



July 6, 2020

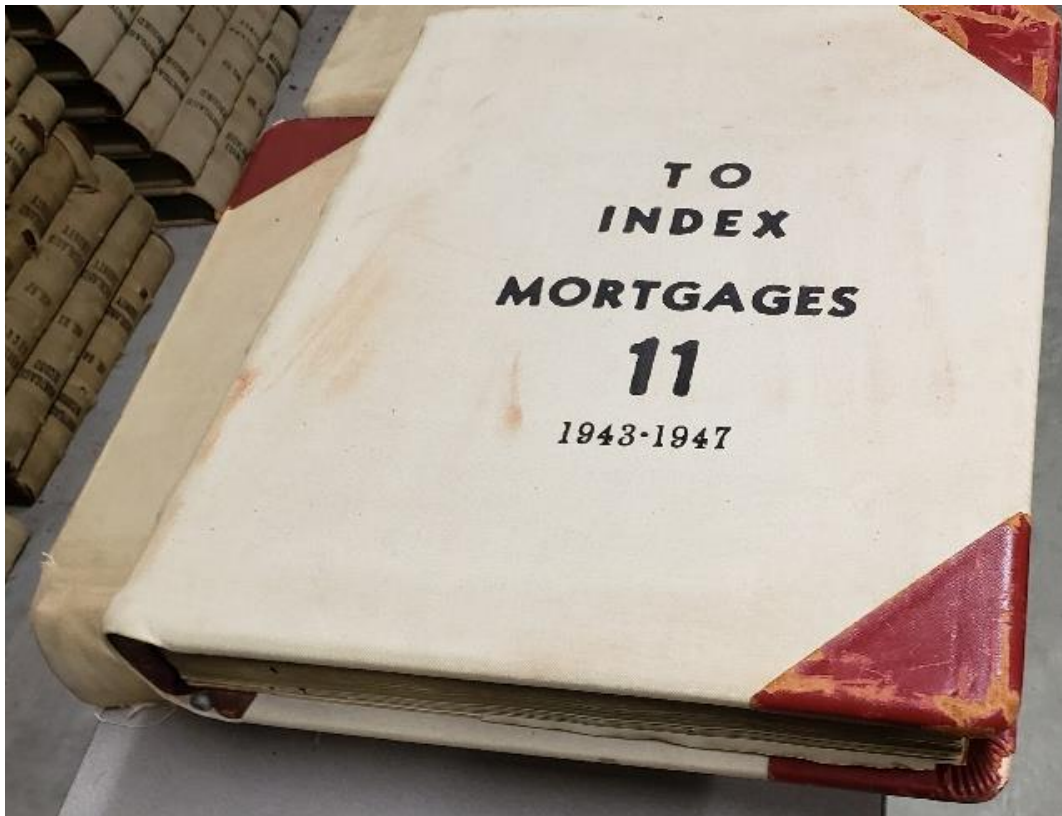
Honorable Sarah M. Davis
Richland County Recorder
50 Park Avenue East
Mansfield, OH 44902

Dear Hon. Sarah M. Davis,

This quote addresses the archival digitization (including image capture, processing, and Security Archival Microfilm) and image book/page tagging of Richland County Recorder's volumes. This project includes approximately 647,100 pages.

This proposal is presented by Kofile Technologies, Inc. (Kofile) and will relieve dependence on paper by ensuring superior digital copies of the original records. Kofile is uniquely qualified to complete Richland County'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.

PHOTOGRAPHIC DOCUMENTATION



7903 THORNDIKE ROAD, GREENSBORO, NC 27409
P: 336/542-5115 F: 336/283-5327 INFO@KOFIILE.US

PHOTOGRAPHIC DOCUMENTATION, *continued*

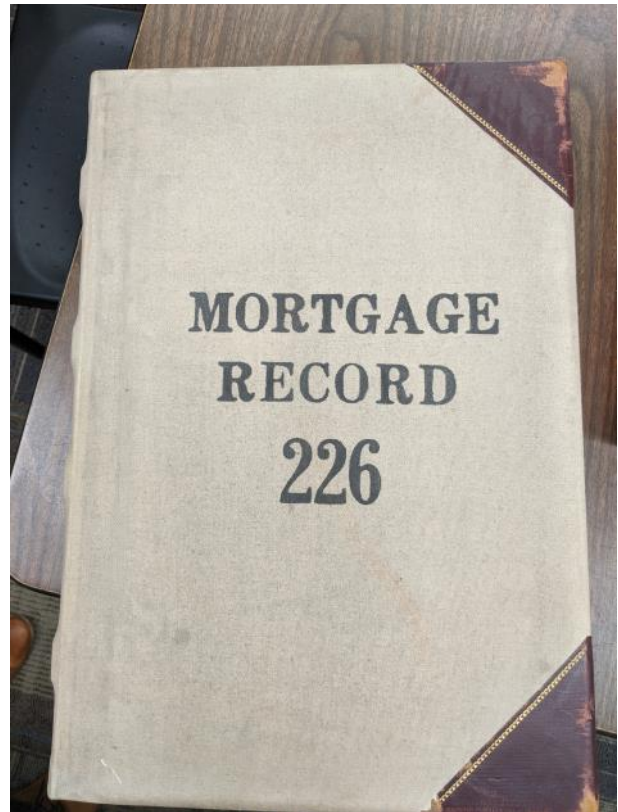
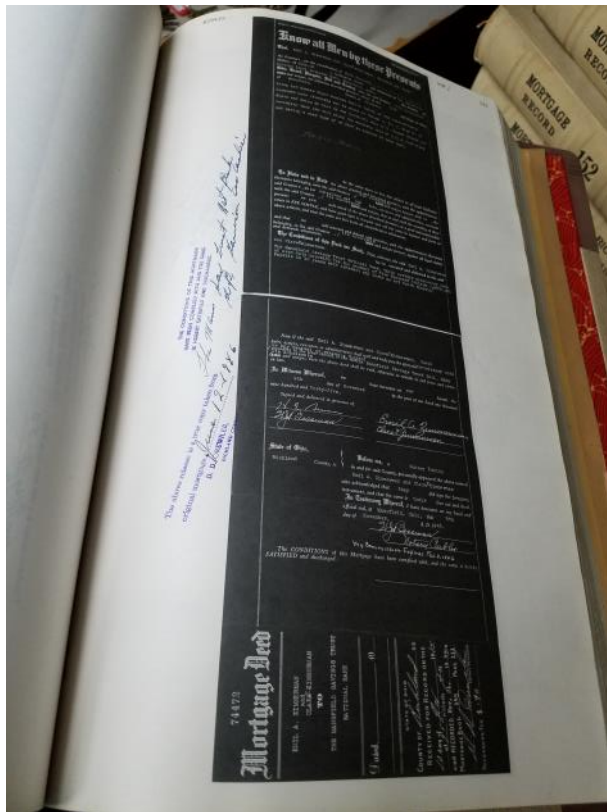
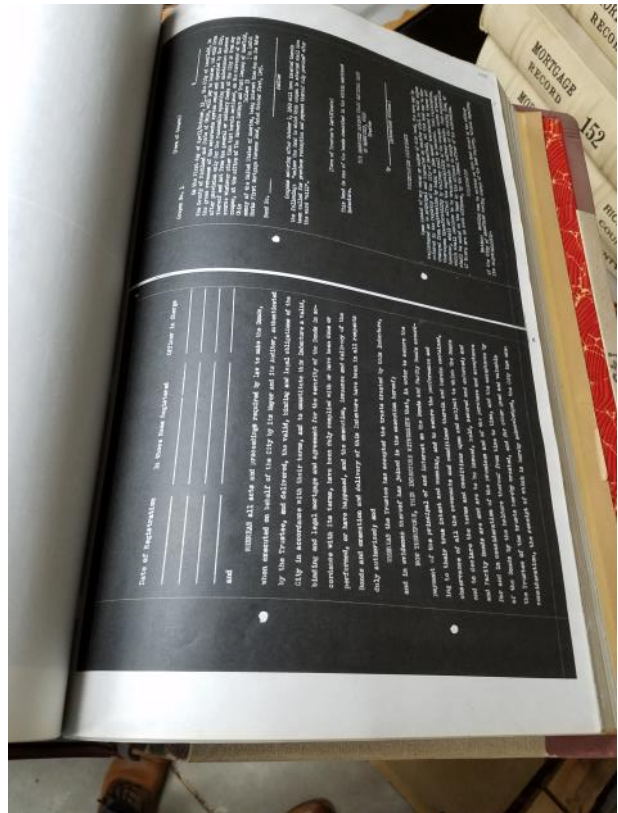
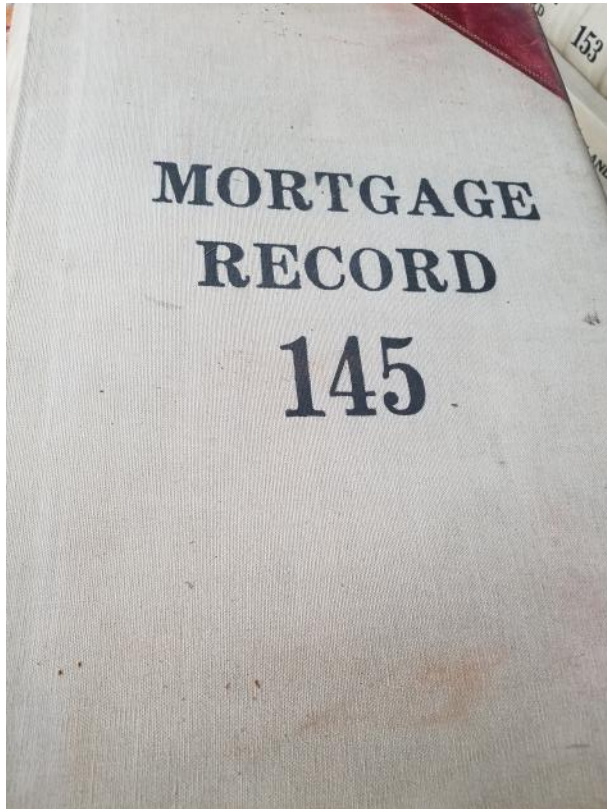


RICHLAND COUNTY RECORDER, OH
SCANNING OF HISTORICAL DOCUMENTS
July 6, 2020

PHOTOGRAPHIC DOCUMENTATION, *continued*



PHOTOGRAPHIC DOCUMENTATION, *continued*



DO IT ONCE, DO IT RIGHT, DO IT FOREVER

This philosophy is the driving force placing Kofile above other imaging competitors. Our services are not 'as-is' or 'scan it and forget it.' Our basis for success is decades of experience, realistic solutions, and professional analysis. Kofile guarantees that all work is the highest quality and free of distortion or information loss due to capture. Richland County Recorder is assured of the survival of the Best Original Image for the application of current and future technologies.

Kofile understands the need for access to public records and ease of rapid, digital retrieval. This proposal addresses the ability of the Kofile solution to meet the Richland County requirements, including Quality Control, Image Capture and Processing, Standards, and Archival Microfilm.

With Kofile, Richland County saves money, eliminates exposure of assets at multiple locations, and ensures a resulting digital image that is the highest quality and free of distortion or information loss due to capture. Kofile appreciates this opportunity to be of service to the Richland County in this engagement.

SERVICE DELIVERY

Kofile's team will pack and prepare the inventory for transportation, as well as inventory and receipt records at the time of pickup and delivery. All records are personally transported between the County and the Kofile facility.

Kofile transport personnel maintain a Class B CDL with an air brake endorsement. The Kofile Transport Coordinator has ten years of experience transporting and coordinating projects concerning records for public agencies.

Items for transport are identified and correlated with a pre-arranged batch list. The batch is wrapped and packed on-site. Items are packed into containers with packing material adequate to completely protect. A packing list is generated for each container. Containers are sealed. County staff receives copies of the packing list. Containers are loaded in a secure vehicle enclosed on all sides, as provided by Kofile.

Pick-Up — The Kofile team will arrive at the County. Records are inventoried and logged. Once the records are inventoried, packing commences. The County will receive copies of the packing lists. Upon arrival at the Kofile facility, the records are inventoried again and preservation begins. If preferred, the County will be notified by phone, fax or email, when the items arrive at the Kofile facility.

Delivery — Kofile will use the same method used for pick-up to return the records. The Account Manager will arrange the delivery of the items and images.

ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. The County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a 'Hot Shot' (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 Hot Shot will meet or exceed the County's requirements.

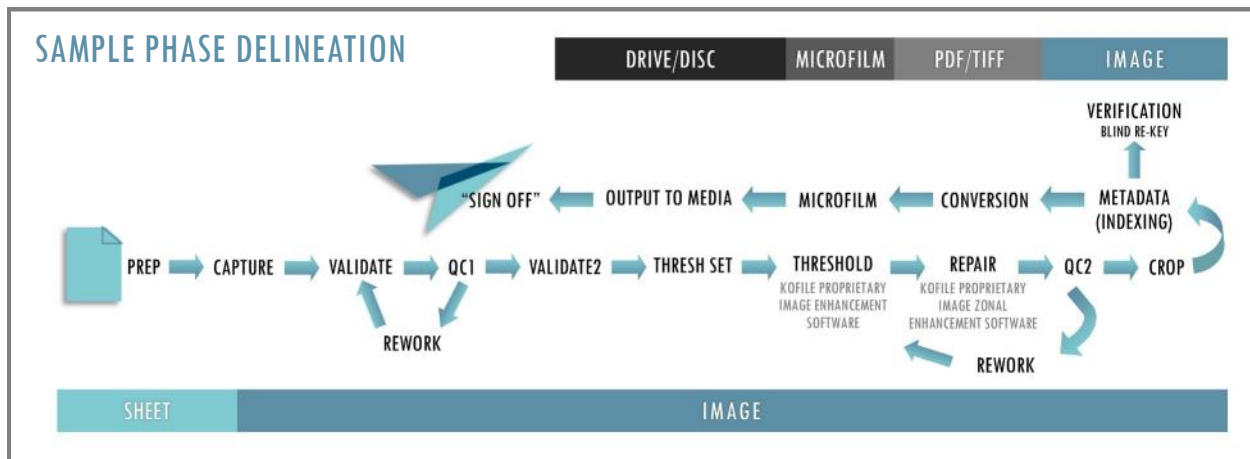
Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between the County and Kofile.

- The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

ARCHIVAL DIGITIZATION METHODOLOGY

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 understands the need for access to public records and ease of rapid, digital



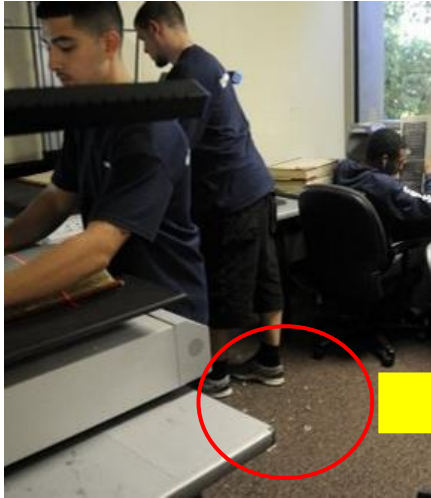
retrieval. Services differ because materials are addressed according to their condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. Kofile invests in the best hardware and software available on the market.

Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster. 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.

Imaging Overview

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 PDF or TIFF format. Images are optimized and scaled for system output.

Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. We verify effectiveness and minimum legibility of the scanning process through rigorous and systematic quality control. Kofile always defaults to U.S.



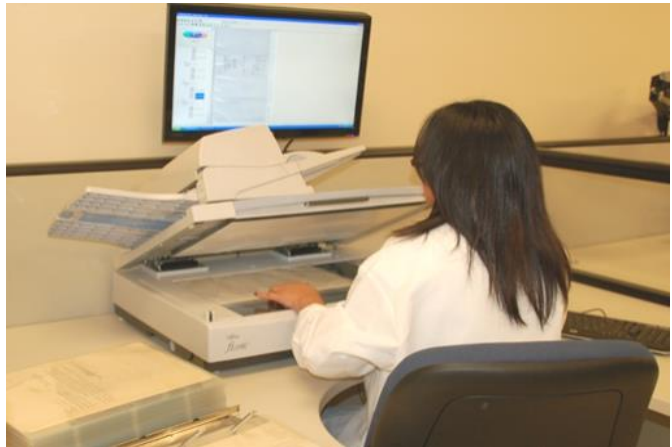
The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

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

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.

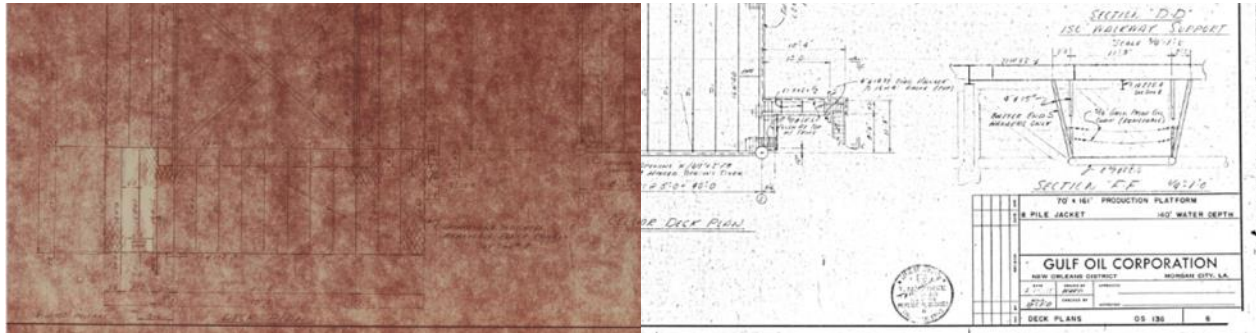
Image Capture

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



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.

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 in a quick and efficient manner.



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

This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners or those of different types. The Assured Image delivers consistent, high-quality output.

Kofile performs 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.

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.

Quality Control (QC)

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

Archival Microfilm

Archival 16 mm microfilm is created from the newly captured images as security backups.

PROJECT INVENTORY & ITEMIZED PRICING

The following details the project inventory and itemized pricing which is valid for the inventory herein for 90 days. Volumes in which the shortest sheet edge is >12" are considered oversized and incur additional charges.

FORMAT KEY

LL Loose Leaf (Post) Binding OS Oversized
 BD Sewn Binding Longview = Longview
 T Typescript (typed) Location
 PH Negative Photostat

RICHLAND COUNTY RECORDER, OH IMAGING AND MICROFILMING OF HISTORICAL VOLUMES							
RECORDS SERIES TITLE	VOLUMES	EST. PAGE COUNT	PAGE SIZE	FORMAT	LEVEL OF SERVICE	UNIT PRICE	TOTAL PRICE
Mortgage Books-Longview Location	1-84	54,600	18" x 11½"	BD/T	IM/MM	\$1.30	\$70,980.00
Mortgage Books-Longview Location	85-144	36,000	18" x 11½"	LL/T	IM/MM	\$0.80	\$28,800.00
Mortgage Books-Longview Location	145-165	14,700	18" x 12½"	LL/PH/OS/2 per page	IM/MM	\$1.35	\$19,845.00
Mortgage Books-Longview Location	166-244	47,400	18" x 12½"	LL/PH/OS	IM/MM	\$1.30	\$61,620.00
Mortgage Books	245-278	21,250	18" x 12½"	LL/PH/OS	IM/MM	\$1.30	\$27,625.00
Mortgage Books	279-349	42,600	9" x 15"	LL/PH	IM/MM	\$0.90	\$38,340.00
Mortgage Books	350-475	88,200	9" x 15"	LL/PH	IM/MM	\$0.90	\$79,380.00
Mortgage Books	476-682	144,900	9" x 15"	LL/T	IM/MM	\$0.80	\$115,920.00
Mortgage Books	683-743	48,800	9" x 15"	LL/T	IM/MM	\$0.80	\$39,040.00
Mortgage Books	744-782	35,100	9" x 15"	LL/T	IM/MM	\$0.80	\$28,080.00
Mortgage Books	783-825	38,700	9" x 15"	LL/T	IM	\$0.75	\$29,025.00
Mortgage Books	826-886	51,850	9" x 15"	LL/T	IM	\$0.75	\$38,887.50
Mortgagor Index-Longview Location	10-12	1,500	18" x 15"	LL/T/OS	IM/MM	\$1.30	\$1,950.00
Mortgagor Index	13-14	1,000	18" x 15"	LL/T/OS	IM/MM	\$1.30	\$1,300.00
Mortgagor Index	15	5,000	18" x 16"	LL/T/OS	IM/MM	\$1.30	\$6,500.00
Mortgagor Index	1977, A-Z	3,000	18" x 15"	LL/T/OS	IM/MM	\$1.30	\$3,900.00
Mortgagee Index-Longview Location	3-10	4,000	18" x 15"	LL/T/OS	IM/MM	\$1.30	\$5,200.00
Mortgagee Index	11-14	2,000	18" x 15"	LL/T/OS	IM/MM	\$1.30	\$2,600.00
Mortgagee Index	15	2,500	18" x 16"	LL/T/OS	IM/MM	\$1.30	\$3,250.00
First National Bank	15	500	18" x 16"	LL/T/OS	IM/MM	\$1.30	\$650.00
Mechanic's Building and Loan	15	500	18" x 16"	LL/T/OS	IM/MM	\$1.30	\$650.00
Peoples Federal & Loan & Richland Trust	15	500	18" x 16"	LL/T/OS	IM/MM	\$1.30	\$650.00

**RICHLAND COUNTY RECORDER, OH
IMAGING AND MICROFILMING OF HISTORICAL VOLUMES**

RECORDS SERIES TITLE	VOLUMES	EST. PAGE COUNT	PAGE SIZE	FORMAT	LEVEL OF SERVICE	UNIT PRICE	TOTAL PRICE
Mortgagee Index	1977, A-Z	2,500	18" x 15"	LL/T/OS	IM/MM	\$1.30	\$3,250.00
TOTAL <i>(931 volumes & 647,100 pages)</i>							\$607,442.50
GSA 0.75% Fee							\$4,555.82
GRAND TOTAL							\$611,998.32

NOTE: Invoicing will occur based on actuals.

There are no image loading fees for customers on our CountyFusion™ System.

Year 1—Longview Books = \$189,807.96

Years 2, 3, and 4 = \$140,730.12 per year

COUNTY ACCEPTANCE

- ▶ Without a signed Agreement, prices are good for 90 days. Upon approval, pricing remains firm for the contract term.
- ▶ Pricing is based on a Good Faith Estimate of page, image, and document counts. Billing will occur on actual counts based upon agreed upon unit pricing; not to exceed the P.O. with written authorization from the County.
- ▶ Kofile, at its discretion, will complete work ahead of the payment schedule as needed to maintain workflow efficiency.

Signature of Authorized County Representative

Title

Date

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

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a standard TIFF or PDF.
- Kofile’s IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Page Validation (Automated PG. Numbering for Validation).
- Annotations (Book, Volume, and Page) are electronically added on the digital image.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Each image is certified and sight-verified during quality control.
- The County receives one MASTER COPY (DVD or CD) of all digital images captured.

(MM) Archival Microfilm

- Create archival 16 mm microfilm from the newly captured images as security backups.

Other Included Services

- There is no charge if the images are loaded to the CountyFusion™ System.
- Kofile can hold a security copy of the images for safe keeping.

GSA LINE ITEMS

To purchase from GSA, follow Richland County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract No. GS-35F-275AA**. Kofile reports the sale to GSA (upon payment) and a 0.75% fee is built in the client's quote for the order for GSA.

Our GSA pricing satisfies the Ohio GSA Stature 9.48B3 and could possibly satisfy the Care Act for providing these now digital images on line which addresses Social Distancing for COVID-19 as well as future pandemics for title researchers and attorneys.

The total prices on Page 11 are billed per hourly charges and include the following:

GSA LINE ITEMS	PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL	PRICE QUOTE
	TCS005	Graphic Artist I	\$65.00/Hour	9,348.8972	\$607,678.32	\$611,998.32
	TCS010	Project Manager	\$180.00/Hour	24	\$4,320.00	

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

Sincerely,

Dave Weaver

Dave Weaver
Kofile Technologies, Inc.
dave.weaver@kofile.us

rmh