

April 17, 2023

**Honorable Vanessa James
Jack County Clerk Office**

Deed Record and Miscellaneous Record Indexing Project

Optional Subtitle

SUBMITTED BY:
Lance Gonzales
Account Executive
Lance.Gonzales@kofile.com

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235p: 214.442.6668 | f: 214.442.6669

info@kofile.com | www.kofile.com

Honorable Vanessa James
Jack County Clerk
Client Street Address
Client City, State, Zip

Dear Honorable Vanessa James,

This proposal addresses Jack County's historical indexing and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include indexing services for Deed Records A-535 of which A-60 are Handwritten and 61-535 are Typed records Miscellaneous records E-1-E-71 of which 1-5 are Handwritten and 6-71 are Typed all records are previously scanned. 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.

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 for Deed and Miscellaneous records:
 - Document Type
 - Grantors
 - Grantees
 - Recorded/Filed Date
 - Document Date
 - Legal Description
 - Volume and Page

PROJECT PRICING

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.

Jack County Clerk Office PROJECT OVERVIEW							
RECORD SERIES	Volume	QTY	ESTIMATED RECORDS	PRICE PER RECORD	ORIGINAL FORMAT	LEVEL OF SERVICE	LINE ITEM TOTAL
Deed Records	Vol 61-535 Typed	474 books	142,200	\$2.95	IM	INDEX	\$419,490.00
	Vol A-60 Handwritten	87 books	32,625	\$3.75	IM	INDEX	\$122,343.75
Miscellaneous Records	Volume 1-5 Handwritten	5 Books	1,875	\$3.75	IM	INDEX	\$7,031.25
	Volume 6-71 Typed	65 Books	24,375	\$2.95	IM	INDEX	\$71,906.25
	Full Indexing Services						
PROJECT TOTAL							\$620,771.25

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

Payment Terms-Full payment due upon completion of project

CUSTOMER ACCEPTANCE

KOFILE ACCEPTANCE

Signature of Authorized Official

Signature of Authorized Official

Print Name of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Title of Authorized Official

Date

Date

ACCESSIBILITY OF RECORDS

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

Sincerely,

Lance Gonzales

Lance Gonzales

c: 2144489194

e: Lance.Gonzales@kofile.com