



LETTER OF AUTHORIZATION

April 20, 2015

Ms. Laura Richard, County Clerk,
Fort Bend County
301 Jackson Street
Richmond, TX 77469

Dear Ms. Richard:

This Letter of Authorization ("LOA") will confirm Fort Bend County's request for the following professional services at the price indicated. This will be an addendum to the Master Agreement dated October 9, 2007 between Fort Bend County (the "County") and Manatron, Inc. – a Thomson Reuters Business ("Thomson Reuters Tax & Accounting, Government" or "TRTA Gov"). All the terms and conditions of that agreement will pertain.

PROFESSIONAL SERVICES

Quantity	Description	Unit Price	Total Price
10 Hours	Development services to support migration of NEWAI Windows 2003 server to a new Windows 2012 server.	\$173.00	\$1,730.00

Fort Bend County currently has three servers running Windows 2003 that it would like to retire after migrating to Windows 2012. They are NEWAI (172.16.4.158), FBCERECORD (172.16.4.69) and FBCCCWEB (172.16.4.10). In reviewing each server TRTA Gov has observed:

- RBCERECORD has not been used since 9/7/2012. The eRecording software formally run on this server is now hosted by TRTA Gov. It also contains a ComCourtPDF file share from 2013. Diane Shepard confirmed on 3/19/2015 that ComCourtPDF is no longer needed. This server does not need to be migrated and can be retired.
- FBCCCWEB is no longer running the Public Access software. The external version is now hosted by TRTA Gov and the internal version is now on FBCGRM. This server does not need to be migrated and can be retired.
- NEWAI is currently used to run the aiIndex software. This server will need to be migrated to the new Windows 2012 server. The professional services proposed are for TRTA Gov Development to support Fort Bend County IT in this move. All services will be provided remotely.

For the new NEWAI server, Fort Bend County IT will be responsible for installing the OS and Web server role as described in the document included as Attachment 2. Fort Bend County IT should also run Microsoft updates. The new server should also have the same number of CPU's and amounts of memory and disc as the existing server.

TRTA Gov will invoice all professional service fees upon completion of such services. Any additional fees are due upon delivery at the actual expense. All invoices are due within 30 days of receipt.

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TOTAL ONE-TIME FEES	\$1,730.00
TOTAL ONGOING FEES	N/A

Approval of this letter of authorization will allow TRTA Gov to provide the services described herein. Upon approval and signing, please return this letter to TRTA Gov via **one** of the following methods:

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

If you have any questions, please feel free to contact Contract Administration at TRTA Gov's corporate office at (269) 388-2604.

ACCEPTANCE

Accepted: TRTA Gov

Accepted: Fort Bend County, Texas

By: Mary T. Ammar

By: [Signature]

Title: Senior Contract Administrator

Title: Fort Bend County Judge

Date: May 27, 2015

Date: June 2, 2015

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ATTACHMENT 1 – ACCEPTANCE FORM

Purpose

The purpose of this acceptance form is for the County to acknowledge completion of the TRTA Gov professional services required to support migration of NEWAI to the new Windows 2012 server.

Outputs


- Fort Bend County IT and TRTA Gov have completed migration of NEWAI to the new Windows 2012 server;
- Testing has been completed, and NEWAI on Windows 2012 is ready for use by Fort Bend County.

These items were completed on _____.

The County response period for this acceptance form is ten (10) business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rationale for rejecting this milestone. Rejection of a milestone will result in immediate escalation and halt the deliverables for further review.

Signatures

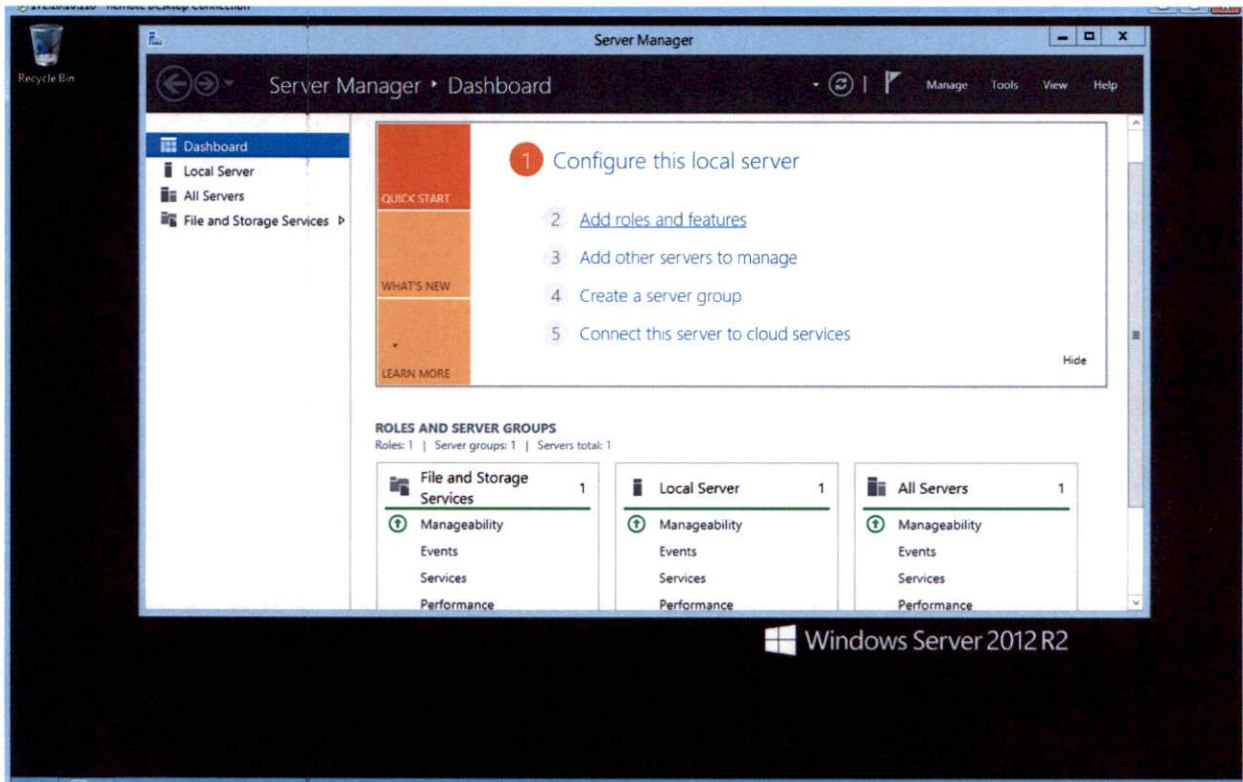
We, the undersigned, agree that this work is complete and that under the conditions of this Letter of Authorization and the Master Agreement dated October 9, 2007 between the County and TRTA Gov, Fort Bend County will be billed \$1,730.00 upon signing this acceptance. It is agreed that this project is complete and the NEWAI is ready for use by Fort Bend County.

Fort Bend County Clerk 301 Jackson Street Richmond, TX 77469	TRTA Gov 510 East Milham Portage, MI 49002
BY: 	BY:
PRINTED NAME: Laura Richard	PRINTED NAME:
TITLE: Fort Bend County Clerk	TITLE:
DATE: 6/2/15	DATE:

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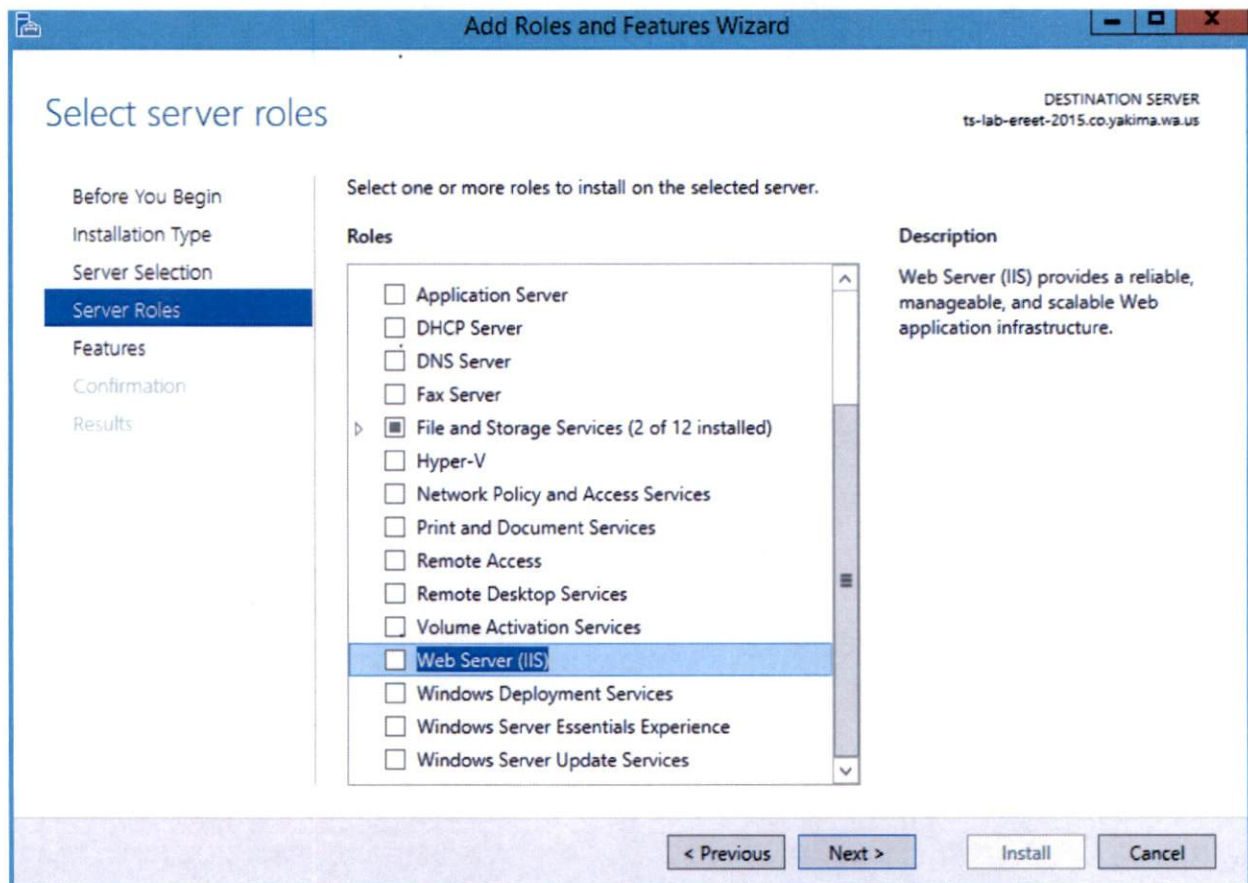
ATTACHMENT 2 – WINDOWS 2012 R2, IIS SETUP



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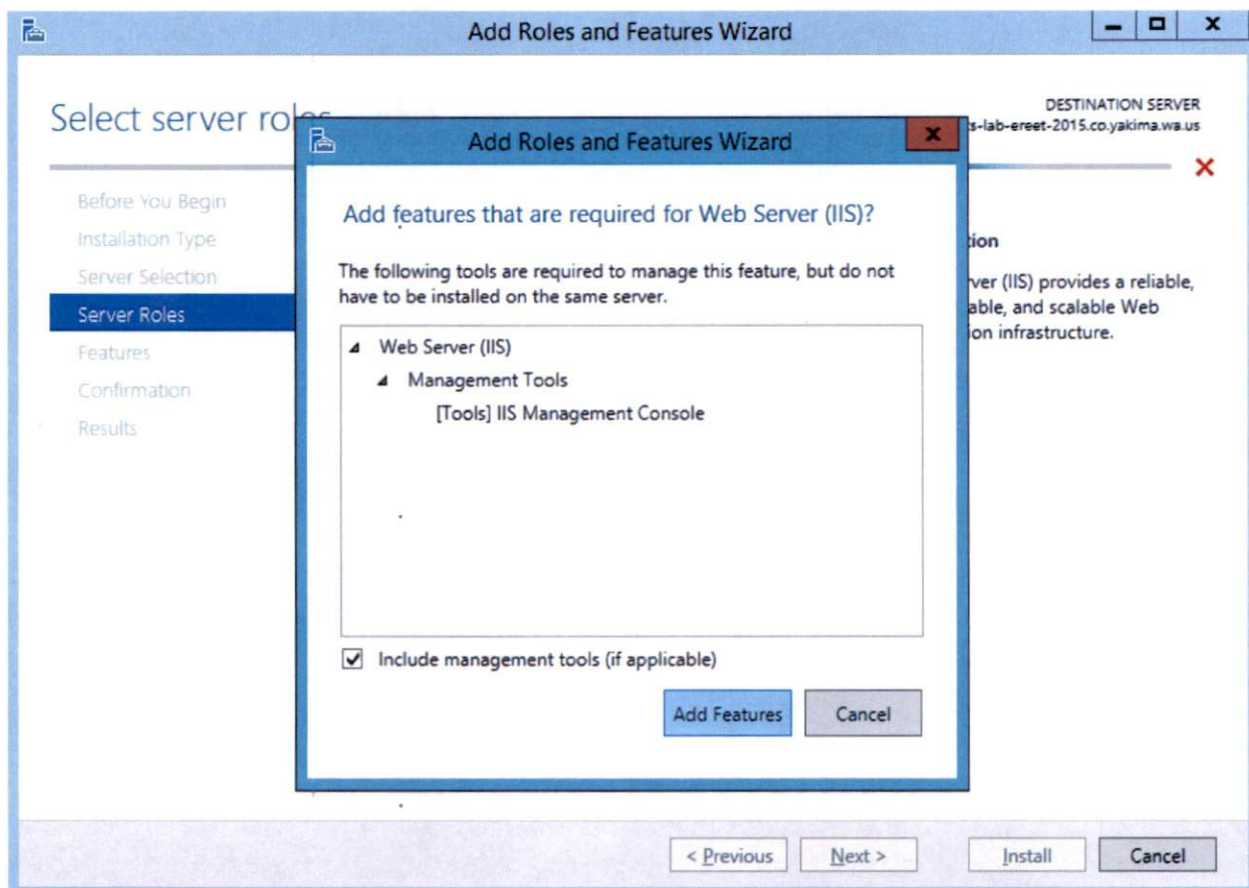


On the "Server Roles" step, enable the "Web Server (IIS)" Role



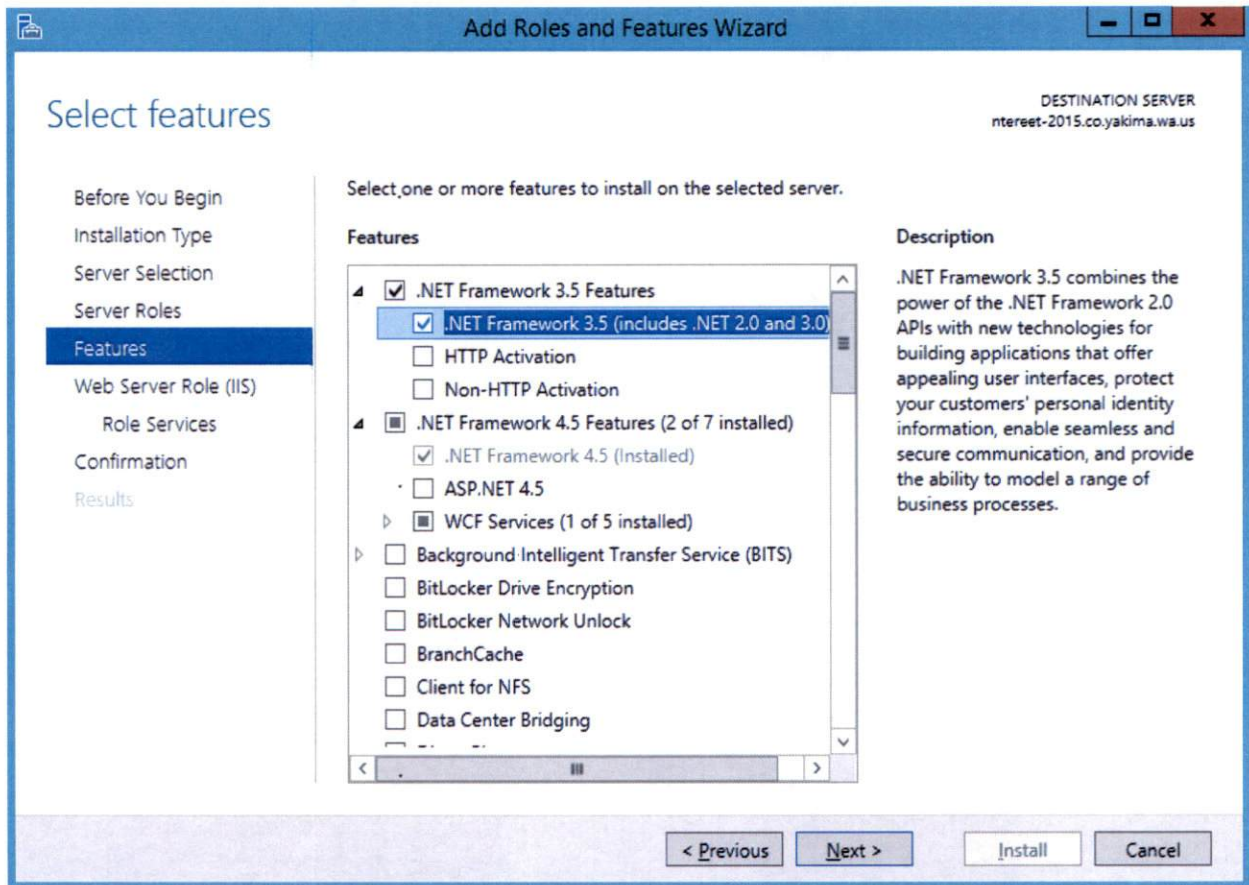
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A dialog will appear asking to add additional features, click 'Add Features'





On the "Features" step, enable ".NET Framework 3.5" and "ASP.NET 4.5"





Add Roles and Features Wizard

DESTINATION SERVER
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Select features

- Before You Begin
- Installation Type
- Server Selection
- Server Roles
- Features**
- Web Server Role (IIS)
 - Role Services
- Confirmation
- Results

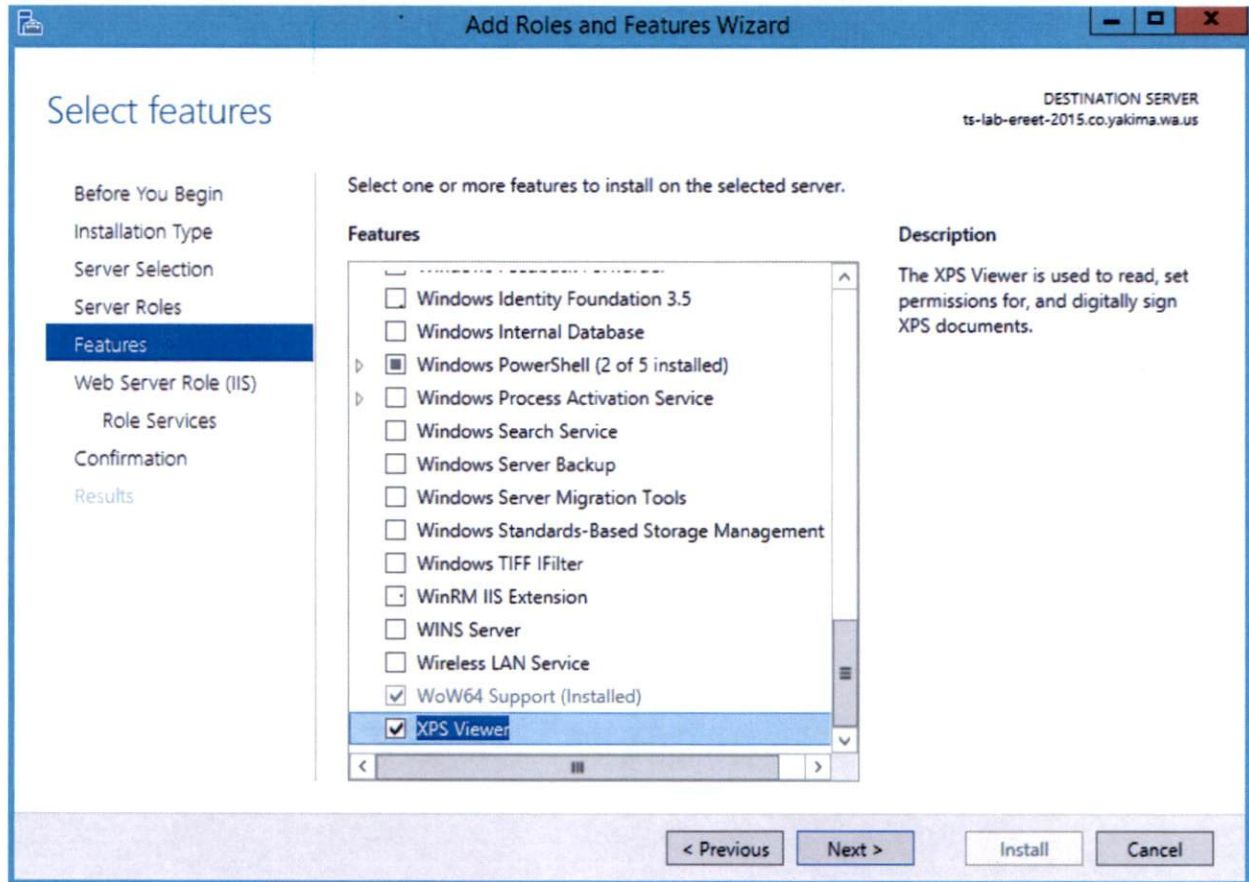
Select one or more features to install on the selected server.

Features	Description
<input checked="" type="checkbox"/> .NET Framework 3.5 Features	
<input checked="" type="checkbox"/> .NET Framework 3.5 (includes .NET 2.0 and 3.0)	
<input type="checkbox"/> HTTP Activation	
<input type="checkbox"/> Non-HTTP Activation	
<input checked="" type="checkbox"/> .NET Framework 4.5 Features (2 of 7 installed)	
<input checked="" type="checkbox"/> .NET Framework 4.5 (Installed)	
<input checked="" type="checkbox"/> ASP.NET 4.5	ASP.NET 4.5 provides core support for running ASP.NET 4.5 stand-alone applications as well as applications that are integrated with IIS.
<input type="checkbox"/> WCF Services (1 of 5 installed)	
<input type="checkbox"/> Background Intelligent Transfer Service (BITS)	
<input type="checkbox"/> BitLocker Drive Encryption	
<input type="checkbox"/> BitLocker Network Unlock	
<input type="checkbox"/> BranchCache	
<input type="checkbox"/> Client for NFS	
<input type="checkbox"/> Data Center Bridging	

< Previous Next > Install Cancel



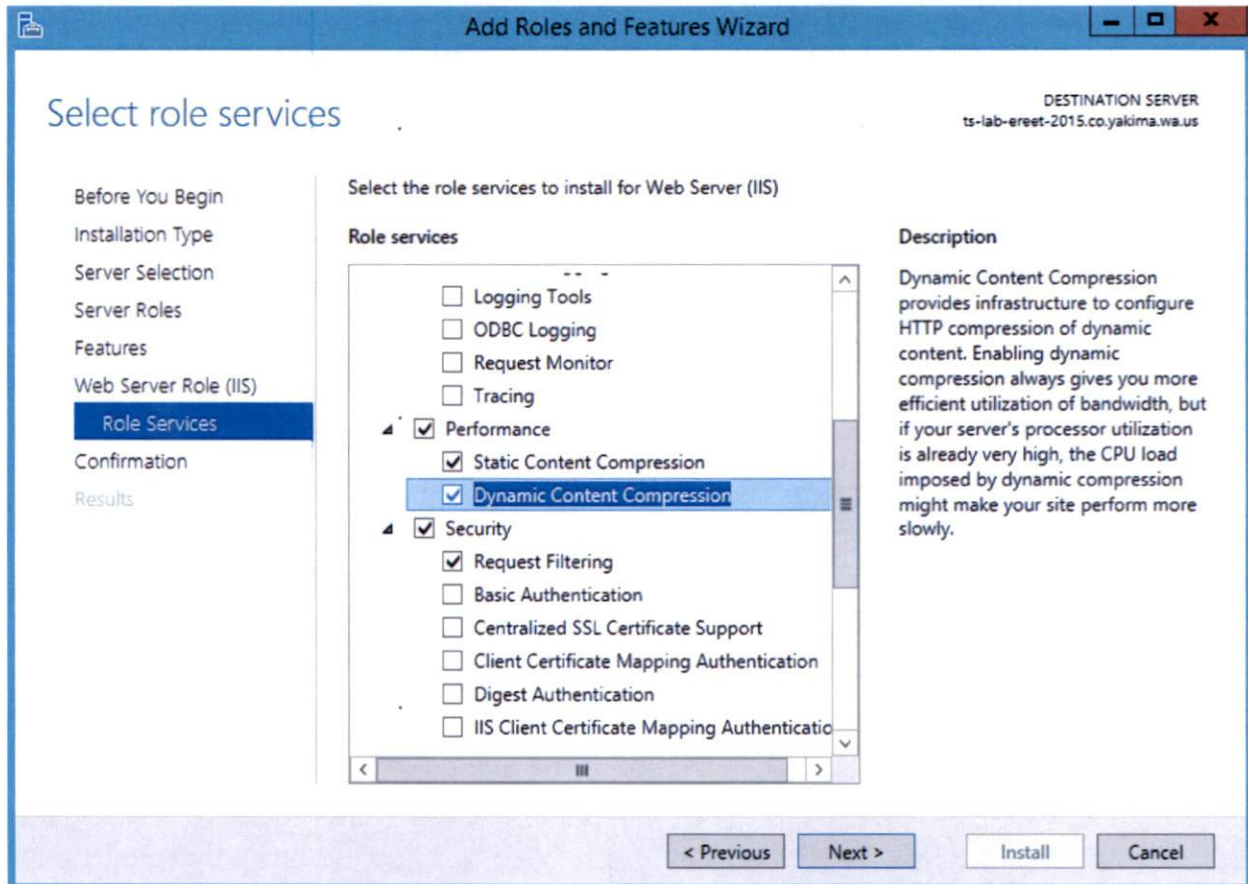
Enable "XPS Viewer"



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On the "Role Services" step, enable "Dynamic Content Compression" in the "Performance" group, "ASP.NET 3.5" and "ASP.NET 4.5" in the "Application Development" group. Dialogs will appear asking to add additional features for each of the "ASP.NET" items, click 'Add Features.'



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Add Roles and Features Wizard

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Select role services

Before You Begin

Installation Type

Server Selection

Server Roles

Features

Web Server Role (IIS)

Role Services

Confirmation

Results

Select the role services to install for Web Server (IIS)

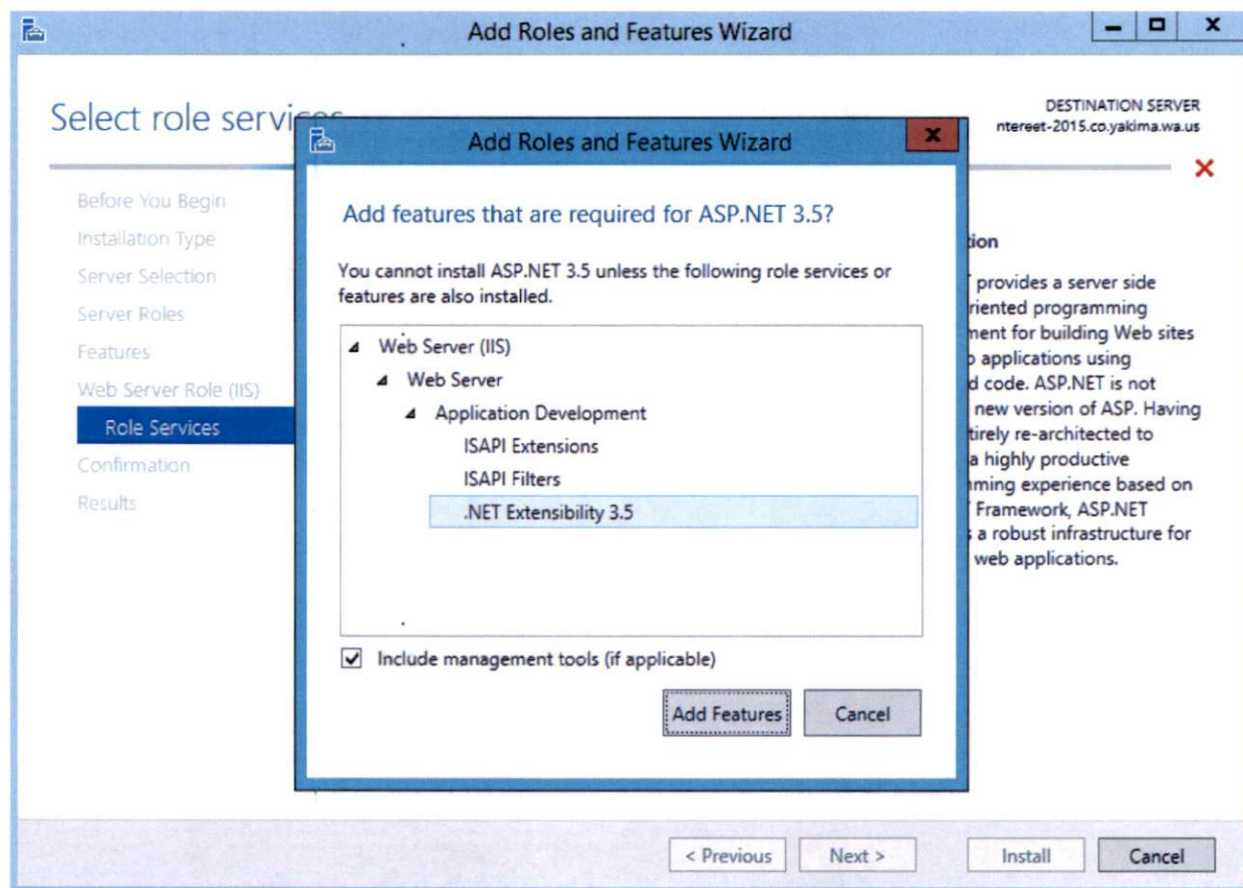
Role services

- Windows Authentication
- ▲ Application Development
 - .NET Extensibility 3.5
 - .NET Extensibility 4.5
 - Application Initialization
 - ASP
 - ASP.NET 3.5
 - ASP.NET 4.5
 - CGI
 - ISAPI Extensions
 - ISAPI Filters
 - Server Side Includes
 - WebSocket Protocol
- ▲ FTP Server
 - FTP Service

Description

ASP.NET provides a server side object oriented programming environment for building Web sites and Web applications using managed code. ASP.NET is not simply a new version of ASP. Having been entirely re-architected to provide a highly productive programming experience based on the .NET Framework, ASP.NET provides a robust infrastructure for building web applications.

< Previous Next > Install Cancel





Add Roles and Features Wizard

DESTINATION SERVER
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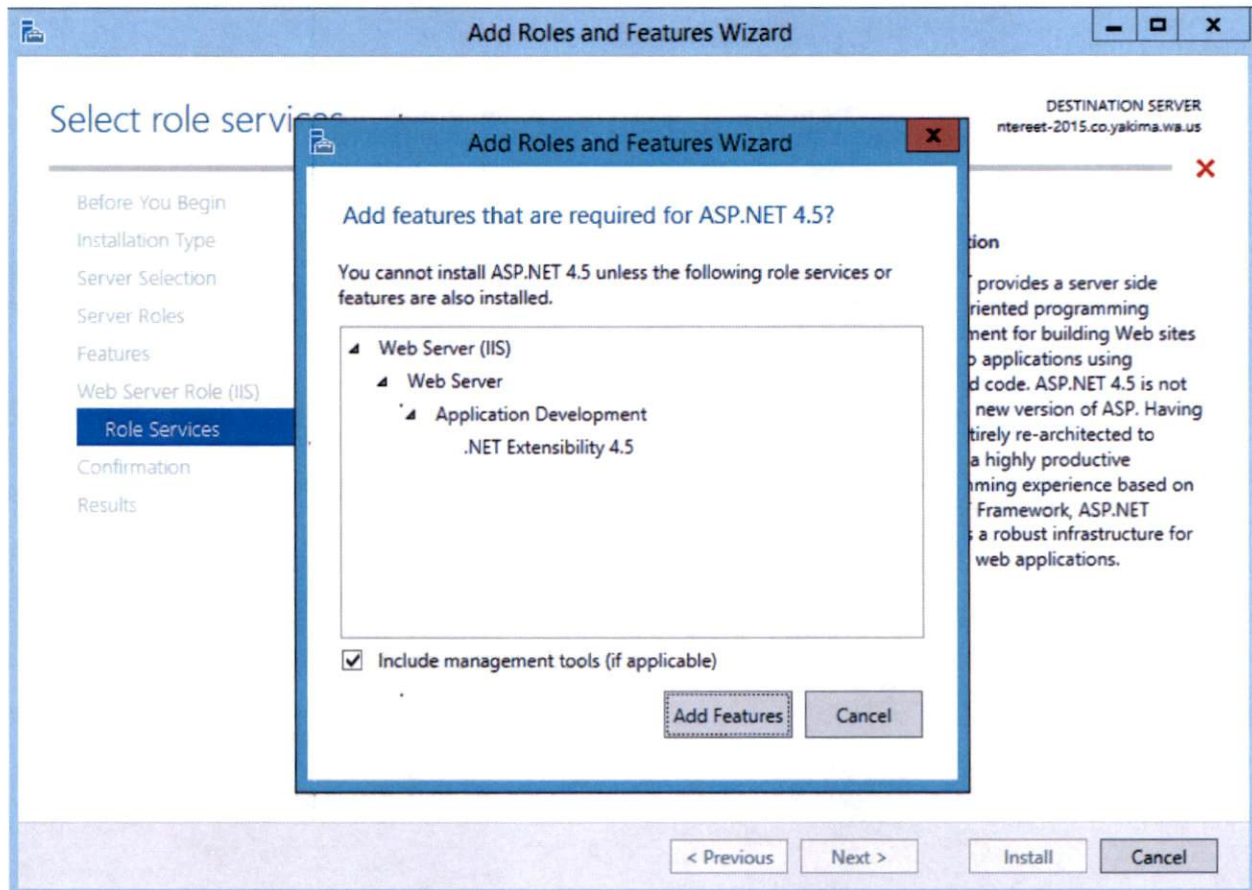
Select role services

- Before You Begin
- Installation Type
- Server Selection
- Server Roles
- Features
- Web Server Role (IIS)
 - Role Services**
 - Confirmation
 - Results

Select the role services to install for Web Server (IIS)

Role services	Description
<input type="checkbox"/> Windows Authentication	
<input checked="" type="checkbox"/> Application Development	ASP.NET provides a server side object oriented programming environment for building Web sites and Web applications using managed code. ASP.NET 4.5 is not simply a new version of ASP. Having been entirely re-architected to provide a highly productive programming experience based on the .NET Framework, ASP.NET provides a robust infrastructure for building web applications.
<input checked="" type="checkbox"/> .NET Extensibility 3.5	
<input type="checkbox"/> .NET Extensibility 4.5	
<input type="checkbox"/> Application Initialization	
<input type="checkbox"/> ASP	
<input checked="" type="checkbox"/> ASP.NET 3.5	
<input type="checkbox"/> ASP.NET 4.5	
<input type="checkbox"/> CGI	
<input checked="" type="checkbox"/> ISAPI Extensions	
<input checked="" type="checkbox"/> ISAPI Filters	
<input type="checkbox"/> Server Side Includes	
<input type="checkbox"/> WebSocket Protocol	
<input checked="" type="checkbox"/> FTP Server	
<input type="checkbox"/> FTP Service	

< Previous Next > Install Cancel



Confirm and finish the wizard.