



GSA Federal Supply Schedule
Contract Number - GS-03F-0169Y

OFFICE, IMAGING AND DOCUMENT SOLUTIONS
FSC GROUP 36

KOFI LE TECHNOLOGIES, INC.
6300 CEDAR SPRINGS ROAD
DALLAS, TEXAS 75235-5809
VOICE (214) 351-4800
FACSIMILE (214) 442-6669
WWW.KOFI.LE.US

*Federal Acquisition Service
Authorized Federal Supply Schedule Price List*

Office, Imaging and Document Solutions

Contract Number: GS-03F-0169Y

Contract period: September 20, 2012 through September 19, 2017

Modification PA-0009, March 3, 2016

Contractor's Administration Source: Susanna Records

Business size: Small Business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules, click on the FAS Schedules button at fas.gsa.gov.

CUSTOMER INFORMATION:

1a. Special Item Numbers:

SIN 51 506 Document Conversion Services

1b. **Pricing for all services begins on page 5.**

2. Maximum order*: **SIN 51 506 \$1,000,000**

*If the "best value" selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum order. **\$100.00**

4. Geographic coverage (delivery area). **Domestic.**

5. Point(s) of production (city, county, and State or foreign country). **Dallas, Texas**

6. Discount: **All prices are net.**

7. Quantity discounts. **Not applicable.**

8. Prompt payment terms. **Net 30 days.**

9a. Government purchase cards **are** accepted at or below the micro-purchase threshold **in accordance with the requirements of Clause 552.232-79, for sales under and above the micro-purchase threshold.**

9b. Government purchase cards **are** accepted above the micro-purchase threshold **in accordance with the requirements of Clause 552.232-79, for sales under and above the micro-purchase threshold.**

10. Foreign items (list items by country of origin). **None.**

11a. Time of delivery. **As specified on individual Delivery/Task Orders or 30 Days.**

11b. Expedited Delivery. **As specified on individual Delivery/Task Orders or 30 Days.**

11c. Overnight and 2-day delivery. **Contact contractor.**

11d. Urgent Requirements. **Contact contractor.**

12. F.O.B. point(s). **Destination.**

13a. Ordering address:

**Kofile Technologies, Inc.
6300 Cedar Springs Road
Dallas, Texas 75235-5809**

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:
**Kofile Technologies, Inc.
6300 Cedar Springs Road
Dallas, Texas 75235-5809**
15. Warranty provision: **Standard Commercial.**
16. Export packing charges, if applicable: **Not applicable.**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **Kofile Technologies, Inc. will accept payment by the government Credit Card in accordance with the requirements of Clause 552.232-79, for sales under and above the micro-purchase threshold of \$3,000.**
18. Terms and conditions of rental, maintenance, and repair. **Not applicable.**
19. Terms and conditions of installation. **Not applicable.**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. **Not applicable.**
- 20a. Terms and conditions for any other services (if applicable). **Not applicable.**
21. List of service and distribution points (if applicable). **Not applicable.**
22. List of participating dealers (if applicable). **Not applicable.**
23. Preventive maintenance (if applicable). **Not applicable.**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **None.**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.)The EIT standards can be found at: www.Section508.gov/. **Not applicable.**
25. Data Universal Number System (DUNS) number. **078296441**
26. Contractor **has registered** in the System for Award Management.

PART NO.	DESCRIPTION	UNIT	GSA PRICE
ARCHIVAL IMAGE PROCESSING			
IMGP001	Archival Imaging of Unbound Positive/Typescript Record	Page	\$0.47
IMGP002	Archival Imaging of Unbound Positive/Manuscript Record	Page	\$0.77
IMGP003	Archival Imaging of Bound Positive/Typescript or Manuscript Record	Page	\$1.01
IMGP004	Archival Imaging of Case File/Typescript Record	Page	\$0.38
IMGP005	Archival Imaging of Tri-Fold Case File/Manuscript Record	Page	\$0.76
IMGP006	Archival Imaging of Colored Vital Record	Page	\$0.72
IMGP007	Archival Imaging of Unbound Negative Photostat Record	Page	\$0.85
IMGP008	Large Format Archival Imaging/17" x 21" to 42" x 48"	Page	\$6.26
IMGP201	Large Format Archival Image Processing/Plats and Maps	Page	\$7.70
DOCUMENT PREPARATION			
PREP001	Document Preparation and Reassembly—Light	Image	\$0.03
PREP002	Document Preparation and Reassembly—Medium	Image	\$0.04
PREP003	Document Preparation and Reassembly—Heavy	Image	\$0.05
ARCHIVAL INDEXING			
IND001	Archival Indexing of Vital Records/Typescript	Document	\$1.93
IND002	Archival Indexing of Vital Records/Manuscript	Document	\$3.37
IND003	Archival Indexing of Land Records/Typescript	Document	\$2.70
IND004	Archival Indexing of Land Records/Manuscript	Document	\$4.34
IND005	Archival Indexing of Tri-Folded Case File Records	Document	\$2.41
IND202	Archival Indexing of Plats and Maps	Document	\$2.41
IND006	QUICKLINK® Archival Indexing (custom software with document mapping/linking solutions).	Document	\$1.93
IND007	Indexing of Book/Volume/Page	Field	\$0.15
IND008	Indexing of Document ID/Document No., Case No., SSN	Field	\$0.19
IND009	Indexing of Document Types	Document	\$0.19
BOOK RE-CREATION			
BRC001	Book Re-creation of Unbound Positive Record	Page	\$.96
BRC002	Book Re-creation of Bound/Manuscript Record	Page	\$1.11
BRC003	Book Re-creation of Negative Photostat Record	Page	\$1.20
BRC004	Book Re-creation of Colored Vital Record	Page	\$.96
BRC005	Book Re-creation of Index Book (8 1/2" x 14"/Paper Tabs)	Book	\$640.21
BRC006	Book Re-creation of Index Book (8 1/2" x 14"/Poly Tabs)	Book	\$890.52
BRC007	Book Re-creation of Index Book (12" x 18" to 16" x 20"/Paper Tabs)	Book	\$693.16
BRC008	Book Re-creation of Index Book (12" x 18" to 16" x 20"/Poly Tabs)	Book	924.21

PART NO.	ITEM	UNIT	PRICE
MICROFILMING (ARCHIVE WRITER)			
MMC001	Digital Images to 16 MM Archival Microfilm	Image	\$0.05
MMC002	Digital Images to 35 MM Archival Microfilm Creation	Image	\$0.34
ARCHIVAL MICROFILM SERVICES & PRODUCTS			
MSP001	Camera Capture to Microfilm—16 MM	Page	\$0.24
MSP002	Camera Capture to Microfilm—35 MM	Page	\$0.34
MSP003	Silver Duplication —16 MM x 100'	Roll	\$33.70
MSP004	Silver Duplication —35 MM x 100'	Roll	\$57.76
MSP005	Diazo Duplication —16 MM x 100'	Roll	\$19.25
MSP006	Diazo Duplication —35 MM x 100'	Roll	\$33.70
MSP007	Brown Toning Microfilm—16 MM x 100'	Roll	\$33.70
MSP008	Brown Toning Microfilm—35 MM x 100'	Roll	\$43.32
MSP009	Miscellaneous Microfilm Service Request	Hour	\$72.20
MSP010	Microfilm Conversion Services	Image	\$0.34
MSP011	Microfiche Conversion Services	Image	\$0.43
DIGITAL ARCHIVE HOSTING			
HOST001	Vanguard Set Up Fee	Each	\$1,925.44
HOST002	Vanguard Digital Archive Repository	Image	\$0.02
HOST003	Vanguard Digital Archive Subscription and Support Services	Month	\$577.63
HOST004	Vanguard Digital Archive Repository License	Station	\$962.72
ARCHIVAL VAULT STORAGE			
VAULT001	Class 350 Vault Storage Services	Cu. Ft./Month	\$0.49
HISTORICAL RECORD BOOK PRESERVATION			
PRV001	Preservation of Historical Record Books (Conservation, Archival Imaging, and Rebinding)—Limited	Book	\$2,558.09
PRV002	Preservation of Historical Record Books (Conservation, Archival Imaging, and Rebinding)—Moderate	Book	\$2636.02
PRV003	Preservation of Historical Record Books (Conservation, Archival Imaging, and Rebinding)—Complete	Book	\$2,709.37
PRV201	Preservation of Historical Tri-Folded Historical and Vital Case Files (Conservation, Archival Imaging, and Rebinding)	Book	\$4,694.41
PRV004	Additional Paper Conservation—Adhesive Removal	Hour	\$142.12
PRV005	Additional Conservation of Attachments and Inserts	Hour	\$87.10

PART NO.	ITEM	UNIT	PRICE
HISTORICAL RECORD BOOK STABILIZATION			
RSP001	Stabilization of Historical or Vital Records—Limited	Book	\$1,971.28
RSP002	Stabilization of Historical or Vital Records—Moderate	Book	\$2,374.20
RSP003	Stabilization of Historical or Vital Records—Complete	Book	\$2,956.93
RSP004	Stabilization of Tri-Folded Historical and Vital Case Files—Complete	Book	\$2,017.13
RSP005	Additional Paper Stabilization—Adhesive Removal	Hour	\$142.12
RSP006	Additional Stabilization of Attachments and Inserts	Hour	\$87.10
PLAT PRESERVATION			
PLAT101	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 18" or Less—Limited	Plat	\$68.77
PLAT001	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 36" or Less—Limited	Plat	\$90.77
PLAT102	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 18" or Less—Moderate	Plat	\$86.19
PLAT002	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 36" or Less—Moderate	Plat	\$121.03
PLAT103	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 18" or Less—Complete	Plat	\$142.12
PLAT003	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 36" or Less—Complete	Plat	\$178.79
PLAT004	Additional Plat Conservation—Adhesive Removal	Hour	\$142.12
PLAT005	Additional Conservation of Attachments and Inserts	Hour	\$91.69

Each community's historical records are unique. They are permanent links to the past. Documenting and verifying—their survival is essential to protect life, liberty, and property. Without proper care, irreplaceable records may be lost. Archival imaging is unique in that it accounts for the fragile and sensitive nature of the data/record. 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 Technologies, Inc. does not subscribe to the “*scan it and forget it*” philosophy. Documents are prepped for imaging by conservation professionals. Documents are imaged by hand, not mechanically. Imaging technicians are trained to handle fragile documents. Kofile Technologies, Inc. always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

GENERAL REQUIREMENTS: Unless otherwise specified by the ordering activity, the following general requirements are applicable to document conversion performed under this contract:

1. **Contractor Responsibility**—Kofile Technologies, Inc. shall be responsible for furnishing all items used in performing the work unless otherwise specified or approved. Kofile Technologies, Inc. will act independently and not as an agent of the Government.
2. **Data Conversion**—Kofile Technologies, Inc. shall scan a variety of source documents from a variety of sizes of paper source media having varying degrees of image quality (e.g., crisp originals, faded, poor contrast, or overexposed photographs) a compressed digital file (e.g., C4 compressed image file format) and deliver that file in a variety of output file formats on output media.

a. Examples of Source Documents:

- i. **RECORD**—Examples of typical record books are Deed Records, Mortgage Books, Contract Books, Marriage Records, Probate Records, Partnership Books, Judgment Records, Death Records, Birth Records, Soldier Discharge Records, and Marks and Brands Record. Average 650 pages, with a maximum leaf size of 18" x 11 1/2". Includes manuscripts (or handwritten sheets), typescripts, and Photostats.
 - ii. **VITAL RECORD**—Examples of essential records are typical government record books. Examples: Original Notary Act, Deed Record, Mortgage Book, Contract Book, Marriage Record, Probate Record, Partnership Book, Judgment Record, Death Record, Birth Record, Soldier Discharge Record, and Marks and Brands Record. Sheet size is 14" x 8 1/2" or less. Approximately 850 pages per book (425 leaves).
 - iii. **TRI-FOLDED CASE FILE RECORD**—Examples of essential records are typical government shucked records. Examples are Probate Records and Birth Certificates. Sheet size is 14" x 8 1/2" or less. Approximately 400 pages (200 leaves).
3. **Image Enhancement**—Image enhancement shall allow soiled, faded, deteriorated, and inferior quality images to be "cleaned-up". Application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
 4. **Delivery Media**—The contractor shall deliver the digitally converted data in an output media (e.g., CD-ROM, DVD, Flash Drive, or portable Hard Drive) and output format (e.g., PDF, TIFF,

BMP, JPEG, CAD), as specified by the ordering activity. Delivery media shall be labeled in such a manner as to identify the contents of the deliverable.

5. **Source Document Inspection**—The contractor shall inspect all source documents and shall notify the ordering activity's Contracting Officer of any condition which will likely prevent successful performance of the work required. Such notification shall be received by the Contracting Officer within ten (10) working days (or as stipulated on the individual agency task order) following receipt of the source documents.
6. **Quality Assurance**—Quality control is a key element in all imaging and archiving projects. Our quality control process ensures that all images are certified. We do not use random sampling in our QC methodology. Each and every image is checked during QC. Kofile Technologies, Inc. will provide an image log which notes the steps employed for each re-created book. Image quality is checked during scanning to ensure that information is not lost during capture. 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). During the image repair process, custom *IMAGE PERFECT* software allows repair of the currently displayed image without rescanning. This eliminates the need for rescanning additional images that could compromise image integrity. Our procedures and software insures the highest possible quality at each step during the image capture/processing process.
7. **Corrections**—Document conversion errors caused by the contractor shall be considered corrections and shall not be charged to the ordering activity as an additional digitized item. Unless otherwise specified by the ordering activity, the contractor shall be liable for corrections for 12 months from output media delivery.
8. **Workmanship Standards**—The quality of services rendered by the contractor shall conform to the standard commercial practice in the document scanning and conversion profession, trade, or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the document scanning and conversion profession, and holding any licenses required by law. Failures to meet workmanship standards will result in re-work at the contractor's expense or contract termination, as appropriate.
9. **Basic Preparation and Handling**—The contractor shall be responsible for basic document preparation and handling during all phases of the document conversion effort. The pre-conversion effort shall include document receipt, inspection, inventory and document preparation for scanning and conversion (e.g., removing bindings, paper clips, attachments, and fasteners; repairing damaged originals). The conversion effort shall include all necessary document preparation and handling. The post-conversion effort shall consist of reconstruction of the documents including the attachment of fasteners and bindings, reassemble of the documents into their original configuration, preparing a document inventory listing, and packaging/packing for return shipment to the ordering activity.
10. **Classified Documents**—The contractor shall be responsible for providing the appropriate handling, distribution, and storage of classified documents in accordance with all applicable security regulations and laws.
11. **Page Pricing**—Unless otherwise specified in the contractor's price proposal, page pricing shall be based on an original source page size of 8.5" x 11". Increments for oversize source document pages shall be based on the number of whole or partial 8.5" x 11" pages.

DETAILED REQUIREMENTS: Unless otherwise specified by the ordering activity, the following

detailed requirements are applicable to the contractor's document conversion efforts under this contract:

1. **Archival Image Processing**—Historical or archival documents are scanned at a minimum of 200 dpi at 256 gray levels. IMAGE PERFECT software ensures optimum image quality, including different densities and quality levels, with proprietary algorithms. Maintains 100% document integrity and image control with exclusive Image Locking. This application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. Annotations are supported to allow County Name, Book Type, Volume, and Page to be electronically added on the re-created image. Images are accumulated as Group IV bi-tonal images in a standard TIFF format. Single-page images will be stored in .001-.Onn (Page Numbers) extensions. Images are optimized and scaled according to the target system specifications.
2. **Document Preparation**—Services are detailed as prepared in the Pricing Table.
3. **Indexing**—Index fields are keyed and blind re-keyed with over 99% accuracy. Creates a pipe-delimited index file according to the target system's specifications. The image information is included with the data file. As an alternative, we provide a separate file. With separate files, the pipe file must contain a unique document number, and the relative path and file name for the images.
4. **Book Recreation**—Pricing includes the binder, paper, and printing.
5. **Microfilming (Archive Writer)**—Configuration files are created during the initial pilot sampling. Images are scanned with the correct compression, no proprietary headers, and with the proper scaling. Film is archival quality for long-term storage, and is scanned with KODAK Archive Writers. Quality control verifies image quality, image resolution, proper compression, aspect ratio, and focus, and that all frames are properly detected.
6. **Microfilm Services and Products**—Services are detailed as prepared in the Pricing Table.
7. **Digital Archive Hosting**—Services are detailed as prepared in the Pricing Table.
8. **Additional Services**—Services are detailed as prepared in the Pricing Table.
9. **Technical Consulting Services**—Services are detailed as prepared in the Pricing Table.
10. **Storage**—Services are detailed as prepared in the Pricing Table.
11. **Historical Record Book Preservation (Conservation, Rebinding, and Archival Imaging)**—Data conversion is dependent on document condition and preparation.
 - a. **Conservation:**
 - i. **Limited**—Designed for documents in good condition, with strong fold endurance, and high pH. Disbind and surface clean.
 - ii. **Moderate**—Designed for documents in fair condition, with strong fold endurance, and low pH. Disbind and surface clean. Repair fractures with the appropriate archival Japanese tissue. Removal of minimal tape and adhesive. Deacidify sheets. Encapsulate leaves, as needed, in a *Lay Flat Archival Polyester Pocket™* (Model #2000 Series).
 - iii. **Complete**—Designed for documents in fair condition, with poor fold endurance, and

- low pH. Disbind and surface clean. Repair fractures with the appropriate Japanese tissue. Removal of minimal tape and adhesive. Deacidify sheets. Encapsulate leaves in *Lay Flat Archival Polyester Pockets™* (Model #2000 Series).
- b. **Archival Imaging**—Imaging includes document preparation, batching, and scanning at a minimum of 400 dpi. Processing includes zonal image enhancements, deskew, despeckle, border removal, page validation, image splitting, and image annotations. Images are saved as Group IV TIFF files.
 - c. **Rebinding**—Books are rebound in a heritage recorder binder (Model #1811 or *Disaster Safe County Binder™* Model #DSB1811). The *Disaster Safe County Binder™* (Model #DSB1811) is a custom binder with a genuine leather spine with four hubs, and imitation leather cover boards. The volume will have a gold tooled spine with gold embossed print.
 - d. **Additional Paper Conservation/Adhesive Removal**—Extensive removal of tape, page extensions (or sheet extenders), and/or lamination with mechanical heat removal or mechanical peeling. The former is used when adhesive is loose, old, or brittle.
 - e. **Additional Conservation of Attachments and Inserts**—Extensive conservation treatments focusing on mending and repair. May include the removal and conservation of attachments and inserts.
12. **Historical Record Book Stabilization**—Data conversion is dependent on document condition and preparation.
- a. **Stabilization:**
 - i. **Limited**—Disbind Volume. Volume is rebound to the client's specifications. Binder
 - ii. **Moderate**—Disbind volume. Surface clean sheets. Mend hole punches, as needed. This service level may include mold remediation (including preventative mold treatment). Deacidify sheets. Leaves are encapsulated, as needed, in *Lay Flat Archival Polyester Pockets™* (Model #2000 Series). Volume is rebound to the client's specifications.
 - iii. **Complete**—Disbind volume. Humidify and flatten in a controlled environment. Surface clean sheets. Mend hole punches, as needed. This service level includes mold remediation (including preventative mold treatment). Deacidify sheets. Leaves are encapsulated, as needed, in *Lay Flat Archival Polyester Pockets™* (Model #2000 Series). Rebind volume to the client's specifications.
 - b. **Rebinding**—Binder options include, but are not limited to, White Army Duck Canvas or Imitation Leather with Embossed Print.
 - c. **Additional Stabilization/Adhesive Removal**—Extensive removal of tape, page extensions (or sheet extenders), and/or lamination with mechanical heat removal or mechanical peeling. The former is used when adhesive is loose, old, or brittle.
 - d. **Additional Stabilization of Attachments and Inserts**—Extensive conservation treatments focusing on mending and repair. May include the removal and conservation of attachments and inserts.
13. **Plat Preservation**—Data conversion is dependent on plat's condition and preparation. Deterioration of non-archival plat sleeves is evidenced by chemical odors emitting from the

sleeve. Also, the chemical breakdown results in the release of an oily substance that negatively effects the encapsulated plats. Often, plats “stick” to the pocket, and information is lost.

a. **Conservation:**

- i. **Limited**—Designed for maps and plats in good condition that are housed in stable sleeves. Surface clean for archival capture without further sheet deterioration. Humidify and flatten in a controlled environment. Deacidify, as appropriate. Encapsulate plats in *Lay Flat Archival Polyester Pockets™* (Model #4000 Series).
- ii. **Moderate**—Designed for maps and plats in fair condition that are housed in stable sleeves. Surface clean for archival capture without further sheet deterioration. Humidify and flatten in a controlled environment. Repair fractures with the appropriate archival Japanese tissue. Deacidify, as appropriate. Encapsulate plats in *Lay Flat Archival Polyester Pockets™* (Model #4000 Series).
- iii. **Complete**—Designed for maps and plats in poor condition that are housed in sleeves that are destabilizing. Surface clean plats. Remove residual oil. Humidify and flatten in a controlled environment. Repair fractures with the appropriate archival Japanese tissue. Removal of minimal tape and adhesive. Deacidify, as appropriate.

b. **Archival Imaging**—Imaging includes document preparation, batching, and scanning at a minimum of 400 dpi. Processing includes zonal image enhancements, deskew, despeckle, border removal, page validation, image splitting, and image annotations. Images are saved as Group IV TIFF files.

c. **Housing**—Either case and bind plats in a *Disaster Safe County Binder™* (Model #DS 2418), or house in an Enduro® Style 400 closed plat cabinet.

d. **Additional Plat Conservation/Adhesive Removal**—Extensive removal of tape, page extensions (or sheet extenders), and/or lamination with mechanical heat removal or mechanical peeling. The former is used when adhesive is loose, old, or brittle.

e. **Additional Conservation of Attachments and Inserts**—Extensive conservation treatments focusing on mending and repair. May include the removal and conservation of attachments and inserts.