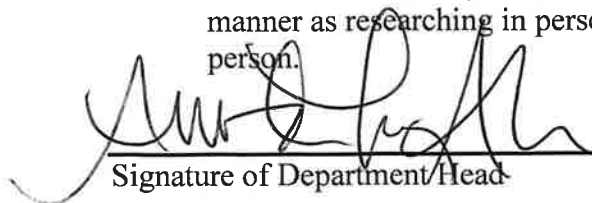


“SOLE SOURCE” PROCUREMENT JUSTIFICATION

Sole source purchases are goods and services available from only one vendor. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. Using Department must provide a written explanation as to why only this particular product/service is acceptable and why no other will be suitable or acceptable to meet the need. A quote must accompany this form.

Department name: Clerk's Office

1. Name of product or service: Scanning of Deed Records
2. Name of product manufacturer: Kofile
3. Name of “sole” product supplier or service provider: Kofile Technologies, Inc
4. Describe in general terms the product/service you are requesting and the intended application.
Scanning of Deed Records implementation in SimpleSearch via the CountyFusion Records Management System for the use of researching old records online rather than in person.
5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.
No other vendor provides the SimpleSearch Solution. Other products are not integrated into Dona Ana County's existing CountyFusion system.
6. How did you determine there was only one source for the product or service? Provide information on the research that was performed to locate suppliers for this product(s) or service(s). (Please furnish names, addresses and other documentation).
Simple Search is an integrated software that works with the County Fusion recording system. No other vendor can provide this software. It is a system from Kofile Technologies.
7. What product supplier or service provider has your Department used until now to satisfy similar requirements?
We have not had a system that allows for researching old “books” online in the same manner as researching in person. Currently the only way to research old books is in person.



Signature of Department Head

020421

Date

(Attach Quote and Use Additional Sheets As Necessary)

**This form is used by Purchasing Department to determine if a “Sole Source” procurement criterion is met.
Completing this form does not guarantee approval of this type of procurement.

November 17, 2020

Honorable Amanda López Askin
Doña Ana County Clerk
845 N. Motel Blvd.
Las Cruces, New Mexico 88007

Dear Hon. Amanda López Askin,

Please rest assured that Kofile Technologies, Inc. (Kofile) continues to be a "sole source provider" by offering areas of professional-level service still not available by other vendors.

With Kofile, Dona Ana County will ensure public access and bring historical data into the 21st century, while still protecting the original source. Kofile understands local government records and the role of the Register of Deeds.

Kofile can provide any required services at one facility and without the use of subcontractors. Kofile's ability to provide these services reduces cost, mitigates risk, and ensures the quality digital images free of distortion and information loss with capture from the original source. Kofile proposes a unique solution that no other vendor can offer to Dona Ana County.

Many of Kofile's projects involve re-imaging what low-bid vendors already attempted imaging. Kofile's imaging procedures are implemented with the input of professional paper conservators. Dona Ana County mitigates liability by utilizing Kofile for these records management services.

Why exclusive? No other vendor provides the SimpleSearch solution. Similar products available on the open market are not integrated into Dona Ana County's existing *CountyFusion™* system.

OVERVIEW OF KEY DIFFERENTIATORS

Kofile also extends the following differentiators and proprietary products and services to Dona Ana County:



PROVEN WORK HISTORY WITH DONA ANA COUNTY

Kofile's (and historically, its root companies) have provided services for the Dona Ana County Assessor/Registrar of Deeds' Office.



SOLE SOURCE

Only Kofile provides all of the necessary project components without any reliance on subcontractors. Kofile will provide all supplies, materials, equipment, transportation, and related items at its facility.



WARRANTIES & GUARANTEES

- There is a Lifetime Guarantee on all services and workmanship. All products feature a Lifetime Warranty against defects. Kofile will redo any and all completed preservation services, imaging, indexing, or micrographics that do not meet specifications at no additional cost to the County.



IMAGE PROCESSING: ZONAL ENHANCEMENTS

Proprietary software provides custom clean-up such as deskew, despeckle, character repair, and zonal enhancements for items that are stained, fragile, or have non-standard coloring.



QC: QUALITY GUARANTEE

Kofile does not miss pages, produce illegible images, or damage documents due to capture failures. Kofile will QC each image and sight verify.



OCR/ICR/REDACTION

Kofile can OCR/ICR/redact, both automatically and manually, sensitive data. Kofile understands the importance of protecting citizens' private data, and includes redaction capabilities in its services. Kofile's development team developed these capabilities in-house.

Please do not hesitate to contact us with any questions.

Sincerely,

Rob Piskorowski

Rob Piskorowski
Account Executive
rob.piskorowski@kofile.us

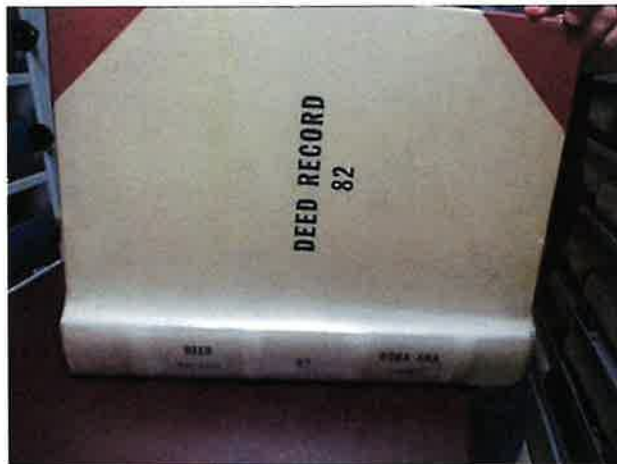
October 29, 2020

Honorable Amanda López Askin
Doña Ana County Clerk
845 N. Motel Blvd.
Las Cruces, New Mexico 88007

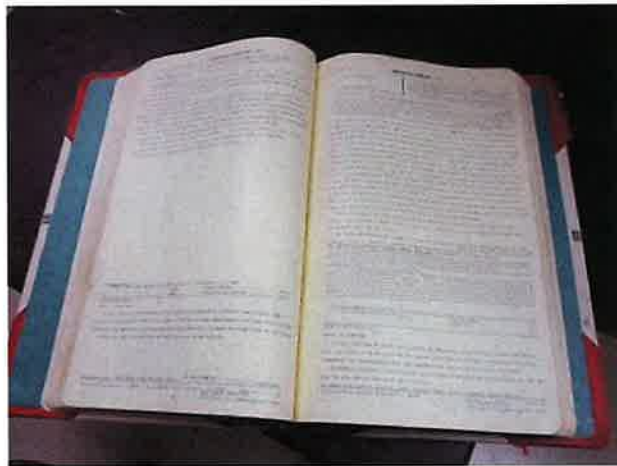
Dear Hon. Amanda López Askin,

This proposal addresses the scanning of Deed Records implementation in SimpleSearch via the *CountyFusion*™ Records Management System for the Doña Ana County Clerk's Office. On-site scanning at the County Clerk's Office will be performed at no charge if the project is combined with the previously quoted on-site scanning project. All services are presented by Kofile Technologies, Inc. (Kofile).

PHOTOGRAPHIC DOCUMENTATION



PHOTOGRAPHIC DOCUMENTATION



PROJECT PRICE QUOTE

Please note that all page and images counts are Good Faith Estimated. Billing will occur on actual counts per the applicable unit pricing, not to exceed the County P.O. without authorization. Without a signed agreement, all pricing is good for 90 days.

DOÑA ANA COUNTY CLERK PROJECT OVERVIEW							
RECORD SERIES TITLE	VOLUMES	QUANTITY		DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
		VOLS.	PAGE COUNT	SHEET SIZE	FORMAT		
Deed Record	82-125	43 (1 missing)	27,510	18x11"	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$63,497.60
						Onsite Fee*	*\$10,000.00

*Onsite fee waived if project is combined with previous digitization quote.

COUNTY ACCEPTANCE

Signature/Title of County Representative

Date

Records receive the following services as appropriate.

(IM) Image Capture, Clean-up, Zonal Enhancements, & Processing

- Capture images at a minimum of 300 dpi at 256 gray level. Gray-scale ensures optimum resolution.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIF.
- Kofile's IMAGE PERFECT uses custom clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- If requested, annotations (Book/Volume/Page) are electronically added on the re-created image.
- Images are named (tagged) by Book/Volume/Page.
- Each image is certified and sight checked. Effectiveness and minimum legibility are verified through rigorous and systematic quality control.
- Work through any issues encountered, including re-work.
- The County receives one MASTER in a medium suitable to the project size (e.g., CD, DVD, ftp, flash drive).

(MM) Archival Microfilm

- Create archival quality 16 mm microfilm from the digital images as a security backup.

(RD) Redaction

- Redact required fields from documents prior to loading for SimpleSearch.

SIMPLESEARCH

Keying a 'name' in the SimpleSearch lookup identifies the correct section or entry in the Index Book(s) for that 'name.' This minimizes search time by directing users to the entry identifying the 'Volume/Book/Page.' The user can then enter the 'Volume/Book/Page' to view the document. County employees and customers can retrieve electronic copies of the actual documents.

Implementation

- SimpleSearch lookup is setup in *CountyFusion*TM for the Doña Ana County Index Books digitized by Kofile.
- Kofile loads the associated document images into *CountyFusion*TM.

Kofile works with County to confirm dropdowns for ranges of index books—this provides the most intuitive and effective lookup for end users.

- Web Training, as necessary.
- Index sections are grouped from the images using the associated Alpha index structure.
- Document types are re-created in *CountyFusion*[™] for the Index Book and sections, as appropriate.
- The SimpleSearch set-up process allows a user to enter a last name, and direct them to the index page(s) where this name exists following the Index Lookup Structure for each index type.
- All sections are verified to the image and folder to ensure a clean and accurate index and lookup.
- Quality review of the SimpleSearch Index lookup is performed preceding set-up.

Deliverables

- SimpleSearch lookup for the 48 vols. of Index Books.
- Scanned Index Books are loaded into *CountyFusion*[™] and replicated with current images for secure back-up.

Other Included Services:

- Kofile can 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.

PROJECT INVENTORY & ITEMIZED PRICING

The inventory and itemized pricing for the project is detailed following.

PROJECT INVENTORY & ITEMIZED PRICING						
RECORDS SERIES TITLE	VOLUME	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	82	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	83	644	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,133.44
Deed Record	884	671	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,180.96
Deed Record	85	600	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,056.00
Deed Record	86	615	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,082.40
Deed Record	87	<i>Missing at time of inventory</i>				
Deed Record	88	643	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,131.68
Deed Record	89	644	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,133.44
Deed Record	90	658	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,158.08
Tax Deed	91	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	92	637	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,121.12
Deed Record	93	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	94	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	95	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	96	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	97	646	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,136.96
Deed Record	98	602	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,059.52
Deed Record	99	600	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,056.00

PROJECT INVENTORY & ITEMIZED PRICING						
RECORDS SERIES TITLE	VOLUME	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	100	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	101	600	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,056.00
Deed Record	102	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	103	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	104	630	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,108.80
Deed Record	105	641	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,128.16
Deed Record	106	641	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,128.16
Deed Record	107	668	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,175.68
Deed Record	108	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	109	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	110	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	111	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	112	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	113	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	114	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	115	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	116	650	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,144.00
Deed Record	117	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	118	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	119	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	120	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	121	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	122	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	123	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	124	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40
Deed Record	125	640	18 x 11	Typescript/Loose Leaf	IM/MM/RD/SimpleSearch	\$1,126.40



The following addresses the scanning of Index Books for implementation in SimpleSearch via the *CountyFusion*™ Records Management System for the Doña Ana County Clerk's Office. Options are presented for either on-site scanning at the County Clerk's Office, or off-site at Kofile's Conservation & Digitization Lab in Carson City, NV. All services are presented by Kofile Technologies, Inc. (Kofile).

Please note that all page and images counts are Good Faith Estimated. Billing will occur on actual counts per the applicable unit pricing, not to exceed the County P.O. without authorization. Without a signed agreement, all pricing is good for 90 days.

DOÑA ANA COUNTY CLERK PRICE QUOTE									
PROJECT	RECORD SERIES	QUANTITY				PRICE QUOTE			
		VOLS.	PAGES PER VOL.	TOTAL PAGES	SHEET SIZE (INCHES)	UNIT PRICE	QTY.	LINE TOTAL	OPTION TOTAL
<input checked="" type="checkbox"/> <i>Option: ONSITE</i> ARCHIVAL DIGITIZATION	Index Book	2	1,000	2,000	17x20	\$1.50/Image	15,800	\$23,700.00	\$33,700.00
		46	300	13,800	17½x18				
	Onsite Fee (One-Time)					\$10,000/Ea.	1	\$10,000.00	
<input type="checkbox"/> <i>Option: OFFSITE</i> ARCHIVAL DIGITIZATION	Index Book	2	1,000	2,000	17x20	\$1.25/Image	15,800	\$19,750.00	\$19,750.00
		46	300	13,800	17½x18				
SIMPLESEARCH	SimpleSearch					\$350.00/Book	48	\$16,800.00	\$22,488.00
	Set-Up Index Books					\$0.35/Image	15,800	\$5,530.00	
	Document Images					\$0.01/Image	15,800	\$158.00	
▶ ONSITE ARCHIVAL DIGITIZATION & SIMPLE SEARCH—PROJECT TOTAL								\$56,188.00	
▶ OFFSITE ARCHIVAL DIGITIZATION & SIMPLE SEARCH—PROJECT TOTAL								\$42,238.00	
ANNUAL MAINTENANCE PER YEAR (Beginning Year 1)								\$5,040.00	

COUNTY ACCEPTANCE	
_____ <i>Signature/Title of County Representative</i>	_____ <i>Date</i>

ARCHIVAL DIGITIZATION

For on-site image capture at the County location, the scan team will handle re-scans immediately. The capture process also provides for line-by-line exposure corrections for optimal quality. Kofile understands that these records have no microfilm security backups. All corresponding volumes to the Index Books also require digitization for implementation of SimpleSearch functionality.

OPTIONAL: On-Site Set-Up, Inventory Control, & Approval Point

- Perform onsite inventory of all items and set up.
- Items are inspected and control numbered as necessary.
- Obtain approval of the inventory for completeness.
- Obtain approvals to proceed and begin full-scale image scanning.
- Volumes are physically prepared for scanning. Prep includes un-binding of volumes and orientation of pages.
- Sequential page order is maintained and controlled by either batch or page. Page order is maintained by hand numbering with a light pencil.

Image Capture, Clean-up, Zonal Enhancements, & Processing

- Capture images at a minimum of 300 dpi at 256 gray level. Gray-scale ensures optimum resolution.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIF.
- Kofile's IMAGE PERFECT uses custom clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- If requested, annotations (Book/Volume/Page) are electronically added on the re-created image.
- Images are named (tagged) by Book/Volume/Page.
- The digital images are formatted for upload to the *CountyFusion*[™] system.

Quality Control

- Each image is certified and sight checked. Effectiveness and minimum legibility are verified through rigorous and systematic quality control.
- Work through any issues encountered, including re-work.

Deliverables

- The County receives one MASTER in a medium suitable to the project size (e.g., CD, DVD, ftp, flash drive).

SIMPLESEARCH

Keying a 'name' in the SimpleSearch lookup identifies the correct section or entry in the Index Book(s) for that 'name.' This minimizes search time by directing users to the entry identifying the 'Volume/Book/Page.' The user can then enter the 'Volume/Book/Page' to view the document. County employees and customers can retrieve electronic copies of the actual documents.

Implementation

- SimpleSearch lookup is setup in *CountyFusion*[™] for the Doña Ana County Index Books digitized by Kofile.
- Kofile loads the associated document images into *CountyFusion*[™].
Kofile works with County to confirm dropdowns for ranges of index books—this provides the most intuitive and effective lookup for end users.
- Web Training, as necessary.

Implementation

- Index sections are grouped from the images using the associated Alpha index structure.
- Document types are re-created in *CountyFusion*[™] for the Index Book and sections, as appropriate.
- The SimpleSearch set-up process allows a user to enter a last name, and direct them to the index page(s) where this name exists following the Index Lookup Structure for each index type.
- All sections are verified to the image and folder to ensure a clean and accurate index and lookup.
- Quality review of the SimpleSearch Index lookup is performed preceding set-up.

Deliverables

- SimpleSearch lookup for the 48 vols. of Index Books.
- Scanned Index Books are loaded into *CountyFusion*[™] and replicated with current images for secure back-up.

OWNERSHIP OF DATA

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.

Please let me know if you have any questions.

Sincerely,

Rob Piskorowski

Rob Piskorowski
Account Executive
rob.piskorowski@kofile.us
c. 586.215.3934

rmh