



April 15, 2021

Honorable Sharon Ferguson
Brown County Clerk
200 S. Broadway, Room 101
Brownwood, TX 76801

Dear Hon. Sharon Ferguson,

This proposal addresses the archival imaging and indexing of Deed Records Vols. A-Z, 27-40, 41-140, and 141-287 for the Brown County Clerk's Office (a Good Faith Estimate of 183,680 pages and 80,000 manuscript and 63,000 typed documents). 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. All page and document counts are Good Faith Estimates. Pages are estimated at 640 per volume, and documents at 1.5 per sheet for typed and 1 per sheet for manuscript. Final billing will occur on actual counts per the applicable unit pricing herein (typed and loose leaf pages).

BROWN COUNTY CLERK PROJECT OVERVIEW								
RECORD SERIES TITLE	VOLUME	QUANTITY			FORMAT	LEVEL OF SERVICE	UNIT PRICE	LINE TOTAL
		VOL.	PAGE	DOC.				
Deed Record	A-Z	26	16,640	80,000	Manuscript	Archival Imaging	\$0.47/Image	\$86,329.60
	27-40	14	8,960	Archival Indexing — Manuscript		\$5.32/Doc	\$425,600.00	
	41-140	100	64,000	Typescript/ Loose Leaf	Archival Indexing — Typed	\$2.98/Doc	\$187,740.00	
	141-287	147	94,080					63,000
PROJECT TOTAL								\$699,669.60

COUNTY ACCEPTANCE

Signature of County Representative, Title

Date

Archival Imaging—*Capture, Processing, & Enhancement*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.

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

August 2, 2021 (Exhibit #9)

- Images are grouped (stapled) together to form documents.
- When multiple documents (Deeds, etc.) exist on a single page, images are split so that each document is viewable individually.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping. This service is not applicable to Vitals.
- 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).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Archival Indexing

- Key and blind re-key verify all documents. Real Property fields include:
 - ◊ Document Type
 - ◊ Document Reference No.
 - ◊ Volume/Page Reference No.
 - ◊ Book, Volume, & Page
 - ◊ Grantor(s)
 - ◊ Grantee(s)
 - ◊ Instrument No.
 - ◊ File Date
 - ◊ Document Date
 - ◊ Brief Property Description

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).
- Kofile will hold a security copy of all digital images and metadata for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

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

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the 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 the County.
- Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties.
- The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

Please let us know if you have any questions.

Sincerely,

Jack Morris

Jack Morris
Account Manager
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214.729.6885