



THOMSON REUTERS™

LETTER OF AUTHORIZATION

July 24, 2013

Ms. Dianne Wilson
County Clerk
Fort Bend County
301 Jackson Street
Richmond, TX 77469

Dear Dianne:

This Letter of Authorization ("LOA") will confirm Fort Bend County's request for the following professional services and support services at the prices indicated. This will be an addendum to the County's existing agreement with Manatron, Inc. – a Thomson Reuters Business ("Manatron"), and all the terms and conditions of that agreement will pertain.

THIRD-PARTY SOFTWARE

Quantity	Description	One-Time Fees	Annual Support*
1	AgendaLink – additional support for Archival Module	N/A	\$500.00

* These fees will be added to the current AgendaLink support fees as of October 1, 2013.

PROFESSIONAL SERVICES

Quantity	Description	One-Time Fees
1	Technical services – image load to AgendaLink server	\$692.00

The Fort Bend County Clerk has contracted with another vendor (Kofile) to scan its library of Commissioners' Court minutes. Once completed (estimated August or September, 2013), the County will notify Kofile to contact Randy Ray at randy.ray@thomsonreuters.com for shipping instructions for Kofile to deliver a USB drive containing the images to the Manatron hosting facility in Indianapolis, Indiana. Manatron will connect the drive to the hosted AgendaLink server and transfer the images onto the server. Once completed, Manatron will notify Destiny, Inc. that the images are available for conversion, and Manatron will return the USB drive to the Fort Bend County Clerk. The services shown assume a single delivery. If multiple deliveries are required, additional fees may apply.

Professional services fees are due and payable after Manatron performs such services in accordance with Manatron's invoice(s) that shall be sent to the County. No travel is required for these services. Support fees are due and payable in advance of each annual term and are subject to increases. The

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support fees shown will be added to the existing support fees for AgendaLink effective as of October 1, 2013, and will be included in the annual invoice. All invoices are due within 30 days of receipt.

TOTAL ONE-TIME FEES **\$692.00**

TOTAL ONGOING FEES **\$500.00**

Approval of this letter of authorization will allow Manatron to perform the services and/or provide the products herein. Upon approval and signing, please return this letter to Manatron via **one** of the following methods:

- 1) Email a scanned image of the signed LOA to mary.ammar@thomsonreuters.com;
- 2) Fax a signed copy to the attention of Mary Ammar at (269) 567-2930; **or**
- 3) Return a signed copy to Manatron, Inc., Contract Administration, 510 East Milham Avenue, Portage, MI 49002.

If you have any questions, please feel free to contact Contract Administration at our corporate office at (866) 471-2900.

ACCEPTANCE

Accepted: Manatron

By:

Title: *Vice President, Risk Management*

Date: *July 24, 2013*

Accepted: Fort Bend County, Texas

By:

Title: Robert E. Hebert, County Judge

Date: September 24, 2013

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