Carolyn Rice, Chair
Automatic Data Processing Board
451 West Third Street
Dayton, OH 45402

Dear Ms. Rice:

An Automatic Data Processing Board meeting has been scheduled for Wednesday, July 11, 2018 at 9:00 a.m. in the 6th floor Data Processing Training/Conference Room. The agenda will be as follows with supporting documentation attached.

(1) Minutes from June 13, 2018 meeting

(2) Treasurer’s Office – 2018 Reco Cashiering Software and Hardware Upgrade Purchase ($90,670.00)

(3) Development Services – Purchase of an electronic document management solution ($190,000.00)

(4) Clerk of Courts’ Office – 60 months lease for seven multifunction devices for the Clerk of Courts Legal Office (cost not to exceed $148,740.00)

(5) Facilities Management – Purchase of a replacement 100 KVA UPS for Data Processing Computer Room ($71,199.17)

(6) Data Processing – 2019 Rate change for Data Processing Services

Sincerely,

[Signature]

KARL L. KEITH, Secretary
Automatic Data Processing Board

KLK/bru

Attachments
Ms. Rice
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July 5, 2018

Cc: ADP Board Members
   James Alford, Data Processing Director
   Tina Ratcliff, Records Manager
   James Dare, Common Pleas Court Administrator
   Kate Evans, Auditor's Office
   Lynn Cooper, Treasurer's Office
   Mary Montgomery, Prosecutor's Office
   Jonathan Rike, BCC IT
   Chris Boyd, Data Processing
   Steve Glardon, Data Processing
   Ellis Shockley, Data Processing
   Eric Armstrong, Domestic Relations Court
   Jennifer Petrella-Ahrens, Domestic Relations Court
   Tyler Small, Administrative Services-Purchasing
   Bart Kincaid, Sheriff's Office
   Debra Harden, Recorder's Office
   Dana Brown, Clerk of Courts' Office
   Chris Williams, Coroner/Crime Lab
   Ann Bryant, Commission Office
   Edward McNachtan, Common Pleas Court
   Amy Wiedeman, Administrative Services
   Sam Blair, Auditor's Office
   Garth McLean, Development Services
   William Epperson, Facilities Management
   News Media
AUTOMATIC DATA PROCESSING BOARD MEETING
June 13, 2018

PRESENT: Carolyn Rice, Chair
Dr. Kent Harshbarger, Vice-Chair
Kate Evans for Karl Keith, Secretary
Bart Kincaid for Sheriff Phil Plummer, Member
Jim Dare for Judge Mary Katherine Huffman, Member
Dan Foley, Member
Russ Joseph, Member
Edward McNachtan, Common Pleas Court-General Division
Bethany Colby-Lauffenburger, BCC IT/Environmental Services
David Hackett, Environmental Services
Jim Davis, Environmental Services
Tayara Carter-Derrick, BCC IT
Jonathan Rike, BCC IT
Amy Wiedeman, Administrative Services
Tina Ratcliff, Records Management
Steve Glardon, Data Processing
Betty Upshaw, Data Processing Administrative Assistant

The June 13, 2018 Automatic Data Processing Board meeting was called to order by the Chair, Carolyn Rice. (A copy of the agenda is attached hereto for reference.)

The first item of business was the approval of the minutes from last month’s meeting. Dr. Kent Harshbarger moved for approval of these minutes. Motion was seconded by Russ Joseph. Motion carried unanimously.

The next item of business, agenda item number two, was a request from Environmental Services which sought the Board’s approval to purchase a security camera system for 1850 Spaulding Road at a cost of $121,141.00. Bethany Colby-Lauffenburger, the BCC IT Manager representing Environmental Services, informed members the new system would replace one put in place in 2007 which has analog cameras with poor resolution, and runs on outdated software. Ms. Colby-Lauffenburger said this purchase was budgeted for 2018. She also reported they worked with the Purchasing Department on this purchase from Waibel Energy Systems on a cooperative purchasing alliance. After the presentation, Dan Foley asked if the camera system would be for the physical property of the facility. Ms. Colby-Lauffenburger told him the system would be for the 1850 Spaulding Road facility; however, it would also work in conjunction with the system they will be putting in place at the new operating center for Solid Waste. After no other questions from the Board, Dan Foley made a motion for approval of this request. His motion was seconded by Jim Dare. Motion carried unanimously.
The last item of business, agenda item number three, was another request from Environmental Services also presented by Bethany Colby-Lauffenburger. Ms. Colby-Lauffenburger asked the Board to approve the purchase of WIMS LAB Cal as replacement for McLims & Clipboard at a cost of $86,482.10. She explained they needed to replace the current in-house system made from a Microsoft Access Database that has been in place for years. She apprised the Board this purchase from the Hach Company was budgeted for 2018 with pricing obtained through the Purchasing Department with the cooperative contract pricing of the City of Bethlehem, Pennsylvania. Following the presentation, Russ Joseph moved for approval of this request. Dr. Kent Harshbarger seconded the motion. Motion carried unanimously.

In other business, Amy Wiedeman introduced the Board to Jonathan Rike, the new IT Director for the Board of County Commissioners. Ms. Wiedeman reported Mr. Rike, who previously worked for the University of Dayton, started a few weeks ago and will serve as Commissioner Foley’s alternate on the ADP Board.

There being no further business, Dan Foley moved to adjourn the meeting. Motion seconded by Russ Joseph. Motion carried unanimously.

Respectfully submitted,

[Signature]

KARL L. KEITH, Secretary
Automatic Data Processing Board

KLK/bru

Attachment
June 6, 2018

Carolyn Rice, Chair
Automatic Data Processing Board
451 West Third Street
Dayton, OH  45402

Dear Ms. Rice:

An Automatic Data Processing Board meeting has been scheduled for Wednesday, June 13, 2018 at 9:00 a.m. in the 6th floor Data Processing Training/Conference Room. The agenda will be as follows with supporting documentation attached.

(1) Minutes from May 9, 2018 meeting

(2) Environmental Services – Security Camera System Purchase ($121,141.00)

(3) Environmental Services-Purchase of WIMS & LAB Cal as replacement for McLims & Clipboard ($86,482.10)

Sincerely,

\[Signature\]

KARL L. KEITH, Secretary
Automatic Data Processing Board

KLK/bru

Attachments

Cc:       ADP Board Members
           James Alford, Data Processing Director
           Tina Ratcliff, Records Manager
           James Dare, Common Pleas Court Administrator
           Kate Evans, Auditor’s Office
           Mary Montgomery, Prosecutor’s Office
Ms. Rice
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Cc:  Chris Boyd, Data Processing
     Steve Glardon, Data Processing
     Ellis Shockley, Data Processing
     Eric Armstrong, Domestic Relations Court
     Jennifer Petrella-Ahrens, Domestic Relations Court
     Tyler Small, Administrative Services-Purchasing
     Bart Kincaid, Sheriff’s Office
     Debra Harden, Recorder’s Office
     Dana Brown, Clerk of Courts’ Office
     Chris Williams, Coroner/Crime Lab
     Ann Bryant, Commission Office
     Edward McNachtan, Common Pleas Court
     Amy Wiedeman, Administrative Services
     Sam Blair, Auditor’s Office
     Bethany Colby-Lauffenburger, BCC IT
     News Media
TO: James Alford, Director, Data Processing
FROM: Lynn Cooper, Chief Deputy Treasurer
DATE: June 22, 2018
RE: 2018 ReCo Cashiering Software and Hardware

The Montgomery County Treasurer's Office is requesting approval from the Data Processing Board for the addition to the EZ-Scan Scanning Software and Hardware to the existing ReCo Cashiering Systems currently used. The total amount of the purchase will be approximately $90,670.00, paid from capital funds appropriated by OMB and the Treasurer's General Fund.

The specifications and quote are attached for your review. The Treasurer's current scanning software and hardware is at its end of life and must be replaced as soon as possible. The Nortech EZ-Scan Software and Hardware system will be an upgrade to our existing system and will eliminate multiple integration points between separate systems, remove existing dependencies to the very outdated old cashiering system, and allow for work flow efficiencies for both the Treasurer and Auditor's office.

Please include this request for approval on the next Data Processing Board meeting on July 11, 2018. If you need any further information, please feel free to contact me at 496-3037.
May 01, 2018

Mr. Kriss Gang  
Montgomery County Treasurer’s Office  
451 West Third Street  
Dayton, Ohio 45422-1475

Dear Kriss,

Please find enclosed the Scope of Work and a Cost Estimate for the addition of the EZ-Scan Scanning Software to your current ReCo Cashiering Software.

During our additional conversations over the last few weeks; Nortech has identified some components that will be addressed with Customization to complete this interface replacement.

- Modify current ReCo/OnBase Interface.
- Batch Processing Scanning Speed for the County’s daily high volume processing of payments, we recommend that the EZ-Scan Database be in MS-SQL. EZ-Scan was developed for MS-SQL, thus we have seen better performance when in MS-SQL.
- Creating a custom Tax Payment Interface File to post Batched Payments into IAS. This will be put on-hold until we give the normal ReCo/EZ-Scan posting method a chance. We believe our normal method of posting will work just fine for the County. Thus reducing more customization hours.
- Create ACH File.
- Batch Interface - Importing Credit Cards payments and Electronic Checks.
- Pay-Ins – Scanning of the Checks a Back Room Function, as of now.

Four (4) on-site visits will be required to implement this interface replacement:  
1. System Study/Review of Requirements  
2. Install/Testing of EZ-Scan Software and Customization  
3. EZ-Scan System Training  
4. “Go-Live” in production

I am confident that Nortech can provide this effective replacement for your current scanning interface and be ready to Go-Live with the EZ-Scan System before the 2019 first half collection period begins.

Thanks,

Gary Norton, President  
NORTECH  
(855) NORTECH
Scope of Work – Adding EZ-Scan to Existing ReCo Cashiering System

Montgomery County, OH CONFIGURATION

Local Register

- Ez-Scan Operating System
  - ReCo Command Files
  - Oracle 11GR2
  - 32 Bit Client

- Journal / Receipt Printer
- Ez-Scan Scanner

Mapped Network Drive

- ReCo
- ACUCOBOL
- FLEXUS SP2
- ReCo Objects Interface Files

- Network Printer(s)

Oracle Databases

- IAS Data Base
- ReCo Data Base

MS-SQL

- EZ-Scan Data Base
Scope of Work – ReCo Cashiering System

A. EZ-SCAN MODULES

The following software modules will be purchased for the installation and operation of EZ-SCAN

FOR (8) EZ-SCAN UNITS

- RECO/ EZ-SCAN INTERFACE
- EZ-SCAN PRO LICENSE
- EZ-SCAN BARCODE/OCR PLUG-IN
- EZ-SCAN A2iA CHECK RECOGNITION PLUG-IN
- EZ-SCAN PRO SQL LICENSE

B. SOFTWARE CUSTOMIZATION

Customization services are determined by the client and NORTECH:

(100) Hours of software customization are included in the Scope of Work.

If the county needs more customization hours, the County will be billed a separate invoice at $150.00 per hour for extra customization that exceeds the original allotted hours.

The County is responsible for DBA tasks needed to set up ReCo/EZ-Scan in the County’s ORACLE & MS-SQL data base.

The standard interface between EZ-Scan and ReCo Cashiering will be reviewed to assure compatibility with any custom features included in the County’s existing ReCo cashiering system.

C. HARDWARE

The EZ-Scan Software Scanning Hardware is included for (8) Workstations. Includes the following

(3) Cannon CR-190II Check Scanners @ $3595.00 each (includes one year warranty)
(5) Panini Vision 75-100 Check Scanners @ $1155.00 each (includes one year warranty)

The County would like to add an additional Extended Hardware Warranty after the first year expires. The Exchange Warranty on the above scanners is a three year exchange, next business day delivery.

(8) Scanner Exchange Warranty @ $320.00 each.
D. IMPLEMENTATION SERVICES

These services are included in the Implementation Cost:

- Detail consultation with client to review existing systems and procedures. One on-site trip.
- Setup of connectivity for all hardware associated with ReCo/EZ-Scan.
  * Note: Modifications and/or relocation of county's existing facilities (furniture, countertops, etc) are not included in hardware setup. Nortech can only provide suggestions
- Software Installation/Testing.
- Project Management/Travel Expenses

The County will need to grant NORTECH remote access using www.fastsupport.com "Go TO ASSIST" for the initial setup.

This will expedite the implementation process and will also eliminate the cost of an on-site visit.

E. TESTING / TRAINING / GO-LIVE

Included in this service are three trips on-site at the client's offices for:

- Training for the client's personnel staff on RECO/EZ-Scan
- Nortech personnel on-site for the Go-Live of the ReCo/EZ-Scan Software

F. ANNUAL MAINTENANCE/ SUPPORT FEE (EZ-Scan)

This is a recurring charge that will be invoiced on an annual basis. PST (owner of EZ-Scan) requires an annual maintenance fee for EZ-Scan users. The fee is based on the number of EZ-Scan workstations.
## ADD EZ-SCAN TO RECO

### A. EZ-SCAN MODULES

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8) Total EZ-Scan Units</td>
<td></td>
</tr>
<tr>
<td>Interface - ReCo/EZ-Scan</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>EZ-Scan PRO License (First License)</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>EZ-Scan PRO License (7) Additional @ $1500 Each</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>EZ-Scan BarCode/OCR Plug-In</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>EZ-Scan A2iA Check Recog Plug-In</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>(Max 300,000 Documents Per Year)</td>
<td></td>
</tr>
<tr>
<td>EZ-Scan PRO SQL Site License</td>
<td>$1,700.00</td>
</tr>
</tbody>
</table>

**TOTAL SOFTWARE**

$31,500.00

### B. SOFTWARE CUSTOMIZATION

(100) Hrs @ $150.00/Hr

$15,000.00

### C. IMPLEMENTATION SERVICES (Includes Four Trips)

Set-Up, Install and Test
ON-SITE for ReCo/EZ-Scan Go-Live

$14,900.00

**TOTAL SOFTWARE/SERVICES**

$61,400.00

### D. EZ-SCAN SOFTWARE MAINTENACE/SUPPORT

$10,150.00

**TOTAL MAINTENACE/SUPPORT**

$10,150.00

### E. HARDWARE

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon CR-190II Scanner (3) @ $3595 ea</td>
<td>$10,785.00</td>
</tr>
<tr>
<td>Panini Vision 75-100 Scanner (5) @ $1155.00 ea</td>
<td>$5,775.00</td>
</tr>
<tr>
<td>3 Year Scanner Exchange Warranty $320.00 ea</td>
<td>$2,560.00</td>
</tr>
</tbody>
</table>

**TOTAL HARDWARE**

$19,120.00

### COST SUMMARY

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOFTWARE / SERVICES</td>
<td>$61,400.00</td>
</tr>
<tr>
<td>HARDWARE</td>
<td>$19,120.00</td>
</tr>
<tr>
<td>SOFTWARE MAINTENANCE/SUPPORT (ANNUAL)</td>
<td>$10,150.00</td>
</tr>
</tbody>
</table>

**TOTAL SOFTWARE/SERVICES**

$90,670.00
FAST, DYNAMIC CHECK PROCESSING

Deliver high performance, reliability, and image quality to production check processing with Canon's imageFORMULA CR-190i II high-volume check transport. With a convenient countertop design and versatile document handling, the CR-190i II check transport can help meet even the toughest challenges.

WIDE RANGE OF USES

The CR-190i II check transport can assist in handling large volumes of checks to improve the efficiency of payment processes and treasury management in areas such as financial institutions, utilities, and other organizations. Many features of the CR-190i II check transport are ideal for high-volume remittance processing, lockbox, and back-office/branch capture. Bundled with the Silver Bullet Ranger API, this check transport can help ensure compatibility with virtually any check processing software application.

DYNAMIC AND RELIABLE PERFORMANCE

Capable of scanning up to 190 items per minute,* the CR-190i II check transport can perform real-time, dynamic, four-line endorsement. Equipped with a high-capacity, 250-item Automatic Document Feeder (ADF), it can reliably handle a wide variety of document types, including business and personal checks, thicker items such as rebate check cards, deposit and withdrawal slips, coupons, tickets, and envelopes. The CR-190i II check transport also includes two 200-item eject pockets that can be used individually or virtually combined to form one large pocket with output items “waterfalling” or alternating between each physical pocket for increased output capacity as required. These eject pockets are supplemented with an additional 50-item pocket for three-way sorting capability. The built-in jogger provides optimal item alignment to help eliminate misfeeds, and the ultrasonic double-feed detector helps to ensure no data is lost when double-feeds are detected.

PRECISE IMAGE QUALITY

The CR-190i II check transport builds on Canon’s high-precision optical technology expertise to deliver high image quality. Image processing features such as Fine Text Filtering allow for clear image capture with less distortion, resulting in better OCR accuracy. This scanner also uses magnetic/optical character recognition (MOCR) technology, which combines MICR reading with OCR processing, to help accurately capture MICR data. These features enable small details and other valuable check information to be captured and reproduced with clarity and precision.
EFFICIENT DESIGN
The CR-190i II check transport's countertop size and easy-access design allows it to fit into environments that are vigorous with activity. Durable materials, enclosed mechanics, and an easy-access paper path allow operators to conveniently perform basic maintenance tasks, such as changing the imprinter's ink cartridge, clearing jams, and cleaning the scanning glass.

ENVIRONMENT IN MIND
The CR-190i II check transport meets ENERGY STAR® guidelines for energy efficiency and complies with both the EU RoHS and WEEE directives for the reduction of hazardous substances and waste products.**

SPECIFICATIONS
- **Type**: High-Volume Check Transport
- **Document Feeding**: Automatic
- **Document Size**
  - Width: 2.7” - 4.3”
  - Length: 4.7” - 9.6”
- **Document Weight**
  - Automatic Feeding: 0.003” - 0.008” (17 - 40 lb. Bond)
  - Bypass Mode: 0.003” - 0.02” (17 - 112 lb. Bond)
- **Feeder Capacity**: 250 Sheets
- **Scanning Element**: Contact Image Sensor (CMOS)
- **Scanning Modes**: Grayscale, Black and White
- **Optical Resolution**: 1200 dpi
- **Output Resolution**: 100/120/150/200/240/300 dpi
- **Grayscale**: 256-Level, 15-Level
- **Scanning Speeds**
  - Simplex: Up to 190 cpm
  - Duplex: Up to 190 cpm
  - Black and White: Up to 190 cpm
  - Grayscale: Up to 190 cpm
- **MICR/OCR**
  - **MICR**: E13B/CMC-7
  - **OCR**: E13B/OCR-A/OCR-B /Universal Character
- **Interface**: Hi-Speed USB 2.0
- **Supported OS**: Windows Vista/7/8/8.1/10
- **Dimensions (H x W x D)**: 8.4” x 18.7” x 10.7”

- **Weight**: Approx. 18.5 lb.
- **Power Consumption**: 49 W or Less (Sleep Mode: 2.7 W or Less)
- **Suggested Daily Volume**: 24,000 Scans***
- **Bundled Software**: Silver Bullet Ranger Driver with IQA, Canon Scanning Utility Software
- **Options**: Exchange Roller Kit, Imprinter Ink Absorber, eCarePAK Extended Service
- **Item Number**: 1009C002

CUSTOMER CARE
For investment protection, eCarePAK options are available to extend service protection beyond the initial, one-year advanced exchange warranty period. This helps save on costs associated with post-purchasing maintenance and helps maximize uptime throughout the product life.

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has qualified this model as meeting the ENERGY STAR energy efficiency criteria through an EPA recognized certification body. ENERGY STAR and the ENERGY STAR mark are registered U.S. marks. Canon is a registered trademark of Canon Inc. in the United States and may also be a registered trademark or trademark in other countries. imageFORMULA is a registered trademark of Canon Electronics, Inc. All other referenced product names and marks are trademarks of their respective owners. Specifications and availability subject to change without notice. Not responsible for typographical errors. ©2015 Canon U.S.A., Inc. All rights reserved.
Vision X

Providing all essential functionality required by distributed check capture, the Panini Vision X is the acknowledged world leading check scanning platform, with an unparalleled installed base.

The Panini Vision X...

Offers best-in-class reliability and lowest total cost of ownership for distributed check capture based on our core competencies of system scalability, MICR read accuracy, superior image quality, smooth document handling, and professional service. Coupled with a modern, ergonomic and accessible design, and quiet operation.

Helps Financial Institutions take full advantage of image-based check truncation (Check 21 in the United States) in teller or branch applications, by lowering their operational costs and enhancing the customer experience.

Can be further enriched - when used for teller image capture (TIC) - with the addition of Multi-Function System hardware modules (MFS), which provide a number of complementary teller functionalities while preserving ergonomics, footprint and integration.

Is equally efficient in Remote Deposit Capture applications, and in processing non-check documents such as utility bills, meal vouchers, coupons and more.

"Northern Trust needed a cost-effective, high quality check imaging solution that could accommodate the needs of multiple users, occupy a small space, and reliably handle a variety of transaction volumes in different branch locations. The results have exceeded our expectations."

Michael Valdez,
Vice President, Northern Trust Personal Financial Services
Vision X

Advanced Printing Options
1-line dot printer for basic check endorsement, or Advanced Graphics Printer (AGP) for rich endorsement, validation, or cut sheet receipts including up to 4 lines of text, signatures, logos, and other graphics.
SmartJet function can be used to define whether to print an item and what to print.

One or Two Pockets
The standard single pocket can hold up to 300 documents ensuring sequence integrity.
A two-pocket model Vision X II is available for applications requiring physical document sorting (e.g., seminar, document, expense report, payment coupon).

Ergonomic Feeder
The patented 3-mode feeder allows single document drop feed, multi-feed with one hundred feeding of a small batch or a larger batch up to 300 documents by expanding the feeder opening.

Scalability
Feeder capacity, device throughput (50, 75, 100+ DPM, resulting in up to 125 DPM on single-pocket model), and software options are easily upgradable via software key, to accommodate a broad range of transaction volume, processing time, and decoding requirements.

www.panini.com

PANINI S.p.A. (headquarters)
Via Pi, 39
10124 Torino, Italy
Phone +39 011 846 6011
E-mail info@panini.com

PANINI North America
577 Congress Park Drive
Dayton, OH 45459 (USA)
Phone +1 937 791 2195
E-mail info@panini.com

PANINI Limitada
R. Francisco Lemos, 469, cj 901, Pinheiros
CEP 05414-025, São Paulo, Brazil
Phone +55 11 3168 3521
E-mail info@panini.com
TO: James Alford, Director, Data Processing
FROM: Lynn Cooper, Chief Deputy Treasurer
DATE: June 22, 2018
RE: 2018 ReCo Cashiering Software and Hardware

The Montgomery County Treasurer’s Office is requesting approval from the Data Processing Board for the addition to the EZ-Scan Scanning Software and Hardware to the existing ReCo Cashiering Systems currently used. The total amount of the purchase will be approximately $90,670.00, paid from capital funds appropriated by OMB and the Treasurer’s General Fund.

The specifications and quote are attached for your review. The Treasurer’s current scanning software and hardware is at its end of life and must be replaced as soon as possible. The Nortech EZ-Scan Software and Hardware system will be an upgrade to our existing system and will eliminate multiple integration points between separate systems, remove existing dependencies to the very outdated old cashiering system, and allow for work flow efficiencies for both the Treasurer and Auditor’s office.

Please include this request for approval on the next Data Processing Board meeting on July 11, 2018. If you need any further information, please feel free to contact me at 496-3037.
INTEROFFICE MEMORANDUM

TO: Karl Keith, Montgomery County Auditor

FROM: Garth McLean, Workforce Manager, Business Services

DATE: June 27, 2018

SUBJECT: ADP Board Request for Northwoods Consulting Partners, Inc. services at the Job Center

CC: Michael Colbert, Marvene Mitchell, Uchenna Youngblood, Shawn Dunlavy

The purpose of this memorandum is to request deliverable work products for implementation of a Desktop Productivity solution for Montgomery County Development Services, 1111 S. Edwin C. Moses Blvd., Dayton, Ohio 45422.

We are requesting to purchase an electronic document management solution that includes a workflow for monitoring the assimilation of documents and forms, electronic signatures, and supervisor approval in each stage related to Workforce Development processes.

Our solution will connect the Ohio Workforce Case Management System (OWCMS) and an electronic version of the current paper case file system used in tracking and documenting Workforce participant’s sensitive information and Key Performance Indicators in Montgomery County Development Services.

This request is to amend the purchase agreement with Northwoods Consulting Partnership, Inc. currently in use in Montgomery County.

We request that the purchase of this electronic document management solution, at the Job Center, is not to exceed $190,000 over a three-year period. The contract budget is in place for this amount to be paid out of the Public Assistance fund.
Automatic Data Processing Board Checklist

Department: Development Services  Name: Garth McLean

Is the department purchasing off state term?  Yes ☑ No ☐

Is the department purchasing off GSA?  Yes ☐ No ☑

Is this purchase considered an upgrade?  Yes ☐ No ☑

Replacement?  Yes ☐ No ☑

New Purchase?  Yes ☑ No ☐

The amount of this purchase will not exceed.  $190,00000

The funding for this purchase will come from:  PA Funding

Are there any integrations issues?  Yes ☐ No ☑

If yes, explain:

Were your system specifications developed internally or by and outside vendor/source?

Northwoods Consulting Partners Inc. is the outside vendor source.

If outside vendor/source, identify:

Northwoods Consulting Partners, Inc. assisted with the development of the electronic document management solution that includes a work flow for monitoring the assimilation of documents and forms, electronic signatures, and supervisor approval.
Statement of Work

Workforce Development Desktop Productivity Project

Presented to
Montgomery County Workforce Development

Document Version
Version 1.0

Date
May 18, 2018
Copyright and Trademark Notice

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<td>Workforce Development Desktop Productivity Project</td>
<td></td>
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<td>Objectives</td>
<td>12</td>
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<td>12</td>
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<td>Objectives</td>
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<td>Responsibilities</td>
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<td>Phase 3—Test Phase</td>
<td>15</td>
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<tr>
<td>Objective</td>
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</tr>
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<td>Responsibilities</td>
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<td>Phase 4—Deploy Phase</td>
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<td>Objective</td>
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<td>Responsibilities</td>
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<td>Phase 5—Closeout Phase</td>
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<tr>
<td>Objective</td>
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<td>Responsibilities</td>
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<td>Location and Hours of Work</td>
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<td><strong>Appendix A — Deliverable Review Procedures</strong></td>
<td>1</td>
</tr>
<tr>
<td>Review Methods</td>
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<td>Formal Evaluation</td>
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<tr>
<td>Functional Review</td>
<td>2</td>
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<td>Walk-Through Inspection</td>
<td>3</td>
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<tr>
<td>Acceptance Log</td>
<td>4</td>
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<td>Timeliness</td>
<td>4</td>
</tr>
<tr>
<td><strong>Appendix B — Change Management</strong></td>
<td>1</td>
</tr>
<tr>
<td>Change Control Process</td>
<td>1</td>
</tr>
</tbody>
</table>
Purpose

This Statement of Work (SOW) is an agreement between the Montgomery County Workforce Development (WD) (Montgomery County WD or customer) and Northwoods Consulting Partners, Inc. (Northwoods). The purpose of this SOW is to define the scope of work and deliverable work products for implementation of a Desktop Productivity solution within the Montgomery County Workforce Development. Included in this solution is workflow for monitoring the assimilation of documents and forms, electronic signatures, and supervisor approval in each stage related to Workforce Development processes. This SOW specifies the work to be done by the Project Team in developing or producing the goods or services as related to the project. Any requests for services and/or system functionality that exceed the scope specified in this SOW are subject to Change Management.\(^1\)

\(^1\) See "Appendix B — Change Management."
Project Scope

The project scope defines the project objectives and deliverables. The Project Team uses the project scope to stay focused and deliver the intended work products according to specifications.

Objective

The project objective is to make a Desktop Productivity solution operational in a production environment for Workforce Development within the Montgomery County:

Deliverables

The following project deliverables are subsidiary elements of the final project product, each with its own separate but interdependent deliverable scope:

- Baseline Project Schedule
- Baseline Application Configuration
- Autofill File and ETL Requirements Document
- ETL Baseline Configuration
- Forms Conversion
- System Testing Results
- Client Hardware Deployment
- System Administration Training
- End-User Training
- Implementation Support

Deliverable review procedures are described in "Appendix A — Deliverable Review Procedures."

Acceptance Criteria

The following table provides a deliverable description and identifies the review method and acceptance criteria standards for each deliverable in this project.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Acceptance Criteria</th>
</tr>
</thead>
</table>
| Baseline Project Schedule | Defines work breakdown activities associated with developing project deliverables and executing project work. | Review Method: Formal Evaluation
The delivered Project Schedule addresses:
- Deliverable task activities
- Estimated start and finish dates for all task activities
- Intermediate and terminating milestones
- Summary tasks that roll up task activities |
<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Acceptance Criteria</th>
</tr>
</thead>
</table>
| Baseline Application Configuration  | Defines the configuration of application software to Functional Specifications. | Review Method: Functional Review  
A prototype review has been delivered and confirms that Release to Production criteria have been achieved. |
| Autofill File and ETL Requirements Document | Details how Extract Transform Load (ETL) will be configured to satisfy data import requirements. | Review Method: Formal Evaluation  
The Autofill and ETL Requirements Document has been delivered and addresses how ETL will be configured to satisfy data import requirements. |
| ETL Baseline Configuration          | Defines the configuration of Extract Transform Load (ETL).                  | Review Method: Functional Review  
Consistent with Purchase Agreement, ETL has been configured to the approved Software Design Specification.  
Preliminary ETL configuration settings have been placed under configuration management and baselined as a benchmark and reference point for future system changes. |
| Forms Conversion                   | Includes the conversion of existing paper-based and electronic forms into Compass Forms format by Montgomery County forms designers. | Review Method: Functional Review  
The Forms Design Workshop has been delivered by the Northwoods training instructor. |
| System Testing Results             | Lists all requirements and the result of the test of each requirement.       | Review Method: Formal Evaluation  
The delivered System Testing Results show the outcomes of the testing conducted by Northwoods. |
| Client Hardware Deployment (CHD)    | Includes the installation and configuration of all client-side hardware by Montgomery County. | Review Method: Walk-Through Inspection  
The system hardware (as noted in the Purchase Agreement) has been installed and is ready for production use. |
<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Acceptance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Administration</td>
<td>Includes the necessary technical training and documentation for Desktop</td>
<td>Review Method: Functional Review</td>
</tr>
<tr>
<td>Training</td>
<td>Productivity system administrators to perform recurring and intermittent</td>
<td>Consistent with the course description and approved training schedule, system</td>
</tr>
<tr>
<td></td>
<td>configuration and maintenance activities.</td>
<td>administration training has been delivered for up to four Montgomery County/IT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>system administrators.</td>
</tr>
<tr>
<td>End-User Training</td>
<td>Includes training necessary to enable end users and their supervisors</td>
<td>Review Method: Functional Review</td>
</tr>
<tr>
<td></td>
<td>to independently operate primary system functions.</td>
<td>Consistent with the approved training schedule and course descriptions, training has</td>
</tr>
<tr>
<td></td>
<td></td>
<td>been conducted in accordance with the &quot;Training and Implementation Support&quot; section of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>this document.</td>
</tr>
<tr>
<td>Implementation Support</td>
<td>Includes the post-training personal assistance for end users by Northwoods</td>
<td>Review Method: Functional Review</td>
</tr>
<tr>
<td></td>
<td>personnel.</td>
<td>Implementation support has been provided in accordance with the &quot;Training and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Implementation Support&quot; section of this document.</td>
</tr>
</tbody>
</table>
Work Activities

The work activities in this section define the tasks necessary for the successful installation, design, implementation, and deployment of the Desktop Productivity solution.

Project Planning and Management

The Northwoods Project Manager is responsible for ensuring the satisfactory and timely completion of each project task by planning, organizing, motivating, and controlling human and equipment/material resources and applying project management methodologies including the following:

- Calendar of Events and Deadlines—For the duration of the project, establish, review, and communicate project events and deadlines.
- Change Management—Track and monitor change requests for anything affecting scope, time, or cost for the project. Identify and process in-scope and out-of-scope requests.
- Communications Management—Provide project status updates and communication. Use appropriate communication channels to ensure visibility and cooperation by communicating status and relevant news about the project to key stakeholders. Provide regular status reports to the Montgomery County Project Manager and key customer stakeholders.
- Customer/Stakeholder Relationship Management—Establish expectations and a common purpose; manage said expectations.
- Deliverable Management—Facilitate the configuration and implementation of project deliverables and deliverable review procedures.
- Document Repository and Control—Identify documents to be crafted and maintained by the Project Team. Establish a Project Document Library and document standards. Communicate documentation standards to the Project Team.
- Issue and Risk Management—Assign issues to team members for resolution and/or follow up. Assign a rank to risks to identify the likelihood and severity of a risk should it happen. Identify methods to mitigate or eliminate the risk. Communicate potential risks and issues that may affect the schedule, budget and/or project deliverables to key stakeholders. Identify schedule variance and potential problems.
- Leadership and Decision Support and Prioritization—Identify decision owners and proactively support the project decision-making process. Determine the relative priority of decisions.
- Quality Management—Apply quality assurance and quality control procedures during the development and deployment of project deliverables, and all other facets of the project from Initiation through Project Closure.
- Resource Management—Provide fair and efficient management of project resources from Initiation through Project Closure.
• Work Breakdowns, Schedules, Milestones—Assign work activities and target completion dates required for the Project Team. Review and approve task updates for the Project Team. Adjust the Baseline Project Schedule and/or reassign resources as necessary.

During each phase of the project, Northwoods will create deliverables that describe what will be implemented and how the implementation will occur. The Northwoods Project Manager and Montgomery County Project Manager mutually agree on the format and frequency of status reports and status review meetings.

The Northwoods Project Manager manages project activities and resources, tracks project status for the duration of the project, and reports the project status regularly. During the Startup Phase of the project, the Northwoods Project Manager develops the Baseline Project Schedule deliverable and meets with the Montgomery County Project Manager to review the schedule, recommend changes (if needed), and approve the final Baseline Project Schedule.

The Northwoods Project Team monitors and updates the task activities as they are completed. The Northwoods Project Manager routinely evaluates the schedule to compare baseline data against actual performance. As a result, the Northwoods Project Manager identifies schedule variance and potential problems, adjusts the schedule and/or reassigns resources, and reports progress to appropriate stakeholders and team members.

System Infrastructure

The system’s test and production environments will reside on Montgomery County’s existing network and server infrastructure in a hosted centralized server and storage environment. The system is designed as a day-forward system without provisions to capture backfile or historical data.

Server Environment

Server infrastructure setup includes the necessary steps to develop the database and application servers (physical or virtual server) for the test and production environments.

The following table provides a description of each environment and identifies the degree to which access and changes are controlled.

<table>
<thead>
<tr>
<th>Environment</th>
<th>Description</th>
<th>Change/Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>The software versions, permissions, and configuration settings in this environment are nearly identical to the production environment. This environment also accommodates development/testing data and scenarios for end-user testing.</td>
<td>Moderately controlled</td>
</tr>
<tr>
<td>Environment</td>
<td>Description</td>
<td>Change/Access</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Production</td>
<td>The production system is the final production environment in which the system will operate once it has been deployed. Configuration changes may be made directly in this environment. Any database or code change must be successfully applied to the test environment prior to being propagated to the in-production environment.</td>
<td>Strictly controlled</td>
</tr>
</tbody>
</table>

Client Hardware Procurement

Consistent with the Purchase Agreement, client hardware procurement includes ordering and taking inventory of client hardware to ensure that it is available for deployment to the end-user community.

Business Analysis and System Design

The Northwoods Project Team interviews subject matter experts from Montgomery County to determine which business processes will be affected and how the required changes can be best managed (discovery). As a result, the Northwoods Project Team identifies which capabilities the application should include, develops the Functional Specifications document, and prioritizes testing requirements.

Baseline Application Configuration

The Northwoods Project Team configures the Desktop Productivity solution per the Functional Specifications document. The team then tests the complete, integrated production system to confirm the system complies with the specified requirements.

Forms Conversion

Forms Conversion consists of all activities required for the Montgomery County forms designers to convert existing paper-based and electronic forms into Compass Forms format.

Client Hardware Deployment

Client Hardware Deployment includes those activities required to make the Desktop Productivity client-side hardware available for use. Montgomery County IT is responsible for the deployment of client hardware to end-user workstations.
Client Software Deployment

Software deployment includes those activities necessary to make client-side software available to the end-user community. Montgomery County IT is responsible for the deployment of client software to end-user workstations using software deployment scripts.

Single sign-on

Northwoods will spend up to 4 hours to determine the level of effort for deployment of single sign-on for the workers. Northwoods will make a recommendation after discovery to Montgomery Workforce Development.

Data Import

An autofill source that allows client data to be automatically attached to documents and populated on forms is an important part of the solution because it reduces manual data-entry time, reduces the potential for erroneous and duplicate entries, and ensures consistency between systems.

To import existing data, the solution will use a custom autofill extract file provided by Montgomery County from Ohio Workforce Case Management System (OWCMS) to streamline document indexing. The autofill extract file should contain First Name, Last Name, SSN, DOB, and Case Manager. Other data fields may be added once the Northwoods Project Team has reviewed the autofill extract file.

After receiving the autofill extract file from OWCMS, the Northwoods project team will complete preliminary configuration of application software to receive the autofill data file and will work with Montgomery County to test the autofill results. After testing has been successfully completed, the Northwoods project team will work with Montgomery County to create an import process to update the OWCMS data daily.

If data cannot be provided in a flat file format, additional discovery and professional service cost may be required. Please note, however, that the import download data is not required for the proposed solution to be successfully implemented and adopted.

System Testing

The Northwoods Project Team tests the complete, integrated production system to confirm the system complies with specified requirements. System Testing involves testing of the complete end-to-end system to verify all system functional and performance requirements. This stage of testing includes the execution of a comprehensive set of functional and operational tests.
Release to Production

The Northwoods Project Team conducts a prototype review of the Desktop Productivity solution to ensure that the configuration baseline is accurate.

A configuration baseline is a collection of similar configuration items (CIs) that constitute the system configuration at a specific point in time. Creating and maintaining baselines is important because it provides a structure for orderly development of the system. Each new baseline, and its associated changes, collectively represents the evolution of the system. As the system evolves, changes are more strictly documented and controlled.

Baseline categories include:

- Conceptual Baseline (changes not controlled)—Provides direction to project scope and serves as a reference point to focus future work. (Baseline of existing processes)
- Functional Baseline (changes loosely controlled)—Represents requirements that capture the needs of the customer. (Baseline of proposed processes)
- Preliminary Baseline (changes moderately controlled)—Establishes the benchmark configuration once requirements are approved. (Baseline of configured processes)
- Test Baseline (changes strictly controlled)—Reflects the configuration release for testing. (Baseline of configured processes after prototype review)
- Production Baseline (changes by change order only)—Reflects a completed, client-accepted system that is ready for the production release. (Baseline of approved processes)

Training and Implementation Support

In our experience, adults learn more effectively when they see and use technology multiple times. With that in mind, Northwoods has developed an iterative, multi-layered approach to training and implementation support. These training and support levels are demonstration, video overview, classroom training, and business integration support.

Demonstration

The first step in training is to demonstrate what the solution is going to do for the agency. This demonstration is very high level and shows all end users the software and the potential of the solution.

Video Overview

The next step in the training process is a set of videos that walk through various features of the solution. These Core Training videos are 2 to 3 minutes in duration and are highly recommended for all users to view prior to classroom training. The number of videos is determined by the number of modules being implemented. The videos can be viewed multiple times if needed to better prepare users for classroom training.
Classroom Training

The Northwoods Project Team develops an implementation approach that provides the strategies necessary for the Montgomery County stakeholders to independently operate and maintain the Desktop Productivity system. It takes into account the training needs, priorities, resources, roles, and responsibilities for each stakeholder group engaged in the project. After training, users will have the knowledge and tools necessary to be successful.

The Northwoods Training Instructor is responsible for delivery of the following training courses.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Description</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Forms Center Manager Workshop</td>
<td>During this course, up to five agency-designated forms designers convert existing paper-based and electronic forms into Compass Forms format.</td>
<td>Instructor-led</td>
</tr>
<tr>
<td>Compass Pilot Front Desk and Mail Processor Training</td>
<td>During this course, front desk/reception staff and mailroom staff learn to perform document capture and basic retrieval using Desktop Productivity software and related hardware peripherals.</td>
<td>Instructor-led</td>
</tr>
<tr>
<td>Compass Pilot Core Video Training</td>
<td>During this self-paced course, end users are introduced to basic Compass Pilot features. The course focuses on fundamental product knowledge as self-paced lessons guide each learner through a structured outline. Learners may pause and repeat each lesson as necessary.</td>
<td>Web-based</td>
</tr>
<tr>
<td>Compass Pilot Case Manager Skills Training</td>
<td>During this course, case managers learn to perform case work activities using basic software functionality and related hardware peripherals.</td>
<td>Instructor-led</td>
</tr>
<tr>
<td>Application Administration Training</td>
<td>During this course, system administrators learn to administer and troubleshoot system applications.</td>
<td>Instructor-led</td>
</tr>
</tbody>
</table>

Business Integration Support

This step is arguably the most important step for the solution to achieve overall success. Up to this point, end users have seen and learned what the solution could and will do based on the features of the software. During the business integration support (BIS) step, the end users learn how to use the software in their daily activities.

BIS provides a Northwoods representative that works alongside the caseworker in a live environment with a client present. This support promotes trust and confidence not only in the software but also with business processes being implemented. Having Northwoods available for support increases user knowledge, confidence, adoption, and reduces the likelihood that users will resort back to a paper-based system. Additionally, Northwoods helps Montgomery County develop best practices for the solution. Northwoods’ recommendations
are a result of experience in over 200 implementations of varying size and complexity in 12 states and 1 U.S. territory.

In the event of technical issues, having a Northwoods representative onsite and available to troubleshoot allows for a quick resolution and reduces or eliminates user downtime.

During Full Production Deployment, the Northwoods Project Team provides in-unit implementation support to assist end users with adoption of software features during actual work performance; communicate new/revised processes, policies and practices; and reinforce the application of best practices.

Training Schedule

A training schedule is mutually developed by the Northwoods Project Manager and the Montgomery County Project Manager as a document separate from the Baseline Project Schedule. It provides scheduled dates, timeframes, and locations for all proposed sessions. The purpose of the training schedule is for the Montgomery County Project Manager to schedule end users for appropriate training sessions for each course.

Training Facilities and Environment

All instructor-led classroom training sessions take place in a training environment provided by Montgomery County.

Work Requirements

The project is organized in phases that define the work required for a successful project.

Phase 0—All Phases

The following work requirements define the specific tasks the Project Team will complete throughout all project phases. The timeline for completion is determined by the Baseline Project Schedule developed by the Northwoods Project Manager and approved by the Montgomery County Project Manager.

Responsibilities

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Facilitate status review meetings with the Project Team throughout the duration of project to review progress and detailed plans, and identify and communicate potential risks and issues that may affect the schedule, budget, or deliverables.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>2</td>
<td>Attend status review meetings.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Location</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------</td>
<td>-------------------</td>
<td>----------</td>
</tr>
<tr>
<td>3</td>
<td>Prepare and distribute written status reports.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>4</td>
<td>Review written status reports.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Phase 1—Startup Phase**

Project startup represents one of the most important aspects of the overall project. It focuses specifically on planning and communication. Without a solid foundation and plan, the rest of the project can be uncoordinated and difficult to manage. During this phase, we focus on all aspects of project initiation and planning, which allows us to monitor, control, and complete the project within time and budget constraints while meeting all required deliverables.

**Objectives**

1. Plan and initiate the project.
2. Assemble the Project Team and secure required resources.

**Responsibilities**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify Northwoods Project Team members and provide the Montgomery County Project Manager with appropriate contact information.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>2</td>
<td>Identify and assign the Montgomery County Project Team members.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Facilitate planning meeting with Project Sponsor and other key stakeholders to outline project goals and roles and responsibilities of team members; clarify the expectations of all parties; and create a shared commitment toward project success.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>4</td>
<td>Attend planning meeting with Project Team to outline project goals and roles and responsibilities of team members; clarify the expectations of all parties; and create a shared commitment to project success.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Facilitate technology meeting with Montgomery County staff to identify technical requirements and discuss implementation timelines.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Location</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>6</td>
<td>Attend technology meeting with Northwoods.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Review project management procedures with the Montgomery County Project Manager.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>8</td>
<td>Review the format and frequency of status reports with the Montgomery County Project Manager.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>9</td>
<td>Develop and submit Baseline Project Schedule to the Montgomery County Project Manager for review.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>10</td>
<td>Evaluate and approve the Baseline Project Schedule.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>11</td>
<td>Provide the Montgomery County Project Manager with work activities and target completion dates required for Montgomery County and Montgomery County Project Team members.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>12</td>
<td>Schedule agency staff and provide facilities/equipment for project kickoff meeting.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Phase 2—Design Phase**

This phase includes the objectives and responsibilities for designing the business and system requirements for the project.

**Objectives**

1. Identify business (functional) and system (nonfunctional) requirements.
2. Complete preliminary system design.

**Responsibilities**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide consultation and appropriate documentation for Montgomery County to perform a site survey and identify site modifications necessary to accept project hardware and software.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>2</td>
<td>Procure peripheral hardware based on recommendations.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Location</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>----------</td>
</tr>
<tr>
<td>3</td>
<td>Provide appropriate consultation and/or documentation for Montgomery County staff on submitting TSSP to OWD to request network modifications.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Grant local administrator rights on database and application servers to the Northwoods Project Team.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Perform registration/licensing for OnBase software installed on database and application servers.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>6</td>
<td>Perform registration/licensing for Compass software installed on database and application servers.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>7</td>
<td>Facilitate business requirements interviews with Montgomery County subject matter experts.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>8</td>
<td>Participate in business requirements interviews.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>9</td>
<td>Develop functional specifications.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>10</td>
<td>Develop and submit Autofill and ETL Requirements Document to the Montgomery County Project Manager for review.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>11</td>
<td>Evaluate and approve the Autofill and ETL Requirements Document.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>12</td>
<td>Provide consultation to assist Montgomery County staff in reviewing/updating forms library to prepare for forms conversion.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>13</td>
<td>Review existing forms library and update existing forms as needed to prepare for conversion.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>14</td>
<td>Configure software according to functional specifications.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>15</td>
<td>Deliver Compass Forms Center Manager training for the Montgomery County forms designers.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>16</td>
<td>Develop and submit Transitional Procedures to the Montgomery County Project Manager for review.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>17</td>
<td>Evaluate Transitional Procedures.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>18</td>
<td>Replicate preliminary Desktop Productivity software configuration into all additional environments.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
</tbody>
</table>
Phase 3—Test Phase

The Northwoods Project Team tests the complete, integrated production system to confirm the system complies with specified requirements. System testing involves testing of the complete end-to-end system to verify all system functional and performance requirements. This stage of testing includes the execution of a comprehensive set of functional and operational tests.

Objective

1. Verify that all functional and nonfunctional requirements are satisfied prior to full-scale production implementation.
2. Verify Production Release Criteria have been achieved.

Responsibilities

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop and submit Test Procedures to the Montgomery County Project Manager.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>2</td>
<td>Evaluate Test Procedures.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Perform system integration testing.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>4</td>
<td>Facilitate prototype review with the Montgomery County Project Team.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>5</td>
<td>Participate in prototype review.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Develop and submit System Test Results to the Montgomery County Project Manager.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>7</td>
<td>Evaluate the System Test Results.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Phase 4—Deploy Phase

This phase includes the objectives and responsibilities for deploying the project, including an iterative, multilayered approach to training and implementation support.

Objective

1. Deploy client hardware and software.
2. Train and support end users on system functions and new/revised business processes.
3. Train System and Application Administrator(s).

Responsibilities

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop and submit training schedule to the Montgomery County Project Manager for review.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>2</td>
<td>Evaluate and approve the training schedule.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Consistent with approved training schedule, provide the appropriate training facilities for onsite training sessions (available for setup one day in advance of any scheduled training).</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Consult on the deployment methodology for client software and provide installation scripts necessary to achieve deployment.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>5</td>
<td>Deploy client software associated with this SOW to worker machines utilizing deployment scripts.</td>
<td>Montgomery County</td>
<td>Onsite</td>
</tr>
<tr>
<td>6</td>
<td>Schedule training sessions, create rosters, and provide training equipment and logistical support.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Deliver Server Administration Training session.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>8</td>
<td>Deliver Application Administration Training session for Compass Pilot.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
<tr>
<td>9</td>
<td>Deliver Compass Pilot Front Desk and Mail Processor Training sessions.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>10</td>
<td>Deliver Compass Case Manager Skills Training sessions.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>11</td>
<td>Provide in-unit work-along implementation support for designated users.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>12</td>
<td>Attend in-unit work-along implementation support for designated users.</td>
<td>Montgomery County</td>
<td>Onsite</td>
</tr>
<tr>
<td>13</td>
<td>Validate system design and consult on operational procedures.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>14</td>
<td>Update configuration of hardware and software systems as needed, in accordance with the “Release to Production” section of this document.</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
</tbody>
</table>
Phase 5—Closeout Phase

This phase includes the objectives and responsibilities for finalizing the project.

Objective

2. Verify completion of work requirements and deliverable acceptance.
3. Verify Project Acceptance Criteria have been achieved.
4. Formally close the project.

Responsibilities

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review outstanding issues with the Montgomery County Project Manager.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>2</td>
<td>Review Project Acceptance Criteria with the Montgomery County Project Manager.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>3</td>
<td>Review maintenance and support protocol/procedures with Montgomery County IT and Montgomery County staff.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>4</td>
<td>Submit Project Acceptance form for signoff.</td>
<td>Northwoods</td>
<td>Onsite</td>
</tr>
<tr>
<td>5</td>
<td>Approve project acceptance.</td>
<td>Montgomery County</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Perform administrative closure: final invoicing; collection and archival of project records; release of project resources (for example, staff, facilities, and automated systems)</td>
<td>Northwoods</td>
<td>Remote</td>
</tr>
</tbody>
</table>

Location and Hours of Work

In order to decrease implementation costs and reduce deployment barriers, the work activities performed by the Northwoods Project Team are performed remotely and on location at Montgomery County. As a result, Montgomery County/IT must provide the following to the Northwoods Project Team:

- Open/escorted facility access for Project Team members (including after hours when work activities cannot be accomplished during normal business hours)
- Office space and/or cubicles with the ability to be secured and at least one active network jack (Ethernet connection), or wireless access point, and one electrical connection
- Office furniture (desk and chairs)
• Meeting rooms with an overhead projector, whiteboard, and supplies for conducting facilitated meetings (based on availability)
• Telephone (local calls only)

To the extent possible, onsite work by the Northwoods Project Team occurs during regular business hours. On occasion, the Northwoods Project Team may work onsite during evenings, nights, weekends, holidays, and other nonstandard work hours to maintain the Baseline Project Schedule. As a result, facility access during nonstandard hours may be necessary. Activities performed on location are indicated in the activity tables in the “Work Requirements” section of this document.

Project work can be performed remotely or on-site. Much of the project work will be performed remotely. When working remotely, the Northwoods Project Team ensures the effective exchange of information and transfer of knowledge by using alternate methods of communication including but not limited to email, teleconferencing, and remote network access.

Project Acceptance

The following acceptance criteria are used to acknowledge acceptance of the final project deliverable:

• All Northwoods assigned project work requirements have been completed.
• All project deliverables have been accepted.

The Northwoods Project Manager submits a Project Acceptance form once project acceptance criteria have been achieved. The Montgomery County Project Sponsor, or authorized designee, evaluates whether the final project deliverable meets project acceptance criteria listed above. If the final project deliverable meets the project acceptance criteria, the Montgomery County Project Sponsor, or authorized designee, signs the Project Acceptance form within five business days to acknowledge acceptance of the project.

Should the final project deliverable fail to conform to acceptance criteria, the Montgomery County Project Sponsor, or authorized designee, documents any deficiencies in the Project Acceptance form and returns the form to the Northwoods Project Manager within five business days. The Northwoods Project Manager then facilitates corrective action and resubmits the Project Acceptance form once corrective action is complete. If the Project Acceptance form is not returned to the Northwoods Project Manager within five business days, the project is considered accepted by the customer.

Project Assumptions

The following assumptions are used to acknowledge requirements and dependencies for the project.
<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Assumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>All project participants will provide the necessary resources (for example, human resources, facilities, and equipment) to complete assigned work activities within established timelines in the approved Baseline Project Schedule deliverable.</td>
</tr>
<tr>
<td>2</td>
<td>Project Management</td>
<td>The Northwoods Project Manager may attend status meetings in person or via teleconference.</td>
</tr>
<tr>
<td>3</td>
<td>Project Management</td>
<td>The Montgomery County Project Manager will coordinate activities for Montgomery County resources (for example, personnel and facilities).</td>
</tr>
<tr>
<td>4</td>
<td>Server Infrastructure</td>
<td>System performance is a function of network environment variables (for example, bandwidth, latency, and congestion). As a result, document submission and retrieval response times for end users will vary and are thus not guaranteed by Northwoods.</td>
</tr>
<tr>
<td>5</td>
<td>Server Environment</td>
<td>Montgomery County/IT will configure back-up jobs for all related systems, database, and data files, and recommend back-up procedures. Montgomery County will be responsible for daily back-up operations and maintaining current backed-up copies of pertinent system/data files.</td>
</tr>
<tr>
<td>6</td>
<td>Server Environment</td>
<td>An existing production server environment is in place from a previous installation/implementation.</td>
</tr>
<tr>
<td>7</td>
<td>Server Environment</td>
<td>Montgomery County/IT will provide the proper licenses for prerequisite server software to include Windows Operating System, Microsoft SQL Server, anti-virus protection, and required Client Access Licenses (CALs).</td>
</tr>
<tr>
<td>8</td>
<td>Server Environment</td>
<td>Montgomery County/IT will provide technical assistance during the performance work requirements, including but not limited to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Network connectivity and troubleshooting assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Network traffic analysis and bandwidth monitoring to isolate bottlenecks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Integration with existing systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Handling issues with server hardware before, during, and after rollout</td>
</tr>
<tr>
<td>9</td>
<td>Server Environment</td>
<td>Montgomery County IT will provide or use an existing SQL database. No additional database software is provided.</td>
</tr>
<tr>
<td>10</td>
<td>Server Environment</td>
<td>Montgomery County/IT will provide database and application servers within timeframes established in a mutually agreed upon Baseline Project Schedule.</td>
</tr>
<tr>
<td>Code</td>
<td>Section</td>
<td>Assumption</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>11</td>
<td>Client Hardware Procurement</td>
<td>Montgomery County/IT will purchase client hardware within timeframes established in a mutually agreed upon Baseline Project Schedule. Delays in purchasing client hardware may result in additional service costs and possible delays in the project.</td>
</tr>
<tr>
<td>12</td>
<td>Client Hardware Procurement</td>
<td>Northwoods will provide technical specifications for Montgomery County/IT to procure all necessary client hardware.</td>
</tr>
</tbody>
</table>
| 13   | Baseline Application Configuration | Montgomery County/IT will provide:  
  - Technical assistance as needed  
  - Appropriate security and network access levels to all required support systems related to the project  
  - Appropriate access levels, procedure documentation, and/or consultation for all supporting systems |
<p>| 14   | Baseline Application Configuration | Software configuration includes custom configuration of existing out-of-the-box features for each software product/module. Suggestions for changes/enhancements to software source code may be considered for future releases but implementation will not be contingent upon these changes. |
| 15   | Forms Conversion | In the event Montgomery County requests the Northwoods Project Team to import state forms previously converted by other customers, Northwoods will not be responsible for the accuracy or quality of state forms. |
| 16   | Forms Conversion | Montgomery County will be responsible for reviewing and updating all imported state forms. |
| 17   | Client Hardware Deployment | Montgomery County/IT will install client hardware within timeframes established in a mutually agreed upon Baseline Project Schedule. Delays in installing client hardware may result in additional service costs and possible delays in the project. |
| 18   | Client Hardware Deployment | Disposal of packing material will be the responsibility of Montgomery County/IT. |
| 19   | Client Hardware Deployment | Consumable supplies for printers and scanners will be the responsibility of Montgomery County/IT. |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Assumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Data Import</td>
<td>Montgomery County IT will provide an Autofill data file within timeframes established in a mutually agreed upon Baseline Project Schedule and in the format specified in the Autofill and ETL Requirements Document. Delays in providing the Autofill data file in the appropriate format may result in additional service costs and possible delays in the project.</td>
</tr>
<tr>
<td>21</td>
<td>Data Import</td>
<td>Autofill data file extracts will include records from &quot;Active&quot; cases included in the data file.</td>
</tr>
<tr>
<td>22</td>
<td>Data Import</td>
<td>Montgomery County IT will execute the test cases provided by the Northwoods Project Team and provide testing results to the Northwoods Project Manager within timeframes established in a mutually agreed upon Baseline Project Schedule. Delays in executing the test cases in the appropriate format may result in additional service costs and possible delays in the project.</td>
</tr>
<tr>
<td>23</td>
<td>Data Import</td>
<td>Changes to the Baseline ETL Configuration will be subject to Change Control Procedures.</td>
</tr>
<tr>
<td>24</td>
<td>Data Import</td>
<td>The initial data extract file will include all records for all active cases included in the data file. After the initial import, each period's extract file will include only records for active cases where any Autofill data element has changed from the previous data extract.</td>
</tr>
<tr>
<td>25</td>
<td>Data Import</td>
<td>If a client has more than one active case, a separate record for each case will be included in the extract file.</td>
</tr>
<tr>
<td>26</td>
<td>Data Import</td>
<td>The ETL process is responsible for deleting the extract files after they have been successfully captured on the Desktop Productivity server. If, for any reason, there is already one or more Autofill extract files in the file share location, the ETL process will place the new extract file in the file share location regardless.</td>
</tr>
<tr>
<td>27</td>
<td>Data Import</td>
<td>If there is no extract file generated for a given period, OnBase will expect the next extract to include records for cases changed during the preceding period.</td>
</tr>
<tr>
<td>28</td>
<td>Data Import</td>
<td>The Autofill file should be pipe separated (</td>
</tr>
<tr>
<td>29</td>
<td>System Access</td>
<td>Montgomery County will provide Northwoods with unrestricted local and remote (VPN) network access and appropriate security privileges to application server(s) for the Northwoods Project Team to complete configuration of application software.</td>
</tr>
<tr>
<td>Code</td>
<td>Section</td>
<td>Assumption</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>30</td>
<td>System Testing</td>
<td>Montgomery County IT will provide the appropriate network access and security privileges for designated testers.</td>
</tr>
<tr>
<td>31</td>
<td>Training</td>
<td>Core Training is a prerequisite course for all other training courses. Montgomery County will be responsible for ensuring all learners have completed Core Training prior to attending any other training sessions.</td>
</tr>
<tr>
<td>32</td>
<td>Training</td>
<td>Based on a mutually approved training schedule, the Montgomery County end users will attend each scheduled training session. Northwoods is not responsible for makeup training sessions.</td>
</tr>
<tr>
<td>33</td>
<td>Training Facilities and Environment</td>
<td>Montgomery County will provide an on-premises training facility for all scheduled classroom training sessions. The training facility must be available for setup one day in advance of any scheduled classroom training sessions. The training facility should include a whiteboard, projector (for presentations), desks, chairs, and computer workstations for up to ten learners and one training instructor.</td>
</tr>
<tr>
<td>34</td>
<td>Training Facilities and Environment</td>
<td>Computer workstations in the training facility will be connected to a test/training instance of the Desktop Productivity database.</td>
</tr>
<tr>
<td>35</td>
<td>Training Facilities and Environment</td>
<td>Montgomery County will provide PCs similar to current caseworker workstations for the training facility.</td>
</tr>
<tr>
<td>36</td>
<td>Training Facilities and Environment</td>
<td>The training facility must be able to support 17 caseworkers.</td>
</tr>
<tr>
<td>37</td>
<td>Out of Scope</td>
<td>Any activities not explicitly included in &quot;Work Requirements.&quot;</td>
</tr>
<tr>
<td>38</td>
<td>Out of Scope</td>
<td>Any modifications to the application software code. Suggestions for changes/enhancements may be considered for future software releases but implementation will not be contingent upon these changes.</td>
</tr>
<tr>
<td>39</td>
<td>Out of Scope</td>
<td>Imaging of closed case files (that is, backfile scanning).</td>
</tr>
<tr>
<td>40</td>
<td>Out of Scope</td>
<td>Network traffic analysis and bandwidth monitoring/traffic analysis.</td>
</tr>
<tr>
<td>41</td>
<td>Out of Scope</td>
<td>Printed training and/or reference manuals other than quick reference guides.</td>
</tr>
<tr>
<td>42</td>
<td>Out of Scope</td>
<td>Retraining of employees and training of new employees who do not attend initial training sessions.</td>
</tr>
<tr>
<td>43</td>
<td>Out of Scope</td>
<td>Shredding of paper documents.</td>
</tr>
</tbody>
</table>
Appendix A — Deliverable Review Procedures

The tools, techniques, and procedures described in this section are used to create a clear and unambiguous definition of each project deliverable and of the process used to obtain acceptance of each deliverable. To be accepted, all deliverables must be:

- In accordance with the scope of work defined for this Project
- Complete and ready for handover
- Reviewed and approved by the Montgomery County Project Manager in accordance with the defined acceptance criteria for the respective deliverable

Review Methods

Depending on its classification, project deliverables are reviewed through formal evaluation, functional review, or walk-through inspection. The purpose of deliverable classification is to ensure each deliverable receives the appropriate level of review and acceptance based on the characteristics, complexity, and source of the deliverable.

- Formal Evaluation—The systematic process of evaluating whether a deliverable meets specifications. Formal evaluations are most appropriate for written deliverables that require review by multiple subject matter experts.
- Functional Review—The informal and immediate review of a deliverable to gain immediate feedback about content or technical quality. Alterations to the deliverable often occur during the review. Functional reviews are most appropriate for written deliverables or performance-based deliverables within the area of expertise and/or responsibility of a single person or small work group.
- Walk-Through Inspection—The informal and immediate examination of material or equipment. The purpose is to validate the completion of a deliverable work activity. Walk-through inspections are most appropriate for performance-based deliverables within the area of expertise and/or responsibility of a single person or small work group.

Functional reviews and walk-through inspections typically allow for faster turnaround time for review and acceptance than formal evaluations. They differ from formal evaluation with their openness of structure in which direct verification occurs at the time of review or inspection.

Formal Evaluation

The following deliverable acceptance procedure describes the formal evaluation process:

1. The Northwoods Project Manager submits a Deliverable Acceptance form (for more information, see the "Acceptance Log" section of this document) as the deliverable is completed. Within five business
days, the Montgomery County Project Manager and any necessary subject matter experts evaluate whether the deliverable meets the acceptance criteria.

2. If the deliverable meets the outlined specifications, the Montgomery County Project Manager signs the Deliverable Acceptance form acknowledging acceptance of the deliverable. The Montgomery County Project Manager then returns the form to the Northwoods Project Manager within the five-day review period and no further action is necessary.

3. If a deliverable were to fail to conform to acceptance criteria, the Montgomery County Project Manager must adequately document the deficiency in the Deliverable Acceptance form and return the form to the Northwoods Project Manager within the five-day review period. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverable within a mutually agreed upon timeframe.

4. The Montgomery County Project Manager evaluates and approves or rejects corrected deliverables received from the Northwoods Project Manager within five business days, unless the Montgomery County Project Manager notifies the Northwoods Project Manager within the five business days that additional time is required for the review. Both the Northwoods Project Manager and the Montgomery County Project Manager must mutually agree to the time of the extension.

5. If additional corrective action is necessary, both the Northwoods Project Manager and Montgomery County Project Manager must mutually agree to the time period for corrective action.

6. Any deliverables not evaluated and returned to the Northwoods Project Manager for correction within the agreed upon period are deemed accepted by Montgomery County.

Functional Review

The following deliverable acceptance procedure describes the process for functional reviews:

1. The Northwoods Project Manager meets with the Montgomery County Project Manager to evaluate whether the deliverable meets the acceptance criteria. As needed, additional reviewers may review the deliverable based on specific areas of expertise.

2. The Montgomery County Project Manager determines if the deliverable should be accepted or rejected. If a deliverable were to fail to conform to acceptance criteria, the Northwoods Project Manager and the Montgomery County Project Manager may immediately attempt to make alterations to the deliverable. If the deliverable meets the outlined specifications, the Montgomery County Project Manager signs the Deliverable Acceptance form acknowledging acceptance of the deliverable and no further action is necessary.

3. Should a deliverable fail to conform to acceptance criteria and immediate alterations are unsuccessful or not practical/possible, the Northwoods Project Manager documents the deficiency in the Deliverable Acceptance form. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverable within three business days. The Northwoods Project Manager and the Montgomery County Project Manager may mutually agree to a time extension if additional time is necessary for corrective action.
4. Following corrective action, the Northwoods Project Manager notifies the Montgomery County Project Manager. The Northwoods Project Manager and the Montgomery County Project Manager meet within three business days after notification of corrective action is sent to the Montgomery County Project Manager for the Montgomery County Project Manager to approve or reject the corrected deliverable, unless the Montgomery County Project Manager notifies the Northwoods Project Manager that additional time is required. Both the Northwoods Project Manager and the Montgomery County Project Manager must mutually agree to a time extension to review the corrected deliverable.

5. If additional corrective action is necessary, both the Northwoods Project Manager and the Montgomery County Project Manager must mutually agree to the time period for corrective action.

6. Any deliverables not inspected within the agreed upon period are deemed accepted by the Montgomery County Project Manager.

Walk-Through Inspection

The following deliverable acceptance procedure describes the process for walk-through inspections:

1. The Northwoods Project Manager meets with the Montgomery County Project Manager to evaluate whether the deliverable meets the acceptance criteria. As needed, additional reviewers may review the deliverable based on specific areas of expertise.

2. The Montgomery County Project Manager determines if the deliverable should be accepted or rejected. If a deliverable were to fail to conform to acceptance criteria, the Northwoods Project Manager and the Montgomery County Project Manager may immediately attempt to make alterations to the deliverable. If the deliverable meets the outlined specifications, the Montgomery County Project Manager signs the Deliverable Acceptance form acknowledging acceptance of the deliverable and no further action is necessary.

3. Should a deliverable fail to conform to acceptance criteria and immediate alterations are unsuccessful or not practicable/possible, the Northwoods Project Manager documents the deficiency in the Deliverable Acceptance form. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverable within three business days. The Northwoods Project Manager and the Montgomery County Project Manager may mutually agree to a time extension if additional time is necessary for corrective action.

4. Following corrective action, the Northwoods Project Manager notifies the Montgomery County Project Manager. The Northwoods Project Manager and the Montgomery County Project Manager meet within three business days after notification of corrective action is sent to the Montgomery County Project Manager for the Montgomery County Project Manager to approve or reject the corrected deliverable, unless the Montgomery County Project Manager notifies the Northwoods Project Manager that additional time is required. Both the Northwoods Project Manager and the Montgomery County Project Manager must mutually agree to a time extension to review the corrected deliverable.
5. If additional corrective action is necessary, both the Northwoods Project Manager and the Montgomery County Project Manager must mutually agree to the time period for corrective action.
6. Any deliverables not inspected within the agreed upon period are deemed accepted by the Montgomery County Project Manager.

Acceptance Log

The Northwoods Project Manager will maintain an Acceptance Log to document the delivery and approval of each deliverable. The Acceptance Log will include the following information:

- ID—The identification number assigned to the deliverable.
- Deliverable Description—Brief identification of the deliverable which may include the cross reference from the Project Management Plan or Acceptance Delivery Plan for the deliverable.
- Date Submitted—The date the Northwoods Project Manager presents the deliverable to the Montgomery County Project Manager for acceptance.
- Approval Decision—Indication of whether or not the deliverable is approved or rejected by the Montgomery County Project Manager.
- Date of Decision—Date that the approval or rejection decision by the Montgomery County Project Manager took place.

Timeliness

A mutually agreed upon Baseline Project Schedule establishes the baseline timeframes and how related deliverables are tracked and accounted for throughout the project. The Baseline Project Schedule is routinely evaluated by the Northwoods Project Manager for comparison of baseline data against actual performance. Risks and deviations to the plan are identified in written status reports and/or discussed during Project Team status meetings. As a result, the Northwoods Project Manager identifies schedule variance and potential problems, adjusts the schedule and/or reassigns resources, and reports progress to appropriate stakeholders and team members.
Appendix B — Change Management

Many projects suffer from “scope creep,” “growing requirements,” and changes in plans that ultimately cause unnoticed slippage in the budget and schedule and loss of the control needed to deliver the intended work products according to specifications. Effective Change Management ensures that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of those changes.

Change Control Process

The purpose of Northwoods’ Change Control Process is to ensure that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of these changes. Whenever possible, the Northwoods Project Team works with the Montgomery County to identify in-scope workarounds for any out-of-scope requests.

The Change Control Process is a three-step process.

- Identification
- Evaluation
- Management

The following diagram represents the Change Control Process for the project.
Identification—A Change Request (CR) form is used to formally initiate a change request. Types of change requests to be initiated using this form include changes to the project.

Any project stakeholder can initiate a change request by submitting a Change Request (CR) form to the Northwoods Project Manager. The Northwoods Project Manager screens the request to determine whether or not there is adequate information for evaluation. The Northwoods Project Manager may request that more information be provided. Once enough information is available to assess the CR, the Northwoods Project Manager reviews the request with the Montgomery County Project Manager, and they collectively decide if the change should be recommended for further evaluation.

Evaluation—The Northwoods Project Manager and the Montgomery County Project Manager can jointly accept in-scope or out-of-scope changes whose impact does not exceed the following threshold limits:

- A delay of one or more days to any project deliverable, milestone, or scheduled project completion date
• Scope changes to any project deliverable
• Negative impact on the quality of a project deliverable
• Additional expenditures in excess of $100 or additional project resources
• Requested changes/enhancements to project products

If the change request exceeds any of the established threshold limits, the Northwoods Project Manager evaluates whether the CR is within the overall scope of the project. If the requested change exceeds the threshold but is within scope of the project, the Northwoods Project Manager refers the CR to the Northwoods Project Management Office (PMO) for a decision. In instances for which the CR exceeds the threshold but is not within scope of the project, the Northwoods Project Manager refers the matter to the Northwoods Change Control Board (CCB), which determines if the change request is to be implemented. The Northwoods Project Manager communicates decisions by the PMO/CCB to the Montgomery County Project Manager.

Requests for product enhancements are submitted to the Northwoods CCB through the Northwoods Project Manager. The Montgomery County Project Manager is informed when a decision is made and the potential impact on the project.

Management—The Northwoods Project Manager is responsible for implementing approved change requests and managing the risks associated with all approved or rejected change requests. The details surrounding all approved change requests expanding the scope of the project, are provided to each respective legal department to determine if such changes require a change to existing governing project documents or whether additional governing documents are required.
NORTHWOODS CONSULTING PARTNERS, INC.

AMENDMENT #1 TO PURCHASE AGREEMENT

This AMENDMENT ("Amendment"), is made and entered into this _____ day of __________, 2018 ("Effective Date") by and between Northwoods Consulting Partners, Inc., with offices at 5815 Wall Street, Dublin, Ohio 43017 ("Northwoods") and Montgomery County Board of County Commissioners, referred to collectively as "the Parties."

WHEREAS, the Parties have previously entered into an Agreement for the delivery, installation, and implementation of a certain ePlan Review Project according to the terms of a License and Service Agreement, effective October 30, 2017 ("Agreement"); and

WHEREAS the Parties now desire to amend that Agreement to implement a Workforce Development Project;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, and intending to be legally bound, the Parties hereto agree to the following amendment of the Agreement:

1. Section 4 "Term and Termination," is deleted in its entirety and replaced with the following:

Term and Termination.

(a) This Agreement will be effective from July 1, 2018 through June 30, 2019, inclusive ("Initial Rental Period"). At the expiration of the Initial Rental Period, this Agreement will automatically renew for successive one (1) year periods, for up to a maximum total contract term of three (3) years ("Optional Rental Period(s)") finally terminating no later than June 30, 2021.

(b) Either Party may terminate this Agreement by giving the other Party not less than sixty (60) days' written notice of termination prior to the last day of the Initial Rental Period or of any Optional Rental Period. In the event of termination by either party, Licensee shall be responsible for payment for all services rendered and expenses incurred by Northwoods through the date of termination.

(c) Northwoods may terminate this Agreement immediately and any license to use the rental software will automatically terminate without notice if Licensee fails to comply with any provision of this Agreement.

(d) Upon termination of this Agreement for any reason, Licensee shall: (a) discontinue any and all use of the rental software and related documentation; (b) return the rental software and any related documentation to Northwoods; and (c) certify in writing to Northwoods that Licensee has completed the preceding actions, including certifying that the rental software is purged from all computer memories and storage devices within the control of Licensee. Licensee shall be responsible for payment for all services rendered and expenses incurred by Northwoods through the date of termination.

2. The following language is added to the Agreement:

Purchase of Full Software License(s). At the conclusion of the Initial Rental Period, Licensee has the option to convert its rental licenses to perpetual licenses by purchasing the software with a 15% discount off full price. At the conclusion of the second year of the Optional Rental Period, Licensee may convert its rental licenses to perpetual licenses by purchasing the software with a 50% discount off full price. At the conclusion of all Optional Rental Periods, provided Licensee is current on all rental payments, Licensee will have purchased a full, perpetual (i.e., non-rental) license to the Software, which will be added to and licensed under the terms of the EULA. From that point forward, Licensee will only be responsible for paying annual support fees.

3. Schedule 1 "Software Licenses" is deleted in its entirety and is replaced with the Schedule 1 attached hereto.

4. Schedule 2 is deleted in its entirety and replaced with the Schedule 2 attached hereto.

5. Addendum #1 to the Compass Software End User License Agreement (Attachment C) is hereby added to the Agreement.
All other provisions of the original Agreement, as modified by later amendments, shall remain in full force and effect.

Signature Page Follows
Remainder of Page Intentionally Blank
IN WITNESS WHEREOF, the Parties have caused this Amendment to be signed by the duly authorized officers or representatives of each party on the day and year set forth below.

MONTGOMERY COUNTY BOARD OF COUNTY COMMISSIONERS

Signature

Name/Title

NORTHWOODS CONSULTING PARTNERS, INC.

Gary Heinze, President/CEO
### SCHEDULE 1

#### Perpetual Software Licenses

<table>
<thead>
<tr>
<th>Software Module</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>OnBase Plan Review</td>
<td>1</td>
</tr>
<tr>
<td>OnBase Plan Review Concurrent Client</td>
<td>2</td>
</tr>
<tr>
<td>OnBase Plan Review Named User Client</td>
<td>3</td>
</tr>
<tr>
<td>OnBase Concurrent Client 101-200</td>
<td>5</td>
</tr>
<tr>
<td>OnBase Workflow Concurrent Client</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Rental Software Licenses

<table>
<thead>
<tr>
<th>Software Module</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Connect for Print Streams (101-500)</td>
<td>16</td>
</tr>
<tr>
<td>Compass Pilot (101-500)</td>
<td>16</td>
</tr>
<tr>
<td>Compass Capture Desktop (1-5)</td>
<td>5</td>
</tr>
<tr>
<td>Compass Capture Desktop (6-25)</td>
<td>11</td>
</tr>
<tr>
<td>Compass Forms (101-500)</td>
<td>16</td>
</tr>
</tbody>
</table>
SCHEDULE 2
Payment Terms

Northwoods agrees to perform all of the work described in the Agreement Documents and comply with the terms therein for the total compensation amount of Two Hundred Forty Thousand, Seven Hundred Eight and 00/100 Dollars ($240,708.00), which amount includes the first year’s annual support costs for the solution. Failure to remit timely payment of any invoice may result in Northwoods ceasing work on the Project.

**ePlan Review Project:**

(a) Twenty Thousand and 00/100 Dollars ($20,000.00) in consideration of all of the hardware and software detailed in Schedule 1 will be invoiced upon execution of this Agreement. Payment will be due within thirty (30) days after the later of: (1) the date Licensee receives an invoice; or (2) the date Licensee receives the products. Licensee shall be prepared to receive all hardware and software components on the day a purchase order for such components is received by Northwoods, unless other arrangements have been previously made.

(b) Four Thousand and 00/100 Dollars ($4,000.00) in consideration of the first year’s annual support costs and system administrator training costs (if applicable) will be invoiced to Licensee upon execution of this Agreement, and payment will be due within thirty (30) days after receipt of that invoice. The first annual software maintenance period begins on the day the software is licensed. Software is licensed on the day the software is first installed on the customer’s server.

(c) Thirty-Five Thousand, Four Hundred and 00/100 Dollars ($35,400.00) in consideration of all professional services will be due and payable according to the following schedule:

1. Fifty percent (50%) of the total compensation for services will be invoiced to Licensee upon execution of this Agreement, and payment will be due within thirty (30) days after receipt of that invoice;

2. Fifty percent (50%) of the total compensation for services will be invoiced upon conclusion of the Closeout Phase of the Project. Payment will be due within thirty (30) days after receipt of that invoice.

**Workforce Development Project:**

(a) The payment detail for the Initial Rental Period is as follows:
1. Eighteen Thousand, One Hundred and 00/100 Dollars ($18,100.00) in consideration of the first annual software rental fee will be invoiced upon execution of this Amendment. Payment will be due within thirty (30) days after the date Licensee receives the invoice.

(b) The payment detail for any Optional Rental Period(s) is as follows:
1. Eighteen Thousand, One Hundred and 00/100 Dollars ($18,100.00) will be invoiced on the first of the month prior to the start of each Optional Rental Period, unless sixty days’ notice of termination has been given pursuant to Section 4(b) of this Agreement. Payment will be due within thirty (30) days after the date Licensee receives the invoice.

(c) Twenty-Seven Thousand, Seven Hundred Forty-Four and 00/100 Dollars ($27,744.00) in consideration of all of the hardware and OnBase software detailed in Schedule 1 will be invoiced upon execution of this Amendment. Payment will be due within thirty (30) days after the later of: (1) the date Licensee receives an invoice; or (2) the date Licensee receives the products. Licensee shall be prepared to receive all hardware and software components on the day a purchase order for such components is received by Northwoods, unless other arrangements have been previously made.

(d) Two Thousand, Three Hundred Four and 00/100 Dollars ($2,304.00) in consideration of the first year’s annual support costs for the OnBase software and system administrator training costs (if applicable) will be invoiced to Licensee upon execution of this Amendment, and payment will be due within thirty (30) days after receipt of that
invoice. The first annual software maintenance period begins on the day the software is licensed. Software is licensed on the day the software is first installed on the customer’s server.

(e) Ninety-Three Thousand, One Hundred Twenty and 00/100 Dollars ($93,120.00) in consideration of all professional services will be due and payable according to the following schedule. All payments will be within thirty (30) days after the date Licensee receives the invoice.

1. Thirty percent (30%) of the total compensation for services will be invoiced upon completion of the Startup Phase of the Project;

2. Twenty percent (20%) of the total compensation for services will be invoiced upon completion of the Design Phase of the Project;

3. Twenty percent (20%) of the total compensation for services will be invoiced upon completion of the Test Phase of the Project;

4. Twenty percent (20%) of the total compensation for services will be invoiced upon completion of the Deploy Phase of the Project; and

5. Ten percent (10%) of the total compensation for services will be due upon completion of the Project.
ATTACHMENT C

ADDENDUM #1 TO COMPASS SOFTWARE END USER LICENSE AGREEMENT

WHEREAS, Licensee has licensed Compass® Software modules from Northwoods pursuant to the terms of a Compass
Software End User License Agreement ("EULA");

WHEREAS, as specified on Schedule 1, certain Compass software modules are licensed on a fixed term, rental basis only;

NOW THEREFORE, the Parties hereto agree that the following terms and conditions are incorporated into and form part of
the EULA:

1) Definitions.
   a. Initial Rental Period. One (1) year period effective from July 1, 2018 – June 30, 2019, inclusive.
   b. Optional Rental Period(s). Two (2) additional 1 year periods.
   d. Rental Licenses. 16 Compass® Connect for Print Streams licenses; 16 Compass® Pilot licenses; 16
      Compass® Capture Desktop Licenses, and 16 Compass® Forms licenses

2) License Grant. Northwoods hereby grants to Licensee a limited, revocable, nonexclusive, non-transferable, non-
sub licensable license, only for the term of the Rental Period, to use the Rental Licenses in accordance with the
terms of the EULA.
Budgetary Estimate  
Workforce Development Project  
Prepared by Shannon Hoffman, Northwoods Consulting Partners  
Prepared for Montgomery County Data Processing  

Project Scope Summary  
The following estimate provides cost guidelines for Montgomery County Workforce Development for 16 workers to implement Compass and OnBase. The estimate includes licenses to be installed with Montgomery County DP for OnBase Clients, Workflow, Compass Capture and Compass Forms and does not include hardware. The professional services include tasks associated with implementation, discovery, training, and support.  

Itemized Cost Breakdown  
**Compass Software Rental**  
<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Cost Each</th>
<th>Unit of Measure</th>
<th>Qty</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Connect for Print Streams (101-500 Users)</td>
<td>SW-PSP-U4</td>
<td>$0.00</td>
<td>License</td>
<td>16</td>
<td>$0.00</td>
</tr>
<tr>
<td>Compass Pilot (101-500)</td>
<td>SW-PLT-U4</td>
<td>$0.00</td>
<td>License</td>
<td>16</td>
<td>$0.00</td>
</tr>
<tr>
<td>Compass Capture Desktop (1-5)</td>
<td>SW-CAP-U1</td>
<td>$0.00</td>
<td>License</td>
<td>5</td>
<td>$0.00</td>
</tr>
<tr>
<td>Compass Capture Desktop (6-25)</td>
<td>SW-CAP-U2</td>
<td>$0.00</td>
<td>License</td>
<td>11</td>
<td>$0.00</td>
</tr>
<tr>
<td>Compass Forms (101-500 Users)</td>
<td>SW-FRM-U4</td>
<td>$0.00</td>
<td>License</td>
<td>16</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Compass Software Annual Rental (Includes Compass Maintenance) $18,100.00  

**DMS Solution Software**  
<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Cost Each</th>
<th>Unit of Measure</th>
<th>Qty</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>OnBase Concurrent Client 101 - 200</td>
<td>CTIPC2</td>
<td>$960.00</td>
<td>License</td>
<td>5</td>
<td>$4,800.00</td>
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<tr>
<td>OnBase Workflow Concurrent Client</td>
<td>WFIIPC1</td>
<td>$800.00</td>
<td>License</td>
<td>5</td>
<td>$4,000.00</td>
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</table>

Total DMS Solution Software $11,040.00  

**Professional Services**  
<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Cost Each</th>
<th>Unit of Measure</th>
<th>Qty</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Productivity Implementation (1-30 Users)</td>
<td>DPI-001</td>
<td>$73,000.00</td>
<td>Package of services</td>
<td>1</td>
<td>$73,000.00</td>
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<tr>
<td>Desktop Productivity Training and Support (11-20 Users)</td>
<td>DPTS-002</td>
<td>$7,560.00</td>
<td>Package of services</td>
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<td>$15,120.00</td>
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<tr>
<td>Extract, Transfer, Load – Custom</td>
<td>ETL-001</td>
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Total Professional Services $93,120.00  

**Hardware and Equipment**  
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<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Cost Each</th>
<th>Unit of Measure</th>
<th>Qty</th>
<th>Extended Cost</th>
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</thead>
<tbody>
<tr>
<td>Fujitsu fi-7160 Scanner Desktop Scanner 60 PPM DPLX COL</td>
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<td>$1,014.00</td>
<td>Component</td>
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<td>$16,224.00</td>
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Total Hardware and Equipment $16,224.00  

**Annual Support**  
<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Cost Each</th>
<th>Unit of Measure</th>
<th>Qty</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>OnBase Software Support - Silver Level</td>
<td>MS-SVR-A1</td>
<td>$2,208.00</td>
<td>Package service</td>
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<td>$2,208.00</td>
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Total Annual Support $2,208.00  

Total First Year Solution $140,692.00  

---  

*Quotation expires 90 days from date issued  
*Applicable taxes and shipping not included  
Printed 5/25/2018
# Pricing Summary - Compass Rental, OnBase Concurrent Licensing

## Year 1

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Rental Software</td>
<td>$18,100.00</td>
</tr>
<tr>
<td>OnBase Software</td>
<td>$11,040.00</td>
</tr>
<tr>
<td>Hardware &amp; Equipment</td>
<td>$16,224.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$93,120.00</td>
</tr>
<tr>
<td>OnBase Annual Support</td>
<td>$2,208.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$140,692.00</strong></td>
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</table>

## Year 2

<table>
<thead>
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<th>Cost Category</th>
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<tbody>
<tr>
<td>Compass Rental Software</td>
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<tr>
<td>OnBase Software</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hardware &amp; Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>OnBase Annual Support</td>
<td>$2,208.00</td>
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<td><strong>Total</strong></td>
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## Year 3

<table>
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<th>Cost Category</th>
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<tr>
<td>OnBase Software</td>
<td>$0.00</td>
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<tr>
<td>Hardware &amp; Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>OnBase Annual Support</td>
<td>$2,208.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,308.00</strong></td>
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</tbody>
</table>

## Grand Total for 3 Year Rental/Purchase

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Rental Software</td>
<td>$54,300.00</td>
</tr>
<tr>
<td>OnBase Software</td>
<td>$11,040.00</td>
</tr>
<tr>
<td>Hardware &amp; Equipment</td>
<td>$16,224.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$93,120.00</td>
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<tr>
<td>OnBase Annual Support</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$181,308.00</strong></td>
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## Estimated Ongoing Annual Support

<table>
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<tr>
<th>Cost Category</th>
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<tbody>
<tr>
<td>Compass Rental Software</td>
<td>$0.00</td>
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<tr>
<td>OnBase Software</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hardware &amp; Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$0.00</td>
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<tr>
<td>OnBase Annual Support</td>
<td>$9,064.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,064.00</strong></td>
</tr>
</tbody>
</table>

*Where applicable, sales tax not included*
July 2, 2018

James Alford, Director
Montgomery County Data Processing
451 West Third Street
Dayton, OH 45422

Dear James,

Please add the following request as an agenda item for the Montgomery County Data Processing Board meeting that is scheduled for July 11, 2018.

Request:
The Montgomery County Clerk of Courts request that the Data Processing Board approve the lease from Modern Office Methods for seven multifunction devices for the Clerk of Courts Legal Office. The lease is for a period of 60 months in an amount not to exceed $148,740.00 and an annual payment for 2018 calendar year not to exceed $12,395.00.

The funding for the lease will come from Clerk of Courts Legal Division budget, General Division Clerk Automation Fund, Domestic Relations Clerk Automation Fund, and Common Pleas Court Electronic Filing Fund.

Attached is the lease proposal. Please contact Connie Villelli at 225-6096 if you have any questions regarding our request for approval.

Sincerely,

[Signature]

Russell M. Joseph
Montgomery County Clerk of Courts
# DOCUMENT MANAGEMENT AGREEMENT

4747 Lake Forest Drive • Cincinnati, OH 45242 • Phone: 513.791.0899 • Fax: 513.791.0895

The words Lessee, you and your refer to Customer. The words Lessor, we, us and our refer to Modern Office Methods, Inc.

## CUSTOMER INFORMATION

<table>
<thead>
<tr>
<th>FULL LEGAL NAME</th>
<th>STREET ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of Montgomery</td>
<td>41 N Perry St</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dayton</td>
<td>OH</td>
<td>45422</td>
<td>937-496-7623</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BILLING NAME (IF DIFFERENT FROM ABOVE)</th>
<th>BILLING STREET ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connie Villelli</td>
<td><a href="mailto:villelli@mcclerk.org">villelli@mcclerk.org</a></td>
</tr>
</tbody>
</table>

## EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

## EQUIPMENT WITH INDEPENDENT MINIMUMS

<table>
<thead>
<tr>
<th>MAKE/MODEL/ACCESSORIES</th>
<th>SERIAL NO.</th>
<th>MONTHLY PAYMENT*</th>
<th>B&amp;W IMPRESSIONS INCLUDED / MONTH</th>
<th>COLOR IMPRESSIONS INCLUDED / MONTH</th>
<th>B&amp;W OVERAGES*</th>
<th>COLOR OVERAGES*</th>
<th>STARTING METER - B&amp;W</th>
<th>STARTING METER - COLOR</th>
</tr>
</thead>
</table>

## EQUIPMENT WITH CONSOLIDATED MINIMUMS

<table>
<thead>
<tr>
<th>MAKE/MODEL/ACCESSORIES</th>
<th>SERIAL NO.</th>
<th>STARTING METER - B&amp;W</th>
<th>STARTING METER - COLOR</th>
</tr>
</thead>
</table>

Monthly Payment* $2,479.00

B&W Impressions per Month 168,000

B&W Overages* $0.0048

Color Impressions per Month 3,000

Color Overages* $0.065

## TERM AND PAYMENT SCHEDULE

Term in 60 Months

The contract payment ("Payment") period is monthly unless otherwise indicated. The contract payment period is 60 months.

METER READINGS VERIFIED: B&W - QUARTERLY COLOR - QUARTERLY

See the attached Schedule "A" and the Bill of Sale.

By initiating here, you agree that service and supplies are not included in this Agreement.

## END OF AGREEMENT OPTIONS

You will have the following options at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" or "FMV", such term means the value of the Equipment in the condition of use.

## THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

## LESSOR ACCEPTANCE

Modern Office Methods, Inc.

LEASER SIGNATURE TITLE DATED

## CUSTOMER ACCEPTANCE

By signing below, you certify that you have reviewed and do agree to all terms and conditions of this Agreement on this page and on page 2 attached hereto.

County of Montgomery

CUSTOMER (as referenced above)

SIGNATURE TITLE DATED

## CONTINUING GUARANTY

You unconditionally and absolutely, jointly and severally, guarantee that Customer will fully and promptly pay and perform all obligations under the Agreement and any addendums and supplements thereto. This is a continuing Guaranty and shall not be revoked by your death, bankruptcy, incompetency or involuntary. You may not terminate or revoke this Guaranty without written notice to us, and this Guaranty shall continue in full force and effect with respect to all of Customer's obligations arising prior to the date of such notice. We may make changes, including compromises or settlements, with the Customer, and you waive any claim, suit, demand or counterclaim for any reason or all notice of any changes or default. It is not necessary for us to present this Guaranty to the Customer before enforcing this Guaranty. You certify that the financial information you have given us is true, complete and accurate in all material respects. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents. Without our prior written consent, you will not transfer your obligations under this Guaranty or all or substantially all of your assets to anyone. This Guaranty will bind your estate, heirs, successors and assigns. We may assign this Guaranty without notice. The undersigned, as to this Guaranty, agree(s) to the designated forum and consent(s) to personal jurisdiction, venue, and choice of law as stated in the Agreement, agree(s) to pay all costs and expenses, including attorney fees, incurred by Lessor or Lessee's assigns related to this guaranty and the Agreement. BOTH PARTIES IRREVOCABLY WAIVE ALL RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED HERETO.

PRINT NAME OF GUARANTOR SIGNATURE (AS AN INDIVIDUAL) HOME PHONE DATED

Page 1 of 2
This Schedule "A" is to be attached to and becomes part of the Agreement dated by and between the undersigned and Modern Office Methods, Inc.

### DESCRIPTION OF EQUIPMENT

<table>
<thead>
<tr>
<th>MAKE/MODEL/ACCESSORIES</th>
<th>ASSET DESCRIPTION</th>
<th>SERIAL NO.</th>
<th>STARTING METER</th>
<th>CUSTOMER OWNED</th>
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</thead>
<tbody>
<tr>
<td>Lanier MPC3504EX (Admin)</td>
<td>Color MFP</td>
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<td>Yes/No</td>
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<tr>
<td>Lanier MP9003SP (Civil Service / EFiling)</td>
<td>Prod BW MFP</td>
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<td>BW MFP</td>
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<td>Lanier MP5055SP (Civil)</td>
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<td>Lanier MP5055SP (Domestic Relations)</td>
<td>BW MFP</td>
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<td>Yes/No</td>
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<tr>
<td>Lanier MP3055 (Bookkeeping)</td>
<td>BW MFP</td>
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<td>Yes/No</td>
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<tr>
<td>Lanier MPC3004EX (IT / Training)</td>
<td>Color MFP</td>
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### CUSTOMER ACCEPTANCE

This Schedule "A" is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

County of Montgomery

CUSTOMER 28703

SIGNATURE

DATE: 12/25/2013

Rev. 12/25/2013
Security Features (Standard)

DataOmnitec: Security System (DOS), ID, Encryption, User Codes, DataVR+3, Support, Encryption, 1st Card Print, User Authentication, 802.1x Wired Authentication, QoToS Account Limit, Digitally Signed PDF, and more.

Hardware Accessories

Paper Handling Options

Two-Speed Paper Bank (PB3944)

Tray Capacity
1,000 sheets (550 sheets x 2 trays)

Paper Size
5.5" x 8.5" to 12" x 18" (A5 - A3)

Paper Weight
16 - 50 lb./Bond/16 lb. index (60 - 200 g/m²)

Dimensions (WxDxH)
23.1" x 27.2" x 13.7" (587 x 685 x 247 mm)

One-Speed Paper Bank (PB3935)

Tray Capacity
550 sheets x 1 tray

Paper Size
5.5" x 8.5" to 12" x 18" (A5 - A3)

Paper Weight
16 - 50 lb./Bond/16 lb. index (60 - 200 g/m²)

Dimensions (WxDxH)
23.1" x 27.2" x 4.3" (587 x 685 x 110 mm)

Requires installation of Color Label Full Type M3

Tandem Large Capacity Tray (PB3960)

Tray Capacity
2,900 sheets (1,000 sheets x 2)

Paper Size
8.5" x 11" (A4)

Paper Weight
16 - 50 lb./Bond/16 lb. index (60 - 300 g/m²)

Dimensions (WxHxD)
23.1" x 27.2" x 7.3" (587 x 685 x 187 mm)

Side Large Capacity Tray (PB3010)

Tray Capacity
1,500 sheets

Paper Size
8.5" x 11" (A4)

Paper Weight
16 - 50 lb./Bond/16 lb. index (60 - 300 g/m²)

Dimensions (WxHxD)
23.1" x 27.2" x 11.4" (587 x 685 x 290 mm)

Requires installation of Two-Speed Paper Bank (PB3944) or Single Tandem (PB3935)

Output Trays & Finisher Options

Internal Shift/Sort Tray (S31707)

Tray Capacity
250 sheets (8.5" x 11" or smaller) (A4 - A5)

Paper Size
5.5" x 8.5" to 12" x 18" (A5 - A3)

Paper Weight
14 - 40 lb./Bond/16 lb. index (52 - 300 g/m²)

Cannot be installed with any Finisher

One-Bin Tray (DN3110)

Paper Size
5.5" x 8.5" to 12.6" x 17.7" (A5 - A3)

Paper Size
14 - 40 lb./Bond/16 lb. index (52 - 300 g/m²)

Tray Capacity
125 Sheets

250-Sheet Stapleless Finisher (S31819)

Tray Capacity
250 sheets (5.5" x 8.5" x 12.6" x 17.7"

Paper Size
14 - 40 lb./Bond/16 lb. index (52 - 300 g/m²)

Paper Capacity
250 sheets (8.5" x 11" or smaller) (A4 - A3)

Stack Capacity
125 (8.5" x 11" or larger) (A4 - A3)

Staple Paper Size
8.5" x 11" x 11" (A4 - A3)

Staple Paper Weight
2 - 5 sheets/Top 1 staple

Dimensions (WxHxD)
17.3" x 20.3" x 5.9" (435 x 515 x 150 mm)

300-Sheet Internal Finisher (S31310)

Paper Size
5.5" x 8.5" to 12" x 18" (A6 - A3)

Paper Weight
14 - 40 lb./Bond/16 lb. index (52 - 300 g/m²)

Stack Capacity
50 sheets (8.5" x 11" or smaller) (A4)

250 sheets (8.5" x 11" or larger) (A4 - A3)

7.5" x 10.5" to 11" x 17" (A4 - A3)

Staple Paper Size
50 sheets (8.5" x 11" or smaller) (A4)

14 - 28 lb. bond (52 - 105 g/m²)

Staple Positions
Top, Bottom 2 staples

3-in-1 Punch Finisher (P319484HM)

Dimensions (WxHxD)
21.5" x 20.6" x 6.7" (546 x 523 x 170 mm)

2-3/8-Hole Punch Unit (P319484HM)

Punch Paper Sizes
5.5" x 8.5" to 11" x 17" (A4 - A3)

Punch Paper Weight
14 - 45 lb. Bond/16 lb. index (52 - 169 g/m²)

1,000-Sheet Hybrid Staple & Finisherless Finisher (S312120)**

Paper Size
5.5" x 8.5" to 12" x 18" (A6 - A3)

Paper Weight
Proof Tray: 14 - 45 lb. Bond/16 lb. index (52 - 169 g/m²)

Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3)

Stack Capacity
Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4)

Shift Tray: 1,000 sheets (8.5" x 11" or smaller) (A4)

Stapleless Capacity
50 sheets (8.5" x 11" or smaller) (A4)

2 - 3 sheets

Staple Capacity
50 sheets (8.5" x 11" or smaller) (A4)

30 sheets (8.5" x 11" or smaller) (A4)

25 sheet Paper Weight
14 - 28 lb. bond (52 - 105 g/m²)

Staple Paper Size
5.5" x 8.5" to 12" x 18" (A6 - A3)

Staple Locations
Top, Bottom 2 staples

1,000-Sheet Booklet Finisher (S31220)**

Paper Size
5.5" x 8.5" to 12" x 18" (A6 - A3)

Paper Weight
Proof Tray: 14 - 45 lb. Bond/16 lb. index (52 - 169 g/m²)

Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3)

Booklet Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3)

Paper Weight
Proof Tray: 14 - 45 lb. Bond/16 lb. index (52 - 169 g/m²)

Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3)

Booklet Tray: 14 - 28 lb. bond (52 - 105 g/m²)

Stack Capacity
Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4)

Shift Tray: 1,000 sheets (8.5" x 11" or smaller) (A4)

Booklet Tray: 20 sheets x 20 sets (10 sheets & 5 sets (1 - 15 sets)

Staple Capacity
Harmonized Staple (8.5" x 11" or 14" x 10"

Saddle Stitch
15 sheets

Staple Paper Weight
14 - 28 lb. Bond (52 - 105 g/m²)

Staple Positions
Top, Bottom 2 staples, Booklet

Dimensions (WxHxD)
22.2" x 26.4" x 37.8" (563 x 660 x 960 mm)

Color Controller E-23C

Controller Type
Embedded Type

CPU
Intel Processor G820 2.9GHz

Host Interface
Network Protocol
XML
TCP/IP (IPv4/IPv6), SMTP, Bonjour

Max. Print Resolution
Max. Scan Resolution

Font/Utilities

Font
Standard: PostScript 3 & PCL6

Utilities
Up to 1,000 dpi (2 lb)
Up to 600 dpi

PDL: 138 fonts/PCL: B1 AGRA Fonts

Network Protocol

Max. Scan Resolution

Color Management

ICC Profile, Color Chart, ColorMatic Color Tools

Tools & Utilities

Reference Pages, RGB Color Tools, Duplexing/Booklet/Pro Tools

Additional Accessories

Banner Paper Guide Tray Type M19, Carrier Table Type M4, Bridge Unit B3000, Cabinet Type E, Canon Direct Print Card Type M19, Canon Reader Bracket Type 3352, Extended USB Board Type M19, External Keyboard Bracket Type M19, Fax Connection Unit Type M19, Fax Emul Type M19, G3 Interface Unit Type M19, HubSpot IPM Control Panel Type S, IEEE 1284 Interface Board Type M19, Imaginable Area Extender Unit Type M19, Key Copyer Bracket Type M3, Memory Unit Type M19, HUB, Card Reader Type M19, Oki Board Type M12, Oki Uart Type M13, Optional Copyer Interface Unit Type M12, Optional Soft Card Reader Type M12, Power Filter EIP XG-PCI-150, Smart Card Reader Built-in Unit Type M19, XPS Direct Print Option Type M19

Other features, not applicable for use in the paper options must be installed.

Cannot be installed with Bridge Unit (K31100)

Optional**: Installed with Tree Paper Bank (PB3928) or Tandem Large Capacity Tray (PB3960)

Some options may not be available at the time of initial release.

Contact Oki for details on how to order this product.

Comfort & Convenience

Color management and color correction are not included in the express warranty items on accepting applications.

www.lanier.com
Put your best finishing touches on display

Add the finishing touches so your message connects with your audience every time. With the External Hybrid Stapleless + Stapler Finisher, you can conserve resources by eliminating staples entirely for document sets with five or fewer pages. For document sets from 6 – 50 pages, the finisher automatically converts to staples. Or, choose the Internal Stapleless Finisher and get the same staple-free capability. Both stapleless finishers are ideal for educational, manufacturing, and healthcare environments.

Looking for a finisher to accommodate your unique requirements? Simply choose the one with the advanced paper handling, stacking and stapling capabilities you need most. Automatic finishing tasks to give your projects a professional-grade look that’s sure to get noticed without compromising your time or budget.

| Finisher                  | Paper Capacity | Hole-Punch | Saddle Stitch | Stapleless
|---------------------------|----------------|------------|---------------|-------------
| SR3180 Internal Finisher  | 250 Sheets     | N/A        | N/A           | Up to 5 Sheets
| SR3130 Internal Finisher  | 500 Sheets     | Option     | N/A           | N/A         
| SR3210 External Finisher  | 1,000 Sheets   | Option     | N/A           | Stapleless – Up to 5 Sheets
| SR3220 External Booklet Finisher | 1,000 Sheets | Option     | N/A           | Up to 15 Sheets

**General Specifications**

- **Printing Process**: 4-Color Method (Copy/Print)
- **Output Speed**: MP: C3300NEC: 90 ppm BW & Full-Color (LT)
- **Warm-Up Time**: 25 seconds
- **Copy Resolution**: 600 dpi
- **Punch Capacity**: 210 sheets
- **Supported Paper Sizes**: 11 x 8.5, 11 x 17, 11 x 17
- **Supported Paper Weights**: 20 lb. Bond
- **Print Quality**: 1200 dpi
- **Scanner**: 600 dpi

**Printer Specifications (Standard)**

- **CPU**: Intel Atom Processor Bay Trail 1.33 GHz
- **Memory**: 2 GB RAM/50 GB HDD Standard & 4 GB RAM/50 GB HDD Option
- **Page Description Languages**: Standard: PCL, PDF, PostScript 3
- **Font Support**: Standard: PCL: 14 fonts; PostScript 3: 14 fonts
- **Max. Print Resolution**: 1200 dpi
- **Network Interfaces**: Standard: 10/100Base-TX Ethernet, USB 2.0 Type A
- **Network Protocol**: TCP/IP

**Document Server Specifications (Standard)**

- **Document Storage**:
  - Max. Storable Documents: 3,000
  - Max. Pages/Document: 2,000
  - Max. Page Capacity: 9,000
  - Max. Number of Folders: 200

**Scanner Specifications (Standard)**

- **Scanner Resolution**: 600 dpi (2,400 x 2,400 dpi with optional SAV memory)
- **Scanning Speed**: 240 sheets/minute
- **Compression Method**: TIFF, PDF, JPEG

**Supported File Formats**: Single File/PDF, TIFF, JPEG, Text, Adobe PDF, Microsoft Word (.doc,.docx), Excel (.xls,.xlsx), PowerPoint (.ppt,.pptx), and HTML

**Facsimile Specifications (Optional)**

- **Type**: ITU-T (CCITT) G3
- **Resolution**: 200 x 100 dpi, 200 x 200 dpi, 400 x 400 dpi (with optional SAV memory)
- **Modem Speed**: 33.6 kbps
- **Compression Method**: ITU-T (CCITT) G3
- **Transmission Speed**: Approximately 2 seconds/page (EIR 200)
- **Scanning Speed**: Up to 60 ppm
- **Auto Dialing**: 100 Group Dial numbers
- **Memory Capacity (SAF)**: Standard: 4 MB (approx. 320 pages), Optional: 64 MB (approx. 4,000 pages)
Combine power and convenience into a compact design

1. **Base System**: Choose between 65-, 75- or 90-pages-per-minute output speeds to get started.

2. **Cover Interposer Trays (Optional/not shown)**: Feed pre-printed full-color or black-and-white covers and inserts into finishing workflows.

3. **Multi-Fold Unit FD4000 (Optional/not shown)**: Meet a wider range of folding needs — including Half-Fold, Letter Fold-In (Tri-Fold), Letter Fold-Out (Tri-Fold), Gate-Fold, Double Parallel (Four-Fold) and Z-Fold — with the in-line Multi-Fold Unit.

4. **3,000-Sheet Finisher with 65-Sheet Stapler SR4120 (Optional/shown)**: Also choose from two other finishers; a 3,000-Sheet Finisher with 100-Sheet Stapler or a 2,000-Sheet Saddle-Stitch Booklet Finisher with 65-Sheet Stapler (Optional/not shown).

5. **9-Bin Mailbox CS4010 (Optional/not shown)**: Find an abundance of space to separate and stack documents with this convenient 9-Bin Mailbox unit.

6. **Paper Trays**: Standard paper capacity is 4,300 sheets up to 11" x 17", which includes dual front-loading 550-Sheet Trays and a Tandem Paper Tray that holds 1,550 sheets in each of two compartments.

7. **Single Pass Document Feeder**: Scan up to 120 single-sided or 220 double-sided color or black-and-white images per minute via the one-pass Duplex Scanning Document Feeder.

8. **Full-Color 10.1"-wide Super VGA Smart Operation Panel**: Toggle between menus, settings and other controls with touchscreen convenience.

9. **Bypass Tray**: Feed a wide range of paper stocks, up to 110 lb. Cover, through the 100-Sheet Bypass Tray.

10. **Large Capacity Tray LCT4040 (Optional)**: Add the 4,000-Sheet Large Capacity Tray (LCT) for 8.5" x 11" paper sizes to expand total paper capacity to a whopping 8,300 sheets.

11. **Normal/Reverse Grip Handles**: Reload paper quickly and conveniently with easy-grip handles on all paper trays.
Be professional to the finish

Choose from a wide range of optional, easy-to-use finishers to enhance presentations, handouts, manuals, and more to engage customers and coworkers. Each finisher helps automate tedious manual and repetitive tasks so you can move on to the next idea and the next opportunity quickly.

**SIF130 Internal Stapler Finisher**
- 500 Sheets
- Optional
- N/A
- N/A
- MP 4055/MP 5055
- Supported Systems

**SIF1320 Hybrid Staple + Stapleless Finisher**
- 1,000 Sheets
- Optional
- N/A
- N/A
- 2 - 5 Sheets/Set
- All

**SIF2220 Booklet Finisher**
- 1,000 Sheets
- Optional
- Up to 15 Sheets
- N/A
- N/A
- All

**SIF3240 Booklet Finisher**
- 2,000 Sheets
- Optional
- Up to 20 Sheets
- N/A
- N/A
- All

**SIF3230 Stapler Finisher**
- 3,000 Sheets
- Optional
- N/A
- N/A
- All

**Engine/Copier Specifications**
- Configuration: Desktop
- Scanning Element: One-Dimensional Solid Scanning
- Printing Process: Through CCD
- Tone: Laser Beam Scanning & Xerographic Printing
- Toner Type: Dry Type
- Copy Resolution: 600 x 600 dpi
- Maximum Copy Quantity: Up to 600
- First Page Out Time: 5.0 seconds for MP 4055
- Warm-Up Time: 6.0 seconds for MP 4055
- Memory: 1.5 GB RAM + 320 GB HDD (Shred)
- Dimensions (W x D x H): 21.1 x 16.2 x 8.9 inches
- Weight: 168.6 lbs. (76.5 kg)

**Finisher Specifications**
- Paper: 500 Sheets
- Hole Punch: Optional
- Saddle-Stitch: N/A
- Stapleless: N/A
- Supported Systems: MP 4055/MP 5055

**Scanner Specifications (Standard)**
- Scan Speed: 50 ppm (Mono)/50 ppm (Color)
- Scan Resolution:
  - Full Color: 600 dpi
  - Black & White: 600 dpi
- TWAIN: Up to 203 dpi

**Printer Specifications (Standard)**
- Processor Speed: 700 MHz
- Memory: 256 MB
- Printer Languages: Standard: PostScript emulation, PCL5e/C6
- Optional: Adobe PostScript3®, XPS
- Print Resolution: Up to 1200 x 1200 dpi

**Network Protocols**
- IPv4, IPv6
- Windows Vista/7/8/10, Server 2003/2008/2012/2012 R2, UNIX Filters for Solaris and HP-UX 11/i5/i7/i9 (V2)
- SICO Operation 2.3.3.0.0, Red Hat Enterprise Linux 3/4/5/6, IBM AIX 6.1/7.1, Linux 2.6.17 or later, SUSE 11/12, Red Hat Enterprise Linux 3/4/5/6

**Standard Features**
- Embedded Scan-to-Email/OptOMR
- Embedded Scan-to-Folder
- Embedded Scan-to-PDF
- TWAIN and Color Scanning

**Supported Systems**
- MP 4055/MP 5055

**Print Resolution**
- Standard: 1200 dpi
- Optional: 2400 dpi

**Copier Specifications**
- Configuration: Desktop
- Scanning Element: One-Dimensional Solid Scanning
- Printing Process: Through CCD
- Tone: Laser Beam Scanning & Xerographic Printing
- Toner Type: Dry Type
- Copy Resolution: 600 x 600 dpi
- Maximum Copy Quantity: Up to 600
- First Page Out Time: 5.0 seconds for MP 4055
- Warm-Up Time: 6.0 seconds for MP 4055
- Memory: 1.5 GB RAM + 320 GB HDD (Shred)
- Dimensions (W x D x H): 21.1 x 16.2 x 8.9 inches
- Weight: 168.6 lbs. (76.5 kg)
To: James Alford, Director, Data Processing
From: William Epperson, Associate Engineer, Facilities Management
Date: July 5, 2018
RE: DP Board Approval Request – Replacement 100KVA UPS for Computer Room

Montgomery County Facilities Management is requesting Data Processing approval to purchase a replacement 100 KVA Uninterruptable Power Supply (UPS) for Montgomery County Data Processing Department, 451 West Third St.

The existing UPS is 100 KVA UPS which was installed in 2000. This UPS has become problematic and is in need of replacement. This new UPS is sized at 100KVA to match existing.

We are anticipating a short power outage while the UPS is being replaced; approximately 8 hours. An electrician will be hired to remove and dispose the existing UPS and install new UPS. We will competitively bid this portion of the work. The anticipated budgetary cost for this portion of the work is $15,000.00. The anticipated construction start date is around September/October time frame.

This purchase will be made from Graybar, 730 East Fourth St. Dayton OH 45402-2226 in the amount of $71,199.17 on the US Communities Purchasing agreement, EV2370. Grey Bar Proposal is attached. Construction Cost is estimated to be $15,000 for a project total of $86,199.17. Funds to come from Project 111803, Fund 419, Subfund, 100, OCA 411803. Purchasing Department is aware of this request.

Please include this request for approval on the next Data Processing Board meeting scheduled on July 11, 2018. If you need any further information pertaining to the purchase of the new UPS, feel free to contact me directly at 6478.

Cc: Phil Miller P.E., Deputy Director, Administrative Services
Shannon Murray, Management Analyst, Financial Services
Julia Gourley, Managing Engineer, Facilities Management
Jacqueline Bailey, Senior Buyer, Purchasing
### Automatic Data Processing Board Checklist

**Department:** Facilities Management  
**Name:** William Epperson

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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>STS#</th>
<th>GSA#</th>
<th>VS Communities</th>
<th>EV2370</th>
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<td>Is the department purchasing off GSA?</td>
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<td>Is this purchase considered an upgrade? Replacement?</td>
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<td>New Purchase?</td>
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- The amount of this purchase will not exceed: §71,199.17  
- The funding for this purchase will come from: Capital Funding

**Are there any integrations issues?**  
Yes ☑ No    

**If yes, explain:**  
It will integrate with the electrical system. This will require a power outage to the computer room.

**Were your system specifications developed internally or by and outside vendor/source?**  
Yes ☑ No    

- By outside vendor to make existing equipment that is being replaced with similar capabilities.

**If outside vendor/source, identify:**  
Grey Bar, 730 East Fourth St., Dayton OH 45402-2228. An electrician will be hired to remove existing UPS, dispose and install new Replacement UPS. The budgeted cost for this work is $15,000. We will be seeking competitive bids for this portion of the work.
To: MONTGOMERY CTY DP-COMM  
451 W. THIRD STREET  
DAYTON OH 45422-0001
Attn: Bill Epperson  
Phone: 937-225-4603  
Fax:  
Email: debbie.eckley@graybar.com

Date: 07/05/2018  
Proj Name: UPS REPLACEMENT  
GB Quote #: 0230475675

We Appreciate Your Request and Take Pleasure in Responding As Follows

Notes: Please see the attached Liebert Specifications.  
FOB, Factory Full Freight Allowed.

Montgomery County to utilize the US Communities contract  
for this purchase.

<table>
<thead>
<tr>
<th>Item</th>
<th>Item/Type</th>
<th>Quantity</th>
<th>Supplier</th>
<th>Catalog Nbr</th>
<th>Description</th>
<th>Price</th>
<th>Unit</th>
<th>Ext.Price</th>
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<tbody>
<tr>
<td>100</td>
<td>1 EA</td>
<td>EMERSON</td>
<td>MONTGOMERY COUNTY UPS</td>
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<td>QUOTE FOR ATTACHED LIEBERT SPECIFICATIONS.</td>
<td>71,199.17</td>
<td>1</td>
<td>71,199.17</td>
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Total in USD (Tax not included): 71,199.17

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com  
24-Hour Emergency Phone#: 1-800-GRAYBAR

Page 1 of 2
We are pleased to provide our quotation for the following Liebert EXM system for your consideration on this project.

Liebert EXM Single Module UPS System each consisting of the following: One (1) 100kVA Nameplate
Liebert EXM UPS, model 51SA100EAA000OP, with the following features:
- System Input Voltage of 480V, 60Hz, 3 Phase, 3 wire plus ground
- System Output Voltage of 480V, 60Hz, 3 Phase, 3 wire plus ground
- Fixed Capacity 100kVA UPS System
- 480V Native Output Voltage
- Dual Input Single Source Configuration
- One (1) IntelliSlot Unity LIFE™ Card; P/N: IS-UNITY-LIFE; Monitoring and configuration of select Vertiv power products through integration with Trellis™, Liebert Nform, LIFE™ Services.
- Transformer-Free Architecture - Efficiency up to 96% in double conversion mode
- Unity Power Factor Rating - Delivers more usable power per kVA
- Load Power Factor Support - Supports loads 0.5 lagging to unity without derating
- Energy Optimization Mode (Eco-Mode)
- 65kAIC Rating - Provides interrupting rating and labeling of 65kA
- Active Power Factor Corrected IGBT Input Converter
- PWM transistorized (IGBT) inverter
- Continuous Duty Static Bypass Switch
- Input Contacts - Dry contacts are available for functions including monitoring external breakers, on-generator signal, and other functions
- Output Contacts - Dry contacts are available for functions including a permissive signal to maintenance bypass SKRU, to trip external breakers, and other functions
- Generator Load Control - Suppresses battery charging reducing power demand by an external signal. Shifts unit from Eco Mode to double conversion (if applicable), and synchronizes the inverter output with the bypass
- Automatic retransfer - Provides return to inverter power after an overload
- DSP based controls - Provides digital control of power conversion and system operation
- Backlit LCD display - Monitors power conversion, UPS operation and utility conditions. Deviations are logged for troubleshooting
- Temperature-Compensated Charging/Battery Load Test
- Bottom cable entry to UPS, top cable entry through matching bypass or optional wiring cabinet
- Front only service access
- Local Emergency Power Off (EPO)
- LIFE™ Services for the 1st year
- IP 20 enclosure
- Casters and leveling feet
- UL and cUL Listed to UL Standard 1778 4th Edition

CONTINUED
One (1) Maintenance Bypass Matching Cabinet, model 51MBE32AA0R10K9 with the following features:

- 3 Switching Devices (BI(B,MB,B,MB)
- 150 Amp Breaker Trip Rating
- Key Interlock (SKRU)
- Cabinet Mounted Right Attached to Module with connecting cables factory supplied
- 200 MM - 7.9 inches Frame Size
- Front Access service design

Additional Options:
- Lithium Ion Battery Cabinet, Model # LIBSG128S1PS

Startup Services:
Startup includes one site trip by a Liebert Services customer engineer after the UPS has been installed. The site trip includes the following services for one UPS module: non-powered inspection, UPS electrical and operational checkout, full parts and labor for any remedial work required on the UPS or battery cabinets, and customer operation training. Startup also includes remedial onsite labor, parts, and travel for the full one-year warranty period.

- Startup 24x7 is scheduled at the customers designated time
- MBC/BDC/Wallmount Panel Startup is included

Total Price Including Dock to Dock Ground Freight but NOT Installation or Tax
(FOB, Factory Full Freight Allowed)

Terms & Conditions:
- Quotation Valid for 45 days
- Price does not include tax
- Terms are Net 30 Days, subject to manufacturer's approval
- INFORMATION TO BUYER: This order between the Buyer and Seller is limited to Seller's Terms and Conditions located at http://termsconditions.vertivco.com/ unless a formal agreement governing this Purchase Order/transaction has been executed by the parties, in which case the Terms and Conditions of the signed agreement shall govern. Seller hereby objects to all Buyer's terms and conditions received by Seller and/or issued by Buyer.

Please address order to:

Liebert Corporation
 c/o Uptime Solutions Associates, Inc.
3381 Successful Way
Dayton, Ohio 45414-4317
(937) 237-3400

By: Mark Neilheisel
Sales Representative
E-Mail: mneilheisel@uptime-inc.com

EXCITING NEWS: On Sept. 1, 2018, we are transitioning to Vertiv Corporation as our legal entity. Visit http://vertivco.com/legalentityinfo for changes you may need to make.
Liibet Corporation

TERMS AND CONDITIONS OF SALE

Liibet Corporation is herein referred to as the "Seller" and the customer or person or entity purchasing goods and/or services ("Goods") and/or licensing software and/or firmware, which are to be used with Goods ("Software") from Seller is referred to as the "Buyer". The terms and conditions stated below, terms of any purchase order, sales invoice, or other such document, and any other oral or written representation hereof or therein, constitute the complete and exclusive statement of the terms of the agreement between Seller and Buyer. Liibet Corporation ("Seller") and Buyer ("Buyer") agree as follows:

1. PRICING: Unless otherwise specified in writing by Seller, the price quoted or specified by Seller to the Buyer and/or Software shall be the price quoted or specified by Seller to the Buyer and/or Software at the time of the sale. The price quoted or specified by Seller to the Buyer and/or Software shall be subject to change at any time without prior notice.

2. TAXES: Any current or future federal or governmental charge (or increase in same) affecting the sale of equipment, parts, supplies, transportation, service, labor, or otherwise not required to be paid by the Buyer for the purchase of Goods and/or Software shall be paid by Buyer and/or Software to Seller.

3. TERMS OF PAYMENT: Unless otherwise specified by Seller, terms are net thirty (30) days from date of invoice. All amounts are due and payable in full within thirty (30) days from date of invoice.

4. Shipment and Delivery: While Seller will use all reasonable commercial efforts to maintain the delivery date(s) and/or performance date(s) acknowledged or quoted by Seller, all shipping dates and/or performance dates are approximate and do not constitute a commitment to perform. Buyer reserves the right to make partial shipments. Seller, at its option, shall not be bound to deliver Goods, Parts, and/or Software without providing shipping instructions and other required information. If the shipment of the Goods, Parts, and/or Software is held up or delayed by reason of any strike, lockout, civil or military disturbance, order of a government, act of God, fire, flood, or other cause beyond the control of Seller, then Seller shall not be liable for any delay in, or any loss or damage caused by, the failure of Seller to perform its obligations hereunder.

5. LIMITED WARRANTY: Liibet Corporation warrants to the first end user of the Goods for a period of ninety (90) days from the date of shipment that the Goods shall be free from defects in material and workmanship. This warranty applies to the sale of Seller's Goods and/or Software and its terms, conditions, and limitations are identical to the terms, conditions, and limitations of the warranty set forth in Section 9B. This warranty is extended to the Buyer and/or Software and is in lieu of and excludes all other warranties, express or implied, arising by operation of law or otherwise, including, without limitation, merchantability, fitness for a particular purpose, fitness for a particular purpose or condition, or any implied warranty or condition.

6. LIMITATION OF REMEDY AND LIABILITY: THE SOLE AND EXCLUSIVE REMEDY FOR BREACH OF ANY WARRANTY HEREBY STATED (OTHER THAN THE WARRANTY EXPRESSLY STATED ABOVE) WITH RESPECT TO GOODS OR SOFTWARE SHALL BE LIMITED TO REPAIR, REPLACEMENT, OR REFUND OF THE PURCHASE PRICE UNDER SECTION 5, AND SELLER SHALL NOT BE LIABLE FOR DAMAGES CAUSED BY DELAY IN PERFORMANCE AND THE REMEDIES OF BUYER SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE. IN NO EVENT, REGARDLESS OF THE FORM OF THE CLAIM OR CAUSE OF ACTION, SHALL SELLER BE LIABLE TO BUYER AND/OR ITS CUSTOMERS EXCEED THE PRICE PAID BY BUYER FOR THE SPECIFIC GOODS OR SOFTWARE MANUFACTURED BY SELLER AND PROVIDED TO BUYER GIVEN RISE TO THE CLAIM OR CAUSE OF ACTION.

7. INSURANCE: Seller shall maintain the following insurance or self-insurance coverage:

8. PATENTS AND COPYRIGHTS: Subject to the limitations of the second paragraph of Section 9A, Seller warrants that, to the best of its knowledge, the Goods do not infringe any United States or foreign patent or any copyright or trade secret. Seller warrants that Buyer's utilization of the Goods does not infringe any United States or foreign patent or copyright. Buyer agrees to defend, indemnify, and hold Seller harmless against any losses, damages, or expenses which Seller may incur, and any liabilities which may be imposed on Seller, resulting from any claims or actions alleging infringement of United States or foreign patents or copyrights.

9. EXCLUSION OF PERFORMANCE: Seller shall not be liable for delays in performance or for non-performance due to acts of God, acts of Buyer, war, epidemic, fire, flood; weather; strikes or other labor disputes; or actions, restrictions, allocations, laws, regulations, orders or actions; unavailability of or delays in transportation; default of suppliers; or unforeseen circumstances or any or all of these factors. Seller shall also be released from liability for any or all purchases hereunder in the event that Seller is prevented from performing for any reason, including an appropriate period of time or circumstances caused by Buyer. Seller shall not be liable for any delay in, or any loss or damage caused by, the failure of Buyer to perform its obligations hereunder.

10. CANCELLATION: Buyer may cancel orders only upon reasonable advance written notice delivered to Seller. If such cancellation occurs, Buyer shall be liable for all direct and indirect costs and expenses incurred, including, but not limited to, the costs of materials purchased on such basis as Seller determines to be equitable without liability for any loss or delay of performance which may result from such cancellation.
Seller and a reasonable profit thereon. Seller's determination of such cancellation charges shall be conclusive.

11. CHANGES: Buyer may request changes or additions to the Goods and/or Software consistent with Seller's specifications and others. In the event such changes or additions are accepted by Seller, Buyer shall pay the price for any additional quantities, exclusive of the original purchase price, and/or performance dates. Seller reserves the right to change designs and specifications for the Goods, Parts, and/or Software without prior notice to Buyer, except with respect to Goods and/or Software being made-to-order for Buyer. Seller shall have no obligation to install or make such change in any Goods and/or Software manufactured prior to the date of such change.

12. NUCLEAR/MEDICAL, GOODS, PARTS, AND SOFTWARE SOLD HEREBY ARE NOT FOR USE IN CONNECTION WITH ANY NUCLEAR, MEDICAL, LIFE-SUPPORT AND RELATED APPLICATIONS. Buyer accepts Goods, Parts, and Software with the foregoing understanding, agrees to communicate the same in writing to any subsequent purchasers or users and to defend, indemnify and hold harmless Seller from any claims, losses, suits, judgments and damages, including incidental and consequential damages, arising from such use, whether the cause of action be based in tort, contract or otherwise, including allegations that the Seller's liability is based on negligence or strict liability.

13. ASSIGNMENT: Buyer shall not assign its rights or delegate its duties hereunder or any interest therein without the prior written consent of Seller, and any such assignment, without such consent, shall be void.

14. SOFTWARE: Notwithstanding any other provision herein to the contrary, Seller or applicable third party licensor to Seller shall retain all rights of ownership and title in its respective Software, including without limitation all rights of ownership and title in its respective copies of such Software. Except as otherwise provided herein, Buyer is hereby granted a nonexclusive, non-assignable, royalty free license to use the Software incorporated into the Goods solely for the purpose of Buyer properly utilizing such Goods purchased from Seller. All other Software shall be furnished to, and used by, Buyer only after execution of Seller's (or the licensor's) applicable standard license agreement, the terms of which are incorporated herein by reference.

15. TOOLING: Tool, die, and pattern charges, if any, are in addition to the price of the Goods and/or Software and shall be paid by Buyer when due. A tooling deposit equal to 50% of the tooling cost shall be paid to Seller when Buyer orders the initial tooling deposit amount. All such tools and/or dies will be the property of Seller. Charges for tools, dies, and patterns do not convey to Buyer title, ownership interest in, or rights to possession or removal or prevent their use by Seller for other purchases, except as otherwise expressly provided by Seller and Buyer in writing with reference to this provision.

16. DOCUMENTATION: Seller shall provide Buyer with that data/documentation which is specifically identified in Seller's quotation. If additional copies of data/documentation are to be provided by Seller, it shall be provided to Buyer at Seller's applicable prices then in effect.

17. INSPECTION/TESTING: Buyer, at its option and expense, may observe the inspection and testing by Seller of the Goods and/or Software for compliance with Seller's standard test procedures prior to shipment, which inspection and testing shall be conducted at Seller's plant at such reasonable time as is specified by Seller. Any rejection of the Goods and/or Software must be made promptly by Buyer before shipment. Tests shall be deemed to be satisfactorily completed and the test fully met when the Goods and/or Software meet Seller's criteria for such procedures. If Buyer does not inspect the Goods and/or Software at Seller's plant as provided herein, Buyer shall have (10) days from the date of delivery of goods and/or Software and (2) from the date of completion of each portion of the services to inspect the Goods and/or Software, and in the event of any non-conformity, Buyer must give written notice to Seller within said period stating why the Goods and/or Software are not conforming. Failure by Buyer to give such notice constitutes a qualified acceptance of the Goods and/or Software. Buyer's sole remedy for non-conforming services shall be correct performance of services incorrectly performed by Seller.

18. RETURNED GOODS: Advance written permission to return Goods and/or Software must be obtained from Seller in accordance with Seller's then current Return Material Authorization (RMA) procedure and a return authorization number issued. Such Goods and/or Software must be (i) current, unused Goods and/or Software, (ii) free of all liens, encumbrances, or other claims, and (iii) shipped, transportation prepaid, to Seller's specified location. Returns made without proper written permission will not be accepted by Seller. Seller reserves the right to inspect Goods and/or Software prior to authorizing return.

19. BILLABLE SERVICES: Additional charges will be billed to Buyer at Seller's then prevailing labor rates and Parts prices for any of the following: a) any services not specified in Seller's quotation, Seller's order acknowledgment, or other documents referenced herein and therein; b) any services performed at times other than Seller's normal service hours; c) if reasonable site and/or equipment access is denied the Seller service representative; and d) if it is necessary, due to local circumstances, to use union labor or hire an outside contractor. Seller service personnel will provide supervision only and the cost of such union or contractor labor will be charged to Buyer.

20. DRAWINGS: Seller's prints and drawings (including without limitation, the underlying technology) furnished to Buyer in connection with this agreement or the property of Seller and Seller retains all rights, including without limitation, exclusive rights of use, in making and selling. Proprietary rights and/or patents may be held by Seller, in which case Buyer shall, upon written request, agree to sign non-disclosure agreements. Seller reserves the right to make changes in the design or material of the Goods and/or Software, and the actual operating conditions or other circumstances other than those provided by Buyer and Buyer is advised that Seller, in the course of making and selling, manufacturer or similar substitution by Buyer is not advisable and Seller reserves the right to substitute in whole or part the component or components herein which are affected by such conditions shall be null and void.

21. EXPORT CONTROL: Buyer agrees that all applicable import and export control laws, regulations, and/or requirements, including without limitation those of the United States and the European Union, and the jurisdictions in which the Seller and Buyer are established or from which Goods, Parts, Software, and Services may be supplied, will apply to their receipt and use. In no event shall Buyer use, transfer, release, import, export, Goods, Parts, or Software in violation of any applicable laws, regulations, or requirements.

22. NON-SOLICITATION: Buyer shall not solicit, directly or indirectly, or employ any employees of Seller during the period any Goods are being provided to Buyer and for a period of one (1) year after the last shipment of Goods.

24. GENERAL PROVISIONS: These terms and conditions supersede all other communications, negotiations and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, or waiver of any of the provisions or conditions contained herein shall be effective unless in writing and signed on behalf of Buyer by Buyer's duly authorized representative. Buyer may assign all of its rights and obligations under this Agreement to a third party, provided, however, that Buyer shall notify Seller in writing and signed on behalf of Buyer by Buyer's duly authorized representative, acknowledgment, or acceptance of purchase orders, shipping instruction forms, or other documentation containing terms at variance with or in addition to those set forth herein. Any such modifications or additional terms are specifically rejected and deemed to be materially altering hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein. No waiver by either party with respect to any breach or default or of any right or remedy, and no course of dealing, shall be deemed to constitute a continuing waiver of any other breach or default or of any right or remedy, unless such waiver be expressly in writing and signed by the party to be bound. All typographical or clerical errors made by Seller in any quotation, acknowledgment or publication are subject to correction. The validity, performance, and all other matters relating to the interpretation and effect of this agreement shall be governed by the laws in the state of Ohio without regard to its conflict of laws principles. Buyer and Seller agree that the proper venue for all actions arising in connection herewith shall be only in Ohio and the parties agree to submit to such jurisdiction. No action, regardless of form, arising out of transactions relating to this contract, may be brought by either party more than two (2) years after the cause of action has accrued. The U.N. Convention on Contracts for the International Sales of Goods shall not apply to this agreement.

25. INDEMNITY: Each party shall indemnify and hold the other party harmless from loss, damage, expense, or expense resulting from personal injury or death or personal property of a third party, or injuries, including death, to third parties to the extent caused by a negligent act or omission of the party providing indemnification or a party's subcontractors, agents or employees during performance of services hereunder. Such indemnification shall be reduced to the extent damages or injuries are attributable to others. The indemnifying party shall defend the other party only in accordance with and to the extent of the above indemnification, provided that the indemnifying party is promptly notified by the other party, in writing, of any claim, demands or suits for such damages or injuries: (i) given all reasonable information and assistance by the other party; (ii) gives full control over any resulting negotiation, arbitration, or litigation, including the right to choose counsel and settle claims, or the indemnifying party's obligations herein shall be deemed waived.

Liebert Corp Terms & Conditions Rev 2016
LIMITED WARRANTY FOR THREE-PHASE AND DC POWER PRODUCTS

Warrantor: Liebert Corporation ("Liebert") and Vertiv Energy Systems, Inc. ("Energy Systems") (collectively referred to herein as "Seller") each respectively offer the following One-Year Limited Warranty Against Defects in Material and Workmanship ("Warranty") for applicable Product.

Products Covered:
- Liebert Three-Phase AC Power Products
- Energy Systems DC Power Products

Terms of Limited Warranty:
As provided herein, Seller warrants that during the Warranty Period (as defined below) the Product:
- is free of defects in material and workmanship; and
- conforms to the descriptions contained in any applicable certified drawings for such Product, to Seller's final invoices, and to applicable Seller Product brochures and manuals current as of the date of Product shipment ("Descriptions")

Warranty Period: a period of one (1) year from a valid, documented Product start-up and commissioning performed by Seller personnel, which period shall expire no later than eighteen (18) months from the Product shipment date. Product shipment date is determined only from the bill of lading.

If any part or portion of the Seller Product fails to conform to the Warranty within the Warranty Period, Seller, at its option, will furnish new or factory remanufactured Products for repair or replacement of that failed portion or part. REPAIR OR REPLACEMENT OF A DEFECTIVE PRODUCT OR PART THEREOF DOES NOT EXTEND OR RESTART THE ORIGINAL WARRANTY PERIOD. Seller does not control the use of any Product and, accordingly, materials classified as "Descriptions" are NOT WARRANTIES OF PERFORMANCE and NOT WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE.

Who is Covered:
This Warranty extends to the original end-user (the "User") and only within the fifty states of the USA and Canada. This Warranty is not transferable or assignable without the prior written permission of Seller. This Warranty is given ONLY to purchasers who buy for commercial or industrial use in the ordinary course of business. Seller assigns to User any warranties which are made by manufacturers and suppliers of components of, or accessories to, the Seller Product and which are assignable, but Seller makes NO REPRESENTATIONS as to the effectiveness or extent of such warranties, assumes NO RESPONSIBILITY for any matters which may be warranted by such manufacturers or suppliers and extends no coverage under this Warranty to such components or accessories.

Warranty Claim Procedure and Services:
Within thirty (30) days after User's discovery of a defect, User must contact Seller at (800) 543-2378 and provide all material information relating to such alleged defect.

For Liebert Product: Subject to Product start-up and commissioning by Seller Personnel and the other limitations specified herein, a Seller field service representative will repair the non-conforming Seller Product warranted hereunder, without charge for material or labor. Warranty coverage will be extended only after Seller's inspection confirms the claimed defect and shows no signs of treatment or use voiding the coverage of this Warranty. All defective Products and component parts replaced under this Warranty become the property of Seller. Seller may utilize third parties in the performance of Warranty work, including repair or replacement hereunder, where, in Seller's opinion, such work can be performed in less time, with less expense, or in closer proximity to the Seller Product.

For Energy Systems Product: Seller, in its sole discretion, shall either repair or replace defective Products. For Products to be repaired, Seller will issue a RETURN MATERIALS AUTHORIZATION ("RMA") number. The RMA number must appear on the packing slip, proof of purchase, AND ON THE OUTSIDE OF EACH SHIPPING CARTON for any authorized returned Product. Seller will designate a shipping address ("Ship To Address") that must be used for each authorized returned Product. The User shall pay all freight charges to the designated Ship To Address for each authorized returned Product. Unauthorized returns or collect shipments will be refused.

Items Not Covered:
THIS WARRANTY DOES NOT COVER DAMAGE OR DEFECT CAUSED BY misuse, improper application, wrong or inadequate electrical current or connection, negligence, inappropriate site operating conditions, repair by non-Seller designated personnel, accident in transit, tampering, alterations, a change in location or operating use, exposure to the elements, Acts of God, theft or installation contrary to Seller's recommendations or specifications, or in any event if the Seller serial number has been altered, defaced, or removed.

THIS WARRANTY DOES NOT COVER shipping costs, Product installation/repair costs, travel costs, external circuit breaker resetting or maintenance or service items and further, except as may be provided herein, does NOT include labor costs or transportation, arising from the replacement of the Seller Product or any part thereof or charges to remove or reinstall same at any premises of User. nor for site inspections that determine no corrective action was required nor any other services not expressly provided for by the terms of the Warranty. Consumables, including but not limited to air filters, are not covered by this Warranty. Batteries in Liebert battery cabinets are warranted separately.

THIS WARRANTY IS VOID UPON THE FOLLOWING: (1) the Product having been stored in an unsuitable environment after Product shipment, (2) if applicable, Product start-up and commissioning performed by a third party other than Seller and/or its authorized representatives, and (3) if the Product contains an internal battery, User allows such battery to discharge below the minimum battery voltage cutoff point or if the User does not start recharging a discharged, or partially discharged, battery within forty-eight (48) hours of the discharge period. No salesperson, employee or agent of Seller is authorized to add to or vary the terms of this Warranty. Seller retains the right to cancel the Warranty, subject to reinstatement at Seller's sole discretion, for late- or non-payment of the Product purchase price and any other amounts due. Warranty terms may only be modified, if at all, if in writing and signed by a Seller officer.

Other Limitations:
THIS LIMITED WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. USER'S SOLE AND EXCLUSIVE REMEDY IS REPAIR OR REPLACEMENT OF THE SELLER PRODUCT AS SET FORTH HEREIN. IF USER'S REMEDY IS DEEMED TO FAIL OF ITS ESSENTIAL PURPOSE BY A COURT OF COMPETENT JURISDICTION, SELLER'S RESPONSIBILITY FOR PROPERTY LOSS OR DAMAGE SHALL NOT EXCEED THE NET PRODUCT PURCHASE PRICE. IN NO EVENT SHALL SELLER ASSUME ANY LIABILITY FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES OF ANY KIND WHATSOEVER, INCLUDING WITHOUT LIMITATION LOST PROFITS, BUSINESS INTERRUPTION OR LOSS OF DATA, WHETHER ANY CLAIM IS BASED UPON THEORIES OF CONTRACT, NEGLIGENCE, STRICT LIABILITY, TORT, OR OTHERWISE. THE PRODUCTS LISTED IN THIS WARRANTY ARE NOT FOR USE IN CONNECTION WITH ANY NUCLEAR, MEDICAL, LIFE-SUPPORT AND RELATED APPLICATIONS.

Warranty for Three-Phase/DC Power Products Rev 06-2017