

KOFILE TECHNOLOGIES

April 16, 2018

Honorable Sharon Ferguson
Brown County Clerk
200 South Broadway, Suite 101
Brownwood, TX 76801

RE: Continuation of Archival Digitization & Indexing of Real Property Records

Dear Hon. Sharon Ferguson,

This quote addresses the continuation of archival digitization and indexing of Real Property Records for the Brown County Clerk's Office. This collection contains 240 volumes with a Good Faith Estimate of 153,940 pages and 59,207 documents. All digitized files are formatted for import into the County's NetData Records Management System. Please note that all page and document counts are a Good Faith Estimate and billing will occur on actual counts.

Due to the historical nature of these records, they maintain a PERMANENT retention period according to *Local Schedule CC*, Texas State Library & Archives Commission, 2011.

PROJECT OVERVIEW

BROWN COUNTY CLERK PROJECT OVERVIEW						
RECORDS SERIES	VOLUME	LEVEL OF SERVICE	QTY.	APPROX. PAGES	APPROX. DOCUMENTS	PRICE QUOTE
Deed Record, Oil & Gas Lease, Release Record, Warranty Record *	614-541	IM/ID	74 vols.	37,740	14,515	\$49,575.30
	540-375	IM/ID	166 vols.	116,200	44,692	\$152,642.50
PROJECT TOTAL			240 vols.	153,940	59,207	\$202,217.80

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. Billing will occur on actuals based upon agreed upon pricing; not to exceed the P.O. with written authorization from the County.
- ▶ Additional charges for the final import into NetData may apply. These are the responsibility of the County and are not included in this proposal.

Sharon Ferguson
Signature/Title of County Representative

04-19-2018
Date

*The majority of the volumes are Deed Records. Oil & Gas, Release, and Warranty records are interspersed throughout. There are an estimated 2.6 pages per document.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/ 351.4800 F: 214/ 442.6669 WWW.KOFILE.US

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(Exhibit #3)

Pricing Includes:

(IM) Archival Imaging

- Document Prep (Staple Removal, etc.)
- Image Capture, Processing, & Zonal Enhancements
- Output of either a single- or multi-page TIFF or PDF image
- Page Validation (automated page numbering)
- Sight Verify Each Image for Quality Control
- Disaster Recovery Electronic Off-site Backup

Other Included Services:

- Format to load images and indexes into the County's Electronic Records Management System (Please note that additional vendor charges may apply for final import.)
- Intermediate Conversion Database for importing upon indexing completion.
- Images/metadata electronic off-site security backup.

(ID) Archival Indexing

- Key & Blind Re-Key Verify All Documents.
- Create a pipe-delimited index file.
- Real Property Indexing Fields, where applicable, as identified below:

- ◇ Document Type
- ◇ Document Reference Number
- ◇ Volume/Page Reference Number
- ◇ Book, Volume, and Page
- ◇ Grantor(s)
- ◇ Grantee(s)
- ◇ Instrument Number
- ◇ File Date
- ◇ Document Date
- ◇ Brief Property Description

GSA BILLING LINE ITEMS

To purchase from GSA, you only need follow Brown County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

The total prices on Page 1 are billed as GSA line items. GSA line items are billed per hourly charges and include the following:

GSA 70 LINE ITEMS				
PART NO.	ITEM	UNIT PRICE	QUANTITY	TOTAL PRICE
TCS003	Certified Digital Imaging Architect	\$174.00 /Hour	1,162.17126	\$202,217.80

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions.

Sincerely,

Stacy Cortesano

Stacy Cortesano
Account Manager

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