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**SCOPE OF SERVICES TO BE PROVIDED BY  
BECA IT AND SOFTWARE SERVICES LLC  
TO WOODBURY COUNTY IA**

**Consultant will provide:**

- A. Evaluation of Data File Existence on County iSeries Server for applications listed in Exhibit A.
- B. Extract Data File Layouts from County iSeries server for all applicable data files and deliver those layouts to secure FTP belonging to Tyler Technologies.
- C. Extract Data Files only, no images, from County iSeries server for initial test of data in CSV format or Fixed Length format and deliver that data to secure FTP for evaluation by Tyler Technologies programmers.
- D. Extract Data from County server for any additional test runs requested by Tyler Technologies in CSV format or Fixed Length format and deliver to secure FTP site.
- E. Extract Data from County server for Final go live conversion and deliver that data in CSV format or Fixed Length format to the secure FTP belonging to Tyler Technologies.

**Customer will:**

- A. Provide Consultant with the County's contact names, telephone numbers, email addresses for each application being converted.
- B. Provide print screen examples of master and transaction data that represent actual data for each application to be converted.
- C. Provide consultant green screen access to a computer attached to the County server for remote access to system data files including a user id, password, and print queue as needed
- D. Ensure that the remote access computer has IBM Client Access software loaded on the computer with the data file transfer facility available .

Consultant, Beca IT and Software Services, LLC will provide Professional Liability Insurance Coverage certificates to County upon request. Consultant shall also indemnify County against all liability and loss in connection with and shall assume full responsibility for payment of all Federal, State, and local taxes or contributions imposed or required under unemployment insurance, social

security and income tax laws with respect to consultant engaged in performance of the contract.

Payment of invoices shall be made to BECA IT and Software Services, LLC at 3812 54<sup>th</sup> Street, Lubbock, Tx 79413 within 45 days of receipt of invoice. Invoices will be issued in stages. The first invoice will come as soon as the documentation of the data files is completed. This occurs in the first couple of months of the project and is the majority (approx. 80%) of the cost of the project. The second wave of invoices will be issued as soon as the initial test data extraction is completed for each application. This is a much smaller amount. The final invoices are issued as each application hits the final go live data extraction. This is also a small cost. If contract is terminated, the County agrees to pay for services rendered up to the date of termination. Schedule of pricing is attached in exhibit A.

In witness whereof, the parties hereto have made and executed this agreement and terms, on the respective dates under each signature.

BECA IT and Software Services LLC

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

WOODBURY COUNTY IA

By:  \_\_\_\_\_

Title: CHAIRMAN

Date: JUNE 26, 2018



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BECA IT and Software Services LLC

By: Rebecca Alford  
President

Date: 7-31-2018

WOODBURY COUNTY IA

By: [Signature]

Title: CHAIRMAN

Date: JUNE 26, 2018

