

ATTACHMENT "B" –PROFESSIONAL SERVICE AGREEMENT



COCHISE COUNTY PROCUREMENT DEPARTMENT
1415 Melody Lane, Building C, Bisbee, AZ 85603
Phone: (520) 432-8391 Fax: (520) 432-8397
Website: www.cochise.az.gov

Professional Services Agreement
Remote Court Reporting Services
16-10-SUP-03

THIS AGREEMENT is made and entered into this _____ day of _____, 2015 by and between COCHISE COUNTY, hereinafter referred to as the COUNTY, and **Enter Consultants Name Here**, hereinafter referred to as the CONSULTANT.

I. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this agreement, Consultant shall provide the services described in **Exhibit "A" Scope of Services**.

II. COMPENSATION AND METHOD OF PAYMENT

In consideration of the performance of the services described in the Scope of Services, the County shall pay the Consultant in accordance with the fee schedule provided and conditions outlined in the solicitation Scope of Work, attached herein as **EXHIBIT "B", FEE SUMMARY**.

The County will pay the Consultant following the submission of itemized invoices(s) for the services rendered. No payment shall be issued prior to receipt of material or service and correct invoice. Each invoice must bear written certification by an authorized County representative confirming the services for which payment is requested have been performed. County agrees to pay all properly documented invoices, for accepted work within thirty (30) days of receipt.

All notices, invoices and payment shall be made in writing and may be given by personal delivery or by mail.

The designated recipients for such notices, invoices and payments are as follows:

Consultant: **Enter Consultants Firm Name, Contact Person, Address and Phone Number**

County: County of Cochise
Cochise County Superior Court
101 Quality Hill Rd
Bisbee, AZ 85603
Eric Silverberg
(520) 432-8570

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III. DURATION AND RENEWAL

The Consultant shall not commence any billable work or provide any material or services under this Agreement until Consultant receives a purchase order, or is otherwise directed to do so in writing by the County Procurement Director or his designee. The Consultant shall complete all work to the satisfaction of the County in accordance with the Scope of Services.

This agreement shall be in effect *Enter Agreement Term Here*

IV. TERMINATION

- A. The County may cancel this Agreement without penalty or further obligation pursuant to A.R.S. §38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the County is or becomes, at any time while the Agreement or any extension of the Agreement is in effect any employee of, or Consultant to any other party to this Agreement with respect to the subject matter of the Agreement. Such cancellation shall be effective when written notice from the County is received by the parties to this Agreement, unless the notice specifies a later time.
- B. This Agreement may also be terminated at any time by mutual written consent, or by the County, with or without cause, upon giving the thirty (30) days written notice to the Consultant. The County at its convenience, by written notice, may terminate this Agreement, in whole or in part. If this Agreement is terminated, the County shall be liable only for payment under the payment provisions of this Agreement for services rendered and accepted material received by the County before the effective date of termination.
- C. The County reserves the right to cancel the whole or any part of this Agreement due to failure of the Consultant to carry out any term, promise or condition of the Agreement. The County will issue a written ten (10) day notice of default to the Consultant for acting or failing to act any of the following, in the opinion of the County:
1. Consultant provides personnel who do not meet the requirements of the Agreement;
 2. Consultant fails to adequately perform the stipulations, conditions, or services/specifications required in the Agreement;
 3. Consultant attempts to impose on the County personnel, materials, products, or workmanship that is not of an acceptable quality;
 4. Consultant fails to furnish the required service and/or product within the time stipulated in the Agreement;
 5. Consultant fails to make progress in the performance of the requirements of the Agreement and/or gives the County a positive indication that Consultant will not or cannot perform to the requirements of the Agreement.

IV. ENFORCEMENT, LAWS AND ORDINANCES

This agreement shall be enforced under the laws of the State of Arizona. Consultant must comply with all applicable federal, state, and local laws, ordinances, and regulations. Consultant shall ensure payment of all taxes, licenses, permits, and other expenses of any nature associated with the provision of services herein. Consultant shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Consultant.

V. INDEPENDENT CONSULTANT

It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint ventures, or associate of the other.

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An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Consultant is advised that taxes or social security payments shall not be withheld from a County payment issued hereunder and that Consultant should make arrangements to directly pay such expenses, if any. The County will not provide any insurance coverage to the Consultant including Workmen's Compensation coverage.

VI. MODIFICATIONS

This Agreement may only be modified by a written amendment signed by persons duly authorized to enter into Agreements on behalf of the County and the Consultant.

VII. WAIVER

The failure of either party of this Agreement to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver thereof, or of any future breach or subsequent wrongful conduct.

VIII. INDEMNIFICATION CLAUSE:

To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless COCHISE County, a body politic and corporate of the State of Arizona, its board members, officers, employees, agents and other officials from all claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of work or services under this Agreement, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of Consultant, or anyone for whose acts Consultant may be liable. Cochise County reserves the right, but not the obligation, to participate in defense without relieving Consultant of any obligation hereunder.

The amount and type of insurance required shall not in any way be construed as limiting the scope of the indemnification set forth above.

IX. INSURANCE REQUIREMENTS:

Consultant and sub-consultants shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or sub-consultants.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County of Cochise in no way warrants that the minimum limits contained herein are sufficient to protect the Consultant from liabilities that might arise out of the performance of the work under this contract by the Consultant, its agents, representatives, employees or sub-consultants, and Consultant is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Consultant shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage.

• General Aggregate	\$1,000,000
• Products – Completed Operations Aggregate	\$ 500,000
• Personal and Advertising Injury	\$ 500,000
• Blanket Contractual Liability – Written and Oral	\$ 500,000
• Each Occurrence	\$ 500,000

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- a. The policy shall be endorsed to include the following additional insured language:
"The County of Cochise shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Consultant".

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$500,000

- a. The policy shall be endorsed to include the following additional insured language:
"The County of Cochise shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Consultant, including automobiles owned, leased, hired or borrowed by the Consultant".

3. Worker's Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employers' Liability
 - Each Accident \$ 500,000
 - Disease – Each Employee \$ 500,000
 - Disease – Policy Limit \$ 500,000

- a. This requirement shall not apply to: Separately, EACH Consultant or sub-consultant exempt under A.R.S. § 23-901, AND when such Consultant or sub-consultant executes the appropriate waiver (Sole Proprietor/Independent Consultant) form.

4. Professional Liability (Errors and Omissions Liability)

- Each Claim \$ 500,000
- Annual Aggregate \$1,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Consultant warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. The Consultant's policies shall stipulate that the insurance afforded the Consultant shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the County of Cochise shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
2. Coverage provided by the Consultant shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION: With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the County of Cochise. Such notice shall be sent directly to the **Cochise County Procurement Department, attention Terry Rutan, Senior Buyer, 1415 Melody Lane, Bisbee, AZ 85603** and shall be sent by certified mail, return receipt requested.

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- D. **ACCEPTABILITY OF INSURERS:** Consultants insurance shall be placed with companies duly licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII or duly authorized to transact Workers' Compensation insurance in the State of Arizona. The County of Cochise in no way warrants that the above-required minimum insurer rating is sufficient to protect the Consultant from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Consultant shall furnish the County of Cochise with certificates of insurance (ACORD form or equivalent approved by the County) as required by this Contract. The certificates for each insurance policy are to be signed by an authorized representative.
- All certificates and endorsements are to be received and approved by the County before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- All certificates required by this Contract shall be sent directly to **the Cochise County Procurement Department, attention Terry Rutan, Senior Buyer, 1415 Melody Lane, Bisbee, AZ 85603**. The County project/contract number and project description shall be noted on the certificate of insurance. The County reserves the right to require complete copies of all insurance policies required by this Contract at any time.
- F. **SUB-CONSULTANTS:** Consultants' certificate(s) shall include all sub-consultants as insured's under its policies or Consultant shall furnish to the County separate certificates and endorsements for each sub-consultant. All coverage's for sub-consultants shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the contracting agency in consultation with the Risk Management Department, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Consultant or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Consultant or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

X. **MISCELLANEOUS PROVISIONS**

- A. No assignment of this Agreement or sub-agreement shall be made by the Consultant with any other party for furnishing any of the services herein contracted for without the advance written approval of the Procurement Department. All sub-consultants shall comply with Federal and State laws and regulations which are applicable to the services covered by the sub-agreement and shall include all the terms and conditions set forth herein which shall apply with equal force to the sub-agreement, as if the sub-consultant were the Consultant referred to herein. The Consultant is responsible for Agreement performance whether or not sub-consultants are used.
- B. The Consultant shall establish and maintain procedures and controls that are acceptable to the County for the purpose of assuring that no information contained in its records or obtained from the County or from others in carrying out its functions under the Agreement shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Agreement. Persons requesting such information must be referred to the County.

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- C. All services, information, computer program elements, reports, and other deliverables which may have a potential patent or copyright value and which are created under this Agreement shall be the property of the County and shall not be used by the Consultant or any other person except with the prior written permission of the County.
- D. This Agreement is subject to the provisions of A.R.S. Sec. 38-511.
- E. The Consultant shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable Federal regulations under the Act.

XI. LEGAL ARIZONA WORKERS ACT COMPLIANCE:

Consultant hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to Consultant's employment of its employees, and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws"). The Consultant shall further ensure that each sub-consultant who performs any work for the Consultant under this Agreement likewise complies with the State and Federal Immigration Laws.

The County shall have the right at any time to inspect the books and records of the Consultant and any sub-consultant in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of the Consultant's or any sub-consultant's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Agreement subjecting the Consultant to penalties up to and including suspension or termination of this Agreement. If the breach is by a sub-consultant, and the sub-agreement is suspended or terminated as a result, the Consultant shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the sub-agreement or retain a replacement sub-consultant, (subject to County approval if MWBE preferences apply) as soon as possible so as not to delay project completion.

The Consultant shall advise each sub-consultant of the County's rights, and the sub-consultant's obligations, under this Section by including a provision in each sub-agreement substantially in the following form:

"The sub-consultant hereby warrants that it will at all times during the term of this Agreement comply with all federal laws applicable to the sub-consultant's employees and with the requirements of A.R.S. §23-214(A). The sub-consultant further agrees that the County may inspect the sub-consultant's books and records to insure that the sub-consultant is in compliance with these requirements. Any breach of this paragraph by the sub-consultant will be deemed to be a material breach of this Agreement subjecting the sub-consultant to penalties up to and including suspension or termination of this Agreement."

Any additional costs attributable directly or indirectly to remedial action under this Section shall be responsibility of the Consultant. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of the Consultant's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which the Consultant shall be entitled to an extension of time, but not costs.

XII. FOREIGN INVESTMENT AND BUSINESS OPERATIONS:

By signing this agreement Consultant certifies that it does not have scrutinized business operations in Iran and Sudan as per A.R.S sec. 35-297.

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This Agreement represents the entire agreement between the COUNTY and the CONSULTANT relating to this requirement and shall prevail over any and all previous verbal and written agreements.

CONSULTANT:

APPROVED BY:

Authorized Signature

Terry Hudson,
As Procurement Director and Not Personally

Print Name and Title

EXHIBIT "A" - SCOPE OF SERVICES

Superior Court is seeking a service provider who will accomplish three essential functional requirements:

1. Provide a reliable technology solution that will allow the reporter to appear in the courtroom so that an accurate record of the proceedings may be taken. The system will provide the capability to order and cancel reporters.
2. Provide Arizona certified and competent reporters for all events for which they are ordered to appear.
3. Ensure that transcripts ordered by the court or parties are produced and delivered on time.

Technology

The contractor will provide and install technology necessary to allow reporters to appear remotely and communicate with the judicial officer during the pendency of the hearing. The contractor will provide training to each judicial division before each courtroom goes live regarding how the reporter access works and the scheduling/cancellation process.

The Contractor agrees to provide access to an online scheduling program provided by the vendor to schedule and cancel reporters. Superior Court will ensure that reporters are ordered/cancelled within 48 hours of a hearing.

The Contractor agrees to provide software or communications method so a court reporter can communicate with the court during the hearing to seek necessary information or clarification to ensure that the record is accurate and complete.

Cochise County will ensure that necessary communications lines are terminated within each courtroom. Contractor understands that installation of necessary hardware/software will need to be scheduled after hours or on weekends so as not to disrupt court proceedings.

Reporters

All proceedings must be reported by Arizona Certified Reporters. The Contractor agrees to provide qualified reporters for all scheduled proceedings. Superior Court agrees to provide adequate notice of event cancellation.

Transcripts

Transcripts will be produced at the rates on the attached rate chart which also applies to staff reporters and other per diem reporter services. Agrees to produce transcripts at the same rate applied to staff and per diem reporters. The vendor may establish a rate to charge attorneys for access to real-time feed.

The Contractor will bill requesting party for the cost of the transcripts. Requestors will directly request transcripts from the vendor. Appeal transcript costs and those ordered by Superior Court will be paid by Superior Court. In the event of a billing dispute regarding who is obliged to pay, the vendor will contact Superior Court for guidance.

Agrees that in the event that the court no longer has a contract with the vendor, the vendor will still provide a transcript of the completed proceedings consistent with the court's most current rate chart.

Notes Storage/Records Security

Superior Court understands that the vendor will likely be making a recording of the court hearings and that other electronic means of capturing the record will be used to enable the production of a transcript.

These records should not be released without the express written permission of the court. Rules governing transcript production and distribution are found in various Arizona statutes, rules and codes.

These records should be safeguarded to reasonably deter unauthorized access.

The court must ensure that all court reporter notes are available for the minimum period of time specified in the Records Retention Schedule as articulated in the Arizona Code of Judicial Administration. In order to meet this requirement, the court has contracted with an Electronic Notes Storage vendor, currently ACORN, to store all of our reporter notes. The court will assign password access. In the event that the reporter is not a paperless writer, the paper notes will be transmitted to Superior Court twice per year or within 30 days of contract termination.

All notes will remain the property of Cochise County.

Other Conditions

The court reserves the right to publish articles in various court related journals or blogs about the product and pilot.

EXHIBIT "B" – FEE SUMMARY

**Cochise County Superior Court Reporters Fee
Schedule**

Type of Transcript	Due	Who Pays	Standard Delivery (within 20 days)	Rush (within 4-10 days)	Expedited. (3 days or less)
Criminal Appeal Rule of Crim. Proc. 31.8	45 days from date Appeal Notice is filed	Court Admin	0+2=\$2.80/p (original=\$2.50/p + defense copy=\$0.30/p) *county attorney copy- free-of-charge	N/A <i>L.J. fff)</i>	N/A
Criminal Rule of Crim. Proc. 32.4d	30 days from request or date of Court Order	Court Admin	0+1=\$2.80/p *county attorney copy- free-of-charge	0+1=\$ extra copies=\$0.30	N/A
Criminal Non-Appeal (PD/LO/CA/contract atvs)	As requested by ordering party	Ordering party	0+1=\$3.50/R extra copies=\$0.50/p	0+1=\$4.00/p extra copies=\$1.50/p	0+1=\$5.50/p extra copies=\$1.50/p
Criminal Non-Appeal Private parties	As requested by ordering party	Ordering party	0+1=\$4.00/p extra copies=\$1.50/p	0+1=\$4.50/p extra copies=\$1.50/p	0+1=\$5.50/p extra copies=\$1.50/p
County Grand Jury/ Rule of Crim Proc. 2.8	20 days from return of indictment	Court Admin	\$2.80/p (Original=\$2.50/p extra copies=\$0.30/p)	N/A	N/A
Preliminary Hearing Rule of Crim. Proc. 5.6	20 days from date of order	Court Admin	\$2.80/p Original=\$2.50/p extra copies=\$0.30/p	N/A	N/A
Juvenile Appeal Juvenile Rule 105	30 days from date Appeal Notice is filed	Court Admin	0+2=\$2.80/p (original=\$2.50/p + Defense copy=\$0.30/p) *county attorney copy- free-of-charge	N/A	N/A
Juvenile Non-Appeal	20 days from date of order	Ordering party	0+1=\$3.50/p extra copies=\$0.50/p	0+1=\$4.00/p extra copies=\$1.50/p	0+1=\$5.50/p extra copies=\$1.50/p
Civil Appeal Rule of Civil Appeal 11	40 days from date Appeal Notice is filed	Ordering party	0+2=\$3.50/p extra copies=\$0.30/p	N/A	N/A
Civil on-Appeal	Agreement with party	Ordering party	0+1=\$4.00/p extra copies=\$1.50/p	0+1=\$4.50/p extra copies=\$1.50/p	0+1=\$6.00/p extra copies=\$1.50/p
Civil and Domestic Relations Defaults and Perpetuations Rule of Civil Proc. 55(f)	20 days after payment	Ordering party	\$20.00 (original only)	N/A	N/A

The rate chart is based upon statute and DOL guidance. There is no flexibility.

Acknowledgement of Scheduling



REVOLUTIONARYTEXT
REVOLUTIONARY SCHEDULING TO TEXT SOLUTIONS

Job No.	1136	Scheduled Date	5/21/2015 4:14:55 PM
Attn	Melinda Cope/test purposes only	Contact	Bill Weber
Client	Arizona Superior Court Cochise County Phone: Fax:		

This email is being sent as confirmation of the following scheduled proceeding:

Style of Case	Test Proceeding No. XYZ 2200-000000		
Witness(es)	Hearing		
Hearing Date	06/15/2015	Time	09:00 AM - 12:00 PM
Location	Arizona Superior Court Cochise County Phone: Room No.: Room A Detail:		
Remarks	Assigned Court Reporter: Test Reporter I		

Confirmation: We will confirm this assignment by email within two (2) business days prior to the scheduled proceeding date.

Cancellation Policy: A cancellation fee may apply if RevolutionaryText, LLC does not receive cancellation notification by 4:00 p.m. the day prior to the scheduled proceeding via telephone at 415.952.5255 or email to mc@revotext.com.

Confirmation Request



REVOLUTIONARYTEXT
REVOLUTIONARYTEXT.COM

Job No.	1136	Scheduled Date	5/21/2015 4:14:55 PM
Attn	Melinda Cope/test purposes only	Contact	Bill Weber
Client	Arizona Superior Court Cochise County Phone: Fax No:		

This email is being sent as confirmation of the following scheduled proceeding:

Style of Case	Test Proceeding No. XYZ 2200-000000		
Witness(es)	Hearing		
Hearing Date	06/15/2015	Time	09:00 AM - 12:00 PM
Location	Arizona Superior Court Cochise County Phone: Room No.: Room A Detail:		
Services	<u>Service Item</u>	<u>Units</u>	
Remarks	Assigned Court Reporter: Test Reporter I		

Confirmation: This is a confirmation request. Please review the information contained in this confirmation request for the date listed above and advise if there are any changes or updates required.

The scheduled proceeding reflected herein is deemed accurate unless notice is given to RevolutionaryText, LLC at 415.952.5255 or by email to mc@revotext.com upon receipt of this request.

Cancellation Policy: A cancellation fee may apply if RevolutionaryText, LLC does not receive cancellation notification by close of business the day prior to the scheduled proceeding via telephone at 415.952.5255 or via email to mc@revotext.com.

ATTACHMENT F
RevolutionaryText, LLC Response to
Request for Proposals No. RFP 16-10-SUP-03

Proof of Insurance for RevolutionaryText, LLC

RevolutionaryText, LLC, hereby requests that response to RFP 16-10-SUP-03 be treated as proprietary and confidential and not released as public information.

COST PROPOSAL

REVOLUTIONARYTEXT, LLC RESPONSE TO RFP 16-10-SUP-03

System Install per room	15,000.00			
Annual Maintenance per room	1,800.00			
Court reporter annual fee	45,000.00	Following successful completion of the pilot, court reporter services are performed for the court reporter salary without benefits, and the per diem minimum is eliminated.		
Minimum per diem	300.00	This item is charged solely during the pilot period.		
Late cancellation (after 4:00 p.m. local time in Cochise County, AZ) the day prior to the scheduled proceeding	250.00	This item is charged solely during the pilot period.		
Type of Transcript	Price per page Delivery within 20 days	Price per page Delivery between 4-10 days	Price per page Delivery within 3 days or less	Price per page Copy
Criminal Appeal Rule of Crim.Proc. 31.8	2.50	N/A	N/A	0.30
Criminal PCR's Rule of Crim. Proc. 32.4d	2.50		N/A	0.30
Criminal Non-Appeal (PD/LO/CA/contract attys)	3.50	4.00	5.50	
	extra copies .50	extra copies 1.50	extra copies 1.50	see previous columns
Criminal Non-Appeal private parties	4.00	4.50	5.50	
	extra copies 1.50	extra copies 1.50	extra copies 1.50	see previous columns
County Grand Jury Rule of Crim. Proc. 12.8	2.50	N/A	N/A	0.30
Preliminary Hearing Rule of Crim.Proc. 5.6	2.50	N/A	N/A	0.30
Juvenile Appeal Juvenile Rule 105	2.50	N/A	N/A	0.30
Juvenile Non-Appeal	3.50	4.00	5.50	
	extra copies .50	extra copies 1.50	extra copies 1.50	see previous columns
Civil Appeal Rule of Civil Appeal 11	3.50	N/A	N/A	0.30
Civil on Appeal	4.00	4.50	6.00	
	extra copies 1.50	extra copies 1.50	extra copies 1.50	see previous columns
Civil and Domestic Relations Defaults and Perpetuations Rule of Civil Proc.55(f)	20.00 flat rate (original only)	N/A	N/A	N/A



CERTIFICATE OF LIABILITY INSURANCE

REVOTEX-01

ACLACK

DATE (MM/DD/YYYY)

1/8/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Snellings Walters Insurance Agency 1117 Perimeter Center West Suite W101 Atlanta, GA 30338	CONTACT NAME: Ariye Clack PHONE (A/C, No, Ext): (770) 396-9600 E-MAIL ADDRESS:	FAX (A/C, No): (770) 399-9880
	INSURER(S) AFFORDING COVERAGE	
INSURED Revolutionary Text, LLC 800 Adair Avenue NE Atlanta, GA 30306	INSURER A : Hanover Insurance	NAIC # 22292
	INSURER B : The Hartford Insurance Company	38261
	INSURER C : Hiscox Insurance Company Inc	10200
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	OHAA794705	12/03/2015	12/03/2016	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
PRODUCTS - COMP/OP AGG \$ 2,000,000							
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			OHAA794705	12/03/2015	12/03/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	20WECAQ5924	11/11/2015	11/11/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
C	Professional Liab			UDC-1657980-EO-15	11/11/2015	11/11/2016	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Cochise County Procurement Department
 Attn: Terry Rutan, Senior Buyer
 1415 Melody Lane
 Bisbee, AZ 85603

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

JCA dep

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Revotext Site Meeting

January 19, 2016

- I. Welcome and Introductions
- II. Purpose of Meeting
- III. Discussion/ Clarification of Submittal
 - Technology/Backup Procedures
 - Pricing Model
- IV. Implementation
 - What must be done to prepare for equipment install?
 - How much time is needed to do equipment Install?
- V. BOS Bid Award Process/Contract
 - What must be done to execute contract?
- VI. Remaining Questions
- VII. Product Demonstration