

Finance & Personnel Committee
Monday, November 14, 2022
5:00 PM, 2nd Floor, VCAB

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – October 3, 2022
4. Audience Comments
5. Financial Update
6. Resolution RE: Purchasing Policy and County Contracts
7. Resolution RE: Usage of Funds Under the American Rescue Plan Act (ARPA) to Fund State Bid Purchase of Body Cameras Required Under Legislation
8. Executive Sessions:
 - A **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (2)** Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
9. Items of Information
 - *Changes to the FY2023 budget
 - *Agriculture in the Classroom
 - *Member Recognition
10. Adjournment

Finance & Personnel Committee

Monday, October 3, 2022

5:00 PM, 2nd Floor VCAB

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Steve Fourez called the Finance & Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Steve Fourez, Craig Golden, Steve Miller, Bruce Stark and Becky Stark. Excused absent was Crisi Walls. Absent was Wes Bieritz. Also, in attendance; Larry Baughn – Vermilion County Board Chairman, Cassy Carter – Financial Resources Director, Bill Donahue – Risk Consultant, Erika Ramsey - Auditor, Doug Toole – Health Department Administrator and Judge Thomas O’Shaughnessy.

Agenda Item 2 - Adoption/Amendments to the Agenda

Becky Stark motioned, second by Bruce Stark to approve the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – September 26, 2022

Craig Golden motioned to approve minutes, second by Steve Miller. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None.

Agenda Item 5 – Financial Update

Mrs. Ramsey reviewed the financial update that consisted of the General Fund Revenue document, and the Fund Equity Changes Report and the ARPA transaction report. She noted there were not many changes in the funds since the last meeting. She did point the large ARPA expense which was the payout of premium pay.

Agenda Item 6 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Sheriff Department

Becky Stark motioned, second by Bruce Stark to discuss. Chairman Baughn explained this is moving reimbursed money from the revenue line into an expense line. This was paid from the community for security at various community events. Moving this into the expense line will allow deputies to be paid for their overtime.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Craig Golden, Steve Miller, Bruce Stark and Becky Stark. 5 yes, 2 absent. Motion passed.

Agenda Item 7 – Ordinance – RE: Amendment to the Public Building Commission Lease

There was no motion due to upcoming lease changes, this will be sent directly to County Board.

Agenda Item 8–Resolution- RE: Usage of Funds Under the American Recovery Act to Fund Staffing and Personnel Cost

Bruce Stark motioned, second by Craig Golden to discuss. Chairman Baughn explained this is to pay the raises to staff from the ARPA fund as their salary lines run out of money at the end of the FY2021-2022. This will save the expense to the General Fund.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Craig Golden, Steve Miller, Bruce Stark and Becky Stark. 5 yes, 2 absent. Motion passed.

Agenda Item 9 – Vermilion County Tax Levy – 2022-2023FY

Becky Stark motioned, second by Craig Golden to place the tax levy on display. Chairman Baughn explained this yearly tax levy. Ms. Carter pointed out this is section C, page 34 of the budget book. Conversation ensued on fund balances and the tax levy.

Upon the call of the roll the following members voted yes, to approve the tax levy to be placed on display after the vote at County Board meeting to be held on October 11th, to wit: Steve Fourez, Craig Golden, Steve Miller, Bruce Stark and Becky Stark. 5 yes, 2 absent. Levy to be placed on display.

Agenda Item 10 – Vermilion County Budget 2022-2023FY

Bruce Stark motioned, second by Steve Miller to place the budget on display. Chairman Baughn explained this budget shows a substantial increase in revenue to the General Fund. Conversation ensued on the budget. Upon the call of the roll the following members voted yes, to approve the FY 2022-2023 budget to be placed on display after the vote at the County Board meeting to be held on October 11th, to wit: Steve Fourez, Craig Golden, Steve Miller, Bruce Stark and Becky Stark. 5 yes, 2 absent. FY 2022-2023 budget to be placed on display.

Agenda Item 11 – Executive Session

None

Agenda Item 12 - Items of Information

Chairman Baughn announced there would be a tax sale at the VFW at 6:00pm that night. There were 524 parcels and 121 mobile homes. He also stated the Sheriff is getting prices on body cams and this will be paid from the ARPA fund. He also pointed out that the budget will be put on display with the October 11th County Board meeting. The November County Board meeting will be pushed back to November 15th.

Agenda Item 13 – Adjournment

Committee Chairman Steve Fourez adjourned the meeting at 5:47PM.

Minutes by: Cassy Carter, Financial Resources Director



Fund Equity Changes Report

Through 10/31/22
Summary Listing

Fund	Fund Description	Beginning Balance	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category Governmental Funds					
Fund Type General Fund					
001	General Fund	12,311,578.84	18,689,920.95	12,964,951.27	18,036,548.52
Fund Type General Fund Totals		<u>\$12,311,578.84</u>	<u>\$18,689,920.95</u>	<u>\$12,964,951.27</u>	<u>\$18,036,548.52</u>
Fund Type Special Revenue Funds					
002	IMRF Fund	564,957.90	1,237,323.27	1,007,865.61	794,415.56
003	Vermilion Co Health Department	1,556,728.14	1,627,187.37	1,428,485.41	1,755,430.10
004	Mental Health 708 Fund	556,702.41	805,721.34	855,185.13	507,238.62
006	PSB Rent Fund	7,803,111.83	9,511,421.81	13,475,542.09	3,838,991.55
007	County Highway Fund	700,326.13	1,738,133.75	1,162,104.35	1,276,355.53
009	Law Enforcement Fund	5,614,389.96	1,605,703.39	1,092,866.70	6,127,226.65
010	Indemnity Fund	148,570.57	63,179.46	62,790.57	148,959.46
011	Animal Control Fund	86,431.56	652,584.50	718,583.72	20,432.34
012	Veterans Assistance Commission	155,192.77	132,490.18	48,083.03	239,599.92
013	GIS Automation Fund	264,999.63	189,896.50	160,398.75	294,497.38
014	Probation Service Fund	91,780.01	159,676.02	100,792.38	150,663.65
015	County Clerk Vital Records	32,153.80	11,348.47	12,011.85	31,490.42
018	Co Clerk Tax Automation Fund	12,961.24	3,154.95	113.99	16,002.20
019	FICA (Social Security)	403,445.99	1,272,031.39	1,348,434.17	327,043.21
022	State's Atty Automation	2,513.65	4,343.47	2,816.90	4,040.22
035	Coroner's Automation	55,912.81	24,452.22	6,463.37	73,901.66
041	Capital Improvements Fund	615,389.31	292,220.75	253,190.28	654,419.78
042	North Fork Spec Serv Area 1	247,485.22	47,616.74	71,841.86	223,260.10
043	North Fork Spec Serv Area 2	65,139.86	17,115.55	26,972.47	55,282.94
044	North Fork Spec Serv Area 3	16,662.13	3,458.49	4,925.93	15,194.69
047	DUI Fund	3,550.00	4,403.10	.00	7,953.10
048	Law Enforcement Grant	27.28	.00	.00	27.28
062	County Bridge Fund	1,543,482.03	523,405.88	216,341.05	1,850,546.86
063	Law Library Fund	85,914.21	27,924.52	24,354.89	89,483.84
069	Working Cash Fund	.15	.00	.00	.15
071	Traffic Fee Fund	184,777.65	49,520.09	32,712.95	201,584.79
073	Public Defender Automation Fund	1,087.02	1,663.58	.00	2,750.60
074	Court Automation Fund	53,744.67	109,123.22	101,306.77	61,561.12
075	Court Security Fee Fund	81,295.47	161,514.91	150,816.92	91,993.46
076	Recorder Special Fund	312,000.78	37,679.12	29,801.03	319,878.87
078	Circuit Clerk Oper & Admin	95,132.21	26,744.15	3,317.03	118,559.33
079	Court Document Storage Fund	256,382.25	111,078.73	66,874.19	300,586.79
080	Drug Court Fee Fund	69,516.65	1,174.36	1,814.64	68,876.37
081	VC Electronic Monitor	46,896.80	49,515.64	39,616.00	56,796.44
086	Board of Election Fund	.00	.00	.00	.00
088	Treasurer Automation Fund	121,811.24	62,963.07	42,495.11	142,279.20
090	VC Trustee Revolving Fund	17,548.71	14,776.63	22,479.60	9,845.74
091	Child Support/Maint	94,660.62	32,015.55	39,341.11	87,335.06
097	Victim Witness/Atty General	31,745.75	30,099.55	25,692.45	36,152.85
099	VC Meg/Exp Multi-Jur Narc	425.02	104,280.79	104,279.56	426.25
Fund Type Special Revenue Funds Totals		<u>\$21,994,853.43</u>	<u>\$20,746,942.51</u>	<u>\$22,740,711.86</u>	<u>\$20,001,084.08</u>
Fund Category Governmental Funds Totals		<u>\$34,306,432.27</u>	<u>\$39,436,863.46</u>	<u>\$35,705,663.13</u>	<u>\$38,037,632.60</u>
Fund Category Proprietary Funds					
Fund Type Enterprise Funds					
066	VC Solid Waste Management	1,081,368.88	241,663.08	163,949.28	1,159,082.68
Fund Type Enterprise Funds Totals		<u>\$1,081,368.88</u>	<u>\$241,663.08</u>	<u>\$163,949.28</u>	<u>\$1,159,082.68</u>
Fund Type Internal Service Funds					
005	Liability Insurance Fund	(614,137.91)	1,568,387.73	735,959.37	218,290.45
Fund Type Internal Service Funds Totals		<u>(\$614,137.91)</u>	<u>\$1,568,387.73</u>	<u>\$735,959.37</u>	<u>\$218,290.45</u>
Fund Category Proprietary Funds Totals		<u>\$467,230.97</u>	<u>\$1,810,050.81</u>	<u>\$899,908.65</u>	<u>\$1,377,373.13</u>
Fund Category Fiduciary Funds					
Fund Type Private-Purpose Trust Funds					



Fund Equity Changes Report

Through 10/31/22
Summary Listing

Fund	Fund Description	Beginning Balance	YTD Revenues	YTD Expenses	Estimate Fund Balance
052	Electronic Citation Fund	64,128.05	26,438.50	.00	90,566.55
072	Treasurer's Acct Fund	11,973.44	211.31	10,839.76	1,344.99
	Fund Type Private-Purpose Trust Funds Totals	\$76,101.49	\$26,649.81	\$10,839.76	\$91,911.54
	Fund Category Fiduciary Funds Totals	\$76,101.49	\$26,649.81	\$10,839.76	\$91,911.54
	Grand Totals	\$34,849,764.73	\$41,273,564.08	\$36,616,411.54	\$39,506,917.27

Vermilion County Revenue 2021 vs 2022 -as of October

Revenue	Description	Budget 2021 (Estimated Revenue)	Budget 2022 (Estimated Revenue)	Actual 2021	Actual 2022	% of Budget 2021	% of Budget 2022
3101	Real Estate Taxes	\$ 2,439,880.00	\$ 2,530,818.00	\$ 2,360,852.05	\$ 2,368,086.60	96.76%	93.57%
3201	Liquor License Fees	\$ 50,000.00	\$ 60,000.00	\$ 59,725.00	\$ 54,850.00	119.45%	91.42%
3301	State Income Taxes	\$ 3,200,000.00	\$ 3,400,000.00	\$ 3,633,404.33	\$ 3,530,544.08	113.54%	103.84%
3304.01	Sales Tax/Regular	\$ 385,000.00	\$ 450,000.00	\$ 540,336.49	\$ 602,068.77	140.35%	133.79%
3304.02	Sales Tax/Supplemental	\$ 1,700,000.00	\$ 1,700,000.00	\$ 1,862,600.27	\$ 1,870,302.15	109.56%	110.02%
3305	Recreational Use Tax	\$ 50,000.00	\$ 900,000.00	\$ 728,532.93	\$ 926,235.86	0.00%	102.92%
3306	Corp Replacement Tax	\$ 1,374,608.00	\$ 1,800,000.00	\$ 2,722,169.12	\$ 3,838,305.85	198.03%	213.24%
3307	Hotel/Motel Tax	\$ 5,000.00	\$ 5,000.00	\$ 3,607.49	\$ 3,682.40	72.15%	73.65%
3311.01	State Salary Reimb/ Pub Def	\$ 107,365.00	\$ 112,728.00	\$ 98,828.25	\$ 83,069.01	92.05%	73.69%
3311.02	State Salary Reimb/ Probation	\$ 1,251,840.00	\$ 1,274,276.00	\$ 1,167,850.89	\$ 1,082,077.19	93.29%	84.92%
3311.04	State Salary Reimb/ Asst Atty	\$ 4,000.00	\$ 4,000.00	\$ 3,666.63	\$ 3,333.30	0.00%	0.00%
3311.05	State Salary Reimb/ ST Atty	\$ 157,130.00	\$ 161,603.00	\$ 144,719.59	\$ 144,726.69	92.10%	89.56%
3311.06	State Salary Reimb/ S of A	\$ 36,415.00	\$ 37,507.00	\$ 33,292.15	\$ 31,165.26	91.42%	83.09%
3311.07	State Salary Reimb/ EMA	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
3318	S.S.A. Reimb/Prisoners	\$ 3,000.00	\$ 3,000.00	\$ 4,400.00	\$ 5,800.00	146.67%	193.33%
3321	EMA Grant Reimb	\$ 40,000.00	\$ 50,000.00	\$ 56,056.65	\$ 29,858.68	140.14%	59.72%
3324	Grant Funds				\$ 80,279.50	#DIV/0!	#DIV/0!
3325	Reimb/ Dare Program	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	100.00%	100.00%
3326	WIB Grant/ Travel	\$ 25,000.00	\$ 25,000.00	\$ 22,785.94	\$ 14,604.62	91.14%	58.42%
3353	School Service Grant	\$ 8,489.00	\$ 4,731.00	\$ -	\$ 4,730.68	0.00%	0.00%
3425	VOCA Grant	\$ 47,816.00		\$ 2,916.00		6.10%	#DIV/0!
3426	CAC Grant	\$ -	\$ -	\$ 95,312.21	\$ 193,347.35	0.00%	#DIV/0!
3501	Public & Co Fees/ Circuit Clerk	\$ 654,000.00	\$ 654,000.00	\$ 464,256.86	\$ 702,815.51	70.99%	107.46%
3501.02	Public & Co Fees/ County Clerk	\$ 256,000.00	\$ 256,000.00	\$ 223,805.94	\$ 215,436.28	87.42%	84.15%
3501.03	Public & Co Fees/ Recorder	\$ 300,000.00	\$ 300,000.00	\$ 331,036.70	\$ 328,052.98	110.35%	109.35%
3501.04	Public & Co Fees/ Sheriff	\$ 90,000.00	\$ 90,000.00	\$ 95,722.67	\$ 65,679.64	106.36%	72.98%
3501.06	Public & Co Fees/ St Atty	\$ 80,000.00	\$ 80,000.00	\$ 38,229.31	\$ 63,254.27	47.79%	79.07%
3510	Court Security Fees	\$ 210,000.00	\$ 210,000.00	\$ 227,975.87	\$ 248,724.55	108.56%	118.44%
3540	Bond Processing Fee	\$ 68,000.00	\$ 68,000.00	\$ 80,225.00	\$ 62,224.50	117.98%	91.51%
3541	Sheriff's Services	\$ 27,000.00	\$ 27,000.00	\$ 22,663.88	\$ 47,959.36	83.94%	177.63%
3544	Traffic/Conservation Co. Fees	\$ 50,000.00	\$ 50,000.00	\$ 40,044.26	\$ 21,842.91	80.09%	43.69%
3545	Sheriff's Sale Fees	\$ 55,000.00	\$ 55,000.00	\$ 23,400.00	\$ 21,000.00	42.55%	38.18%
3556	State Police Vehicle Fees	\$ 750.00	\$ 750.00	\$ 192.53	\$ 260.00	25.67%	34.67%
3601	Fines	\$ 80,000.00	\$ 80,000.00	\$ 56,410.17	\$ 52,615.47	70.51%	65.77%
3602	Bond Forfeiture	\$ 60,000.00	\$ 60,000.00	\$ 105,732.40	\$ 105,649.00	176.22%	176.08%
3701	Interest	\$ 60,000.00	\$ 60,000.00	\$ 12,843.60	\$ 20,191.83	21.41%	33.65%
3702	Rent CSB/Annex	\$ 30,000.00	\$ 30,000.00	\$ 27,500.00	\$ 27,500.00	0.00%	91.67%
3704	Public Defender Client Reimb	\$ 1,000.00	\$ 1,000.00	\$ 407.00	\$ 459.08	40.70%	45.91%
3707	County Jail Medical Fee	\$ 5,500.00	\$ 5,500.00	\$ 7,643.59	\$ 20,559.18	138.97%	373.80%
3708	Penalty Cost & Interest	\$ 282,000.00	\$ 225,000.00	\$ 362,382.73	\$ 215,878.07	128.50%	95.95%
3710	Miscellaneous	\$ 150,000.00	\$ 150,000.00	\$ 1,138,053.86	\$ 442,910.51	758.70%	295.27%
3711	EMA-Tier Hazardous fee	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
3712	Memorial Funds	\$ -	\$ -	\$ (20,100.00)	\$ -	0.00%	0.00%
3723	FTA Warrant Fee	\$ 20,000.00	\$ 20,000.00	\$ 15,540.00	\$ 13,400.00	77.70%	67.00%
3725	Wind/Solar Farm Revenue	\$ -	\$ -	\$ -	\$ 2,000.00	#DIV/0!	#DIV/0!
3726	Franchise Fees	\$ 135,000.00	\$ 125,000.00	\$ 87,962.27	\$ 86,580.15	65.16%	69.26%
3727	Gambling Revenue	\$ 215,000.00	\$ 251,000.00	\$ 229,216.65	\$ 244,630.05	106.61%	97.46%
3902	Transfers In	\$ 360,000.00	\$ 360,000.00	\$ 169,385.45	\$ 181,759.27	47.05%	50.49%
3904	Transfers from Fund 009	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	100.00%	100.00%
	Total	\$ 14,692,293.00	\$ 16,294,413.00	\$ 17,899,086.73	\$ 18,675,950.60	121.83%	114.62%
						Should be 83 %	



Detail General Ledger Report

G/L Date Range: 09/01/22 - 09/30/22

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount
G/L Account Number: 040.640.00.4101 Salary - Personnel								
09/02/2022	2022-00004190	JE	HR	Payroll Post BW Bi-Weekly 09/02/22	Payroll Post		1,343,522.36	
09/16/2022	2022-00004461	JE	HR	Payroll Post BW Bi-Weekly 09/16/22	Payroll Post		7,783.07	
Account: Salary - Personnel Totals							\$1,351,305.43	\$0.00
Balance To Date:								
G/L Account Number: 040.640.00.4155 Insurance - Life/Health								
09/02/2022	2022-00004190	JE	HR	Payroll Post BW Bi-Weekly 09/02/22	Payroll Post		10,570.00	
09/16/2022	2022-00004461	JE	HR	Payroll Post BW Bi-Weekly 09/16/22	Payroll Post		570.00	
Account: Insurance - Life/Health Totals							\$11,140.00	\$0.00
Balance To Date:								
G/L Account Number: 040.640.00.4292 Maint./Repair - Hardware								
09/21/2022	2022-00004571	JE	AP	A/P Invoice Entry	Accounts Payable		8,750.00	
128878	Area Wide Technologies Inc		ARPA - CB Chambers Zoom and Microphones		Invoice Date	Payment Type	Payment Number	Amount
					09/12/2022	Check	18886	8,750.00
Account: Insurance - Life/Health Totals							\$11,140.00	\$0.00
Balance To Date:								
G/L Account Number: 2022-00004640								
09/26/2022	2022-00004640	JE	AP	A/P Invoice Entry	Accounts Payable		14,076.77	
99809	Gibson Teldata, Inc		ARPA - Phone system upgrade at Health Dept		Invoice Date	Payment Type	Payment Number	Amount
					09/26/2022	Check	18891	14,076.77
Account: Insurance - Life/Health Totals							\$11,140.00	\$0.00
Balance To Date:								
G/L Account Number: 040.640.00.4293 Maint./Repair - Software								
09/26/2022	2022-00004634	JE	AP	A/P Invoice Entry	Accounts Payable		5,929.84	
116530963-1	CoStar Realty Information, Inc.		ARPA - Real Estate Information software - SOA - taxes		Invoice Date	Payment Type	Payment Number	Amount
					09/06/2022	Check	18890	5,929.84
Account: Maint./Repair - Hardware Totals							\$22,826.77	\$0.00
Balance To Date:								
G/L Account Number: 040.640.00.4361 Contractual/Prof Services								
09/13/2022	2022-00004424	JE	AP	A/P Invoice Entry	Accounts Payable		585.00	
SPE1002232	Insurance Providers Group of Danville IL, LLC		CAC Special Event Liability Insurance		Invoice Date	Payment Type	Payment Number	Amount
					09/13/2022	Check	18738	585.00
Account: Maint./Repair - Software Totals							\$5,929.84	\$0.00
Balance To Date:								
G/L Account Number: 2022-00004634								
09/26/2022	2022-00004634	JE	AP	A/P Invoice Entry	Accounts Payable		17,297.03	
83334961	Wex Bank		ARPA - Fuel Coroner due to increase		Invoice Date	Payment Type	Payment Number	Amount
					08/22/2022	Check	18897	304.17
10/2022	Elizabeth Bray Knecht		Mental Health Training 10.22		09/26/2022	Check	18887	4,377.50
UP111094	University of Illinois		ARPA - Officer Training Ragel & O'Brien		08/15/2022	Check	18896	11,660.00
37763642	Johnson Controls Security Solutions		ARPR - VCAB Security install 2nd half 09.22		08/24/2022	Check	18894	955.36
Account: Maint./Repair - Software Totals							\$5,929.84	\$0.00
Balance To Date:								



Detail General Ledger Report

G/L Date Range 09/01/22 - 09/30/22

Include Sub Ledger Detail

Exclude Accounts with No Activity

Invoice Number	Vendor	Account Number	Description	AP	A/P Invoice Entry	Invoice Date	Payment Type	Payment Number	Amount
09/26/2022	Pethealth Services Inc	2022-00004637	ARPA - Annual Fee (Animal Shelter micro chips)	JE	A/P Invoice Entry	07/31/2022	Check	18895	3,000.00
									Total
09/27/2022	A&R Mechanical Contractors, Inc	2022-00004660	ARPA - Village of Potomac Water Project	JE	A/P Invoice Entry	09/08/2022	Check	18885	89,679.75
									Total
									\$3,000.00
									\$89,679.75

Account	Contractual/Prof Services Totals	Balance To Date:
040-640.00-4450 Office Furniture/Equipment	\$110,561.78	\$0.00
2022-00004634	2,473.58	
Total		
\$2,473.58		

Account	Office Furniture/Equipment Totals
Project	\$2,473.58
General Totals	\$1,504,237.40
Department	\$1,504,237.40
Fund	\$1,504,237.40
Grand Totals	
\$1,504,237.40	

Beginning Revenue	Previous Expenses	September Expenses	Remaining Balance
\$ 14,715,103.01	\$ 1,236,171.11	\$1,504,237.40	\$ 11,974,694.50

R E S O L U T I O N

RE: Purchasing Policy and County Contracts

WHEREAS, the County Board of Vermilion County, Illinois desires re-state its purchasing policy to match the suggestions of the County Auditor and outside Auditor as well as requirements of Federal grant programs; and,

WHEREAS, such policies reflect in part generally accepted accounting principles required both our external auditor and County Auditor and standard governmental accounting practices, current trends in financial documentation, and some reflect statutory requirements concerning obligations County funds, and some are best practices required by federal grant procedures and other state statutes; and,

WHEREAS, such a policy incorporates past practices and policies and places them together for future reference best practices for competitive bidding particularly when involving use of Federal funds from whatever source and otherwise emphasizing the common sense notion that the County seeks open competition for all bids, the best use of tax dollars, and the encouragement of a diversity businesses to participate in the process including minority and female owned or operated businesses, and verifying that vendors barred from Federal bids are not awarded any contracts using Federal funds; and,

WHEREAS, all such purchasing or similar financial policies needed to be updated with current practices and requirements.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the attached purchasing policy as may be amended from time to time, be accepted as the official purchasing policy of Vermilion County, IL., now superseding any former policy, and effective upon passage by the County Board.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the November 15, 2022 A.D. Session.

DATED this 15th day of November, 2022 A.D.

AYE _____ NAY _____ ABSTAIN _____

Larry Baughn, Jr.,
Chairman, Vermilion County Board

Page 2 – Purchasing Policy and County Contracts

Attest:

Cathy Jenkins
Clerk of the County Board

Resolution No. _____

APPROVED BY FINANCE/PERSONNEL:

APPROVED BY FINANCE/PERSONNEL 11/14/22:

<u>Steven Fourez</u>	Y	N	A
Chairman			
Wesley Bieritz	Y	N	A
Craig Golden	Y	N	A
Crisi Walls	Y	N	A
Becky Stark	Y	N	A
Bruce Stark	Y	N	A
Steve Miller	Y	N	A

PURCHASING POLICY

WHEREAS, the County has the power to purchase various goods and services under the Illinois County Code, 55 ILCS 5/5-1001 et. seq.; and,

WHEREAS, such powers are limited by a variety of statutes and common law requirements; and,

WHEREAS, it has been appropriate from time to time to set policies as reminders of various statutes and general accounting principles and the County desires to collect these policies into one purchasing policy for future reference.

Therefore, be it RESOLVED that the following is the Purchasing Policy for the County of Vermilion and shall be followed to facilitate compliance with the law and general accounting principles:

Section One: Application. This policy shall apply to all departments and divisions of the County. Recognizing that several offices have internal control statues however, the policies may be limited in some areas. However, in all cases the County and any of its departments shall follow the County Code and other statutory provisions at 55 ILCS 5/5-1001, et. seq., 55 ILCS 5/5-1022, and 720 ILCS 5/33E, as well as all Federal laws and applicable State and Federal regulations controlling purchasing by the County or any division thereof. Additionally, the County Code gives certain responsibilities to the County, the County Auditor and County Treasurer, and all purchases must conform to the minimum requirements of the statutes giving such responsibilities to those offices. The suggestions of any outside auditor with regard to purchasing practices in order to conform to generally recognized accounting principles shall also be followed and, where needed, specifically incorporated into this policy.

Section Two: Competitive Bidding or Requests for Proposals (“RFP”)
Competitive bids shall be sought when required by the Illinois Counties Code as set out at 55 ILCS 515-1022, and as may be amended from time to time. As set out in said statute, competitive bids are not required for the purchase of used equipment, professional services, purchases at auctions or similar transactions which are not suitable for competitive bidding. **It is however the policy of the County that all transactions be conducted in a manner that will seek to maximize full and open competition. Requests for proposals and bid specifications shall be written to encourage competition and not to exclude bids by unduly restrictive specification or requirements that are not essential to the**

needs of the County and taxpayer. A review of the applicable Code of Federal Regulations referenced below is advised.

All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of 2 CFR Part 200.319 and 200.320 and such standards are incorporated herein by reference to the extent not specifically re-stated herein. The County or department must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, for federal grants or federally funded contracts asset out at 2 CFR Part 200.321.

All solicitations and Request for Proposals shall include a clear and accurate description of the technical requirements for the material, product, or service sought to be procured. Such descriptions shall not unduly restrict competition. Where it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or approved equal" description may be used for illustration purposes, but the essential needs or features sought shall be clearly listed. The goal is to encourage competition and to allow all bidders to have an equal opportunity to submit competitive pricing.

All Departments shall maintain a proper record of the bidding or RFP process and shall include:

1. A copy of the request for bids or proposals.
2. A rationale for the method of procurement.
3. An explanation of why one bid was chosen over others.
4. Where available, the County's independent cost estimate.

Cost plus percentage contracts or prohibited.

The County finds that sole source contracts are not suitable for competitive bidding. A sole source contract is defined as a contract involving one of the following:

1. Unique supplies or services available from only one source or only one supplier with unique capabilities; or
2. Where the existence of limited rights in data, patent rights, copyrights, or secret processes; the control of basic raw material; or similar circumstances, make the supplies and services available from only one source.

No contract may be considered a sole source contract without the concurrence of the Auditor and County Board Office and only after demonstrating that efforts to identify multiple vendors or providers of services, goods, materials, or equipment has been unsuccessful. **Noncompetitive or sole source**

procurements for contracts involving federal grants or federal contracts controlled by 2 CFR Part 200.319 and 200.320, can only be awarded in accordance with 2 CFR Part 200.320(c).

The participation in a joint purchasing consortium as provided for under 30 ILCS 525/1 et. seq. is considered to be in compliance with competitive bidding rules. Any department that participates in a joint purchasing consortium should notify the Auditor's Office of that association.

Reference should be made to provisions in the section concerning CONFLICT OF INTEREST IN CONTRACT PROCUREMENT AND ADMINISTRATION OF CONTRACTS below.

All bidders shall comply with the requirements of the Contractor's Certification, attached hereto and incorporated herein by reference, and as may be hereinafter amended, where applicable.

Any violation of the Public Contract statute under 720 ILCS 5/33E-1 et. seq., which enforces the competitive bidding rules, must be reported to the appropriate law enforcement official. Avoidance of competitive bids by forms of bid-stringing, collusion, improper use of 'change orders' to increase the cost of a contract, and other matters prohibited by law are forbidden and should be reported to the Auditor or directly to law enforcement. Reminders about the importance of proper bidding and contracting are encouraged to be sent out by the joint efforts of the County Board Office, Auditor, and Treasurer. Any department needing assistance in the bidding or contracting for goods, services or construction, should feel free to request assistance from the County Board Office or Auditor for direction.

Suspended, Debarred, or Ineligible vendors for federal operating or capital funds or grants

The Department or County must search the Federal Government's System for Award Management (SAM) for any third-party contract or vendor using federal operating or capital funds, prior to recommendation, to ensure that the prospective contractor or vendor is not suspended, debarred, or ineligible from participating in a federally assisted procurement or transaction. Debarred or suspended vendors listed on the Excluded Party Listing System (EPLS) are not responsive contractors or vendors. This search is conducted by going to sam.gov and entering the prospective contractor or vendor into the search parameters for excluded parties. If the contractor or vendor is not an excluded party, then the recommendation to award the contract to selected vendor may be brought to the County Board. If the contractor or vendor is ineligible from participation in the contract, then the next highest rated responsive proposer/next lowest responsive bidder will then be considered and will be checked on sam.gov for eligibility as well. Documentation to check eligibility, or

for the “SAM” verification process will include a printed copy of the verification check in the procurement file as well as a screenshot or PDF of the verification check saved electronically with the electronic files for the procurement. The Grant Administrator or her/his designee will be responsible for the SAM verification process or check. County must again search the Federal Government’s System for Award Management (SAM) for any third-party contract or vendor using federal operating or capital funds, after County Board approval but prior to issuance of the purchase order/contract, to ensure that the perspective contractor has not been suspended, debarred, or ineligible from participating in a federally assisted procurement or transaction in the time between approvals and issuance of the contract/purchase order. The award of a contract or purchase order cannot move forward until there is documentation that the contractor or vendor is not debarred. Additionally, multi-year contracts/vendors should be checked annually and documented in a similar manner as above.

Section Three: Purchase Orders: All County Departments and Offices shall obtain a purchasing order for all purchases of goods, materials, or services. Such purchase orders shall be detailed as to what particular items are being purchased. For example, the term office supplies by itself would be an insufficient description and should be replaced by naming the type of office supply such as pens, paper or any other specific item. Where appropriate, the Auditor may use blanket purchase orders. Purchase orders are not required in an emergency, but the Auditor’s Office should be notified as possible but no later than the following business day. Purchase orders do not have to be obtained for re-occurring monthly bills (e.g., internet, telephone) until the actual monthly bill is received. Purchase orders that do not comply with Illinois or Federal law, or this County policy, will not be approved. When an invoice or statement will not be received, the non-invoice form must be used along with a purchase order. If payment is made despite any irregularity in complying with purchasing policies and laws, to protect the credit of the County, a report shall be made by the Auditor to the Finance and Personnel Committee and the County Board Office.

Section Four: Supplies: Supplies mean tangible property that facilitate the operations of the office. For example, paper, pens, a coffee pot, and such items are supplies. Tables, chairs, filing cabinets and such larger physical items are generally considered equipment. Approval should be sought from the Auditor for all orders for supplies issued by the various county officers, before the orders are to be placed. 55 ILCS 5/3-1005. As a matter of policy, approval for ground coffee and water will always be approved by the Auditor. However, non-essential items such as cups, sugar, and cream may be disallowed, unless for a training event or special meeting. It is essential therefor to seek prior approval for all purchases of supplies. No free items will be accepted in exchange for

using a particular vendor when purchasing supplies, but 'cash back' will be acceptable.

Section Five: Contracts that Obligate County Funds:

All contracts that obligate County funds shall be placed on file with the County Auditor. See 55 ILCS 5/3-1005.

As provided for at 55 ILCS 5/6-1005, "Except as herein provided, neither the county board nor any one on its behalf shall have power, either directly or indirectly, to make any contract or do any act which adds to the county expenditures or liabilities in any year anything above the amount provided for in the annual budget for that fiscal year. Provided, however, that the County Board may lease from any Public Building Commission created pursuant to the provisions of the Public Building Commission Act, approved July 5, 1955, as heretofore or hereafter amended, any real or personal property for county purposes for any period of time not exceeding twenty years, and such lease may be made and the obligation and expense thereunder incurred without making a previous appropriation therefor, except as otherwise provided in Section 5-1108. Nothing contained herein shall be construed to deprive the board of the power to provide for and cause to be paid from the county funds any charge upon said county imposed by law independently of any action of such board. Except as herein provided, no contract shall be entered into and no obligation or expense shall be incurred by or on behalf of a county unless an appropriation therefor has been previously made."

(Source: P.A. 86-962.)

To accomplish this goal, any department entering into a contract beyond the current appropriation year should advise the County Board at the time of budget preparation of future contractual obligations to be funded in future appropriations. Failure to do so may affect the department budget in the following budget year.

As a general rule, no contract obligating County funds should be in excess of two years, which is considered the term of any one County Board. However, contracts in excess of two years may be accepted if the County has the absolute right to terminate without cause or penalty upon reasonable notice (e.g. 30 days) or if the contract is subject to the appropriation of funds each year by the County. There are specific statutory exceptions to this rule, for example:

"The county board of each county may, upon the affirmative vote of two-thirds of its members, enter into one or more leases for a period of not to exceed 5 years for computer equipment, data processing machinery, and

software, as may be required for its corporate purposes.” 55 ILCS 5/5-1130

If a contract is contemplated which is excess of two years notice should be given to the Auditor and Finance Committee prior to execution of the contract to determine the application of any exception. Most contracts in excess of two years will require approval of the County Board. Some, but not all, such contracts may require two-thirds vote of approval by the County Board as noted in the section above. The Finance Committee will determine if a County Board vote is required.

Execution of Contracts: Only a department head or elected official, or their authorized designee whose name is on file with the County Auditor, should sign a contract binding the County funds. Any contract signed by an unauthorized official will not bind the County.

Section Six: Vermilion County Credit Card Policy

A county credit card is to be used for authorized business purposes only. No personal use of a county credit card will be permitted. Personal use of a county credit card is both a violation of the law and a violation of the policy of the county. Violation of this policy or of the law may result in discipline up to and including termination of employment. The following procedures will apply to the use of office credit cards.

1. All credit card(s) will be maintained by the auditor. The office holder / department head and chief deputy shall be authorized to have access to the credit card files and history and will be authorized to have access to all information maintained by the card issuer as to their office’s usage of the card. The auditor may cancel the use of a specific card holder upon advice from the department head or the county board chairman or upon the determination by the auditor that it is in the county’s best interest to withdraw user privileges from any card holder.
2. A list of such credit cards will be given to the office holder / department head, including expiration dates and 3-digit security numbers from the back of each card. Any employee requiring the use of a credit card will sign the card out from the office holder / department head. Upon return of the employee, the credit card will be returned to the office holder / department head from whom they received it on the next business day along with any and all receipts relative to the use of the card. In certain cases, a credit card may be permanently assigned to one employee. That employee must turn in all receipts daily to the person charged with paying the credit card bill for matching with the monthly statement. All credit card transactions should be entered within three (3) business days after making the purchase. A P.O. will be required prior to making a

credit card purchase, and an invoice will be required prior to the Auditor processing payment for the credit card purchase.

3. No alcohol may be purchased with a county credit card under any circumstances whether alone or in conjunction with a meal.
4. In accordance with county policy, meals are not to be charged on a county credit card. Exceptions to this provision include reasonable meal purchases made due to unforeseen circumstances in which the employee has no other reasonable recourse due to travel issues and cannot simply return home due to job requirements or emergency circumstances encountered while on business for the county. Business for the county means travel done at the direction of the employer for any reason related to the needs of the department employing the employee or county.
5. Use of the credit card for hotel bills is allowable provided a P.O. is obtained first.
6. A credit card may not be used for personal purchases of any kind, including cash advances, and under no circumstances may a credit card be used with a view that the county will be reimbursed at a future date by the user.
7. Credit cards may be used for specific purposes such as travel, software renewals, other registrations that are time sensitive, as well as goods and services. These should be cleared with the auditor's office prior to making the purchase inasmuch as purchase orders (P.O.s) will still be required. In some cases, reoccurring monthly charges for subscriptions or memberships are acceptable with documentation being turned in with the credit card statement monthly. Again, a P.O. number will be required.
8. Any questions or concerns about the use of a credit card whether in general or in specific cases, should be addressed to the auditor prior to the use of the card. If an employee advances personal funds rather using a county credit card during a business trip or undertaking which has been authorized by the office holder / department head (or other designated person), they should seek reimbursement through the county. This reimbursement must be made through the accounts payable cycle following established county policies and procedures.
9. Credit cards must be paid in full each month. If a credit is to be forthcoming from a vendor, the bill must still be paid, and the credit taken later. This is because the credit comes from the vendor, not the credit card company.
10. The credit card account shall be audited at least annually if not more often by the county auditor. Questionable or undocumented use of the credit card shall be brought to the office holder / department head's attention immediately. If a satisfactory resolution is not reached in a timely manner, it shall be brought to the attention of the county board chairman. Under no circumstances is any information regarding the security information assigned by the auditor to be changed by the credit card user or holder. Any attempt to change the security

information will result in termination of any privilege to use the county credit card system.

11. Lost or stolen credit cards are to be reported first to the credit card issuer and immediately following to the auditor's office. In the event the loss is discovered when the auditor's office is closed (holiday's, weekends, after business hours), then after reporting the loss or theft to the credit card issuer, email, text or leave a telephone message with the auditor's office and follow up again during normal business hours. All thefts should be reported to the appropriate police agency immediately as well.

Section Seven: Conflict of Interest in Purchasing, Contract Procurement and Administration of Contracts

It is the policy of Vermilion County, Illinois, that all expenditures of public money be based upon the best interests of the taxpayer and that they be free from any conflict of interest or impropriety. To achieve this goal, the following rules are adopted:

1. The Illinois Statutes, including but not limited to Competitive Bidding, 55 ILCS 5/5-1022, the Public Officer Prohibited Activities Act, 55 ILCS 105/1, and following, (including 50 ILCS 103/3 regarding board member voting on contracts in which they may have a financial interest) and any relevant ordinances of the County of Vermilion are to be followed in the management of public money. Tax revenue or any form of public funds should be used for public purposes.
2. No employee, officer, or agent of the County, may participate in the selection, award, or administration of a contract supported by a Federal award, if he or she has a real or apparent conflict of interest. A conflict of interest arises when an officer, employee, elected official, or agent of the same, or any member of his or her immediate family or his or her spouse or partner, or any organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from a firm or County being considered for a contract from the County. The officers, employees, elected officials, or agent of the same, may not accept or solicit, gratuities, favors, or anything of monetary value from contractors or subcontractors seeking or currently engaged in providing contractual services for the County, provided however, that an unsolicited item, as described in the Gift Ban Act, 5 ILCS 430-10-15, and not in violation of the Gift Ban Act, 5 ILCS 430/10-10, et. seq. and any County Ordinance relevant to that Act, will not be a violation of this policy.
3. Officers, employees, elected officials, and the agents of the same shall act in the best interests of the public. Unnecessary or duplicative purchases

are to be avoided. An analysis of the most economic method of purchasing items should be made prior to any purchase. Shared goods and equipment, where feasible, should be employed rather than purchasing duplicate items, by use of intergovernmental or intra-County or intra-County agreements. The use of surplus equipment where feasible is encouraged. The rules regarding competitive bidding shall be followed and the Contractor's Addendum, as may be amended from time to time shall be used when contracting for public works, purchase of substantial goods or services.

4. Compliance with all required federal laws as may be appropriate in each case shall be required of any party contracting with the County. Where Federal money, grant or otherwise, is used, no vendor on the Federal Debarment list shall be used.
5. Any goods or services purchased with County funds shall be delivered to the appropriate County office and under no circumstances be delivered to the home of any County employee or County official. This does not prevent an employee or County official from using equipment such as a laptop or other items to work from home. The County Auditor may refuse to authorize a purchase where the delivery address is a private residence and/or report the same to the County Finance and Personnel Committee.

SECTION Eight: NONCOMPLIANCE WITH PURCHASING POLICY OR LAWS/WHISTLEBLOWER PROTECTION

In accordance with the duties of the County Board to properly levy and budget public funds for public purposes, the County Auditor or County Treasurer is directed to refer to the Finance- Personnel Committee for review and discussion any purchase, request for a purchase order, payroll issue, or other financial transaction involving the use of tax revenue from any source, State, local, or Federal, which raises potential concerns and may not be in accord with the purchasing policies of the County or best financial government practices. It shall be reported to and discussed by the Finance Personnel Committee and if validated as a concern, reported to the full Board at the next monthly Board meeting by the County Auditor and County Finance Chairperson. In the event the Finance Committee and County Auditor disagree or are not able to meet prior to the County Board meeting, then either may report the concern to the full county board as deemed appropriate.

Any apparent violation of the law should be reported to the Vermilion County Sheriff's Department as well.

Federal funds may not be used to lobby an officer or employee of any federal agency.

No employee shall be disciplined for reporting or disclosing information to a government or law enforcement agency if the employee has reasonable cause to

believe that the information discloses a violation of a State or federal law, rule, or regulation. The terms of 740 ILCS 174/5, et. Seq., are also incorporated herein by reference. Complaints of retaliation may be made to a supervisor, or the County Auditor, Human Resources Director, or the County Sheriff, or any other law enforcement personnel.

SECTION NINE: EMERGENCY PURCHASE

Emergency purchases may be made without strict compliance with the purchasing policy where required to avoid loss to the public where an emergency exists. An emergency is defined as a real and present threat to County property, the public, or safety of employee(s), such that failure to act and expend funds or make a purchase of required goods or services will result in harm to the County, employee(s), or public that must and can be reasonably avoided by taking action that may be noncompliant with this purchasing policy. Such action and the rationale for such action must be reported to the Auditor and County Board Chair immediately for initial approval where feasible, and then in all events documented and presented to the Finance Committee and Auditor for review and approval at the first opportunity after the emergency is resolved.

Attempts to use the Emergency Purchase process inappropriately or as a means to evade state or federal law or county policy must be reported under Section Eight.

RESOLUTION

RE: USAGE OF FUNDS UNDER THE AMERICAN RESCUE PLAN ACT (ARPA) TO FUND STATE BID PURCHASE OF BODY CAMERAS REQUIRED UNDER LEGISLATION

WHEREAS, the Vermilion County Sheriff's Department is required under new legislation to purchase and maintain certain types of body cameras for law enforcement personnel; and

WHEREAS, funds have been received as part of the American Rescue Plan Act (ARPA) to be used for specified purposes under the statute and rules governing the ARPA; and

WHEREAS, such funds have been previously recognized and appropriated for use consistent with the ARPA rules and standards, and such use being monitored by the County Board Chairman, County Finance Director, and County Auditor as well as the Finance Committee and County Board; and,

WHEREAS, it is consistent with the use of said funds and in the interests of the County to use said funds to fund the purchase of such body cameras as described in the attached quote, using the State Bid process and thereby satisfying the competitive bidding requirements of the law as well, and the County desires to recognize and approve the usage of such previously appropriated ARPA funds for this purpose to fulfill the requirements of said legislation.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County Illinois that, consistent with the rules and standards under ARPA, the Board recognizes and approves the usage of funds for these stated purposes in the amounts and designations as are attached hereto and as may be appropriate to facilitate the purchase of body cameras as described in the attached quote and directing the Sheriff, County Board Chairman, Auditor and Finance Director be authorized to execute such documents as may be required to accomplish this purpose.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the November 15, 2022 A.D. Session.

DATED this 15th day of November 2022 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY Finance Personnel 11/14/22:

Steve Fourez _____ Y N A
Committee Chairperson

Wesley Bieritz Y N A

Craig Golden Y N A

Crisi Walls Y N A

Becky Stark Y N A

Bruce Stark Y N A

Steve Miller Y N A



Vermilion County Sheriff's Department

08/09/2022

08/09/2022

Vermilion County Sheriff's Department
2 E South St
Danville, IL 61832-5849

Dear Michael Hartshorn,

Motorola Solutions is pleased to present Vermilion County Sheriff's Department with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide Vermilion County Sheriff's Department with the best products and services available in the communications industry. Please direct any questions to Cynthia Thomas-Murphy at Cynthia.Thomas-Murphy@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Cynthia Thomas-Murphy

Billing Address:
 Vermilion County Sheriff's
 Department
 2 E South St
 Danville, IL 61832-5849
 US

Quote Date:08/09/2022
Expiration Date:11/07/2022
Quote Created By:
 Cynthia Thomas-Murphy
 Cynthia.Thomas-Murphy@
 motorolasolutions.com

End Customer:
 Vermilion County Sheriff's Department
 Michael Hartshorn
 mhartshorn@vermilionsheriff.org
 217-442-4080

Payment Terms:

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
	M500					
1	IV-M5-FC-PC-V3W	M500 ICV SYSTEM, V300 WIFI DOCK, SPS*	42		\$6,015.00	\$252,630.00
2	IV-ACK-WF-NS-AP	MIKROTIK WIFI KIT SECTOR AP	3		\$250.00	\$750.00
3	4RE-WRL-KIT-103	CONFIGWIRLESKIT MTK802.11AC,POE,5GHZANT	42		\$250.00	\$10,500.00
4	BRK-ANT-NMO-001	CBL, WIFI VHCL ANT MNT, NMO, 17'L	42		\$60.00	\$2,520.00
	V300					
5	BW-ACK-V3-TS	V300 TRANSFER STATION II	5		\$1,495.00	\$7,475.00
6	BW-V30-10--	V300 BODY WORN CAMERA, MAG CHEST MOUNT	55		\$995.00	\$54,725.00
7	VIS-300-CHG-001	V300, USB DOCK, D300, DESK CHGR/UPLD KIT	39		\$95.00	\$3,705.00
8	VIS-300-BAT-RMV	V300, BATT, 3.8V, 4180MAH	39		\$69.00	\$2,691.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
9	BWC-BLK-ROT-JKT	V300 JACKET CLIP MOUNT, BLACK	10		\$79.00	\$790.00
	Evidence Library: Video Evidence Management					
10	SVC-4RE-ONS-400	ON-SITE DEPLOYMENT, TRAINING, CONFIGURATION AND PROJECT MANAGEMENT	1		\$5,000.00	\$5,000.00
11	KEY-EL50SRV-001	LICENSE,EL5 SITE LICENSE KEY	1		\$1,000.00	\$1,000.00
12	SFW-BWC-DEV-FEE	EVIDENCE LIBRARY, VISTA/ V300 ANNUAL DEVICE LICENSE & SUPPORT FEE	55	1 YEAR	\$195.00	\$10,725.00
13	SFW-4RE-DEV-FEE	EVIDENCE LIBRARY, 4RE/ M500 ANNUAL DEVICE LICENSE & SUPPORT FEE	42	1 YEAR	\$195.00	\$8,190.00
14	HDW-EL5-SRV-217	SVR 16 HDD RAID 6 3U 26-75 5CAL GEN 4,	1		\$11,095.00	\$11,095.00
15	HDW-SRV-HDD-16T	HD EL5 16TB 6GB/S 7200 RPM 256MB ENT 4KN	12		\$995.00	\$11,940.00
16	SFW-SQL-SRV-165	SOFTWARE, SQL SERVER 2016, STD, W /5 CAL	1		Included	Included
17	WAR-SRV-RCK-5YR	EXTENDED WARRANTY, RACK SERVER (WGA00421-116,-216,-117,-21 7)) FULL SERVICE ON SITE, 5-YEAR	1	5 YEAR	\$1,175.00	\$1,175.00
18	CAM-5M-PAS-MNT	M5P PASSENGER CAMERA ASSEMBLY, M500	2		\$250.00	\$500.00

Grand Total
\$385,411.00(USD)


Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Pricing Summary

	Sale Price	Prorated Price
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$384,471.00	\$0.00
Year 2 Subscription Fee	\$235.00	\$0.00
Year 3 Subscription Fee	\$235.00	\$0.00
Year 4 Subscription Fee	\$235.00	\$0.00
Year 5 Subscription Fee	\$235.00	\$0.00
Grand Total System Price	\$385,411.00	\$0.00

Notes:

- Additional information is required for one or more items on the quote for an order.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



EVIDENCE LIBRARY 5 SOLUTION DESCRIPTION

Evidence Library 5 simplifies evidence management, automates data maintenance, and facilitates management of your department's devices.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely.

The optional SmartControl and SmartConnect smart device applications support live video streaming from body-worn cameras, allowing personnel to view footage captured by the cameras in the app.



VIDEO EVIDENCE MANAGEMENT

Evidence Library 5 delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, Evidence Library 5 makes evidence management as efficient as possible. With Evidence Library 5, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

SIMPLIFIED EVIDENCE REVIEW

Evidence Library 5 makes evidence review easier by allowing you to upload captured video and audio from your in-field devices, sharing important information that groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name, and event type. Incidents recorded from several devices can be found easily and viewed at the same time, eliminating the task of reviewing irrelevant footage.

Its built-in media player includes a visual display of incident data, allowing you to view moments of interest, such as when lights, sirens, or brakes were activated during the event timeline, status of cameras and microphones, and patrol speed graph.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, drawings, and applicable external files can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in Evidence Library.

EASY EVIDENCE SHARING

Evidence Library 5 empowers you to easily share information in the evidence review or judiciary sharing process by exporting evidence data. It is capable of searching for data using various criteria, including import, export, playback, download, share, and modification dates, allowing users to quickly find relevant evidence.



AUTOMATIC DATA MAINTENANCE

Evidence Library 5 lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on any basis, based on how you want to configure the system.

Security groups and permissions are easily set up in Evidence Library 5, allowing you to grant individuals access to evidence on an as-needed basis.

INTEGRATION WITH IN-CAR AND BODY-WORN CAMERAS

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by M500, V300, 4RE and VISTA camera systems are automatically linked in Evidence Library 5 based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

OPTIONAL LIVE VIDEO STREAMING

Evidence Library 5 integrates with SmartControl, an optional mobile application for Android and iOS that allows officers to review video evidence from their smartphone or tablet while they're still in the field.

SmartControl also allows officers to categorize recordings using event tags, stream live video from, and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using Evidence Library 5 can assign users to devices, track them, and streamline shift changes. You can easily manage, configure, update firmware, and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled or assigned device system. Evidence Library 5 also enables devices to be quickly exchanged between officers during shift changes. This minimizes the number of devices needed for your fleet.

DEVICE TRACKING

You can easily manage, configure, and deploy your in-car and body-worn cameras in Evidence Library 5. Devices can be assigned to personnel within Evidence Library 5 and tracked, helping agencies keep track of which users have specific devices.





FASTER SHIFT CHANGES

Evidence Library 5's Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface. At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including haptic and audible alert volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within Evidence Library 5 also enable you to configure devices to operate in alignment with your agency's policies and procedures.



M500 IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software (DEMS), to improve the quality of evidence collected and streamline the data sharing process throughout investigation.

Video Recording and Capture

Equipped with high-definition front and cabin cameras with configurable recording resolution of up to 1080p, the M500 creates a reliable record of evidence that can be uploaded to your DEMS solution from any location with a cellular or Wi-Fi signal.

It is equipped with patented Record-After-the-Fact (RATF) technology, which ensures continuous recording from both front and cabin perspectives whenever the camera is on, even if the recording function isn't manually engaged. All RATF data is automatically uploaded to DEMS, for easy review and data capture whenever it is needed.

Display and User Interface

The M500 system features a 5" control panel with a bright, clear display. It offers an icon-driven interface and intuitive controls to streamline field operations. Users can execute any function on the device within three taps of the screen.

Automatic Recording Functionality

Users can program various sensors to activate a new recording. These sensors include emergency lights, sirens, auxiliary inputs, wireless microphones, vehicle speed, and crash detection. When these sensors are triggered, the integrated cameras automatically start recording, allowing officers to capture video evidence without manually activating any cameras.

INTEGRATION WITH V300

The M500 integrates with the V300 Body-Worn Camera for synchronized recording and playback, as well as wireless uploading. Whenever one camera in a group is activated, the Group Recording function enables other cameras in that group within Wi-Fi range to join in on a group recording for easy capture of all available information. Video evidence on a V300 Body-Worn Camera can be uploaded to your evidence management system via an in-car LTE network.



V300 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V300 Body-Worn Camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review.

The V300 is easy to operate, with four control buttons. Its built-in Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats over manually activating their camera.



KEY FEATURES OF THE V300

- **Detachable Battery** - The V300's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. And since batteries can charge without being attached to a camera, they can be kept fully charged and ready to go in a dock for use. This feature is especially helpful for agencies that share cameras among multiple officers.
- **Wireless Uploading** - Recordings made by the V300 can be uploaded to your agency's evidence management system via WiFi or LTE networks. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Data Encryption** - The V300 uses FIPS-140-2 compliant encryption at rest and in transit. This ensures that recordings made by your agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** - Our patented Record-After-the-Fact® technology records even when the recording function isn't engaged. These recordings are uploaded to the evidence management system and allow users to review important evidence that was captured days before.
- **Natural Field of View** - The V300 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process.
- **SmartControl Application** - Motorola's SmartControl Application allows V300 users to tag and preview video, livestream from the camera to the app, adjust vertical field of view, and change camera settings. This application is available for iOS and Android.
- **In-Field Tagging** - The V300 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the camera or via smartphone application. This is made easier in conjunction with an integrated in-car video recording system.
- **Auto Activation** - Multiple paired V300 cameras and in-car systems can form a recording group, which can automatically start recording when one of the group devices starts a recording. They can be configured to initiate group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V300 cameras can also collaborate on recordings without an in-car system, using similar triggers. Group recordings are uploaded and automatically linked in DEMS as part of one incident.



V300 AND IN-CAR VIDEO INTEGRATION

The V300 integrates seamlessly with the M500 and 4RE In-Car Video System, capturing video of an incident from multiple vantage points. With these in-car video systems, all critical functions are never more than three taps away. This integration includes the following features:

- **Distributed Multi-Peer Recording** - Multiple V300 cameras and in-car systems can form a recording group and, based on configuration, automatically start recording when one of the group devices begins recording. Group recordings are uploaded and automatically linked in DEMS as part of one incident.
- **Automatic Tag Pairing** - Recordings captured by integrated in-car systems and V300 cameras can be uploaded to DEMS with the same tags automatically. From the in-car system's display, the videos can be saved under the appropriate tag category. The tag is then automatically shared with the V300 video and is uploaded as part of one incident, along with the officer's name.
- **Evidence Management Software** - When body-worn and in-car cameras both record the same incident, Motorola's evidence management software automatically links those recordings based on officer name, date, and time overlap associated with the devices.
- **Additional Audio Source** - The V300 can serve as an additional audio source when integrated with the in-car video system. The V300 also provides an additional view of the incident and inherits the event properties of the in-car system's record, such as officer name, event category, and more, based on configuration.

V300 AND APX RADIO INTEGRATION

Motorola's APX two-way radios that are equipped with Bluetooth capability can pair with V300 Body-Worn Cameras to capture video evidence. When the APX's emergency mode button is pressed, the V300 is automatically triggered to capture video evidence. The recording will continue until stopped by the officer via the start/stop button on the V300 or group in-car video system.

HOLSTER AWARE INTEGRATION

V300 integrates with Holster Aware, a holster sensor that automatically prompts the V300 to record the moment holstered equipment is drawn. All sensor and V300 associations can be managed within any DEMS. This sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V300.

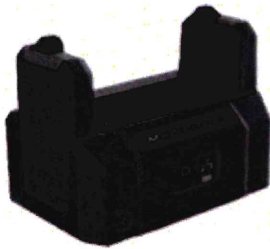


DOCKING STATIONS

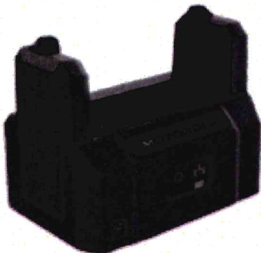
The V300 has three docking options:



Transfer Station - The Transfer Station is built for large, multi-location agencies with large numbers of V300 cameras in service at any given time. It can charge up to eight fully assembled cameras or individual battery packs. Each of the eight docking slots includes an LED indication of battery charging status and upload status. While a V300 is being charged, the Transfer Station can automatically offload its recording to Evidence Management Solution via an integrated 10Gb/1Gb connection to the local area network (LAN). The Transfer Station connects directly to the local area network for fast offload of recorded events to storage while charging the camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base - The USB Base charges the battery of a single V300 camera or a standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer, with 12V or a USB connection for power. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car. When connected to a laptop or desktop, the USB Base can be used to upload recordings to an evidence management system, receive firmware and configuration updates.



Wi-Fi Base - The Wi-Fi Base is mounted in the vehicle. It facilitates V300 upload of evidence to evidence management system, firmware updates, communication between V300 and in-car group devices, charges fully assembled V300 cameras or individual battery packs and more. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car.



VIDEO EVIDENCE STATEMENT OF WORK

Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work ("SOW") defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. ("Motorola") system as presented in this offer to the Customer (hereinafter referred to as "Customer"). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors' SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad-hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

Deployment Date(s) refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.



Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.



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- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

Technical Trainer / Instructor

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal ("LXP") in the delivery and provide Customer Username and Access Information.

CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola's project roles. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer's project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

Project Manager

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer's subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager's responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.



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- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

IT Support Team

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

Subject Matter Experts

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

General Customer Responsibilities

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.



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- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.



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Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



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- Verify successful upload from devices after docking back into the transfer station or USB dock.

SOFTWARE INSTALLATION

ON-SITE SOFTWARE INSTALLATION

Client software will be installed on one workstations and up to 5 mobile devices to facilitate provisioning training to Customer personnel. Customer will complete software installation on the remaining workstations and cameras.

Motorola Responsibilities

- Verify system readiness.
- Request client software.
- Deliver the pre-installation preparation checklist.
- Provide instruction on client software installation and install client software on one workstation and up to five mobile devices.
- Total of training overview sessions shall not exceed 4 hours.
- Provide instruction on client software deployment utility.

Customer Responsibilities

- Provide and install workstation/mobile device hardware in accordance with specifications.
- Assign personnel to observe software installation training.
- Complete installation of client software on remaining workstations and mobile devices.
- Attend onsite deployment training sufficient to enable user proficiency.
- Complete online training.

Motorola Deliverables

- Provide a pre-installation preparation checklist.
- Provide installation guide.
- Provide training overviews on hardware/software and system administration for customers during deployment dates.

INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

Customer Responsibilities



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- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.



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- Order and maintain subscriptions to access Motorola's LXP.
- Contact Motorola Solutions to engage Technical Support when needed.

Motorola Deliverables

- LXP Enable

INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

Customer Responsibilities

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

FUNCTIONAL VALIDATION AND PROJECT CLOSURE

The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.

Motorola Responsibilities

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

Customer Responsibilities

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.

