



October 13, 2021

Honorable Tanya Richie
Lamb County Clerk
100 6th Drive, Suite 103
Littlefield, TX 79339

Dear Hon. Tanya Richie,

This quote addresses the archival digitization (including image capture and image processing and enhancements) and archival indexing of the Lamb County Clerk's Official Public Record (OPR) books. This collection is comprised of 51 volumes with a Good Faith Estimate of 48,450 pages and 19,380 documents.

This project will relieve dependence on paper by ensuring superior digital images are accessible for electronic retrieval. Kofile is uniquely qualified to complete Lamb County 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.

DO IT ONCE, DO IT RIGHT, DO IT FOREVER

This philosophy is the driving force placing Kofile above other imaging competitors. Kofile's services are not 'as-is' or 'scan it and forget it.' Kofile's basis for success is decades of experience, realistic solutions, and professional analysis.

Lamb County is guaranteed that all work is the highest quality and free of distortion or information loss due to capture failures. Kofile ensures the Best Original Image for the application of current and future technologies. In addition, Lamb County is assured of the following key differentiators with

Kofile's indexing services:

- ▶ Kofile blind re-keys each field to maintain a 99.25% accuracy rate.
- ▶ Our employees are key assets—our Data Entry Manager has 43 years of experience.
- ▶ Kofile indexes at our Dallas facility, ensuring data confidentiality and security.
- ▶ Kofile does not use third-parties to key—thus, errors and threats to data integrity are minimized.

PROJECT GOALS

- ✓ Modernize & upgrade office systems
- ✓ Add records & information to the Case Management System
- ✓ Eliminate or reduce manual lookups & searches
- ✓ Expedite searches with more records available for electronic retrieval
- ✓ Progress towards a paperless office
- ✓ Protect original records by reduction of daily use
- ✓ Reclaim space in the public records area

With Kofile, Lamb County saves money, eliminate exposure of assets at multiple locations. With headquarters located in Dallas, TX, Kofile can work side-by-side with the County Clerk.

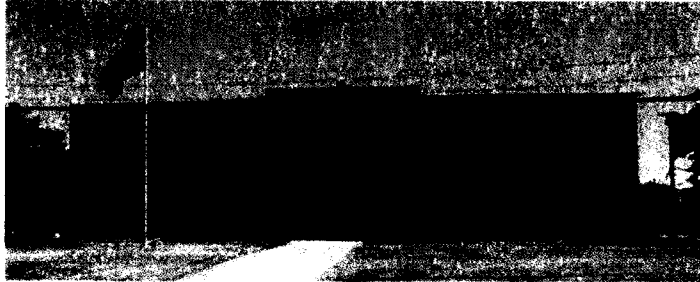
Jack Morris, Account Manager, will handle all communication with the Lamb County Clerk and ensure the project is completed on schedule and according to Lamb County's standards.

Kofile appreciates this opportunity to be of service to the Lamb County Clerk in this engagement.

LOCATION OF WORK

The location of work for this project is Kofile's corporate headquarters at 6300 Cedar Springs Road in Dallas, TX, see pictured. Kofile possesses a history of responsibility, and it has invested in facilities with superior security to mitigate loss and destruction before they occur.

Our Dallas facility is a fire-resistant brick and concrete building with structural steel support members and fire-rated walls, ceiling, and flooring. The Kofile facility is F5 Tornado Resistant according to an architectural assessment performed by Tanner Consulting, January 2010.



Lamb County is welcome to inspect the Kofile facility—with or without notice—at any time.

Due to the sensitive nature of the data, Kofile provides multiple security measures. Kofile combines a 24/7 manned on-site security person with electronic surveillance. A state-of-the-art security system protects the entire building. In addition to the Motion Detector Security System, Kofile follows rigorous end-of-day closing and lock-down inspection protocol.

Regulated Facility Environment

Kofile has 24-hour temperature and relative humidity (RH) controls. All work areas for original Documents meet the Texas State Library and Archives Commission's recommended archival climate control standards. Kofile has four independent HVAC systems with programmable thermostats. Each vault has a separate and independent HVAC system.

The laboratories are windowless and centrally located to eliminate exposure to ultraviolet (UV) light. Kofile does not have any issues with pest control. The building is regularly maintained. Food and drinks are not permitted in the conservation areas by anyone, for any reason. Records being treated for mold or pests are quarantined in standard polyethylene bags, separate from other records, until remedial treatment is complete.

VAULTS

The Dallas facility has three vaults. Each vault is secured with Level 5 vault doors with a 4-Hour UL Rating of at least 350°F. Each vault has its own independent HVAC system, monitors for humidity and temperature, and controls for airborne particulates (monitored by analog methods). Kofile actively monitors for micro-organic growth.

Daily protocol requires that records removed from the vault for work must be in the custody of a technician at all times. When records are not undergoing treatment, they are immediately returned to the vault area.

Kofile provides storage services for microfilm, microfiche, and other types of data in its Media Vault. Kofile randomly performs spot tests to safeguard against certain contaminations, such as Vinegar Syndrome, mold, mildew, and/or Redox on microfilm. Acetate Base Film is separated from Polyester Base Film and is stored in separate storage boxes to help eliminate film contamination, as Eastman Park Micrographics, Inc. (EPM) recommends.

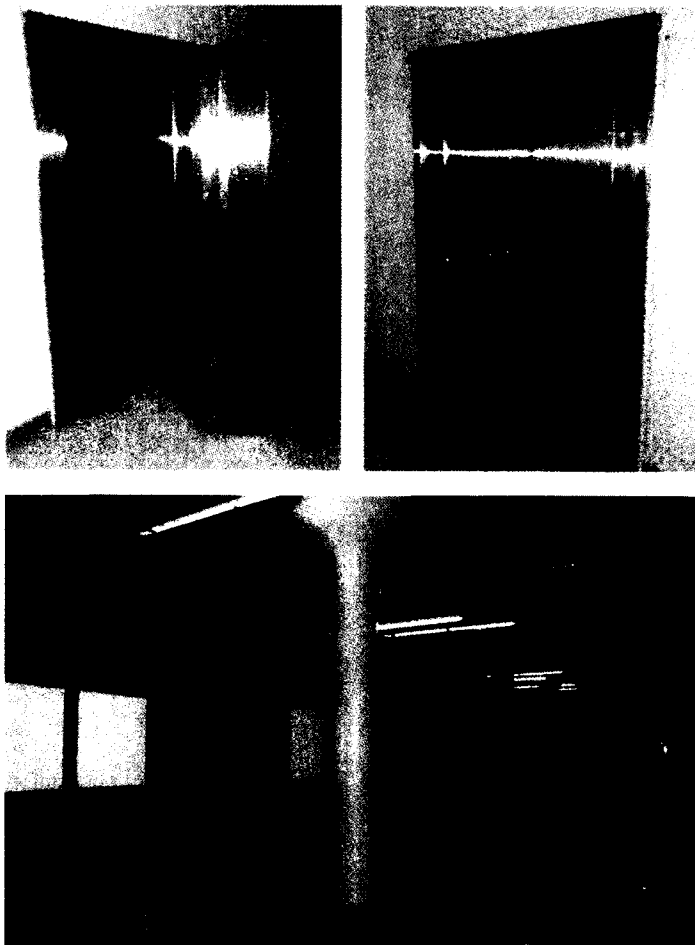
Kofile can retrieve any part of the microfilm/data and transmit the requested microfilm/data to a customer electronically or through other means. The client owns all of the stored microfilm/data, and Kofile will not sell or distribute the microfilm/data in any way.

SYSTEM SECURITY

Kofile works in a secured, directory-based environment. Kofile employees are subjected to background checks and extensive interviews. Before they are allowed to work with confidential records, technicians must graduate a series of work-effort tiers.

Our operator terminals are configured to ensure that no data can leave the facility. Any employee who works on a project is issued a username and password to access images. Rights are assigned to individual images as "read only." Only approved employees have the passwords to change image permissions (access or alter an image). Therefore, no one can delete or modify images without authorization. All activity of this nature is logged.

Kofile establishes positive control over each item. Our SQL imaging database maintains a complete audit trail throughout each step for inventory control. We have managed

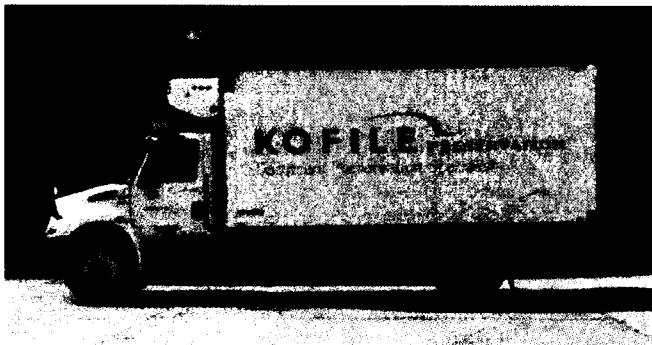
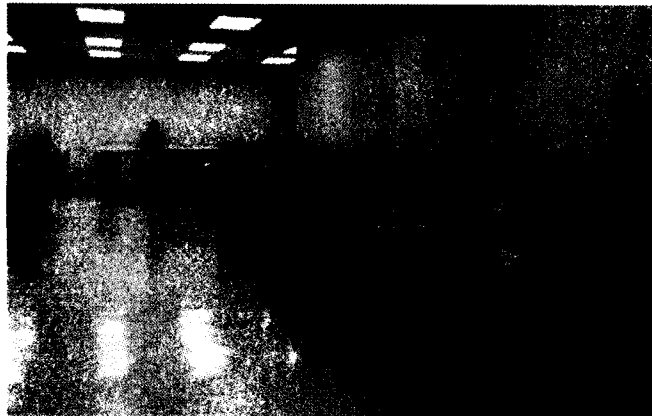


numerous projects and have not lost any media or source files. Irreplaceable roll film, aperture cards, cartridges, paper files, charts, maps, and microfiche are all handled in this manner, without loss.

Kofile's server architectures allow redundancy of data operations in multiple locations. Data is regularly backed up to allow services to resume without interruption. Scanned information is captured on local workstations and processed in batches. After capture, batches are stored on centralized servers. Index servers are also backed up. After indexing, data is batch processed on central servers. These are backed up nightly, and the entire group of information is stored on archive servers. These data sets are moved to tape with multiple copies maintained offsite and within the vault noted previously. A backup implementation and rotation schedule is provided upon request.

PRODUCTION TRACKING SYSTEM (PTS)

An integral part of project management relates to the cataloguing of incoming files and tracking. Kofile uses its Production Tracking System (PTS) capability to produce unique IDs for each control unit. PTS provides staff with the tools necessary to establish positive control of the project and to manage the inventory of images, boxes, and microfilm continuously. Kofile employees can track the individual status of each document traveling through our system. PTS is also used for audit tracking purposes for each employee.



SERVICE DELIVERY

Trained personnel handle documents with the utmost care. For projects with large inventories, records are transported in our secure 18-foot truck. The cargo is held in a climate-controlled environment. This vehicle boasts a 4,000 lb. lift gate, air suspension, and air brakes. This truck is also equipped with extra security features, including back-up cameras and an anti-lock braking system. Executives monitor location, warning signals, and environmental conditions during transport.

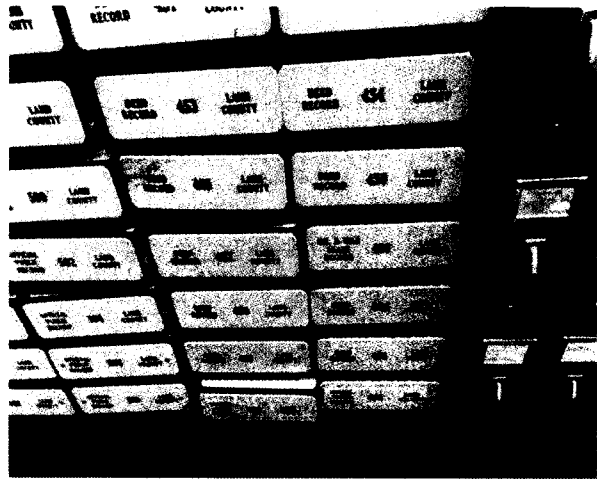
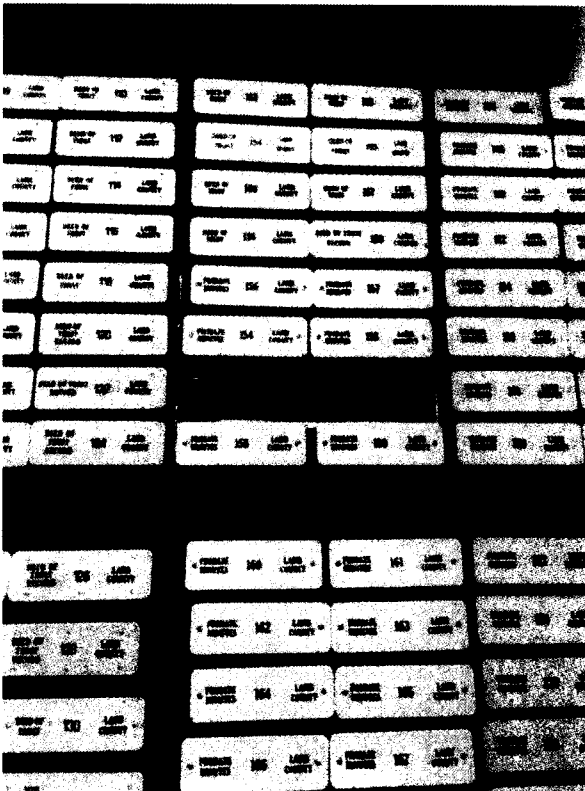
INFORMATION REQUESTS

"Hot Shots," or Lamb County information requests, are available via fax or email. Upon receipt of a Hot Shot, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the requester or alternate. The turnaround time for Hot Shots will meet or exceed the County Clerk's requirements.

OWNERSHIP OF DATA

All Lamb County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Lamb County. This policy is applicable to any agreement, verbal or written, between Lamb 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 Lamb County.
- ▶ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.



corner, said point being the Northeast corner of the Southeast Quarter (SE/4) of Section Sixty-One (61) aforesaid;
THENCE South along the East line of Section Sixty-one (61), a distance of 240 feet to a point for corner;
THENCE West parallel with the North line of Southeast Quarter (SE/4) of Section Sixty-one (61), a distance of 420 feet to a point for corner;
THENCE Northwesterly to the place of beginning and containing 3.33 acres of land, more or less.

This grant is subject to all prior mineral conveyances and/or reservations as contained in instruments of record in the Deed Records of Lamb County, Texas. Grantors herein for themselves, their heirs and assigns reserve an undivided one-eighth (1/8th) of all of the oil and gas on, in, under or produced from TRACT 2 above-described, which reservation shall be in addition to all prior conveyances and/or reservations of minerals so that Grantors herein shall hereafter own a full undivided one-eighth (1/8th) of the oil, gas, and other minerals.

Subject to all visible easements and all recorded easements as reflected by the Deed Records of Lamb County, Texas.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said DOUGLAS HILTON HASSELL, JR., his

heirs and assigns forever and we do hereby bind ourselves, our heirs, executors and administrators, to Warrant and Forever Defend, all and singular the said premises unto the said DOUGLAS HILTON HASSELL, JR., his

heirs and assigns, against every person whomsoever lawfully claiming, or to claim the same, or any part thereof.

But it is expressly agreed and stipulated that the Vendor's Lien is retained against the above described property, premises and improvements, until the above described note, and all interest thereon are fully paid according to its face and tenor, effect and reading, when this deed shall become absolute.

WITNESS our hands at Farwell, Farmer County, Texas, this 25th day of March, 1987.

Witness at request of grantor

John Anna Dean
JOHN ANNA DEAN
N. K. Dean
N. K. DEAN

Showing reference of Original
Name: Douglas Hilton Hassell, Jr.
Address: Route 1, Box 118A
Farwell, New Mexico 86135

(Acknowledgment)

STATE OF TEXAS
COUNTY OF FARMER

This instrument was acknowledged before me on the 25th day of March, 1987, by JOHN ANNA DEAN and N. K. DEAN.

My commission expires



BRENDA GARRISON
Notary Public, State of Texas

Brenda Garrison
Notary Public, State of Texas
Notary's printed name

Imaging a document creates an electronic representation of the original. 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 does not subscribe to the "scan it and forget it" philosophy. Our services differ because materials are addressed according to condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. Kofile invests in the best hardware and software. Many of our projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information.

Kofile's experience with the data conversion of archival documents is inferior to none. Kofile can address any concerns regarding the conservation treatment and handling of fragile items, superior image capture and microfilming, and quality of work— *all at one facility.*

IMAGING OVERVIEW

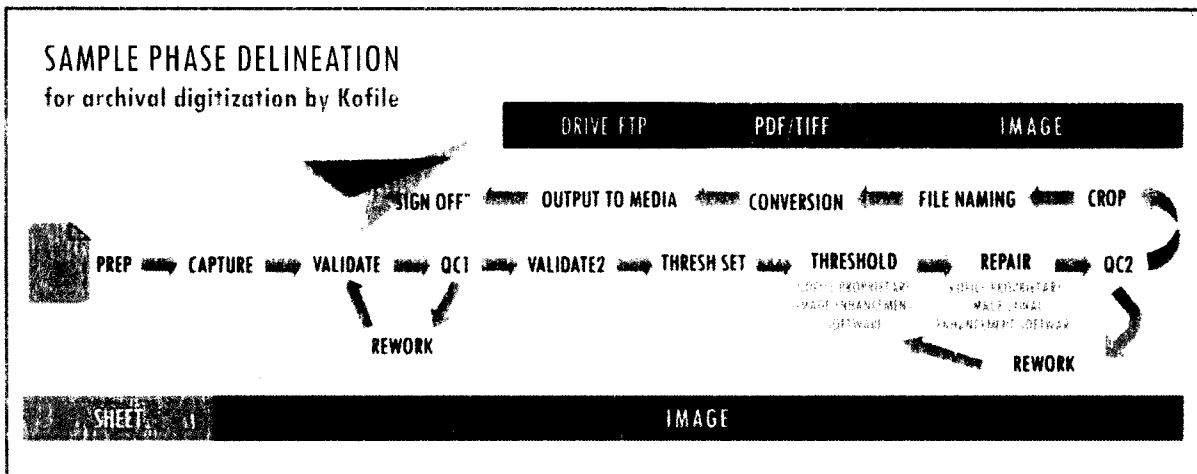
Domain specific knowledge is necessary for this project. A vendor that does not understand permanent asset collections may address the Lamb County files as disposable documents. Kofile understands these are not disposable records, and will maintain file order and identification.

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.

Image Capture

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 treated with a "Best Possible Image Indicator" or further enhancements.

Images are captured at a minimum of 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 or PDF format. Images are optimized and scaled for system output.

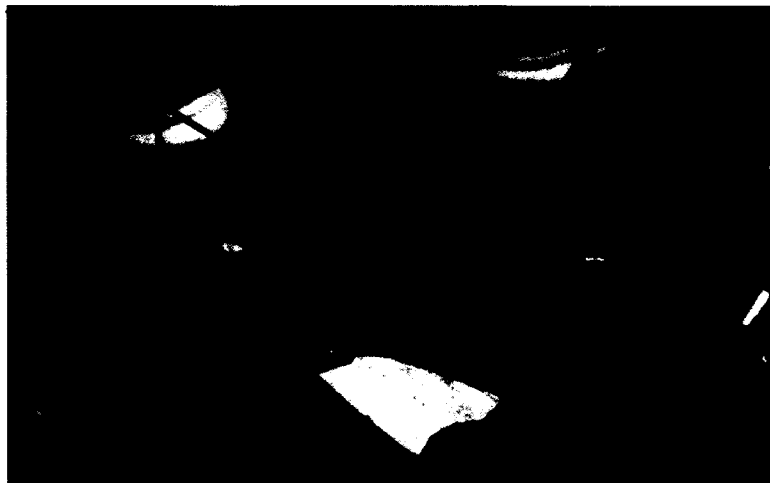
Image Processing & Enhancement

IMAGE PERFECT is Kofile's proprietary software. It ensures the optimum image quality. When documents vary in size and density, this custom programming ensures uniform images. It provides proprietary algorithms to achieve high image quality. Algorithms are critical for capturing different densities and quality levels in a collection.



This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft® SQL database as the underpinning for the production systems. The software also allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Supervisors correct problems quickly and efficiently. This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners. The Assured Image delivers consistent, high-quality output.

IMAGE PERFECT uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. 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.



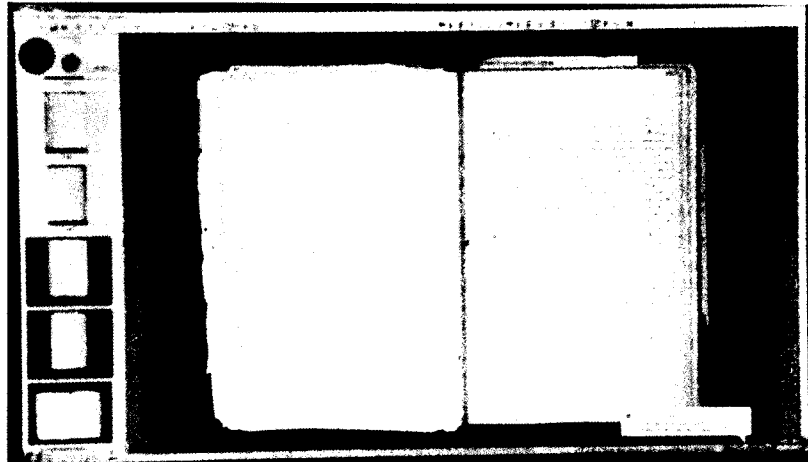
The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evans Courier & Press, August 21, 2013.

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Images are zonal enhanced to improve readability.

Quality Targets (pictured) 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* measures each image at a minimum for the following attributes:

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



Quality Targets permit operators to view image quality at the time of the scan. Images, even those scanned on different devices, are "normalized" as if from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The *Quality Targets* serve as the foundation for our quality assurance analysis.

Annotations are supported to allow the electronic 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.

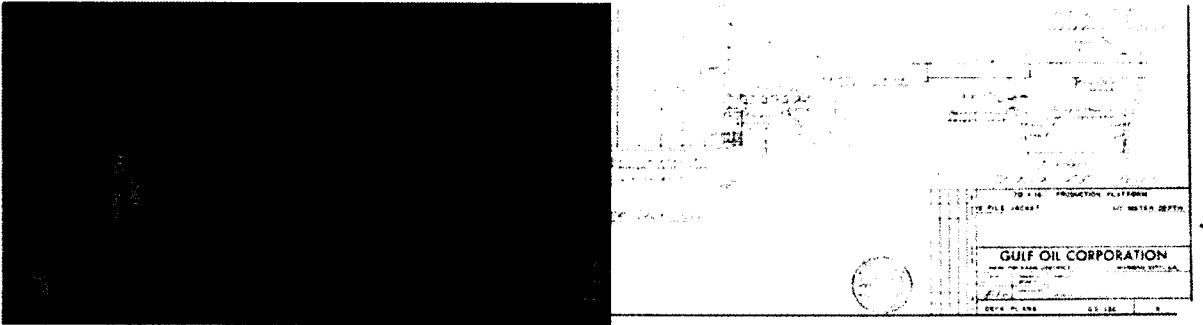
Kofile performs negative Photostat polarity reversal (so all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.

Quality Control (QC)

QC ensures that all images are certified. **Each and every image is sight checked.** Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post scanning review. Then, the process involves a statistical, random, batch-based review of 8% of all work before delivery. Kofile ensures that there are no missing pages, double feeds, and accounts for "A" pages (those added to the book).

INDEXING

Our proprietary indexing software and keying procedures provides proven 99.25% accuracy. Prior to beginning any indexing project, Kofile conducts a comprehensive assessment of the indexing specifications of the County Clerk's Office.



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

The assessment process includes documenting established methods of indexing specific instruments, clarifying terminology, and determining the standards used for entering names, dates, and other basic information required for indexing. This analysis produces essential information to ensure the metadata's accuracy and integrity.

Full consideration is given to all indexing situations, including:

- ▶ *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)*

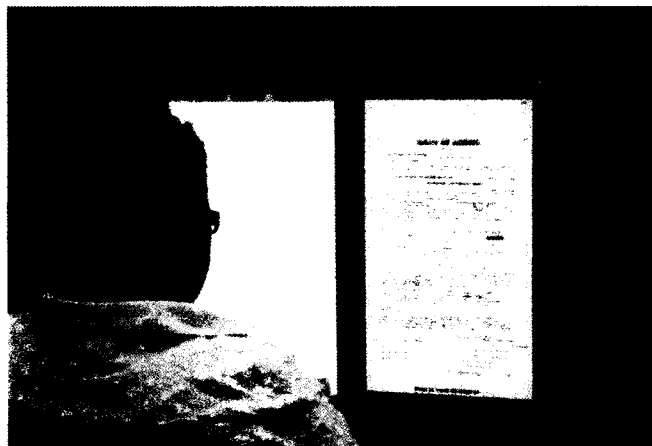
Taking additional time for a thorough examination of the County's particular requirements allows for accurate and consistent indexes, guaranteeing quick searches for users.

DATA ENTRY PROCEDURES

Data integrity is essential. Kofile's goal is to provide consistently keyed fields. This will improve document retrieval and build a dependable, searchable database for Lamb County's staff and patrons.

Kofile performs key entry at least twice for every field. Following the initial field key entry, the record displays to a second technician. This individual also keys the field (termed a "blind re-key"). The software compares the entries. If they do not match, the record is sent to a supervisor.

This supervisor identifies the problem with the field entry and determines if it is a one-time keying error or a prevailing issue. The supervisor decides if a new keying standard is needed. The record is then sent to another technician and keyed again. **With this methodology, each field is blind-keyed three times.**



In Kofile's quality control procedures (QC), managers and supervisors internally research and answer questions about any problematic process. If the Lamb County Clerk's Office is required to provide input, Kofile will contact the County Clerk for a clarification and/or decision. Client involvement demonstrates our pride in building successful professional relationships with our clients.

DATA ENTRY FIELDS

For this project, Kofile has identified the following required fields. Any amendments will be communicated to the County Clerk with an exception list for the County to match and scan the amendment and the record themselves.

REAL PROPERTY RECORDS:

- 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

Exceptions are expected, as not all records contain all fields noted. Kofile will establish rules for these abnormalities once the project commences.

PROJECT OVERVIEW


Without a signed contract, prices are good for 90 days.

Pricing is based on a Good Faith Estimate of page and document counts. Estimates include 860 pages per volume, and 4.5 pages per document. Billing will occur on actuals per agreed upon pricing; not to exceed the P.O. with written authorization from the County.

LAMB COUNTY CLERK IMAGING AND INDEXING OF OFFICIAL PUBLIC RECORDS								
RECORD SERIES	VOLUME	DATE RANGE	NO VOLS	IM UNIT PRICE	NO. IMAGES	ID UNIT PRICE	NO. DOCUMENTS	LINE TOTAL
Deed	427-462	12/1996-1/1991	36	\$0.63/IM	34,200	\$3.23/DOC	13,680	\$ 65,732.40
Deed of Trust	147-159	12/1996-1/1991	13	\$0.63/IM	12,350	\$3.23/DOC	4,940	\$23,736.70
Official Public Record	463-464	12/1996-1/1986	2	\$0.63/IM	1,900	\$3.23/DOC	760	\$3,651.80
PROJECT TOTAL								\$93,120.90

COUNTY ACCEPTANCE

- ▶ Without a signed contract, prices are good for 90 days. Upon approval, pricing is firm for the contract term.
- ▶ Pricing is based on a Good Faith Estimate of page and document counts. Billing will occur on actuals based upon agreed upon pricing; not to exceed the P.O. with written authorization from the County.

 County Judge 6-13-2022
 Signature Title of County Representative Date

(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 and blind re-key verify all Documents
- Real Property Indexing Fields, where applicable, as identified herein
- Create a pipe-delimited index file

Other Included Services:

- Format to load images and indexes into County's Electronic Records Management System. (Please note that the system vendor may charge the County additional costs for the final import.)

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

Sincerely,

Jack Morris

Jack Morris
Account Executive
jack.morris@kofile.com
c. 214.729.6885

rmh