



RFQ CSE10015

Document Imaging and Client Management System

September 9, 2009

Pitney Bowes Inc.

CSE10015 Proposal
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Engineering the flow of communication™

State Of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130
Attn: Roberta Wagner

DATE: September 9, 2009

RE: **Request for Quotation: CSE10015**
Document Imaging System and a Client Management System
Time of Closing: 1:30 pm, September 9, 2009

Attachments:

Request for Quotation, CSE10015
Document Imaging System and a Client Management System
Pitney Bowes Sales and Maintenance Agreement
LobbyGuard Agreements
iDatix Software License Terms and Conditions
iDatix Software Maintenance Services Terms and Conditions

Dear Ms. Wagner:

Pitney Bowes Inc. ("PBI"), headquarters located at 1 Elmcroft Road, Stamford, CT is pleased to submit the enclosed offer in response to the referenced **Request for Quotation, #CSE10015 for Document Imaging System and a Client Management System for the West Virginia Health and Human Resources Child Support Enforcement**. Pitney Bowes, with a principal office located in South Charleston, West Virginia recognizes the need for the implementation of effective visitor management procedures to ensure adequate security and provide a safe environment.

Pitney Bowes is proud to offer the LobbyGuard® Visitor Management System, as well as our Imaging Workflow System. Attached are the Pitney Bowes Sales and Maintenance Agreement, the LobbyGuard® Agreements, iDatix Software License Terms and Conditions, and the iDatix Software Maintenance Service Terms and Conditions for your review. Pitney Bowes is willing to negotiate in good faith effort the terms and conditions of its Agreements. The Agreements are industry standard and are specific to the type of product(s) being offered. They are intended to be standalone documents exclusive of the RFQ and RFQ response which are not intended to be licensing documents.

Pitney Bowes has partnered nationally with iDatix Corporation, based in Clearwater, FL and in business since 2000, leveraging our sales and support infrastructure with their **Enterprise Content Management** and **Work Process Automation** software. The iSynergy product offered in our solution allows customers to use technology to drive innovation within all segments of their organization, allowing them full control over their document-centric processes. iSynergy empowers customers to innovate by changing the way they create, manage, and distribute information within the enterprise. The Client Management System component of our solution features the LobbyGuard kiosk as the Visitor Management interface. Pitney Bowes is a national distributor of the LobbyGuard kiosk, with LobbyGuard LLC based in Raleigh, NC since its inception in 1999. It provides a robust reporting mechanism, some standard reports are included in the literature section for your review, that satisfies many of the RFQ requirements.

Pitney Bowes has a strong relationship with WV Department of Health and Human Resources, and we additionally support the US Department of Health and Human Services with enterprise solutions. The combination of Pitney Bowes' expertise, the industry-leading iSynergy software application, and the LobbyGuard kiosk, positions us as a strong candidate for consideration in this solicitation. The proposed solution requires minimal customization and we anticipate minimal difficulty in implementation within DHHR.

In addition to the terms set forth in the attachments, Pitney Bowes requires the following clarification to the RFQ.

Page 17, Termination: Pitney Bowes modifies this paragraph by adding the following to the paragraph. **"Additionally, since this is a straight sale, the state of WV/Agency will pay for the SMA/SLA in arrears for the 12-month SMA/SLA period and will not be entitled to a refund.**

Page 18, Liquidated Damages: "...Vendor agrees that liquidated damages shall be imposed at the rate of \$1,000 per week for failure to meet the **mutually agreed upon** installation and operational deadlines **as defined in the Statement of Work ("SOW"), to be completed by Vendor and the State Agency at Project Initiation.** In addition, **the failure or delay must be the vendor's sole responsibility. In addition, the failure or delay must be the vendor's sole responsibility.**

Pitney Bowes thanks you for the opportunity to respond to this RFQ. Should you have any questions concerning this RFQ, please feel free to contact me via phone, 304-744-1067 or by e-mail at john.barry@pb.com.

Sincerely,



John Barry
Pitney Bowes Inc.
District Director
527 2nd Avenue
South Charleston, WV 25303



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
CSE10015

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**ROBERTA WAGNER
 304-558-0067**

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

**HEALTH AND HUMAN RESOURCES
 CHILD SUPPORT ENFORCEMENT
 ROOM 147
 350 CAPITOL STREET
 CHARLESTON, WV
 25301-3703 304-558-1649**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
07/30/2009						
BID OPENING DATE: 09/03/2009		BID OPENING TIME 01:30PM				
LINE	QUANTITY	LOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB	915-68			
<p>***** MANDATORY PRE-BID MEETING AUGUST 18, 2009 AT 1:30 PM BUREAU OFFICES OF CHILD SUPPORT ENFORCEMENT, 350 CAPITOL STREET, CHARLESTON, WEST VIRGINIA 25301 *****</p> <p>OPEN END CONTRACT TO PROVIDE DOCUMENT IMAGING/CLIENT REQUEST FOR QUOTATION</p> <p>TO PROVIDE ALL EQUIPMENT, SOFTWARE, INSTALLATION, AND SUPPORT SERVICES TO CREATE AND INSTALL A DOCUMENT IMAGING SYSTEM FOR THE BUREAU FOR CHILD SUPPORT ENFORCEMENT STATEWIDE OFFICE AND TO CREATE AND INSTALL A CLIENT MANAGEMENT SYSTEM TO ALLOW CUSTOMERS TO ELECTRONICALLY ALERT STAFF TO THEIR ARRIVAL IN THE WAITING AREA OF SPECIFIED DHHR/BCSE OFFICES PER THE ATTACHED SPECIFICATIONS</p> <p>TERM OF THE AGREEMENT WILL BEGIN UPON AWARD AND CONTINUE FOR A PERIOD OF ONE YEAR, WITH THE OPTION OF TWO (2), ONE (1) YEAR RENEWALS. NOTE: THIS WILL BE AN OPEN END CONTRACT TO ALLOW OTHER DHHR AND/OR STATE ENTITIES THE ABILITY TO UTILIZE THE CONTRACT. HOWEVER, THE IMMEDIATE NEED FOR THE BCSE, AS DESCRIBED IN THE SPECIFICATIONS, MUST BE COMPLETE BY SEPTEMBER 30, 2010</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304 744 1067** DATE **9/8/09**

TITLE **DISTRICT DIR** FEIN **06044 5050** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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25301-3703 304-558-1649

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **07/30/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THEY ARE UTILIZING STIMULUS DOLLARS FROM THE FEDERAL GOVERNMENT FOR THIS ACQUISITION AND THE USE OF THOSE DOLLARS ARE ONLY AVAILABLE UNTIL SEPTEMBER 30, 2010.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD OF CONTRACT AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304 744 1007** DATE: **9/9/09**

TITLE: **District Dir.** FEIN: **06049 5050** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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07/30/2009				
BID OPENING DATE		BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM</p> <p>REV 05/26/2009</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304 744 1067** DATE **9/18/09**

TITLE **DISTRICT DIR** FEIN **00049 5050** ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: **07/30/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 8/19/2009 QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER, OR E-MAIL IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE. NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEN TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304 744 1067** DATE: **9/18/09**

TITLE: **DISTRICT DIRECTOR** FEIN: **06049-5050** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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07/30/2009				
BID OPENING DATE: 09/03/2009		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>MANNER</p> <p>REV. 3/88</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATION IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 8/18/2009 AT 1:30 PM IN BUREAU OFFICES OF CHILD SUPPORT. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304-774-1067** DATE: **9/18/09**

TITLE: **DISABLT DIR.** FEIN: **06044-5050** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

VENDOR

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SHIP TO

HEALTH AND HUMAN RESOURCES
 CHILD SUPPORT ENFORCEMENT
 ROOM 147
 350 CAPITOL STREET
 CHARLESTON, WV
 25301-3703 304-558-1649

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/30/2009				

BID OPENING DATE: 09/03/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUD THEIR E-MAIL ADDRESS AND FAX NUMBER</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: 2 CONVENIENCE COPIES WOULD BE APPRECIATED</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304 744 1067 DATE: 9/8/09
 TITLE: DISTRICT DIR FEIN: 06049-5050 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
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07/30/2009				

BID OPENING DATE: 09/03/2009 BID OPENING TIME: 01:30 PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:-----RW/FILE 22-----						
RFQ NO :-----CSE10015-----						
BID OPENING DATE:-----9/3/2009-----						
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----304-744-0504-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----JOHN BARRY / SUSAN KODINSKY-----						
304 744 1067 x 235 X 222						
***** THIS IS THE END OF RFQ CSE10015 ***** TOTAL:						\$2,298,335. ⁰⁰

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304 744 1067	DATE 9/8/09
TITLE DIRECTOR <i>[Signature]</i> 00049-5050	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/24/2009				

BID OPENING DATE: ~~08/24/2009~~ **08/23/2009** BID OPENING TIME: ~~01:30PM~~

LINE	QUANTITY	UOP	UNIT PRICE	AMOUNT
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ADDENDUM NO. 1

- QUESTIONS AND ANSWERS ARE ATTACHED
- ADDENDUM ACKNOWLEDGEMENT IS ATTACHED THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID

EXHIBIT 10

REQUISITION NO : CSE10015

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO S:

- NO. 1
- NO. 2
- NO. 3
- NO. 4
- NO. 5

RECEIVED
 2009 SEP -9 PM 12:22
 WV PURCHASING
 DIVISION

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

SIGNATURE <i>[Signature]</i>	TELEPHONE 304 744 1007	DATE 9/8/2009
TITLE DISTRICT DIR.	BEN 06049 5050	ADDRESS CHANGES TO BE NOTED ABOVE

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08/24/2009				

BID OPENING DATE: 08/25/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	UNIT PRICE	AMOUNT
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VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

[Handwritten Signature]
 SIGNATURE
 COMPANY
 DATE
 9/8/09

REV 11/96

END OF ADDENDUM NO 1

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Handwritten Signature]* TELEPHONE: 304-747-1067 DATE: 9/28/2009
 TITLE: DIST. DIR. FEIN: 06049-5050 ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	JB	915-68		
OPEN END CONTRACT TO PROVIDE DOCUMENT IMAGING/CLIENT					
***** THIS IS THE END OF RFQ CSE10015 ***** TOTAL:					\$ 2,298,335.00

SIGNATURE: *[Signature]* TELEPHONE: 304 744 1067 DATE: 8/28/2009
 TITLE: DIST. DIRECTOR FEIN: 060495050
 ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
 CSE10015

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 ROBERTA WAGNER
 304-558-0067

VENDOR

Pitney Bowes
 Susan Lopinsky
 527 Second Avenue
 South Charleston, WV 25303

SHIP TO

HEALTH AND HUMAN RESOURCES
 CHILD SUPPORT ENFORCEMENT
 ROOM 147
 350 CAPITOL STREET
 CHARLESTON, WV
 25301-3703 304-558-1649

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/26/2009				

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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BID OPENING DATE: 09/09/2009 BID OPENING TIME: 01:30PM

ADDENDUM NO. 2

- TO REPLACE RESPONSES TO ITEMS 28, 35 & 73 OF ADDENDUM NO. 1, IN RESPONSE TO VENDOR QUESTIONS.
- TO MOVE BID OPENING DATE FROM 9/3/2009 TO 9/9/2009.
- ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.

EXHIBIT 10

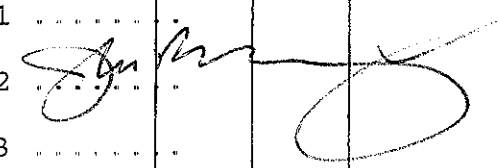
REQUISITION NO.: CSE10015

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO. S:

- NO. 1
- NO. 2
- NO. 3
- NO. 4
- NO. 5



SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Susan Lopinsky* TELEPHONE: 304 744-1067 DATE: 9/8/2009

FILE: DISTRICT DIR. FEIN: 060495050 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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CHILD SUPPORT ENFORCEMENT
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CHARLESTON, WV
25301-3703 304-558-1649

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/26/2009				

BID OPENING DATE:	BID OPENING TIME
09/09/2009	01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: right;"> SIGNATURE Pitney Bowes Inc. COMPANY Sept 8, 2009 DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">END OF ADDENDUM NO. 2</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304 744 1067	DATE 9/8/09
TITLE DIST. DIR	FEIN 049 060 5050	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/26/2009				

BID OPENING DATE: 09/09/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		915-68		
OPEN END CONTRACT TO PROVIDE DOCUMENT IMAGING/CLIENT						
***** THIS IS THE END OF RFQ CSE10015 ***** TOTAL:						\$2,298,335. ⁰⁰

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304 744 1067 DATE: 9/8/09
 TITLE: DISTRICT DIR FEIN: 04960 5050 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

ADDENDUM #2

RFQ #CSE10015

Please disregard the responses from Addendum #1 on items 28, 25 and 73 and replace them with the following responses:

Question 28

Referencing Page 12, #18, what version of FormQuest? Are the forms submitted as electronic forms or filled and printed to paper with the barcode and submitted as paper?

Response 28

Version 3.2 of FormQuest. Barcodes are currently not being used with FormQuest or the mainframe. We will work with the successful vendor to implement the appropriate MS Word-compatible barcoding format within those applications. However, the preference is the 3/9 (3 of 9) format.

Question 35

Reference Item #13, what email platform is used by DHHR/BCSE offices?

Response 35

Microsoft Office Outlook 2007

Question 73

Referencing requirement #44, which version of Outlook should be considered to be the baseline for this project?

Response 73

Microsoft Office Outlook 2007

ATTACHMENT
P O # CSE 10015

This agreement constitutes the entire agreement between the parties, and there are no other terms and conditions applicable to the licenses granted hereunder

Agreed

[Handwritten Signature]
Signature 9/18/09
Date

DIST. DIRECTOR
Title

PITNEY BOWES INC
Company Name

Signature Date

Title

Agency/Division

AGREEMENT ADDENDUM

WV-96
Rev 10/07

In the event of conflict between this addendum and the agreement, this addendum shall control:

- 1 **DISPUTES** - Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims
- 2 **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety
- 3 **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law
- 4 **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party
- 5 **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears
- 6 **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted
- 7 **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
- 8 **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default
- 9 **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
- 10 **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted
- 11 **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void
- 12 **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement
- 13 **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
- 14 **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
- 15 **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term
- 16 **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
- 17 **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted
- 18 **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice
- 19 **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted
- 20 **CONFIDENTIALITY** - Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act
- 21 **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:

STATE OF WEST VIRGINIA

Spending Unit: _____

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: PITNEY BOWES INC

Signed: [Signature]

Title: DISTRICT DIRECTOR

Date: SEPT 8 2009

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37 (Does not apply to construction contracts) West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code This certificate for application is to be used to request such preference The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable

1. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% resident vendor preference for the reason checked:

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: PITNEY BOWES INC

Signed: [Signature]
Title: DISTRICT DIRECTOR

Date: 9/18/2009

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: PITNEY BOWES INC

Authorized Signature: [Signature]

Date: 9/8/2009

employees

Work Location: Work is to be performed onsite at DHHR offices in the following counties in West Virginia: all counties in West Virginia except for Brooke County and Clay County Please see the attachment to determine the exact office locations

Vendor Requirements:

Mandatory Requirements – Vendor Experience/Capabilities:	
Vendor must provide documentation of experience/capabilities.	
1	Vendor must have been in business at least five (5) years and have at least five (5) years of successful experience installing and supporting scanning equipment with 2 years experience in the Human Services and/or Child Support field.
2	Vendor must provide three references from current business clients who scan a minimum of 15,000 documents per year and provide a description of the services furnished to the client.
3	Vendor must have installed a client management system similar to the specifications contained herein for at least three clients within the last five (5) years.

Requirements for the Document Imaging System:

Item	Description	Vendor will provide.
		Yes/No
1	The system shall allow for the capture and scanning of documents at their point of entry into each individual DHHR office. The distributed scanning process must allow for scanning, indexing and quality control of images in a single step. The vendor shall be responsible for designing the system, purchasing the appropriate equipment to operate the system, and customizing the software as needed to meet the other requirements of this project as listed below	YES
2	The system shall be capable of easily scanning and storing images whose original documents vary greatly in size – from the size of a driver's license to at least 8 5 X 14 documents. In a single pass, the scanner shall be capable of capturing color images, two-sided images, and both handwritten and typed/printed images	YES
3	Scanners shall be duplex-capable with auto-detect or blank page omission feature	YES
4	Lossless compression is required	YES
5	The system shall have the ability to perform image enhancements, such as de-skewing or justification, filtering brightness and contrast, de-speckling, black border removal, and cropping. The system shall allow the employee to vary the size of the image on the screen, rotate the image, and highlight selected portions of the document.	YES
6	Images shall have at least 300 DPI (dots per inch)	YES

Item	Description	Vendor will provide.
		Yes/No
7	The system shall have the ability to index or file the documents into an electronic case file by logical groups for easy retrieval by the end user. Index values shall include at least client names, case numbers, social security numbers. Individual users shall be able to access the documents associated with an individual case by use of one of the following values: the name of any party associated with the case, the unique case number (assigned by the agency's mainframe computer system), or the social security number of any party to the case	YES
8	The system shall allow a wildcard search to locate individual case files	YES
9	The system shall support the concept that a single document will need to be routed to multiple employees or to multiple case files in multiple locations or on multiple servers	YES
10	The system shall also support the ability of multiple users accessing a document simultaneously	YES
11	The system shall support hierarchical structures for users, which include various levels of permissions and access controls for specific documents. At a minimum, the system shall require use of a personal identification number (pin) to allow access to the system. The system shall track the pins of persons who scan or delete documents from the system and track the pin of any person who accesses a specific file. The system shall also allow for the exclusion of specific persons or classifications from specific files. It shall also allow for the exclusion of specific persons or classifications from specific documents or document types	YES
12	The system shall contain security measures to prevent accidental/incorrect document indexing and deletion of documents, including an electronic record that shows all activities taken in relation to a specific document	YES
13	The system shall allow for the electronic transfer of documents to entities outside the system via encrypted electronic media or encrypted e-mail.	YES
14	The system shall allow for the capture of print streams from the State's mainframe computer system to eliminate the need to print and scan certain forms	YES
15	The system shall allow for importing, storage and retrieval of read-only electronic documents from other formats including but not limited to, Word, Excel, and PowerPoint as well as multimedia formats, email and faxes	YES
16	The system shall have the ability to annotate or attach notes to every document or file	YES
17	The system shall have the ability to transfer any or all documents for a specific case from one county or server to another	YES

Item	Description	Vendor will provide.
		Yes/No
18	The system shall be capable of reading barcodes on forms which have been generated by the agency's mainframe computer system and/or its web-based form generation system (FormQuest) so that these barcodes can be scanned to automatically index the documents to the appropriate case	YES
19	The system shall be compatible with the use of Microsoft Office programs	YES
20	The system shall notify the appropriate worker(s) when a document has been received and added to their electronic case record	YES
21	The system shall provide the necessary security to meet IRS Safeguarding requirements for documents that contain federal tax information (IRS Publication 1075)	YES
22	The system shall allow each individual user to access the electronic case file from their desktop personal computer	YES
23	The capacity of the system shall be large enough to meet the current volume of the BCSE caseload but shall have the potential through the purchase of additional equipment and/or software licenses to expand to other Bureaus or Offices of the Department of Health and Human Resources in the future.	YES
24	Upon accessing a specific case or file the individual worker shall be able to view a menu which will list the documents associated with that case, grouped by type of document (orders, correspondence, etc) The menu shall also be capable of sorting documents by date	YES
25	The majority of the documents to be scanned will be associated with a specific child support case However, the system shall also be capable of scanning and organizing non-case-related documents, such as management reports, employee time sheets, leave slips, and contracts	YES
26	The scanned images shall automatically be stored, at a minimum of once a day, on redundant servers in a central location within the state network	YES
27	The vendor shall be responsible for coordinating this work with the state staff responsible for maintenance of the statewide computer system (DHHR MIS) and with staff from the state Office of Technology	YES
28	The vendor shall be responsible for providing appropriate training to the state staff responsible for maintenance and use of the statewide computer system including staff from the state Office of Technology, DHHR MIS and end users Training for end users shall occur in each office, and shall include the imaging of at least fifty actual case files per office, and two non-case-specific files per office, with the files to be imaged to be selected by the supervisor of that office	YES

Item	Description	Vendor will provide. Yes/No
29	The system shall provide for local storage of documents at each county office to enable quick retrieval, but it shall also allow users across the state to see all documents assigned to that case. For example, if a paper document is delivered to Office A and it is scanned and indexed appropriately, it shall be capable of being viewed by users in any office in the system.	YES
30	The vendor shall provide the cost of a maintenance contract for the period of one year following the warranty period with the option for a least one renewal period of one year.	YES
31	The vendor shall perform warranty and trouble-shooting activities for the system for six months after the installation of equipment, software, and training in the last office is completed. Warranty work will include, at a minimum, any software updates or patches. Said troubleshooting shall include access to telephone support and in-person support on an as-needed basis.	YES
32	The system must be accessible by users located in the privatized Kanawha and Clay county offices, operated by Policy Studies, Inc (PSI), who are not included on the DHHR network. PSI does, however, have a connection to the DHHR network via a T1 line.	YES
33	The system must run within the current DHHR Network infrastructure.	YES
34	The system must allow for the ability to run reports. At a minimum, this will include all aspects of user and document access.	YES
35	The system must be able to archive and purge documents or files based on user-defined requirements. Archived documents or files must be able to be retrieved.	YES
36	The system must allow for searching of all parts of scanned documents.	YES
37	The system shall have Optical Character Recognition (OCR) capability to convert documents and image files into editable and searchable text. (See attached SAMPLE.)	YES
38	The system may be required to interface with the BCSE mainframe system (OSCAR) to exchange information.	YES
39	All access to the BCSE mainframe computer system (OSCAR) shall be done via DB2 stored procedures or file extracts.	YES
40	The vendor will provide technical documentation for the system to DHHR MIS and to the Office of Technology.	YES
41	The vendor will provide an end-user guide in an electronic format accessible to all users.	YES

Item	Description	Vendor will provide. Yes/No
Requirements for the Client Management System:		
42	The system shall support the creation of multiple appointment types to reflect the agency's business model, such as customer appointments, customer walk-ins, staff meetings, trainings, etc It shall allow persons of an appropriate role to perform a "busy search" in order to facilitate the scheduling of meetings and appointments.	YES
43	The system shall support unlimited numbers of configurable "waiting queues" for clients who walk into the office without a scheduled appointment.	YES
44	The system shall provide for a kiosk in the lobby area of the offices selected to participate in this project (Fairmont, Martinsburg, and Charles Town) which would allow for self-service check-in by clients that have a scheduled appointment or that do not have an appointment but wish to see a child support worker. The system would notify the appropriate worker automatically when the customer checks in.	YES
45	The system shall notify the supervisor or on-call worker at an interval selected by the agency if the customer's wait exceeds the agency's set time interval.	NO
46	The system shall allow the supervisor to easily re-assign appointments and on-call assignments.	YES
47	The system shall support a hierarchical structure for users, groups and agency that would include various permissions/authorizations by roles.	YES
48	The system shall interface with Outlook to determine worker available hours. The system shall also allow a user to input or modify their work hours for the purpose of scheduling appointments or on-call assignments.	NO
49	The system must have the ability to generate ad-hoc reports.	YES
50	The system must produce reports to include, at a minimum, customer wait time grouped by type of appointment and/or time of day.	YES
51	The system shall be required to interface with the BCSE mainframe system (OSCAR) to exchange appointment and worker information.	NO
52	All access to the BCSE mainframe computer system (OSCAR) shall be done via DB2 stored procedures or file extracts.	NO
53	The vendor shall be responsible for providing appropriate training to the state staff responsible for maintenance and use of the statewide computer system including staff from the state Office of Technology, DHHR MIS and end users.	YES
54	The vendor will provide technical documentation for the system to DHHR MIS and to the Office of Technology.	YES

Item	Description	Vendor will provide. Yes/No
55	The vendor will provide an end-user guide in an electronic format accessible to all users	YES
Security: The system shall provide the following security features: The system must utilize security measures to protect the data and the system as set forth below:		
56	System must retain an access log of when a user logs on, logs out, or his/her session times out This text log will contain the user's account identifier (ID), date, time of logon/logout/timeout, and activity type (log in, log out, time out).	YES
57	System must support strong password functionality that can be configured by the system administrator. These capabilities include the length of passwords, types of characters required (numbers, symbols, uppercase letters, lowercase letters), the password change interval in days, and the user password expiration notification in days.	YES
58	Must use Advanced Encryption Standard (AES) or equal information technology industry standard of data security through strong encryption, minimum of 128-bit, in all external communication.	YES
59	System must monitor and report any unauthorized access attempts to the system administrator	YES
60	System must support multiple user account status options to minimally include: 'inactive or locked', 'Active', and 'Must change password upon next login' System should provide an audit log of access changes	YES
61	System must alert users to an expiring password based on the user password expiration notification set by the administrator and prompt the user to change their password in advance of expiration	NO
62	System must allow users to change their own password after successfully logging into the application and enforce strong password functionality as discussed in # 2.	YES
63	System should provide an audit log of access changes, e.g.: who granted user access, what type of access, user name, date of creation and modification	YES
64	The vendor will provide system upgrades, patches and other changes to the application via a secure file transfer protocol SFTP site that can be accessed only by West Virginia technical staff to obtain appropriate files and documentation.	YES
65	Any configurations required for the system to be installed and to run on the West Virginia test/training and production databases will be built into the source code provided by the vendor West Virginia staff will not modify installation and/or configuration files provided by the vendor for either environment	YES
66	The vendor will provide "back out" procedures in the event a version of the application needs to be uninstalled by West Virginia staff	YES

Item	Description	Vendor will provide.
		Yes/No
67	System must store all passwords in Advanced Encryption Standard (AES) or equal information technology industry standard encrypted format	YES
68	System must not use schema owner or privileged user (SYS, SYSTEM, etc) to connect to the database	YES
69	System must use least privileged user to connect to database The user utilized to connect to the database for configuring strong password parameters should not be the same user connecting to the database for other administrative processes and that should not be the same user connecting to the database for update, or the user connecting to the database for query, etc	YES
70	System should be tested to mitigate the Top 25 Most Dangerous Programming Errors as developed by the SANS (SysAdmin, Audit, Network, Security) Institute/Mitre Corporation found at the following link to the 2009 CWE/SANS (Common Weakness Enumeration) Top 25 Most Dangerous Programming Errors: http://cwe.mitre.org/top25 .	YES
71	There should not be any structured query language (SQL), either static or dynamic, executed on any web page All queries, inserts and updates should be handled by passing parameters to stored procedures If not, vendor must explain how it will safeguard against SQL injection attacks.	YES

Special Terms and Conditions:

General Terms and Conditions:

By signing and submitting this Request for Quotation, the successful Vendor agrees to be bound by all the terms contained herein

Conflict of Interest:

Vendor affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance or its services hereunder The Vendor further covenants that in the performance of the contract, the Vendor shall periodically inquire of its officers, members and employees concerning such interests Any such interests discovered shall be promptly presented in detail to the Agency

Prohibition against Gratuities:

Vendor warrants that it has not employed any company or person other than a bona fide employee working solely for the vendor or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract

For breach or violation of this warranty, the Agency shall have the right to annul this contract without liability at its discretion or to pursue any other remedies available under this contract or by law

Certifications Related to Lobbying:

Vendor certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to

**CSE10015 - Document Imaging and Client Management Systems
 BID SHEET**

Pricing Structure

Cost of equipment and licenses for the document imaging system: (See Total Detailed Pricing Structure Sheet 1)	\$ 1,588,550
Cost of customization of the document imaging system:	\$ -0-
Cost of Installation and training for end users for document imaging system:	\$ 495,160
Cost of optional one-year maintenance (after conclusion of contract terms):	\$ 176,000
Cost of equipment and licenses for the client management system: (See Total of Detailed Pricing Structure Sheet 2)	\$ 34,725
Cost of customization of the client management system:	\$ Included
Cost of installation and training for end users of the client management system:	\$ Included
Cost of optional one-year maintenance (after conclusion of contract terms):	\$ 3,900
Cost of technical training for MIS and OT staff:	\$ Included
GRAND TOTAL	\$ 2,298,335

Basis for Award: Contract will be awarded to the responsive and responsible vendor meeting the mandatory requirements of this RFQ and providing the lowest costs for the goods and services specified herein

SEE ATTACHMENT 'A' FOR PRICE DETAIL

**CSE10015 - Document Imaging and Client Management Systems
 BID SHEET - DETAILED PRICING STRUCTURE SHEET "2"**

Document Imaging System

County	# of BCSE Employees	Cost of License	# of Scanners	Cost of Scanners	Description of Server/Servers	Cost of Server	Total Cost per County
Kanawha	107		18				
	1		1				
Ohio	10		2				
Hancock	10		2				
Marshall	10		2				
Wetzel	5		2				
Tyler	0		1				
Wood	25		5				
Ritchie	0		1				
Pleasants	0		1				
Wirt	0		1				
Braxton	13		2				
Nicholas	0		1				
Webster	0		1				
Lewis	14		3				
Gilmer	0		1				
Upshur	0		1				
Jackson	11		2				
Mason	0		1				
Roane	4		1				
Calhoun	0		1				
Cabell	25		4				
Putnam	8		2				
Wayne	7		2				
Boone	10		2				
Lincoln	7		2				
Wyoming	8		2				
McDowell	9		2				

**CSE10015 - Document Imaging and Client Management Systems
 BID SHEET - DETAILED PRICING STRUCTURE SHEET "2"**

County	# of BCSE Employees	Cost of License	# of Scanners	Cost of Scanners	Description of Server/Servers	Cost of Server	Total Cost per County
Logan	10		2				
Mingo	11		2				
Greenbrier	10		2				
Mineral	6		2				
Pendleton	3		1				
Grant	0		1				
Hampshire	7		2				
Hardy	3		1				
Randolph	8		2				
Tucker	0		1				
Monroe	0		1				
Pocahontas	0		1				
Fayette	12		2				
Mercer	19		3				
Summers	1		1				
Raleigh	19		3				
Berkeley	23		2				
Jefferson	4		1				
Morgan	0		1				
Harrison	18		3				
Doddridge	0		1				
Marion	20		3				
Taylor	0		1				
Barbour	0		1				
Monongalia	14		3				
Preston	0		1				
Total	472		110				

Note: The quantities listed above are to be ordered at the time of award and shipped to the appropriate facility. More units may be ordered based on each facility's need and usage as each facility deems necessary at later dates. Each facility will then place an order specific to their need and will reference this open-end contract on a release order (WV-39) or by credit card orders

<u>County</u>	<u># of BCSE Employees</u>	<u>Cost of License</u>	<u># of Scanners</u>	<u>Cost of Scanners</u>	<u>Description of Servers</u>	<u>Cost of Server</u>	<u>Total Cost per County</u>
Kanawha	108	\$156,600	19	\$33,535	Dell Servers with 5-year Service Agreement	\$14,000	\$336,218
Ohio	10	\$14,500	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$48,208
Hancock	10	\$14,500	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$48,208
Marshall	10	\$14,500	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$48,208
Wetzel	5	\$7,250	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$40,958
Tyler	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Wood	25	\$36,250	5	\$8,825	Dell Servers with 5-year Service Agreement	\$7,000	\$85,963
Ritchie	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Pleasants	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Wirt	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Braxton	13	\$18,850	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$56,758
Nicholas	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Webster	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Lewis	14	\$20,300	3	\$5,295	Dell Servers with 5-year Service Agreement	\$7,000	\$61,683
Gilmer	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Upshur	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Jackson	11	\$15,950	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$51,058
Mason	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Roane	4	\$5,800	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$36,033
Calhoun	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Cabell	25	\$36,250	4	\$7,060	Dell Servers with 5-year Service Agreement	\$7,000	\$81,108
Putnam	8	\$11,600	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$45,308
Wayne	7	\$10,150	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$43,858
Boone	10	\$14,500	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$48,208
Lincoln	7	\$10,150	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$43,858
Wyoming	8	\$11,600	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$45,308
McDowell	9	\$13,050	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$46,758
Logan	10	\$14,500	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$51,008
Mingo	11	\$15,950	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$49,658
Greenbrier	10	\$14,500	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$48,208
Mineral	6	\$8,700	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$42,408
Pendleton	3	\$4,350	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$33,183
Grant	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Hampshire	7	\$10,150	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$43,858
Hardy	3	\$4,350	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$33,183
Randolph	8	\$11,600	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$45,308
Tucker	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$10,958
Monroe	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Pocahontas	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758

<u>County</u>	<u># of BCSF Employees</u>	<u>Cost of License</u>	<u># of Scanners</u>	<u>Cost of Scanners</u>	<u>Description of Servers</u>	<u>Cost of Server</u>	<u>Total Cost per County</u>
Fayette	12	\$17,400	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$51,108
Mercer	19	\$27,550	3	\$5,295	Dell Servers with 5-year Service Agreement	\$7,000	\$70,333
Summers	1	\$1,450	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$30,283
Raleigh	19	\$27,550	3	\$5,295	Dell Servers with 5-year Service Agreement	\$7,000	\$67,533
Berkeley	23	\$33,350	2	\$3,530	Dell Servers with 5-year Service Agreement	\$7,000	\$99,533
Jefferson	4	\$5,800	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$47,508
Morgan	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$7,000	\$6,758
Harrison	18	\$26,100	3	\$5,295	Dell Servers with 5-year Service Agreement	\$7,000	\$67,483
Doddridge	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$14,000	\$6,758
Marion	20	\$29,000	3	\$5,295	Dell Servers with 5-year Service Agreement	\$14,000	\$116,533
Taylor	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$6,758	\$6,758
Barbour	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$6,758	\$6,758
Monongalia	14	\$20,300	3	\$5,295	Dell Servers with 5-year Service Agreement	\$7,000	\$64,483
Preston	0	\$0	1	\$1,765	Dell Servers with 5-year Service Agreement	\$6,758	\$6,758
Total	472	\$684,400	110	\$194,150		\$252,000	\$2,298,335

SEE ATTACHMENT 'B' FOR PRICE DETAIL

CSE10015 - Document Imaging and Client Management Systems

BID SHEET - DETAILED PRICING STRUCTURE SHEET "2"

DETAILED PRICING STRUCTURE SHEET "2"

Client Management System

County	# of BCSE Employees	Cost of Licenses	Cost of Kiosk	Cost of Other (cables, etc.)	Cost per County
Marion	20				
Berkeley	23				
Jefferson	4				
Total	47				

Note: The quantities listed above are to be ordered at the time of award and shipped to the appropriate facility. More units may be ordered based on each facility's need and usage as each facility deems necessary at later dates. Each facility will then place an order specific to their need and will reference this open-end contract on a release order (WV-39) or by credit card orders.

<u>County</u>	<u># of BCSE Employees</u>	<u>Cost of License</u>	<u>Cost of Kiosk</u>	<u>Other Costs</u>	<u>Cost per County</u>
Berkeley	23	\$500	\$10,000	\$2,375	\$12,875
Jefferson	4	\$500	\$10,000	\$2,375	\$12,875
Marion	20	\$500	\$10,000	\$2,375	\$12,875
Total	47	\$1,500	\$30,000	\$7,125	\$38,625

References

City of Tulsa, OK (from press release):

For several years, Tulsa has experienced difficulty . . . due to the volume of paper and the number of people and processes involved. Their paper-based system required duplication of each form, plan, and supporting document and was not only cumbersome and error prone but also expensive. Recognizing the need to automate and simplify their workplace, Tulsa's Development Services Department decided to implement an ECM system which would eventually become the standard for the city.

Terry O'Malley, Project Manager for the city's Information Technology Department, "We were all so blown away by how iLink allows you to do some pretty quick integration with legacy systems. When Development Services rolls iSynergy out to other departments, iSynergy will interface to those systems as well. The sky's the limit, as far as other systems we want to integrate with."

iSynergy is projected to support 4,000 city employees, multiple departments, and the processing of millions of documents and thousands of citizen requests per year. O'Malley is confident iSynergy was the right choice. "We're all pretty excited about this" she said. "I think we're looking good."

Forsyth County, NC:

The Forsyth County Sheriff's Office (FCSO) employs 631 officers, administrators, and support staff who responded to 72,947 calls for service in 2007. Departments such as the Enforcement Division, Investigative Services, Detention Services, Court Services, and Sex Offender Registration logged 12,126 bookings, brought 11,145 charges and made 5,165 arrests. They also issued 8,070 citations and 2,433 gun permits with their Domestic Violence Unit responding to 6,176 incidents.

Jeff Wilson is the Systems Administrator for the Sheriff's Office. Among other things, he is in charge of the records department, the Detention Center management system, the Computer-aided Dispatch system (CAD), and all in-car computer systems.

Because of North Carolina state law, physical law enforcement documents must be kept permanently. For example, each inmate that has ever entered the FCSO Detention Center has a booking record that is kept in a folder. FCSO couldn't store those files remotely in a data warehouse because of the requirements for immediate access. Even if a person was arrested 10 years ago and is then rearrested, the FCSO must be able to pull the file and add to the original record. This requirement created filing, storage, and retrieval issues that were becoming increasingly difficult to manage and costly with current FCSO staffing levels. Wilson sums up the issue, "We didn't have many indexes, didn't have control over documents, we couldn't email from the system, we couldn't grant access for the agency as a whole to documents."

Thanks to iSynergy, the physical records can now be warehoused permanently at a remote location, almost eliminating completely the previous storage and retrieval issues. The Detention Center personnel can use the electronic copy directly and add any new documents to the physical original later. In the rare instance in which the original is required, it can be produced again at a later date. FCSO now has direct control over its documents. Says Wilson, "We can access them immediately, manipulate them, and we have a lot richer index space as well."

East Tennessee Area Agency on Aging and Disability, TN:

The East Tennessee Area Agency on Aging and Disability (ETAAD) was designated by the Tennessee Commission on Aging and Disability in 1977 to provide services to older adults and adults with disabilities in the 16 county region of East Tennessee. These services are offered directly by staff hired by the ETAAD and through contracts with over 40 service provider agencies in the region. We are responsible for contract management, billing, invoicing, and quality assurance of all services funded through this office.

ETAAD needed a document management solution that would improve productivity and provide a more efficient way to manage documents and workflow with the following crucial components:

- A document solution that was complete, licensed and supported by a single company-not a blended product that would be dependent on several companies coordinating releases and updates.
- The solution had to be cost effective to allow a not-for-profit agency to purchase a full-featured product in the beginning with the opportunity to up-scale the document management as needed
- Allow Public Guardianship staff to share documents with attorneys and the courts.
- Provide secure web access for the staff to access documents from home or from other remote locations.
- Provide home care staff the ability to scan documents that needed to be reviewed and approved by administrative and fiscal staff before services are authorized.
- Provide management with a more efficient way to monitor workflow.
- Allow fiscal staff to scan contracts and reports that can be accessed electronically by the state office.
- Allow view only access to the state office for specific client files for approval to enroll, avoiding faxing client records to the state office.

Additional References

Manatee County, FL

US Department of Health and Human Services

This is not a Document Management solution, however it does include:

- FDA: Internally-hosted enterprise solution with 34 locations including the LobbyGuard Visitor Management System proposed in this response
- HHS: Pitney Bowes-hosted enterprise solution with 12 locations



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Additionally, the use of the Product puts a substantial burden for maintaining and ensuring data integrity and backup on the Licensee DATA ENTEGRITY AND BACKUP



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7. INSTALLATION AND OPERATION:

Licensee assumes full responsibility for the installation and operation of the product, including the obtaining of all permits, licenses, or certificates required by any regulatory body for the installation or use of the product(s), unless by way of a separate written contract with the Licensee or end user to perform such services.

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If Licensee wishes to use the security features of the product and/or cryptographic features of the Product, then Licensee may need to obtain and install additional hardware and software product not provided by IDATIX to ensure security including but not limited to a signed digital certificate from a certificate authority or a certificate server. Licensee may be charged additional fees for other products. Licensee is responsible for maintaining the security of the environment in which the Product is used and the integrity of the secure environment including any private files used with the Product. In addition, the use of digital certificates is subject to the terms specified by the certificate provider, and there are inherent limitations of the Product and in the capabilities of digital certificates. If Licensee is sending or receiving digital certificates, Licensee is responsible for familiarizing itself with and evaluating such terms and limitations.

10. EXPORT CONTROL.

Licensee agrees to comply with all export laws and restrictions and regulations of the United States or foreign agencies or authorities, and not to export or re-export the Product or any direct product thereof in violation of any such restrictions, laws or regulations, or without all necessary approvals. As applicable, each party shall obtain and bear all expenses relating to any necessary licenses and/or exemptions with respect to its own export of the Product from the U.S. Neither the Product nor the underlying information or technology may be downloaded or otherwise exported or re-exported (i) into Cuba, Iran, Iraq, Libya, North Korea, Sudan, Syria or any other country subject to U.S. trade sanctions covering the Product, to individuals or entities controlled by such countries, or to nationals or residents of such countries other than nationals who are lawfully admitted permanent residents of countries not subject to such sanctions; or (ii) to anyone on the U.S. Treasury Department's list of Specially Designated Nationals and Blocked Persons or the U.S. Commerce Department's Table of Denial Orders. By purchasing, downloading or using the Product, Licensee agrees to the foregoing and represents and warrants that it complies with these conditions.

If the Product is identified as being not-for-export (for example, on the box, media or in the installation process), then, unless Licensee has an exemption from the United States government, the following applies: EXCEPT FOR EXPORT TO CANADA FOR USE IN CANADA BY CANADIAN CITIZENS, THE PRODUCT AND ANY UNDERLYING ENCRYPTION TECHNOLOGY MAY NOT BE EXPORTED OUTSIDE THE UNITED STATES OR TO ANY FOREIGN ENTITY OR "FOREIGN PERSON" AS DEFINED BY U.S. GOVERNMENT REGULATIONS, INCLUDING WITHOUT LIMITATION, ANYONE WHO IS NOT A CITIZEN, NATIONAL OR LAWFUL PERMANENT RESIDENT OF THE UNITED STATES. BY DOWNLOADING OR USING THE PRODUCT, LICENSEE AGREES TO THE FOREGOING AND WARRANTS THAT IT IS NOT A "FOREIGN PERSON" OR UNDER THE CONTROL OF A "FOREIGN PERSON."

11. HIGH RISK ACTIVITIES.

The Product is not fault-tolerant and is not designed, manufactured or intended for use or resale as on-line control equipment in hazardous environments requiring fail-



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safe performance, such as in the operation of nuclear facilities, aircraft navigation or communication systems, air traffic control, direct life support machines, or weapons systems, in which the failure of the Product could lead directly to death, personal injury, or severe physical or environmental damage ("High Risk Activities"). Accordingly, Licensor and its suppliers specifically disclaim any express or implied warranty of fitness for High Risk Activities. Licensee agrees that Licensor and its suppliers will not be liable for any claims or damages arising from the use of the Product in such applications.

12. U.S. GOVERNMENT END USERS.

The Product is a "commercial item," as that term is defined in 48 C.F.R. 2.101 (Oct. 1995), consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212 (Sept. 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4 (June 1995), all U.S. Government End Users acquire the Product with only those rights set forth herein.

Use, duplication, or disclosure by the government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252,227-7013 and FAR 52,227-1-7013 and FAR 52.227-19.

13. MISCELLANEOUS.

(a) This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof. (b) This Agreement may be amended only by a writing signed by both parties. (c) Except to the extent applicable law, if any, provides otherwise, this Agreement shall be governed by the laws of the State of Florida, U.S.A., excluding its conflict of law provisions. (d) Unless otherwise agreed in writing, all disputes relating to this Agreement (excepting any dispute relating to intellectual property rights) shall be subject to final and binding arbitration in Pinellas County, Florida, with the losing party paying all costs of arbitration. (e) This Agreement shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods. (f) If any provision in this Agreement should be held illegal or unenforceable by a court having jurisdiction, such provision shall be modified to the extent necessary to render it enforceable without losing its intent, or severed from this Agreement if no such modification is possible, and other provisions of this Agreement shall remain in full force and effect. (g) The controlling language of this Agreement is English. If Licensee has received a translation into another language, it has been provided for Licensee's convenience only. (h) A waiver by either party of any term or condition of this Agreement or any breach thereof, in any one instance, shall not waive such term or condition or any subsequent breach thereof. (i) Licensee may not assign or otherwise transfer by operation of law or otherwise this Agreement or any rights or obligations herein except in the case of a merger or the sale of all or substantially all of Licensee's assets to another entity. (k) This Agreement shall be binding upon and shall inure to the benefit of the parties, their successors and permitted assigns. (l) Neither party shall be in default or be liable for any delay, failure in performance (excepting the obligation to pay) or interruption of service resulting directly or indirectly from any cause beyond its reasonable control. (m) The relationship between Licensor and Licensee is that of independent contractors and neither Licensee nor its agents shall have any authority



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to bind Licensor in any way. (n) If any dispute arises under this Agreement, the prevailing party shall be reimbursed by the other party for any and all legal fees and costs associated therewith. (o) If any IDATIX professional services are being provided, then such professional services are provided pursuant to the terms of a separate Professional Services Agreement between IDATIX and Licensee. The parties acknowledge that such services are acquired independently of the Product licensed hereunder, and that provision of such services is not essential to the functionality of such Product. (p) The headings to the sections of this Agreement are used for convenience only and shall have no substantive meaning. (q) Licensor may use Licensee's name in any customer reference list or in any press release issued by Licensor regarding the licensing of the Product and/or provide Licensee's name and the names of the Product licensed by Licensee to third parties. (r) Under no circumstances shall any action be brought against IDATIX, regardless of form, under this Agreement more than two (2) years after such cause of action shall have accrued.

Seller

Pitney Bowes Inc.

By: _____

Date: _____

Purchaser

Name

Title

Date: _____



Software Maintenance Services Terms and Conditions

1. Coverage

- 1.1 Subject to the terms hereof, IDATIX will provide Maintenance Services to [End User] for the Licensed Software Product (Software) copies for which Maintenance Services are indicated on the Product Order specified above.

2. Maintenance Services

- 2.1 Maintenance Services consists of (a) Error Correction and Telephone Maintenance provided to the IDATIX Trained Technical Maintenance Contact concerning the installation and use of the then current release of Software and the Previous Sequential Release and (b) product updates that IDATIX in its discretion makes generally available. Product updates consist of one copy of published revisions to the printed documentation and one copy of revisions to the machine readable Software which are not designed by IDATIX as products for which it charges a separate fee. Maintenance Services must be obtained separately for each copy of each Software.
- 2.2 IDATIX provides product Updates and Upgrades to [End User]s who are current and have paid for Software Maintenance Service. Updates and Upgrades do not include IDATIX product or product features that were not previously purchased by the End User. Features not controlled by a License Code or listed separately in the IDATIX price list are included in product updates and upgrades as part of Maintenance Services.
- 2.3 In the event the IDATIX product is sold to the [End User] through a Reseller, the Reseller is to provide first line of support to the [End User]. IDATIX maintenance services are provided to the reseller as second-tier support to IDATIX trained Reseller agents. IDATIX has no obligation under this agreement or the End User License agreement to support the Reseller's [End User] directly.

3. Term and Termination

- 3.1 Maintenance Services shall be provided for the period purchased and specified in the purchase agreement or invoice.
- 3.2 Either party may terminate Maintenance Services at the end of the original term or at the end of any renewal term by giving written notice to the other party at least forty-five (45) days prior to the end of such term. IDATIX may suspend or cancel Maintenance Services if [End User] fails to make pay pursuant to the Section titled "Fees and Payment," or breaches the Maintenance Services provisions and such breach is not remedied within thirty (30) days (10 days in the case of nonpayment) after [End User] receives notice of the breach.

4. Fees and Payment

- 4.1 For each unit of Software products for which Maintenance Services will be provided, [End User] shall pay IDATIX or its Reseller the applicable Maintenance Services fee as listed in the then-current IDATIX or Reseller price list. Maintenance Services fees will be billed on an annual basis, payable in advance. [End User] shall be responsible for all taxes associated with Maintenance Services other than U.S. taxes based on IDATIX's net income. [End User]'s payment is due within thirty (30) days of receipt of the IDATIX or Reseller invoice. In the event [End User] fails to pay IDATIX or the Reseller on the due date, then to reinstate or renew Maintenance Services (if allowed by IDATIX), [End User] must first pay IDATIX or the Reseller the annual Maintenance Services fee and the reinstatement charge of 1 and 1/2 times the prorated monthly Maintenance amount to reinstate Maintenance Support.
- 4.2 If payment is not made within thirty (30) days of the due date, Maintenance Services will be renewed or reinstated only if [End User] relicenses the Software and pays all prorated applicable maintenance fees times a 1.5 penalty factor, although IDATIX is not obligated to allow [End User] to do so.

5. Error Priority Levels

- 5.1 IDATIX shall exercise commercially reasonable efforts to correct any Error reported by [End User] in the current unmodified release of Software in accordance with the priority level reasonably assigned to such error by IDATIX.
- 5.1.1 Priority A Errors - IDATIX shall promptly commence the following procedures:
- 5.1.1.1 Assign IDATIX engineers to correct the Error;
 - 5.1.1.2 Notify IDATIX management that such Errors have been reported and steps being taken to correct such Error(s);
 - 5.1.1.3 provide [End User] with periodic reports on the status of the corrections; and
 - 5.1.1.4 initiate work to provide [End User] with a Workaround or Fix.
- 5.1.2 Priority B Errors - IDATIX shall exercise commercially reasonable efforts to correct the problem and provide a Fix or workaround.
- 5.1.4.5.1.3 Priority C Errors - IDATIX may include the Fix for the error in the next maintenance or major release of the Software.
- 5.2 If IDATIX believes that a problem reported by [End User] may not be due to an Error in the Software, IDATIX will so notify [End User]. At that time, [End User] may (i) instruct IDATIX to proceed with problem determination at its possible expense as set forth below or (ii) instruct IDATIX that [End User] does not wish the problem pursued at its possible expense. If [End User] requests that IDATIX proceed with problem determination at its possible expense and [IDATIX determines that] the error was not due to an Error in the Software, [End User] shall pay IDATIX, at IDATIX's then-current and standard consulting rates, for all work performed in connection with such determination, plus reasonable related expenses incurred therewith. [End User] shall not be liable for (i) problem determination or repair to the extent problems are due to Errors in the Software or (ii) work performed under this paragraph in excess of its instructions or (iii) work performed after [End User] has notified IDATIX that it no longer wishes work on the problem determination to be continued at its possible expense (such notice shall be deemed given when actually received by IDATIX). If

[End User] instructs IDATIX that it does not wish the problem pursued at its possible expense or if such determination requires effort in excess of [End User]'s instructions, IDATIX may, at its sole discretion, elect not to investigate the error with no liability therefor.

6. Exclusions

- 6.1 IDATIX shall have no obligation to support:
- 6.1.1 altered, damaged or modified Software;
 - 6.1.2 Software that is not the then current release or immediately Previous Sequential Release;
 - 6.1.3 Software problems caused by [End User]'s negligence, abuse or misapplication, use of Software other than as specified in the IDATIX's user manual or other causes beyond the control of IDATIX;
 - 6.1.4 Software installed on any computer Hardware that is not supported by IDATIX. IDATIX shall have no liability for any changes in [End User]'s hardware which may be necessary to use Software due to a Workaround or maintenance release.

7. Limitation of Liability

- 7.1 IDATIX's liability for damages from any cause of action whatsoever relating to IDATIX's agreement to provide support services shall be limited to the amount paid by [End User] for the Maintenance Services for the applicable year. IDATIX's liability shall be further limited as provided in the applicable Software License Agreement.

8. Definitions

- 8.1 Unless defined otherwise herein, capitalized terms used in these Maintenance Services Terms and Conditions shall have the same meaning as set forth in the Software License Agreement.
- 8.1.1 "Error" means an error in SOFTWARE which significantly degrades the SOFTWARE as compared to the IDATIX' published performance specifications.
 - 8.1.2 "Error Correction" means the use of reasonable commercial efforts to correct Errors.
 - 8.1.3 "Fix" means the repair or replacement of object or executable code versions of SOFTWARE to remedy an Error
 - 8.1.4 "Previous Sequential Release" means the release of SOFTWARE which has been replaced by a subsequent release of the same SOFTWARE. Notwithstanding anything else, a Previous Sequential Release will be supported by IDATIX only for a period of six (6) months after release of the subsequent release.
 - 8.1.5 "Priority A Error" means an Error which renders SOFTWARE inoperable or causes the SOFTWARE to fail catastrophically.
 - 8.1.6 "Priority B Error" means an Error which degrades the performance of SOFTWARE and/or restricts [End User]'s use of the SOFTWARE.
 - 8.1.7 "Priority C Error" means an Error which causes only a minor impact on the [End User]'s use of SOFTWARE.
 - 8.1.8 "Maintenance Services" means IDATIX support services as described in Section 2.
 - 8.1.9 "Telephone Maintenance" means technical support telephone assistance provided by IDATIX to the Technical Maintenance Contact during the normal business hours of 8:00 AM to 5:00 PM Eastern Standard concerning the installation and use of the then current release of SOFTWARE and the Previous Sequential Release.



8.1.10 "Workaround" means a change in the procedures followed or data supplied by [End User] to avoid an Error without substantially impairing [End User]'s use of SOFTWARE.

9. THESE TERMS AND CONDITIONS CONSTITUTE A SERVICE CONTRACT AND NOT A PRODUCT WARRANTY. THE SOFTWARE AND ALL MATERIALS RELATED TO THE SOFTWARE ARE SUBJECT EXCLUSIVELY TO THE WARRANTIES SET FORTH IN THE SOFTWARE LICENSE AGREEMENT. THIS ATTACHMENT IS AN ADDITIONAL PART OF THE AGREEMENT AND DOES NOT CHANGE OR SUPERSEDE ANY TERM OF THE AGREEMENT EXCEPT TO THE EXTENT UNAMBIGUOUSLY CONTRARY THERETO.

Seller

iDatix Corporation
Steve Allen
CEO

By: _____

Date: _____

Purchaser

Name

Title

Date: _____



**PITNEY BOWES INC. SALES AGREEMENT FOR THE LOBBYGUARD SYSTEM
TERMS AND CONDITIONS**

1. Purchase Customer agrees to purchase from Pitney Bowes Inc ("Pitney Bowes") and Pitney Bowes agrees to sell to Customer the LobbyGuard System and the modules described on the attached Order Form (Page 1 of this document) (collectively, the "System"), subject and pursuant to the terms and conditions of this Agreement. Customer may purchase additional modules for use in connection with the System by placing an order with Pitney Bowes and paying Pitney Bowes's then-current price for such modules. All orders made hereunder shall be subject to acceptance by Pitney Bowes (and, if applicable, LobbyGuard Solutions, LLC ("LobbyGuard")) and are subject to the terms and conditions of this Agreement.

2. Purchase Price and Payment Customer shall pay the purchase price for the System specified on the Order Form. In addition to the purchase price, Customer shall pay all transportation charges and all taxes (including, but not limited to, sales, use, privilege, ad valorem and excise taxes) paid or payable by Pitney Bowes, however designated, levied or based on amounts payable to Pitney Bowes under this Agreement, excluding only taxes based on Pitney Bowes's income in connection herewith. Unless otherwise set forth on the Order Form, Customer shall pay all fees and charges within 30 days after receipt of Pitney Bowes's invoice. Customer shall pay interest calculated at the lesser of 1.5% per month or the maximum percentage allowed by law on all overdue amounts. If Pitney Bowes employs any legal process to recover any amount due and payable from Customer hereunder, Customer shall pay all costs of collection and reasonable attorney's fees.

3. Delivery Delivery shall be made F O B the place of shipping. All matters relating to shipment shall be reasonably determined by Pitney Bowes. Customer shall reimburse Pitney Bowes for all shipping and insurance charges. Title to the System shall pass to Customer upon payment in full to Pitney Bowes for the System. All risk of loss shall pass to Customer at the point of delivery from Pitney Bowes or LobbyGuard's offices, as the case may be, to the carrier.

4. Support Customer agrees that it is purchasing support and maintenance services from Pitney Bowes with respect to hardware and software subscription and support services from LobbyGuard pursuant to separate support and maintenance agreements with each company. Customer acknowledges and agrees that in order for LobbyGuard to provide support and maintenance services, Customer must maintain a full-time broadband connection to the Internet.

5. License The System includes software and accompanying documentation ("Licensed Materials"). "Licensed Materials" includes any updates and enhancements that may be provided to Customer by LobbyGuard. LobbyGuard grants to Customer a nonexclusive license to use the Licensed Materials in connection with Customer's use of the hardware portion of the System. Customer shall not modify, reverse engineer, decompile, disassemble, create derivative works based on, sublicense, or distribute the Licensed Materials or the accompanying documentation. Customer may transfer the Licensed Materials to another end user on a permanent basis solely in connection with and as part of the transfer of the System hardware, provided that the end user receives a copy of these Terms and Conditions, and agrees to be bound by its terms and conditions. In no event shall the Licensed Materials be transferred to a third party separate from the hardware portion of the System.

6. Compliance with Laws Customer acknowledges that certain federal, state, and local laws, statutes, rules and regulations may be applicable to its use of the System and its use by Customer, and that neither Pitney Bowes nor LobbyGuard has any responsibility for informing Customer of any such laws, statutes, rules or regulations. Customer shall comply with all such laws, statutes, rules and regulations. Customer agrees that it shall use the System only in the United States of America. Customer will indemnify and hold harmless Pitney Bowes and LobbyGuard and its resellers from any and all claims, costs and expenses arising out of or related to a violation of the terms and conditions of this Agreement by Customer or any of its employees, agents or authorized users of the System.

7. Warranties and Money-Back Guarantee Pitney Bowes does not provide any warranty with respect to the LobbyGuard System but passes through to the Customer LobbyGuard's limited warranty as set forth herein. LobbyGuard warrants that for a period of 30 days after the delivery of the System to Customer, the software and hardware included in the Licensed Materials shall operate in accordance with manufacturer's published specifications. Customer may return the software and hardware for any such failure to meet manufacturer's published specifications at any point within the 30 day warranty period and shall be entitled to repair or replacement of the System or in LobbyGuard's sole discretion, a full refund of any funds paid hereunder for the System. LobbyGuard agrees to pay return shipping of the product and to provide any materials necessary for return shipping. The Customer shall be liable for any physical damage to the hardware during the warranty period.

8. DISCLAIMER OF WARRANTIES EXCEPT FOR THE FOREGOING WARRANTY, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE SYSTEM, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR AGAINST INFRINGEMENT, OR ANY EXPRESS OR IMPLIED WARRANTY ARISING OUT OF TRADE USAGE OR OUT OF A COURSE OF DEALING OR COURSE OF PERFORMANCE. NEITHER PITNEY BOWES NOR LOBBYGUARD WARRANTS, GUARANTEES, OR MAKES ANY REPRESENTATIONS REGARDING THE PERFORMANCE, USE OR RESULTS OF THE USE OF THE SYSTEM IN TERMS OF EFFECTIVENESS, ACCURACY, RELIABILITY, THAT CUSTOMER WILL BE SECURE AS A RESULT OF ITS USE OF THE SYSTEM, OR OTHERWISE.

9. LIMITATION OF LIABILITY NEITHER LOBBYGUARD NOR PITNEY BOWES SHALL BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES OF ANY CHARACTER RELATING TO THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, DAMAGES FOR: LOSS OF BUSINESS OR GOOD WILL, WORK STOPPAGE, LOSS OF INFORMATION OR DATA, LOSS OF REVENUE OR PROFIT, OR COMPUTER FAILURE, FINANCIAL LOSS ARISING OUT OF OR IN CONNECTION WITH THE USE OF THE SYSTEM, PERFORMANCE OR FAILURE OF THE SYSTEM, REGARDLESS OF THE LEGAL THEORY ASSERTED, WHETHER BASED ON BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, EVEN IF PITNEY BOWES OR LOBBYGUARD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IF A REMEDY SET FORTH HEREIN IS FOUND TO

HAVE FAILED OF ITS ESSENTIAL PURPOSE. LOBBYGUARD'S AND PITNEY BOWES' AGGREGATE LIABILITY TO CUSTOMER UNDER THIS AGREEMENT, REGARDLESS OF THE LEGAL THEORY OF ANY CLAIM, SHALL NOT EXCEED THE AMOUNT CUSTOMER ACTUALLY PAID FOR THE SYSTEM HEREUNDER

10 Background Checks. If Customer's System or any add-on modules include the ability to perform "background checks" on individuals, the following provisions shall apply Background checks performed using the System are based on information gathered from publicly available databases Such information has not been screened for accuracy, completeness or timeliness, and should not be relied upon as a substitute for personal investigation. Customer understands and agrees that positive or false matches in background checks may not provide confirmation of an individual's background; background checks may return false-positive matches, where the database incorrectly returns a record containing a negative background for an individual who does not have a negative background, and false-negative matches, where the database does not return a record of a negative background for an individual who does have a negative background. Customer shall not use the System's background check functionality for any purpose other than to deny or permit access to Customer's premises. Use of such background check functionality is at Customer's own risk, and neither LobbyGuard or Pitney Bowes shall be liable for any damages that result from such use.

11. Termination Pitney Bowes shall have the right to terminate this Agreement upon five (5) days' written notice in the event that Customer violates any material provision of this Agreement and such violation, if curable, is not cured within such five (5) day period Within five (5) days after termination of this Agreement, Customer shall return the System to Pitney Bowes. Sections 2, 5, 7, 8, 9, 10, 11 and 12 shall survive the termination of this Agreement

12. General

(a) Governing Law. This Agreement will be governed in all respects by the laws of the State of Connecticut, without regard to Connecticut's principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the state and federal courts located in Fairfield County, Connecticut with respect to any dispute hereunder

(b) Independent Contractors. Nothing contained herein shall be construed to imply a joint venture or principal-agent relationship between the parties, and neither party will have any right, power, or authority to create any obligation, express or implied, on behalf of the other in connection with performance of its obligations hereunder

(c) Severability; Waiver If any provision of this Agreement is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining provisions will continue in full force

without being impaired or invalidated in any way. The failure of either party to insist upon strict performance of any provision of this Agreement, or to exercise any right provided for herein, shall not be deemed to be a waiver of the future enforcement of such provision or right, and no waiver of any provision or right shall affect the right of the waiving party to enforce any other provision or right herein.

(d) Notices. Any notice or communication permitted or required hereunder will be in writing and will be delivered by facsimile transmission with confirmation of receipt, in person or by courier, or mailed by certified or registered mail, postage prepaid, return receipt requested, and addressed as set forth in the Order Form or address as either party may provide from time to time to the other. If notice is given in person, by courier, or by facsimile, it will be effective upon receipt; and if notice is given by mail, it will be effective three (3) business days after deposit in the mail.

(e) Force Majeure. If performance of this Agreement, or any obligation hereunder (other than the obligation to pay) is prevented, restricted, or interfered with by any act or condition whatsoever beyond the reasonable control of the affected party (including without limitation the failure of any suppliers to perform), the party so affected, upon giving prompt notice to the non-affected party, will be excused from such performance to the extent of such prevention, restriction, or interference.

(f) Assignment. No right or obligation of Customer under this Agreement will be assigned, delegated, or otherwise transferred, whether by agreement, operation of law, or otherwise, without the express prior written consent of Pitney Bowes. Any purported assignment, delegation, or transfer in violation of this paragraph will be null and void. Subject to the foregoing, this Agreement in its entirety will bind each party and its permitted successors and assigns

(g) Amendments. Any amendments, modifications, supplements, or other changes to this Agreement must be in writing and signed by duly authorized representatives of each party.

(h) Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous representations, understandings, agreements, communications, or purchase orders between the parties, whether written or oral, relating to the subject matter hereof.

(i) Exhibits. Exhibit A contains the terms and conditions of the LobbyGuard Software Support and Update Services Agreement and Exhibit B contains the terms and conditions of the Pitney Bowes Inc Equipment Service Level Agreement for hardware maintenance

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto hereby execute this Agreement as of the date first above written on this Order

Pitney Bowes Inc

Signature: _____

Name: _____

Title: _____

Date: _____

Customer Name: _____

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A
LOBBYGUARD SOFTWARE SUPPORT AND UPDATE SERVICES AGREEMENT

1. Obligations of LobbyGuard Solutions, LLC (LGS)

(a) Services LGS shall use commercially reasonable efforts to provide the services necessary to remedy any software or hardware function that does not operate in substantial conformance to the applicable documentation (an "Error") LGS's technical support staff shall provide Customer with email and telephone consultation during the hours of 9:00 a.m. through 5:00 p.m. US Eastern Time, Monday through Friday, except holidays recognized by the United States federal government. Such consultation shall include technical advice concerning the use and operation of the System, including clarification of functions and features of the System, and clarification of documentation, as well as Error verification, analysis, corrections and work-arounds. All services provided hereunder shall be provided remotely from LGS's place of business or such other locations designated by LGS. This agreement does not cover on-site visits by LGS representatives. LGS may provide on-site support to Customer upon Customer's written request, and subject to the payment of the amounts set forth in Section 4.

(b) Updates LGS shall supply Customer without charge any revisions, corrections, and upgrades of the software portion of the System that are made generally available by the LGS to its other Customers free of charge ("Updates"). Installation of these updates will be the responsibility of Customer.

(c) Access to Background Checking Services. LGS shall supply customer access to the LobbyGuard Background Database for execution of instant background checks on visitors. Customer is responsible for providing internet access to the LobbyGuard software in order to ensure access to these services.

(d) Contacts Customer will identify not more than two (2) contacts to act as the primary liaisons responsible for all communications with LGS in connection with this Agreement (hereafter "Customer Contact(s)") Customer will designate, in writing and/or e-mail to LGS, its Customer Contact(s) within one (1) week after execution of this Agreement, and may substitute Customer Contact(s) at any time by providing one (1) week's prior written and/or electronic notice thereof to LGS.

2. Obligations of Customer. LGS's obligations hereunder are conditioned upon Customer: (i) maintaining a full-time broadband connection to the Internet, (ii) using web based software support tools that may be made available to Customer by LGS and (iii) Customer providing LGS with sufficient documentation, information, assistance, support and test time on Customer's computer system as necessary, to duplicate the problem, certify that the problem is with the System, and certify that the problem has been corrected. In addition, LGS reserves the right to suspend all provisions of this contract if Customer has invoices of any kind that are past due.

3. Excluded Services. LGS will not be required to perform any services where an Error relates to (a) incorporation or attachment of a feature, program or device to the System or any part thereof; (b) accident, transportation, neglect, misuse, alteration, or modification of the System or any part thereof; (c) the failure to provide a suitable installation environment; (d) use of the System or any part thereof for other than the specific purpose for which the System is designed; or (e) failure to incorporate any Updates previously provided by LGS. Corrections for difficulties or defects traceable by LGS to the foregoing may, in LGS's sole discretion, be billed to Customer at LGS's then standard time and material charges.

4. Service Fees And Payment

(a) Support Fees Customer will pay to PITNEY BOWES annual software maintenance and support fees equal to \$500 (the "Support Fee") Pitney Bowes shall invoice Customer for the Support Fee on the Effective Date and on each anniversary thereof. In addition, Customer shall pay Pitney Bowes for all on-site support at Pitney Bowes' then current time and material rates, and Customer will pay all reasonable costs and expenses. The Support Fee and other amounts hereunder are due and payable within thirty (30) days of the date of invoice. Customer shall, in addition to the other amounts payable under this Agreement, pay all sales and other taxes, Federal, state, or otherwise, however designated, which are levied or imposed by reason of the transactions set forth in this Agreement, excluding only taxes based on Pitney Bowes' income, according to the terms and conditions contained herein. Pitney Bowes may increase the annual fee with not less thirty (30) days prior written notice.

(b) Late Payments. Any late payments will be subject to a late fee that will accrue at a monthly rate equal to the lesser of one and one-half percent (1½%) of the outstanding balance, or the maximum rate allowable under applicable law. In the event that Customer fails to pay amounts due hereunder on a timely basis, Pitney Bowes reserves the right to suspend the provision of all services under this Agreement until such outstanding fees (including applicable late fees) have been paid in full

(c) Lapsed Payments. If Customer elects not to renew annual support and maintenance, customer may renew later only upon payment of all of the support and maintenance fees that would otherwise have been due during the lapsed period

5. Term. This Agreement will commence on the Effective Date and continue in full force and effect, unless earlier terminated pursuant to the terms and conditions herein, for a period of one (1) year. This Agreement will be automatically renewed for successive renewal terms of one (1) year each, unless either party gives the other party notice of its intention not to renew no later than sixty (60) days prior to the end of the current term or renewal term. Either party may terminate this Agreement upon the material breach of the other party if the breaching party fails to cure such breach within thirty (30) days after receipt of written notice of breach from the other party. Any payment obligations incurred prior to termination or expiration of this Agreement will survive such termination or expiration.

6. LIMITED WARRANTY. LGS WARRANTS THAT THE SERVICES PROVIDED HEREUNDER WILL BE PERFORMED IN A WORKMANLIKE MANNER WITH THE ORDINARY DEGREE OF SKILL PREVALENT IN THE INDUSTRY. CUSTOMER'S SOLE AND EXCLUSIVE REMEDY, AND LGS'S ENTIRE LIABILITY, FOR LGS'S BREACH OF THIS WARRANTY IS FOR LGS TO PERFORM THE SERVICES IN A MANNER CONSISTENT WITH THIS WARRANTY. EXCEPT AS SPECIFICALLY SET FORTH IN THE PREVIOUS PARAGRAPH, THE SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTIES OF ANY KIND. WITHOUT LIMITING THE FOREGOING, LGS DISCLAIMS ANY AND ALL WARRANTIES AND REPRESENTATIONS OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NONINFRINGEMENT. BOTH PARTIES ACKNOWLEDGE THAT THEY HAVE NOT ENTERED INTO THIS AGREEMENT IN RELIANCE UPON ANY WARRANTY OR REPRESENTATION OTHER THAN THOSE SET FORTH ABOVE IN THE IMMEDIATELY PRECEDING PARAGRAPH.

7. LIMITATION OF LIABILITY. IN NO EVENT WILL LGS BE LIABLE FOR LOST PROFITS OR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER FROM BREACH OF CONTRACT, BREACH OF WARRANTY, OR FROM NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER FORM OF ACTION), EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY HEREIN. IN NO EVENT WILL LGS'S AGGREGATE, CUMULATIVE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE SUM OF ALL SUPPORT FEES ACTUALLY PAID TO LGS BY CUSTOMER UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO LIABILITY.

8. General Provisions

(a) Governing Law. This Agreement will be governed in all respects by the laws of the State of North Carolina, without regard to North Carolina's principles of conflict of laws. Both parties consent to jurisdiction in North Carolina and further agree that any cause of action arising out of or relating to this Agreement may be brought only in a state court in Wake County, North Carolina, or in a federal court in the Eastern District of North Carolina.

(b) Independent Contractors. Each party will perform its obligations hereunder as an independent contractor and, except as expressly provided to the contrary in this Agreement, will be solely responsible for its own financial obligations. Nothing contained herein shall be construed to imply a joint venture or principal-agent relationship between the parties, and neither party will have any right, power, or authority to create any obligation, express or implied, on behalf of the other in connection with performance of its obligations hereunder.

(c) Severability; Waiver. If any provision of this Agreement is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining provisions will continue in full force without being impaired or invalidated in any way. The failure of either party to insist upon strict performance of any provision of this Agreement, or to exercise any right provided for herein, shall not be deemed to be a waiver of the future enforcement of such provision or right, and no waiver of any provision or right shall affect the right of the waiving party to enforce any other provision or right herein.

(d) Notices. Any notice or communication permitted or required hereunder will be in writing and will be delivered by facsimile transmission with confirmation of receipt, in person or by courier, or mailed by certified or registered mail, postage prepaid, return receipt requested, and addressed as set forth in the preamble to this Agreement or to such other facsimile number or address as either party may provide from time to time to the other. If notice is given in person, by courier, or by facsimile, it will be effective upon receipt; and if notice is given by mail, it will be effective three (3) business days after deposit in the mail.

(e) Force Majeure. If performance of this Agreement, or any obligation hereunder (other than the obligation to pay) is prevented, restricted, or interfered with by any act or condition whatsoever beyond the reasonable control of the affected party (including without limitation the failure of any suppliers to perform), the party so affected, upon giving prompt notice to the non-affected party, will be excused from such performance to the extent of such prevention, restriction, or interference.

(f) Assignment. No right or obligation of Customer under this Agreement will be assigned, delegated, or otherwise transferred, whether by agreement, operation of law, or otherwise, without the express prior written consent of LGS. LGS may assign this Agreement without the consent of Customer. Any purported assignment, delegation, or transfer in violation of this paragraph will be null and void. Subject to the foregoing, this Agreement in its entirety will bind each party and its permitted successors and assigns.

(g) Amendments. Any amendments, modifications, supplements, or other changes to this Agreement must be in writing and signed by duly authorized representatives of each party.

(h) Entire Agreement. This LobbyGuard Software Support and Update Services Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous representations, understandings, agreements, communications, or purchase orders between the parties, whether written or oral, relating to the subject matter hereof.

Customer:

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT B

The following terms and conditions apply to your Pitney Bowes Equipment Service Level Agreement for LobbyGuard Equipment:

1.0 Basic Equipment Maintenance. To obtain service or emergency repair, you must contact PBI for service during its normal working hours (8am – 5pm in the time zone where the equipment is located, Monday through Friday, excluding holidays) (“Normal Working Hours”). In addition, you have access to remote telephone support through the toll free response center (8 am to 5 pm EST, Monday through Friday, excluding holidays) at 1-866-905-6229. Depending on your Equipment type and at its option, PBI reserves the right to service your Equipment by (a) Service by Replacement with new, reconditioned or remanufactured equipment, depending upon the age of the Equipment and the nature of the performance problem, or (b) On-site service, remote diagnostics or off-site service, including new (or equivalent to new) parts and assemblies replacement needed due to normal wear. Parts or assemblies for discontinued equipment (and/or equipment not marketed as new) will be provided only if available. If service is provided for your Equipment by replacement and your problem cannot be resolved over the telephone, PBI will, at no cost to you, promptly ship new, reconditioned or remanufactured equipment to replace your Equipment. Within five (5) days of receipt of the replacement equipment, you must pack your defective Equipment in the shipping carton that contained the replacement equipment, place the shipping paid return address label on the carton and return it to PBI. You are responsible for the value of, and any damages to, the Equipment until PBI receives it. If service is provided for your Equipment by on-site service, remote diagnostics or off-site service, and if deemed necessary by PBI, a service engineer in most cases will be dispatched to arrive at your location for on-site service. There will be no hourly charges unless service is performed outside PBI’s Normal Working Hours set forth above or if the problem results from one of the Exclusions listed below. Lubricants and other materials needed to service your Equipment are provided without additional charge. Notwithstanding the foregoing, consumable supplies are not covered by this SLA. Professional services other than those set forth herein are not covered by this SLA. Any service required as a result of a software issue or problem on your Equipment is specifically excluded from this Agreement. You must contact LobbyGuard Solutions, LLC pursuant to your LobbyGuard Software Support and Update Services Agreement for any such software-related issues.

2.0 Exclusions. This SLA excludes services and repairs that are made necessary due to negligence or accident, damage in transit, virus contamination and loss of data, use of Equipment in a manner not authorized by this SLA or other applicable purchase, lease or licensing agreement, external forces, use of Equipment in an environment with unsuitable humidity and/or line voltage, loss of electrical power, power fluctuation, operator error, casualty (such as fire, flood, or other natural causes), sabotage, repair or attempted repair by anyone other than PBI, the use of supplies or other hardware or software in connection with the Equipment not meeting PBI specifications, failure to use applicable software updates and/or use of Equipment with any system for which PBI has advised it will no longer provide support or has advised is no longer compatible.

3.0 Term. THE INITIAL TERM OF THIS AGREEMENT SHALL BE A TWELVE (12) MONTH PERIOD AND SHALL BE AUTOMATICALLY RENEWED FOR SUCCESSIVE TWELVE (12) MONTH PERIODS, UNLESS PITNEY BOWES RECEIVES FROM YOU WRITTEN NOTICE OF TERMINATION AT LEAST SIXTY (60) DAYS BEFORE THE END OF THE INITIAL TERM OR THE THEN CURRENT RENEWAL TERM. SUCH NOTICE SHALL BE PROVIDED TO THE FOLLOWING ADDRESS: Pitney Bowes Inc, 2225 American Drive, Neenah, WI 54956. All amounts invoiced under this SLA are due and payable to Pitney Bowes upon your receipt of each invoice.

4.0 Modification; Termination. Pitney Bowes may, from time to time, change the services provided under this SLA, modify the terms of this SLA, or terminate such services or this SLA, at Pitney Bowes’ discretion, with notice to you. Pitney Bowes will advise you, in such notice, if it believes, in its sole judgment, that any such change in services or modification of terms is material. If you receive notice that any such change in services or modification of terms is material, you may terminate this SLA by delivering to Pitney Bowes written notice of your desire to terminate within thirty (30) days after your receipt of such notice from Pitney Bowes. Any such termination by you shall be effective ten (10) business days after Pitney Bowes’ receipt of your notice of termination. Your notice must include your Customer account number and be sent to Pitney Bowes, by certified mail, return receipt requested, at the following address: Pitney Bowes Inc, 2225 American Drive, Neenah, WI 54956. If you breach any applicable term of this or any other agreement with Pitney Bowes or Pitney Bowes Global Financial Services LLC, Pitney Bowes may immediately terminate this SLA. Pitney Bowes may also recover all expenses incurred in enforcing its rights under this SLA, including reasonable attorneys’ fees and interest to the maximum extent permitted by law. If Pitney Bowes no longer offers maintenance service for the Equipment or this SLA is terminated by Pitney Bowes or if you have terminated this SLA as provided in this Section 4.0, Pitney Bowes’ sole obligation shall be a pro-rata refund of fees paid for the terminated services except if the termination is due to your breach of this SLA.

5.0 Fees. Adjustments to SLA rates will be made only at renewal time. If your Equipment is regularly operated more than one eight-hour shift per day, five days per week, a surcharge will be added to your annual rate. Pitney Bowes reserves the right not to renew this SLA at any time and for any reason including, but not limited to, age of the Equipment or excessive cycle count, or your refusal to pay any amounts due under this SLA. If any payment under this SLA is not made in full on or before its due date, you shall pay Pitney Bowes’ then applicable administrative fee assessed on delinquent accounts, including interest from its due

date until paid in full, at the lesser of 1.5% per month or the maximum rate allowed by law. Your signature is PBI's assurance that you have the authority to enter into this SLA. Pitney Bowes' acceptance is signified when its authorized invoice is issued or by its acceptance of your payment.

6.0 Liabilities; Warranty. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS AGREEMENT OR ANY OTHER DOCUMENT, PITNEY BOWES MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES OR EQUIPMENT FURNISHED HEREUNDER. OTHER THAN THE LIQUIDATED DAMAGES THAT MAY BE APPLICABLE TO SERVICE LEVEL AGREEMENTS WITH GUARANTEED RESPONSE TIMES UNDER SECTION 11, IN NO EVENT WILL PITNEY BOWES BE LIABLE FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS OR INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR OTHER DAMAGES, EVEN IF PBI HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. WITHOUT LIMITING THE FOREGOING, PITNEY BOWES' LIABILITY ARISING OUT OF CONTRACT, NEGLIGENCE, STRICT LIABILITY, IN TORT OR WARRANTY, OR OTHERWISE SHALL NOT EXCEED THE AMOUNTS PAID BY YOU FOR EQUIPMENT MAINTENANCE PROVIDED DURING THE 12-MONTH TERM DURING WHICH SUCH LIABILITY AROSE WITH RESPECT TO SUCH SERVICE.

7.0 General

For your convenience, if you replace the Equipment covered by this SLA, your coverage will remain in effect on the replacement Pitney Bowes equipment (if the equipment qualifies) at Pitney Bowes' then current annual rate for the replacement equipment. If you acquire an attachment to your covered Equipment or add a unit to a covered integrated system, Pitney Bowes will provide coverage for any qualifying attachment or unit and adjust your rate accordingly. If you do not elect to continue coverage on the replacement equipment, you may cancel this SLA within thirty (30) days after the date of your initial invoice, and any further maintenance or repair services provided for your Equipment will be subject to Pitney Bowes' then current chargeable rates for maintenance and emergency repair services. You may have additional remedies available under Pitney Bowes' Customer Satisfaction Guarantee Program as established by Pitney Bowes from time to time. In no event (including under the Customer Satisfaction Guarantee Program) will Pitney Bowes be liable for any damages including any lost profits, or other incidental or consequential damages for nonperformance of any obligations under this SLA. This SLA comprises the entire agreement between us with regard to the subject covered, and supersedes all prior statements, understandings and agreements, oral or written, or other documents if they purport to obligate us in any way beyond the terms of this SLA. Purchase orders or any other document that add to, vary from, or conflict with these terms are rejected. Pitney Bowes shall not be held responsible or incur any liability for any delay or failure in performance of any part of this SLA to the extent that such delay or failure results from causes beyond its control, including but not limited to fire, flood, explosion, war, terrorism, labor dispute, embargo, government requirement, civil or military authority, natural disasters, or other similar types of situations.

EXHIBIT B

LOBBYGUARD SOFTWARE SUPPORT AND UPDATE SERVICES AGREEMENT

1. Obligations of LobbyGuard Solutions, LLC (LGS).

(a) Services. LGS shall use commercially reasonable efforts to provide the services necessary to remedy any software or hardware function that does not operate in substantial conformance to the applicable documentation (an "Error"). LGS's technical support staff shall provide Customer with email and telephone consultation during the hours of 9:00 a.m. through 5:00 p.m. US Eastern Time, Monday through Friday, except holidays recognized by the United States federal government. Such consultation shall include technical advice concerning the use and operation of the System, including clarification of functions and features of the System, and clarification of documentation, as well as Error verification, analysis, corrections and work-arounds. **All services provided hereunder shall be provided remotely from LGS's place of business or such other locations designated by LGS. This agreement does not cover on-site visits by LGS representatives. LGS may provide on-site support to Customer upon Customer's written request, and subject to the payment of the amounts set forth in Section 4.**

(b) Updates. LGS shall supply Customer without charge any revisions, corrections, and upgrades of the software portion of the System that are made generally available by the LGS to its other Customers free of charge ("Updates"). Installation of these updates will be the responsibility of Customer.

(c) Access to Background Checking Services. LGS shall supply customer access to the LobbyGuard Background Database for execution of instant background checks on visitors. Customer is responsible for providing internet access to the LobbyGuard software in order to ensure access to these services.

(d) Contacts. Customer will identify not more than two (2) contacts to act as the primary liaisons responsible for all communications with LGS in connection with this Agreement (hereafter "Customer Contact(s)"). Customer will designate, in writing and/or e-mail to LGS, its Customer Contact(s) within one (1) week after execution of this Agreement, and may substitute Customer Contact(s) at any time by providing one (1) week's prior written and/or electronic notice thereof to LGS.

2. Obligations of Customer. LGS's obligations hereunder are conditioned upon Customer: (i) maintaining a full-time broadband connection to the Internet, (ii) using web based software support tools that may be made available to Customer by LGS and (iii) Customer providing LGS with sufficient documentation, information, assistance, support and test time on Customer's computer system as necessary, to duplicate the problem, certify that the problem is with the System, and certify that the problem has been corrected. In addition, LGS reserves the right to suspend all provisions of this contract if Customer has invoices of any kind past due to LGS.

3. Hardware Support. LGS agrees to provide reasonable commercial efforts with customer to correct any hardware issues that may arise. All hardware warranties and shipping responsibilities are outlined in the separate LobbyGuard Kiosk Hardware Warranty document. Customer agrees to have a technically proficient contact available at customer location for any hardware troubleshooting issues with LGS.

4. Excluded Services. LGS will not be required to perform any services where an Error relates to (a) incorporation or attachment of a feature, program or device to the System or any part thereof; (b) accident, transportation, neglect, misuse, alteration, or modification of the System or any part thereof; (c) the failure to provide a suitable installation environment; (d) use of the System or any part thereof for other than the specific purpose for which the System is designed; or (e) failure to incorporate any Updates previously provided by LGS. Corrections for difficulties or defects traceable by LGS to the foregoing may, in LGS's sole discretion, be billed to Customer at LGS's then standard time and material charges.

5. Service Fees And Payment.

(a) Support Fees. Customer will pay to LGS annual software maintenance and support fees equal to \$400 (the "Support Fee"). LGS shall invoice Customer for the Support Fee on the Effective Date and on each anniversary thereof. In addition, Customer shall pay LGS for all on-site support at LGS's then current time and material rates, and Customer will pay all reasonable costs and expenses. The Support Fee and other amounts hereunder are due and payable within thirty (30) days of the date of invoice. Customer shall, in addition to the other amounts payable under this Agreement, pay all sales and other taxes, Federal, state, or otherwise, however designated, which are levied or imposed by reason of the transactions set forth in this Agreement, excluding only taxes based on LGS's income, according to the terms and conditions contained herein. LGS may increase the annual fee with not less thirty (30) days prior written notice.

(b) Late Payments. Any late payments will be subject to a late fee that will accrue at a monthly rate equal to the lesser of one and one-half percent (1½%) of the outstanding balance, or the maximum rate allowable under applicable law. In the event that Customer fails to pay amounts due hereunder on a timely basis, LGS reserves the right to suspend the provision of all services under this Agreement until such outstanding fees (including applicable late fees) have been paid in full.

(c) Lapsed Payments. If Customer elects not to renew annual support and maintenance, customer may renew later only upon payment of all of the support and maintenance fees that would otherwise have been due during the lapsed period.

6. Term. This Agreement will commence on the Effective Date and continue in full force and effect, unless earlier terminated pursuant to the terms and conditions herein, for a period of one (1) year. This Agreement will be automatically renewed for successive renewal terms of one (1) year each, unless either party gives the other party notice of its intention not to renew no later than sixty (60) days prior to the end of the current term or renewal term. Either party may terminate this Agreement upon the material breach of the other party if the breaching party fails to cure such breach within thirty (30) days after receipt of written notice of breach from the other party. Any payment obligations incurred prior to termination or expiration of this Agreement will survive such termination or expiration.

7. LIMITED WARRANTY. LGS WARRANTS THAT THE SERVICES PROVIDED HEREUNDER WILL BE PERFORMED IN A WORKMANLIKE MANNER WITH THE ORDINARY DEGREE OF SKILL PREVALENT IN THE INDUSTRY. CUSTOMER'S SOLE AND

EXCLUSIVE REMEDY, AND LGS'S ENTIRE LIABILITY, FOR LGS'S BREACH OF THIS WARRANTY IS FOR LGS TO PERFORM THE SERVICES IN A MANNER CONSISTENT WITH THIS WARRANTY. EXCEPT AS SPECIFICALLY SET FORTH IN THE PREVIOUS PARAGRAPH, THE SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTIES OF ANY KIND WITHOUT LIMITING THE FOREGOING, LGS DISCLAIMS ANY AND ALL WARRANTIES AND REPRESENTATIONS OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NONINFRINGEMENT. BOTH PARTIES ACKNOWLEDGE THAT THEY HAVE NOT ENTERED INTO THIS AGREEMENT IN RELIANCE UPON ANY WARRANTY OR REPRESENTATION OTHER THAN THOSE SET FORTH ABOVE IN THE IMMEDIATELY PRECEDING PARAGRAPH

8. LIMITATION OF LIABILITY. IN NO EVENT WILL LGS BE LIABLE FOR LOST PROFITS OR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER FROM BREACH OF CONTRACT, BREACH OF WARRANTY, OR FROM NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER FORM OF ACTION), EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY HEREIN. IN NO EVENT WILL LGS'S AGGREGATE, CUMULATIVE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE SUM OF ALL SUPPORT FEES ACTUALLY PAID TO LGS BY CUSTOMER UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO LIABILITY.

9. General Provisions.

(a) Governing Law This Agreement will be governed in all respects by the laws of the State of North Carolina, without regard to North Carolina's principles of conflict of laws Both parties consent to jurisdiction in North Carolina and further agree that any cause of action arising out of or relating to this Agreement may be brought only in a state court in Wake County, North Carolina, or in a federal court in the Eastern District of North Carolina

(b) Independent Contractors Each party will perform its obligations hereunder as an independent contractor and, except as expressly provided to the contrary in this Agreement, will be solely responsible for its own financial obligations Nothing contained herein shall be construed to imply a joint venture or principal-agent relationship between the parties, and neither party will have any right, power, or authority to create any obligation, express or implied, on behalf of the other in connection with performance of its obligations hereunder

(c) Severability; Waiver If any provision of this Agreement is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining provisions will continue in full force without being impaired or invalidated in any way The failure of either party to insist upon strict performance of any provision of this Agreement, or to exercise any right provided for herein, shall not be deemed to be a waiver of the future enforcement of such provision or right, and no waiver of any provision or right shall affect the right of the waiving party to enforce any other provision or right herein

(d) Notices Any notice or communication permitted or required hereunder will be in writing and will be delivered by facsimile transmission with confirmation of receipt, in person or by courier, or mailed by certified or registered mail, postage prepaid, return receipt requested, and addressed as set forth in the preamble to this Agreement or to such other facsimile number or address as either party may provide from time to time to the other If notice is given in person, by courier, or by facsimile, it will be effective upon receipt; and if notice is given by mail, it will be effective three (3) business days after deposit in the mail.

(e) Force Majeure If performance of this Agreement, or any obligation hereunder (other than the obligation to pay) is prevented, restricted, or interfered with by any act or condition whatsoever beyond the reasonable control of the affected party (including without limitation the failure of any suppliers to perform), the party so affected, upon giving prompt notice to the non-affected party, will be excused from such performance to the extent of such prevention, restriction, or interference

(f) Assignment No right or obligation of Customer under this Agreement will be assigned, delegated, or otherwise transferred, whether by agreement, operation of law, or otherwise, without the express prior written consent of LGS LGS may assign this Agreement without the consent of Customer Any purported assignment, delegation, or transfer in violation of this paragraph will be null and void Subject to the foregoing, this Agreement in its entirety will bind each party and its permitted successors and assigns

(g) Amendments. Any amendments, modifications, supplements, or other changes to this Agreement must be in writing and signed by duly authorized representatives of each party.

(h) Entire Agreement This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous representations, understandings, agreements, communications, or purchase orders between the parties, whether written or oral, relating to the subject matter hereof.

LobbyGuard Solutions, LLC

Customer:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PITNEY BOWES INC.
SALES TERMS AND CONDITIONS

1 DEFINITIONS

As used in this Agreement the following terms mean:

"Agreement" - the Order these terms and conditions, and any attached exhibits and statements of work ("SOW")

"Delivery Date" - the date the Equipment or other item is delivered to your location.

"Effective Date" - the date the Order is received by us

"SLA" - the Service Level Agreement attached as Exhibit A

"Equipment" - PBI Equipment and third party equipment excluding any IntelliLink Control Center® or Meter

"Initial Service Term" - a period of twelve (12) months.

"IntelliLink® Control Center" or "Meter" - any postage meter supplied by us including the postal security device, the user interface or keyboard and display and the print engine

"Maintenance Service" - the maintenance service tier for the Equipment selected by you on the Order (if any). The SLA describes the available Equipment Maintenance Service tiers.

"Maintenance Service Term" - The Initial Service Term and all Renewal Service Terms

"Order" - the cover page to this Agreement

"PBI Equipment" - PBI-branded equipment.

"PBI," "We," "Ours," or "Us" - Pitney Bowes Inc. and its subsidiaries

"Shipment Date" - the date the Equipment leaves our facility or our agent's facility for delivery to you

"Third Party Equipment" - equipment manufactured by a party other than us

"You," "Your," or the "Customer" - the person or entity identified on the Order who is purchasing Equipment or Services

2 AGREEMENT

2.1 You agree to purchase the Equipment and services listed on the Order. You agree to rent any IntelliLink® Control Center or Meter listed on the Order.

2.2 This Agreement incorporates all of the terms agreed by both parties and can only be changed by written agreement.

3 FEES, INVOICING, AND TAXES

3.1 **Equipment and Service Fees.** You agree to pay the fees listed on the Order upon receipt of our invoice.

3.2 **Invoicing.** If a SOW is attached to this Agreement, the SOW may describe the conditions under which you will receive your first invoice.

3.3 Taxes

You are responsible for paying any taxes on the Equipment and services including sales and use tax.

3.4 Late Fees

(a) If your payment is overdue, we will charge a late fee on the outstanding amount equal to the lesser of 18% per year and the maximum rate allowed by law until paid in full.

(b) You agree to pay us a return payment fee for each returned payment and that we may recover all expenses and interest to the maximum extent permitted by law.

3.5 **Suspension of Services.** We can suspend services if your account is more than thirty (30) days past due.

4 MAINTENANCE SERVICES (If Purchased)

4.1 **Term.** We will provide you with Maintenance Service for the Initial Service Term and any Renewal Service Terms.

4.2 **RENEWAL SERVICE TERM(S).** MAINTENANCE SERVICE AUTOMATICALLY RENEWS FOR CONSECUTIVE ONE (1) YEAR TERMS (EACH A "RENEWAL SERVICE TERM") UNLESS TERMINATED BY YOU AS SPECIFIED IN SECTION 4.3 AT LEAST SIXTY (60) DAYS PRIOR TO THE RENEWAL OF THE TERM OR RENEWAL IS PROHIBITED BY APPLICABLE LAW.

4.3 Ending Your Maintenance Service

(a) IF YOU DO NOT WISH TO RENEW YOUR MAINTENANCE SERVICE YOU MUST DELIVER A WRITTEN NOTICE (including your account number) (the "Termination Notice") via certified mail to us at the following address: Pitney Bowes Inc., 2225 American Drive, Neenah, WI 54956.

(b) We reserve the right not to renew your SLA at any time and for any reason.

4.4 Maintenance Service Changes

(a) We may modify our Maintenance Service by providing written notice to you (a "Maintenance Change Notice") which will state whether the change is material.

(b) After receiving a Maintenance Change Notice, if the change is material, you may terminate Maintenance Services by delivering a Termination Notice within thirty (30) days of your receipt of the notice via certified mail to us at the following address: Pitney Bowes Inc., 2225 American Drive, Neenah, WI 54956. Your Termination Notice must include your customer account number and is effective ten (10) business days after we receive it.

5 WARRANTIES**5.1 Customer Warranties**

You represent and warrant that you will use the Equipment only for business or commercial purposes and not for personal, family, or household use.

5.2 Our Equipment Warranty

(a) We warrant that the PBI Equipment you purchased is free from defects in material and workmanship and will perform according to the customer user guide for a period of ninety (90) days from the install date (the "Warranty Period").

(b) As your sole remedy for a warranty claim, we will either repair the Equipment or, at our option, replace the Equipment.

(c) A "defect" does not include the failure of rates within a rate update to conform to published rates.

(d) There is no warranty for Equipment requiring repair or replacement because of your negligence, usage which exceeds our recommendations, damage in transit, virus contamination, or loss of data, misuse, external forces, loss or fluctuation of power, fire, flood, or other natural causes, service by anyone other than PBI, or the use of third party supplies (such as ink) resulting in: (i) damage to PBI's Equipment; (ii) poor indicia, text, or image print quality; (iii) indicia readability failures; or (iv) a failure to print indicia, text, or images.

(e) The warranty does not cover consumable parts such as printheads, belts, ink rollers, sealer, and moistener brushes, bulbs, felts, and sponges.

5.3 Our Services Warranty

(a) We warrant that services will be performed in a professional and workmanlike manner.

(b) As your sole remedy for a warranty claim, we will re-perform these services.

5.4 **DISCLAIMER.** EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, WE MAKE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE EQUIPMENT OR SERVICES PROVIDED. WE ARE NOT RESPONSIBLE FOR POOR INDICIA, TEXT, OR IMAGE PRINT QUALITY OR FAILURES TO PRINT INDICIA, TEXT, OR IMAGES RESULTING FROM THE USE OF THIRD PARTY SUPPLIES (SUCH AS INK).

5.5 **THIRD PARTY EQUIPMENT.** WE MAKE NO REPRESENTATION OR WARRANTY AS TO ANY THIRD PARTY EQUIPMENT. WE AGREE TO PASS

THROUGH TO YOU ALL THIRD PARTY EQUIPMENT WARRANTIES TO THE EXTENT SUCH WARRANTIES ARE TRANSFERABLE

6 LIMITATION ON LIABILITY

- 6.1 OTHER THAN THE LIQUIDATED DAMAGES THAT MAY BE APPLICABLE TO SLA TIER 3 OUR TOTAL LIABILITY RELATING TO THIS AGREEMENT IS LIMITED TO THE FEES PAID BY YOU TO US UNDER THE ORDER IN THE 12 MONTHS BEFORE THE EVENT THAT GIVES RISE TO THE CLAIM.
- 6.2 WE ARE NOT LIABLE FOR ANY DAMAGE YOU MAY INCUR BY REASON OF YOUR MISUSE OR NEGLIGENT USE OF THE EQUIPMENT OR YOUR NEGLIGENT ACTS OR OMISSIONS
- 6.3 WE ARE NOT LIABLE FOR ANY INDIRECT INCIDENTAL CONSEQUENTIAL OR PUNITIVE DAMAGES INCLUDING LOST PROFITS DATA OR GOODWILL FOR ANY MATTER RELATING TO THIS AGREEMENT

7 INSTALLATION

- 7.1 If we are installing the Equipment you agree to provide a suitable power source and access to the install area
- 7.2 We will make every reasonable effort to install the Equipment on the requested date but cannot guarantee a specific install date

8 DELIVERY; RISK OF LOSS; RETURNS

- 8.1 Delivery You bear all shipping charges for delivery of the Equipment.
- 8.2 Title/ Risk of Loss
- (a) Title to the Equipment (excluding any rented or leased Equipment and any software within Equipment) passes to you only after we receive full payment for the Equipment.
- (b) Risk of loss passes to you upon delivery of the Equipment to the location identified in the Order
- 8.3 Binding Order
- (a) The Order is binding upon you on:
- (i) the Shipment Date or

- (ii) with respect to customized equipment the date you execute the Order or
- (iii) with respect to any Equipment paid for in more than one installment the date on which we receive the first installment payment.
- (b) If you pay a deposit the deposit is non-refundable once the Order is binding upon you

9 INTELLILINK SUBSCRIPTION (METER RENTAL)

- 9.1 If your purchase includes the rental of an IntelliLink® Control Center or Meter a rental agreement containing additional terms and conditions will be attached to this Agreement ("meter rental terms")
- 9.2 The meter rental terms are incorporated into and made part of this Agreement.

10 SECURITY INTEREST

You grant to us a purchase money security interest in the Equipment to secure payment.

11 FORCE MAJEURE

We are not responsible for any delay or failure to perform resulting from causes beyond our control.

12 ASSIGNMENT

You may not assign this Agreement without our prior written consent and any such attempt is void

EXHIBIT A Service Level Agreement

The following describes the SLA tiers of service that we offer on Equipment. The SLA tier you select will be listed on the Order. A separate Software License and Maintenance Agreement (SMA) covers software maintenance and will be attached to this Agreement if you are purchasing software

S1 TIER 1

- S1.1 General Under Tier 1 we will at our option provide repair or replacement services for the Equipment you select on the Order ("Covered Equipment") during the Initial Service Term or any Renewal Service Term (the "Maintenance Service Term"). You are also entitled to two preventative maintenance service calls per calendar year to be made at your initiation
- S1.2 Obtaining Service
- (a) To obtain service you may either:
- (1) call our toll-free response center (the "Customer Care Center") at 1-800-522-0020 during the hours of 8 a.m. – 8 p.m. Eastern Standard Time Monday through Friday excluding PBI's holidays ("Normal Working Hours"); or
- (2) place a request for service via our website at www.pb.com
- (b) We have designated certain equipment as "service by replacement" which means that we will replace rather than repair this equipment.
- S1.3 Replacement Service
- (a) If we determine that replacement is necessary we will at no additional cost promptly ship new reconditioned or remanufactured Equipment to replace the affected Equipment.
- (b) Within five (5) days of receiving the replacement Equipment you must pack the defective Equipment in the shipping carton that contained the replacement equipment place the pre-paid return address label on the carton and return it to us.
- (c) You are responsible for the Equipment until we receive it.

S1.4 Repair Service

- (a) If we determine that repair service is necessary we may provide repair via remote access, diagnostics and coordinated remote service or via on-site repair service
- (b) Repair service is only provided for damage resulting from normal wear and tear and may include the use of new reconditioned or remanufactured parts and assemblies.
- (c) We will provide parts or assemblies for discontinued Equipment (or Equipment not marketed as new) only if available
- (d) If we deem it necessary we will dispatch a service technician to arrive at your location for on-site service. You will not incur hourly charges unless service is performed outside Normal Working Hours which will be done only with your consent.

S2 TIER 2

- S2.1 If you select Tier 2 we will provide the following support:
- (a) All coverage provided under Tier 1 PLUS:
- (b) Ongoing Equipment Training Services. We will provide the following training which we will schedule at a time convenient for both parties. Training will include an overview for the operator(s) on how to use the Covered Equipment. The number of training sessions that are included during each twelve (12) month period during the Maintenance Service Term are as follows:

- (1) Mail finishing products (which includes Meters and scales) - up to six (6) training sessions;
 - (2) Mail finishing accounting software solutions - up to four (4) training sessions;
 - (3) Mail creation hardware products (which includes tabletop folders tabletop inserters, and address printers) - up to four (4) training sessions; and
 - (4) Distribution solutions hardware products - up to four (4) training sessions.
- (c) Additional Covered Items We will provide printheads for Meters or Equipment without additional charge

S3 TIER 3

S3.1 If you select Tier 3 we will provide the following support:

- (a) All coverage provided under Tier 1 and Tier 2 PLUS:
- (b) Preventive Maintenance Services We will perform maintenance on the Covered Equipment at regular intervals.
- (c) Response Time Commitment
 - (1) If we determines that on-site service is necessary we will use commercially reasonable efforts to have a service technician on-site within four (4) hours (during Normal Working Hours only) of our receipt of the call at the Customer Care Center (the 'Response Time Commitment')
 - (2) You agree that the Response Time Commitment relates solely to the arrival of a technician at your location; it is not a guaranteed resolution of the problem within the four (4) hour time period, nor does it guarantee that all parts necessary to make a repair will be on-site within this time frame
 - (3) You may choose to schedule service at a time outside of the four (4) hour response time
 - (4) Service designated as service by replacement software maintenance preventive maintenance operator training or other services not essential to repair the Covered Equipment will be scheduled in advance and are not covered by the Response Time Commitment
 - (5) If the Covered Equipment is moved from its original location we may elect to revise this Tier 3 to delete the Response Time Commitment If this happens you will receive a refund equal to the difference between the cost of the Response Time Commitment and the cost of maintenance coverage without this obligation
- (d) Liquidated Damages for Failure to Meet Response Time
 - (1) We agrees that if we do not meet the Response Time Commitment we will provide you with a credit equal to three (3) months of the cost of the premium of the additional Response Time Commitment.
 - (2) You must use a refund request form in order to request a refund You may obtain a refund form from your service technician or by calling the Customer Care Center The credits are limited to credits for two (2) failures to meet the Response Time Commitment in any twelve (12) month period during the Maintenance Service Term The remedies described in this Section are your sole remedy for our failure to meet the Response Time Commitment.

S4 ADDITIONAL MAINTENANCE TERMS

S4.1 These terms apply to all Maintenance Service tiers:

- (a) You will be billed annually and in advance for Maintenance Service
- (b) Limitations. Maintenance Service does not include:
 - (i) software maintenance and/or updates; and
 - (ii) services and repairs that are made necessary due to:
 - (A) negligence or accident damage in transit virus contamination and loss of data;
 - (B) use of Covered Equipment in a manner not authorized by this SLA or the Equipment user guide;
 - (C) external forces;
 - (D) use of Covered Equipment in an environment with unsuitable humidity and/or line voltage;
 - (E) loss of electrical power power fluctuation operator error casualty (such as fire flood or other natural causes);
 - (F) sabotage repair or attempted repair by anyone other than us;
 - (G) the use of third party supplies (such as ink), hardware or software resulting in: (i) damage to the Equipment, (ii) poor indicia text or image print quality; (iii) indicia readability failures; or (iv) a failure to print indicia text or images;
 - (H) failure to use applicable software updates; or
 - (I) use of Covered Equipment with any system for which we have advised we will no longer provide support or has advised is no longer compatible
- (c) Additional Exclusions Unless covered under one of the above maintenance tiers, Maintenance Service excludes rate program software for electronic scales and weighing systems software maintenance and/or updates and consumable supplies for all levels of service including printheads for Meters IntelliLink[®] Control Centers and printers for standard service
- (d) Fees for Services Not Covered by this SLA If our service technician provides service for repairs made necessary due to one of the causes listed in Section 4.1(a)(ii) you will be charged for the service at our current hourly rates and for any required parts.
- (e) Replacement Equipment
 - (i) If you replace any of your Covered Equipment during the Maintenance Service Term and the replacement Equipment qualifies for maintenance services, we will automatically enroll you for maintenance coverage on the new Equipment at our current annual rates
 - (ii) If you acquire an attachment or add a unit to your Covered Equipment we will provide coverage for any qualifying attachment or unit and adjust your rate accordingly
 - (iii) If you choose not to continue coverage on the replacement Equipment attachment or unit you may cancel Maintenance Services with respect to the item within thirty (30) days of the date of your initial invoice for the item from we and any further maintenance or repair services on the Equipment attachment or unit will be subject to our current rates



LOBBYGUARD
Sign In Sign Out. Secure.

Time and Attendance Report

Report Created: 9/26/2007

Number of Records: 4

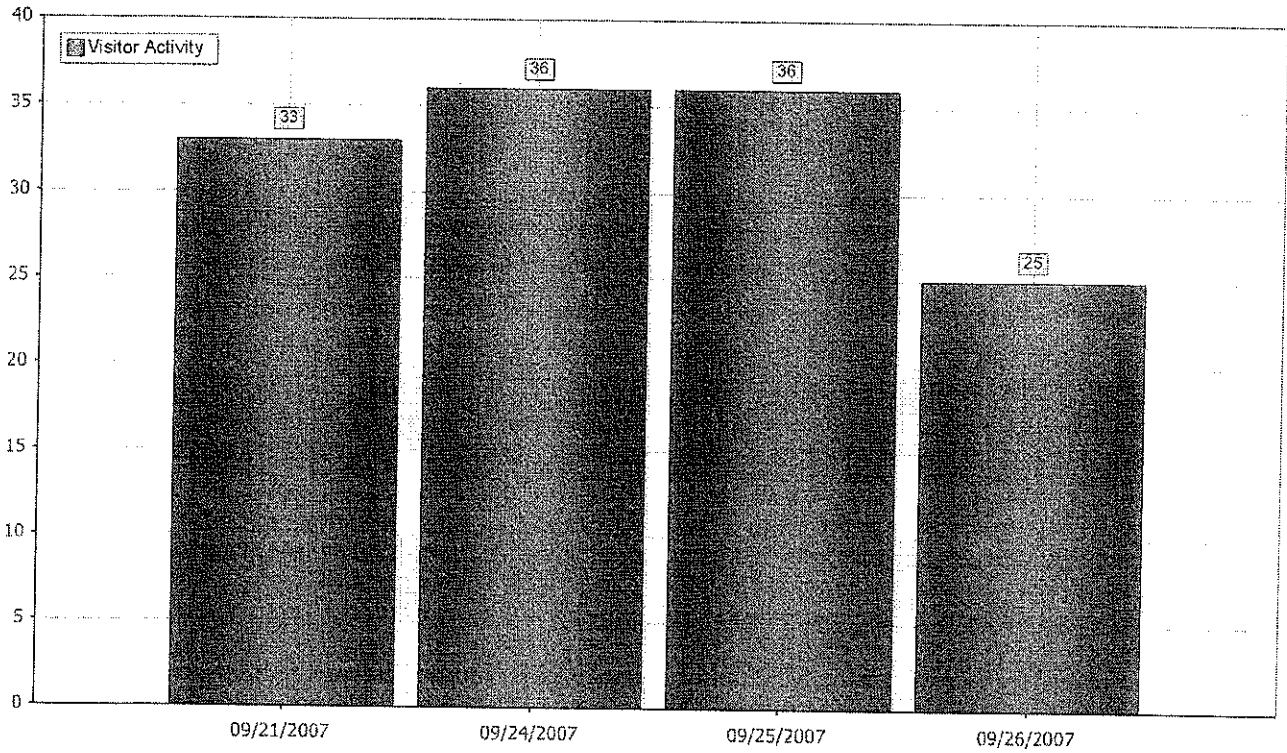
Sign-In Date	Sign-Out Date	Name	Visitor Type	Reason	Duration
9/19/2007 12:35:35 PM	9/19/2007 12:35:54 PM	VASQUEZ PETE	Visitor	Personal Visit	00:00:19
9/19/2007 12:36:16 PM	9/19/2007 12:58:02 PM	VASQUEZ PETE	Visitor	Personal Visit	00:21:46
9/20/2007 1:17:06 PM	9/20/2007 2:13:15 PM	VASQUEZ PETE	Visitor	Interview	00:56:09
9/21/2007 7:51:11 AM	9/21/2007 8:20:48 AM	VASQUEZ PETE	Visitor	Attending a Meeting	00:29:37



LOBBYGUARD
Sign In. Sign Out. Secure.

Visitor Activity Chart

Report Created: 9/26/2007





LOBBYGUARD
Sign In. Sign Out. Secure.

Visitor Log Report

Report Created: 9/26/2007

Number of Records: 29

Sign-In Date	Name	Visitor Type	Reason
9/21/2007 8:17:08 AM	BLUME NATALIE	Parent	Other
9/21/2007 8:34:29 AM	BALDWIN DAYNA	Parent	Visit the classroom
9/21/2007 9:41:49 AM	KENNEDY GOOCH TINA	Parent	Other
9/21/2007 11:41:52 AM	DAN ERSKINE	Parent	Other
9/21/2007 11:54:48 AM	RAMIREZ EMMANUEL	Visitor	Personal Visit
9/21/2007 2:05:53 PM	MCLEOD ASHLEY	Visitor	Personal Visit
9/21/2007 2:17:11 PM	CROSS STEPHANIE	Visitor	School Tour
9/24/2007 8:00:45 AM	VASQUEZ PETE	Visitor	School Tour
9/24/2007 8:19:52 AM	KINNEY JOSH	Visitor	Personal Visit
9/24/2007 12:50:42 PM	ADAMS TIMOTHY	Employee	
9/24/2007 3:09:23 PM	SMITH BRETT	Employee	
9/25/2007 7:54:38 AM	PRITCHARD MRS	Substitute	Special Education
9/25/2007 8:08:29 AM	DECANEY ANGELA	Parent	Visit the classroom
9/25/2007 11:37:37 AM	SKELLY PAT	Substitute	Third Grade: Mrs. We
9/25/2007 12:50:36 PM	KINNEY JOSH	Parent	Picking Up a Student
9/25/2007 3:01:16 PM	BACON MARISA	Parent	Other
9/25/2007 3:01:58 PM	BACON DOLORES	Visitor	Attending a Meeting
9/25/2007 3:03:32 PM	HACKMAN DANNETTE	Visitor	Attending a Meeting
9/25/2007 3:16:57 PM	BROWN TRACI	Visitor	Attending a Meeting
9/26/2007 7:55:57 AM	HIGLEY MARTHA	Substitute	Special Education
9/26/2007 8:18:51 AM	SCHULTZ WILLIAM	Visitor	Attending a Meeting
9/26/2007 9:24:00 AM	MANERY NATHAN	High School Aide	First Grade: Kinderga
9/26/2007 11:22:52 AM	GOMEZ MARGARITA	Parent	Other
9/26/2007 11:54:19 AM	STANSBERY LINDA	Volunteer	Pre-School: Mrs. Tho
9/26/2007 11:58:10 AM	BARTO LARISSA	Parent	Dropping off a Studer



LOBBYGUARD
Sign In. Sign Out. Secure.

Visitor Archive Report

Report Created: 9/26/2007

Number of Records: 205

Sign-In Date	Sign-Out Date	Name	Visitor Type	Reason	Duration
9/19/2007 7:58:40 AM	9/19/2007 8:30:08 AM	KELTZ ROBERT	Parent	Mrs. Black	00:31:28
9/19/2007 7:59:08 AM	9/19/2007 9:00:25 AM	RICHERT CHELSEA	High School Aide	Other	01:01:17
9/19/2007 7:59:54 AM	9/19/2007 8:31:04 AM	KELTZ RAISA	Parent	Visit the classroom	00:31:10
9/19/2007 8:02:42 AM	9/19/2007 4:05:03 PM	THOMAS JESSICA	High School Aide	Mrs Thomas	08:02:21
9/19/2007 8:10:28 AM	9/19/2007 8:12:00 AM	ROUNDY ROBERT	Parent	Mrs Thomas	00:01:32
9/19/2007 8:11:17 AM	9/19/2007 4:05:03 PM	SAUCEDO MANDY	Parent	Mrs. Thomas	07:53:46
9/19/2007 8:14:55 AM	9/19/2007 8:43:37 AM	KANE MINA	Visitor	Personal Visit	00:28:42
9/19/2007 8:15:32 AM	9/19/2007 8:38:19 AM	SHURTFLEFF KRIS	Parent	Mrs. Lewellen	00:22:47
9/19/2007 8:16:04 AM	9/19/2007 8:38:39 AM	GEHRKE CRESENDA	Parent	Mrs Lewellen	00:22:35
9/19/2007 8:17:05 AM	9/19/2007 8:21:20 AM	CRBAJAL RACHEL	Parent	Mrs Thomas	00:04:15
9/19/2007 8:41:46 AM	9/19/2007 12:25:04 PM	SHOEMAKER SHERRAL	Visitor	Personal Visit	03:43:18
9/19/2007 9:22:16 AM	9/19/2007 9:22:26 AM	GOODWIN SARAH	High School Aide	Library	00:00:10
9/19/2007 10:20:22 AM	9/19/2007 10:44:02 AM	WILSON MARTIN	Visitor	Personal Visit	00:23:40
9/19/2007 10:29:19 AM	9/19/2007 11:29:26 AM	MAHLER AMY	Parent	Visit the classroom	01:00:07
9/19/2007 11:06:03 AM	9/19/2007 12:48:35 PM	ROUNDY ROBERT	Parent	Mrs Thomas	01:42:32
9/19/2007 11:14:32 AM	9/19/2007 12:01:46 PM	KELTZ ROBERT	Parent	Visit the classroom	00:47:14
9/19/2007 11:15:05 AM	9/19/2007 12:01:53 PM	KELTZ RAISA	Parent	Visit the classroom	00:46:48
9/19/2007 11:23:49 AM	9/19/2007 12:49:46 PM	ROUNDY KELLI	Parent	Mrs Thomas	01:25:57
9/19/2007 11:30:57 AM	9/19/2007 12:29:58 PM	STAMPFLI PAMELA	Parent	Visit the classroom	00:59:01
9/19/2007 11:53:02 AM	9/19/2007 12:27:43 PM	STAMPFLI KENT	Visitor	Personal Visit	00:34:41
9/19/2007 11:54:55 AM	9/19/2007 11:56:38 AM	GOFF RANDY	Parent	Miss Sitz	00:01:43
9/19/2007 11:56:16 AM	9/19/2007 12:10:10 PM	MYERS DENISE	Parent	Mrs Lewellen	00:13:54
9/19/2007 11:59:34 AM	9/19/2007 12:02:01 PM	STANSBERY LINDA	Volunteer	Mrs. Thomas	00:02:27
9/19/2007 12:01:25 PM	9/19/2007 12:04:51 PM	TORKELSON WENDY	Parent	Miss Sitz	00:03:26
9/19/2007 12:04:06 PM	9/19/2007 12:06:05 PM	BROWN LISA	Parent	Miss Hulet	00:01:59
9/19/2007 12:12:03 PM	9/19/2007 12:15:25 PM	PRECIADO BRENDA	Parent	Mrs Wheeler	00:03:22
9/19/2007 12:21:19 PM	9/19/2007 12:27:18 PM	STONE DARRIN	Equipment / Facility	Electrical	00:05:59
9/19/2007 12:35:35 PM	9/19/2007 12:35:54 PM	VASQUEZ PETE	Visitor	Personal Visit	00:00:19
9/19/2007 12:36:16 PM	9/19/2007 12:58:02 PM	VASQUEZ PETE	Visitor	Personal Visit	00:21:46
9/19/2007 12:37:08 PM	9/19/2007 1:18:53 PM	GONZALEZ ANGEL	High School Aide	PE	00:41:45
9/19/2007 12:37:30 PM	9/19/2007 1:14:56 PM	MORITZ MORGAN	High School Aide	Mrs Goertz	00:37:26
9/19/2007 2:25:31 PM	9/19/2007 3:15:21 PM	SEAY ANNIE	High School Aide	Mrs. Thomas	00:49:50
9/19/2007 2:25:47 PM	9/19/2007 3:00:11 PM	CAYFORD CHELSIE	High School Aide	Mrs. Black	00:34:24
9/19/2007 2:29:28 PM	9/19/2007 3:03:40 PM	RICHERT CHELSEA	High School Aide	Other	00:34:12
9/19/2007 2:29:56 PM	9/19/2007 3:03:06 PM	STEINER SHANDRA	High School Aide	Mrs Grimes	00:33:10
9/19/2007 2:30:42 PM	9/19/2007 3:03:08 PM	MORITZ MYRIAH	High School Aide	Mrs Grimes	00:32:26
9/19/2007 2:36:18 PM	9/19/2007 4:05:03 PM	MEYER GLEN	Parent	Mrs Grimes	01:28:45
9/19/2007 3:05:59 PM	9/19/2007 3:06:33 PM	EVERSON CHAD	Visitor	Personal Visit	00:00:34
9/20/2007 7:53:41 AM	9/20/2007 8:00:46 AM	GOMEZ OMAR	Parent	Visit the classroom	00:07:05
9/20/2007 7:55:30 AM	9/20/2007 8:31:16 PM	HIGLEY MARTHA	Substitute	Mrs Thomas	07:35:46
9/20/2007 7:56:25 AM	9/20/2007 8:19:21 AM	KELTZ ROBERT	Parent	Mrs Black	00:22:56
9/20/2007 7:56:54 AM	9/20/2007 9:04:16 AM	RICHERT CHELSEA	High School Aide	Other	01:07:22
9/20/2007 8:10:25 AM	9/20/2007 8:18:40 AM	ROUNDY ROBERT	Parent	Mrs. Thomas	00:08:15
9/20/2007 8:44:40 AM	9/20/2007 8:45:07 AM	SHEPHERD IVORY	Parent	Visit the classroom	00:00:27
9/20/2007 8:46:19 AM	9/20/2007 8:47:39 AM	SHEPHERD IVORY	Parent	Visit the classroom	00:01:20

Sign-In Date	Sign-Out Date	Name	Visitor Type	Reason	Duration
9/20/2007 9:19:41 AM	9/20/2007 9:19:48 AM	GOODWIN SARAH	High School Aide	Library	00:00:07
9/20/2007 9:47:15 AM	9/20/2007 9:51:46 AM	ANDERSON CYNTHIA	Parent	Illness	00:04:31
9/20/2007 11:03:25 AM	9/20/2007 11:48:48 AM	KELTZ ROBERT	Parent	Visit the classroom	00:45:23
9/20/2007 11:40:09 AM	9/20/2007 4:08:22 PM	DAN ERSKINE	Parent	Other	04:28:13
9/20/2007 11:47:34 AM	9/20/2007 4:08:22 PM	BONNELL DOROTHY	Parent	Other	04:20:48
9/20/2007 11:53:22 AM	9/20/2007 12:06:42 PM	STANSBERRY LINDA	Volunteer	Mrs Thomas	00:13:20
9/20/2007 11:57:01 AM	9/20/2007 4:08:22 PM	BARTO LARISSA	Parent	Miss Sitz	04:11:21
9/20/2007 11:58:19 AM	9/20/2007 12:02:06 PM	BROWN LISA	Parent	Miss Hulet	00:03:47
9/20/2007 12:01:35 PM	9/20/2007 4:08:22 PM	BOSWELL AMY	Parent	Miss Hulet	04:06:47
9/20/2007 12:02:42 PM	9/20/2007 12:07:29 PM	TORKELSON BERT	Parent	Mrs. Lewellen	00:04:47
9/20/2007 12:03:50 PM	9/20/2007 12:05:28 PM	ROUNDY KELLI	Parent	Mrs Thomas	00:01:38
9/20/2007 12:23:47 PM	9/20/2007 12:25:38 PM	PRECIADO BRENDA	Parent	Mrs Wheeler	00:01:51
9/20/2007 12:36:19 PM	9/20/2007 1:21:29 PM	BUTTRAM JOE	High School Aide	PE	00:45:10
9/20/2007 12:36:43 PM	9/20/2007 1:17:19 PM	MORITZ MORGAN	High School Aide	Mrs Goertz	00:40:36
9/20/2007 12:47:58 PM	9/20/2007 1:20:49 PM	GONZALEZ ANGEL	High School Aide	PE	00:32:51
9/20/2007 1:17:06 PM	9/20/2007 2:13:15 PM	VASQUEZ PETE	Visitor	Interview	00:56:09
9/20/2007 1:23:55 PM	9/20/2007 3:06:09 PM	NIELSON HELEN	Volunteer	Mrs Grimes	01:42:14
9/20/2007 2:10:13 PM	9/20/2007 2:32:40 PM	SEAL MONTGOMERY	Equipment / Facility	Heating/Cooling	00:22:27
9/20/2007 2:12:22 PM	9/20/2007 2:32:43 PM	HECKEL LARRY	Equipment / Facility	Heating/Cooling	00:20:21
9/20/2007 2:25:57 PM	9/20/2007 3:15:15 PM	SEAY ANNIE	High School Aide	Mrs Thomas	00:49:18
9/20/2007 2:28:11 PM	9/20/2007 3:01:43 PM	ARRIERO AMBER	Parent	Visit the classroom	00:33:32
9/20/2007 2:29:36 PM	9/20/2007 3:04:20 PM	MORITZ MYRAH	High School Aide	Mrs Grimes	00:34:44
9/20/2007 2:29:52 PM	9/20/2007 3:04:18 PM	STEINER SHANDRA	High School Aide	Mrs Grimes	00:34:26
9/20/2007 2:30:03 PM	9/20/2007 3:04:11 PM	RICHERT CHELSEA	High School Aide	Other	00:34:08
9/20/2007 2:31:19 PM	9/20/2007 3:04:44 PM	GROVER JUSTIN	High School Aide	Miss Hulet	00:33:25
9/20/2007 2:42:40 PM	9/20/2007 3:42:08 PM	BACON MARISA	Parent	Visit the classroom	00:59:28
9/20/2007 2:47:31 PM	9/20/2007 2:52:01 PM	CRILL WENDY	Parent	Other	00:04:30
9/20/2007 2:51:32 PM	9/20/2007 3:00:00 PM	GARMAN CHRISTI	Parent	Other	00:08:28
9/20/2007 2:55:57 PM	9/20/2007 3:38:20 PM	KELLEY WANDA	Parent	Mrs Grimes	00:42:23
9/20/2007 3:43:53 PM	9/20/2007 3:44:31 PM	PRICE CRAIG	Visitor	School Tour	00:00:38
9/21/2007 7:51:11 AM	9/21/2007 8:20:48 AM	VASQUEZ PETE	Visitor	Attending a Meeting	00:29:37
9/21/2007 8:00:28 AM	9/21/2007 8:17:29 AM	SHURTLEFF KRIS	Parent	Mrs Lewellen	00:17:01
9/21/2007 8:03:58 AM	9/21/2007 9:06:56 AM	RICHERT CHELSEA	High School Aide	Other	01:02:58
9/21/2007 8:04:44 AM	9/21/2007 8:54:21 AM	GEHRKE CRESENDA	Parent	Mrs Lewellen	00:49:37
9/21/2007 8:07:06 AM	9/21/2007 8:14:35 AM	GOODMAN MELODY	Parent	Visit the classroom	00:07:29
9/21/2007 9:17:00 AM	9/21/2007 2:32:58 PM	GOODWIN CHRISTY	Parent	Visit the classroom	05:15:58
9/21/2007 9:19:06 AM	9/21/2007 9:59:53 AM	GOODWIN SARAH	High School Aide	Library	00:40:47
9/21/2007 10:16:02 AM	9/21/2007 11:40:07 AM	NEILL CULLY	Parent	Visit the classroom	01:24:05
9/21/2007 10:21:27 AM	9/21/2007 10:37:26 AM	GARIA ROYCE	Visitor	Personal Visit	00:15:59
9/21/2007 10:22:59 AM	9/21/2007 10:37:38 AM	ZAPATA JOEL	Visitor	Personal Visit	00:14:39
9/21/2007 11:26:04 AM	9/21/2007 11:47:07 AM	SCHAFFELD PAMILYN	Visitor	Personal Visit	00:21:03
9/21/2007 11:30:27 AM	9/21/2007 11:58:50 AM	MANZO DORA	Parent	Visit the classroom	00:28:23
9/21/2007 11:32:13 AM	9/21/2007 12:10:27 PM	ZIMMERMAN BRYAN	Parent	Other	00:38:14
9/21/2007 11:43:13 AM	9/21/2007 12:37:35 PM	ARRIERO AMBER	Parent	Visit the classroom	00:54:22
9/21/2007 11:44:50 AM	9/21/2007 2:10:18 PM	LEGARRETA ROBYN	Visitor	Attending a Meeting	02:25:28
9/21/2007 11:46:13 AM	9/21/2007 2:09:58 PM	LILLY JERRY	Visitor	Attending a Meeting	02:23:45
9/21/2007 11:48:11 AM	9/21/2007 3:29:04 PM	HIGLEY MARTHA	Substitute	Special Education	03:40:53
9/21/2007 11:53:02 AM	9/25/2007 11:49:09 AM	BONNELL DOROTHY	Parent	Miss Sitz	3 23:56:07
9/21/2007 11:55:22 AM	9/21/2007 12:34:01 PM	STAMPFLI PAMELA	Parent	Visit the classroom	00:38:39
9/21/2007 11:56:59 AM	9/21/2007 12:54:44 PM	KAUTZ HEATHER	Parent	Miss Hulet	00:57:45
9/21/2007 11:58:22 AM	9/21/2007 12:00:50 PM	DE LA CRUZ LAZARO	Parent	Mrs Thomas	00:02:28
9/21/2007 11:59:10 AM	9/21/2007 12:00:35 PM	STANSBERRY LINDA	Volunteer	Mrs Thomas	00:01:25

Sign-In Date	Sign-Out Date	Name	Visitor Type	Reason	Duration
9/21/2007 11:59:38 AM	9/21/2007 12:05:40 PM	TORKELSON WENDY	Parent	Miss Sitz	00:06:02
9/21/2007 12:00:15 PM	9/21/2007 3:07:11 PM	MYERS DENISE	Parent	Visit the classroom	03:06:56
9/21/2007 12:09:58 PM	9/21/2007 12:11:49 PM	BROWN LISA	Parent	Miss Hulet	00:01:51
9/21/2007 12:40:45 PM	9/21/2007 12:53:44 PM	CALAHAN BUNNIE	Volunteer	Miss Hammerquist	00:12:59
9/21/2007 1:01:25 PM	9/21/2007 1:02:14 PM	HOUST PATTSIE	Parent	Mrs Thomas	00:00:49
9/21/2007 2:04:23 PM	9/21/2007 2:32:48 PM	CUDABACK DAN	Visitor	Personal Visit	00:28:25
9/21/2007 2:12:20 PM	9/21/2007 2:46:17 PM	GULICK KAY	Parent	Visit the classroom	00:33:57
9/21/2007 2:14:40 PM	9/21/2007 2:36:05 PM	GULICK GARTH	Parent	Other	00:21:25
9/21/2007 2:32:12 PM	9/21/2007 2:54:18 PM	VIPHAM MICHAEL	Visitor	Personal Visit	00:22:06
9/21/2007 2:39:50 PM	9/21/2007 2:40:40 PM	SNYDER PAULA	Parent	Other	00:00:50
9/21/2007 3:05:48 PM	9/21/2007 3:09:28 PM	GERTNER WENDE	Parent	Other	00:03:40
9/24/2007 7:59:39 AM	9/24/2007 9:05:20 AM	RICHERT CHELSEA	High School Aide	Other	01:05:41
9/24/2007 8:09:24 AM	9/24/2007 8:13:05 AM	SAUCEDO MANDY	Parent	Mrs Thomas	00:03:41
9/24/2007 8:12:47 AM	9/24/2007 8:25:35 AM	RODRIGUEZ QZQ	Parent	Mrs Lewellen	00:12:48
9/24/2007 8:14:26 AM	9/24/2007 8:15:02 AM	OLSEN JANNA	Parent	Mrs Smith	00:00:36
9/24/2007 8:15:33 AM	9/24/2007 8:20:10 AM	SHURTLEFF KRIS	Parent	Mrs Lewellen	00:04:37
9/24/2007 8:18:04 AM	9/25/2007 8:08:13 AM	DECANEY ANGELA	Parent	Visit the classroom	23:50:09
9/24/2007 8:21:03 AM	9/24/2007 8:26:05 AM	CARBAJAL RACHEL	Parent	Mrs Thomas	00:05:02
9/24/2007 8:22:05 AM	9/24/2007 8:25:44 AM	ROUNDY ROBERT	Parent	Mrs Thomas	00:03:39
9/24/2007 8:24:04 AM	9/24/2007 8:29:28 AM	GARZA ANITA	Parent	Miss Hulet	00:05:24
9/24/2007 8:24:50 AM	9/24/2007 8:42:52 AM	ARRIERO AMBER	Parent	Visit the classroom	00:18:02
9/24/2007 8:28:21 AM	9/24/2007 8:28:43 AM	SILVA CHRISTINE	Parent	Mrs Grimes	00:00:22
9/24/2007 9:26:07 AM	9/24/2007 9:58:20 AM	GOODWIN SARAH	High School Aide	Library	00:32:13
9/24/2007 9:46:38 AM	9/24/2007 10:02:18 AM	SHURTLEFF KRIS	Parent	Other	00:15:40
9/24/2007 10:52:12 AM	9/24/2007 10:53:49 AM	SLOAN SHAWNA	Parent	Other	00:01:37
9/24/2007 10:57:13 AM	9/24/2007 12:01:46 PM	CARTER KATHLEEN	Visitor	Personal Visit	01:04:33
9/24/2007 10:59:59 AM	9/24/2007 11:10:18 AM	KIMBALL MEGHAN	Parent	Other	00:10:19
9/24/2007 11:01:23 AM	9/24/2007 11:10:04 AM	NUNN JACKLYN	Visitor	Personal Visit	00:08:41
9/24/2007 11:07:20 AM	9/24/2007 11:12:35 AM	MCDANIEL STACY	Parent	Other	00:05:15
9/24/2007 11:11:13 AM	9/24/2007 2:58:39 PM	SIMMONS LEIGH	Substitute	Mrs Wheeler	03:47:26
9/24/2007 11:15:38 AM	9/24/2007 12:05:44 PM	ELLIOTT ANGIE	Parent	Other	00:50:06
9/24/2007 11:54:53 AM	9/26/2007 11:57:35 AM	BARTO LARISSA	Parent	Miss Sitz	2 00:02:42
9/24/2007 12:02:23 PM	9/24/2007 12:06:05 PM	TORKELSON WENDY	Parent	Miss Sitz	00:03:42
9/24/2007 12:04:48 PM	9/24/2007 12:06:44 PM	PRECIADO BRENDA	Parent	Mrs Wheeler	00:01:56
9/24/2007 12:38:13 PM	9/24/2007 1:20:13 PM	SMITH COURTNEY	High School Aide	Mrs Beutler	00:42:00
9/24/2007 12:38:41 PM	9/24/2007 1:17:52 PM	MORITZ MORGAN	High School Aide	Mrs Goertz	00:39:11
9/24/2007 12:38:57 PM	9/24/2007 1:20:57 PM	BUTTRAM JOE	High School Aide	PE	00:42:00
9/24/2007 1:51:39 PM	9/24/2007 1:56:06 PM	STONE DARRIN	Equipment / Facility S	Electrical	00:04:27
9/24/2007 2:13:30 PM	9/24/2007 2:43:06 PM	KANE PERLA	Parent	Visit the classroom	00:29:36
9/24/2007 2:26:16 PM	9/24/2007 3:19:36 PM	SEAY ANNIE	High School Aide	Mrs Thomas	00:53:20
9/24/2007 2:26:34 PM	9/24/2007 2:56:35 PM	CAYFORD CHELSIE	High School Aide	Mrs Black	00:30:01
9/24/2007 2:29:56 PM	9/24/2007 3:05:49 PM	MORITZ MYRIAH	High School Aide	Mrs Grimes	00:35:53
9/24/2007 2:30:06 PM	9/24/2007 3:04:49 PM	STEINER SHANDRA	High School Aide	Mrs Grimes	00:34:43
9/24/2007 2:30:21 PM	9/24/2007 3:04:04 PM	RICHERT CHELSEA	High School Aide	Other	00:33:43
9/24/2007 2:56:23 PM	9/24/2007 3:00:27 PM	FLOREZ ELIA	Parent	Other	00:04:04
9/24/2007 3:13:38 PM	9/24/2007 4:19:49 PM	LEVESQUE CYNTHIA	Visitor	Attending a Meeting	01:06:11
9/24/2007 3:16:17 PM	9/24/2007 4:20:02 PM	HAYES VANESSA	Visitor	Attending a Meeting	01:03:45
9/25/2007 7:57:37 AM	9/25/2007 9:05:58 AM	RICHERT CHELSEA	High School Aide	Other	01:08:21
9/25/2007 7:58:08 AM	9/25/2007 8:21:09 AM	KELTZ ROBERT	Parent	Mrs Black	00:23:01
9/25/2007 7:59:48 AM	9/25/2007 3:07:39 PM	KANE MARINA	Substitute	Para-Professional	07:07:51
9/25/2007 8:09:58 AM	9/25/2007 8:41:30 AM	GEHRKE CRESENDA	Parent	Mrs Lewellen	00:31:32
9/25/2007 8:15:39 AM	9/25/2007 8:19:59 AM	CARBAJAL RACHEL	Parent	Mrs Thomas	00:04:20

Sign-In Date	Sign-Out Date	Name	Visitor Type	Reason	Duration
9/25/2007 8:16:14 AM	9/25/2007 8:34:37 AM	SHURTLEFF KRIS	Parent	Mrs. Lewellen	00:18:23
9/25/2007 8:18:46 AM	9/25/2007 8:19:19 AM	SIMMONS AMY	Visitor	Attending a Program	00:00:33
9/25/2007 8:22:52 AM	9/25/2007 8:25:03 AM	SILVA CHRISTINE	Parent	Mrs Hutchinson	00:02:11
9/25/2007 8:35:25 AM	9/25/2007 3:15:14 PM	HIGLEY MARTHA	Substitute	Special Education	06:39:49
9/25/2007 8:56:07 AM	9/25/2007 12:17:16 PM	SHOEMAKER JERETTA	Parent	Visit the classroom	03:21:09
9/25/2007 9:19:08 AM	9/25/2007 9:59:21 AM	GOODWIN SARAH	High School Aide	Library	00:40:13
9/25/2007 9:59:00 AM	9/25/2007 10:01:52 AM	SCHAUB RON	Visitor	Personal Visit	00:02:52
9/25/2007 10:31:55 AM	9/25/2007 11:10:37 AM	BARKER TENNILLE	Parent	Visit the classroom	00:38:42
9/25/2007 11:39:28 AM	9/25/2007 2:53:25 PM	SEAMONS CANDEE	Substitute	Para-Professional	03:13:57
9/25/2007 11:50:18 AM	9/25/2007 11:53:38 AM	BONNELL DOROTHY	Parent	Miss Sitz	00:03:20
9/25/2007 11:56:23 AM	9/25/2007 12:37:17 PM	ARRIERO AMBER	Parent	Visit the classroom	00:40:54
9/25/2007 12:00:18 PM	9/25/2007 12:06:56 PM	TORKELSON BERT	Parent	Mrs Lewellen	00:06:38
9/25/2007 12:01:05 PM	9/25/2007 12:08:52 PM	CASTER LINDA	Parent	Miss Sitz	00:07:47
9/25/2007 12:01:30 PM	9/25/2007 12:03:00 PM	STANSBERY LINDA	Volunteer	Mrs Thomas	00:01:30
9/25/2007 12:05:11 PM	9/25/2007 12:30:19 PM	VIPHAM MICHAEL	Visitor	Personal Visit	00:25:08
9/25/2007 12:06:23 PM	9/25/2007 12:08:48 PM	BROWN LISA	Parent	Miss Hulet	00:02:25
9/25/2007 12:08:28 PM	9/25/2007 12:10:06 PM	PRECIADO BRENDA	Parent	Mrs Wheeler	00:01:38
9/25/2007 12:16:52 PM	9/25/2007 12:22:52 PM	WOLF ERIN	Parent	Miss Hulet	00:06:00
9/25/2007 12:29:42 PM	9/25/2007 1:21:59 PM	JOHNSON KATHERINE	Visitor	School Tour	00:52:17
9/25/2007 12:36:51 PM	9/25/2007 1:19:43 PM	SMITH COURTNEY	High School Aide	Mrs. Beutler	00:42:52
9/25/2007 12:37:28 PM	9/25/2007 1:20:59 PM	BUTTRAM JOE	High School Aide	PE	00:43:31
9/25/2007 12:38:28 PM	9/25/2007 1:45:31 PM	NIELSON HELEN	Volunteer	Mrs Grimes	01:07:03
9/25/2007 12:41:38 PM	9/25/2007 1:21:15 PM	STONE CASSEY	High School Aide	PE	00:39:37
9/25/2007 12:42:22 PM	9/25/2007 2:37:54 PM	LLOYD KAREN	Visitor	Personal Visit	01:55:32
9/25/2007 1:06:39 PM	9/25/2007 1:10:54 PM	GERTNER WENDE	Parent	Other	00:04:15
9/25/2007 2:26:15 PM	9/25/2007 3:03:56 PM	CAYFORD CHELSIE	High School Aide	Mrs Black	00:37:41
9/25/2007 2:26:32 PM	9/25/2007 3:12:55 PM	SEAY ANNIE	High School Aide	Mrs Thomas	00:46:23
9/25/2007 2:27:12 PM	9/25/2007 2:31:42 PM	STAMPFLI PAMELA	Parent	Other	00:04:30
9/25/2007 2:29:44 PM	9/25/2007 3:04:01 PM	MORTZ MYRIAH	High School Aide	Mrs Grimes	00:34:17
9/25/2007 2:30:10 PM	9/25/2007 3:10:56 PM	RICHERT CHELSEA	High School Aide	Other	00:40:46
9/25/2007 2:31:01 PM	9/25/2007 2:35:47 PM	KELTZ ROBERT	Parent	Other	00:04:46
9/26/2007 7:56:33 AM	9/26/2007 9:06:22 AM	RICHERT CHELSEA	High School Aide	Other	01:09:49
9/26/2007 7:57:05 AM	9/26/2007 8:19:09 AM	KELTZ ROBERT	Parent	Other	00:22:04
9/26/2007 8:06:21 AM	9/26/2007 8:11:15 AM	PORTER RENEE	Parent	Visit the classroom	00:04:54
9/26/2007 8:07:03 AM	9/26/2007 11:13:54 AM	SHURTLEFF KRIS	Parent	Mrs Lewellen	03:06:51
9/26/2007 8:12:11 AM	9/26/2007 8:36:21 AM	GEHRKE CRESEDA	Parent	Mrs Lewellen	00:24:10
9/26/2007 8:22:34 AM	9/26/2007 8:25:13 AM	GARZA ANITA	Parent	Miss Hulet	00:02:39
9/26/2007 8:41:53 AM	9/26/2007 12:29:49 PM	SHOEMAKER SHERRAL	Visitor	Personal Visit	03:47:56
9/26/2007 9:19:07 AM	9/26/2007 10:00:02 AM	GOODWIN SARAH	High School Aide	Library	00:40:55
9/26/2007 10:16:54 AM	9/26/2007 11:02:07 AM	SITZ SHAD	Visitor	Personal Visit	00:45:13
9/26/2007 10:27:40 AM	9/26/2007 11:34:47 AM	MAHLER AMY	Parent	Visit the classroom	01:07:07
9/26/2007 10:57:11 AM	9/26/2007 12:00:58 PM	WATSON ARLENE	Visitor	Attending a Meeting	01:03:47
9/26/2007 11:06:31 AM	9/26/2007 11:46:25 AM	PHILLIPS TODD	Parent	Other	00:39:54
9/26/2007 11:13:02 AM	9/26/2007 11:29:16 AM	DAVIS JACK	Visitor	Personal Visit	00:16:14
9/26/2007 11:40:53 AM	9/26/2007 12:32:46 PM	STAMPFLI PAMELA	Parent	Visit the classroom	00:51:53
9/26/2007 11:48:47 AM	9/26/2007 11:51:41 AM	BONNELL DOROTHY	Parent	Miss Sitz	00:02:54
9/26/2007 11:59:41 AM	9/26/2007 12:05:54 PM	TORKELSON WENDY	Parent	Miss Sitz	00:06:13
9/26/2007 12:05:44 PM	9/26/2007 12:13:53 PM	LAKE CONNIE	Parent	Other	00:08:09
9/26/2007 12:10:13 PM	9/26/2007 12:12:21 PM	PRECIADO BRENDA	Parent	Mrs Wheeler	00:02:08
9/26/2007 12:13:28 PM	9/26/2007 12:14:30 PM	ADAMS SONNY	Parent	Mrs Thomas	00:01:02
9/26/2007 12:17:08 PM	9/26/2007 12:22:37 PM	SMITH AMY	Parent	Miss Sitz	00:05:29
9/26/2007 12:19:23 PM	9/26/2007 12:19:40 PM	LAKE CONNIE	Parent	Other	00:00:17

Sign-in Date	Sign-Out Date	Name	Visitor Type	Reason	Duration
9/26/2007 12:37:36 PM	9/26/2007 12:59:52 PM	SMITH COURTNEY	High School Aide	Mrs Beutler	00:22:16
9/26/2007 12:37:55 PM	9/26/2007 12:59:59 PM	BUTTRAM JOE	High School Aide	PE	00:22:04
9/26/2007 12:38:13 PM	9/26/2007 1:00:02 PM	DICK MICHAEL	High School Aide	Miss Mizuta	00:21:49
9/26/2007 12:38:46 PM	9/26/2007 1:00:04 PM	MORITZ MORGAN	High School Aide	Mrs Goertz	00:21:18