

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

SECOND AMENDMENT TO THE AGREEMENT TO PROVIDE
CITYWIDE DOCUMENT MANGEMENT SERVICES

THIS SECOND AMENDMENT TO THE AGREEMENT TO PROVIDE CITYWIDE DOCUMENT MANAGEMENT SERVICES (this "Second Amendment") is made and entered into this 7th of February 2022, by and between Advanced Imaging Systems, Inc., a North Carolina corporation doing business in North Carolina (the "Company"), and the City of Charlotte, a North Carolina municipal corporation (the "City").

Statement of Background and Intent

- A. The City of Charlotte and the Company entered into an Agreement for City Document Management Services dated November 1, 2020 (the "Contract") pursuant to which the Company agreed to provide certain citywide document management services for the City of Charlotte.
- B. The parties amended the Contract to incorporate additional language in Service Terms Section 6 "City Ownership of Work Product.
- C. The parties now desire to amend the Contract to make adjustments to unit pricing and to incorporate certain other changes.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereby agree to the following:

AGREEMENT

1. The terms of the Contract are restated by and incorporated into this Second Amendment by reference.
2. Defined terms used in this Second Amendment shall have the same meaning as are assigned to such terms in the Contract.
3. This First Amendment incorporates a unit price increase for those Services listed in Attachment 1, which is incorporated into the Price Schedule of the Contract.
4. Section 15 of the Contract ("Required By City Ordinance: Commercial Non-Discrimination") is hereby replaced in its entirety as provided below:

REQUIRED BY CITY ORDINANCE: COMMERCIAL NON-DISCRIMINATION. AIS agrees to comply with the Non-Discrimination Policy set forth in Chapter 2, Article V of the Charlotte City Code, which is available for review at <http://library.municode.com/index.aspx?clientId=19970> and incorporated herein by reference. AIS consents to be bound by the award of any arbitration conducted thereunder."

5. Except to the extent specifically provided above, this amendment shall not be interpreted or construed as waiving any rights, obligations, remedies, or claims the parties may otherwise have under the Contract.
6. In all other respects and except as modified herein, the terms of the Contract shall remain in force and effect.

[Signature Page Follows]

Contract#: 2021000423

Amendment#: 2

Vendor#: 300144

IN WITNESS WHEREOF, and in acknowledgement that the parties hereto have read and understood each and every provision hereof, the parties have caused this Second Amendment to be executed as of the date first written above.

ADVANCED IMAGING SYSTEMS, INC.

**CITY OF CHARLOTTE:
CITY MANAGER'S OFFICE**

BY: 
(signature)

BY: _____
(signature)

PRINT NAME: Matt Solomon

PRINT NAME: _____

TITLE: Partner

TITLE: _____

DATE: 2/2/2022

DATE: _____



**Digital Contract Routing Form
Non-Encumbered**

Date Submitted: February 07, 2022

Submitted by: Tracey Keyes

Submitter email: Tracey.Keyes@charlottenc.gov

Contract #: 2021000423

Amendment #: 2

Contract Name: Citywide Document Management Services

Vendor Legal Name: Advanced Imaging Systems, Inc.

Vendor #: 300144

REQUIRED ATTACHMENT(S):

Use the Paperclip icon to attach a full Contract Document Routing Packet for review by the authorized City individual with signature authority. The Routing Packet **MUST** include all required components per the direction provided at:

The following signatures, once completed, shall be incorporated by reference into the contractual document identified above.

City of Charlotte

eSigned via SeamlessDocs.com
Brent Cagle
Key: f98f2b82108208b08604836a6396b851

ATTACHMENT ONE

PRICE SCHEDULE

This Attachment is attached and incorporated into the Citywide Document Management Services (the “Contract”) between the City of Charlotte and Advanced Imaging Systems, Inc. (“AIS”). Capitalized terms not defined in this Attachment shall have the meanings assigned to such terms in the Contract. In the event of a conflict between this Attachment and the terms of the main body of the Contract or any other Attachment or appendix, the terms of this Attachment shall govern.

The Company shall provide the Services listed below at the new rates set forth below.

2. Scanning Services

Services	Unit of Measure	Cost	Additional Information
Setup/Preparation of Records * Include items such as but not limited to removal of fasteners, separation of folded forms, and/or paste-up of small documents, Post Scan Manual Image Rotation	Per Hour	\$21	Operations staff are all full-time employees with incentive based compensation tied to quality and production along with profit sharing.
Transportation fee	Per Trip	\$40	Pickup from City or deliver to City (round-trip) AIS-SCRIB full time drivers with AIS-SCRIB vehicles; insured and bonded.

3. Additional Services

Services	Unit of Measure	Cost	Additional Information
Professional Services	Per Hour	\$125 - \$250	Data migration from system A to B, and/or specific written software or professional services provided. Services shall be utilized when applicable.
CCPA Transportation Options	Per Mile	\$1.10	Transportation costs include AIS-SCRIB staff member driving AIS-SCRIB vehicle which is insured and bonded. Travel time is included. Non-City Projects outside of 50 miles.
Microfiche to Digital Conversion	Per Image	\$.10	Convert Microfiche COM or Microfiche jackets to Digital (up to 600 DPI bitonal or greyscale) Services shall be utilized when applicable.
PermittumHosted Application	Per transaction	\$5	Permittum is a web-based enterprise management application and processing

Transaction			software which offers the ability to submit an online application through a pre-configured form. The \$5 transaction fee is passed on to the applicant/ requestor. Minimum thresholds and credit card fees apply. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data. Minimum threshold for counties with populations under 500k \$250/mo.; minimum threshold for counties with populations 501k - 1MM \$350/mo.; minimum threshold for counties with populations over 1MM \$500/mo.
Permitium Credit Card Transaction Fees	Per transaction	\$.30 + 2.9%	Permitium allows all major credit and debit cards for online transaction within the application. Fees can be paid by the agency or passed on to the applicant
PermitDirector Civil Hosted Application	Per Agency Per Month	\$250 - \$10,000	PermitDirector is a web based Civil Process Application that enables the process of papers online coupled with real-time tracking and monitoring of the civil processes with fee collection and distribution. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
PermitDirector Offender Tracker Hosted Application	Per Agency Per Month	\$250 - \$10,000	PermitDirector is a web-based Sex Offender tracking and monitoring of registered sex offenders which enables local law enforcement agencies to track all offender data real-time. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
Permitium URL Integration	Per Agency Per Month	\$250 - \$3,000	Permitium's API integration tool set up, testing, and ongoing support is included.
PermitDirector PPS	Per Agency Per Month	\$6,250 - \$15,000	PermitDirector is a web-based Licensing Process Application that enables the process of papers online coupled with real-time tracking and monitoring of the processes with workflow, fee collection, and distribution.
Permitium Remote Online Notary	Per Transaction	\$15	Remote Online Notary is a web-based Process Application that enables the notary process with real-time tracking and monitoring of the notary processes with fee collection and

			distribution. Minimum thresholds and credit card fees apply.
Permitium Remote Online Notary - Outsource	Per Notary Person Per Month	\$250 - \$3,000	Remote Online Notary is a web-based Process Application that enables the notary process with real-time tracking and monitoring of the notary processes with fee collection and distribution. Minimum thresholds and credit card fees apply.
ScribOrder Hosted Application	Per transaction	\$5	ScribOrder is a packaged, online solution that manages the processing and payment of student records request for current students and alumni. The transaction fee is passed on to the applicant/ requestor (no cost to the agency). Subscription model pricing available upon request. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribChoice Hosted Application	Per Agency Per Month	\$600 - \$15,000	ScribChoice is a solution that manages applications for students that desire to attend a school other than their zoned school and removes the hassle of paperwork within the enrollment process. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribEnroll Hosted Application	Per Agency Per Month	\$600 - \$15,000	ScribEnroll is a solution that manages the student application and enrollment process online and removes the hassle of paperwork within the enrollment process. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribK12Transfer Hosted Application	Per Agency Per Month	\$100 - \$15,000	ScribK-12 Transfer manages school to school records requests for students that have transferred from one school to another. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribOnline Hosted Document Management Application	Per Agency Per Month	\$500 - \$10,000	ScribOnline is a hosted document management solution designed to address the unique needs of government agencies. Pricing is determined based on agency size and module configuration. The application

			integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribFolder Hosted Document Management Application	Per Student Per Year	\$1	ScribFolders is a cumulative record application to capture records and forms from the first enrollment to final graduation. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribChain Hosted Document Management Solution	Per Student Per Year	\$1	ScribChain empowers students to own academic records. Electronic student records can be sent to colleges and potential employers who are able to verify the authenticity of the record. The future is now with ScribChain. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribPreK Hosted Document Management Solution	Per Agency Per Month	\$600 - \$15,000	ScribPreK is a solution that manages the entire Pre-K qualification, application, and enrollment process online. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribForm Hosted Document Management Solution	Per Agency Per Month	\$600 - \$15,000	ScribForms are fillable forms completed online that support digital signatures and can be tracked and routed to specific users with privacy privileges. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/6/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Oberle Risk Strategies, LLC 14288 Manchester Road Manchester MO 63011	CONTACT NAME: PHONE (A/C. No. Ext): 636-391-0700		FAX (A/C. No): 636-391-0715
	E-MAIL ADDRESS: donna.spradley@oberle-risk.com		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURED Community Software Solutions, LLC Scribsoft Holdings, Inc., Advanced Imaging Systems LLC Scribbles Software, LLC, Permitium, LLC 10617 Southern Loop Blvd Pineville NC 28134	SCRIPHOL-01	INSURER A : Sentinel Ins Company Ltd. 11000	
		INSURER B : Hartford Accident And Indemnity Company 22357	
		INSURER C : Hiscox Insurance Co Inc	
		INSURER D : Crum & Forster Specialty Insurance Company	
		INSURER E : Axis Insurance Company 37273	
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1975103342

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	84SBABH6714	9/28/2021	9/28/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	84UECAE7344	9/28/2021	9/28/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	84SBABH6714	9/28/2021	9/28/2022	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C D E	Cyber/Professional Liability Excess Cyber/Professional Liab Crime/Dishonesty			MPL494882321 EOL-236613 P-001-000703713-01	9/28/2021 9/28/2021 9/28/2021	9/28/2022 9/28/2022 9/28/2022	Each Claim 3,000,000 Each Claim 2,000,000 Each Claim 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Holder is an Additional Insured-Owner under the General Liability only, but only for the services provided to them, by the named insured under written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Charlotte
 Management and Financial Services
 Finance Office-Procurement Management
 Charlotte NC 28202

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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