Scope of Work

Version 1.0

Project:
District Clerk - Image Import

Client: Tyler County

Company: i3 Verticals
Public Sector | Justice Technology
Dave Graves, EVP
1110 Enterprise Drive
Sulphur Springs, TX 75482

Prepared by:

i3 VERTICALS

Public Sector | Justice Technology

Addendum A

Image Filename Format

Position	Field	Type
1-10	Unique Document ID	Numeric
11-20	Case Number	Alpha Num
21-28	Date (yyyymmdd)	Alpha Num

Images will end with Tiff extension and be compression level 4.
Images must be multi page Tiffs. i.e. 1234567890PR2222222219910804.TIF

Index File Layout

Position	Field	Type	Fill/Justification
1-10	Unique Document ID	Numeric	0/Right
11-20	Case Number	Alpha Num	Blank/Right
21-28	Date (yyyymmdd)	Alpha Num	
29-78	Document Description	Alpha Num	Blank/Left
79-82	Volume	Numeric	Blank/Right
83-86	Page	Numeric	Blank/Right
87-91	Num Pages	Numeric	Blank/Right

Data files will be TXT files with no delimiters. The Index file name will be **CASE.TXT.**
Unique Document ID Is a numeric id used to make the index record unique and is supplied by the scanning company.

Shell Case Layout

Position	Field	Type	Fill/Justification
1-10	Case Number (unique)	Alpha Num	Blank/Right
11-40	Primary Defendant's Name*	Alpha Num	Blank/Left
41-70	Primary Plaintiff's Name* (civil case)	Numeric	
71-78	Date the Case was Filed(yyyymmdd)	Numeric	
79-86	Date the Case was Disposed (yyyymmmdd)	Numeric	
87-94	Date the Document was Filed (yyyymmdd)	Numeric	
95-194	Description of Document	Alpha Num	Blank/Left

Filename will be **CASE-SHELL.TXT**.
*If the name is the name of a person, this should be last name comma first name. Company names should not include any commas.

Agreement:

This document serves as a formal agreement between Tyler County (hereinafter referred to as "CLIENT") and i3 Verticals (Public Sector | Justice Technology) ("i3 Verticals"). CLIENT has requested that i3 Verticals test, create shell records if necessary, and import CLIENT'S digital content, data records, criminal case index & shell records, collectively known as "Content" into the system located at i3 Vertical's Virtual Hosted System. CLIENT agrees to the CLIENT'S responsibilities and to i3 Verticals deliverables and all costs as described in this scope of work. CLIENT further agrees that any additional requests other than those described below will require a new scope of work and may include additional costs.

Scope of Work:

This section outlines the agreed upon responsibilities and deliverables.

Clients Responsibility

Perform the following tasks:

- Provide payment for the agreed upon costs for all invoices
- Provide an external drive from VENDOR containing images, image index file, and case index files as indicated in Addendum A
- Provide a point of contact for CLIENT's 3rd party VENDOR

i3 Verticals Deliverables

Import VENDOR data into the CLIENT's system as follows:

- Creation of approximately 6,876 Civil and Criminal shell cases from the VENDOR supplied shell case file
- Importing of approximately 8,201 VENDOR supplied image documents (approximately 177,706 pages) linked to the above referenced case records
- Import delivered to CLIENT within 30 days of receipt of payment

Cost:

If all requirements are met as outlined in the CLIENT'S responsibilities of the Scope of Work section, this image import project will incur a one-time cost of **$45,000** (160 development hours @ $250 per hour; 40 hours support hours for review of Kofile Integration import into Tyler DC NETD program) to be paid before the project begins.

Approval

This SOW is approved by:

i3 Verticals (Public Sector | Justice Technology)	<CLIENT>
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Reviewed by: SC