

NOTICE OF MEETING  
COMMISSIONERS COURT OF GILLESPIE COUNTY, TEXAS

Notice is hereby given that a Regular Meeting of the Gillespie County Commissioners Court will be held on Monday, the 24<sup>th</sup> day of April, 2023, at 9:00 a.m. in the Gillespie County Courthouse, Fredericksburg, Texas, at which time the following subjects will be discussed, considered, passed or adopted, to-wit:

See Attachment

If during the course of the meeting, any discussion of any item on the Agenda should be held in executive or closed session, the Commissioners Court will convene in such executive or closed session in accordance with the Open Meetings Act, Chapter 551, Texas Government Code.

Dated this the \_\_\_\_\_ day of April, 2023.

Commissioners Court  
Gillespie County, Texas

By \_\_\_\_\_  
Daniel Jones, County Judge

I, the undersigned, County Clerk, of Gillespie County Commissioners Court, do hereby certify that the above Notice of Meetings of the Gillespie County Commissioners Court is a true and correct copy of said Notice, and that I received and posted said Notice on the Courthouse Door and on the bulletin board at the Courthouse of Gillespie County, Texas, as a place readily accessible to the general public at all times on the \_\_\_\_\_ day of April, 2023, at \_\_\_\_\_ .M., and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the \_\_\_\_\_ day of April, 2023.

\_\_\_\_\_  
Lindsey Brown, County Clerk  
Gillespie County, Texas

AGENDA  
GILLESPIE COUNTY COMMISSIONERS COURT  
REGULAR MEETING  
MONDAY, APRIL 24, 2023  
GILLESPIE COUNTY COURTHOUSE  
FREDERICKSBURG, TEXAS  
9:00 O'CLOCK A.M.

Invocation and Pledge of Allegiance.

1. Call meeting to order.
2. Consider approval of Bills & Claims and payments via electronic fund transfers.
3. Consider approval of Journal Entries & Budget Amendments (Line Item Transfers).
4. Consider approval of payroll claims & related expenses.
5. Consider approval of Departmental Reports.
6. Consider approval of Fees of Office.
7. Consider approval of expenditure in the amount of \$3,600 for the Gillespie County Airport's 75th Anniversary events, and identify funding source for same.
8. Consider approval to close the County Library on May 5, 2023 for staff training.
9. Consider approval of hiring personnel in the Road & Bridge Precinct 4 department.
10. Consider approval of hiring personnel in the Tax Office.
11. Consider approval of accepting donation to County of approximately 0.21 miles of road paving of Achtzehn Road.

12. Consider approval of a 0.322 acre electric easement with Central Texas Electric Cooperative (CTEC) related to provision of electric utility services at the County Airport.
13. Consider approval of Centre Technologies quote and scope of work for the installation and configuration of Windows Intune on the County's Microsoft 365 cloud services, and authorization for execution of documents.
14. Consider approval of expenditure in the amount of \$153,730.82 and identify funding source for same, related to overage costs by Kofile Technologies for the Pre-Preservation, Archival Digitation, and Indexing of Historical Probate Case files in the County Clerk's office.
15. Consider assigning members of the Commissioners Court to act as a liaison to each of the County departments which are under the control and supervision of the Commissioners Court.
16. Consider and discuss use of leave slips for exempt employees per Section 7.09 of the County's personnel policy manual, and take any appropriate action related to same.
17. Consider and discuss the status of pending revisions to the County personnel policy manual, and take any appropriate action related to same.
18. Consider approval of hiring or transferring personnel for vacant positions in the Sheriff's Office.
19. Discuss the purchase, exchange, lease, or value of real property, located in Precinct 4 in the vicinity of the County Yard (aka County Warehouse)(551.072).



**COMMISSIONERS' COURT AGENDA REQUEST**

MADE BY: Jennifer Doss

Office: Human Resources

MEETING DATE: April 24, 2023

SUBJECT: SUBJECT: Consider approval of hiring personnel in the Road & Bridge Precinct 4 department.

NAME OF PERSON ADDRESSING COURT: Jennifer Doss

ESTIMATED LENGTH OF PRESENTATION: 5 minutes

EXECUTIVE SESSION REQUESTED: (PLEASE STATE REASON): No

Time for submitting this request for Court to assure that the matter is posted in accordance with Title 5, Chapter 551 and 552, Government Code, is as follows:

Meeting schedule for Mondays: 12:00 P.M. previous Tuesday

DATE REQUEST SUBMITTED: \_\_\_\_\_ 4/13/2023

THIS REQUEST APPROVED BY: \_\_\_\_\_



**COMMISSIONERS' COURT AGENDA REQUEST**

MADE BY: Jennifer Doss

Office: Human Resources

MEETING DATE: April 24, 2023

SUBJECT: Consider approval of hiring personnel in the Tax Office.

NAME OF PERSON ADDRESSING COURT: Jennifer Doss

ESTIMATED LENGTH OF PRESENTATION: 5 minutes

EXECUTIVE SESSION REQUESTED: (PLEASE STATE REASON): No

Time for submitting this request for Court to assure that the matter is posted in accordance with Title 5, Chapter 551 and 552, Government Code, is as follows:

Meeting schedule for Mondays: 12:00 P.M. previous Tuesday

DATE REQUEST SUBMITTED: \_\_\_\_\_ 4/13/2023

THIS REQUEST APPROVED BY: \_\_\_\_\_

## GAS and Flores Hangar Easement

Ethan Crane <ercrane@fredericksburgfbo.com>

Mon 4/17/2023 1:21 PM

To: Pansy Benedict <pbenedict@gillespiecounty.org>; Daniel Jones <djones@gillespiecounty.org>

Cc: 'Darren Flores' <chaviair@gmail.com>

📎 3 attachments (1 MB)

22-331-00 Gillespie County Airport Lease UEFNS.pdf; 22-331-00 UE Gillespie County Airport Lease-Plat.pdf; Gillespie Air Services and Flores Airport Hangar Right-of-Way Easement.pdf;

Judge Jones,

Attached are three PDF's regarding the easements for our new aircraft storage buildings. The first is a metes and bounds legal description of the easement. The second is the plat for the easement and the last is the document that CTEC needs signed. I have included Darren Flores in the email as this pertains to his hangar building as well as Gillespie Air's. If you have any questions feel free to call or email me.

Pansy, please add these documents to the Commissioners Court agenda at the Judge's discretion.

Thank you Both.

Ethan R. Crane  
President  
Gillespie Air Services, Inc.  
830-997-3313

Agenda documents for discussion purposes only  
Subject to further review and approval only



# Central Texas Electric Co-op

386 Friendship Lane • P.O. Box 553 • Fredericksburg, Texas 78624-0553

Work Order # \_\_\_\_\_

## RIGHT OF WAY EASEMENT

THE STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF \_\_\_\_\_

That \_\_\_\_\_ **County of Gillespie, Texas** \_\_\_\_\_, hereinafter called "Grantor", for good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant unto the CENTRAL TEXAS ELECTRIC COOPERATIVE, INC., a Texas corporation, hereinafter called "Cooperative", whose post office address is P.O. BOX 553, Fredericksburg, Texas 78624-0553, and its successors and assigns, the right to enter upon the lands of Grantor, situated in \_\_\_\_\_ Gillespie \_\_\_\_\_ County, Texas, more particularly described as follows:

BEING A 0.322 ACRE (14,039 SQUARE FOOT) TRACT OUT OF THE B. ADAME SURVEY NO. 123, ABSTRACT NO. 4, GILLESPIE COUNTY, TEXAS AND BEING LOCATED ON A CALLED 78.3 ACRE TRACT, RECORDED IN VOLUME 61, PAGES 494-495, DEED RECORDS OF GILLESPIE COUNTY, TEXAS, AND A CALLED 271.3 ACRE TRACT, RECORDED IN VOLUME 60, PAGE 360-361, DEED RECORDS OF GILLESPIE COUNTY, TEXAS, SAID 0.322 ACRE (14,039 SQUARE FOOT) TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT);

COMMENCING at a 1/2" iron rod found at the northwest corner of a called 0.480 acre lease agreement having a coordinate value of N=10,056,862.09 E=2,746,130.94;

THENCE: N 63°14'24" W a distance of 40.91' to a calculated point at the northeast corner of this herein described utility easement for the POINT OF BEGINNING;

THENCE: S 33°54'27" E a distance of 339.98' to a calculated point for corner;

THENCE: S 56°13'29" W a distance of 20.00' to a calculated point for corner;

THENCE: N 33°26'33" W a distance of 230.00' to a calculated point for interior corner;

THENCE: N 56°13'29" W a distance of 14.97' to a calculated point for interior corner;

THENCE: N 33°47'02" W a distance of 109.97' to a calculated point for corner;

THENCE: S 56°13'03" E a distance of 35.63' to the POINT OF BEGINNING and containing 0.322 acres (14,039 Square Feet) of land, more or less.

The right-of-way easement, rights and privileges herein granted shall be used for the purpose of providing electric utility service, including placing, constructing, operating, repairing, inspecting, rebuilding, replacing, removing, and/or relocating electric lines, distribution facilities or equipment, as well as reading any meter or performing any act related to the provision of electric utility service. The Cooperative is specifically granted pedestrian and vehicular ingress and egress over the herein described land to or from said right-of-way.

The easement, rights and privileges herein granted shall be perpetual, unless abandoned, appurtenant to the land, and shall inure to the benefit of the Cooperative's successors and assigns. Grantor represents that he is the owner of the above-described tract of land and binds himself, and his heirs, successors and assigns to warrant and forever defend the easement and rights described herein to the Cooperative, its successors and assigns, except those held by the following persons:

The Cooperative shall have the right to use so much of the surface of the hereinbefore described property of Grantor as may be reasonably necessary to construct and install within the right-of-way granted hereby the facilities that may at any time be necessary for the purposes herein specified. The Cooperative shall have the right to clear, cut and trim trees and shrubbery to the extent necessary to keep them clear of said electric line or system and to clear, cut and trim from time to time all dead, weak, leaning or dangerous trees that are tall enough to strike the wires in falling. Grantor shall be responsible for removal of any or all limbs, debris, branches or brush that must be cut in order to clear the right-of-way for new construction or maintenance of any lines constructed on the property.

Grantor further covenants that Grantor, his heirs, successors, and assigns, shall facilitate and assist Cooperative personnel in exercising their rights and privileges herein described at all times and shall not build, construct, or cause to be erected, any building or other structure upon the easement right-of-way that may interfere with the provision of electric service or the exercise of the rights granted to the Cooperative herein.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

WITNESS:

GRANTOR(S):

CTEC OFFICE USE ONLY

Property Owner Signature

Property Owner Signature

(Please PRINT name under signature)

## SINGLE ACKNOWLEDGEMENT

THE STATE OF TEXAS

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COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me, the undersigned authority, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
(owner's name)

Notary Public, State of Texas

For the acknowledgement of MULTIPLE signers:

THE STATE OF TEXAS

§  
§  
§

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me, the undersigned authority, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ and

(owner's name)

\_\_\_\_\_  
(owner's name)

\_\_\_\_\_  
Notary Public, State of Texas

WITNESS ACKNOWLEDGEMENT (CTEC use only)

THE STATE OF TEXAS

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COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ appeared before me, and, after being duly sworn by me, stated that he saw \_\_\_\_\_, Grantor, subscribe this instrument, and that he signed the same as a witness at the request of Grantor.

\_\_\_\_\_  
Notary Public, State of Texas

Agenda documents for discussion purposes only  
Subject to further review and approval



**FIELD NOTES FOR A 0.322 ACRE (14,039 SQUARE FOOT)  
UTILITY EASEMENT**

**BEING** A 0.322 ACRE (14,039 SQUARE FOOT) TRACT OUT OF THE B. ADAME SURVEY NO. 123, ABSTRACT NO. 4, GILLESPIE COUNTY, TEXAS AND BEING LOCATED ON A CALLED 78.3 ACRE TRACT, RECORDED IN VOLUME 61, PAGES 494-495, DEED RECORDS OF GILLESPIE COUNTY, TEXAS, AND A CALLED 271.3 ACRE TRACT, RECORDED IN VOLUME 60, PAGE 360-361, DEED RECORDS OF GILLESPIE COUNTY, TEXAS, SAID 0.322 ACRE (14,039 SQUARE FOOT) TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT);

**COMMENCING** at a 1/2" iron rod found at the northwest corner of a called 0.480 acre lease agreement having a coordinate value of N=10,056,862.09 E=2,746,130.94;

**THENCE: N 63°14'24" W a distance of 40.91'** to a calculated point at the northeast corner of this herein described utility easement for the **POINT OF BEGINNING**;

**THENCE: S 33°54'27" E a distance of 339.98'** to a calculated point for corner;

**THENCE: S 56°13'29" W a distance of 20.00'** to a calculated point for corner;

**THENCE: N 33°26'33" W a distance of 230.00'** to a calculated point for interior corner;

**THENCE: N 56°13'29" W a distance of 14.97'** to a calculated point for interior corner;

**THENCE: N 33°47'02" W a distance of 109.97'** to a calculated point for corner;

**THENCE: S 56°13'03" E a distance of 35.63'** to the **POINT OF BEGINNING** and containing 0.322 acres (14,039 Square Feet) of land, more or less.

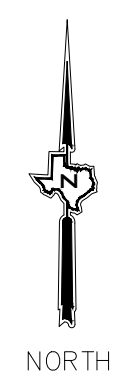
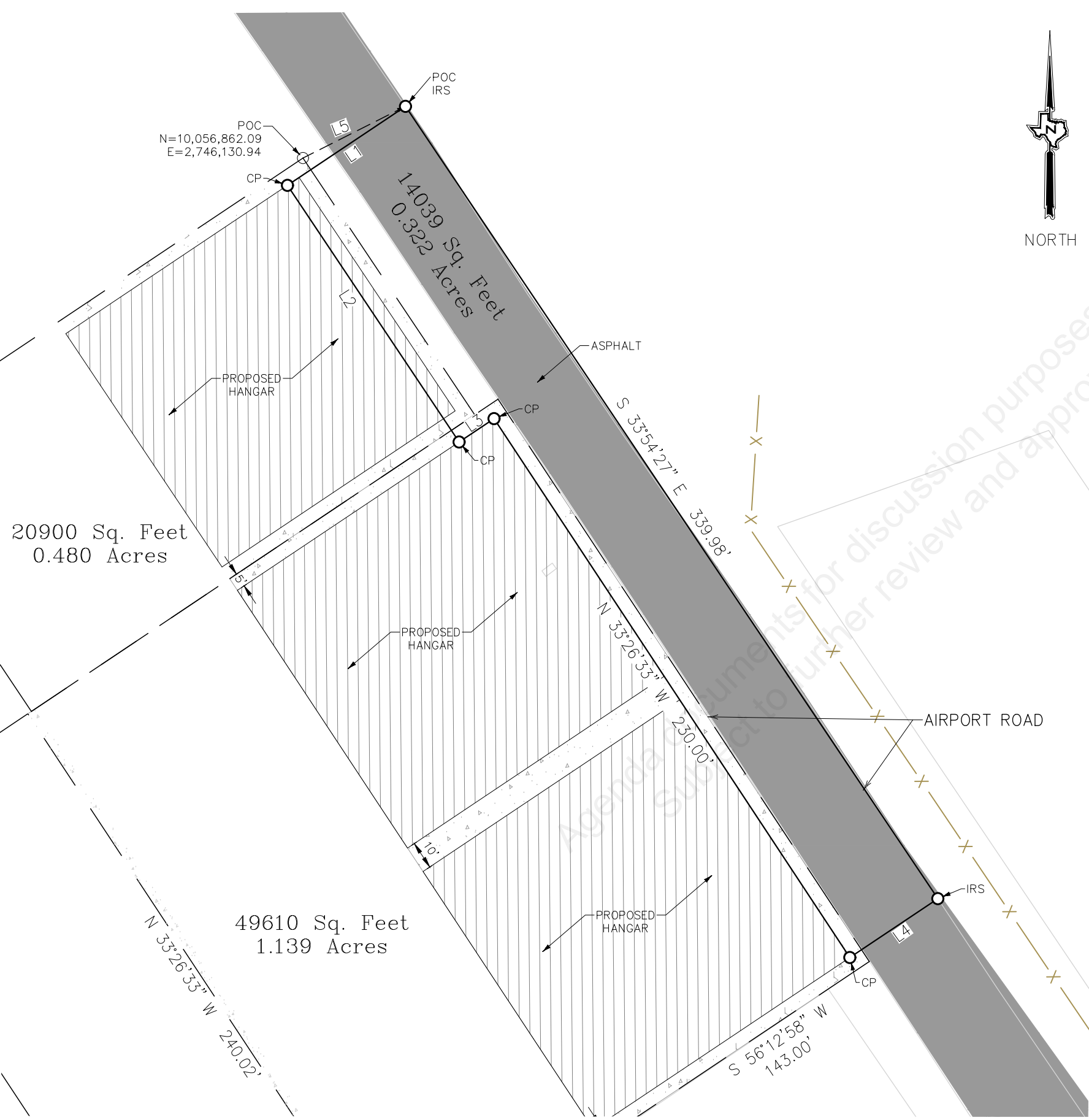
**Note:** This description was prepared from a survey made on the ground by MDS Land Surveying Company, Inc. A Survey Plat with even date was prepared. ( ) denotes record information.

Jeff Boerner, RPLS #4939

Date: 04-11-2023

Job # 22-331-00 UTILITY EASEMENT

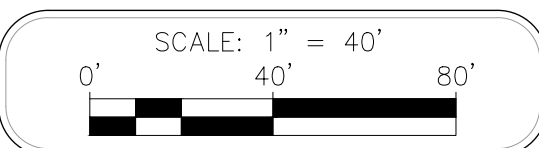




**LEGEND**

( )	RECORD BEARING & DISTANCE
BSL	BUILDING SETBACK LINE
DRGC	DEED RECORDS OF GILLESPIE COUNTY
CP	CALCULATED POINT
IRF	1/2" IRON ROD FOUND
IRS	1/2" IRON ROD SET CAPPED "MDS"
PG	PAGE
PR	PLAT RECORDS OF GILLESPIE COUNTY
VOL	VOLUME
POB	POINT OF BEGINNING
POC	POINT OF COMMENCING

	ASPHALT		CONCRETE
	ADJOINER LINE		BOUNDARY LINE
	BUILDING SETBACK LINE		EASEMENT LINE
	OVERHEAD POWER		WIRE FENCE



STATE OF TEXAS §  
 COUNTY OF KERR §

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND, UNDER MY SUPERVISION. THIS 12th DAY OF APRIL, 2023, THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THIS SURVEY.

*Jeff Boerner*  
 JEFF BOERNER  
 TX R.P.L.S. NO. 4939

**GENERAL NOTES:**

- BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203).
- DISTANCES SHOWN HEREON ARE GRID VALUES.
- FIELD SURVEY COMPLETED 06-27-2022.

**LINE TABLE**

LINE	BEARING	DISTANCE
L1	N56° 13' 03"E	35.63'
L2	N33° 47' 02"W	109.97'
L3	S56° 13' 29"W	14.97'
L4	S56° 13' 29"W	20.00'
L5	N63° 14' 24"E	40.91'

**PLAT SHOWING:** A 0.322 ACRE (14039 SQUARE FOOT) TRACT OUT OF THE B. ADAME SURVEY NO. 123, ABSTRACT NO. 4, GILLESPIE COUNTY, TEXAS AND BEING LOCATED ON A CALLED 78.3 ACRE TRACT, RECORDED IN VOLUME 61, PAGES 494-495, DEED RECORDS OF GILLESPIE COUNTY, TEXAS, AND A CALLED 271.3 ACRE TRACT, RECORDED IN VOLUME 60, PAGES 360-361, DEED RECORDS OF GILLESPIE COUNTY, TEXAS.

**UTILITY EASEMENT  
 OF  
 0.322 AC (14039 SQ FT)  
 GILLESPIE COUNTY AIRPORT  
 OUT OF THE  
 B. ADAME SURVEY NO. 123  
 ABSTRACT NO. 4  
 GILLESPIE COUNTY, TEXAS  
 APRIL 2023**

**MDS** LAND SURVEYING COMPANY, INC.  
 TBPLS FIRM No. 10019600

874 HARPER ROAD  
 SUITE 104  
 KERRVILLE, TX 78028  
 830-816-1818  
 MDS-SURVEYING.COM

JOB #: 22-331-00      SURVEYORS: JB/XX  
 DATE: 04-12-2023      SHEET 1 OF 1

## Agenda Item for the 4/24/2023 Commissioners Court

Roger Bunker <rbunker@gillespiecounty.org>

Thu 4/6/2023 4:04 PM

To: Pansy Benedict <pbenedict@gillespiecounty.org>

📎 1 attachments (654 KB)

Gillespie County - Windows Intune Quote 053852.v1.8 April 6th.pdf;

Pansy,

I would like to add the following item to the agenda for the April 24<sup>th</sup> Commissioners Court.

"Consider approval of Centre Technologies quote and scope of work for the <sup>Installation + Configuration</sup> (implementation) of Windows Intune on the County's Microsoft 365 cloud services and execution of documents."

The document is attached. Should you or the Judge have any questions please let me know.

Regards,

Roger Bunker

Gillespie County IT

830-307-6181

Agenda documents for discussion purposes only  
Subject to further review and approval



BUSINESS TECHNOLOGY SOLUTIONS FOR:

**Gillespie County - Windows Intune**

Quote # 053852  
Version 1

PREPARED FOR:

**Gillespie County**

Roger Bunker  
rbunker@gillespiecounty.org

## Gillespie County - Windows Intune

### Prepared by:

#### Centre Technologies

Santiago Hoyos  
 on behalf of Russell Keller  
 (281) 506-2480  
 shoyos@centrotechnologies.com

### Prepared for:

#### Gillespie County

Roger Bunker  
**Ship To:**  
 97 Frederick Rd.  
 Fredericksburg, TX 78624  
 (830) 307-6181  
 rbunker@gillespiecounty.org

### Quote Information:

#### Quote #: 053852

Version: 1  
 Delivery Date: 04/06/2023  
 Expiration Date: 04/28/2023

Gillespie County - Windows Intune

DIR-CPO-4857

### Services

Description	Qty	Price	Ext. Price
<b>Installation and Configuration</b>	1	\$20,448.00	\$20,448.00
Cloud Consulting Consulting and delivery of public, private, and hybrid cloud infrastructure.			
EXCLUDES applicable hardware, software, and licensing.			
See "Scope of Work" documentation for complete details and service inclusions.			

Subtotal: **\$20,448.00**

## Quote Summary

Description	Amount
Services	\$20,448.00
<b>Total:</b>	<b>\$20,448.00</b>

This Quote is between Centre Technologies, Inc. a Texas corporation (sometimes referred to as "we," "us," "our," OR "Provider"), and the Customer found on the applicable Quote (sometimes referred to as "you," "your," OR "Customer"). Collectively, these two entities are "the Parties". The Quote, together with the MSA and relevant Service Attachments, forms the Agreement between the Parties. This Quote is effective as of the date the Parties sign below, ("Services Start Date"). If there is a conflict between this Quote, the Master Services Agreement, the Product Terms and Conditions, and any Service Attachment, amendment, or schedule, this Quote will control for the items in this Quote only.

The definitions and the Term are set forth in the MSA. Customer hereby acknowledges that all of the Agreements and Quotes contained herein are subject to the applicable tax (e.g., international, federal, state and local sales tax), shipping, handling and other associated fees. The Uniform Commercial Code, as adopted by the Texas Business and Commerce Code, shall apply where appropriate. Provider reserves the right to cancel or amend orders arising from pricing or other errors contained in the attached Quote and will notify the Customer.

This Order and its accompanying Agreements supersede all prior negotiations, discussions, proposals, communications, or previous Orders or Agreements between the parties.

By signing below, the Parties acknowledge, represent, and warrant that they have read and agree to the terms and conditions of the Agreement, including all related agreements, schedules, Service Attachments, and/or amendments identified at the end of this Quote. The Party hereby represents that the electronic signature to this Quote shall be relied upon and serves to bind them/it to the obligations stated herein. Each Party hereby warrants and represents that he/she/it has the express authority to execute this Agreement(s).

### E-Signature Confirmation for Gillespie County

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Agenda documents for discussion purposes only  
Subject to further review and approval

## Agreements

### I. TERMS AND CONDITIONS

- a. Centre Technologies' Product Terms and Conditions  
[https://centretechnologies.com/hubfs/Agreements/PTC-Centre\\_Technologies-v2.3-090121.pdf](https://centretechnologies.com/hubfs/Agreements/PTC-Centre_Technologies-v2.3-090121.pdf)
- b. Third Party Terms and Conditions  
*For Third-Party Manufacturers, additional terms and conditions may apply.*

### II. AGREEMENTS

- a. Mutual Non-Disclosure Agreement (MNDA)  
[https://centretechnologies.com/hubfs/Agreements/MNDA-Centre\\_Technologies-v1.7-090221.pdf](https://centretechnologies.com/hubfs/Agreements/MNDA-Centre_Technologies-v1.7-090221.pdf)
- b. Master Services Agreement (MSA)  
[https://centretechnologies.com/hubfs/Agreements/MSA-Centre\\_Technologies-v1.28-01042022.pdf](https://centretechnologies.com/hubfs/Agreements/MSA-Centre_Technologies-v1.28-01042022.pdf)
- c. Acceptable Use Policy (AUP) for All Services  
[https://centretechnologies.com/hubfs/Agreements/AUP-Centre\\_Technologies-v1.2-083121.pdf](https://centretechnologies.com/hubfs/Agreements/AUP-Centre_Technologies-v1.2-083121.pdf)
- d. Service Level Objectives (SLO) for All Services  
[https://centretechnologies.com/hubfs/Agreements/SLO-Centre\\_Technologies-v1.2-083121.pdf](https://centretechnologies.com/hubfs/Agreements/SLO-Centre_Technologies-v1.2-083121.pdf)
- e. Microsoft Cloud Volume Licensing Agreement  
[https://centretechnologies.com/hubfs/Agreements/Microsoft\\_Cloud\\_Agreement-2019\\_oct.pdf](https://centretechnologies.com/hubfs/Agreements/Microsoft_Cloud_Agreement-2019_oct.pdf)
- f. Microsoft SPLA End User License Terms  
[https://centretechnologies.com/hubfs/Agreements/MS\\_SPLA\\_End\\_User-Centre\\_Technologies-v1.2-081820.pdf](https://centretechnologies.com/hubfs/Agreements/MS_SPLA_End_User-Centre_Technologies-v1.2-081820.pdf)
- g. Service Attachment (SA) for Secure Managed Services  
[https://centretechnologies.com/hubfs/Agreements/SA-Secure\\_Managed\\_Services-Centre\\_Technologies-v1.9-092021.pdf](https://centretechnologies.com/hubfs/Agreements/SA-Secure_Managed_Services-Centre_Technologies-v1.9-092021.pdf)
- h. Service Attachment (SA) for Secure Managed Services Express  
[https://centretechnologies.com/hubfs/Agreements/SA-SMSE-Managed\\_Services\\_Express-Centre\\_Technologies-v1.0-01312023.pdf](https://centretechnologies.com/hubfs/Agreements/SA-SMSE-Managed_Services_Express-Centre_Technologies-v1.0-01312023.pdf)
- i. Service Attachment (SA) for Cloud Services  
[https://centretechnologies.com/hubfs/Agreements/SA-Cloud\\_Services-Centre\\_Technologies-v1.3-03162022.pdf](https://centretechnologies.com/hubfs/Agreements/SA-Cloud_Services-Centre_Technologies-v1.3-03162022.pdf)
- j. Service Attachment (SA) for Endpoint Detection and Response Services  
[https://centretechnologies.com/hubfs/Agreements/SA-Endpoint\\_Detection\\_and\\_Response\\_Services-Centre\\_Technologies-v1.2-083121.pdf](https://centretechnologies.com/hubfs/Agreements/SA-Endpoint_Detection_and_Response_Services-Centre_Technologies-v1.2-083121.pdf)
- k. Service Attachment (SA) for Network Detection and Response Services  
[https://centretechnologies.com/hubfs/Agreements/SA-Network\\_Detection\\_and\\_Response\\_Services-Centre\\_Technologies-v1.2-083121.pdf](https://centretechnologies.com/hubfs/Agreements/SA-Network_Detection_and_Response_Services-Centre_Technologies-v1.2-083121.pdf)
- l. Service Attachment (SA) for Cloud Detection and Response Services  
[https://centretechnologies.com/hubfs/Agreements/SA-Cloud\\_Detection\\_and\\_Response\\_Services-Centre\\_Technologies-v1.3-083121.pdf](https://centretechnologies.com/hubfs/Agreements/SA-Cloud_Detection_and_Response_Services-Centre_Technologies-v1.3-083121.pdf)

October 12, 2022

The Honorable Lindsey Brown  
Gillespie County Clerk  
101 West Main Street/Mail Unit 13/Room 109  
Fredericksburg, TX 78624-3700

Dear Hon. Lindsey Brown,

This proposal addresses the pre-preservation, archival digitization (including image capture and processing), and archival indexing of historical Probate Case Files for the Office of the Gillespie County Clerk. The already digitized five volumes of Probate Index Books will have their images added to the County's existing QuickLink® LITE application.

Kofile Technologies, Inc. (Kofile) will address all of the necessary services for these assets at *its Conservation & Digitization Lab* in Dallas, TX. Kofile is uniquely qualified to address the long-term management, preservation, digital access, and storage of any permanent retention records and active records. At Kofile, each project is unique and deserves special attention.

These services may be eligible for reimbursement under the American Rescue Plan Act of 2021 (ARPA) in regards to Prevention in Congregate Setting in support of Social Distancing for COVID-19 and future pandemics for title researchers/attorneys by providing online access to digitized assets.



## CONDITION ASSESSMENT

**Please see the following for photographic documentation of these historical case files.**

**These files are in shucks (tri-folded).** Due to their historical nature, these records maintain a PERMANENT retention period according to *Local Schedule CC*, Texas State Library & Archives Commission, March 2019.

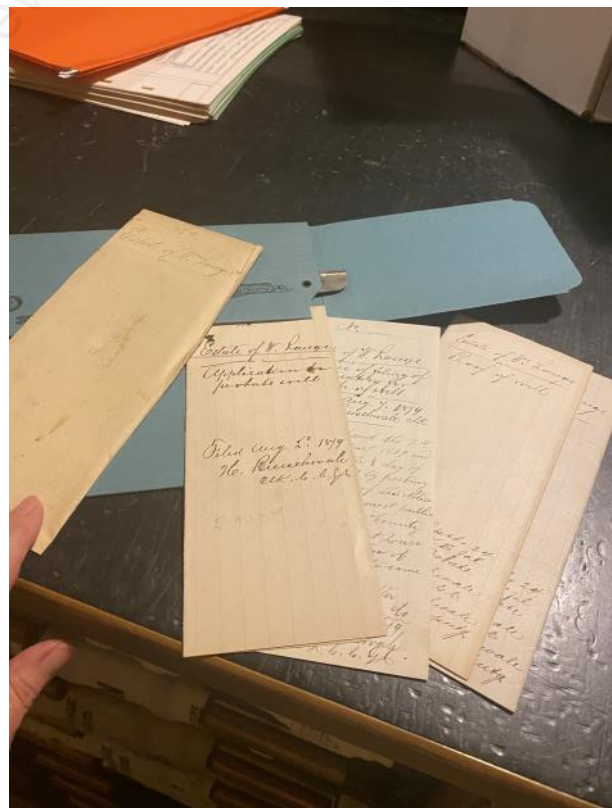
These items are in fair to poor condition. Documents are manuscript—or handwritten. The sheets suffer from iron gall ink burn, and are very brittle and yellowed. The envelopes and the sheet edges are extremely fragmented.

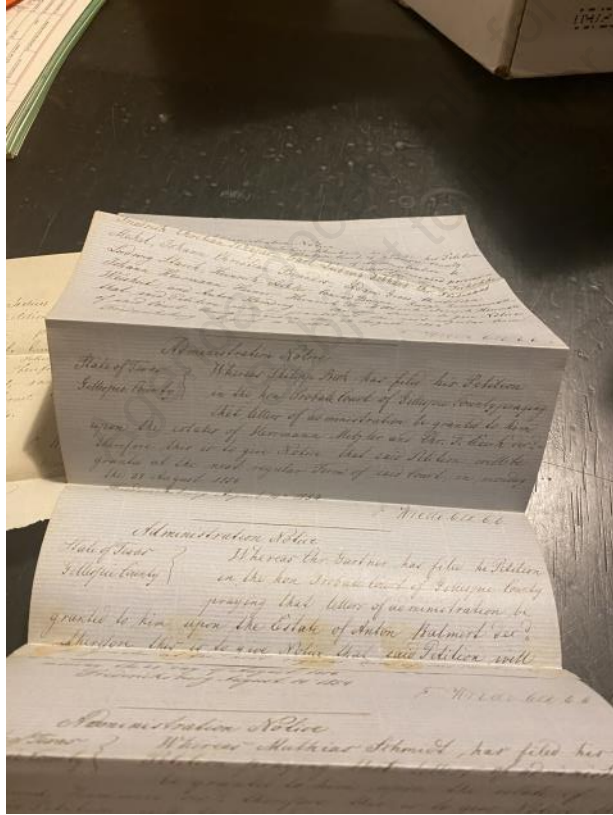
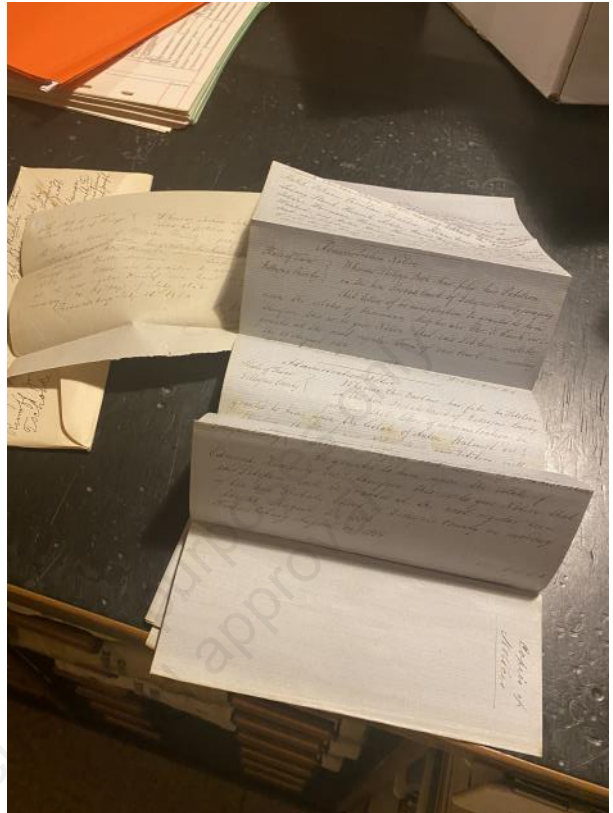




With careful testing and observation, archivists have concluded that many formerly acceptable practices cause more damage than realized. Anyone stepping into a courthouse can see the effects of antiquated filing and storage methods.

Pigeon files or shuck cabinets (colloquial names) require records to be tri-folded. This storage method was judged destructive over 75 years ago. Pigeon file drawers or "cans" pull out for access to the housed instruments. This sliding function shreds fragile documents, while the tri-folded state weakens paper strength.





## METHODOLOGY

### PRE-PRESERVATION & PREP

Files are physically prepared for scanning. Prep includes staple and brad removal, reduction of adhesives, orientation of documents, and unfolding. Kofile utilizes several paper conservation methods for safely flattening the documents without damaging originals. Tools to 'flatten' include tacking irons, heat presses, and a custom Ultrasonic Humidification Chamber (also known as a paper suction table).

Also at this stage, fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary. Sequential document order is maintained and controlled by either batch or page. Page order is maintained by hand numbering with a light pencil.



Ultrasonic Humidification corrects folds and bends for fragile sheets. Documents dry between acid-free blotters. Monitoring eliminates ink bleeds and mold/fungus growth.



A heat press is used to flatten the document in order to obtain the best initial capture.



A tacking iron, a specialized tool with temperature controls, flattens standard sized documents.

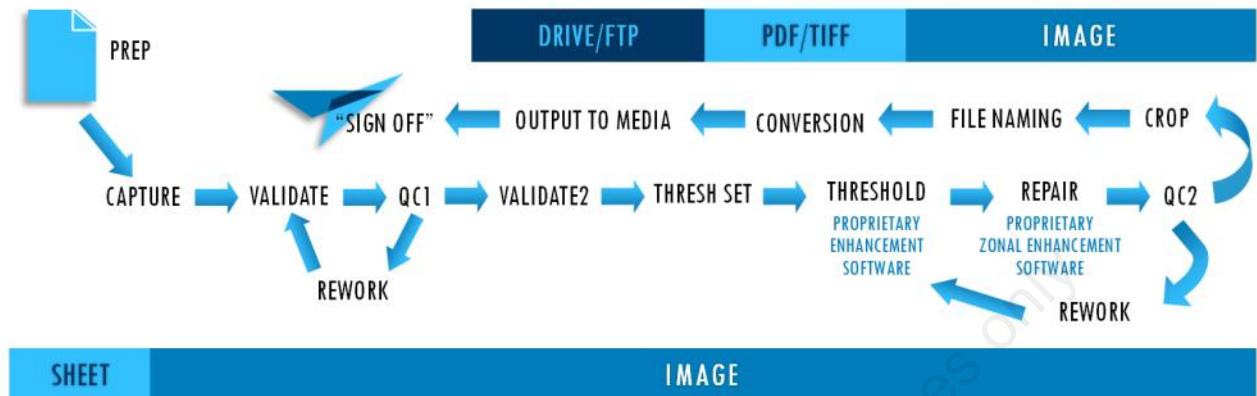
### IMAGING OVERVIEW

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.

## TYPICAL CONVERSION PLAN FOR CASE FILES

NO.	TASK	ASSIGN	START /END	STATUS	COM- MENT
<b>1.0</b>	<b>SCOPE OF WORK &amp; QUOTE</b>				
1.1	Develop scope of project i.e. budget, date ranges, case range.	County & Kofile			
1.2	Sign, edit, & return executed quote or contract to Kofile.	County			
1.3	Issue Purchase Order.	County			
<b>2.0</b>	<b>PICK UP FROM STORAGE SITE</b>				
2.1	Export database of Case Files in a pipe delimited format, if applicable.	County IT			
2.2	Create manifest for Pick Up (a listing of case files per box).	Kofile			
2.3	Pick up from Client site(s).	Kofile			
2.4	Repeat Items 2.2 - 2.4 until scope of project (Item 1.1 pick up).	County & Kofile			
<b>3.0</b>	<b>KOFILE PRODUCTION TASKS</b>				
3.1	Inventory receivables and verify receipt.	Kofile			
3.2	Document Prep ( <i>e.g. remove clips &amp; staples, tape receipts to black pages, position envelopes for scan. May require copying case file folder for inclusion.</i> )	Kofile			
3.3	Scan at 300 dpi at 256 gray levels with image enhancement to include deskew, despeckle, character repair, & zonal processing.	Kofile			
3.4	Quality Assurance (QA) Tasks include a visual examination of each image & comparison of image to paper. Compare Index data to database (Item 2.1) to match data.	Kofile			
<b>4.0</b>	<b>DELIVERY OF IMAGES FOR IMPORT</b>				
4.1	Provide media (ftp, thumb drive, CD, DVD, hard drive) for image & metadata delivery—includes case count, multi-page PDF files (or TIFF), & metadata.	Kofile			
4.2	Import images & metadata, if applicable. Verify that case count & other information matches quantity provided by Kofile.	County IT			
4.3	For imports with exceptions, provide Kofile with a list of exceptions for reimport.	County IT			
4.4	Verify users can access newly imported images & metadata.	County IT			
4.5	Back up Document Repository with newly imported images & other databases that may require a backup.	County IT			
<b>5.0</b>	<b>COUNTY QUALITY ASSURANCE (QA) REVIEW</b>				
5.1	County to complete a QA delivered Files.	County			
5.2	County to provide Kofile with an exception list of any issues.	County			
<b>6.0</b>	<b>RETURN OF DOCUMENTS</b>				
6.1	Documents return for storage.	Kofile			
<b>7.0</b>	<b>MISCELLANEOUS</b>				
7.1	Invoice monthly for images delivered to the County.	Kofile			

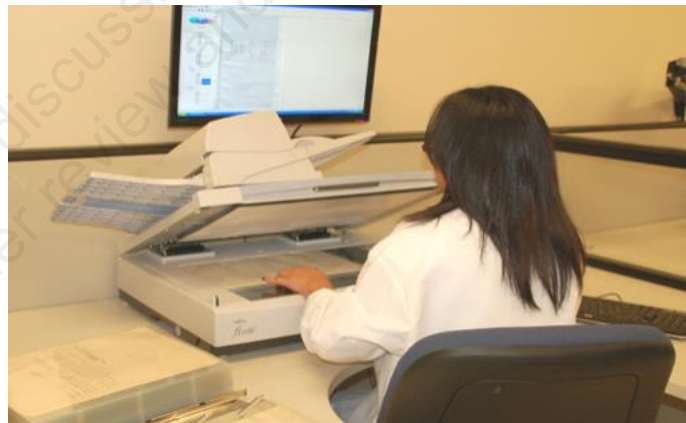
## Sample Phase Delineation



Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process are verified through rigorous and systematic quality control. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

### IMAGE CAPTURE

Domain specific knowledge is a necessity for this project. A vendor that does not understand permanent asset collections may address the Gillespie 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.



Kofile utilizes multiple types of scanners for various conditions and types of documents. The map pictured above right is being captured with an overhead non-contact scanner. Roll scanners would damage the originals and will not produce a viable permanent digital working copy. Documents are imaged by hand, and technicians are trained to handle fragile documents.

## IMAGE PROCESSING

*IMAGE PERFECT*, Kofile's proprietary software, ensures optimum image quality. When sheets vary in size and density, this custom programming ensures image uniformity. It provides proprietary algorithms to achieve superior image quality. Utilization of algorithms is critical to address the varying densities and quality levels in any local public records collection.

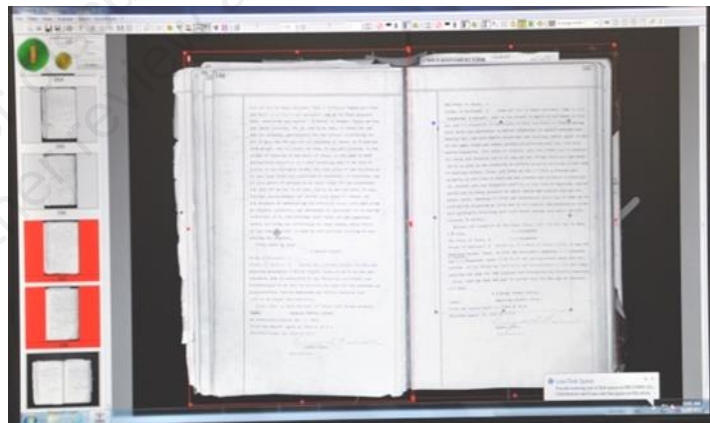
This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft® SQL database as the underpinning for production. Operators can interactively build and edit image processing scripts. The image processing scripts can be saved for batch processing. It also boasts progress tracking capabilities and exceptions identification. Supervisors quickly and efficiently manage and correct problems.

At capture, this software automatically addresses many common problems:

- White-on-white images
- Synchronizing images from different scanners
- Floating page cropping & segmentation
- Rotating & de-skewing images
- Tone correction
- Resolution adjustments
- Metadata Normalization

*IMAGE PERFECT* uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. Images are zonal enhanced to improve legibility.

Kofile maintains 100% document integrity and image control with exclusive Image Locking. During image repair, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning additional images (which compromises image integrity). When a re-scan is required, the processing procedures does not permit information from rescanned pages to accidentally cut and paste into the incorrect page.



**Quality Targets** permit operators to view image quality at scan. Images, even when scanned on different devices, are “normalized” as if captured from one device. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain.

*Quality Targets* (pictured) establish the scanner's baseline digital capture quality. This permits Kofile to measure the digitization physics at capture.

*Quality Target* are the foundation of Kofile's quality assurance. *IMAGE PERFECT* measures each image for the following attributes:

- Target dpi
- Target Tone scale & correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data

If requested, annotations are supported to allow the 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.

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.

### QUALITY CONTROL (QC)

Kofile's QC process ensures that each images is certified. **Each and every image is sight checked by human eye.** Each page is viewed to ensure there are no missing pages, double feeds, or "A" pages (those added to the original book or file). Each image is inspected prior to delivery to the customer. The Gillespie County Clerk can receive an image log noting the steps employed.

Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, at capture, and post-scan. Prior to delivery, all work undergoes a statistical, random, batch-based review of 8% of the inventory.

The three checkpoints for 100% review combined with the batch-based 8% review all establish the control levels for inspection of the finished product. In total, human eye verification occurs twice—first with comparison of the paper record to the captured digital image. Second, with comparison of the raw scan to the zonally enhanced image.

### ADVANCED EQUIPMENT

Kofile employs a range of scanners to tailor imaging services to the item. Kofile's scanning capability includes mixed-sized and large-format documents. Equipment includes technical scanning equipment by Fujitsu®, Kodak, WideTEK®, Scan Optics, OPEX®, Contex, BookEye®, and Zeutschel. Each scanner employs page detection to adjust for varying sheet sizes and, more importantly, thicknesses (to reduce "pull-throughs" on thin papers following thick bond). Document fragility and stability determine which device is employed. This selection process also ensures a historical document is addressed by its specify density.

## ARCHIVAL INDEXING

Data integrity is essential. Kofile's goal is to provide consistently keyed fields. Kofile's proprietary indexing software and keying procedures provides proven 99.25% accuracy. This will improve document retrieval and build a dependable, searchable database for staff and patrons.

Prior to indexing, Kofile conducts a comprehensive assessment of the County's indexing specifications. A thorough examination of the County's particular requirements allows for accurate and consistent indexes, guaranteeing quick searches for users.

During the assessment, Kofile documents established methods of indexing specific instruments, clarifying terminology, and determining the standards used to enter names, dates, and other basic required information. This analysis produces essential information to ensure the metadata's accuracy and integrity, and identify the following:

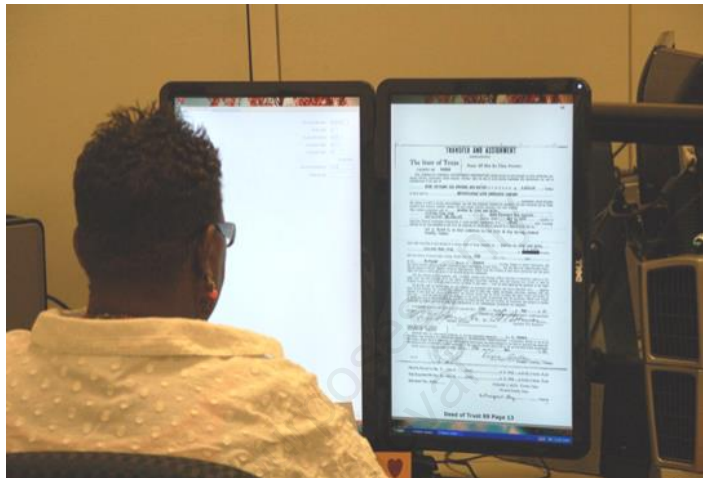
- cross-indexed documents
- differentiation between individual names & corporation names
- government departments & agencies
- alternate & alias names
- abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)

During quality control (QC), managers and supervisors internally research and answer questions about any problematic process. If the Gillespie County Clerk is required to provide input, Kofile will directly contact the County for a clarification and/or decision. Client involvement demonstrates Kofile's pride in building successful professional relationships.

Kofile always performs key entry at least twice for every field. With Kofile's quality assurance, each field is blind-keyed three times:

- Following initial entry, the record displays to a second technician who also keys the field ("blind re-key").
- The software compares the entries. If they do not match, the record is sent to a supervisor.
- This supervisor identifies the problem with the field entry and determines if it is a one-time keying error or a prevailing issue. The supervisor decides if a new keying standard is needed.
- The record is then sent to another technician and keyed again.

Any amendments are communicated to the Gillespie County Clerk with an exception list for the County to match and scan the amendment and the record themselves. Exceptions are expected, as not all records contain all fields noted. Kofile will establish rules for these abnormalities once the project commences.



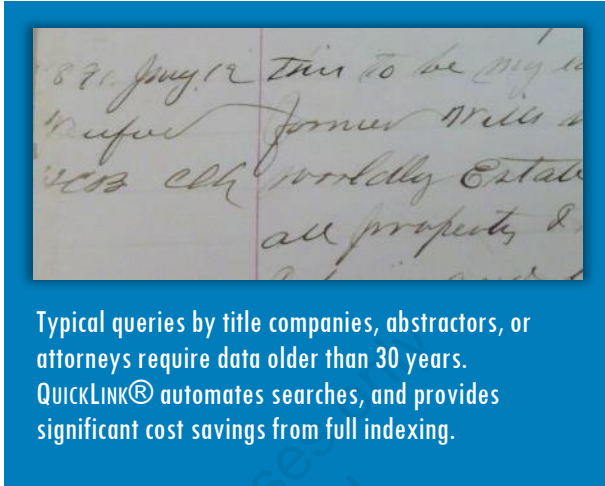
A Kofile Indexing Technician keys a document.



### QUICKLINK® LITE ACCESS SOLUTION

QUICKLINK® is a custom software solution that provide an electronic search of Index Book images. It expedites a county's digital imaging and indexing initiatives. This software is browser based, and all images and metadata are stored in a true native cloud.

This solution offers reduced cost and liability as an alternative to full Indexing—especially the costs associated with handwritten records. Manuscript data is expensive to index due to the significant time and increased level of difficulty required to transcribe information and interpret handwriting styles.



QUICKLINK® LITE maps the grantor or grantee's index entry and retrieves the image of the associated index book page. This solution is browser-based and offers a web-hosted interfaces that is incredibly user-friendly. Incorporating a digital retrieval reduces wear on the oversized original index books.

Online help for this application is available via email and 24/7/365 online chat.

See the search parameters exempld below.

**QUICKLINK®LITE**  
With this automated retrieval, physical access of any volume is eliminated. This solution is only available if the actual document referenced in the index entry is digitally scanned and loaded.

#### Search Index Books

Type:

Year:

Parties:

Last Name:

First Name:

#### Search Index Books

Type:

Year:

Parties:

Last Name:

First Name:

E-commerce capabilities is available with this QuickLink® Access Solution. Kofile attaches an additional per document fee as an "e-commerce service fee" paid by the public purchaser for each document purchased. Kofile absorbs all related credit card and merchant account fees associated with this e-commerce solution.

Visit [kofilequicklinks.com](http://kofilequicklinks.com) to view public-facing applications in action.



The box to the far left is the original box, and the Coroplast™ boxes to the right are the rehousing files.

## REHOUSING

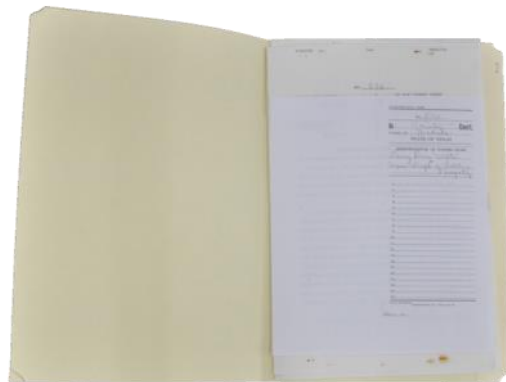
Sheets are placed in archival acid free folders, and housed in Coroplast™ archival boxes (see above and right).

Each box and folder is appropriately labeled as to its contents. The original shuck envelopes can be saved and preserved for return, or, as pictured right, photocopied to save space in the returning files.



## ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Gillespie County is guaranteed access to records via email or toll-free fax at Kofile's expense. Upon receipt of a records request, Kofile flags the requested record and verifies inventory control, pulls supporting paperwork, and emails/faxes a response to the approved requester or alternate. The turnaround time meets or exceeds the County's requirements.



## 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 Gillespie 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.
- The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.



## PROJECT PRICE QUOTE

This project is presented via Kofile's TXMAS Contract No. **TXMAS-18-3602** (please reference on County P.O.). Without a signed agreement, pricing is good for 90 days. All pricing is based on Good Faith Estimates of counts and condition. Pricing is finalized upon review at Kofile. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O.

**KEY:** (TF) Tri-fold housed in shuck drawers (Flat) Flat file [dating 1990s-2006]  
 (M) Manuscript or handwritten data (T) Typescript or typed data

GILLESPIE COUNTY CLERK PRE-PRESERVATION & ARCHIVAL DIGITIZATION OF PROBATE CASE FILES											
RECORD SERIES TITLE	CASE NO	QUANTITY				DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE		
		Row	Unit	Page	Doc.	For- mat	Data		PRE-PRV &/or (IM) IMAGE	(ID) INDEX	LINE TOTAL
Probate Case	1800s -92	1	6	5,400	200	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$586.00	\$11,116.00
Probate Case	92 - 206	2	6	5,400	115	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$336.95	\$10,866.95
Probate Case	207 - 413	3	6	5,400	206	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$603.58	\$11,133.58
Probate Case	414 - 606	4	6	5,400	193	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$565.49	\$11,095.49
Probate Case	607 - 771	5	6	5,400	165	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$483.45	\$11,013.45
Probate Case	772 - 902	6	6	5,400	131	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$383.83	\$10,913.83
Probate Case	903 - 1025	7	6	5,400	123	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$360.39	\$10,890.39
Probate Case	1025 - 1163	8	6	5,400	139	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$407.27	\$10,937.27
Probate Case	1164 - 1273	9	6	5,400	110	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$322.30	\$10,852.30
Probate Case	1274 - 1401	10	6	5,400	127	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$372.11	\$10,902.11
Probate Case	1402 - 1503	11	6	5,400	102	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$298.86	\$10,828.86
Probate Case	1504 - 1581	12	6	5,400	78	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$228.54	\$10,758.54
Probate Case	1582 - 1660	13	6	5,400	79	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$231.47	\$10,761.47
Probate Case	1661 - 1783	14	6	5,400	123	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$360.39	\$10,890.39
Probate Case	1784 - 1912	15	6	5,400	129	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$377.97	\$10,907.97
Probate Case	1913 - 2034	16	6	5,400	122	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$357.46	\$10,887.46
Probate Case	2035 - 2150	17	6	5,400	116	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$339.88	\$10,869.88
Probate Case	2151 - 2239	18	6	5,400	88	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$257.84	\$10,787.84
Probate Case	2240 - 2349	19	6	5,400	110	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$322.30	\$10,852.30
Probate Case	2350 - 2455	20	6	5,400	106	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$310.58	\$10,840.58
Probate Case	2456 - 2530	21	6	5,400	75	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$219.75	\$10,749.75
Probate Case	2531 - 2613	22	6	5,400	83	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$243.19	\$10,773.19
Probate Case	2614 - 2695	23	6	5,400	82	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$240.26	\$10,770.26
Probate Case	2696 - 2755	24	6	5,400	60	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$175.80	\$10,705.80
Probate Case	2756 - 2953	25	6	5,400	198	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$580.14	\$11,110.14
Probate Case	2954 - 3061	26	6	5,400	108	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$316.44	\$10,846.44

**GILLESPIE COUNTY CLERK  
PRE-PRESERVATION & ARCHIVAL DIGITIZATION OF PROBATE CASE FILES**

RECORD SERIES TITLE	CASE NO	QUANTITY				DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE		
		Row	Unit	Page	Doc.	For- mat	Data		PRE-PRV &/or (IM) IMAGE	(ID) INDEX	LINE TOTAL
Probate Case	3062 - 3157	27	6	5,400	96	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$281.28	\$10,811.28
Probate Case	3158 - 3275	28	6	5,400	118	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$345.74	\$10,875.74
Probate Case	3276 - 3354	29	6	5,400	79	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$231.47	\$10,761.47
Probate Case	3355 - 3394	30	4	3,600	40	TF	T	PRE-PRV/IM/ID	\$7,020.00	\$117.20	\$7,137.20
Probate Case	3395 - 3487	31	6	5,400	93	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$272.49	\$10,802.49
Probate Case	3488 - 3578	32	6	5,400	91	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$266.63	\$10,796.63
Probate Case		33	<i>This file was empty and is included for inventory purposes only.</i>								
Probate Case	3579 - 3648	34	6	5,400	70	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$205.10	\$10,735.10
Probate Case	3649 - 3713	35	6	5,400	65	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$190.45	\$10,720.45
Probate Case	3714 - 3813	36	6	5,400	100	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$293.00	\$10,823.00
Probate Case	3814 - 3871	37	5	4,500	58	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$169.94	\$8,944.94
Probate Case	3872 - 3943	38	5	4,500	72	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$210.96	\$8,985.96
Probate Case	3944 - 4057	39	6	5,400	114	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$334.02	\$10,864.02
Probate Case	4058 - 4142	40	6	5,400	85	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$249.05	\$10,779.05
Probate Case	4143 - 4231	41	6	5,400	89	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$260.77	\$10,790.77
Probate Case	4243 - 4307	42	5	4,500	65	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$190.45	\$8,965.45
Probate Case	4308 - 4380	43	5	4,500	73	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$213.89	\$8,988.89
Probate Case	4381 - 4459	44	5	4,500	79	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$231.47	\$9,006.47
Probate Case	4460 - 4527	45	5	4,500	68	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$199.24	\$8,974.24
Probate Case	4528 - 4608	46	6	5,400	81	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$237.33	\$10,767.33
Probate Case	4609 - 4681	47	6	5,400	73	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$213.89	\$10,743.89
Probate Case	4682 - 4735	48	4	3,600	54	TF	T	PRE-PRV/IM/ID	\$7,020.00	\$158.22	\$7,178.22
Probate Case	4736 - 5595	Cab. 1	5	16,000	860	Flat	T	PRE-PRV/IM/ID	\$7,200.00	\$2,519.80	\$9,719.80
Probate Case	5596 - 6200	Cab. 2	4	12,800	605	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$1,772.65	\$7,532.65
Probate Case	6201 - 6794	Cab. 3	4	12,800	594	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$1,740.42	\$7,500.42
Probate Case	6795 - 7260	Cab. 4	4	12,800	466	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$1,365.38	\$7,125.38
Probate Case	7261 - 8137	Cab. 5	4	12,800	877	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$2,569.61	\$8,329.61
Probate Case	Various	Box/ Large Case	9	36,000	860	Flat	T	PRE-PRV/IM/ID	\$16,200.00	\$2,519.80	\$18,719.80
Probate Case	8138 - 8449	Roller Shelf 12	1	4,650	311	Flat	T	PRE-PRV/IM/ID	\$2,092.50	\$911.23	\$3,003.73
Probate Index			5	3,200		Vol.	T	QL Lite	n/a	n/a	\$2,080.00
<b>PROJECT TOTAL</b>										<b>\$555,526.22</b>	

**PAYMENT SCHEDULE & TERMS**

- This proposal is governed by the terms and conditions located at <https://www.kofile.com/termsandconditions/>.
- At project pickup, a payment of 25% is due (Year 1). The balance of the project can be accepted as a three (3) year Payment Plan (Years 2-4) in which the balance is split into equal annual payments. The final invoice is adjusted (up or down) to reflect the balance upon project completion and the final number of counts (pages, plats, and documents). Kofile, at its discretion, will complete work ahead of schedule to optimize workflow.

YEAR	PAYMENT	PROJECT LESS PAYMENT
PROJECT COST		\$ 555,526.22
<input type="checkbox"/> Year 1; Pick-Up	\$ 138,881.56	\$ 416,644.66
<input type="checkbox"/> Year 2	\$ 138,881.56	\$ 277,763.10
<input type="checkbox"/> Year 3	\$ 138,881.56	\$ 138,881.54
<input type="checkbox"/> Year 4	\$ 138,881.54	\$ 0.00

**PROJECT ACCEPTANCE**

Gillespie County, Texas

Kofile Technologies, Inc.

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

Services applicable as identified herein include the following.

**(PRE-PRV) Pre-Preservation**

- Sheets are prepped for imaging and receive limited conservation treatments — which includes removal of fasteners and flattening.
- Sheets are placed in archival acid free folders, and housed in Coroplast™ archival boxes.

**(IM) Archival Imaging (Capture, Processing, & Enhancement)**

- 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 [multi-page].
- IMAGE PERFECT is Kofile’s proprietary software. It uses 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.
- If requested, annotations are supported to allow the electronic addition (Book/Volume/Page, Court/Case/Year, or Custom) on the digital image to assist in recording keeping.
- Images are named (tagged for the directory file structure) by Book/Volume/Page or at case level by Court, Case, and Year (or other County-requested fields).
- Images are grouped (stapled) together to form documents.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. Each image is certified and sight-checked.
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

**(ID) Archival Indexing**

- Key and blind re-key verify all document per the fields identified herein, as appropriate.:
  - ◇ Case No.
  - ◇ File Date
  - ◇ 1st Plaintiff
  - ◇ 1st Defendant
- Formatting of metadata (indexes) per the requirements of the County's System vendor.
- Create a pipe-delimited index file for import.

**INDEX IMAGES ONLY—(QL) QuickLink® LITE Indexing**

- QuickLink® LITE indexing and image stitching (as applicable).
- QuickLink® Lite software setup and training.
- Kofile hosts, supports, and maintains the QuickLink® Full site with no County IT involvement.

**Other Included Services**

- Images and metadata is formatted for the appropriate records management system. However, the pricing herein does not include any associated load/import fees. These are the responsibility of the County.
- 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.

**TXMAS BILLING LINE ITEMS**

Upon purchase, the County Reports the order via the TxSmartBuy System <txsmartbuy.com/>. Kofile can prepare a 'cart' and 'share' it with the County to assist this process—see link: [https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=16896332&sender=preserve@kofile.com&datetime=2022\\_10\\_11\\_21\\_42](https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=16896332&sender=preserve@kofile.com&datetime=2022_10_11_21_42)

STATE OF TEXAS CO-OP MEMBER LISTING FOR GILLESPIE COUNTY	
Link	<a href="https://comptroller.texas.gov/auto-data/purchasing/co-op/c0860.php">https://comptroller.texas.gov/auto-data/purchasing/co-op/c0860.php</a>
CO-OP#	C0860
Contact	Mark Storher, mschneider@gillespiecounty.org, 830-977-7502
Expires	04-JUNE-2023

TXMAS-18-3602 BILLING LINE ITEMS	PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL
	PREP702	96272	Pre-Preservation Stabilization, Archival Imaging, and Rehousing in Acid Free Folders and Boxes	\$1.95/Page	244,800	\$477,360.00
	IMGP704	92030	Archival Imaging of Case File / Typescript and Flat	\$0.45/Image	107,850	\$48,532.50
	IND706	92021	Backfile Archival Indexing of Probates	\$2.93/Document	9,404	\$27,553.72
	IND717	92021	QuickLink® Archival Lite Indexing	\$0.65/Each	3,200	\$2,080.00
<b>PROJECT TOTAL</b>						<b>\$555,526.22</b>

Kofile is pleased to serve the Gillespie County Clerk's Office. Please do not hesitate to contact me with any questions.

Sincerely,

*Cathy Drolet*

Catherine 'Cathy' Drolet  
 Account Manager  
 catherine.drolet@kofile.com  
 210/860.6906

sgf

## PROJECT PRICE QUOTE

This project is presented via Kofile's TXMAS Contract No. **TXMAS-18-3602** (please reference on County P.O.). Without a signed agreement, pricing is good for 90 days. All pricing is based on Good Faith Estimates of counts and condition. Pricing is finalized upon review at Kofile. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O.

KEY: (TF) Tri-fold housed in shuck drawers (Flat) Flat file [dating 1990s-2006]  
 (M) Manuscript or handwritten data (T) Typescript or typed data

### GILLESPIE COUNTY CLERK PRE-PRESERVATION & ARCHIVAL DIGITIZATION OF PROBATE CASE FILES

RECORD SERIES TITLE	CASE NO	QUANTITY				DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE		
		Row	Unit	Page	Doc.	For- mat	Date		PRE-PRV &/or (IM) IMAGE	(ID) INDEX	LINE TOTAL
Probate Case	1800s -92	1	6	5,400	200	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$586.00	\$11,116.00
Probate Case	92 - 206	2	6	5,400	115	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$336.95	\$10,866.95
Probate Case	207 - 413	3	6	5,400	206	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$603.58	\$11,133.58
Probate Case	414 - 606	4	6	5,400	193	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$565.49	\$11,095.49
Probate Case	607 - 771	5	6	5,400	165	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$483.45	\$11,013.45
Probate Case	772 - 902	6	6	5,400	131	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$383.83	\$10,913.83
Probate Case	903 - 1025	7	6	5,400	123	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$360.39	\$10,890.39
Probate Case	1025 - 1163	8	6	5,400	139	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$407.27	\$10,937.27
Probate Case	1164 - 1273	9	6	5,400	110	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$322.30	\$10,852.30
Probate Case	1274 - 1401	10	6	5,400	127	TF	M	PRE-PRV/IM/ID	\$10,530.00	\$372.11	\$10,902.11
Probate Case	1402 - 1503	11	6	5,400	102	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$298.86	\$10,828.86
Probate Case	1504 - 1581	12	6	5,400	78	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$228.54	\$10,758.54
Probate Case	1582 - 1660	13	6	5,400	79	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$231.47	\$10,761.47
Probate Case	1661 - 1783	14	6	5,400	123	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$360.39	\$10,890.39
Probate Case	1784 - 1912	15	6	5,400	129	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$377.97	\$10,907.97
Probate Case	1913 - 2034	16	6	5,400	122	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$357.46	\$10,887.46
Probate Case	2035 - 2150	17	6	5,400	116	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$339.88	\$10,869.88
Probate Case	2151 - 2239	18	6	5,400	88	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$257.84	\$10,787.84
Probate Case	2240 - 2349	19	6	5,400	110	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$322.30	\$10,852.30
Probate Case	2350 - 2455	20	6	5,400	106	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$310.58	\$10,840.58
Probate Case	2456 - 2530	21	6	5,400	75	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$219.75	\$10,749.75
Probate Case	2531 - 2613	22	6	5,400	83	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$243.19	\$10,773.19
Probate Case	2614 - 2695	23	6	5,400	82	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$240.26	\$10,770.26
Probate Case	2696 - 2755	24	6	5,400	60	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$175.80	\$10,705.80
Probate Case	2756 - 2953	25	6	5,400	198	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$580.14	\$11,110.14
Probate Case	2954 - 3061	26	6	5,400	108	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$316.44	\$10,846.44

**GILLESPIE COUNTY CLERK  
PRE-PRESERVATION & ARCHIVAL DIGITIZATION OF PROBATE CASE FILES**

RECORD SERIES TITLE	CASE NO	QUANTITY				DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE		
		Row	Unit	Page	Doc.	For- mat	Data	PRE-PRV &/or (IM) IMAGE		(ID) INDEX	LINE TOTAL	
Probate Case	3062 - 3157	27	6	5,400	96	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$281.28	\$10,811.28	
Probate Case	3158 - 3275	28	6	5,400	118	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$345.74	\$10,875.74	
Probate Case	3276 - 3354	29	6	5,400	79	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$231.47	\$10,761.47	
Probate Case	3355 - 3394	30	4	3,600	40	TF	T	PRE-PRV/IM/ID	\$7,020.00	\$117.20	\$7,137.20	
Probate Case	3395 - 3487	31	6	5,400	93	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$272.49	\$10,802.49	
Probate Case	3488 - 3578	32	6	5,400	91	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$266.63	\$10,796.63	
Probate Case		33	<i>This file was empty and is included for inventory purposes only.</i>									
Probate Case	3579 - 3648	34	6	5,400	70	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$205.10	\$10,735.10	
Probate Case	3649 - 3713	35	6	5,400	65	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$190.45	\$10,720.45	
Probate Case	3714 - 3813	36	6	5,400	100	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$293.00	\$10,823.00	
Probate Case	3814 - 3871	37	5	4,500	58	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$169.94	\$8,944.94	
Probate Case	3872 - 3943	38	5	4,500	72	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$210.96	\$8,985.96	
Probate Case	3944 - 4057	39	6	5,400	114	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$334.02	\$10,864.02	
Probate Case	4058 - 4142	40	6	5,400	85	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$249.05	\$10,779.05	
Probate Case	4143 - 4231	41	6	5,400	89	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$260.77	\$10,790.77	
Probate Case	4243 - 4307	42	5	4,500	65	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$190.45	\$8,965.45	
Probate Case	4308 - 4380	43	5	4,500	73	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$213.89	\$8,988.89	
Probate Case	4381 - 4459	44	5	4,500	79	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$231.47	\$9,006.47	
Probate Case	4460 - 4527	45	5	4,500	68	TF	T	PRE-PRV/IM/ID	\$8,775.00	\$199.24	\$8,974.24	
Probate Case	4528 - 4608	46	6	5,400	81	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$237.33	\$10,767.33	
Probate Case	4609 - 4681	47	6	5,400	73	TF	T	PRE-PRV/IM/ID	\$10,530.00	\$213.89	\$10,743.89	
Probate Case	4682 - 4735	48	4	3,600	54	TF	T	PRE-PRV/IM/ID	\$7,020.00	\$158.22	\$7,178.22	
Probate Case	4736 - 5595	Cab. 1	5	16,000	860	Flat	T	PRE-PRV/IM/ID	\$7,200.00	\$2,519.80	\$9,719.80	
Probate Case	5596 - 6200	Cab. 2	4	12,800	605	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$1,772.65	\$7,532.65	
Probate Case	6201 - 6794	Cab. 3	4	12,800	594	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$1,740.42	\$7,500.42	
Probate Case	6795 - 7260	Cab. 4	4	12,800	466	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$1,365.38	\$7,125.38	
Probate Case	7261 - 8137	Cab. 5	4	12,800	877	Flat	T	PRE-PRV/IM/ID	\$5,760.00	\$2,569.61	\$8,329.61	
Probate Case	Various	Box/ Large Case	9	36,000	860	Flat	T	PRE-PRV/IM/ID	\$16,200.00	\$2,519.80	\$18,719.80	
Probate Case	8138 - 8449	Roller Shelf 12	1	4,650	311	Flat	T	PRE-PRV/IM/ID	\$2,092.50	\$911.23	\$3,003.73	
Probate Index			5	3,200		Vol.	T	QL Lite	n/a	n/a	\$2,080.00	
<b>PROJECT TOTAL</b>										<b>\$555,526.22</b>		





**(ID) Archival Indexing**

- Key and blind re-key verify all document per the fields identified herein, as appropriate.:
  - ◊ Case No.
  - ◊ File Date
  - ◊ 1st Plaintiff
  - ◊ 1st Defendant
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- Create a pipe-delimited index file for import.

**INDEX IMAGES ONLY—(QL) QuickLink® LITE Indexing**

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STATE OF TEXAS CO-OP MEMBER LISTING FOR GILLESPIE COUNTY	
Link	<a href="https://comptroller.texas.gov/auto-data/purchasing/co-op/c0860.php">https://comptroller.texas.gov/auto-data/purchasing/co-op/c0860.php</a>
CO-OP#	C0860
Contact	Stracher, Mark <del>Stracher, Mark</del> <a href="mailto:markstracher@gillespiecounty.org">markstracher@gillespiecounty.org</a> , 830-977-7502
Expires	04-JUNE-2023

TXMAS-18-3602 BILLING LINE ITEMS	PART NO.	NIQP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL
	PREP702	96272	Pre-Preservation Stabilization, Archival Imaging, and Rehousing in Acid Free Folders and Boxes	\$1.95/Page	244,800	\$477,360.00
	IMG704	92030	Archival Imaging of Case File / Typescript and Flat	\$0.45/Image	107,850	\$48,532.50
	IND706	92021	Backfile Archival Indexing of Probates	\$2.93/Document	9,404	\$27,553.72
	IND717	92021	QuickLink® Archival Life Indexing	\$0.65/Each	3,200	\$2,080.00
<b>PROJECT TOTAL</b>						<b>\$555,526.22</b>

Kofile is pleased to serve the Gillespie County Clerk's Office. Please do not hesitate to contact me with any questions.

Sincerely,

*Cathy Drolet*

Catherine 'Cathy' Drolet  
 Account Manager  
 catherine.drolet@kofile.com  
 210/860.6906

sgf

Upon the last scheduled working day of each work period the employee shall sign and date his/her time sheet certifying to its correctness and submit it to his/her department head for approval.

**APPROVAL:** The department head shall review the time sheets for accuracy and make any corrections as necessary with the knowledge of the employee. The employee and the department head should initial any corrections or whiteouts made on time sheets. The department head shall make any notation(s) as may be required referencing overtime pay versus compensatory time, sign and date the time sheets approving them for payment, and submit the original signed time sheet to the office of County Treasurer.

Time sheets are to be turned in to the office of County Treasurer no later than the end of the first scheduled working day, of the Treasurer's office, following the work period ending date.

## **7.09 LEAVE SLIPS**

**EMPLOYEE REQUIRED:** Exempt salaried employees who are eligible for leave benefits shall maintain an accurate leave slip(s) for each scheduled work period showing leave time taken.

Upon the last scheduled working day of each work period the employee shall sign and date his/her leave slip(s) certifying to its correctness and submit the leave slip(s) to the office of County Treasurer or to his/her department head for approval if such approval is required.

**APPROVAL:** The department head shall review the leave slip(s) for accuracy and make any corrections as necessary with the knowledge of the employee. The employee or the department head should initial any corrections or whiteouts made on the leave slip(s). The department head shall sign and date the leave slip(s) approving it for payment and submit it to the office of County Treasurer.

Leave slips are to be turned in to the office of County Treasurer no later than the end of the first scheduled working day, of the Treasurer's office, after the work period ending date.

## **7.10 MERIT INCREASES**

The Commissioners Court may from time to time provide authority for department heads to grant merit pay increases to employees. Merit increases may be granted for exceptional and consistent performance in the same position. They are not to be used to recognize increased duties and responsibilities (a Promotion) and are granted without regard to cost-of-living factors or longevity.

Merit increases recognize outstanding job performance and may be granted in conjunction with a job performance evaluation of the employee.

## **7.11 PROMOTIONS**

Promotions are changes in an employee's duty assignment. A promotion recognizes advancement to a higher position (classification) requiring higher



## Leave Slip for Exempt Employees

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Pay Period Date Range: \_\_\_\_\_

**Leave Taken:** (check all that apply)

- Vacation                      # of hours taken: \_\_\_\_\_                      Date(s): \_\_\_\_\_
- Sick Leave                      # of hours taken: \_\_\_\_\_                      Date(s): \_\_\_\_\_
- No leave taken in pay period

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_