

June 7, 2024

Honorable Harry D'Olive, Jr.
Baldwin County Probate Judge

Critical Records Management

Wills/Minutes Film Conversion

SUBMITTED BY:

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Dear Honorable Harry D'Olive, Jr.,

This proposal addresses Baldwin County Probate's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include microfilm conversion to digital image. Note that prices for the inventory herein are good for 90 days from the date of this proposal.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Baldwin County Probate's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

MICROGRAPHICS CONVERSION METHODOLOGY

Kofile does not subscribe to the "scan it and forget it" philosophy. Kofile addresses any size micrographics and specializes in addressing originals in advanced states of deterioration. Many of our projects involve re-imaging projects that low-bid vendors initially attempted. With Kofile, images are the highest quality and free of distortion and loss of information due to capture failures. Image clean-up capabilities performed by Kofile include:

- Despeckle
- Deskew
- Cropping and black border
- Threshold modification
- Page Validation
- Image Rotation
- Blip interpretation for pagination
- Bi-tonal conversion (if required)

Imaging Overview

Upon receipt at Kofile, each roll of microfilm/microfiche is inspected to ensure that the images are capture-quality. Kofile's high-resolution technical scanners can capture at the highest true optical 300 dpi in grayscale. Images are delivered in 8-bit 256 level grayscale JPEG wrapped in PDF for usability, as well as RAW Grayscale JPEG for archival purposes.

The delivery medium is a portable hard drive or other medium, as requested. If needed, Kofile can provide bi-tonal conversion and/or duplication of Diazo and Silver originals to EPM's.

Image Capture

Kofile utilizes advanced equipment for compromised originals and technicians are trained to handle such items without loss. Kofile operates high production/quality roll technical scanners for analogue to digital and digital to analogue.

The systems align to use image density compensation, which adjusts quality settings for contrast, document sizes, and variable densities. The scanners scan any size microform (film or fiche) image.

Configuration files are created during the initial pilot sampling. All scanners are set up and tested for the ongoing project. Technicians determine the proper scanner settings, focus, print and inspect images. The quality control team approves the images before scanning continues. Images are scanned with correct compression, no proprietary headers, and proper scaling. Kofile verifies that the frames are properly detected, and examines image quality, image resolution, proper compression, aspect ratio, and focus.

Kofile's automated systems recognize the beginning and end of files indicated with barcodes or other unique software-identifiable separators. Additionally, operators utilize document "stapling." This process uses proprietary software-identifiable separators.

Image Processing And Enhancement

All converted images are reviewed. IMAGE PERFECT is Kofile's proprietary software. The software mimics the operation of a microform roll inserted into a reader/printer and allows frame-by-frame review of every page. This custom programming ensures image quality and uniformity. The utilization of proprietary algorithms is critical for capturing different densities and quality levels in a collection.

This proprietary software is a digital SLR-based system that allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions enabling supervisors to manage and correct problems quickly and efficiently.

Using IMAGE PERFECT to repair the currently displayed image eliminates the need to rescan and compromise image integrity. However, should an image be rescanned, processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page. This software automatically detects and compensates for scanner variances delivering consistent, high-quality output.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Microfilm Digital Conversion

- Capture microfilm/microfiche images at 300 dpi in black and white.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- Run images through automated threshold clean-up for de-skew, de-speckle, background control, text enhancement, etc.
- Auto crop images to remove excess border.
- Name images by Roll and sequential frame number.
- Apply Multi-level Quality Control (QC) for data and images.
- Provide Baldwin County Probate 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.

Assumptions for Microfilm

- 16mm, 100' rolls
- No cartridges
- No vinegar syndrome present
- No redox present
- No photostats
- No splitting of images
- No stapling (combining) of images

PROJECT PRICING

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

Baldwin County Probate Judge				
Microfilm Conversion Project Overview				
Record Series	Number of Volumes	Number of Rolls of Film	Estimated Number of Images	Estimated Total
Will Books	41	24	28,700	\$1,650.25

Baldwin County Probate Judge				
Microfilm Conversion Project Overview				
Record Series	Number of Volumes	Number of Rolls of Film	Estimated Number of Images	Estimated Total
Minute Books	187	106	131,300	\$7,549.75

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Billing will occur periodically based on work delivered.

Check box if a customer P.O. Number will be required for Kofile to bill. ☐

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

KOFILE ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

Please let me know if you have any questions. We look forward to serving Baldwin County Probate and to working together for the preservation and access of its public and historical assets.

Sincerely,

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