



LETTER OF AUTHORIZATION

March 21, 2022

Jeff Ross
 Jefferson County Clerk
 1149 Pearl St
 Beaumont, TX 77701

Dear Mr. Ross:

This Letter of Authorization ("LOA") will confirm Jefferson County's request for the following professional services at the price(s) indicated. This LOA will be an addendum to any existing Master Agreement between Jefferson County (the "County") and Manatron, Inc. ("Harris Recording Solutions – Aumentum Recorder" or "HRS"). All the terms and conditions of that agreement will pertain.

PROFESSIONAL SERVICES

Quantity	Description	One-Time Fees
1	Extract of Court document data: <ul style="list-style-type: none"> • Utilize Recorder's internal export function to run multiple jobs over a two week period to extract data from the three courts modules • Set up and configure export jobs each day to run on evenings and weekends • Review output to ensure jobs ran successfully 	\$6,750.00
Total Professional Services Fees		\$6,750.00

Professional Services Fees will be invoiced upon contract signing and payable in accordance with invoice(s) that shall be sent to the County. Work related to the services described herein will not begin until payment is received. All invoices are due upon receipt of invoice.

Approval of this letter of authorization will allow Harris Recording Solutions to perform the services described herein. Upon approval and signing, please return this letter to Harris Recording Solutions via the following method:

- Email a scanned image of the signed LOA to rdelia@harriscomputer.com

Acceptance: Jefferson County, TX	Acceptance: Harris Recording Solutions
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:



DELIVERABLE ACCEPTANCE STATEMENT (“DAS”)

Purpose:

The purpose of this acceptance form is for the County to sign off on the completion of the professional services detailed in the LOA.

Acceptance Criteria:

- All professional services detailed in the LOA have been performed.

These services were completed on the following date: _____.

The County response period for this DAS is ten (10) business days. After that time, this deliverable will be considered accepted unless otherwise documented in a formal response to Harris Recording Solutions with detailed rationale for rejecting this DAS. Rejection of a DAS will result in immediate escalation.

Billing and Signatures:

We, the undersigned, agree that this project is complete upon signing this DAS.

Jefferson County, CA	Harris Recording Solutions
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE:	TITLE:
DATE:	DATE:

Cancellation Policy

In the event of cancellation of the Agreement by either party for any reason, Purchaser agrees to pay for all Software Applications delivered, any Professional Services rendered, and T&L expenses incurred prior to the cancellation. Initial down payment of deposit is non-refundable. Purchaser must provide written notification to Harris if it wishes to cancel the Agreement.

Cancellation of any on-site Services by Purchaser is allowed for any reason if done in writing more than fourteen (14) days in advance of such Services. Cancellation by Purchaser with fourteen (14) days or less of scheduled on-site Services will be billed at fifty percent (50%) of the on-site fee, plus any non-recoverable costs incurred by Harris due to advance scheduling of travel. Additionally, Purchaser hereby acknowledges that cancellation of on-site Services means that such on-site Services will be rescheduled as Harris’ then current schedule permits. Harris is not responsible for any delay in Purchaser’s project resulting from Purchaser’s cancellation of consulting. If additional services are required because the Purchaser was not adequately prepared for the on-site services, Harris will provide a Change Order to the Purchaser for the additional services.