

#13



Quoted By: Christine Jandreau  
 Quote Expiration: 10/14/26  
 Quote Name: Navarro County, TX.  
 Deed Records - 795-825  
 Pilot & Bulk Upload  
 Services

**Sales Quotation For:**  
 Navarro County  
 P.O. Box 423  
 Corsicana, TX 75151-4023  
 Phone: +1 (903) 654-3035

**Professional Services**

Description	Extended Price	Maintenance
Records Management		
Pilot & Bulk Upload Services		

<b>Total Hours</b>	<b>1</b>	
<b>TOTAL</b>	<b>\$ 6,500</b>	<b>\$ 0</b>

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 0	\$ 0
Total Annual	\$ 0	\$ 0
Total Tyler Services	\$ 6,500	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
<b>Summary Total</b>	<b>\$ 6,500</b>	<b>\$ 0</b>
<b>Contract Total</b>	<b>\$ 6,500</b>	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval:

Sherry Dowd

Date:

4.22.26

Print Name:

Sherry Dowd

P.O.#:

### Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - o Implementation and other professional services fees shall be invoiced as delivered.
  - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.

**Instruction:** *Project scope to include the following information: Book type(s) and volume range(s), Recorded Date range(s), approximate image count, approximate document count, approximate disk space needed to load to server (if County's server is on prem). (\*\*note: actual counts at the time of delivery required for validation)*

## **Data Upload Services Statement of Work**

### **Project Summary:**

Tyler will provide Project Management and Specialized Resources to upload image and/or index data, as given in a format that meets Tyler's format specifications for:  
Navarro County, TX. is a SaaS/Hosted site.

### **Project Includes:**

Approximately 28,040 total documents and 63,765 images for upload to Enterprise Records Management. indexes to be tied to images pre-existing in ERM software system. These are all new records/images to the ERM system.

**Document indexes to include the following Book types and volume ranges and/or Recorded Date and/or Year ranges:**

Deed Records 795 thru 825

### **Client's Data Vendor:**

Kofile, Inc.

Client Data Vendor Contact information:

Name: Lance Gonzales

Email Address: Lance.Gonzales@kofile.com

Phone Number: 214-448-2194

County Contact information:

Name: Sherry Dowd

Email Address: sdowd@navarrocounty.org

Phone Number: 903 654-3036

County Tech Contact:

### **Tyler Responsibilities:**

- Project Management
- Tyler will provide an extract to vendor with internal document ID for existing images
- Validate data from vendor to ensure it is provided in Tyler format.
- Notify Client if data does not meet the required Tyler format.
- Upload correctly formatted data to Client's Enterprise Records Management.
- Send Client Acknowledgement form at the completion of each Phase.

***\*\*Tyler is not responsible for image quality or index accuracy.***

**Client Responsibilities:**

- Provide Tyler Technologies Data Format Specifications to Data Vendor prior to delivery of project to Tyler Technologies.
- Provide Tyler with access to image and index data from the Client's Data Vendor.
- Ensure there is ample hard drive space on the Client's server. (on prem only)
- Sign Client Acknowledgment form at the completion of each phase.

**Scope of Work:**

**Phase I**

1. Client or Data Vendor will provide image and/or index data as listed in Project Summary and in Tyler's pre-determined format and according to the specification requirements provided by Tyler. Document and image counts must be provided to Tyler at the time of delivery.
2. Tyler PM will assign specialized resources to project and communicate schedule to Client.
3. Tyler Upload specialist will run validation checks on 100% of the data to ensure data is in proper format and report any discrepancies back to Client and/or data vendor.
4. If validation reveals errors in the data, data vendor will be notified and have 14 calendar days to resubmit corrected data without risking project schedule. If data vendor takes more than 14 calendar days to resubmit corrected data, your project will need to be rescheduled until the next opening resources are available.
5. Tyler Upload Specialist will load approximately 10% data to for Client to view the data.
6. Tyler will perform one test upload. If additional test uploads are requested, additional fees may be incurred.
7. Client will have 10 business days to review and approve pilot load before proceeding to schedule bulk upload of the balance of the data.
8. Client will sign Acknowledgment of completion of Phase I.

**Phase II**

- 1 Tyler Project Manager will schedule bulk upload to Client system and communicate schedule to client and Tyler upload specialist.
- 2 Tyler will load all Data Vendor properly formatted data to Client system.
- 3 Tyler will perform one bulk upload. If additional bulk uploads are requested, additional fees may be incurred.

- 4 Once bulk load is complete, Client will have 5 business days to review and sign Acknowledgement of completion.
- 5 Client will sign Acknowledgement of Completion of Phase II.

*The County is responsible for providing Tyler with an accurate list of sensitive personal data elements and complete information about how they expect Tyler to handle sensitive data. The county will also be responsible for validating data to ensure those rules are followed. Sensitive data can be defined slightly differently by different municipalities, but generally includes SSNs, Financial Information like credit card or bank details, and personal data belonging to children.*

**Billing milestones at the end of each phase. Acknowledgements at the end of each phase. Discrepancies between SOW and data received will require a change order or amendment and could incur additional costs.**