

KOFILE TECHNOLOGIES

August 6, 2018

Honorable Stacey Kemp
Collin County Clerk
Collin County Administration Building
2300 Bloomdale Rd., Suite 2106
McKinney, TX 75071

RE: Archival Indexing of DD214s with Preservation of Select Volumes

Dear Hon. Stacey Kemp,

This proposal addresses the archival indexing and preservation of select volumes of DD214 Military Discharges for the Collin County Clerk's Office by Kofile Technologies, Inc.

- ▶ This inventory includes DD214 Military Discharge Volumes 1-30 with a Good Faith Estimate of 15,851 documents.
- ▶ Volumes 1-28 (partial) have already received preservation and imaging services, and they will receive indexing services.
- ▶ Volumes 2-28 have negative Photostat sheets. These volumes will receive image polarity reversal.
- ▶ The second part of Volume 28-Volume 30 will receive preservation, imaging, and indexing services.

OWNERSHIP OF DATA

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

SCOPE OF SERVICES

Records receive the following services as identified. A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check references this log sheet.

(ID) Archival Indexing

- Key and Blind Re-Key all documents.
- Create a pipe-delimited index file
- DD214 index fields as follows:
 - *Full Name*
 - *Date of Discharge*
 - *Unit—Army, Navy, Air Force, Marine*
 - *Number of Document Pages*
 - *Volume/Page*

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Volumes 28-30 Only:

(PRV) Preserve—Conservation Treatments, Deacidification, Encapsulation, Rebinding, & Archival Shelving)

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary in our Conservation Laboratory.
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast® R (an acrylic-based, heat set tissue). Japanese paper used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.
- Deacidify each side of each sheet with Bookkeepers™, a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures a pH of 8.5 with a deviation of no more than ± .5.
- Encapsulate sheets in Lay Flat Archival Polyester Pockets™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Pocket dimensions match the “book block”, with a 1¼” margin.
- Rebind in custom *Heritage Recorder* binders or *Disaster Safe County Binders*™ (DSB). A dedication and treatment report is included in the binders.

(IM) Archival Imaging (Capture, Processing, & Enhancement)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- IMAGE PERFECT is Kofile’s proprietary software. It uses 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 insure best quality image.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- Images are named (for the directory file structure) by Book, Volume, and Page.
- Images are grouped (stapled) together to form documents.
- When multiple documents (Deeds, Births, etc.) exist on a single page, images are split so that each document is viewable individually.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. Each age is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for “A” pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Other Included Services:

- Kofile will 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.
- Image Polarity reversal for Negative Photostat Volumes 2-28.

PROJECT OVERVIEW

To purchase via Kofile's GSA contract, then please reference GSA Contract No. **GS-35F-275AA** on the County's Purchase Order.

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.

COLLIN COUNTY CLERK PROJECT OVERVIEW						
RECORDS SERIES TITLE	VOLUME	DATE	QTY.	NOTES	LEVEL OF SERVICE	LINE ITEM TOTAL
DD214 Military Discharges	1-28 (partial)		14,217 docs.	Previously preserved. 10,530 negative Photostat images for polarity reversal	ID	\$33,023.08
	28 (partial)	1994-1996	447 pp., 224 docs.	Letter/legal size. Double stamped page numbers	PRV/IM/ID	\$2,590.79
	29	1996-2001	1,000 pp., 410 docs.	Letter/legal size.	PRV/IM/ID	\$5,566.44
	30	2002-2006	410 pp., 1,000 docs.	Letter/legal size.	PRV/IM/ID	\$4,377.59
PROJECT TOTAL						\$45,557.90

<p>COUNTY ACCEPTANCE</p>	<p>PURCHASING VEHICLE:</p> <p><input type="checkbox"/> GSA Cooperative Purchasing for Local Government via GSA Contract No. GS-35F-275AA</p> <p><input type="checkbox"/> Other: _____</p>
<p>_____ Signature of Authorized County Official/Title</p>	
<p>_____ Date</p>	

PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is GSA Schedule 70 Contract No. **GS-35F-275AA**. Collin County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.
- ▶ It is entirely voluntary.

- ▶ The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.

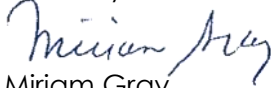
To purchase from GSA, you only need follow Collin County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

GSA line items are billed per hourly charges for the work performed:

GSA LINE ITEMS				
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
TCS005	Graphic Artist I <i>(Physical/Digital Restoration)</i>	\$65.00/Hour	160.5831	\$10,437.90
TCS006	Graphic Artist II <i>(Physical/Digital Restoration)</i>	\$75.00/Hour	160	\$12,000.00
TCS007	Information Assurance Engineer I	\$65.00/Hour	160	\$10,400.00
TCS008	Information Assurance Engineer II	\$75.00/Hour	160	\$12,000.00
TCS010	Project Manager	\$180.00/Hour	4	\$720.00
TOTAL				\$45,557.90

Please let me know if you have any questions. We look forward to serving Collin County.

Sincerely,



Miriam Gray
Account Manager

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