

December 18, 2025

Vince Robb
Contra Costa County | CA

Powering Modern Government™

Angelique Nasser
(916) 266-3292
angelique.nasser@kofile.com
6300 Cedar Springs Road
Dallas, TX 75235



COVER LETTER

To Whom It May Concern,

This proposal addresses Contra Costa County | CA for Film Conversion, Custom Indexing Service, and OCR Services and is presented by Kofile Technologies, Inc. (Kofile).

Kofile is uniquely qualified as the largest and most experienced records preservation and modernization company in the United States.

Quoted services include Film Conversion, Custom Indexing Service, and OCR.

With patented innovations, unmatched expertise, and a deep commitment to serving communities, we help organizations navigate preservation and digital transformation with confidence. Backed by proven results and trusted by thousands of government leaders nationwide, Kofile is your ally in building efficiency, security, and legacy. Let us preserve your permanent records while shaping the future—together.

Sincerely,

Angelique Nasser
Account Executive

Contents

COMPANY OVERVIEW 4

History 4

Company & Employee Profile 6

Experience 7

Key Differentiators 7

SERVICES 9

Digitization 9

Microfilm 12

IMPLEMENTATION METHODOLOGY 12

SCOPE OF WORK 14

ASSESSMENT PHOTOS 14

TRANSPORTATION & FACILITIES 15

Secure Transportation 15

Chain of Custody Control 16

State-of-the-Art Facilities 16

PRICING 17

BILLING 17

ACCESSIBILITY OF RECORDS 17

PROJECT IMPLEMENTATION & CLIENT ACCEPTANCE 18

Project Implementation 18

PAYMENT TERMS 18

TERMS & CONDITIONS 18

Customer Acceptance 19

Kofile Acceptance 19

COMPANY OVERVIEW

History

At Kofile, we do not just preserve and digitize records—we modernize governance. Our solutions streamline workflows, enhance security, and provide seamless public access, ensuring that critical records are protected for future generations. With a deep commitment to partnership with our clients, we help organizations navigate digital transformation with confidence. Kofile is the only ally you need to build efficiency, security, and lasting impact.

Kofile: A History of Innovation and Preservation

1888 - The Formative Years

Enduro Binders, Inc., established in 1888 and acquired by Kofile in 2009, has been granted several patents over the years. Notable patents include:

- **Kofile Disaster-Safe Document Binder** (Patent No. 10,160,255, issued December 26, 2018): acts as a mini-vault to protect records from air, water, fire, mold, or other contaminants. Binders are customizable and can be title stamped to leave a permanent mark on history.
- **Lay-flat Pockets** (Patent No. 7,943,220, B1, issued May 17, 2011): are sealed on three sides and have a static seal on the fourth side preventing contamination thereby reducing risk of mold and mildew growth of preserved documents. The static seal is not permanently closed so documents can be removed without the need to replace the pocket.

Founding Kofile (2009-2011)

Kofile was established in **2009**, bringing together the industry's best practices and most experienced personnel in historical and permanent U.S. public records management. In **2011**, Kofile's original owner purchased the former Microfilm Division of Eastman Kodak (formerly located in Rochester, NY) and renamed it Eastman Park Micrographics, Inc. (EPM). This acquisition solidified Kofile's expertise in film preservation and digital imaging, making it the **largest critical records preservation and digitization company in the United States**.

Kofile is comprised of some of the oldest and **most experienced** private firms specializing in public records preservation:

- **Joseph J. Marotti Co., Inc.**– Founded in **1961**, operated under that name for **48 years**.
- **Brown's River Bindery**– Founded in **1972**, operated under that name for **37 years**.
- **Louisiana Binding Service, Inc. (LBS)**– Founded in **1987**, operated under that name for **24 years**.
- **Safeguard Imaging, LLC**– Founded in **2009**, purchased and renamed **Kofile Solutions, Inc.** in **2010**, providing digitization and indexing services. In **2015**, this company merged into Kofile.
- **PFA, Inc.**– Founded in **1969**, operated under that name for **50 years**, purchased and renamed **Kofile Services, Inc.** in **2019**. In **2021**, this company merged into Kofile.

Expansion and Technology Growth (2015-2019)

Between **2015 and 2019**, Kofile expanded its solutions for government recordkeeping, launching **licenses, permits, and vitals solutions** with improved citizen access and search capabilities. A major milestone was reached in **2016** when Kofile deployed the **first cloud-architected official government records solution** in the U.S.

In **2018**, the company launched a **new cloud commerce platform** and updated its land and property records solutions. By **2019**, Kofile had expanded its cloud recording platform to multiple states, demonstrating a commitment to digital transformation in records management.

Strategic Acquisitions and Growth (2020-2022)

On **January 29, 2020**, Boston-based investment firm **Audax Private Equity** acquired Kofile, providing capital and resources to accelerate its growth and acquire Data Preservation Services and Seamless Docs.

In **2022**, Kofile purchased **Eastman Park Micrographics, Inc. (EPM) Lab Services**, bringing microfilm processing, duplication, and inspection fully under its control.

Recent Developments and Leadership Changes (2023-Present)

In **2024**, Kofile announced leadership changes with **Ray Aschenbach as CEO**. The shift aimed to enhance execution, accelerate innovation, and drive long-term business growth.

Kofile Today

- Kofile employs **over 500 employees** across the U.S.
- It remains a privately owned corporation under **Kofile, Inc. (100% owner)**.
- With a legacy built on **preserving historical records and embracing digital transformation**, Kofile continues to **modernize government services through expertise, innovation, and technology**.

Company & Employee Profile

Organization Legal Name	Kofile Technologies, Inc.
Type of Business	Corporation
Ownership	Owned 100% by Kofile, Inc. (Private Holding Company)
Tax ID	26-4034328
State/Date of Incorporation	1/8/2009 Delaware
SAM.GOV UEI No.	GUUCEJ3BYEB4
Principal Place of Business	Corporate Digitization & Conservation Lab 6300 Cedar Springs Road, Dallas, TX 75235
Mailing Address	P.O. Box 541028, Dallas, TX 75354
Region Serviced	National Company
Employee Count	Companywide: 500+ Permanent Employees Micrographics & Digitization Lab: Sun Valley, CA: Staffed by 34 Employees (with others working remotely within the State, supporting this Lab)
Website	www.Kofile.com
Organization Representative Name(s) and Contact Information	Authority to Bind: Dave Baldwin Authority to Clarify Proposal: Angelique Nasser angelique.nasser@kofile.com (916) 266-3292

Experience

Kofile is dedicated to preserving and protecting America's public records, serving over 3,000 government clients across 33 states. With decades of experience, Kofile has successfully completed tens of thousands of projects, from small-scale local initiatives to large-scale records preservation and digitization for major metropolitan areas.

Kofile's expertise spans permanent retention, historical, and active records for a wide range of government and public entities, including Auditors, Elections Offices, County and District Clerks, Assessors, Recorders, Courts, District Attorneys, Tax Assessors, Sheriffs, and Judges. Whether for small municipalities or large metropolitan areas, Kofile delivers tailored solutions to meet the unique needs of each client.

Key Differentiators

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it. We don't just digitize public records; we preserve legacies, fortify access, and future-proof operations with secure, scalable, and strategic solutions.

What Sets Us Apart

Our People and Expertise

- **Unmatched scale and specialization** with over 500 employees across four secure U.S. facilities
- **Decades of experience** delivering successful records projects for over 3,000 local governments, including Bexar County (San Antonio), LA County (Los Angeles), Dallas County (Dallas), Wayne County (Detroit), and Harris County (Houston)
- **Proven capability** to digitize over 25 million pages and preserve 6+ million archival pages annually
- **Trusted across funding sources**, including federally funded initiatives requiring strict adherence to FERPA, HIPAA, CJIS, and local government mandates
- **Cross-functional teams** of preservationists, technicians, and compliance experts who deliver precise, on-time results
- **Comprehensive project support** from assessment and planning to execution and delivery

Our Commitment to the Future

- **Cloud-based digital access platform:** Our proprietary cloud-based platform for secure, indexed access to land, court, vital, and case records, with optional e-commerce for self-funded record access
- **Civic HubSM:** An intuitive digital portal designed to improve engagement between governments and their constituents
- **State-of-the-art infrastructure** including a 150,000 sq. ft. fire- and F5 tornado-resistant Dallas HQ, climate-controlled environments, archival-grade vaults, and restricted-access security protocols
- **Advanced equipment** such as large-format, non-contact, and batch scanners, custom-built software, and patented preservation tools like Disaster-Safe Binders and lay-flat sleeves
- **Tailored storage solutions** engineered for long-term preservation, from mobile shelving and plat systems to custom records desks
- **Strategic planning for continuity:** Hundreds of customized records management plans designed to future-proof access and safeguard against catastrophic events

Our Commitment to You

- **Transparent partnerships** with clear scopes, timelines, and pricing from day one—no surprises
- **Client ownership of data:** You retain full control of your records and digital files at all times
- **Secure transport and chain of custody:** DOT-compliant vehicles, GPS tracking, and item-level inventory ensure safe and accountable handling
- **Rigorous QA/QC protocols:** Every document is reviewed with manual image comparison; defects are corrected in-house before delivery
- **Scalable, responsive service** for projects of any size—from single departments to multi-county or district-wide initiatives
- **Assessment-driven approach:** Complimentary evaluations provide a clear picture of your record collection's condition, risks, and opportunities
- **Dedicated support teams** including solution architects and technical specialists guiding you from kickoff to delivery

SERVICES

Kofile is a national leader in the preservation, digitization, and modernization of public records. We partner with government agencies to protect and transform their most valuable documents through archival-safe preservation, digitization, and accurate indexing services. Our expertise extends to the conversion of microfilm and microfiche, ensuring long-term access to aging media formats. Kofile also offers a suite of complementary products and solutions—including our proprietary digital access platform, custom shelving systems, and patented lay-flat mylar sleeves and archival binders—designed to enhance records organization, accessibility, and security. With decades of experience and a commitment to excellence, Kofile delivers scalable, end-to-end solutions tailored to the evolving needs of public agencies.

Digitization

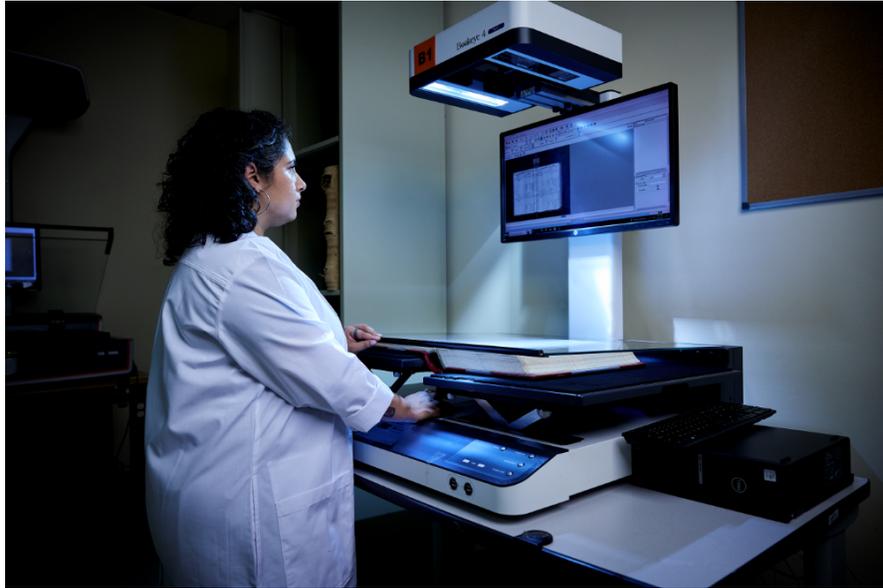
Digitizing a collection of documents creates an electronic representation of the original paper archival records. Digitization is not meant to replace the archival record, but to aid in its preservation and protect the original from physical handling through enabling electronic access. Images can be made available publicly or restricted to authorized users through platforms such as Kofile's QuicklinkSM. The digital copy also serves as a back-up if the original is misplaced, damaged, or destroyed.

Kofile offers a wide range of experience-backed services to meet the full spectrum of your digitization needs and can be coupled with our Preservation services to create the best possible image from fragile or damaged original documents. Technicians are trained to handle fragile and historical documents and use the best hardware and software available based upon the material and the requirements for the resulting images. Kofile's experience, tools, processes, and technology position us to handle large-scale digitization of permanent and non-permanent paper records to meet most any requirement and use case. For Archival digitization, Kofile can utilize tools and processes consistent with the U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

Our digitization workflows begin with our chain of custody for all books, boxes, maps, etc., that are received from our clients. We manifest every client item to ensure that we can electronically track activities and location throughout the digitization process. Each step in the digitization process is logged in our tracking database to create an audit trail of which technicians executed each task. Electronically tracking every step in our process allows us to provide updates on progress and to reconcile each item that was received is also returned to the client upon completion of the digitization process.

Available age Enhancement

When clients require that the digital image be easier to read or 'look better' than the original document, Kofile will utilize processes that are based on our experience and on our best-in-class technology to improve image traits such as contrast, skew, jagged borders, stains, etc. Kofile IMAGE PERFECT PRO is Kofile's proprietary digital SLR-based software which



utilizes proprietary algorithms that are critical for creating the best image possible from damaged and/or aged document and collections.

Kofile IMAGE PERFECT PRO enables technicians to apply different algorithms to sections of the image based upon need and to make incremental adjustments until the best possible combinations are identified.

Quality Targets permit operators to view image quality at scan. Images, even those scanned on different devices, are normalized. This software measures image quality and propagates this data through the imaging chain. Quality Targets serve as the foundation for quality assurance analysis.

Quality Targets are utilized in the scanning process to establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. Kofile IMAGE PERFECT PRO can measure each image at a minimum for:

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

If applicable to the project, Kofile performs negative 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.

If requested, annotations are supported to allow the addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured from the image header, along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Kofile technicians ensure there are no missing pages, double feeds, or added attached pages. Every processed image is inspected, and finally, a digital inventory check is conducted before delivery.

Advanced Equipment

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document that requires imaging. All the scanners employ double feed page detection to adjust for varying paper sizes and, more importantly, thicknesses to reduce pull-throughs on thin papers following thick bond. Fragile documents are imaged by hand and not fed through an automated Document feeder. Kofile's technicians are trained to handle fragile documents.

ARCHIVAL BOXES & FOLDERS



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

If required, Kofile offers the service of organizing scanned documents in new, corrugated plastic boxes that are

more suited to preserve the original documents. These boxes are acid-free and comprised of a chemically inert co-polymer. They offer unparalleled strength and high density, and they are water resistant. Each box and folder are appropriately labeled based on its contents.

Original shuck envelopes can be saved and preserved or returned, or as pictured above, photocopied to save space in the returned files.

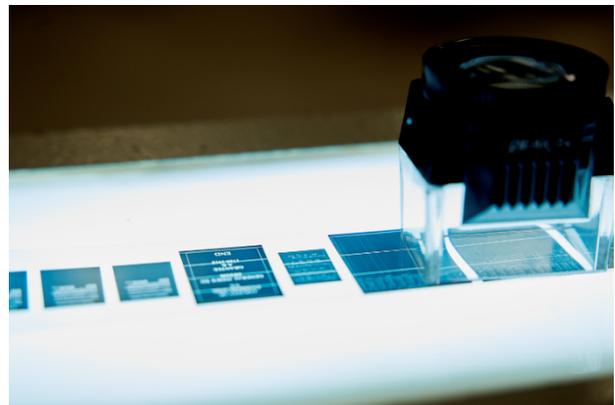
Microfilm



Kofile's Image Archive (IA) service preserves scanned documents on 16mm silver halide microfilm using industry-standard Kodak Archive Writers. As a longtime supporter of PRIA's white paper, *Recording Electronic Images on Roll Microfilm*, our workflows are aligned with its recommended best practices. With twelve Archive Writers in-house—and current capacity to augment client capabilities—we offer scalable support for large archival conversion efforts.

We accept images via secure FTP, DVD, CD, or hard drive, and perform rigorous validation checks before recording. These include confirming image file format, resolution, document sequence, barcode accuracy, and page sizing. Documents that don't meet quality benchmarks are flagged, and we collaborate with the client to resolve any issues prior to microfilm creation.

Images are recorded on ISO 18901:2010-compliant microfilm using Kodak or SMA Archive Writers. Dual-level blips are exposed for document identification, and output logs are reconciled against index files to ensure completeness. Film is processed in our Allen M70 deep tank processor with in-line brown toning and undergoes daily and monthly chemical testing to ensure long-term stability, in accordance with ISO 18917:1999 and ISO 18915:2000. Every roll is inspected manually by gloved technicians, with images reviewed at 15x and 100x magnification to confirm clarity and integrity. We use ISO 18902:2001-compliant film enclosures with 2D PDF417 barcodes and delete all client files after project completion and approval. We do not splice Archive Writer film and will re-run any roll at no cost to the client if a Kofile error is identified. All microfilm produced by Kofile meets ISO 18911:2010 standards and carries a life expectancy rating of 500 years (LE 500).



IMPLEMENTATION METHODOLOGY

Kofile follows a structured, client-centered implementation approach designed to ensure accuracy, transparency, and minimal disruption to your organization's operations. Kofile will work to align scope, timelines, technical requirements, and key stakeholders during the initiation phase of the engagement. Our teams conduct thorough assessments of record conditions, formats, and retention needs to define the most effective path forward—whether the project involves digitization, indexing, microfilm, or preservation.

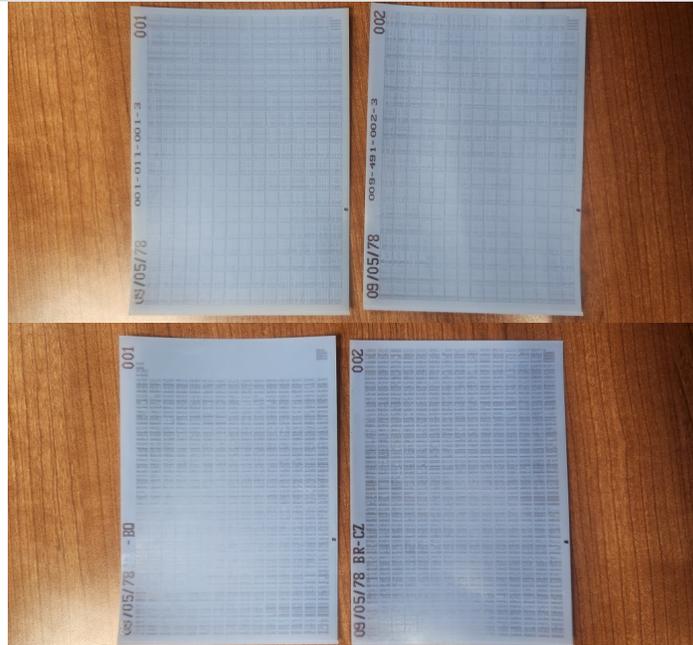
Throughout execution, we maintain chain-of-custody tracking, rigorous quality control, and real-time progress updates via secure platforms. Services are delivered through a combination of on-site and facility-based workflows, depending on client needs, and all deliverables are validated prior to handoff. Kofile's methodology ensures that each project is compliant, scalable, and built to meet both immediate access goals and long-term archival standards.

SCOPE OF WORK

- Capture microfiche images at 300 dpi in black and white.
 - Images accumulate as a Group IV bi-tonal images in a standard PDF or TIFF format.
 - Automated de-skew, de-speckle, background control, and text enhancement.
 - Automated cropping of images to remove excess border.
 - Name images by roll/image number.
 - Provide client with a digital master of each image on a medium suitable to the project size (e.g., DVD, flash drive, hard drive, ftp) along with corresponding index data.
-
- Each microfiche will be a multipage image file that will be labeled by the following information that will be captured from the typed title block of each microfiche:
 - o Microfiche Slide Number (3-digit numeric number located on the right side of the title block of each microfiche).
 - o Date (2-digit Month- 2-digit Day- 2-digit Year, located on the left side of the title block of each microfiche)
 - o Location (2-digit beginning and 2-digit ending alpha characters, beginning and ending name or up to a 12-digit beginning and ending numeric range. Will be in the middle section of the microfiche title block)
 - Capture verification will be utilized for this initiative.
 - In cases where the index information is missing or illegible, the field will not be indexed, and the deliverable will be 0000 in lieu of the missing index value.
-
- Optical Character Recognition for Positive, Typescript Records. Service dependent on assessment of the image quality.

ASSESSMENT PHOTOS





TRANSPORTATION & FACILITIES

Kofile prioritizes security and accountability at every stage of records management. From GPS-tracked, DOT-compliant transportation to strict chain-of-custody protocols, we ensure records remain protected and meticulously tracked. Our permanent, climate-controlled facilities feature advanced security systems and archival vaults, providing a secure environment for processing and preserving critical government records.

Secure Transportation

Kofile personnel pick up and transport records. Kofile will provide all supplies, materials, equipment, transportation, and related items. Additionally:

- Vehicles are DOT compliant
- Vehicle doors remain locked – including rear gate with padlock
- Include GPS

Go through a vehicle pre-check before leaving

Chain of Custody Control

Kofile's chain of custody control is unparalleled. Kofile Transportation Services monitors inventory at the box, folder, and page level, and experts examine each item prior to any service. The chain of custody includes transport, facility security, technological safeguards, and project management tools/tracking.

State-of-the-Art Facilities

Kofile has:

- Secure, permanent facilities employing full-time, permanent employees.
- Code-compliant facilities and archival, climate-controlled vaults.
- State-of-the-art security systems.
- East, Central, and West Coast facilities servicing the entire country.



Kofile headquarters, located in Dallas, TX:

This is a permanent 150,000 square foot facility that features:

- Fire-resistant brick and concrete building (F5 Tornado Resistant). Structural steel support members, fire-rated walls, ceiling, and flooring.
- Archival vaults (Media Vault and two Book/Paper Vaults).
- Security fences surround the property with restricted control access at each gate/door.
- State-of-the-art security systems protect the entire facility and each vault.

PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated document and page counts and condition. Final billing occurs on actual document and page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Contra Costa County CA					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
Assessment Rolls		Per Image	1,012,500	Film Conversion	\$40,500.00
Per Fiche		Per Doc	3,750	Custom Indexing Service	\$1,350.00
		Per Image	1,012,500	OCR	\$10,125.00
Product				Quantity	Estimated Total
				PROJECT TOTAL	\$51,975.00

BILLING

Pricing based on the assumptions and records provided by Contra Costa County | CA, as outlined in the Scope of Work section of this response. Kofile will invoice based on actual document and image counts times the unit rate and will not exceed the estimated total without written authorization.

ACCESSIBILITY OF RECORDS

All records held at Kofile are maintained as private and confidential material. All physical or digital records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of Contra Costa County | CA. Client is guaranteed access to records via email or toll-free fax. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate.

PROJECT IMPLEMENTATION & CLIENT ACCEPTANCE

Project Implementation

To initiate services with Kofile, please contact your designated Sales Representative, who will serve as your primary point of contact throughout the engagement.

Upon finalizing terms, Kofile will coordinate closely with Contra Costa County | CA to confirm schedules, logistics, and deliverables, ensuring a seamless transition from procurement to project implementation.

PAYMENT TERMS

Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

TERMS & CONDITIONS

This proposal is governed by Kofile's Terms & Conditions at: <https://Kofile.com/termsandconditions/>, except as set forth in Exhibit A. To the extent there is a conflict between Exhibit A and the on-line terms, Exhibit A will control.

Customer Acceptance

Name (Authorized Official):	
Title:	
Date:	
Signature:	

Kofile Acceptance

Name (Authorized Official):	
Title:	
Date:	
Signature:	

EXHIBIT A

Confidentiality. Kofile agrees to comply and to require its officers, consultants, subcontractors, agents and employees to comply with all applicable state and federal statutes respecting confidentiality, including, but not limited to, the identity of persons served under this Contract, their records, or services provided to them, and additionally agrees to the following:

- a. In addition to any provision in the Real Estate Appraisers' Licensing and Certification Law (Part 3 (commencing with Section 11300) of Division 4 of the Business and Professions Code), Kofile shall maintain the confidentiality of Customer data consisting of assessee information and records as provided in Sections 408, 451, and 481 that is obtained in performance of the contract.
 - (1) Kofile shall not request information or records from an assessee without the written authorization of Customer.
 - (2) Kofile shall not provide appraisal data in its possession to the assessor or a contractor of another county who is not a party to the contract.
- b. Kofile may not retain information contained in, or derived from, an assessee's confidential information and records after the conclusion, termination, or nonrenewal of the contract. Within 90 days of the conclusion, termination, or nonrenewal of the contract, Kofile shall:
 - (1) Purge and return to Customer any assessee records, whether originals, copies, or electronically stored, provided by the assessor or otherwise obtained from Customer.
 - (2) Provide a written declaration to Customer that Kofile has complied with this subdivision.
- c. Kofile assures that all applications and records concerning any individual or entity made or kept by Kofile or any public officer or agency in connection with the administration of or relating to services provided under this Contract will be confidential, and will not be open to examination for any purpose not directly connected with the administration of such service. Kofile additionally agrees to require its officers, consultants, subcontractors, agents and employees to keep such information confidential.
- d. Kofile assures that no person will publish or disclose or permit to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Kofile agrees to inform all employees, agents,

officers, consultants, subcontractors, and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.

Copyright and Rights in Data.

- (a) Rights in Data. Any analysis and associated documents created by Kofile using Customer data pursuant to this Contract shall be the property of Customer, which shall have the sole right to distribute or otherwise use such documents. Kofile may keep copies of any such documents, subject to maintaining the confidentiality of the documents as specified in this Contract. Kofile will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County Counsel, or his or her, designee.
- (b) Copyright. If any documents created by Kofile using Customer data pursuant to this Contract is subject to copyright, Customer reserves the right to copyright, and Kofile agrees not to copyright such material. If said material is copyrighted, Customer reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such materials, in whole or in part, and to authorize others to do so.