

RESOLUTION AUTHORIZING AND APPROVING AN ADDENDUM BY AND BETWEEN THE BOARD OF ASHTABULA COUNTY COMMISSIONERS AND COTT SYSTEMS, INC. FOR EXPENSES INCURRED TO MITIGATE FINANCIAL HARDSHIP TO THEIR ORGANIZATION TO SUPPORT THE PUBLIC HEALTH RESPONSE TO COVID-19 WITH CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS AS ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT (ARPA), ASHTABULA COUNTY RECORDER'S OFFICE

WHEREAS, the American Rescue Plan Act (ARPA) of 2021 was signed into law on March 11, 2021, to provide additional relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals and businesses; and

WHEREAS, Section 9901 of ARPA amended Title VI of the Social Security Act to add section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (CLFRF); and

WHEREAS, The Ashtabula County Board of Commissioners created a separate Local Fiscal Recovery Fund per Resolution 2021-35FINA adopted on June 1, 2021, for the purpose of receiving ARPA monies and to track allocations and expenditures consistent with the requirements of ARPA; and

WHEREAS, Ashtabula County and Cott Systems, Inc. entered into a Master Agreement for Products and Services dated September 5, 2019 (the "Master Agreement") for online index services; and

WHEREAS, the Ashtabula County Recorder's Office has submitted for approval by the Board of Commissioners an addendum to the Master Agreement (the "Addendum") to add online index services and historical redaction services in the amount of \$78,400.00; and

WHEREAS, the Ashtabula County Recorder's Office has submitted an application for ARPA funds to prevent and mitigate the potential spread of the SARS-COV-2 virus and the COVID-19 disease; and

WHEREAS, in accordance with the terms and conditions of the Master Agreement and Addendum, ASHTABULA COUNTY desires to pay COTT SYSTEMS in the amount of \$78,400.00 ("System Funds") for expenses the ASHTABULA COUNTY RECORDER'S OFFICE incurs to prevent and mitigate the potential spread of the SARS-COV-2 virus and the COVID-19 disease; now

THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Ashtabula County, Ohio:

- 1) That there is hereby established a payment to Cott Systems, Inc. to prevent and mitigate the potential spread of the SARS-COV-2 virus and the COVID-19 disease in accordance with the guidelines established by the U. S. Treasury Department.
- 2) The Ashtabula County Board of Commissioners is hereby authorized to process and distribute the CLFRF monies in the amount of \$78,400.00 for the Ashtabula County Recorder's Office payable to Cott Systems, Inc. to mitigate financial hardship. There is an ongoing monthly support/service fee in the amount of \$180.00 that will be paid from the Ashtabula County Recorder's General Fund Budget and not ARPA funds.
- 3) The Ashtabula County Board of Commissioners hereby receives and approves the contract addendum with Cott Systems, Inc. which is the documentation regarding this authorized expenditure to demonstrate compliance with the U.S. Treasury Department guidance for allowable expenses

- 4) In accordance with ORC Section 307.86 (B)(1), the purchase consists of supplies or a replacement or supplemental part or parts for a product or equipment owned or leased by the county, and the only source of supply for the supplies, part, or parts, is limited to a single supplier.
- 5) This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.
- 6) This resolution shall be in full force and effect from and immediately upon its adoption.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2023-54

January 19, 2023

RESOLUTION AUTHORIZING AND APPROVING AN ADDENDUM BY AND BETWEEN THE BOARD OF ASHTABULA COUNTY COMMISSIONERS AND COTT SYSTEMS, INC. FOR EXPENSES INCURRED TO MITIGATE FINANCIAL HARDSHIP TO THEIR ORGANIZATION TO SUPPORT THE PUBLIC HEALTH RESPONSE TO COVID-19 WITH CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS AS ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT (ARPA), ASHTABULA COUNTY RECORDER'S OFFICE

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

**Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV**

**Aye
Aye
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

Chief Assistant, Criminal Div
Dawn P. Cantalamessa
Criminal Division
Gene Barrett
Christopher R. Fortunato
Matthew Hebebrand
Juvenile Court Division
Tamara A. Wetherholt
Children Services Division
Richard R. Danolfo
Civil Division
Catherine R. Colgan
Laura Pitzmohr
Daniel Maynard
Michael Bodyke
Matthew Hebebrand
Matthew Ameer
Appellate Division
Jessica Fross

COLLEEN M. O'TOOLE
PROSECUTING ATTORNEY
ASHTABULA COUNTY COURTHOUSE
25 WEST JEFFERSON STREET
JEFFERSON, OHIO 44047-1092

TELEPHONE
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CRIMINAL DIVISION FAX
(440) 576-3692
(440) 994-6041
Civil Division Fax
(440) 576-3600
(440) 994-6021
Children Services Division
(440) 998-1811
Tax Division
(440) 576-3734
Victims/Witness Assistance
(440) 576-3523
Stephanie Sagraves
(440) 576-3223

November 8, 2022

Janet Discher
Ashtabula Count Administrator
25 W. Jefferson St.
Jefferson, OH 44047

IN RE: Hosted Online Index Books

****CONFIDENTIAL ATTORNEY CLIENT PRIVILEGED****

Thank you for your request of a legal opinion in the above matter. You have inquired whether funds from the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") established under the American Rescue Plan Act ("ARPA")¹ can be used for the purchase of online indexing services for the County Recorder's Office.

Recorder's Office Master Services Agreement with Cott Systems

The Ashtabula County Recorder ("Recorder") and Cott Systems, Inc. ("Cott Systems") have a Master Agreement for Product and Services dated September 5, 2019 (the "Agreement"). On June 27, 2022, the Recorder submitted a proposal for "Hosted Online Index Books" by Cott Systems. This proposal would add online index services and historical redaction services to the Agreement at a cost of \$78,400 for initial support and \$180 per month for a sixty (60) month term. The Recorder has stated that these services allow clients to perform title exams remotely, decreasing the amount of clients physically coming into the Recorder's office and, consequently preventing and mitigating the spread of the COVID-19 disease. The Board of County Commissioners (the "Board") has decided to award \$81,855 in SLFRF funding to the Recorder for these services.

¹ Pub. L. 117-2. <https://www.congress.gov/117/plaws/publ2/PLAW-117publ2.pdf>.

The American Rescue Plan Act

ARPA amended Title VI of the Social Security Act (42 U.S.C. 801 *et seq.*) to add sections 602 and 603 to establish the SLRFR.

Sections 602(c)(1)(A) and 603(c)(1)(A) of the Social Security Act establish that recipients may use such funds:

to respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;

for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and

to make necessary investments in water, sewer, or broadband infrastructure.

Pursuant to 31 CFR § 35.6(b)(3)(i) recipients of SLRFR funds may use them for the following purposes:

- (A) COVID-19 mitigation and prevention. All such mitigation and prevention measures must be consistent with recommendations and guidance from the Centers for Disease Control and Prevention, including vaccination programs and incentives; testing programs; contact tracing; isolation and quarantine; mitigation and prevention practices in congregate settings; acquisition and distribution of medical equipment for prevention and treatment of COVID-19, including personal protective equipment; COVID-19 prevention and treatment expenses for public hospitals or health care facilities, including temporary medical facilities; establishing or enhancing public health data systems; installation and improvement of ventilation systems in congregate settings, health facilities, or other public facilities; and assistance to small businesses, nonprofits, or impacted industries to implement mitigation measures;
- (B) Medical expenses related to testing and treating COVID-19 that are provided in a manner consistent with recommendations and guidance from the Centers for Disease Control and Prevention, including emergency medical response expenses, treatment of long-term symptoms or effects of COVID-19, and costs to medical providers or to individuals for testing or treating COVID-19;
- (C) Behavioral health care, including prevention, treatment, emergency or first-responder programs, harm reduction, supports for long-term recovery, and behavioral health facilities and equipment; and
- (D) Preventing and responding to increased violence resulting from the public health emergency, including community violence intervention programs, or responding to increased gun violence resulting from the public health emergency, including payroll and covered benefits associated with community policing strategies; enforcement efforts to reduce gun violence; and investing in technology and equipment.

Any use of SLRF funds may not be not grossly disproportionate to the harm caused or

exacerbated by the public health emergency of its negative economic impacts. 31 CFR § 35.6(b)(3).

The Board May Fund Online Index Services as a COVID-19 Mitigation and Prevention Measure

According to the Recorder, the online index services and historical redaction services would allow clients to access documents and indexes remotely with the ability to do a title exam back to a pertinent time frame. This would decrease the number of clients who would otherwise need to appear in the office physically to review these records and perform a title exam. This would effectively prevent and mitigate the potential spread of the SARS-COV-2 virus and the COVID-19 disease.

Consequently, the County may provide ARPA funds to the Recorder for the purpose of purchasing online index and historical redaction services. Our office has prepared the attached “ARPA Addendum” which would need to be incorporated into the Agreement to qualify for SLFRF funding. The ARPA Addendum includes all necessary provisions under the federal Uniform Guidance (which incorporate select county policies and procedures which can be provided to the grantee upon request) and documentation which the grantee will need to complete for reporting purposes.

If you have any further questions or concerns, please do not hesitate to contact us through the Ashtabula County Prosecutor Client Matrix portal.

Very truly yours,

COLLEEN M. O'TOOLE
PROSECUTING ATTORNEY

Matthew J. Hebebrand
Assistant Prosecutor

2022-CON-0079

“All legal opinions from this office are fact specific and based upon the current status of the statutes involved. Many factors may cause this opinion to change. Given similar factual situations, the Prosecutor’s Office should be consulted to determine whether a prior opinion is still valid under the law.”



Contract for

Hosted Online Index Books - General Index 1978-1983

Ashtabula County, Ohio
Barbara Schaab, County Recorder

December 7, 2022



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SECTION 1:

Terms and Conditions



ADDENDUM FOR ONLINE INDEX SERVICES

This **Addendum for Online Index Services** ("Addendum") is by and between Cott Systems, Inc. ("Cott") and Ashtabula County, Ohio ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's Master Agreement for Products and Services.

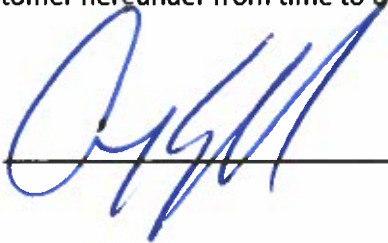
1. **Service.** Cott will electronically capture, where applicable, and catalog pages from the index books and/or index cards and/or record books along with, where applicable, the associated key tables, sub index, charts or tabs, and create setout names, alphabetical breakdowns or numeric breakdowns for the index book pages and/or index cards where appropriate, as specified. The electronic pages of the book(s) will be examined for quality and readability, and pages will be numbered to allow for linkage between index book and/or index card entries and record book entries where applicable.
2. **Source.** The source of index and record book images and/or index card images, may include, though is not limited to, microfilm, microfiche, aperture cards, CD/DVDs containing information in .TIF format and original hardcopy index and record books and/or index cards. Project efforts may include onsite scanning from original books and/or index cards, and if so, would be specified. While Cott will use reasonable efforts to provide a quality image, Customer is responsible for ensuring that the quality of captured index and record books pages and/or index cards is acceptable.
3. **Third Party Processing.** Customer acknowledges Cott may utilize a third party for processing source documents.
4. **Fees.** The fees are set forth in the "Fees" and "Payments" sections.
5. **Early Termination.** Customer may terminate this service and this Addendum by providing written notice to Cott. Cott is entitled to recover from Customer all fees incurred through the date of termination (even if Go-Live has not occurred yet).
6. **Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the information made available through this service. Cott will not remarket or claim ownership of the information.
7. **Information Presented.** While Cott's systems allow for excluding certain information from being viewable when accessing Customer's base system utilizing Online Index Books or Online Books, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott exercises no control over, specifically rejects any responsibility for and will be held harmless from and against any liability for the form, content, accuracy or quality of information passing or obtained through or resident on the Online Index Books system or the Online Books. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing. Customer will be responsible for implementing and carrying out such standards and

any information input errors.

8. **Disclaimer of Warranty.** EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE INFORMATION MADE AVAILABLE THROUGH THIS SERVICE OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE INFORMATION OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.
9. **Standard Terms.** Cott's Master Agreement for Products and Services also applies to the provision of products and services by Cott under this Addendum and the terms of such Agreement are hereby incorporated by reference. The terms actually set forth in this Addendum will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

The terms of this Addendum govern the provision of services by Cott under this Addendum and any Schedules executed by Cott and Customer hereunder from time to time.

Customer Acknowledgement:



Date: 1-19-23

ADDENDUM FOR HISTORICAL REDACTION SERVICES

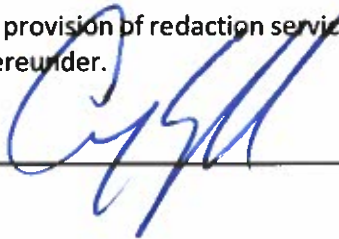
This **Addendum for Historical Redaction Services** ("Addendum") is by and between Cott Systems, Inc. ("Cott") and Ashtabula County, Ohio ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's Master Agreement for Products and Services.

- 1. Service.** Cott will provide a service that utilizes Optical Character Recognition ("OCR") technology and manual verification to identify and permanently redact up to five (5) sensitive data element(s). Based on a rigorously tested rule set based on the Redaction Guidelines exhibit and configured to your state's trends, clues are identified and sensitive information is flagged for redaction. Our verification clerks will review 100% of all flagged images one by one and either accept or reject the suggested redaction. The redacted images will be imported into Customer's base system for public search purposes.
- 2. Source.** The source of images is single page .TIF files, whereby each page of the recorded document is in a separate .TIF file. One page equals one image. While Cott will use reasonable efforts to produce a quality image after redaction, Customer is responsible for ensuring that the quality of the initial images provided to Cott is suitable.
- 3. Rules.** Characteristics and variations of the data elements such as unique placement, appearance and formation are identified. Redaction project results are dependent upon the redaction rules established. 100% of the images within the project scope will be processed.
- 4. Fees.** Fees specified on the Order Summary are based on an estimated number of images and include a setup fee. Customer acknowledges Cott will invoice Customer for the actual number of images processed.
- 5. Flagging.** The number of images flagged for verification cannot be accurately predicted ahead of the actual processing of Customer's actual images. For projects where there is one data element, and if the actual number of images flagged for verification exceeds 12% of the total images processed, or for projects where there are from 2 up to 5 data elements, and the actual number of images flagged for verification exceeds an additional 3% for each additional data element, an additional verification fee will be the responsibility of the Customer. As Cott processes images, Cott will notify the Customer if actual processing reveals an additional verification fee is likely. Once the last portion of images is verified, Cott will notify the customer of any additional verification fee. The fee for additional verification would apply for every image beyond the respective percentage.
- 6. Handwriting.** While OCR technology is very effective, there are times, such as with signatures written over top of typed SSN that will reduce the effectiveness of the process. While these scenarios are rare, they do occur and reduce the ability to capture 100% of the sensitive information; poor image quality, or placement, appearance and formation of sensitive data also play an essential role in the ability to capture sensitive information.
- 7. Changes.** If Customer's redaction needs or requirements change after this project is completed, regardless of whether the change is legislation related or not, additional per image charges would apply for any subsequent project. Customer is responsible for keeping track of any change(s) made to images between the time the images go to Cott for processing and when redacted images are delivered to the Customer. Once redacted images are imported, Customer will need to modify the redacted images with any tracked change(s).

8. **Early Termination.** Customer may terminate this service and this Addendum by providing written notice to Cott. Cott is entitled to recover from Customer all fees incurred through the date of termination.
9. **Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the data made available through this service. Cott will not disclose, use, release to third parties, remarket or claim ownership of the data.
10. **Data Presented.** Customer acknowledges that Cott relies on third party software to provide this service. Cott will implement reasonable procedures to redact sensitive data element(s), and provide Customer with a status report on a series of images basis. However, Customer acknowledges that the service may not fully and accurately redact one hundred percent (100%) of the desired data and the actual results may vary depending upon a number of factors, including, but not limit to, poor image quality, or placement, appearance and formation of sensitive data. Please reference the Redaction Guidelines exhibit for identification and review standards that will be used to redact historical images.
11. **Disclaimer of Warranty.** **EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THIS SERVICE OR ITS FUNCTIONALITY, RELIABILITY, ACCURACY OR COMPLETENESS. COTT DOES NOT WARRANT THAT THE SERVICE WILL BE ERROR-FREE.**

The terms of this Addendum govern the provision of redaction services by Cott under this Addendum and any Schedule executed by Cott and Customer hereunder.

X Customer Acknowledgement:



Date: 1-19-23

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer. Cott's Master Agreement for Products and Services also applies to the provision of services by Cott under this contract and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

Master Agreement for Products and Services: 9/5/2019
(Date signed)

Resolution3 Hosted Services Addendum: 9/5/2019
(Date signed)

Ashtabula County, Ohio

(County, Parish, Town)

COTT SYSTEMS, INC.

Deborah A. Ball 12-7-2022
(Signature) (Date)

Deborah A. Ball
(Print Name)

Chief Executive Officer
(Print Title)

(Attest)

CUSTOMER

[Signature] 1-19-23
(Signature) (Date)

Casey Kozlowski
(Print Name)

President
(Print Title)

(Attest)



Customer acknowledgement required on additional page(s.)

Please digitally sign and initial; or print, sign, and initial original copy.

Once contract is signed, please fax or email the **entire** contract to Cott.

To: Cott Systems | ATTN: Finance Dept. | 1.866.540.1072 | contracts@cottsystems.com

A Note Regarding COVID-19

Cott Systems adheres to all applicable local, state, and federal guidelines regarding COVID-19. Travel and on-site work by Cott team members may be impacted by COVID-19 related restrictions. As your project progresses, we will work with you to make any necessary adjustments to coordinate the successful completion of your project.

QUALITY ASSURANCE REDACTION GUIDELINES (“REDACTION GUIDELINES”)

The purpose of this Redaction Guide is to outline the identification and review standards that will be used to redact historical images. The following type of personal information is considered privacy information and should be redacted (electronically blacked out on the image).

- **Social Security Numbers**

The type of information specified in the statute is “numeric.” Redaction candidates are identified by two methods. The first method is “Content”. This means that number can be identified by its structure or format. The second method is “Context”. This means that a number is identified by information around it in the document.

A Social Security number can be identified either by “Content” since it has a pre-defined format of “xxx-yy-zzzz” or by “Context” since the words “social security number” or a derivative/abbreviation may be close by. The other three types of privacy numbers can only be identified contextually.

The guidelines referenced in this document will be used during the back-file redaction processing to develop the redaction knowledge base, identify redaction candidates and to perform manual quality assurance. If a redaction candidate is identified and it does not fit any of the criteria mentioned in this guide, it will not be redacted. The following guidelines were identified during the knowledge base development process.

Social Security Numbers

The primary criterion to identify social security numbers is contextual. Typically, when a social security number appears in a document it will be identified by surrounding text that provides a clue to its meaning. Examples of these types of identifiers for social security numbers are listed below.

Social Security Numbers

Social Security Number

Social Security No

Social Security #

SS Number

SSN#

SSN

SSAN#

SSAN

SSN/EIN

SS#

SS

Taxpayer Identification Number

Taxpayer Identification NO

Taxpayer ID Number

Taxpayer ID No

Taxpayer ID #

Taxpayer ID

TIN#, TIN

FEI#, FEI

Identifying number on Department of Treasury forms

In addition, social security numbers are identified by content. The content in this case is a nine-digit number of the format "xxx-yy-zzzz". It is possible that this number may or may not contain dashes or there may be spaces between each group of numbers. Furthermore, the social security number may be split across two consecutive lines of text. In some cases, there may only be 9 numbers with no dashes or slashes.

Unfortunately, this number format is not unique. Therefore, numbers that are identified as a redaction candidate only by this content method will use the following guidelines to determine whether to redact the number or not.

- 1) The number format **will be** redacted if the number format is next to, below or close to a person's name regardless of whether it has dashes or spaces between each group of numbers.
- 2) The number format **will be** redacted if it appears in a "Department of Treasury" form provided that where the "Kind of Tax" columns contains:
 - a. 1040
 - b. 6672
 - c. CIV Pen/55
- 3) The number format **will not be** redacted if it appears in a "Department of Treasury" form provided that where the "Kind of Tax" columns contains:
 - a. 941
 - b. Or any other number
- 4) The redaction candidate number **will not be** redacted if it contains text like:
 - a. On file
 - b. Not available
 - c. Or any other alpha characters
- 5) A nine-digit redaction candidate number **will not be** redacted if the context indicates that it is more likely a postal ZIP code.
- 6) The redaction candidate number **will not be** redacted if there are no contextual clues nearby.
- 7) The redaction candidate **will be** redacted if it fits the social security format (xxx-yy-zzzz) and the contextual clues identify it as a "Driver's License or ID number". The following states have used SSN as a Driver's License numbers: AZ, AR, DC, GA, ID, IN, IA, KS, KY, MA, MS, MO, MT, ND, OH, SD, & VA.
- 8) The redaction candidate **will be** redacted if it is a 9-digit number, is on the specific document below, and is preceded by the following text.
 - a. "VA#C" – On Veterans Administration forms
 - b. "Medicare I/P, Medicare Number, MRN, MR#, MR No" on Medicare Health Claim forms
 - c. "General Insurance Number" that is identical to Medicare I/P number (usually above it) – Health Claim Forms
 - d. "Insured Id Number" on Federal Health Claim (HCFA) forms
- 9) The redaction candidate **will be** redacted if it is a 9-digit number that appears on a document for the Social Security Administration titled "Retirement, Survivors and Disability Insurance – Important" and the number is preceded by the text "claim number".

SECTION 2:

Our Solution



HISTORICAL RECORDS MANAGEMENT: ONLINE INDEX BOOKS

Increased Demand for Public Access Requires a New Way of Thinking

For many years, local governments have enjoyed the benefits of automated record filing systems. Today's tech-savvy searchers expect convenient internet access to records, but most jurisdictions only have electronic records dating back to the 70's or 80's when their first records management system was installed. This leaves many users with the task of traveling to their local public office to research historical records in the large handwritten indexes, books, cards, and files by hand.

Traditionally, reindexing was the only method available to expand the historical database. A successful reindexing project brought increased value to the searching public, but the process is extremely time-consuming, expensive, and opens up liability risks as humans input the data.

Online Index Books – Today's Alternative

Online Index Books (OIB) makes it possible for you to search digital copies of your original records without the expense and time commitment of reindexing. OIB combines digital images of the index books and related record books and our unique retrieval software to mimic your hard-copy indexing systems. Our professional staff understand the search logic utilized by your manual index systems and will work with you to create a system that fits your needs. OIB allows users to search manual index books and their associated documents online. Users can search a name, be placed on the first page of the index book where that name resides, then electronically "page" through the appropriate section of the index. Once an entry is located, the user simply enters the book and page of the document to retrieve its image. Customized for your office, OIB eliminates manual searching, saving wear and tear on your valuable historical records.

ONLINE INDEX BOOKS FEATURES

- Custom built alphabetical breakdowns to match your manual system
- Support of multiple index series with different index methods
- Easy navigation of images through "thumbnails"
- Image viewer that supports magnify, pan, flip, rotate, and print
- Navigation buttons for viewing next and previous page or a specific page number
- Redacted image viewing for "public" searchers and unredacted image viewing for staff
- User rights that allow you to restrict document viewing to only internal staff

Index Intelligence

No doubt, you have demonstrated how to use your manual index books many times to searchers unfamiliar with your office. Because we "build" the search logic of your particular index into your Online Index Books solution, there is no need to understand how the manual indexes work. Searchers answer a few search questions, and OIB will bring up the appropriate starting image for your search.

SECTION 3:

Hosted Records Management



Why Choose a Hosted Records Management System?

Making the transition to a cloud-based model offers tremendous benefits to your office. With the Cott Cloud, you have secure, easy access to your information anytime and from any location 24/7/365. With just a few steps, you can be up and running from anywhere, even if your physical office needs to be closed. In today's climate of increasing cyber risks and global uncertainty, the Cott Cloud model provides a layer of disaster recovery and security that is difficult and expensive to achieve at the local level. A hosted solution minimizes the initial investment when moving to a new platform while providing a dependable, powerful system that will consistently deliver the latest technology advancements.

Benefits of a Hosted Solution



ANYTIME, ANYWHERE ACCESS

Convenient, secure access to your information 24/7/365 regardless of location



BUSINESS CONTINUITY

Built-in disaster preparedness, recovery, and continuity



TOP-NOTCH SECURITY

Superior security measures to thwart cyber-attacks and malware disruptions



STREAMLINED INFRASTRUCTURE

No application server to install, less hardware to maintain, and no local backup storage needed



AUTOMATIC BACKUP

Automated and redundant backups to ensure data integrity and availability



COST SAVINGS

Lower costs with technology infrastructure provided remotely



BETTER RESOURCE UTILIZATION

Reduced burden on local IT resources allowing them to focus on key initiatives



FLEXIBILITY

Flexible and scalable to meet the demands on your local office

The Cott Cloud

Cott Systems has offered hosted records management for more than a decade. We strategically partner with Cologix, Inc. (cologix.com), an industry-leading data center located in Columbus, Ohio. The Cott Cloud Data Center provides multiple levels of protection with best-in-class uptime and high overall productivity. The data center is a Tier II Certified Constructed Facility designed to host mission-critical computer systems. Security

features include compartmentalized security zones, 24/7 on-site personnel, and multiple access screenings using a variety of identification methods. The systems' infrastructure is a high-performing virtualization platform resilient to hardware failures with the ability to recover automatically. It uses both hardware and software redundancies to ensure high availability.

The Cott Cloud infrastructure is isolated inside a secure cage and configured from the ground up for high availability and superior performance. Cott controls access to customer data using an automated workflow system. All requests are automatically logged, approved, and removed to ensure data is only accessed by authorized personnel. We follow a predetermined protocol when setting up virtual environments for our hosted customers precisely executed each time to ensure consistent data security and integrity. System optimization at each level ensures uptime of at least 99.5%, excluding planned maintenance downtime during non-business hours.

COTT SYSTEMS CLOUD DATA CENTER

- 99.5% system uptime, excluding planned maintenance
- Advanced security features with multiple levels of protection to ensure data integrity
- Independently audited using SOC1 and SOC2 Standards
- Compliant with HIPAA Privacy and Security Provisions, Payment Card Industry Security Standards (PCI-DSS), Internal Revenue Service Security Requirements (IRS 1075), and Tier IV data center standards

The Cott Cloud Technology Team

To ensure that your data is secure and the system is running at optimal levels around the clock, our team of network administration experts continually monitor our robust hosted system of servers, firewalls, network equipment, and components. The team utilizes industry-standard tools to enhance security and thwart cyber threats, including OSSEC, ManageEngine Active Directory monitoring, appliance-based network inspection provided by SonicWALL firewalls, and Sophos Antivirus solution.

Backup & Recovery

Our solution will perform all backups automatically in the Cott Cloud with no operator involvement. Cott Systems maintains not only the original system backup, but several separate data and image backups for every hosted client to ensure data redundancy and integrity. Backup copies are housed in the data center, as well as at Cott Systems' headquarters for an added layer of protection.

SECTION 4:

Project Management & Training



PROJECT MANAGEMENT OVERVIEW

Cott Systems has over 75 years of experience successfully managing and implementing both large and small projects in 21 states. We possess the expertise and knowledge, and our project management and training practices and policies have proven successful and result in a quality implementation.

Our Project Coordinator has been with Cott Systems for over 18 years and for the past 10 years has been directly responsible for image and data capturing, quality control, and delivery of final images. He is directly involved in every aspect of the project and works closely with the customer to coordinate media exchange and scheduling of our scan personnel, if required, at your location. As work progresses, he will keep you informed of the status and timeline. Several tasks will be actively worked at the same time.

Our project plan consists of several phases which start with reviewing the project scope mapped out by you and your Account Executive when 1st exploring the requirements for your office. The project plan encompasses how the software logic will be developed and how the system should best be configured for your office.

Utilizing an experienced project team with hundreds of installations under their belt coupled with proven project management principles, Cott Systems will establish a team to guide you through the different phases of the implementation. The team will include the following resources:

- **Data and Image Services Manager** – project management, support
- **Online Index Books Specialist** – software logic development, training, support
- **Implementation Specialist** – software configuration, data access permissions
- **Migration Manager** – import of the database and images to Cott Systems' solution

USER TRAINING

Our trainers have over 25 years of combined experience, and they understand the hurdles you face in getting everyone up to speed with minimal impact on daily operations. What sets our training programs apart from other companies is that we recognize that your needs are unique and tailor your training session accordingly. Every feature of the OIB search will be explained and demonstrated, and an OIB specialist will be available to you as a part of the support process after the training.

Your remote online training class will be scheduled to take place during normal office hours. We ask that you provide an environment conducive to focused learning away from interruptions and duties, and equipped with a PC, phone, and internet access.

SECTION 5:

Customer Support



Building a close relationship with our customers has been the key to our success. Cott Systems Customer Support is its own business unit that has board-level visibility and Key Performance Indicators (KPIs) to measure customer satisfaction levels, response/resolve rates, and answer times. Our analysts and programmers average seven years of industry experience, and are passionate about ensuring your experience is nothing less than excellent.

What you can expect from Cott Systems Customer Support

- A dedicated staff providing a customized level of service with a personal touch
- A support team grouped into areas of expertise working collaboratively to resolve issues
- Key Performance Indicators monitored at the executive level to ensure service requirements are met
- Random quality checks for each analyst to ensure that you are receiving the best service possible
- Management and analysts who meet weekly to review all open tickets
- A defined escalation procedure that includes bi-weekly review of accounts

Contacting Cott Systems Customer Support



1. CUSTOMER SUPPORT PORTAL

<https://cottsystems.microsoftcrmportals.com/> – Customers can submit tickets, track support requests, and browse our knowledge base of information with how-to instructions.



2. TOLL-FREE HOTLINE

800-588- COTT – Customer Support is available Monday - Friday, 7am to 6pm EST, excluding holidays.

Voicemail – Customers have the option of leaving a voice mail message for the support team.

Voicemail is checked hourly during regular business hours.



3. EMAIL

support@cottsystems.com – For less urgent issues, customers may email the support team. Email sent to this address is checked within one hour of receipt during regular business hours.

SECTION 6:

Order Summary, Pricing



1. Online Index Books with Records.

- General Index, Grantor & Grantee, 1978-1983.

2. Total Index Volumes. (18) loose leaf, typed.

3. Total Record Volumes.

- Cabinet drawer #1.
- Half of cabinet drawer #2.
- Volumes 1-22.

4. Index Source. On-site scanning in Ashtabula County by Cott Systems.

5. Records Source. Customer providing microfilm cards for Cott to digitize off-site.

6. Historical Redaction. Included.

- Data Element(s) to be redacted. SSN and Driver's License.
- A portion of the SSN to be redacted, all except last four digits.

7. GB of Images. This project will yield approximately 72 GB worth of images.

8. Requirements.

- Customer must assign page numbers (1, 2, 3, 4) to every page in the index books (every page between the front and back binder, including sub-index pages & tabs) to be used in identifying and tracking each image.
- Source documents provided by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- Cott will track the Customer's media/images from receipt to return.
- Cott will provide Quality Control for sequencing, and naming of images to match the actual numbers on the documents.
- Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture process.
- Includes Find/Replace Utility for Online Index Books (OIB). Allows for setup and one (1) training session on OIB Utility for Finding/Replacing images -from time to time there may be a need for an image to be rescanned/replaced per Customer determination.

9. User Licenses. Unlimited search, rights to use software for term of contract.

10. Deployment. Hosted deployment with Hosted (Internet) Search.

11. Implementation. Project management and service installation are included.

12. Training. Cott Systems will provide (1) one live webinar training session to you and your staff and Go-Live support. Trainees must be available during the designated training times as determined by Cott Systems and customer.

Fees Initial Support/Service Term 60 months		\$78,400 and \$180 / month
Schedule of Payments	Invoice upon receipt of signed contract	\$ 39,200
	Invoice upon installation	\$ 39,200 ¹
	Invoice upon Go-Live Date (training)	\$180 / month ²

¹ Cott will issue invoice upon completing the installation of software and images.

² For the month in which the Go-Live occurs, the Customer will be additionally invoiced upon the Go-Live Date (completion of training) for the monthly fee on a prorated basis from the Go-Live Date through the end of that month. For example, if Go-Live Date occurs on March 15, the Customer would be invoiced for period from March 15 through March 31. Thereafter, the monthly Maintenance fee will be invoiced in advance of services rendered. Monthly fee is in addition to current monthly fee. In the event the image source requires broader scanner settings to ensure the resulting images are of adequate quality, a higher monthly fee may apply.

TERM: The sixty (60) month contract term to begin 1st of the month following Go-Live Date.

PLEASE NOTE: The pricing in this offer is valid through 1/9/2023. After this date, this offer will be priced at the current rate.

Customer to provide the following:

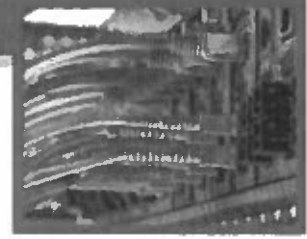
- Access to Hardcopy Index Books
- Quality Microfilm Cards
- Permission to take Microfilm Cards Off-Site
- Broadband High-Speed Access

X Customer Acknowledgement: _____



Date: 1-19-23

SECTION 7: Hardware Specifications



Search Stations

Use one of the following supported browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox

Broadband High-Speed Access

ASHTABULA COUNTY ADDENDUM for Contracts Paid for with ARPA funds

This Addendum is hereby incorporated into the Contract for Hosted Online Index Books – General Index 1978-1983 (the “Agreement”) between Ashtabula County (the “County”) and Cott Systems (the “Contractor”) dated May 13, 2022. Whereas funds from the Coronavirus Local Fiscal Recovery Fund under the American Rescue Plan Act (“ARPA”) may be used pursuant to this Agreement, the parties agree to the additional terms and conditions as set forth below. In the case of any conflict or ambiguity between the terms of this Addendum and the terms in the Agreement, the terms of this Addendum shall take precedence.

A. WARRANTIES.

1.1 In addition to any other warranties, guarantees, or obligations set forth in the Agreement or applicable as a matter of law and not in limitation of the terms of the Agreement, the Contractor warrants and guarantees that:

- The County will have good title to the Work and all materials and equipment incorporated into the work will be new;
- The Work and all materials and equipment incorporated into the Work will be free from all defects, including any defects in workmanship or materials;
- The Work and all equipment incorporated into the Work will be fit for the purpose for which intended;
- The Work and all materials and equipment incorporated into the Work will be merchantable; and,
- The Work and all materials and equipment incorporated into the Work will conform in all respects to the Agreement.

1.2 Upon notice of the breach of any of the warranties or guarantees under the Agreement, the Contractor, in addition to any other requirements in the Agreement, shall commence to correct such breach and all damage resulting therefrom within forty-eight (48) hours after written notice thereof, thereafter shall use its best efforts to correct such breach and damage to the satisfaction of the County and, except when an extension of time is granted in writing by the County, correct such breach and damage to the satisfaction of the County within thirty (30) days of such notice; provided that if such notice is given after final payment hereunder, such 48-hour period shall be extended to seven (7) days. If the Contractor fails to commence to correct such breach and damage, or to correct such breach and damage as provided above, the County, upon written notice to the Contractor and without prejudice to any of its other rights or remedies, may correct the deficiencies. The Contractor upon written notice from the County shall pay the County, within ten (10) days after the date of such notice, all of the County’s costs and expenses incurred in connection with or related to such correction and/or breach, including without limitation the County’s administrative, legal, and consulting expenses. The foregoing warranties and obligations of the Contractor shall survive the final payment and/or termination of this Agreement. If the

Contractor fails to pay the County any amounts due under this Paragraph 17, the Contractor shall pay the County, in addition to the amounts due, a late payment fee of one and one-half percent (1.5%) per month for each month or part thereof that the payments are not paid when due.

B. SUSPENSION OR TERMINATION FOR THE CONVENIENCE OF THE COUNTY.

1.1 SUSPENSION FOR THE CONVENIENCE OF THE COUNTY.

1.1.1 The County may, without cause, order the Contractor to suspend, delay, or interrupt the Work in whole or in part for such period of time as the County may determine.

1.1.2 An adjustment shall be made for increases in the cost of performance of the Work, including profit and overhead on the increased cost of performance, caused by the suspension, delay or interruption, provided that the total cost of profit and overhead shall not exceed 2% of the amount of the increased cost not attributable to profit or overhead. No adjustment shall be made to the extent that: performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible; or an equitable adjustment is made or denied under another provision of this Agreement.

1.2 TERMINATION FOR THE CONVENIENCE OF THE COUNTY.

1.2.1 The County may, in its discretion and without cause, by written notice to the Contractor terminate this Agreement for the County's convenience.

1.2.2 Upon receipt of a written notice from the County terminating this Agreement without cause and for the County's convenience, the Contractor shall (i) immediately cease performing the Work, unless otherwise directed by the County, in which case the Contractor shall take the action directed by the County, (ii) take all reasonable and necessary action to protect and preserve the Work, and (iii) unless otherwise directed by the County, terminate all agreements with Subcontractors and suppliers.

1.2.3 If this Agreement is terminated without cause and for the County's convenience and there exists no event of the Contractor's default, as defined in this Agreement, the County will pay the Contractor (i) for Work performed under this Agreement up to the date the notice of termination is received by the Contractor at the rates for Work performed under this Agreement, including overhead and profit of 2% on the Work performed up to the date of termination.

1.2.4 If this Agreement is terminated without cause for the County's convenience and there exists an event of the Contractor's default, as defined in this Agreement, the Contractor shall be entitled to receive only such sums as it would be entitled to receive following the occurrence of an event of default under this Agreement.

1.2.5 The termination of this Agreement shall be without prejudice to any rights or remedies that exist at the time of termination.

C. INTENTIONALLY OMITTED.

D. ADDITIONAL CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

Contractor certifies the following:

- (A) Contracts for more than the simplified acquisition threshold, currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60- 1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended-Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and

12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of

Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Record Retention Requirements (2 CFR § 200.334)

Vendors certify that during the term of the Agreement, Vendors will comply with the record retention requirements detailed in 2 CFR § 200.334. The Vendors further certify that all records will be retained as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Domestic Preferences for Procurements (2 CFR § 200.322)

As appropriate and to the extent consistent with law, Vendors will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

Recovered Materials (2 CPR§ 200.323)

Vendors agrees to the extent practical it complies with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

Access to Records (2 CPR§ 200.337)

Vendors agree that duly authorized representatives of the federal awarding agency shall have access to any books, documents, papers and records of Vendors that are directly pertinent to Vendors' discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendors' personnel for the purpose of interview and discussion relating to such documents.

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (2 CFR § 200.216)

Neither Vendors nor its subcontractors shall provide or install equipment, services, or systems that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, "covered telecommunications equipment" is

telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); telecommunications or video surveillance services provided by such entities or using such equipment; or telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Agreed upon and accepted by:

COTT SYSTEMS:

Signature: Deborah A. Ball
Print Name: Deborah A. Ball
Title: Chief Executive Office
Date Signed: 12-7-2022


BOARD OF COUNTY COMMISSIONERS, ASHTABULA COUNTY, OHIO

Signature: [Signature] 1-19-23
Commissioner date
Signature: [Signature] 1-19-23
Commissioner date
Signature: [Signature] 1-19-23
Commissioner date

Signature Page

Agreement Title: Cott Systems Contract for Hosted Online Index Books
With Ashtabula County Addendum for Contract Paid for with ARPA
Funds

Approved as to Legal Form Only:

By: 

Colleen M. O'Toole,
Ashtabula County Prosecutor

Contact: Lisa Hawkins, Clerk

Dated: 12.14., 2022

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2023 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of:

Fund 1011.005.100-601, \$10,800 and free from any previous encumbrances.

Agreement Title: Back-scanning/Index Books software enhancement project



David Thomas
Ashtabula County Auditor

Date: 11/13/23

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the 2023, under the Agreement, has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of the following funds:

2003.300.702-820 not to exceed \$78,400.00

for the remainder of the year 2023 and free from any previous encumbrances.

Agreement Title: Cott Systems, Inc agreement with Commissioner's.



**David Thomas, Ashtabula
County Auditor**

Contact: Lisa Hawkins, Clerk

Date: January 19, 2023