

**WEBB COUNTY CLERK'S OFFICE
LAREDO, TEXAS**

REQUEST FOR PROPOSALS (RFP)

RFP 2023-003

ARPA PROJECT NO. 22

**INDEXING PROJECT OF HISTORICAL DOCUMENTS
FOR THE WEBB COUNTY CLERK**

DUE: TUESDAY, JANUARY 31, 2022, 10:00 A.M. CT

ELECTRONIC SUBMISSION

**SUBMITTED BY KOFI FILE TECHNOLOGIES, INC.
6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235**

Kofile



RECORD SERIES	Volume Range	Yr. Range	EST PAGE COUNT	EST DOC COUNT	SERVICES	NOTES	Proposal Price (\$)
Deed	A, B, C, and 1 - 125	1836 - 1930	75,326	97,498	ID	Vols. A & B in Spanish	\$316,137.50
Deed of Trust	1 - 7	1887 - 1907	4,228	3787	ID		\$15,148.00
					**	TOTAL PROPOSAL	
						PRICE	\$ 331,285.50

ESTIMATED PAGE COUNT BREAKDOWN:

Volume	Book	Yr.	Pg. Count	Type
Deed	36		640	Manuscript
Deed	37		639	Manuscript
Deed	39		27	Manuscript
Deed	40	1899	242	Manuscript
Deed	41		640	Manuscript
Deed	42		639	Manuscript
Deed	43		644	Manuscript
Deed	44		639	Manuscript
Deed	45	1905	640	Manuscript
Deed	46		639	Manuscript
Deed	47		640	Manuscript
Deed	48		634	Manuscript
Deed	49		640	Manuscript
Deed	50	1907	606	Manuscript
Deed	51		637	Manuscript
Deed	52		14	Manuscript
Deed	53		640	Manuscript
Deed	54		640	Manuscript
Deed	55		639	Manuscript
Deed	56		638	Manuscript
Deed	57		639	Manuscript
Deed	58		640	Manuscript
Deed	59		640	Manuscript
Deed	60	1912	640	Manuscript
Deed	61		639	Manuscript
Deed	62		638	Manuscript
Deed	63		635	Manuscript
Deed	64		640	Manuscript
Deed	65		638	Manuscript
Deed	66		631	Manuscript
Deed	67		640	Manuscript
Deed	68		646	Manuscript
Deed	69		645	Manuscript
Deed	70	1919	639	Manuscript
Deed	71		217	Manuscript
Deed	73		640	Manuscript
Deed	C	1860	558	Manuscript
Deed	1		638	Manuscript
Deed	2		640	Manuscript

Volume	Book	Yr.	Pg. Count	Type
Deed	3		405	Manuscript
Deed	4		648	Manuscript
Deed	5		461	Manuscript
Deed	6		799	Manuscript
Deed	7		799	Manuscript
Deed	8		797	Manuscript
Deed	9		811	Manuscript
Deed	10		799	Manuscript
Deed	11		636	Manuscript
Deed	12		639	Manuscript
Deed	13		639	Manuscript
Deed	14		637	Manuscript
Deed	15		637	Manuscript
Deed	16		639	Manuscript
Deed	17		640	Manuscript
Deed	18		640	Manuscript
Deed	19		641	Manuscript
Deed	20		640	Manuscript
Deed	21		640	Manuscript
Deed	22		638	Manuscript
Deed	23		373	Manuscript
Deed	24		642	Manuscript
Deed	25		632	Manuscript
Deed	26		638	Manuscript
Deed	27		638	Manuscript
Deed	28		86	Manuscript
Deed	29		639	Manuscript
Deed	30		637	Manuscript
Deed	31		95	Manuscript
Deed	32		638	Manuscript
Deed	33		639	Manuscript
Deed	35		638	Manuscript
Deed	89		640	Manuscript
Deed	90		640	Manuscript
Deed	100		207	Manuscript
Deed	110		648	Manuscript
Deed	117		643	Manuscript
Deed	123		646	Manuscript
Deed	125	1930	640	Manuscript
Deed	A	1836	88	Spanish
Deed	B	1840	97	Spanish
Deed	72	1919	640	Typed
Deed	74		645	Typed
Deed	75		640	Typed
Deed	76		640	Typed
Deed	77		640	Typed
Deed	78	1920	639	Typed
Deed	79	1920	640	Typed
Deed	80	1921	640	Typed
Deed	81		639	Typed
Deed	82		639	Typed
Deed	83		640	Typed
Deed	84		640	Typed
Deed	85		640	Typed
Deed	86		640	Typed
Deed	87		640	Typed
Deed	88		640	Typed

Volume	Book	Yr.	Pg. Count	Type
Deed	91		640	Typed
Deed	92		640	Typed
Deed	93		640	Typed
Deed	94		640	Typed
Deed	95		640	Typed
Deed	96		640	Typed
Deed	97		640	Typed
Deed	98		640	Typed
Deed	99		640	Typed
Deed	101	1926	639	Typed
Deed	102		640	Typed
Deed	103		640	Typed
Deed	104		640	Typed
Deed	105		640	Typed
Deed	106		438	Typed
Deed	107		640	Typed
Deed	108		639	Typed
Deed	109		641	Typed
Deed	111		640	Typed
Deed	112		639	Typed
Deed	113		639	Typed
Deed	114		641	Typed
Deed	115		645	Typed
Deed	116		640	Typed
Deed	118		376	Typed
Deed	119		640	Typed
Deed	120		639	Typed
Deed	121		640	Typed
Deed	122		640	Typed
Deed	124		499	Typed
Est. Page Count			75,326	

Volume	Book	Yr.	Pg. Count	Type
Deed of Trust	1	1887	468	Manuscript
Deed of Trust	2	1886	640	Manuscript
Deed of Trust	3	1890	640	Manuscript
Deed of Trust	4	1890	609	Manuscript
Deed of Trust	5	1893	639	Manuscript
Deed of Trust	6	1903	641	Manuscript
Deed of Trust	7	1907	591	Manuscript
Est. Page Count			4,228	

****TOTAL PRICE PROPOSAL IN WORDS:**

Three hundred thirty one thousand two hundred eighty five dollars and fifty cents.

The undersigned bidder certifies that he has currently checked the bid prices contained herein and is entirely satisfied that they are correct and final.

BIDDER: Kofile Technologies, Inc.
BY: Michael Hill
TITLE: Chief Revenue Officer
ADDRESS: 6300 Cedar Springs Road
CITY: Dallas STATE: Texas
ZIP: 75235 PHONE: 214-351-4800

A. TRANSMITTAL LETTER



January 28, 2023

Juan Guerrero, Contract Administrator
Webb County Purchasing Department
1110 Washington St., Ste. 101
Laredo, Texas 78040

Dear Mr. Juan Guerrero,

Please find Kofile Technologies, Inc.'s (hereby Kofile) response to Webb County's Request for Proposals (RFP) RFP 2023-003 / ARPA Project No. 22 for an *Indexing Project of Historical Documents for the Webb County Clerk* herein.

Kofile's representative and Account Executives, Catherine 'Cathy' Drolet and Scott Fausto, have assessed the records for service. This proposal is in full compliance with the RFP's required scope of services.

Kofile understands local government records and the role of the County Clerk. A Texas-based company, Kofile is the oldest and most experienced private firm specializing in the digitization, electronic access, and preservation of public records with six decades of experience. This includes the required indexing of historical instruments, such as Historical Deed and Deed of Trust records in manuscript and typescript, and the indexing of Spanish instruments (both historical and contemporary). Additionally, Kofile's parent company owns the Webb County Clerk's land records management system, *CountyFusion™*.

Kofile has worked with local governments across the nation on similar projects funded by the American Rescue Plan Act of 2021 (ARPA) and the CARES Act. Kofile maintains a SAM.gov entity registration and has an UEI Number. Also, please see herein for a sample Certificate of Insurance. Please note that Kofile's carrier provides the 30 days notice of cancellation and non-renewal. Kofile can provide any notice of material changes directly to the County.

Please note that Kofile has identified its client references as confidential under the protections for trade secrets, confidential, and proprietary information, see Pages 18-20.

Kofile appreciates the opportunity to submit a proposal and support Webb County. This proposal is valid for ninety (90) days from the deadline for delivery of proposals.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Hill".

Michael Hill
Chief Revenue Officer
Legal Name of Corporation: Kofile Technologies, Inc.

B. EXECUTIVE SUMMARY

This proposal addresses Webb County's Request for Proposals (RFP) RFP 2023-003 / ARPA Project No. 22 for an *Indexing Project of Historical Documents for the Webb County Clerk*. Kofile Technologies, Inc. (Kofile) will provide the required indexing of historical instruments, such as Historical Deed and Deed of Trust records in manuscript and typescript, and the indexing of Spanish instruments (both historical and contemporary).

Kofile is uniquely qualified to complete Webb County Clerk's modernization and digital access goals. Kofile's representatives and Account Executives, Catherine 'Cathy' Drolet and Scott Fausto, have reviewed the records for service. Kofile welcomes the Webb County to inspect any materials, workmanship, and location of work to ensure compliance with specifications. Additionally, Kofile's parent company owns the Webb County Clerk's land records managementsystem, *CountyFusion™*.

Kofile is available to begin the project upon award of contract. A kickoff call will occur within 30 days of contract execution and will set mutually-agreed-upon timelines.

WHO IS KOFILE?

With Kofile, Webb County is assured of a vendor with the capacity and experience to handle any scale project—from one document to thousands of volumes. Kofile has over six decades of experience providing similar services for local public records, with core root companies dating to 1961. Kofile has regional *Conservation & Digitization Labs* throughout the US, with its headquarters in Dallas, TX.

WHY KOFILE?

With Kofile, Webb County is assured of a vendor that specializes in working with local government recording offices and understands the essential needs of any indexing project. Kofile intimately understands the responsibility and required functions of recording offices.

With Kofile, Webb County is assured of a vendor that specializes in working with the County Clerk's recording platform, *CountyFusion™*, and understands the essential needs of this and any indexing project. Kofile intimately understands the responsibility and required functions of recording offices and was instrumental in the installation of this recording system at the County Clerk's Office. Additionally, Kofile has the relationship to complete this project with a knowledgeable workforce dedicated to the needs of both the indexing and recording requirements.

Kofile has experienced indexers to provide a full spectrum of services, including backfile, daily, and redaction services. Kofile's team will provide consistently keyed index fields to improve retrieval. Kofile blind re-keys each field to maintain accuracy.

Kofile has the capability to not use third-parties to key—thus, minimizing errors and threats to data integrity. Kofile takes pride in providing services without sole reliance on offshore subcontractors. Low bids rely on offshore servicing to India, the Philippines, China, etc. These low-bid projects often necessitate re-indexing or additional costs to improve accuracy.

Kofile has provided indexing services for hundreds of clients across the nation. Kofile has worked with several records management system vendors, including GovOS (such as CountyFusion™ and Cloud Search), third party systems, such as KellPro, Tyler Technologies, Inc., iDocket, NetData, Deketo, COTT, LGS, Laserfiche, Granicus Legistor, etc., and homegrown systems.

Please see the following for an overview of other key differentiators beneficial to Webb County in this project.

OVERVIEW OF KOFILE'S KEY DIFFERENTIATORS & PROPRIETARY PROCESSES



PROVEN WORK HISTORY

Kofile has a proven history providing projects and deliverables. Kofile has provided similar services for local governments across the nation. In the State of Texas, Kofile has performed projects for multiple recording offices as evidenced herein.

- With seven locations and 300+ dedicated employees, Kofile can deliver any scale project.
- Award and completion of 10+ multi-million dollar projects.
- Annually provides backfile indexing for 2.8 million documents.
- Daily indexing captures 200,000 documents per month.
- In 2020, Kofile provided indexing verification for more than 1,000,000 documents.
- Kofile has provided similar services for both CARES Act- and ARPA-funded projects across the US for recording offices.

Kofile's unique services, offerings, and archival products and services were developed by identifying specific needs of local government recording offices based on an intimate understanding of the mandates, functions, and operations of such offices.



ONSHORE AND NO THIRD-PARTY SERVICES

- Kofile's corporate facility in Dallas, TX, manages a department solely dedicated to indexing, and staffs indexers with incomparable experience, ensuring data confidentiality and security.
- Kofile has the capability to not use third-parties to key—thus, minimizing errors and threats to data integrity. Kofile takes pride in providing services without sole reliance on offshore subcontractors. Low bids by other vendors rely on solely offshore servicing to India, the Philippines, China, etc. These low-bid projects often necessitate re-indexing or additional costs to improve accuracy.
- There is no offshore remote access to any of Webb County's images and data. All work is performed by a US-based team.



INDEXING ACCURACY RATE

- Kofile blind re-keys each field to maintain accuracy.
- Kofile understands that quality and accuracy are mandatory in any project of this nature. Kofile can commit to a minimum accuracy rate of 99.25% for historical indexing.



QUALITY ASSURANCE (QA)

- Kofile's services are conducted by trained and experience technicians with proven procedures and programs.
- Kofile holds the industry's highest levels of insurance coverage, including Cyber Liability insurance (see evidenced in a sample Certificate of Insurance herein).



RECORDS MANAGEMENT SYSTEM PREFERENCE

- Kofile's sister company, GovOS, owns and operates the Webb County Clerk's records management system, *CountyFusion™*, which guarantees a successful project.
- Kofile has immediate access to, and is familiar with, the images for this project and the County Clerk's *CountyFusion™* system. This experience permits prompt project commencement and ensures the index data is packaged in compliance with the required format and ensures proper upload of the combined indexes and images.



SUBJECT MATTER EXPERTISE

Second- and third-generation conservators and public records experts lead projects, including pioneers in preservation, imaging, re-creation, and data entry.

- Imaging/Re-creation Manager with 29+ years of experience.
- Data Entry Manager with 30+ years of experience
- Kofile maintains highly experienced indexing groups with specialized focuses, e.g., daily, backfile, or regional emphasis (and redaction).
- Kofile has a team of indexers based from Texas which already trained and experienced in indexing specifications specific to the State of Texas. The majority of this team holds 15-30 years of experience indexing local government records.



COST TRANSPARENCY

Actual cost is not hidden by complicated and multi-layered price points (such as the addition of labor and prep charges atop of capture costs). Other vendors hide true project total costs by separating each component into à la carte services.



CLOUD SECURITY

Kofile provides superior technological security measures, with backups via native Cloud Storage.



WARRANTIES & GUARANTEES

Kofile stands behind all of its services and products. There is a lifetime guarantee on all of Kofile's workmanship. Kofile will redo any and all conversion services if Kofile's performance causes the digital images or solution to not meet agreed-upon specifications at no additional cost to the County.



OWNERSHIP OF DATA

Kofile does not take ownership of images and data undergoing service. Webb County retains ownership of all images and data.

DO IT ONCE, DO IT RIGHT, DO IT FOREVER

This philosophy is the driving force placing Kofile above competitors. Kofile's services are not 'as-is' or 'scan it and forget it.' This project will relieve dependence on paper by ensuring accurate metadata for electronic retrieval. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis.

Kofile is committed to implementing a solution that offers professional standards, conforms to the RFP's key technical specifications, and, in terms of product quality and longevity, provides the highest rate of return on the Webb County Clerk's investment.

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D. ARCHIVAL INDEXING AND RELATED SERVICES—EXPERIENCE

COMPANY PROFILE	
NOTICE FOR BID REQUIREMENT	KOFILE RESPONSE
Organization Legal Name	Kofile Technologies, Inc.
Address of Business	Corporate: 6300 Cedar Springs Road, Dallas, TX 75235
Legal Nature/State/Date of Incorporation	Corporation - 1/8/2009 Delaware
Principal Business Location	Kofile's principal business location is 6300 Cedar Springs Road, Dallas, TX 75235. This facility manages and supports Kofile's indexing teams. Note, while Kofile does have other Labs, none will contribute to this project.
Principal Contact Person	Michael Hill, Chief Revenue Officer Kofile Technologies, Inc. 6300 Cedar Springs Road, Dallas, TX 75235 preserve@kofile.com Office Phone: 214/351.4800 Fax: 214/442.6669
Team Members	Kofile can provide any required information on its team members, partners, and employees who will perform services on this project following contract award. All services herein will occur from Kofile's corporate facility located at 6300 Cedar Springs Road, Dallas, TX 75235. Key staff are identified elsewhere in this proposal.
Statement of Financial Stability	<p>Kofile, its principals, directors, or majority shareholder, or any company Kofile has held a controlling interest in, or which has held a controlling interest in Kofile, has never filed for or been involuntarily put into bankruptcy or declared bankruptcy.</p> <p>There is no pending or prior performance or contract-related litigation which Kofile is, or has been, involved. Kofile has had no contracts terminated due to non-performance.</p> <p>Kofile has not been, within the past five (5) years or at any time, involved in any contract or performance-related claims, litigation, nor investigations. Kofile has no adverse actions sanctioned by regulatory authorities.</p> <p>Kofile is highly able to perform the services represented in this proposal.</p>

COMPANY HISTORY

Kofile is the oldest and most experienced private firm specializing in the preservation and archival digitization of permanent public records in the United States. Kofile is the preservation division of a parent company, Kofile, Inc. (which owns 100% of Kofile). It employs over 300 employees.



Kofile was formed and established in 2009; with root companies, ownership, and key staff operating and leading the industry since 1961. The leaders of Kofile have worked with states, counties, municipalities, and private archives across the United States. Kofile has provided archival indexing since its inception in 2009, and longer via its root companies and key staff.

Kofile can provide solutions that address many aspects of a County—from binders, preservation, restoration, imaging, image processing and enhancements, re-creation, re-indexing, index verification, film to image conversion, archival microfilm, microfilm duplication, complete document indexing, recording, workflow, imaging systems, Internet hosting and data access, and electronic recording.

<i>Key Products:</i> Lay Flat Archival Polyester Pocket™ Disaster Safe County Binder™ Archival Quality County Binder™	<i>Solutions & Services:</i> Book & Document Conservation Map Restoration Encapsulation Deacidification Negative Photostat Stabilizer County Recorder Binders	Archival Imaging Book Re-creation Indexing (Back File & Daily) Micrographics High Density Shelving Transcription & Translation
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EXPERIENCE

Kofile has 14 years of experience under the current brand providing the services in the RFP (with formation of the corporation in 2009). This number raises to 59 years of experience when factoring in the experience of Kofile's root companies, all of which are still active leadership in the current company. These root companies contribute a combined 115 years of experience across the U.S.

In terms of indexing projects completed, this number is in the thousands. In Texas alone, Kofile has provided these services for the majority of the County and District Clerk's Offices. For example, from 2014-July 2017, Kofile serviced 1,502 entities in the public and a selection of private sector accounts (this does not include multiple office or departments). In that term, Kofile provided services for local governments in 33 states. Annually, Kofile preserves over six million pages for Local Governments. Annually, Kofile digitally captures over 25 million pages for Local Governments.

Kofile has provided indexing services for hundreds of clients across the nation. Kofile has worked with several records management system vendors, including GovOS (such as CountyFusion™ and Cloud Search), third party systems, such as KellPro, Tyler Technologies, Inc., iDocket, NetData, Deketo, COTT, LGS, Laserfiche, Granicus Legistor, etc., and homegrown systems.

Kofile has completed numerous large-scale projects.

- Annually, preserves over six million pages for Local Governments.
- Annually, digitally captures over 11 million pages for Local Governments—Kofile's national capacity is 20 million scans annually.
- Annually, provides archival indexing for 2.8 million documents. In 2020, Kofile provided indexing verification for more than 1,000,000 Documents.

HISTORICAL INDEXING METHODOLOGY

Kofile has experienced indexers to provide a full spectrum of services, including backfile, daily, and redaction services. Kofile's team will provide consistently keyed index fields to improve retrieval. The Webb County Clerk is assured of the following key differentiators with Kofile's indexing services:

- Kofile blind re-keys each field to maintain a 99.25% accuracy rate.
- Our employees are key assets—our Data Entry Manager has over 30 years of experience.
- Kofile has a team of indexers based from its Dallas facility, ensuring data confidentiality and security.

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.

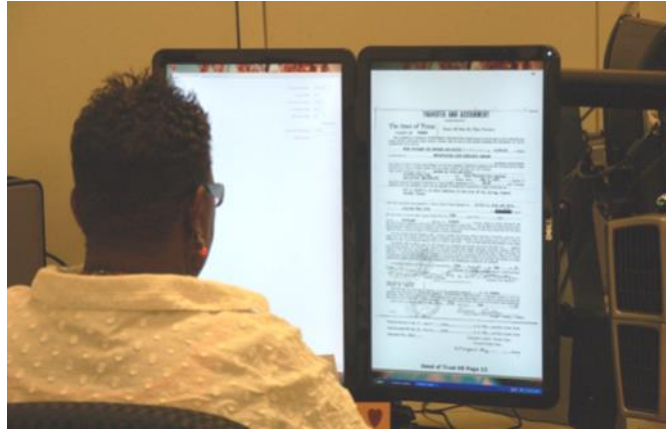
During the assessment, Kofile documents established methods of indexing specific instruments, clarifying terminology, and determining the standards used to enter names, dates, and other basic required information. This analysis produces essential information to ensure the metadata's accuracy and integrity,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



A Kofile Indexing Technician keys a document.

PROJECT GOALS

- ✓ Modernize & upgrade office systems infrastructure
- ✓ Reduce in-person interaction to mitigate COVID-19 with digitization/online access
- ✓ Eliminate or reduce manual lookups & searches
- ✓ Expedite searches with more records available for electronic retrieval
- ✓ Progress towards a paperless office

- 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 Webb 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.

E. PERSONNEL QUALIFICATIONS

Staff hold 10-30 years of experience with archival documents. No other Vendor has the combined personnel experience with the records and services scope and variety identified in this Proposal.

In addition to expert senior team members, Kofile's supporting staff provides Webb County with exemplary skill and workmanship—at all levels of service. Kofile's services combine an experienced imaging team, technology competence, and software development.

Kofile practices strict Quality Control Assurance (QC) policies in each department. Before a new phase begins or after it ends, a system of checks ensures the quality of services rendered. Within each department, leaders and the most experienced team members inspect the work of each employee on a daily basis—new hires receive extensive training.

Kofile's employees pass extensive interviews and graduate a series of work-effort tiers. Kofile holds insurance on all services. Staff are drug-free and pass a background check upon employment. All candidates pass a face-to-face meeting with a manager, which includes information about previous jobs, responsibilities, skill sets, tenure, and reason for leaving the former employment.

Only trained staff work on any project. Before working with confidential records, a technician graduates a series of work-effort tiers. Employees complete an intensive training with a mentor before one is permitted to work on live data. During this time, Kofile enforces guidelines and security policies. All technicians start with entry level tasks. To progress to tasks with higher level of security and responsibility, the series of tiered assessments and progression points build a level of trust.

Kofile has an efficient team of managers and leaders who have the experience and knowledge to run their departments and produce the highest quality of product. Kofile does not need to hire additional personnel for this particular project, and although Kofile continues to grow daily, it will utilize current trained staff. One major factor in Kofile's management plan is to hire underprivileged workers. Kofile's unique position and challenge to equip these workers with the training and skills, professional integrity, business ethics, experience, and professional history to be competitive in an ever challenging workplace. Kofile prides itself on serving as an equal employment opportunity employer.

KEY STAFF & RESUMES

The members of the Kofile project team will periodically meet to report on the overall status of the project. Each discussion will address the current defined period and will include:

- Scheduled work completed
- Unscheduled work completed
- Scheduled work not completed
- Work scheduled for the coming period
- Pending Status of Change or Decision requests
- Discussion of any problems or concerns

Kofile's superior services are derived from its experienced team.

KEY STAFF	NAME	ROLE	EXPERIENCE
	Catherine 'Cathy' Drolet	Account Executive (resume not included)	20+ Years
	Scott Fausto	Account Executive (resume not included)	20+ Years
	Michael Cobb	Senior Vice President - Central Region (resume not included)	20+ Years
	Cindy Rountree	Operations Director—Imaging	20+ Years
	Jeff Baldwin	SME, Tech-Enabled Services	10+ Years
	Michael Steelman	National Director, Indexing	20+ Years
	Julie Hoover	Data Entry Manager (resume available upon request)	20+ Years
	Janice Casey	Indexing Supervisor (resume available upon request)	20+ Years
	Trish Angleton	Project Manager	1+ Year

Catherine 'Cathy' Drolet and Scott Fausto, Account Executives

The Account Executives handle all communication with the client and have a combined 35+ years of experience in local government. They ensure the project is completed on schedule and to the client's satisfaction. An Account Executive is responsible for project supervision and is available to meet periodically via phone or in person for project coordination and progress updates.

Michael Steelman, National Director of Indexing & Onsite Imaging

Steelman's industry experience dates to 1993, where he worked with one of Kofile's base companies as Vice President, Customer Care—specifically for the CountyFusion™ system. At Kofile since 2016, he initially continued the previous role overseeing the development, maintenance, and implementation of pricing guidelines for industry segments on a multiple regional basis. Currently, he utilizes his experience to design, implement, and manage processes by the indexing production groups. He coordinates imaging technology (imaging hardware and software) and identifies leading-edge imaging technologies.

Julie Hoover, Data Entry Manager

Hoover's knowledge, reliability and pursuit of excellence make her an invaluable asset. Her career in data entry began in 1981, in which she began as an operator and moved into a supervisory role. She has worked as a supervisor in the industry's leading companies in the spanning four decades. She will work with the county customer to ensure they received a quality product. Hoover updates Kofile's indexing standards as needed. She specializes in current and historical data.

Janice Casey, Indexing Supervisor

Casey oversees keying and verification, and updates the manual for process/procedures as needed. She is available to answer questions concerning document interpretation. She oversees the transfer of new documents from Daily Indexing to Internal Systems, and releases indexes to the county. Casey's career in data entry began in 1980. She has worked as a Lead Data Entry Operator for four decades.

CINDY ROUNTREE, OPERATIONS DIRECTOR-IMAGING

QUALIFICATIONS SUMMARY

Organizational direction of Imaging departments Dallas, TX Imaging Labs. Prioritize projects based on SLAs and revenue goals. Allocate resources to meet goals. Interact with PMO, Process Engineers, Quality Engineers, Sales and Executive Leadership to ensure timely, quality deliveries to clients.

PROFESSIONAL HISTORY

2022 - Present

Kofile Technologies, Inc.
Operation Director—Imaging

2021 - 2022

OPEX Corporation, Plano, TX
Product Launch and Vertical Strategist

2018 - 2020

Avenu Insights & Analytics, Dallas, TX
Director of Digital Processing Services

2017 - 2018

Conduent, Dallas, TX
SBU Manager II

2007 - 2016

Xerox Services, Dallas, TX
Operations Manager

1999 - 2007

Affiliated Computer Services (ACS), Syracuse, NY
Digitizing Manager, 2003-2007
Systems Administrator, 1999-2003

1993 - 1999

Business Records Corporation (BRC), Syracuse, NY
Systems Administrator

EDUCATION

Studies, B.A., Organizational Leadership, University of Mary Hardin-Baylor, Belton, TX

Studies, B.A., Business Administration, Ashford University, San Diego, CA

A.A.S., Accounting, Bryant & Stratton College, Syracuse, NY

TRAINING

2014, Certified PMP, Project Management Institute (PMI)

JEFF BALDWIN, SME, TECH-ENABLED SERVICES & PRODUCT MANAGER

QUALIFICATIONS SUMMARY

Baldwin is a Project Operations Manager with years of experience in management, leadership, education, teaching, training, and consulting. He is experienced in a wide variety of business applications and internet tools and is fluent in business and financial aspects. Baldwin manages digitization services at the Dallas facility and has been with Kofile for over six years.

PROFESSIONAL HISTORY

2011-present

Kofile Technologies, Inc.

SME, Tech-Enabled Services & Product Manager, 2020-present

Operations Manager, Imaging, 2019-2020

Project Manager, 2016-2019

- Oversee projects from receipt to delivery. Manage imaging, digitization, and indexing of projects. Train employees on specific responsibilities, and balance workload between employees to finish multiple projects in budget and on time. Work with sales team & county officials to solve problems and inconsistencies. Create expense projections for potential future off-site projects.

Regional Imaging Manager, 2014-2016

- Manage a team of temporary employees to scan land records from 1800's to present on-site. Train employees on specific responsibilities, and balance workload between employees to finish the project in budget and on time. Work with county clerk and county employees to solve problems and inconsistencies. Train new teams in different regions of the U.S. Create expense projections for potential future projects.

Senior Operations Manager, 2011-2014

- Hire and supervise a team of 15. As management team member, participate in strategic planning, including profit/loss statements, expense forecasting, and investment strategies. Delegated tasks and responsibilities to employees and supervisors as needed.

2008-2011

School Administrator

- Founded and opened a K-12 Private Christian School and operated school as Principal for 3 years.

2002-2008

Affiliated Computer Services (ACS), Management Support Analyst

- Supported management with monthly service-level agreement auditing & reporting. Worked directly with developers and clients regarding workflow technical issues.

EDUCATION

2003-2007 B.S. Music, Commonwealth Baptist College, Lexington, KY (Valedictorian)

MICHAEL STEELMAN, DIRECTOR OF NATIONAL INDEXING

QUALIFICATIONS SUMMARY

Dedicated Support and Operations Manager demonstrating effective leadership in all aspects of the job. Effectively managing people and workloads to meet departmental and organizational goals. IT Knowledge and background through 20+ years managing a national hardware and software support center.

PROFESSIONAL HISTORY

2016 - Present

Kofile Technologies, Inc.
Director of National Indexing, 2020– Present
Vice President, Customer Success, 2019—2020
Senior Operations Manager, 2016--2019

1993 - 2016

PropertyInfo Corporation, San Antonio, TX, and Nashville, TN
Senior Operations Manager, 2013-2019
Vice President, Customer Care, 2000-2013
Support Technician, 1993-2000

Financial Analysis

- Identified opportunities and improved efficiencies within Georgia. Operations to grow revenue for the line of business by 125% and 54% over last two years while maintaining a 30% profit.
- Identified and improved efficiencies in Cook County Title Plant.
- Within one year took P&L from losing \$80K a year to making \$30K.

Efficiency Analysis

- San Antonio Title Plant Team – identify and streamline team skills. Reduce team 50% while improving service. Plant count increased from 20 to 25.
- Turnaround time on major plant project reduced from 44 Days to 22 Days.

National Roll Out of Help Desk/CRM Solution

- Application rolled out to pilot team of 40 people.
- Within 18 months 230 full time users nationwide.
- Utilization throughout organization not just Support.
- Customer service improved by organization collaboration and cooperation.

Customer Service Centralization/Decentralization

- Combination of 7 independent support centers from Florida to Washington.
- Utilized best of the best technicians to reduce support technician head count from 140 to 45 across the country.
- Customer Satisfaction increased from 92% to 99%.

EDUCATION

1987 - 1992 BAsC, Bachelor's of Applied Science, Computer and information Sciences and Support Service, Middle Tennessee State University, Murfreesboro, TN

TRISH ANGLETON, DIRECTOR OF PROGRAM MANAGEMENT

QUALIFICATIONS SUMMARY

Motivated and results-driven professional with a strong operations background experienced in project management, process efficiency, and strategic planning. Extensive leadership experience skilled in building cross-functional teams, driving positive change, and executing change management strategies. Over 15 years of experience with employee development and optimization of team performance practicing emotional intelligences and strong leadership skills. Organized, creative, forward-thinker with expertise in managing a multidimensional portfolio of projects.

PROFESSIONAL HISTORY

2021 - Present

Kofile Technologies, Inc.
Director of Program Management

2016 - 2021

Village Health Partners,
Director of Program Management, 1 year

- Develop a PMO to streamline project management and communication so projects were within scope, budget, and completed on time. With a team, define timelines, KPIs, deliverables, milestones, and allocate resources.
- Project Manager for a multidimensional portfolio of projects.

Site Director, Plano, TX, 2 years

- Provide operational leadership for 75 team members, and directly managed 5 managers. Reduce turnover by 22% by investing in employee development and improving overall culture.
- Manage day to day operations, project leadership, manage training department, review P&L statements, and strategically reduce expense.
- With a team, restructured the call center to provide timely quality care, one-call resolutions, and improved patient satisfaction.
- Project Manager for the VHP and Texas Family Medicine merger.

Site Director, McKinney, TX, 2 years

- Manage three providers and 20 team members with collaborative leadership and improved overall culture.
- Manage day to day operations and help grow practice with new providers.
- Chair Quality Committee and oversee standardized quality measures.
- Organized and structured 4 corporate specialty departments.

2004 - 2016

Clinical Coordinator, Wichita, KS, *Clinical Coordinator*

EDUCATION

B.B.A., Business Administration, Management, Fort Hays State University, Hays, KS

F. PRICE PROPOSAL

Please see the accompanying spreadsheet for the required 'Scope of Service and Price Proposal Sheet—Attachment A' which is included with this submission.

PRICING UNDERSTANDING

- Pricing is all inclusive of required services.
- Pricing is based on a Good Faith Estimate of document counts. Billing occurs on actuals, not to exceed the P.O. without written authorization from the County.
- The County signs off on an inventory prior to commencement of services, and upon acceptance of deliverables.
- Key and human blind re-key verify all documents per the fields identified in the RFP, as appropriate.
- Format metadata (indexes) per the requirements of the County's System vendor.
- Create a pipe-delimited index file for import into GovOS *CountyFusion*TM Platform.

G. REFERENCES AND PROJECTS

As the references document, Kofile establishes enduring professional relationships with its customers. Kofile remains loyal to each project. Kofile prides itself on excellent customer service and continued devotion to serving the public good. Kofile projects are often long-term and based on budgets that often fluctuate. This type of partnership illustrates Kofile's

References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

THIS FORM MUST BE RETURNED WITH YOUR OFFER.

REFERENCE ONE

Government/Company Name: Bexar County Clerk's Office

Address: 100 Dolorosa, Suite 104, San Antonio, TX 78205

Contact Person and Title: Hon. Lucy Adame-Clark, County Clerk

Phone: 210/ 335.2216 Fax: 210/ 335.2197

Email Address: lucy.adame-clark@bexar.org Contract Period: 2009—Present

Description of Professional Services Provided: _____

Multiple projects for indexing, archival imaging, and preservation of historical records.

REFERENCE TWO

Government/Company Name: Hidalgo County Clerk's Office

Address: P.O. Box 58, Edinburg, Texas 78540

Contact Person and Title: Hon. Arturo Guajardo, Jr., County Clerk

Phone: 956-318-2100 Fax: 956-318-2105

Email Address: aguajardo@hidalgocountyclerk.us Contract Period: 2009—Present

Description of Professional Services Provided: _____

Multiple projects for indexing, archival imaging, and preservation of historical records —

including Spanish Archive records.

REFERENCE THREE

Government/Company Name: Jim Wells County Clerk

Address: P.O. Box 1459, Alice, TX 78333

Contact Person and Title: Hon. J.C. Perez, County Clerk

Phone: 361-688-5702 Fax: 361-661-1372

Email Address: jc.perez@co.jim-wells.tx.us Contract Period: 2012—Present

Description of Professional Services Provided: _____

Multiple projects for indexing, archival imaging, and preservation of historical records.

REFERENCE Four

Government/Company Name: San Patricio County Clerk

Address: 400 West Sinton Street, Room 124, Sinton, TX 78387

Contact Person and Title: Hon. Gracie Alaniz—Gonzales, County Clerk

Phone: 361-634-9350 Fax: 361-364-9450

Email Address: ggonzales@co.san.patricio.tx.us Contract Period: 2016—Present

Description of Professional Services Provided: _____

Multiple projects for indexing, archival imaging, and preservation of historical records.

CONTAINS CONFIDENTIAL PROPRIETARY INFORMATION

REFERENCE Five

Government/Company Name: Kendall County Clerk

Address: 201 E. San Antonio Street, #127, Boerne, TX 78006

Contact Person and Title: Hon. Denise Maxwell, County Clerk

Phone: 830-249-9343 x. 231 Fax: 830-249-3472

Email Address: denise.maxwell@co.kendall.tx.us Contract Period: 2014—Present

Description of Professional Services Provided: _____

Multiple projects for indexing, archival imaging, and preservation of historical records.

- ****Additional pages are permitted if more space is required****

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CONTAINS CONFIDENTIAL PROPRIETARY INFORMATION

H. OTHER INFORMATION THAT MAY BE HELPFUL IN THE EVALUATION

LOCATION OF WORK

Kofile's corporate headquarters at 6300 Cedar Springs Road in Dallas, TX, see *pictured*. Kofile possesses a history of responsibility, and invests in facilities with superior security to mitigate potential loss or destruction. **This facility also manages and supports Kofile's indexing teams.**



Facility Security Measures

This is a permanent facility employing full-time, permanent employees since July 2011. It is a 150,000 sq. ft. facility with three stories (119,000 sq. ft. used for production and executive offices).



Webb County is welcome to inspect any Kofile facility—with or without notice—at any time.

The Dallas facility is a fire-resistant brick and concrete building with structural steel support members and fire-rated walls, ceiling, and flooring. It is situated above flood plains, and the location is unlikely to suffer hurricane, tornado, or other cataclysmic natural disaster. In fact, for decades, this structure served as the emergency shelter for its neighbor, Dallas Love Field Airport. Other benefits include:

- This facility is EF 5 Tornado Resistant according to an architectural assessment by Tanner Consulting, 2010 (*Architect's Report available upon request*).
- According to FEMA issued Flood Map 48113C0330J:DALLAS CO UNINC & INC AREAS, this facility is located in an area of Minimal Flood Hazard, and it is not located in a 100 Year Flood Zone Area.
- This facility is not located in a Hurricane-Susceptible Zone according to FEMA 320.
- This facility is approximately three miles away from the closest Hazard Waste Route (I-35E) according to the National HM Route Registry.

Regulated Facility Environment

Kofile has 24-hour temperature and Relative Humidity (RH) controls. All work areas for original documents meet archival climate control standards. Kofile has four independent HVAC systems with programmable thermostats. Each vault has a separate and independent HVAC system. The HVAC for the work and storage areas are constantly set at 70°F. The level of relative humidity (RH) is maintained.

The laboratories are windowless and centrally located to eliminate exposure to ultraviolet (UV) light. Kofile does not have any issues with pest control. The building is regularly maintained. Food and drinks are not permitted in the conservation areas by anyone, for any reason. Garbage is removed daily. Records treated for mold or pests are quarantined in standard polyethylene bags, separate from other records, until remedial treatment is complete.

Vaults

The Dallas facility has three vaults. Each vault is secured with Level 5 vault doors with a 4-Hour UL Rating of at least 350°F. Each vault has its own independent HVAC system, monitors for humidity and temperature, and controls for airborne particulates (monitored by analog methods). Kofile actively monitors for micro-organic growth.

Vault interiors do not have cameras, but each vault has a camera at its door.

Daily protocol requires that records removed from the vault for work are in the custody of a technician at all times. When records are not undergoing treatment, they are immediately returned to the vault area.

Kofile provides storage services for microfilm, microfiche, and other types of data in its Media Vault. Kofile randomly performs spot tests to safeguard against certain contaminations, such as Vinegar Syndrome, mold, mildew, and/or Redox on microfilm. Acetate Base Film is separated from Polyester Base Film and is stored in separate storage boxes to help eliminate film contamination, as Eastman Park Micrographics, Inc. (EPM) recommends.

Kofile can retrieve any part of the microfilm/data and transmit the requested microfilm/data to a customer electronically or through other means. The client owns all of the stored microfilm/data, and Kofile will not sell or distribute the microfilm/data in any way.

This vault is regulated by an independent HVAC system that monitors humidity, temperature, and controls airborne particulate (monitored by analog methods).



The Level 5 door of the Long-Term Storage Vault (same model used for each vault).



'Works in Progress' Vault.



'Media Vault.'

SECURITY PROCEDURES

Security System

Due to the sensitive nature of the information recorded in local public records, Kofile provides multiple security measures. Kofile also follows rigorous end-of-day closing and lock-down inspection protocol. A Motion Detector Security System protects the entire building, with installation of more than 50 internal and external security cameras. The entire building is equipped with a fire suppression system.

Restricted and Controlled Entry

The building is a “locked down” facility. No one is allowed in unless employed or are escorted by management. All access points are monitored, and a security fence limits facility access. The primary gate is open during business hours, but the premises are locked and gates only accessible after hours with a security card.

Visitors are buzzed in after confirmation of identity via a video and voice system. Staff are positioned at department access points for an extra level of security.

Fire Suppression System

The entire structure is fire-resistant brick, walls, ceiling, and flooring with structural steel support members. Kofile's facility fire suppression is Water-Based. There are sprinklers strategically placed to ensure protection. Water is housed in a reservoir line and connected to the water supply. This system holds water poised for action 24/7. Any fire detection releases the water. This system is assessed annually and all checks are current and up to local code.

Technological Security

Due to the data's confidentiality and security, Kofile implements multiple security measures. The Kofile facilities are designed to ensure the safety of its clients' data.

Kofile has taken substantial safeguards to protect clients from release of information through “social engineering” exploits. Kofile has sensitivity policies that are enforced and circulated to classify the sensitivity of data within its possession, however short its stay.

Operator terminals are configured to ensure data cannot leave any facility. Any technician assigned to the project is issued a username and password to access images. Kofile works in a secured, directory-based environment. Rights are assigned to individual images as “read only.” Only approved staff have the passwords to change image permissions. No one can delete or modify images without authorization. All activity of this nature is logged.

Back-Ups—Kofile delivers a true native cloud security for its images and data. All Labs save images and data to a local server. Each night this server synchronizes with the cloud. Each day, a snapshot of all data occurs. All data is accessible in realtime via the cloud. Within the cloud are multiple levels of redundancy and failover to various datacenters regionally situated across the U.S.

Servers are locked and managed in a secure environment with temperature and moisture monitoring with badge access limited to only key personnel. *All digital data in the possession of Kofile and used for production purposes is as follows:*

All data is kept in secure locations with controlled and limited access both physically and electronically. Only such personnel that require access to the data for either production-related purposes or Information Technology (IT) -related maintenance is allowed.

- All production data (with the exception of specific projects) is copied to the primary site daily (nightly).
- All data at rest is encrypted.
- All data is restricted to a “need to access” basis.
- All data is nightly backed-up (with encryption).
 - ◇ A secondary copy of this backup is copied offsite to a secure co-location over VPN tunnel.
- All data is both weekly and monthly backed-up to a tape archive.
 - ◇ A copy of this archive is stored in the Media Vault (Dallas primary site).

Kofile follows the industry standard backup and archive principle of 3->2->1:

- 3 copies of the data (and generally more); 2 Different media formats; 1 Copy offsite

PROJECT MANAGEMENT

Kofile has never experienced an event in which unauthorized access resulted in any unsanctioned distribution of information.

- Issues are resolved with direct and open communication with the designated Webb County personnel.
- Kofile will meet any reasonable tracking requirements set by Webb County and maintain adequate files and records and meet statistical reporting requirements.
- The County is open to inspect the records at any point of the project without notice.
- At every stage, Kofile will advise the County of unusual or unexpected conditions and proceed only with authorization by the County’s authorized designee.
- Upon award and approval, Kofile will confirm all necessary reporting required.
- Kofile will disclose any loss, damage to, or theft of the documents immediately upon becoming aware of such damage. Kofile will provide information about security incidents in the secure rooms to the Webb County within (24) hours of detection. Included in these reports are incidences involving the server, workstations, physical space, or the County’s documents.

The Project Manager leads Kofile’s performance team and has the following responsibilities:

- Project planning and kickoff
- Project phase management
- Execution, monitoring, and reporting
- Risk management
- Stakeholder and customer communication
- Single source contact for customers
- On time deliverables

Kofile's Project Management Team is led by Trish Angleton. The Project Manager is responsible for project supervision along with the Account Executive.

The Project Manager provides a work breakdown structure (WBS) and task structure for each project. This methodology is the basis for Kofile's Project Management Office (PMO) project management system allowing for open communication between stakeholders, seamless transitions between project phases, risk management, resource management, and concise reporting on project health and delivery. Kofile is committed to open and frequent communication between Webb County believing it to be essential for a successful project and healthy customer relationship. To ensure agreed upon schedules are met, both parties will be aware of the status of the various tasks in progress at any given time due to regular reporting and communication.

Kofile's Project Management Methodology (KS/PMM) is a grouping of plans, processes, procedures, and tools used to manage a project. KS/PMM is built on the recognized project management areas of knowledge of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) — Third Edition*.

ACCESSIBILITY

Records held at Kofile are viewed as private and confidential and treated as such. Webb 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 is expeditious and will meet or exceed Webb County's requirements.

Requests for plats or oversized documents are handled accordingly. If Webb County has a plat printer, then Kofile can email a working copy image for immediate printing. If not, and a reasonable number of hard copies are required, Kofile will print and ship directly to Webb County.

Kofile has never charged for fulfillment of ad-hoc requests for copies of records in its possession by the County. This is a standard level of service for any project.

QUALITY ASSURANCE PLAN

An integral part of project management relates to the cataloguing of tracking incoming items (physical or digital). Kofile uses NetSuite as its enterprise resource planning system (ERP) to produce unique IDs via barcodes for each physical control unit. Each workstation has a tablet device that technicians use to check in and out work as it moves through production. This ERP provides the tools necessary to establish positive control of the project and continuously manage inventory (e.g., book, document, image, microfilm). Kofile can track the individual status of each item traveling through its system. ERP is also used for audit tracking purposes for each employee.

OWNERSHIP OF DATA

All Webb County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Webb County. This policy is applicable to any agreement, verbal or written, between Webb 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 Webb County.
- The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

WORK PLAN & SCHEDULE

Kofile is available to begin the project upon award of contract. A kickoff call will occur within 30 days of contract execution and will set mutually-agreed-upon timelines.

Kofile does not have any commitments that may impact its ability to perform this project. There are no other factors known to Kofile that could materially impair the ability to carry out duties and obligations under this Contract or that could materially affect the County's decision. Following the execution of an Agreement, Kofile will complete the project based on a mutually agreed upon timeline. Both Kofile and the County will mutually agree to any reasonable changes to the timeline.

Indexing will commence within thirty (30) days of receipt of images. Completion time varies based on the project size. A sample of 500-1,000 documents is provided to the Webb County Clerk's Office for review approximately (30) days following the commencement of indexing.

APPENDIX I. REQUIRED FORMS

THIS FORM MUST BE INCLUDED WITH RFP PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFP PACKAGE AND SIGN BELOW TO COMPLETE SUBMITTAL / COMPLETION OF EACH REQUIRED ITEM.

**ARPA Project No. 22
Indexing Project of Historical Documents for the Webb County Clerk**

- References Form
- Conflict of Interest Form (CIQ)
- Certification regarding Debarment (Form H2048)
- Certification regarding Federal lobbying (Form 2049)
- Code of Ethics Affidavit
- House Bill 89 Form
- Senate Bill 252 Form
- SAMs Registration completed by Offeror (**See Section 1.13**)
- Proof of No Delinquent Tax Owed to Webb County



Signature of Person Completing this Package


January 28, 2023

Date

REFERENCES FORM

Please see Pages 18-20 for the required References Form.

CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p>Kofile Technologies, Inc.</p>	<p>Date Received</p>	
<p>2 <input checked="" type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">None</p> <p style="text-align: center;">Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <p style="text-align: center;"></p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p>		<p>January 28, 2023</p> <p>Date</p>

CERTIFICATION REGARDING DEBARMENT (FORM H2048)

Texas Department of
Agriculture

Form H2048
January 2008

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification “contractor” refers to both contractor and subcontractor; “contract” refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded”, as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No


5. The potential contractor further agrees by submitting this certification that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts” without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract’s initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.
Kofile Technologies, Inc.	26-4034328	RFP 2023-003



 Signature of Authorized Representative

January 28, 2023

 Date

Michael Hill, Chief Revenue Officer

 Printed/Typed Name and Title of
 Authorized Representative

CERTIFICATE REGARDING FEDERAL LOBBYING (FORM 2049)

Texas Department of
Agriculture

Form H2049
January 2008

CERTIFICATION REGARDING FEDERAL LOBBYING (Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, “New Restrictions on Lobbying”, published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
 No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.
Kofile Technologies, Inc.	26-4034328	RFP 2023-003

Name of Authorized Representative	Title
Michael Hill	Chief Revenue Officer



Signature – Authorized Representative

January 28, 2023

Date

CODE OF ETHICS AFFIDAVIT

WEBB COUNTY PURCHASING DEPT.
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS
AFFIDAVIT FORM

STATE OF TEXAS *
COUNTY OF DALLAS *

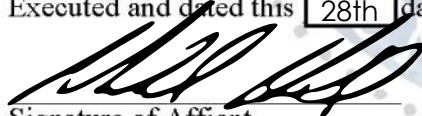
KNOW ALL MEN BY THESE PRESENTS:

BEFORE ME the undersigned Notary Public, appeared Michael Hill, the herein-named "Affiant", who is a resident of Sarasota County, State of Florida and upon his/her respective oath, either individually and/or behalf of their respective company/entity, do hereby state that I have personal knowledge of the following facts, statements, matters, and/or other matters set forth herein are true and correct to the best of my knowledge.

I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy obligations and/or conditions as required to be a qualified participating vendor with Webb County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the following address: <http://www.webbcountytx.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>

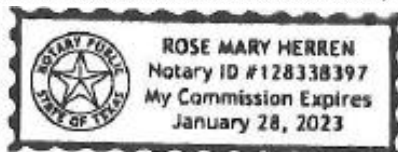
I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby further acknowledge, agree and understand that as a participating vendor with Webb County, Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to comply with the Code of Ethics policy may result in my and/or my company/entity disqualification, debarment or make void my contract awarded to me, my company/entity by Webb County. I agree to communicate with the Purchasing Agent or his designees should I have questions or concerns regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept. via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to joel@webbcountytx.gov.

Executed and dated this 28th day of January, 2023


Signature of Affiant

Michael Hill
Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 28th day January, 2023




NOTARY PUBLIC, STATE OF TEXAS

HOUSE BILL 89 FORM

Offeror: Complete & Return this Form with Response Submission.

House Bill 89 Verification

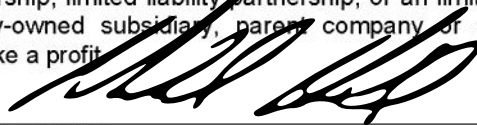
I, Michael Hill, the undersigned representative of (company or business name) Kofile Technologies, Inc. (heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit



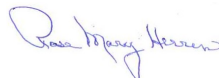
Signature of Company Representative

January 28, 2023

Date

On this 28th day of January, 2023, personally appeared

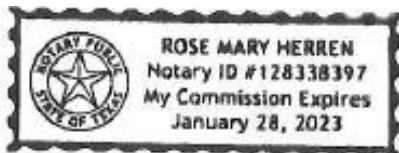
Michael Hill, the above named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.



Notary Seal

Notary Signature

January 28, 2023
Date



SENATE BILL 252 FORM

**Offeror: Complete & Return this Form with Response Submission.
Senate Bill 252 Certification**

SB 252 CHAPTER 2252 CERTIFICATION I, Michael Hill, the undersigned representative of Kofile Technologies, Inc. (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at joel@webbcountytx.gov

Michael Hill Name of Company Representative (Print)

 Signature of Company Representative

January 28, 2023 Date

SAM.GOV ENTITY REGISTRATION (SAM CLEARANCE)



KOFILE TECHNOLOGIES, INC.

ALERT! This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID 078296441	SAM Unique Entity ID GUUCEJ3BYEB4	CAGE / NCAGE 6PGU1
Purpose of Registration All Awards	Registration Status Active	Expiration Date Jan 20, 2023
Physical Address 6300 Cedar Springs RD Dallas, Texas 75235-5809 United States	Mailing Address P.O. Box 541028 Dallas, Texas 75354 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 30	State / Country of Incorporation Delaware / United States	URL www.kofile.com
MPIN *****rve1		

Registration Dates

Activation Date Jan 27, 2022	Submission Date Jan 20, 2022	Initial Registration Date Mar 9, 2012
--	--	---

Entity Dates

Entity Start Date Jan 1, 2009	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE 1GOL5	Legal Business Name KOFILE INC
----------------------	--

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?
Not Selected

Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?
No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?
Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a

finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	Business or Organization	(blank)
Profit Structure		
For Profit Organization		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	No

EFT Indicator	CAGE Code
0000	6PGU1

Electronic Funds Transfer

Account Type	Routing Number	Lock Box Number
Financial Institution	Account Number	

Automated Clearing House

Phone (U.S.)	Email	Phone (non-U.S.)
Fax		

Remittance Address

Taxpayer Information

EIN	Type of Tax	Taxpayer Name
****4328	Applicable Federal Tax	Kofile Technologies Inc
Tax Year (Most Recent Tax Year)	Name/Title of Individual Executing Consent	TIN Consent Date
2020	President	Jan 20, 2022
Address		
6300 Cedar Springs RD		
Dallas, Texas 75235		

Points of Contact

Accounts Receivable POC

✎
 Pamela Schneider
 pam.schneider@kofile.com
 2146827849

Electronic Business

✎	6300 Cedar Springs RD
Susanna Records	Dallas, Texas 75235

Last updated by Susanna Records on Jan 20, 2022 at 07:09 PM

KOFI FILE TECHNOLOGIES, INC.

preserve@kofile.com 3373756338	United States
SUSANNA RECORDS SUSANNA.RECORDS@KOFI FILE.com 3373756338	6300 Cedar Springs RD Dallas, Texas 75235 United States

Government Business

♀ Susanna Records susanna.records@kofile.com 3373756338	6300 Cedar Springs RD Dallas, Texas 75235 United States
SUSANNA RECORDS SUSANNA.RECORDS@KOFI FILE.com 3373756338	6300 Cedar Springs RD Dallas, Texas 75235 United States

Security Information

Company Security Level (blank)	Highest Level Employee Security Level (blank)
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Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	518210	Data Processing, Hosting, And Related Services
	424120	Stationery And Office Supplies Merchant Wholesalers
	511210	Software Publishers
	519120	Libraries And Archives
	541519	Other Computer Related Services
	541922	Commercial Photography
	541990	All Other Professional, Scientific, And Technical Services

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121) \$116,000,000.00	Number of Employees (in accordance with 13 CFR 121) 405
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Location

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
--	--

Industry-Specific

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
-----------------------------	---------------------------	-------------------------

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States

Counties

Metropolitan Statistical Areas

<https://sam.gov/entity/078296441/coreData?status=Active>

Page 3 of 4

Last updated by Susanna Records on Jan 20, 2022 at 07:09 PM

KOFILE TECHNOLOGIES, INC.

Any

(blank)

(blank)

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name n/a owes no delinquent property taxes to Webb County.

Kofile Technologies, Inc. owes no property taxes as a business in Webb County.
(Business Name)

n/a owes no property taxes as a resident of Webb County.
(Business Owner)

Michael Hill 
Person who can attest to the above information

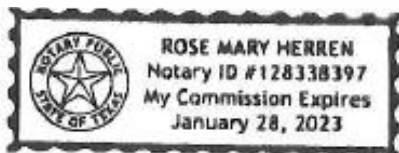
*** SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas
County of Webb

Before me, a Notary Public, on this day personally appeared Michael Hill, know to me (or proved to me on the oath of Susanna Records to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 28th day of January 2023.

Notary Public, State of Texas





Rose Mary Herren

(Print name of Notary Public here)

My commission expires the 28th day of January 2023.

APPENDIX II. ACKNOWLEDGMENT OF ADDENDA

County of Webb

ADDENDUM No. 1 TO THE RFP DOCUMENTS

Addendum Date: December 20, 2022

RFP DOCUMENT NUMBER RFP 2023-003

ARPA Project No. 22

“Indexing Project of Historical Documents for the Webb County Clerk”

A. This Addendum shall be considered part of the RFP documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence. **RESPONDENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR BIDS/PROPOSALS.**

B. Respondent are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original RFP document remains unchanged. The RFP documents are modified and/or clarified, as follows:

- **1.34 Insurance Requirements:**

General Liability - \$1,000,000 per occurrence, \$2,000,000 annual aggregate with separate \$2,000,000 aggregate for products and completed operations. General liability should include \$1,000,000 Personal/Advertising liability

Automobile Liability - \$1,000,000 combined single limit including owned, non-owned and hired auto coverage

Workers Compensation – Statutory compensation with \$1,000,000 Employers’ Liability

Cyber Liability – \$5,000,000 including third party liability

General Liability and Automobile Liability should include a primary and non-contributory additional insured in favor of the County

All required coverages should include a waiver of subrogation in favor of the County


All policies should be endorsed to provide the County a minimum of 30 days advanced notice of cancellation

Addendum No. 1 - Page 2 of 2

**RESPONDENT MUST ACKNOWLEDGE THIS ADDENDUM BY
SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO
THE PROPOSAL FORM(S):**

Company Name Kofile Technologies, Inc.

Contact Person Michael Hill

Signature 

Date January 28, 2023

THIS CONCLUDES ADDENDUM NO. 1 IN ITS ENTIRETY.

This Addendum is being transmitted electronically via our E-Bid site @ <https://webbcountyebid.ionwave.net/Login.aspx>. If you have any questions, please direct them to; Juan Guerrero Jr. (956) 523-4149 or email at juguerrero@webbcountytexas.gov.

AGENCY CUSTOMER ID: _____
 LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Kofile Group Holdings, L.P. 6300 Cedar Springs Road Dallas, TX 75235	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Kofile Products, Inc.
 GovOS, Inc.
 MUNIREvs, Inc.
 MUNIREvs, Inc. d/b/a LODGINGREvs
 Bizodo, Inc. d/b/a SeamlessDocs
 Kofile Shared Services, Inc.
 Kofile Management Services, Inc.
 Kofile, Inc.
 Kofile Services, Inc.
 Kofile Software Intermediate Holdings, L.P.

Cyber Tech / E&O - Each Claim \$5,000,000
 Professional Liability/Technology Services Liability - Each Claim \$5,000,000
 Media Liability - Each Claim \$5,000,000
 Privacy/Network Security & Privacy - Each Claim - \$5,000,000
 Privacy and Network Security Breach Costs \$5,000,000
 Direct Business Interruption Loss \$5,000,000
 Cyber Extortion Threat \$5,000,000
 Contingent Business Interruption Loss \$5,000,000
 Digital Asset Loss \$50,000
 Professional Liability/Technology Services Liability Retro Date: 10/30/2009

