

RESOLUTION AUTHORIZING AMENDMENT TO KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. AND ASHTABULA COUNTY CLERK OF COURTS

WHEREAS, April Daniels, Ashtabula County Clerk of Courts, has presented an amendment for the approval of the Board, to-wit:

GRANTOR: Konica Minolta Business Solutions U.S.A., Inc., Ramsey, New Jersey

PURPOSE: to change to account for the data manipulation and document export to required to facilitate the Equivant process.

COST: Not to Exceed \$6,500.00 for 2024

WHEREAS, the amendment has been reviewed and it is found that such an amendment would be desirable and is necessary; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio that the amendment between Ashtabula County on behalf of the Clerk of Courts and Konica Minolta Business Solutions be made in accordance with a copy of said amendment on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2024-444

September 26, 2024

**RESOLUTION AUTHORIZING AMENDMENT TO KONICA MINOLTA BUSINESS
SOLUTIONS U.S.A., INC. AND ASHTABULA COUNTY CLERK OF COURTS**

Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.

VOTE:

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

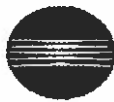
**Aye
Aye
Aye**

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



KONICA MINOLTA

Change Order

Ashtabula County

PROPRIETARY AND CONFIDENTIAL INFORMATION

The enclosed materials are proprietary to KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC., hereafter referred to as KMBS, and Ashtabula County. KMBS reserves the right, title and interest to such materials. The terms, conditions, and information set forth herein are confidential to KMBS and Ashtabula County and may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent of KMBS.

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Change Order	
Client:	Ashtabula County
Project Name:	OnBase Data Migration
Change Order ID:	ASH1001
Change Order Name:	Expansion of scope to include document manipulation
Date:	08/23/2024
Solutions Consultant:	Catherine Bedrossian
Author:	Marc S. Brown

Overview

The current scope of the project contains only data extraction into a CSV containing data relevant to court documents. However, the third party (Equivant) indicated a need for the CSV to be no intermixing of single page or multipage tiffs in the import path. This scope will now include document export to facilitate the match between the one-row CSV and the documents.

Project completion will move to 09/30 to accommodate the additional work and testing.

Requested Change/Project Scope

The scope of this Change Order will be limited to the following solution elements and activities:

- The scope is changing to account for the data manipulation and document export required to facilitate the Equivant process.
 - The documents will be exported onto the existing server where they reside.
 - The export will be done to have the documents exist in the format (single TIFF file per document and per Docket ID) required by Showcase iDMS.
 - After export a new CSV will be exported for validation by Equivant

Risks – Assumptions – Dependencies

The Risks, Assumptions, and Dependencies identified below apply only to the scope of activities identified within this Customer Change Order and not the project as a whole. All Risks, Assumptions, and Dependencies provided in the original Solution Description Document remain in effect.

Risks

Risks are uncertain events which may have a potential impact on these changes to the project.

- No risks at this time

Assumptions

Assumptions are expectations about the future which, if not fulfilled, will have a possible impact on the additions to the project.

- Any additional changes or additions to scope identified after will be addressed through a subsequent change order

Dependencies

Dependencies are conditions changes rely on for successful implementation and completion.

- No dependencies at this time

Costs

The additional costs that would be incurred by Ashtabula County by incorporating this change into the project are as follows.

Professional Services

Services will be invoiced at the same rate agreed upon in the original SOW. Any additional efforts not described above that are in addition to this change order will be subject to the change control process.

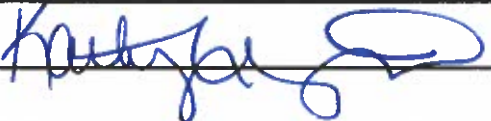
Milestone payment Schedule		
Milestone #	Description	Amount
4	▪ Document manipulation scope change	\$6,500
Total		\$6,500

Payment Terms

Payment will be due upon the mutual agreement that the work has been completed and validated by Equivalent.

Approvals

By signing below, the authorized project representative(s) from Ashtabula County acknowledges that they have read, agree to, and accept the project scope defined within this Change Order Acceptance of this document permits KMBS ECM Professional Services to incorporate the project scope modifications in to the development of the solution.

Ashtabula County	Signature	Date
Kathryn Whittington		9-26-24
IIM Professional Services	Signature	Date