



August 11, 2020

Honorable Kristen DePaul
Modoc County Assessor/Recorder
204 S. Court Street, Suite 106
Alturas, CA 96101

RE: Archival Digitization of Parcel/APN Files

Dear Hon. Kristen DePaul,

This proposal addresses the archival digitization of parcel/APN files for the Modoc County Assessor/Recorder by Kofile Technologies, Inc. (Kofile).

The provision of these services has proven extremely valuable to other Kofile Customers. Archival digitization allows access to County records regardless of possible Office closures.

PROJECT PRICE QUOTE

Without a signed agreement, all pricing is good for 90 days from the date of this quote. These services may also be eligible for reimbursement under the CARES Act. The project will be completed and delivered by December 31, 2020.

All pricing is based on estimated page counts and is subject to review upon condition assessment at the Kofile lab. Final billing occurs on actuals per the applicable unit pricing herein; not to exceed the project budget of \$78,000.00 without the written authorization of the County.

MODOC COUNTY ASSESSOR/RECORDER, CA PROJECT PRICE QUOTE				
RECORD SERIES TITLE	LEVEL OF SERVICE	UNIT PRICE	EST. QUANTITY	LINE TOTAL
Parcel/APN Files	Archival Imaging (IM)	\$0.26/page	TBD	NTE \$78,000.00
PROJECT TOTAL				NTE \$78,000.00

COUNTY ACCEPTANCE	
_____	_____
<i>Signature of Authorized Official/Title</i>	<i>Date</i>

Services applicable as identified above include the following.

Archival Imaging—Capture, Processing, & Enhancement

- Document Prep (Staple Removal, etc.)
- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- IMAGE PERFECT, Kofile’s proprietary software, ensures the optimum image quality with 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.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. Each image 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 the files via FTP transfer. [Electronic delivery via FTP eliminates any Sales & Use Taxes].

Other Included Services:

- Format images for import into Megabyte.
- Kofile can hold a security copy of all digital images and metadata for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

Records held at Kofile are viewed as private and confidential and treated as such. Modoc County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile flags the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time 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 Modoc 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.

Please let me know if you have any questions.

Sincerely,

Patty Melton

Patty Melton
Account Executive
patty.melton@kofile.us

cec