

February 18, 2020

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

RE: Continuation of Archival Digitization of Deed Records, Vol. 244-422

Dear Hon. Sharon Ferguson,

This proposal addresses the Archival Digitization and Indexing of 179 volumes of Brown County Clerk's Deed Records (with a Good Faith Estimate of 81,920 pages and 60,832 documents). Volumes 372-422 have already received imaging services, and they are not included in the page counts. All services are completed by Kofile Technologies, Inc. (Kofile). Without a signed agreement, all pricing is good for 90 days from the date of this quote.

PROJECT UNDERSTANDING

At Kofile Technologies, Inc. (Kofile), each project is unique and deserves special attention. Preservation can incorporate conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair. Oftentimes, this includes preserving and removing the original from public access and creating a security copy as a digital back-up and method for increased accessibility.

STATEMENT OF CONDITION

Due to the nature of these records, they maintain a PERMANENT retention schedule according to *Local Schedule CC*, Texas State Library & Archives Commission, Aug. 2011. *Photographic documentation is included right.*

OWNERSHIP OF DATA

All Brown County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Brown County. This policy is applicable to any agreement, verbal or written, between Brown 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 Brown County.
- ▶ The records are not disclosed, sold, assigned, leased, or otherwise provided to third parties by Kofile.



March 16, 2020
(Exhibit # 14)

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

- ▶ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

PROJECT OVERVIEW

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. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page and document counts. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

BROWN COUNTY CLERK PROJECT OVERVIEW							
RECORDS SERIES	VOLUMES	NOTES	LEVEL OF SERVICE	QTY.	PAGE COUNT	DOCUMENT COUNT	PRICE QUOTE
Deed Record	372-422	Loose Leaf. Positive. Already imaged	ID	51 vols.	n/a	20,000	\$55,412.50
	244-371	Loose Leaf. Positive	IM/ID	128 vols.	81,920	40,832	\$153,572.02
PROJECT TOTAL				179 vols.	91,920	40,832	\$208,984.52

COUNTY ACCEPTANCE

- ▶ 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

Brown County Clerk

03-16-2020

Date

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

(ID) Archival Indexing

- Key & Blind Re-Key Verify All Documents. Real Property Index Fields
 - ◇ 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
- Create a pipe-delimited index file.

Other Included Services:

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

GSA BILLING LINE ITEMS

To purchase via GSA, follow Brown County's applicable purchasing requirements. When a PO 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. GSA line items are billed per hourly charges for the work performed:

GSA BILLING LINE ITEMS	ITEM NO.	DESCRIPTION	QTY.	UNIT PRICE	LINE ITEM TOTAL
	TCS005	Graphic Artist I	747.608	\$65.00/Hour	\$48,594.52
	TCS006	Graphic Artist II	746	\$75.00/Hour	\$55,950.00
	TCS007	Information Assurance Engineer I	746	\$65.00/Hour	\$48,490.00
	TCS008	Information Assurance Engineer II	746	\$75.00/Hour	\$55,950.00
				PROJECT TOTAL	\$208,984.52

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

Sincerely,

Stacy Cortesano

Stacy Cortesano
 Account Manager
 stacy.cortesano@kofile.us

cec