

August 30, 2023

**Honorable Joyce Hudman - Brazoria County Clerk**  
**Honorable Cassandra Tigner – Brazoria County District Clerk**

# **Indexing and Microfilm Conversion of Case Records**

**SUBMITTED BY:**

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Dear Honorable Joyce Hudman and Cassandra Tigner,

This proposal addresses Brazoria County's case records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include indexing and microfilm conversion. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

This project may be eligible for reimbursement under the American Rescue Plan Act of 2021 (ARPA) in support of Social Distancing for COVID-19 and pandemics for title researchers/attorneys by providing online access to digitized assets.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Brazoria County's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

## **SCOPE OF SERVICES**

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

### *Archival Indexing (ID)*

- Key and blind re-key verify documents.
- Formatting of metadata (indexes) per the requirements of the County's System vendor.
- If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata.
- Indexing fields, as applicable, and identified here:
  - Plaintiff
  - Defendant
  - Case Number
  - Date

### *Microfilm Digital Conversion (MMConv)*

- Capture microfilm/microfiche images at a minimum of 300 dpi in black and white.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- Crop excess blank space around image.
- Images are named (tagged for the directory file structure).
- Page Validation (automated PG. numbering for validation).
- Multi-level Quality Control (QC) for data and images.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- Brazoria County and District Clerk receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

## PROJECT PRICING

This project is presented via TXMAS Contract No. **TXMAS-23-92001**. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Brazoria County District Clerk				
Project Overview				
Record Series	Image Count	Case Count	Level of Service	Estimated Total
Case Records	900,000	14,610	Indexing	\$22,499.40
			Microfilm Conversion	\$202,500.00
Project Total				\$224,999.40

## PURCHASING VIA TXMAS

Please reference Contract No. **TXMAS-23-92001** directly on the P.O. Kofile has prepared a 'Shopping Cart' in TxSmartBuy so Brazoria County can complete this purchase – See Link:

[https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=21229094&sender=preserve@kofile.com&datetime=2023 8 30 11 0](https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=21229094&sender=preserve@kofile.com&datetime=2023%208%2030%2011%2000)

Brazoria County is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
IND705	92021	Backfile Archival Indexing of Case Files	Doc.	\$1.54	14,610	\$22,499.40
MSP710	91568	Microfilm Conversion Services by Image (16mm)	Image	\$0.225	900,000	\$202,500.00
TOTAL						\$224,999.40

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.

### CUSTOMER ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

### KOFILE ACCEPTANCE

*Michael Hill*

Signature of Authorized Official

**Michael Hill**

Print Name of Authorized Official

**Chief Revenue Officer**

Title of Authorized Official

**Sept 18, 2023**

Date

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## ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Brazoria County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Brazoria County. This policy applies to any agreement, verbal or written, between Brazoria 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 Brazoria County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Brazoria County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Billy Gerwick

*Billy Gerwick*

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