

RESOLUTION APPROVING PROPOSAL AND STATEMENT OF WORK WITH FOR THE RECORD (FTR) FOR REAL TIME SPEECH-TO-TEXT IN THE COURTROOMS, COURT OF COMMON PLEAS

WHEREAS, Kathleen Thompson, Ashtabula County Court of Common Pleas, has presented a Proposal and Statement of Work for the approval of the Board, to-wit:

Scope: To supply and provide access to real time speech-to-text in three courtrooms

Provider: For the Record, 4050 E. Cotton Center Blvd., Ste. 75 Phoenix, AZ 85040

Cost: Not to Exceed, \$26,424.00/year (Unit cost \$8,808.00 for 3 courtrooms)

Term: one year, upon the successful installation of the software and its acceptance by the Court; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Proposal and Statement of Work outlined above is approved in accordance with the copy now 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. 2025-368

August 28, 2025

**RESOLUTION APPROVING PROPOSAL AND STATEMENT OF WORK WITH FOR
THE RECORD (FTR) FOR REAL TIME SPEECH-TO-TEXT IN THE COURTROOMS,
COURT OF COMMON PLEAS**

Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

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.

Crystal Sturgill
Crystal Sturgill, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

ACTING

Proposal & Statement of Work

Ashtabula

— COUNTY, OHIO —

Ashtabula County, OH
RealTime Speech-to-Text

September 1st, 2025 – August 31st, 2026

1 Document Purpose

This Statement of Work (SOW) details FTR RealTime Speech-to-Text Project deployment in 3 Courtrooms by For The Record, Ltd. for Ashtabula County, OH, hereafter referred to as "The Court", for a 1 year term.

This document establishes the responsibilities, key objectives and requirements associated with the Project, project coordination, and implementation works necessary to provide services under the SOW.

For The Record will provide the required personnel to ensure all in-scope services and activities are completed in a highly professional and timely manner. For The Record and the Court acknowledge that items listed as out of scope are not included services and may be subject to additional considerations.

2 Objectives

It is the intention of For The Record and the Court to consider the following key objectives as part of this SOW:

- For The Record will work with the Court to supply FTR RealTime Speech-to-Text in 3 courtrooms
- The ability for the Court's staff to initiate and access Real-time Speech-to-Text feed utilizing user IDs managed by the Court

3 Responsibilities

For The Record Responsibilities:

For The Record will deliver to the Court the following:

- FTR Justice Cloud & RealTime Speech-to-Text
 - For The Record's sync agent for secure transfer of audio files located in identified folders, subject to the Court's networking speed, bandwidth and availability
 - Streaming real-time speech-to-text feed for access by Court staff
 - Permission controlled, browser-based access
 - Remote configuration of Justice Cloud Platform & RealTime streaming environment
 - Up to (4) hours of remote training

Court Responsibilities:

- Court Provided PC
- Hardware not specifically included or purchased from FTR
- Network Connection
- All infrastructure cabling, data cabling, electrical cabling, power outlets and any other cabling not within the AV rack or specified above
- Cable pathways and conduit
- Any networking, local storage, equipment guidelines, configurations, or specifications in support of Court IT infrastructure requirements
- Any millwork / furniture modifications other than those specifically requested by For The Record and approved by the Court
- Creation of services accounts and permissions required by For The Record and the sync agent(s)

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- Maintaining the replication folder structure
 - Workflow management including order processing and transcript delivery
 - Providing pertinent Court Rules, jurisdictional specific, regarding court proceedings, audio access and transcription
 - Approvals and project reviews as defined within the Contract, including Equipment Layout, Change Orders, User Acceptance
 - Coordination / scheduling with all required Court personnel for timely completion of all services

4 Activities Within Scope

- For The Record's sync agent for secure transfer of audio files
- Streaming real-time speech-to-text feed for access by Court staff
- Permission controlled, browser-based access
- Onsite configuration and installation of hardware components listed below
- Up to (4) hours of virtual training
- Additional Services as requested on T&M basis

5 Activities Out of Scope

- Integration with any existing Court system, unless otherwise agreed
- Any power, electrical, and infrastructure cabling
- Training of end-users on system functionality, software, and business process more than training hours allocated (user hand-over familiarization session and go-live presence is in scope)
- Any activity not expressly defined as in-scope or covered under an existing, active SOW

6 Timing

For The Record shall execute the solution outlined in this Statement of Work (SOW) in accordance with a jointly approved Project Plan, which will be managed and disseminated by the Vendor. The 1 year term period shall commence upon the successful installation of the software and its acceptance by the Court.

7 Project Assumptions

- Any changes requested by the Court beyond what is identified herein must be submitted pursuant to an applicable Project Change Request, which must be accepted in writing by For The Record and shall result in additional applicable charges pursuant to such request
- For The Record shall provide our expertly trained professional consultants for this engagement. Several team members may be needed at different times during the project duration, as determined by For The Record, in accordance with the planned hours and tasks.
- If, during the implementation, the need for additional professional services is identified, this will be estimated by For The Record and presented to the customer for approval.

8 Fair Use Policy

The utilization of FTR RealTime Speech-to-Text is subject to adherence to the Fair Use Policy outlined below:

- **RealTime Speech-to-Text use:** Maximum usage of 6 hours per business day, with an average calculated over the total license count on an annual basis.

9 Security

For The Record takes its commitment to security very seriously. For The Record aims to ensure the confidentiality, integrity, and availability of the data it manages. To achieve this For The Record must ensure that there is clarity about the responsibilities associated with protecting systems and information. Full details of For The Record's Information Security Policy can be requested under NDA.

For The Record Responsibilities:

- To protect all information with the Cloud Platform from internal, external, deliberate, or accidental threats
- Uphold ethical standards and meet our regulatory, legal and contractual obligations
- Ensure all For The Record staff understand and abide by their responsibilities
- Ensure all Information Security Policies are followed including but not limited to For The Record's Backup, Encryption, Data Protection and Software Development Life Cycle policies
- Report any security incidents in For The Record's environment to the Court within 24 hours

Court Responsibilities:

- Agree to and abide by the For The Record Cloud Platform Terms of Service
- Manage the Cloud Platform tenancy with regards to the Court's users and their access
- Report any security incident in the Court's environment to For The Record within 24 hours
- Report any security vulnerabilities found in the Cloud Platform to compliance@fortherecord.com
- Provide For The Record with contact details regarding security incidents
- Provide For The Record with the details of the Court's data retention policy
- Ensure that the Courts users and servers use supported browsers and operating systems when accessing the Cloud Platform
- Ensure updates to any locally installed For The Record system components are installed in a timely manner

10 Project Cost

Real-Time Speech-to-Text Subscription

Line Item	Description	Unit Price	# of Courtrooms	Extended Price
1	FTR Justice Cloud w/ RealTime Speech-to-Text	\$8,808.00	3	\$26,424.00
Total Annual Cost				\$26,424.00

11 AUTHORIZATION PAGE

IN WITNESS THEREOF, the Parties hereto have caused this SOW to be executed by their duly authorized representatives as attested and witnessed as of the day and year date first above written.

COURT

Signature: J. R. Duxon

Printed: J.R. Duxon

Title: President

Date: 8-25-25

FTR, LTD

Signature: Anthony Agnello

Printed: Anthony Agnello

Title: VP - Justice Solutions

Date: 8/25/2025

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 2025, 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: 2131.009.100-601 -Contract Services line.

In the amount of \$26,424.00 for year 2025 and free from any previous encumbrances.

Agreement Title: For The Record for RealTime Speech to Text.



Scott Yamamoto, Ashtabula County Auditor


Contact: Lisa Hawkins, Clerk

Date: August 18, 2025

Signature Page

AGREEMENT TITLE: Proposal & Statement of Work

APPROVED as to Legal Form Only.

Approved by: 
April R. Grabman
Ashtabula County Prosecutor

Dated: 8/18

Reviewed by Earl F. Stoll, Assistant Prosecutor 