

CONTRACT AMENDMENT #2

Date: 5/14/2021 | 5:25 AM EDT

Issued by: County of Dinwiddie

Vendor: MCCI, LLC

Contract #: 20-0029

Description: Laserfiche

This Supplemental Agreement is entered into pursuant to the provision of the original contract.

Description of Modification:

1. Provide services to integrate Laserfiche with the County's training program Target Solutions per the quote dated May 10, 2021. This will be done for a one-time fee of Four Thousand One Hundred and 00/100 dollars (\$4,100.00).

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

Dinwiddie County, Virginia

MCCI, LLC

X *W. Kevin Massengill*

W. Kevin Massengill
County Administrator

X *Donny Barstow*

Print Name/Title:
Donny Barstow

Approved as to form:

Department Approval:

X *William Hefty*

William Hefty
Legal Counsel

X *Norman Cohen*

Norman Cohen
Director of Information Technology

PRICING: MCCI SERVICESComplete and return to:
salesoperations@mccinnovations.com3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax**Bill to:** Jeremy Hodo jhodo@dinwiddieva.us
cc AP Contact: hcasey@dinwiddieva.us**Client Name:** Dinwiddie County**Quote Date:** May 10, 2021**Quote Number:** 19900**Quote Type:** Services**Service Description:****Qty. Unit Cost Total****MCCI SERVICE PACKAGES**

Service Description:	Qty.	Unit Cost	Total
<input checked="" type="checkbox"/> Implementation Services Package Cost is based on the current components provided herein. MCCI's certified personnel will administer these services to assist Client with implementing the software/subscription components purchased. <ul style="list-style-type: none"> • Dinwiddie County uses Target Solutions as an employee training and certification provider. Target has a web api that retrieves information for completed certifications. Client desires to leverage this api to perform a routine pull of new certifications, then use the data to build and store a "Certification" document in the personnel record for that employee in Laserfiche. Dinwiddie has provided the api specifications and the MS Word template for the Certification document. • The specific values required to "merge" into the certification template are the Course Name, Employee Name, and Completion Date. The api returns all data except for the employee name, which returns the employee ID instead. The employee will already have a record in the HR repository, thus to obtain the employee Name, a Laserfiche search will be conducted against the Personnel files template, passing the Employee ID as criteria. From the returned entry, the Employee name can then be retrieved from the metadata. • The workflow will then use the certification template to merge the Employee Name, Course Name and Completion date, save the document to the repository, and file it in the employee's personnel record. • MCCI will build and deploy a workflow to run on a daily schedule that will: <ul style="list-style-type: none"> - Invoke an HTTP Web Request to the Target Solutions API, passing the last run date as the start date and today's date as the end date. - Update the last run date to today's date (using a metadata field on a designated entry in the HR repo.) - Parse the returned CSV into rows for each employee certification for that day. - For each row - Parse the Employee ID, Course Name, and Completion Date - Perform a Laserfiche Search for a folder with the personnel template indexed with the employee ID - Retrieve the Employee Name from the returned entry - Perform a Word Merge to insert the values into certification template 	1	\$4,100.00	\$4,100.00
Service Packages Subtotal			\$4,100.00

GRAND TOTAL - ONE-TIME SERVICES

\$4,100.00

TOTAL LASERFICHE PROJECT COST

\$4,100.00

All Quotes Expire in 30 Days

This is NOT an invoice. Please use this confirmation to initiate your purchasing process.

SALES TAX

Sales tax will be invoiced where applicable and is not included in the fee quote above.

REMOTE SERVICES

All service packages include remote time due to COVID-19. If circumstances change to allow onsite services to be performed, a new quote must be requested.

BILLING TERMS

MCCi will invoice Client as follows:

Product/Service Description	Timing of Billing
Service Packages	Upon delivery completion and Client acceptance.

MCCi shall not send any invoices, nor claim payment, for any fees or expenses incurred by MCCi until both parties authorize this Order. Sales tax will be included where applicable and is NOT included in the Pricing section.

SERVICE PACKAGES

IMPLEMENTATION SERVICES PACKAGE

MCCi's certified personnel will administer these services to assist the Client with implementing the software/subscription components purchased.

MCCi DELIVERABLES

Professional Services may include any of the following for the purchased components:

- Project management associated with the proposed solution:
 - Outlining requirements
 - Setting expectations for project success
- Assistance with basic repository configuration and user account setup (Laserfiche only)
- Basic configuration of all software components and remote installation as needed
- Review of implemented solution

MCCi ASSUMPTIONS

TECHNICAL SUPPORT

Clients may contact MCCi support via MCCi's Online Support Center, email (support@mccinnovations.com), or telephone 866-942-0464. Support is available Monday through Friday (excluding major holidays) from 8 am to 8 pm Eastern Time.

PROFESSIONAL SERVICES

CHANGE ORDER PROCESS

Any deviations from the contract will be documented in a Change Order that the Client must execute.

CONFIGURATION ASSISTANCE

Many of our packages list remote configuration assistance for up to a certain number of days. This is based on total days, not business days.

TRAVEL

MCCi will schedule travel in consecutive days for most engagements unless otherwise stated or agreed upon.

SCHEDULING

All rates are based on normal business hours, Monday through Friday from 8 am to 5 pm local time. If scheduling needs to occur after business hours, additional rates may apply.

SIGNATURE PAGE

MCCi, LLC

By: _____

Name: _____

Title: _____

Date: _____

DINWIDDIE COUNTY

By: _____

Name: _____

Title: _____

Date: _____

Certificate Of Completion

Envelope Id: BAA7F80D4DCD440390F03E2A4C5A85A7

Status: Completed

Subject: MCCI Contract Amendment 2

Source Envelope:

Document Pages: 6

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Hollie Casey

AutoNav: Enabled

hcasey@dinwiddieva.us

Enveloped Stamping: Enabled

IP Address: 184.63.185.123

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Hollie Casey

Location: DocuSign

5/12/2021 | 01:55 PM

hcasey@dinwiddieva.us

Signer Events**Signature****Timestamp**

William Hefty

bill@heftywiley.com

Legal Counsel

County of Dinwiddie

Security Level: Email, Account Authentication
(None)Signature Adoption: Drawn on Device
Using IP Address: 174.206.36.114

Sent: 5/12/2021 | 02:25 PM

Viewed: 5/13/2021 | 07:44 AM

Signed: 5/13/2021 | 07:44 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Norm Cohen

ncohen@dinwiddieva.us

Security Level: Email, Account Authentication
(None)Signature Adoption: Uploaded Signature Image
Using IP Address: 139.60.228.178

Sent: 5/13/2021 | 07:44 AM

Viewed: 5/13/2021 | 08:33 AM

Signed: 5/13/2021 | 08:33 AM

Electronic Record and Signature Disclosure:

Accepted: 5/13/2021 | 08:33 AM

ID: d834dadd-bfbd-45cf-9872-de8a65e5f102

Company Name: Dinwiddie County

W. Kevin Massengill

kmassengill@dinwiddieva.us

County Administrator

Dinwiddie County

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 174.206.103.200
Signed using mobile

Sent: 5/13/2021 | 08:33 AM

Viewed: 5/13/2021 | 04:33 PM

Signed: 5/13/2021 | 04:33 PM

Electronic Record and Signature Disclosure:

Accepted: 4/17/2020 | 03:04 PM

ID: 42c6e72a-b34f-45d6-988d-e9d30e610ed4

Company Name: Dinwiddie County

Donny Barstow

dwb@mccinnovations.com

President & CEO

Mcci

Security Level: Email, Account Authentication
(None)Signature Adoption: Uploaded Signature Image
Using IP Address: 71.203.107.82

Sent: 5/13/2021 | 04:33 PM

Viewed: 5/14/2021 | 05:23 AM

Signed: 5/14/2021 | 05:25 AM

Electronic Record and Signature Disclosure:

Accepted: 12/18/2020 | 01:01 PM

ID: d50c9fee-20de-485d-b72c-92367d0b2938

Company Name: Dinwiddie County

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Jeremy Gibson jgibson@mccinnovations.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/13/2021 04:33 PM Viewed: 5/13/2021 04:55 PM
MCCI salesoperations@mccinnovations.com Sales Operations MCCi, LLC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/17/2020 06:47 PM ID: 8952f758-91d8-424e-ba27-3fb5e374e5a2 Company Name: Dinwiddie County	COPIED	Sent: 5/13/2021 04:33 PM
Crystal Spain cspain@dinwiddieva.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/14/2021 05:25 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/12/2021 02:25 PM
Certified Delivered	Security Checked	5/14/2021 05:23 AM
Signing Complete	Security Checked	5/14/2021 05:25 AM
Completed	Security Checked	5/14/2021 05:25 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Dinwiddie County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Dinwiddie County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: hcasey@dinwiddieva.us

To advise Dinwiddie County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at hcasey@dinwiddieva.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Dinwiddie County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to hcasey@dinwiddieva.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Dinwiddie County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to hcasey@dinwiddieva.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dinwiddie County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dinwiddie County during the course of your relationship with Dinwiddie County.