



Quote # Q-03908
 Quote Date 4/23/2026
 Expiration Date 7/22/2026
 PO #

6300 Cedar Springs Road, Dallas, TX 75235

Proposal

Customer Information

Customer Cleveland County Clerk | OK
Billing Address 201 South Jones Avenue, Norman, Oklahoma 73069
Shipping Address 201 South Jones Avenue, Norman, Oklahoma 73069

Customer Primary Contact

Name Pam Howlett / Rusty Sullivan
 Title County Clerk / Project Manager
 Phone 405-366-0240
 Email phowlett@clevelandcountyyok.com

Kofile Primary Contact

Name Mike Patty
 Title Account Executive
 Phone (918) 625-5672
 Email mike.patty@kofile.com

To Pam Howlett and Rusty Sullivan,

This proposal addresses Cleveland County Clerk | OK for Social Security Number Redaction Services and is presented by Kofile Technologies, Inc. (Kofile).

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

Quoted services include Social Security Number Redaction.

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

KOFILE: Powering Modern Government™

Kofile is the nation's most experienced provider of public records preservation, imaging, and access solutions. With roots tracing back to 1888 and strengthened through the strategic acquisition of legacy preservation firms, Kofile offers over a century of combined expertise in safeguarding vital government documents. Since its founding in 2009, the company has expanded to include digital imaging, indexing, cloud-based access platforms, and workflow solutions designed specifically for the public sector. Backed by over 500 employees and a robust portfolio of patented technologies, Kofile partners with local governments to modernize their records while preserving their historical integrity for generations to come. Learn more at kofile.com.

KEY DIFFERENTIATORS

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it.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

What Sets Us Apart

Our People and Expertise

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



Our Commitment to the Future

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

Our Commitment to You

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

SCOPE OF WORK

Social Security Number Redaction

- Kofile will redact social security numbers from digital images. This service is dependent on assessment of the image quality.

PRICING

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

Cleveland County Clerk OK					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
DD214 Books	47	Per Image	25,265	Social Security Number Redaction	\$4,042.40
Product				Quantity	Estimated Total
				PROJECT TOTAL	\$4,042.40

BILLING

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

PAYMENT TERMS

Kofile will invoice the total fees due upon the earlier of thirty (30) days after completion of all work or final delivery. Kofile's proposal pricing is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing and fees may vary based upon the actual quantity or condition of records.

TERMS & CONDITIONS

This proposal is governed by Kofile's Terms & Conditions at: <https://Kofile.com/termsandconditions/>.

Customer Acceptance

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

Kofile Acceptance

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