

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 6/5/2024

Meeting Date: 6/24/2024

Submitted By: April Long

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Court Decision:
This section to be completed by County Judge's Office



June 24, 2024

Description:

Consideration and approval of expenditures from 0450: Archive Fee in the amount of \$66,764.80 for archival imaging and indexing of Mechanic Lien, Federal Tax Lien, and State Tax Lien Records by Kofile, Inc., with the purchase to be made under the State of Texas Comptroller of Public Accounts Texas Multiple Award Schedule (TXMAS), Contract No. TXMAS-23-92001.

(May attach additional sheets if necessary)

Person to Present: _____

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

June 4, 2024

**Honorable April Long
Johnson County Clerk**

Critical Records Management

Imaging & Indexing for Historical Books

SUBMITTED BY:

Jack Morris
Account Executive
jack.morris@kofile.com
(214) 729-6885
Opportunity No: 319542

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235
p: 214.442.6668 | f: 214.442.6669
info@kofile.com | www.kofile.com

Dear Honorable April Long,

This proposal addresses Johnson County's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments imaging and indexing. Note that prices for the inventory herein are good for 90 days from the date of this proposal.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Johnson County's 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. 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).

ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Kofile's services are unique because materials are addressed according to their conditions and fold endurances without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents and use the best hardware and software available. Many projects involve re-work for collections already imaged or indexed by low-bid vendors. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

IMAGING OVERVIEW

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator indicates and inserts a review form for the quality assurance team to assess. The page is marked with a "Best Possible Image Indicator" or treated with further enhancements.

Images are captured at 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF. Images are optimized and scaled for system output.

IMAGE PROCESSING AND ENHANCEMENT

IMAGE PERFECT PRO is Kofile's proprietary digital SLR-based software which utilizes proprietary algorithms, critical for capturing different densities and quality levels in a collection, to provide optimal quality and uniform images. IMAGE PERFECT PRO measures each image for cropping, rotating, deskewing, and tone correction.

Kofile utilizes the Microsoft® SQL database as the underpinning for its production systems and IMAGE PERFECT PRO allows operators to interactively build and edit image processing scripts, which can be saved for batch processing. Progress tracking capabilities can identify exceptions enabling supervisors

to quickly and efficiently correct problems. This software automatically detects and compensates for scanner variances delivering consistent, high-quality output.

IMAGE PERFECT PRO enables repair of the currently displayed image without rescanning, which could compromise image integrity, and uses custom image clean-up and enhancements such as deskew, despeckle, character repair, and zonal processing to improve legibility. Kofile maintains 100% document integrity and image control with exclusive image locking capabilities. The processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

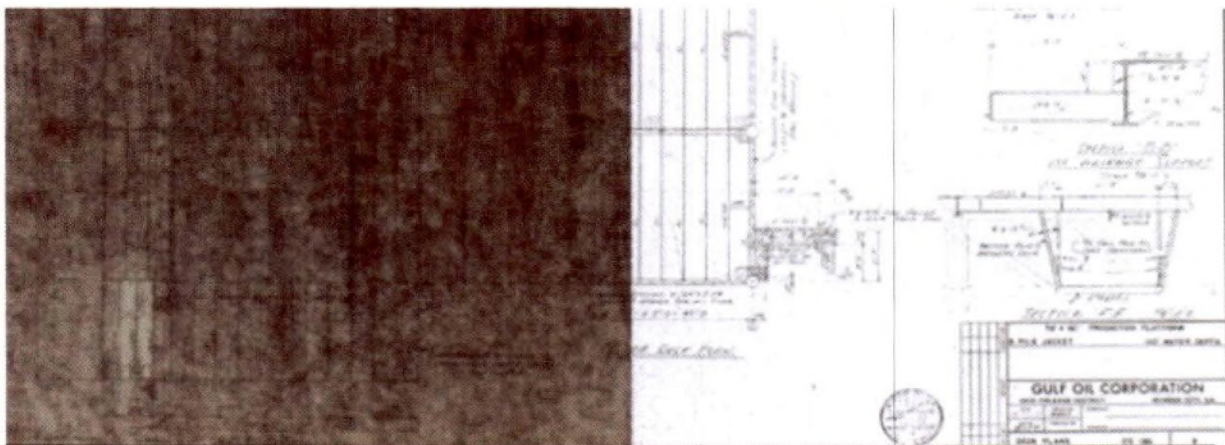
Quality Targets permit operators to view image quality at scan. Images, even those scanned on different devices, are "normalized." This software measures image quality and propagates this data through the imaging chain. Quality Targets serve as the foundation for quality assurance analysis.

Quality Targets (pictured herein) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. IMAGE PERFECT PRO measures each image at a minimum for:

- Target dpi
- Target Tone scale & correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data

If applicable to the project, Kofile performs negative Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.

If requested, annotations are supported to allow the addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.



Examples of imaging before (L) and after (R) advanced image cleanup and enhancements.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Kofile technicians ensure there are no missing pages, double feeds, or added attached pages. Then every processed image is inspected, and finally, a digital inventory check is conducted before delivery. Johnson County can receive an image log noting the steps employed.

Advanced Equipment

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document that requires imaging. All of scanners employ page detection to adjust for varying sizes of paper and, more importantly, thicknesses to reduce "pull-throughs" on thin papers following thick bond. Fragile documents are imaged by hand and not fed through an automated Document feeder. Kofile's technicians are trained to handle fragile documents.

ARCHIVAL INDEXING

Data integrity is essential. Kofile's proprietary indexing software and keying procedures is proven 99.25% accuracy.

Prior to indexing, Kofile conducts a comprehensive assessment of Johnson County's indexing specifications to ensure accurate and consistent indexes, guaranteeing quick searches for users.

During the assessment, Kofile documents established methods of indexing specific instruments, clarifying terminology, and the standards used to enter names, dates, and other basic required information. This analysis differentiates the following:

- Cross-indexed documents
- Differentiation between individual names & corporation names
- Government departments & agencies
- Alternate & alias names
- Abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)

Kofile's quality control procedures (QC) ensure that managers and supervisors internally research and answer questions about any problematic process. Kofile will contact Johnson County for any clarification and/or decisions needed. Client involvement demonstrates Kofile's pride in building successful professional relationships.

Data Entry Procedures

Consistently keyed fields will improve document retrieval and build a dependable, searchable database. To accomplish this, two technicians separately key the same entry for every field. Software is then utilized to ensure those separate entries match. Fields that do not match are sent to a supervisor to determine the issue, after which the entry is sent to a third technician to key a final time. With this methodology, each field is blind-keyed at least twice, and up to three times.

Any amendments are communicated with Johnson County via an exception list. Some exceptions are to be expected as not all records contain all fields noted. Kofile will establish rules for these abnormalities once the project commences.

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)

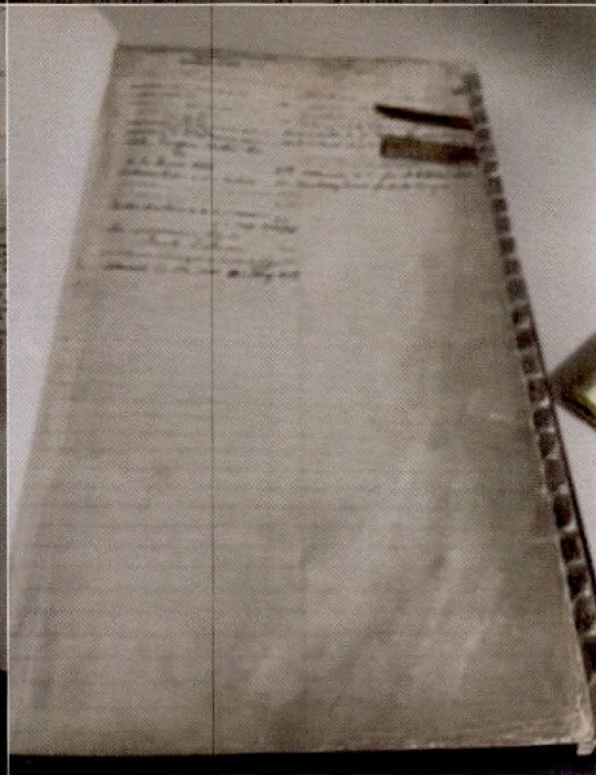
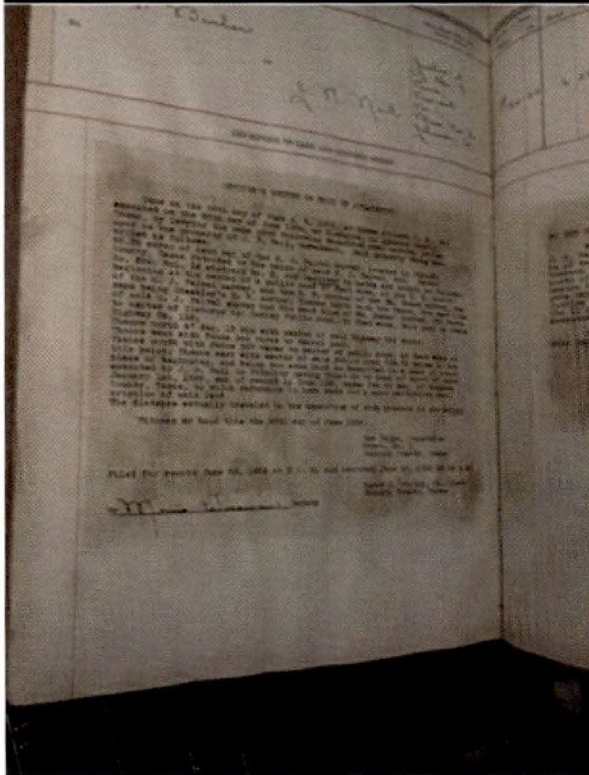
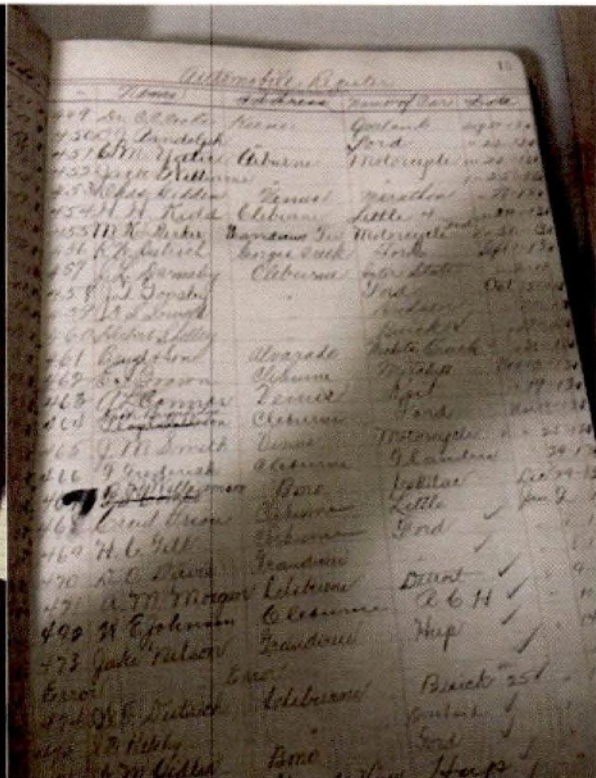
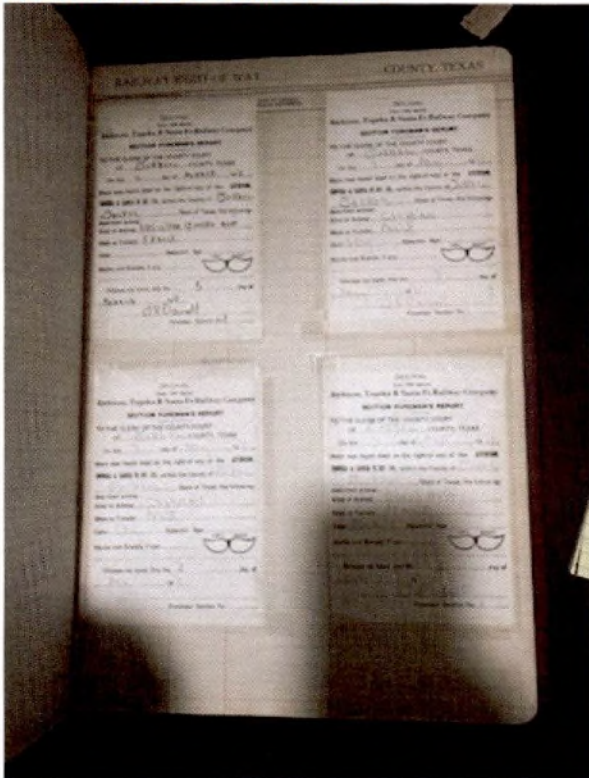
- Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Maps will be captured at a minimum of 300 dpi. Full color, gray scale and black and white will be determined with each document type/book.
- Images accumulate as bi-tonal images in a Group IV 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. Case files are named by case number. Plats are named by cabinet and slide.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If applicable, images are optimized and scaled for system output.

- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate.
- STITCHING: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page.
- Johnson County receives a MASTER in a medium suitable to the project size (e.g., SFTP, USB).
- 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 Johnson County's System vendor.
- If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata.
- Indexing fields to be determined.

PHOTOGRAPHIC DOCUMENTATION





PROJECT PRICING

This project is presented via TXMAS Contract No. TXMAS-23-92001. 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 and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Johnson County Clerk							
Project Overview							
Record Series	Volume Range	Volume Count	Page Count	Document Count	Level of Service		Estimated Total
					IM	ID	
Mechanics Lien	4-7	4	2,560	1,280	\$2,790.40	\$6,489.60	\$9,280.00
Mechanics Lien	8-38	31	19,840	9,920	\$14,483.20	\$35,017.60	\$49,500.80
State Tax Lien	1-3	3	1,920	960	\$1,401.60	\$3,388.80	\$4,790.40
Federal Tax Lien	1-2	2	1,280	640	\$934.40	\$2,259.20	\$3,193.60
ESTIMATED PROJECT TOTAL					\$19,609.60	\$47,155.20	\$66,764.80

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.
 Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.

<p>CUSTOMER ACCEPTANCE</p>  <p>_____ Signature of Authorized Official</p> <p>Christopher Boedeker _____ Print Name of Authorized Official</p> <p>County Judge _____ Title of Authorized Official</p> <p>June 24, 2024 _____ Date</p>	<p>KOFILE ACCEPTANCE</p>  <p>_____ Signature of Authorized Official</p> <p>Michael Cobb _____ Print Name of Authorized Official</p> <p>Central RVP _____ Title of Authorized Official</p> <p>6.24.2024 _____ Date</p>
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PURCHASING VIA TXMAS

Please reference Contract No. **TXMAS-23-92001** directly on the P.O. Kofile can prepare a 'Shopping Cart' in TxSmartBuy so Johnson County can complete this.

STATE OF TEXAS CO-OP MEMBER LISTING FOR Smith County Clerk	
LINK	https://www.txsmartbuy.com/member_search/520
CO-OP #	C1260
Contact	Lance Anderson; landerson@johnsoncountytexas.org
Expiration	7/2/2024

Johnson County is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
IMG701	92030	Archival Imaging of Unbound Positive / Typescript	Page	\$0.73	23,040	\$16,819.20
IMG702	92030	Archival Imaging of Unbound Positive / Manuscript	Page	\$1.09	2,560	\$2,790.40
IND701	92021	Backfile Archival Indexing of Vitals / Typescript	Doc.	\$3.53	11,520	\$40,665.60
IND702	92021	Backfile Archival Indexing of Vitals / Manuscript	Doc.	\$5.07	1,280	\$6,489.60
TOTAL						\$66,764.80

ACCESSIBILITY OF RECORDS

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

Sincerely,

Jack Morris

Jack Morris

c: (214) 729-6885

e: jack.morris@kofile.com

lgs