

Agenda Item Request Form

BURNET COUNTY COMMISSIONER'S COURTMeetings – 9:00am – 2nd and 4th Tuesday of Every Month

**NO ITEM WILL BE ON AN AGENDA
WITHOUT PRIOR APPROVAL BY A MEMBER OF COMMISSIONER'S COURT**

All **Contracts** must be approved by County Auditor's
And County Attorney's office prior to being on the Agenda

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) no later than noon on Thursday prior to the meeting date requested.

Ph: 512-715-5276 Fax: 512-715-5217 email: comcrt@burnetcountytexas.org

Presenters are to limit presentation time to no more than 5 minutes.

Today's Date: 09/19/23
AGENDA ITEM(S):

Requested by: Jana Mitchell

Discussion/action regarding the annual subscription for Hot Docs required by the County Attorney's Office for CPS cases.

Meeting Date Requested: (required) 09/26/23
Agenda Item Approved by: (required)

County Judge Oakley

Commissioner Pct. 1 Luther

Commissioner Pct. 2 Beierle

Commissioner Pct. 3 Wall

Commissioner Pct. 4 Dockery

CARET

We have prepared a quote for you

HotDocs by CARET Classic

Quote # 103655
Version 2

Prepared for:

Burnet County Attorney's Office

Jana Mitchell
jmittell@burnetcountytexas.org

Prepared by:

Caret

Scott Myers
smyers@getcaret.com

HotDocs

Description		Recurring	Qty	Ext. Recurring
HotDocs Classic Desktop - User	HotDocs Classic Desktop User License, on-premise user license allows access to automation software which integrates with Microsoft Word. Used to utilize templates for publishing, assembly and document output. Can be used to utilize automation.	\$840.00	1	\$840.00

Annual Subtotal: **\$840.00**

HotDocs by CARET Classic

Proposal Information:

Proposal #: 103655

Version: 2

Delivery Date: 09/18/2023

Expiration Date: 09/28/2023

Prepared for:

Burnet County Attorney's Office

Jana Mitchell

jmittchell@burnetcountytexas.org

Prepared by:

Caret

Scott Myers

New Phone # 858-736-3729

smyers@getcaret.com



Client Type: New

Solution: HotDocs

Migrating: No

Term: 12 Months

Order Type: New

Already Existing Customer: New

PPOC:

Proposal Summary

Annual Expenses Summary

Description	Amount
HotDocs	\$840.00
Annual Total: \$840.00 USD	

*Abacus Data Systems, Inc. ("CARET") may be required to charge sales tax on any and all charges set forth herein pursuant to certain state and local sales tax laws. Any such taxes will be in addition to the amounts set forth herein. Where Client pays its Monthly Recurring Charges by ACH a 2% discount shall apply. Where Client pays its Annual Recurring Charges in advance by ACH, a 4% discount shall apply. Must qualify for ACH payments to receive discount, US billing addresses only.

CARET ORDER FORM

By executing this Order Form, Client hereby understands that it is entering into a binding contract with CARET to create a CARET Subscription for the products and services listed above. This Order Form supersedes all prior agreements between Client and CARET related to any of the products and services purchased herein (if any).

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Burnet County

Signature:

Name:

Judge James Oakley

Date:

9/24/23



ADAMS VIA 751 16469

Jana Mitchell <jmitchell@burnetcountytexas.org>

County Attorney 2023/2024 Budget Request Add On- - Fwd: HotDocs Classic Subscription

1 message

Jana Mitchell <jmitchell@burnetcountytexas.org>

Mon, Jun 26, 2023 at 4:54 PM

To: Karin Smith <ksmith@burnetcountytexas.org>, Helen Cummins <hcummins@burnetcountytexas.org>, Eddie Arredondo <earredondo@burnetcountytexas.org>

Hello -

Attached is the quote I received for the Hot Docs Subscription our office will need for our CPS cases that we discussed last week. Just a friendly reminder, we will need to be able to utilize this subscription starting October 1, 2023 as that is when the laws change.

Please let me know if there is anything else you need from me.

Thank you,

Jana Mitchell

Office Manager/Executive Asst.

Burnet County Attorney's Office

Tel: (512) 756 -5413

Fax: (512) 756 -9290

Email: jmitchell@burnetcountytexas.org

Website: <http://www.burnetcountytexas.org/page/attorney.home>

FY24
PREPAID

----- Forwarded message -----

From: **Scott Myers** <smyers@getcaret.com>

Date: Wed, Jun 21, 2023 at 5:27 PM

Subject: RE: HotDocs Classic Subscription

To: jmitchell@burnetcountytexas.org <jmitchell@burnetcountytexas.org>

Here is the quote.

View your quote

Scott Myers

Account Executive III

858-736-3729
smyers@getcaret.com

CARET

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From: jmitchell@burnetcountytexas.org <jmitchell@burnetcountytexas.org>
Sent: Wednesday, June 21, 2023 3:50 PM
To: Scott Myers <smyers@getcaret.com>
Subject: HotDocs Classic Subscription

Hi Scott –

I am with the Burnet County Attorney's Office. We were recently notified that as of October 1, 2023 our office will need to have a subscription to HotDocs classic in order to utilize the DFPS documents.

Our office will only need this for (1) user. Will you please provide me a quote for this?

Thank you,

Jana Mitchell

Office Manager/Executive Asst.

Burnet County Attorney's Office

Tel: (512) 756 -5413

Fax: (512) 756 -9290

Email: jmitchell@burnetcountytexas.org

Website: <http://www.burnetcountytexas.org/page/attorney.home>

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From: jmitchell@burnetcountytexas.org <jmitchell@burnetcountytexas.org>
Sent: Wednesday, June 21, 2023 4:03 PM
To: Scott Myers <smyers@getcaret.com>
Subject: RE: HotDocs Classic Subscription

Yes, only one person.

Jana Mitchell

Office Manager/Executive Asst.

Burnet County Attorney's Office

Tel: (512) 756 -5413

Fax: (512) 756 -9290

Email: jmitchell@burnetcountytexas.org

Website: <http://www.burnetcountytexas.org/page/attorney.home>

From: Scott Myers <smyers@getcaret.com>
Sent: Wednesday, June 21, 2023 4:56 PM
To: jmitchell@burnetcountytexas.org
Subject: RE: HotDocs Classic Subscription

OK it is price per named user so you only have 1 person that needs to use? Let me know for sure and I will get you a quote.

Scott Myers

Account Executive III