



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 02/21/2023

SUBJECT: **APPROVAL OF PURCHASE OF ARCHIVAL PRESERVATION SERVICES - TEXAS MULTIPLE AWARD SCHEDULE CONTRACT #18-3602 - COUNTY CLERK'S OFFICE - KOFI TECHNOLOGIES, INC.**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve purchase of Archival Preservation Services utilizing the Texas Multiple Award Schedule (TXMAS) Contract #18-3602, for the County Clerk's Office, with Kofile Technologies, Inc. for \$1,080,495.92.

BACKGROUND

Kofile Technologies, Inc. was contacted and requested to submit pricing for Preservation Services under TXMAS Contract #18-3602.

The purchase of these services is specifically for the pre-preservation, archival digitization, and archival indexing of 273,006 pages of probate case files from 1940 through 1957. Services include preparation treatments, image capture and processing, and formatting of metadata for indexing.

The TXMAS contract is effective through May 29, 2023.

TXMAS cooperative contracts are open to state and local government agencies in accordance with Government Code Title 7, Chapter 791, Subchapter C, Section 791.025, Contracts for Purchases.

The contract is attached for approval and signature. The Criminal District Attorney's Office reviewed this contract as to form.

FISCAL IMPACT

Funding in the amount of \$1,080,495.92 is available in account 569011/21300-2023/4820111000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Elaine Johnson, CPPB Chris Lax, CPSM, CPSD, CPCP
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