surface clean sheets to remove deposits.
- Flatten & humidify sheets, as needed.
- Retain shuck envelope to image & re-house with cases.
- Return in acid-free folders & corrugated archival boxes.

II. ARCHIVAL IMAGING (ALL RECORDS)

- Capture at a minimum of 300 dpi at 256 gray levels.
- Images accumulate as Group IV bi-tonal images as a standard multi-page TIFF or PDF.
- Custom image clean up & zonal enhancements (deskew, despeckle, & character repair).
- Annotations (Book, Volume, and Page) are electronically added to each image.
- Each image is certified & sight-verified during QC.
- Provide a MASTER via CD, DVD, or hard drive, plus one additional COPY.
- Disaster recovery electronic off-site backup for images & metadata.

III. ARCHIVAL INDEXING (COPYFLOW ONLY)

- Key & blind re-key verify documents.
- Fields to include, as applicable, Case Type, Case No., First Plaintiff & Defendant, and File Date.

OPTION		TRIFOLD	M/T	CF
PREP & RE-HOUSING	DISASSEMBLE	✓		
	SURFACE CLEAN	✓		
	HUMIDIFY/FLATTEN	✓		
	FOLDER/BOX	✓		
IMAGE PROCESSING		✓	✓	✓
IMAGE CAPTURE		✓	✓	✓
INDEX				Options B & C
MICROFILM		Option C	Option C	Option C

IV. ARCHIVAL MICROFILM (OPTIONAL FOR ALL RECORDS)

- Create security backups on 16 mm archival microfilm.

COUNTY ACCEPTANCE

- ▶ Without a signed Agreement, prices are good for 90 days. Upon approval, pricing remains firm for the contract term.
- ▶ Pricing is based on a Good Faith Estimate of page and image counts. Billing will occur on actual counts based upon agreed upon unit pricing; not to exceed the P.O. with written authorization from the County.

PURCHASING VEHICLE:

☒ GSA Schedule 70 Contract No. GS-35F-275AA

☐ Other: _____

PROJECT SELECTION:

☐ OPTION A

☒ OPTION B

☐ OPTION C

Lisa David

Signature of Authorized County Representative

District Clerk

Title

12-22-17

Date

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. Williamson 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 Williamson 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 13 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
OPTION A				
TCS005	Graphic Artist I	\$65.00 /Hour	534.632	\$34,751.08
TCS006	Graphic Artist II	\$75.00 /Hour	534	\$40,050.00
TCS007	Information Assurance Engineer I	\$65.00 /Hour	534	\$34,710.00
TCS008	Information Assurance Engineer II	\$75.00 /Hour	534	\$40,050.00
TCS010	Project Manager	\$180.00 /Hour	40	\$7,200.00
TCS011	Software Programmer	\$205.00 /Hour	4	\$820.00
OPTION B				
TCS003	Certified Digital Imaging Architect*	\$174.00/Hour	TBD	TBD
TCS005	Graphic Artist I	\$65.00 /Hour	534.632	\$34,751.08
TCS006	Graphic Artist II	\$75.00 /Hour	534	\$40,050.00
TCS007	Information Assurance Engineer I	\$65.00 /Hour	534	\$34,710.00
TCS008	Information Assurance Engineer II	\$75.00 /Hour	534	\$40,050.00
TCS010	Project Manager	\$180.00 /Hour	40	\$7,200.00
TCS011	Software Programmer	\$205.00 /Hour	4	\$820.00
OPTION C				
TCS003	Certified Digital Imaging Architect*	\$174.00/Hour	TBD	TBD
TCS005	Graphic Artist I	\$65.00 /Hour	596.2812	\$38,758.28
TCS006	Graphic Artist II	\$75.00 /Hour	590	\$44,250.00
TCS007	Information Assurance Engineer I	\$65.00 /Hour	590	\$38,350.00
TCS008	Information Assurance Engineer II	\$75.00 /Hour	590	\$44,250.00
TCS010	Project Manager	\$180.00 /Hour	40	\$7,200.00
TCS011	Software Programmer	\$205.00 /Hour	4	\$820.00

*CopyFlow indexing will be priced per document. GSA billing requires the per document price to be converted to an hourly charge. No change in the total amount will occur as a result of this conversion.

PROJECT INVENTORY

KEY	(Sheet) Format & Notes				
M	Manuscript (handwritten)	TF	Tri-Fold	TS	Tape Strips
T	Typescript	CF	CopyFlow	OS	Oversize
BD	Bound	LL	Loose Leaf		

PROJECT INVENTORY & ITEMIZED PRICING						
VOLUMES						
RECORDS SERIES TITLE	VOLUME	DATE	IMAGES	FORMAT	CONDITION	NOTES
Criminal Docket			160	M	Poor	
Minutes District Court	No. 1	1848-1857	636	M	Poor	
Minutes District Court	Vol. 1	1848-1853	520	M	Poor	
Criminal Minutes District Court	1		476	M	Poor	
Criminal Minutes District Court	2	1882-1885	400	M	Poor	
Criminal Minutes District Court	No. 3		476	M	Poor	
Criminal Minutes District Court	No. 4	1893-1899	468	M	Poor	
Criminal Minutes District Court	4	1888-1893	656	M	Poor	
Criminal Minutes District Court	5	1900-1909	630	M	Poor	
Criminal Minutes District Court	6	1910-1913	158	M	Poor	
Criminal Minutes District Court	8	1924-1933	640	T	Fair	
Criminal Minutes District Court	9	1934-1949	640	T	Fair	TS
Criminal Minutes District Court	10	1949-1958	640	T	Fair	TS
Criminal Minutes District Court	11	1958-1963	640	T	Fair	TS
Criminal Minutes District Court	12	1963-1969	640	T	Fair	
Criminal Minutes District Court	13	1969-1973	604	T	Fair	
Criminal Minutes District Court	14	1974-1976	472	T	Fair	
Criminal Minutes District Court	15		864	CF	Fair	
Criminal Minutes District Court	16		799	CF	Fair	
Criminal Minutes District Court	17		451	CF	Fair	
Criminal Minutes District Court	18		471	CF	Fair	
Criminal Minutes District Court	19		386	CF	Fair	
Criminal Minutes District Court	20		260	CF	Fair	
Criminal Minutes District Court	21		860	CF	Fair	

PROJECT INVENTORY & ITEMIZED PRICING

VOLUMES

RECORDS SERIES TITLE	VOLUME	DATE	IMAGES	FORMAT	CONDITION	NOTES
Criminal Minutes District Court	22		860	CF	Fair	
Criminal Minutes District Court	23		860	CF	Fair	
Criminal Minutes District Court	24		860	CF	Fair	
Criminal Minutes District Court	25		860	CF	Fair	
Criminal Minutes District Court	26		860	CF	Fair	
Criminal Minutes District Court	27		860	CF	Fair	
Criminal Minutes District Court	28		860	CF	Fair	
Criminal Minutes District Court	29		860	CF	Fair	
Criminal Minutes District Court	30		860	CF	Fair	
Criminal Minutes District Court	31		860	CF	Fair	
Criminal Minutes District Court	32		860	CF	Fair	
Criminal Minutes District Court	33		860	CF	Fair	
Criminal Minutes District Court	34		860	CF	Fair	
Criminal Minutes District Court	35		860	CF	Fair	
Criminal Minutes District Court	36		860	CF	Fair	
Criminal Minutes District Court	37		900	CF	Fair	
Criminal Minutes District Court	38		900	CF	Fair	
Criminal Minutes District Court	39		900	CF	Fair	
Criminal Minutes District Court	40		900	CF	Fair	
Criminal Minutes District Court	41		900	CF	Fair	
Criminal Minutes District Court	42		900	CF	Fair	
Criminal Minutes District Court	43		900	CF	Fair	
Criminal Minutes District Court	44		900	CF	Fair	
Criminal Minutes District Court	45		900	CF	Fair	
Criminal Minutes District Court	46		900	CF	Fair	
Criminal Minutes District Court	47		900	CF	Fair	
Criminal Minutes District Court	48		900	CF	Fair	
Criminal Minutes District Court	49		524	CF	Fair	
Criminal Minutes Plea of Guilt		1894-1934	466	M	Poor	
Criminal Minutes Plea of Guilt	1	1931-1952	600	T	Fair	

PROJECT INVENTORY & ITEMIZED PRICING

VOLUMES

RECORDS SERIES TITLE	VOLUME	DATE	IMAGES	FORMAT	CONDITION	NOTES
Criminal Minutes Plea of Guilt	2	1929-1935	110	T	Fair	
Criminal Minutes Plea of Guilt	2	1938-1975	542	T	Fair	
Criminal Minutes Plea of Guilt	2A	1952-1956	60	T	Fair	
Criminal Minutes Probated	1	1965-1972	300	T	Fair	
Criminal Minutes Susp. Sent.	1	1914-1939	76	T	Fair	
Minutes District Court	2	1851-1859	642	M	Poor	TS
Minutes District Court	2	1857-1863	448	M	Poor	TS
Minutes District Court	3	1863-1871	632	M	Poor	TS
Civil Minutes	3	1855-1859	586	M	Poor	
Civil Minutes	4	1872-1873	598	M	Poor	
Civil Minutes	5	1873-1877	602	M	Poor	
Civil Minutes	6		580	M	Poor	
Civil Minutes	7	1882-1888	610	M	Poor	
Civil Minutes	8	1888-1892	640	M	Poor	
Civil Minutes	9	1892-1896	640	M	Poor	
Civil Minutes	10	1896-1898	640	M	Poor	
Civil Minutes	11	1899-1902	640	M	Poor	
Civil Minutes	12	1902-1905	640	M	Poor	
Civil Minutes	13	1906-1910	640	M	Poor	
Civil Minutes	14		496	T	Fair	
Civil Minutes	15		632	T	Fair	
Civil Minutes	16		640	T	Fair	
Civil Minutes	17		640	T	Fair	
Civil Minutes	18		640	T	Fair	
Civil Minutes	19		640	T	Fair	
Civil Minutes	20		640	T	Fair	
Civil Minutes	21		640	T	Fair	
Civil Minutes	22		640	T	Fair	
Civil Minutes	23		640	T	Fair	
Civil Minutes	24		640	T	Fair	

WILLIAMSON COUNTY DISTRICT CLERK
 ARCHIVAL DIGITIZATION OF VOLUMES & PRE-PRESERVATION OF CASE FILES
 WITH OPTIONAL INDEXING OF COPYFLOW VOLUMES
 August 21, 2017—revised November 2, 2017

PROJECT INVENTORY & ITEMIZED PRICING

VOLUMES

RECORDS SERIES TITLE	VOLUME	DATE	IMAGES	FORMAT	CONDITION	NOTES
Civil Minutes	25		640	T	Fair	
Civil Minutes	26		640	T	Fair	
Civil Minutes	27		640	T	Fair	
Civil Minutes	28		640	T	Fair	
Civil Minutes	29		640	T	Fair	
Civil Minutes	30		640	T	Fair	
Civil Minutes	31		640	T	Fair	
Civil Minutes	32		386	T	Fair	
Civil Minutes	33		850	CF	Fair	
Civil Minutes	34		890	CF	Fair	
Civil Minutes	35		912	CF	Fair	
Civil Minutes	36		681	CF	Fair	
Civil Minutes	37		446	CF	Fair	
Civil Minutes	38		452	CF	Fair	
Civil Minutes	39		860	CF	Fair	
Civil Minutes	40		860	CF	Fair	
Civil Minutes	41		860	CF	Fair	
Civil Minutes	42		860	CF	Fair	
Civil Minutes	43		860	CF	Fair	
Civil Minutes	44		860	CF	Fair	
Civil Minutes	45		860	CF	Fair	
Civil Minutes	46		860	CF	Fair	
Civil Minutes	47		860	CF	Fair	
Civil Minutes	48		860	CF	Fair	
Civil Minutes	49		860	CF	Fair	
Civil Minutes	50		860	CF	Fair	
Civil Minutes	51		860	CF	Fair	
Civil Minutes	52		860	CF	Fair	
Civil Minutes	53		860	CF	Fair	
Civil Minutes	54		860	CF	Fair	

PROJECT INVENTORY & ITEMIZED PRICING

VOLUMES

RECORDS SERIES TITLE	VOLUME	DATE	IMAGES	FORMAT	CONDITION	NOTES
Civil Minutes	55		860	CF	Fair	
Civil Minutes	56		860	CF	Fair	
Civil Minutes	57		860	CF	Fair	
Civil Minutes	58		860	CF	Fair	
Civil Minutes	59		900	CF	Fair	
Civil Minutes	60		900	CF	Fair	
Civil Minutes	61		900	CF	Fair	
Civil Minutes	62		900	CF	Fair	
Civil Minutes	63		900	CF	Fair	
Civil Minutes	64		900	CF	Fair	
Civil Minutes	65		900	CF	Fair	
Civil Minutes	66		900	CF	Fair	
Civil Minutes	67		900	CF	Fair	
Civil Minutes	68		900	CF	Fair	
Civil Minutes	69		900	CF	Fair	
Civil Minutes	70		900	CF	Fair	
Civil Minutes	71		900	CF	Fair	
Civil Minutes	72		900	CF	Fair	
Civil Minutes	73		900	CF	Fair	
Civil Minutes	74		900	CF	Fair	
Civil Minutes	75		900	CF	Fair	
Civil Minutes	76		900	CF	Fair	
Civil Minutes	77		566	CF	Fair	
Civil Minutes Tax Judgment	11		624	T	Fair	
Civil Minutes Tax Judgment	12		136	T	Fair	
Civil Minutes Tax Judgment	13		162	T	Fair	
Index to Criminal Minutes	1	1848-1975	250	M-BD	Poor	OS/TS/44 lines/Heavy tape
Index to Criminal Minutes	2	1975-1991	294	M-LL	Fair	44 lines
Index to Minutes Dist. Court	1	1848-1920	394	M-BD	Poor	44 lines/heavy tape
Index to Minutes Dist. Court	2	1920-1956	282	M-LL	Poor	TS/50 lines/Heavy tape

PROJECT INVENTORY & ITEMIZED PRICING

VOLUMES

RECORDS SERIES TITLE	VOLUME	DATE	IMAGES	FORMAT	CONDITION	NOTES
Index to Civil Minutes	3	1957-1983	504	M-LL	Fair	50 Lines
Index to Civil Minutes	4	1983-1988	520	M-LL	Fair	50 Lines
Index to Civil Minutes	5	1988-	688	M-LL	Fair	50 Lines

CASE FILES

RECORDS SERIES TITLE	CASE NO.	IMAGES	FORMAT	CONDITION	NOTES
Civil Cases	1-55	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	56-165	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	166-185	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	186-242	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	243-268	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	269-285	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	286	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	286-300	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	301-355	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	356-382	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	383-388	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	389-431	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	432-452	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	453-489	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	490-539	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	540-576	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	577-620	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	621-696	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	697-747	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	748-768	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	769-807	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	808-863	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	863-905	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	906-949	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	950-959	1,200	M/TF	Poor	12" TF shuck drawer

PROJECT INVENTORY & ITEMIZED PRICING

CASE FILES

RECORDS SERIES TITLE	CASE NO.	IMAGES	FORMAT	CONDITION	NOTES
Civil Cases	960-989	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	990-1025	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1026-1050	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1051-1100	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1101-1163	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1164-1249	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1250-1294	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1295-1359	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1360-1405	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1406-1450	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1451-1491	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1492-1544	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1545-1568	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1569-1599	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1600-1619	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1620-1656	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1657-1757	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1758-1768	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1769-1799	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1800-1818	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1819-1836	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1837-1861	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1862-1891	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1892-1901	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1902-1918	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1919-1935	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1936-1962	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1963-1994	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	1995-2021	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	2022-2039	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	2040-2059	1,200	M/TF	Poor	12" TF shuck drawer

PROJECT INVENTORY & ITEMIZED PRICING

CASE FILES

RECORDS SERIES TITLE	CASE NO.	IMAGES	FORMAT	CONDITION	NOTES
Civil Cases	2060-2077	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	2078-2110	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	2111-2134	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	2135-2145	1,200	M/TF	Poor	12" TF shuck drawer
Civil Cases	2146-2172	1,200	M/TF	Poor	12" TF shuck drawer
Allison Money vs. W.P. Young	10847	1,200	M/TF	Poor	12" TF shuck drawer
On Appeal - Civil Cases	K	1,200	M/TF	Poor	12" TF shuck drawer
On Appeal - Civil Cases	W..X..Y..	1,200	M/TF	Poor	12" TF shuck drawer

VI. KEY PERSONNEL

The Account Manager, Miriam Gray, handles all communication with the District Clerk's Office. She ensures the project is completed on schedule and to the client's satisfaction. The Account Manager is responsible for project supervision and is available to meet periodically via phone or in person for project coordination and progress updates.

Pioneers in micrographics, imaging, re-creation, and data entry solutions for government records manage Kofile's projects. Projects often continue in multiple phases over many years and administrations. Kofile's services combine an experienced imaging team, technology competence, and software development.

BO BOWMAN, IMAGING GROUP

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 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.

CHRIS MAROTTI, CONSERVATOR

Marotti has a lifetime of experience in conservation and preservation practices. From a young age, he apprenticed in his father's conservation laboratory. He performs preservation and condition assessment surveys. His input is invaluable, and his is readily available to customers to records collection challenges. Marotti has worked as a consultant for large municipalities concerning vault equipment and preservation/conservation approaches and practices. He has an exceptional knowledge of municipal markets, business practices, and conservation/preservation practices.