

KOFILE PRESERVATION

December 5, 2014

Honorable Dianne Norris
Titus County Clerk
100 West First Street, Suite 204
Mt. Pleasant, TX 75455

Dear Hon. Dianne Norris,

Please find the following proposal for the QuickLink® access solution for the 27 volumes of Titus County Clerk's handwritten Deed Books. Prices are good for 90 days.

DO IT RIGHT, DO IT ONCE, DO IT FOREVER

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

Many of our projects involve re-work for collections already imaged or indexed by low-bid vendors. We guarantee that our work is the highest quality and free of distortion or loss. Kofile understands the need for access and the ease of rapid digital retrieval.

SCOPE OF SERVICES

TITUS COUNTY CLERK PROJECT INVENTORY				
RECORDS SERIES TITLE	QUANTITY OF VOLUMES	DOCUMENT COUNT	IMAGE COUNT	FORMAT
Deed Record	27	11,491	17,119	Manuscript or Handwritten Sheets

OVERVIEW OF SERVICES

QuickLink® Indexing

- Indexing/Imaging Service
- Software Setup/Training

METHODOLOGY

Kofile's goal is to provide consistently-keyed fields. This will improve document retrieval and build a dependable searchable database for staff and patrons. Indexing projects are completed in our secure Dallas headquarters.

Kofile performs key entry at least twice for every field. Our proprietary indexing software and keying procedures provides proven 99.25% accuracy.

6300 CEDAR SPRINGS ROAD
DALLAS, TEXAS 75235
214-351-4800

ONE ALLEN MARTIN DRIVE
ESSEX, VERMONT 05452
800-639-3027

2211 MOUTON DRIVE, STE A
CARSON CITY, NEVADA 89706
855-767-8697

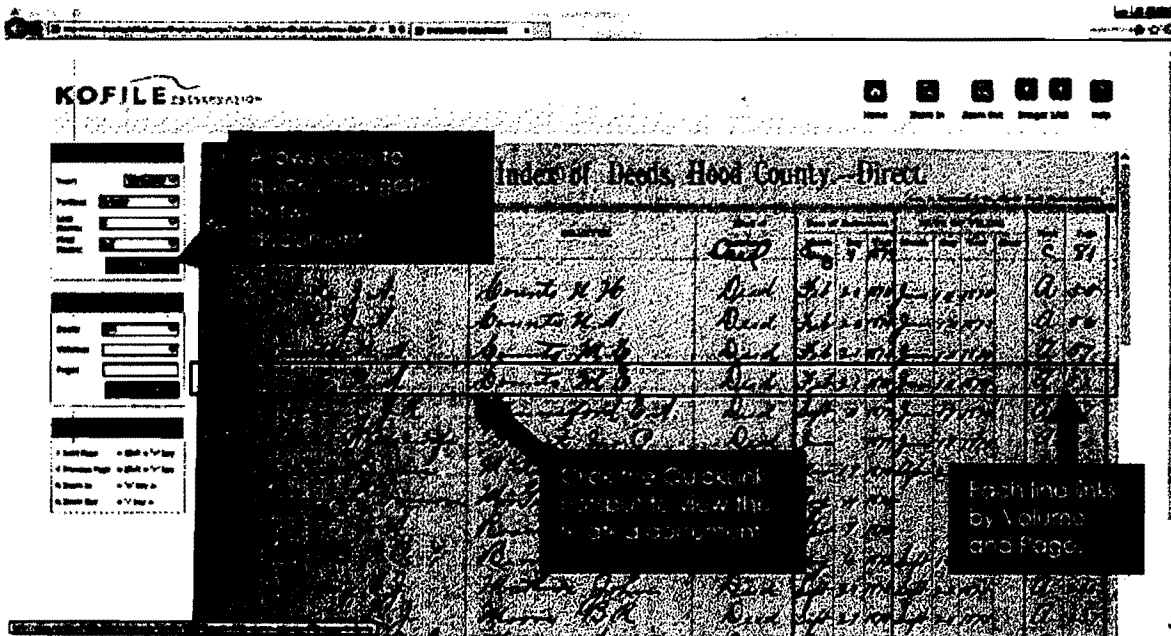
Following the initial field key entry, the record is displayed to a second indexing operator. This individual also keys the field (termed a "blind re-key"). The software compares the entries. If they don't match, the record is sent to a supervisor. This supervisor identifies the problem and determines if it is a one-time keying error or a prevailing issue. The supervisor decides if a new keying standard is needed for all operators to follow. The record is then sent to another technician and keyed again. With this methodology, each field is blind-keyed three times.

In our quality control procedures, any questioned process is researched and answered internally by experienced managers and supervisors. If the Titus County Clerk is required to provide input, Kofile will contact the Clerk for a clarification and/or decision. We take pride in building successful professional relationships with our clients.

QuickLink®

QUICKLINK® is a custom software solution that provides significantly more images and indexes at a fraction of the cost. This document mapping/linking solution queries Index Books and setting links to associated Images—see exampled below.

Typically, title companies, abstractors, and attorneys performs searches back at least 30 years. This solutions benefits Titus County by providing an automated retrieval method. **QUICKLINK®** is a significant cost savings and an alternative to full indexing. Kofile offers this additional solution to expedite the current digital imaging and indexing initiatives.



PROJECT PRICE QUOTE

TXMAS REPORTING REQUIREMENTS
 The Texas Comptroller of Public Accounts (CPA) has new regulations. To purchase this TXMAS project, Titus County must enter the order online on the TxSmartBuy System at <www.txsmartbuy.com/>.

Please review the attached instructions outlining the new process (excerpted right).

Titus County's CO-OP Listing, per the CPA's website:

CO-OP #	C2250
Contact	James Webster, businessmanager@co.titus.tx.us
Phone/Fax #	903-572-8101 / 903-577-6793
Expiration Date	01-AUG-2015

PROCEDURES TO REPORT SALES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.

STEP ONE

Go to: <http://www.txsmartbuy.com/>

You will need: 1. TxSmartBuy Sign in username and password
usually managed by the County or City's Purchasing Dept. or Auditor

STEP TWO

@ADMIN PAGE

Click on the link at the top right of the page: [TXMAS CO-OP Sign In](#)

PROJECT PRICING

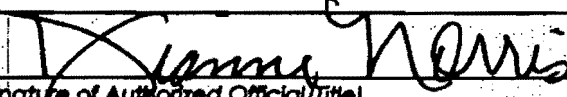
Please reference **TXMAS Contract No. TXMAS-13-36010** on the County's Purchase Order. Prices are good for 90 days.

TITUS COUNTY CLERK QUICKLINK® INDEXING PROJECT					
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	DOCUMENT QUANTITY	TOTAL PRICE
IND006	92021	QUICKLINK® Indexing	\$0.95/Document	11,491	\$10,916.45

To support the project, Kofile will annually bill for QuickLink® licensing, maintenance, and support. Annual billing will start on the one year anniversary of QuickLink's® go-live, and each year thereafter. **Please note that these services are not currently included with our TXMAS contract.**

DESCRIPTION	UNIT PRICE
QuickLink® Maintenance & Support	\$75.00/Annually Per License (Computer)

COUNTY ACCEPTANCE

BY:		DATE: <u>12-8-14</u>
	(Signature of Authorized Official/Title)	

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions.

Sincerely,

Bob Summers

Bob Summers
Account Manager

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