



May 11, 2021

Honorable Cheryl Jones  
Brown County District Clerk  
200 South Broadway, Suite 216  
Brownwood, TX 76801

Dear Hon. Cheryl Jones,

This proposal addresses the conversion of microfilm to digital image Case Files. There is a total of 32,749 case files, 163,745 total sleeves with an estimated 1,637,450 images. Kofile Technologies, Inc. (Kofile) will address all of the necessary services for these assets.

This proposal is presented by Kofile Technologies, Inc. (Kofile). Kofile is uniquely qualified to complete the Brown District Clerk's modernization goals. We have taken an innovative approach to this project to ensure a successful outcome. All pricing herein is good for 90 days from the date of this proposal.

#### NEEDS ASSESSMENT

Due to the nature of these records, they maintain a PERMANENT retention schedule according to *Local Schedule DC (Revised Third Edition - Effective March 25, 2019) - 13 TAC §7.125(a)(4)*.

#### ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Brown District Clerk 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 the County's requirements.

Please note that all records (including 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 San Patricio 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.**

August 2, 2021  
(Exhibit #10)

6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235  
P: 214/442-6668 F: 214/442-6669 INFO@KOFIILE.COM

**PROJECT PRICE QUOTE**

This project is presented via TXMAS Contract No. **TXMAS-18-3602** per the County's cooperative purchasing membership (contingent upon membership renewal). **Please reference this contract number on the resulting purchase order.** Prices are good for 90 days without a signed agreement.

BROWN COUNTY DISTRICT CLERK MICROFILM CONVERSION OF CASE FILES					
RECORD SERIES TITLE	CASES	AVG SLEEVES PER CASE	TOTAL SLEEVES	AVG IMAGES PER SLEEVE	TOTAL ESTIMATED IMAGES
Case Files	32,749	5	163,745	10	1,637,450

(MCONV) Microfilm Digital Conversion (Image Capture, Clean Up, & Zonal Enhancements)

- Capture microfilm 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.
- All images are certified. Each and every image is checked during Quality Control. We verify effectiveness and minimum legibility through rigorous and systematic quality control.
- Crop excess blank space around image.
- Images are named (tagged for the directory file structure) by Roll No. and Frame No. (or other identifiers).
- Page Validation (automated PG. numbering for validation).
- Multi-level Quality Control (QC) for data and images.
- Case File images are grouped and indexed to form documents by Case Number.

Upon purchase of this TXMAS project, Brown County reports the order online on the TxSmartBuy System at <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>.

STATE OF TEXAS CO-OP MEMBER LISTING FOR BROWN COUNTY	
LINK	<a href="https://comptroller.texas.gov/auto-data/purchasing/co-op/c0250.php">https://comptroller.texas.gov/auto-data/purchasing/co-op/c0250.php</a>
CO-OP #	C0250
Contact	Valerie Williams; Valerie.williams@browncountytexas.org
Expiration	22-OCT-2021

Kofile can prepare a 'Shopping Cart' in TxSmartBuy and 'share' it with the County to complete its purchase—see link below:

[https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=10690321&sender=preserve@kofile.us&datetime=2021\\_5\\_11\\_12\\_0](https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=10690321&sender=preserve@kofile.us&datetime=2021_5_11_12_0)

BROWN COUNTY DISTRICT CLERK PRE-PRESERVATION OF CASE FILES					
TXMAS PART NO.	NIGP CODE	DESCRIPTION OF SERVICE	UNIT PRICE	UNIT QTY.	LINE ITEM TOTAL
MSP711	91568	Microfiche Conversion Services—conversion of microfiche to digital image	\$0.47 per image	1,637,450	\$769,601.50

Records receive the following services as appropriate. General treatments and services are outlined below, and services are tailored to the needs of the specific item.

Other Included Services:

- Kofile can store electronic copies off-site as disaster recovery backups. 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.

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 the 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. 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 Brown County, and to working together for access of its public and historical assets.

Sincerely,

*Jack Morris*

Jack Morris  
Account Executive  
jack.morris@kofile.us  
c. 586.215.3934

rmh