

August 8, 2022

11

**Honorable Sherry Dowd
Navarro County Clerk Office**

Imaging and Indexing of Deed and Special Records

SUBMITTED BY:

Lance Gonzales
Account Executive
Lance.Gonzales@kofile.com
214-448-2194

Honorable Sherry Dowd
Navarro County Clerk
300 W 3rd Ave #101
Corsicana, TX 75110

Dear Honorable Sherry Dowd,

This proposal addresses Navarro County's historical records digitization and indexing and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include document imaging for Deed Records, digital enhancement services, index individual instruments, formatting final output to Eagle Recorder. Commissioner Court Minutes will be organized by year-all books previously scanned. Birth records will be digitally stitched together for easier search capabilities. 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 your 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.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC) and is an Awardee of a Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract.

SCOPE OF SERVICES

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

Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Grayscale 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 ensure best quality image
- Images are named (tagged for the directory file structure) by book, volume, and page (or other requested fields)
- Images are grouped (stapled) together to form documents
- Page Validation (automated PG. numbering for validation).
- If applicable, images are optimized and scaled for system output.

- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually.
- BIRTH RECORD STITCHING: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page
- Navarro County Clerk-Recorder receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.
- Kofile can hold a security copy of all images for safekeeping.

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:
 - Document Type
 - Grantees
 - Grantors
 - Recorded/Filed Date
 - Legal Description
 - Book Volume
 - Book Page
 - Instrument number-if available

PROJECT PRICING-FOLLOWING PAGE

This project is presented via TXMAS Contract No. **TXMAS-18-3602**. Please reference this number on the P.O.

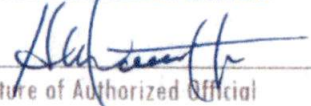
Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

RECORD SERIES		ESTIMATED RECORDS	ESTIMATED IMAGES	ORIGINAL FORMAT	LEVEL OF SERVICE	LINE ITEM TOTAL
Deed Records-Val 639-724	Photostat Imaging		63,750	Binders	IM	\$60,562.50
	Indexing Services	31875		Binders	IND	\$113,156.25
Misc Services	Birth Record Stitching		17340	Images	IM	\$16,473.00
	Commissioner Court Minutes-Year Index grouping		6,492	Images	IM	\$12,984.00
Estimated Total						\$203,175.75

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.

Payment Terms: Pay 50% upon executed agreement with the balance due upon project completion. Actual payment dates to be determined prior to work beginning.

CUSTOMER ACCEPTANCE



Signature of Authorized Official

H.M. DAVENPORT, Jr.
Print Name of Authorized Official

NAVARRO County Judge
Title of Authorized Official

August 22, 2022
Date

KOFILE ACCEPTANCE


Signature of Authorized Official

Michael Hill
Print Name of Authorized Official

Chief Revenue Officer
Title of Authorized Official

August 22, 2022
Date

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Navarro 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 Navarro County. This policy applies to any agreement, verbal or written, between Navarro 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 Navarro 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 Navarro County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Lance Gonzales

Lance Gonzales

c: 214-448-2194

e: lance.gonzales@kofile.com