



**AMENDMENT NO. 1 TO
LAND RECORD MANAGEMENT SYSTEM
SUBSCRIPTION AND SERVICE AGREEMENT**

This Amendment No. 1 ("Amendment"), effective upon execution by both Parties and is made and entered into by and between Collin County, Texas (hereinafter "Client") and Kofile Technologies, Inc., (hereinafter "Vendor"). References to a "Party" mean County or Kofile. References to the "Parties" mean County and Kofile.

WITNESSETH:

WHEREAS Customer and Vendor Land Record Management Subscription and Service Agreement and related agreements for the provision of certain Software-related services effective August 9, 2021, (collectively the "Agreement");

WHEREAS Customer and Vendor mutually desire to amend the Agreement to reflect the scope of work more accurately in Schedule A-3;

NOW THEREFORE, in consideration of the foregoing and the objectives of the Parties, the Parties hereby agree that the Agreement is amended as follows, effective on the date first written above:

1. Schedule A-3 is deleted in its entirety and replaced with the attached Schedule A-3

Except to the extent expressly modified herein, all of the terms and provisions of the Agreement are hereby ratified and confirmed and remain in full force and effect.

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IN WITNESS WHEREOF, the Parties have obtained the necessary authorizations or permissions and caused this Amendment to be signed and delivered by its duly authorized representatives.

COLLIN COUNTY, TEXAS

Collin County Government

By: Michelle Charnoski
Name: Michelle Charnoski
Title: Purchasing Agent

Date: 11/4/2021

Per Court Order No. 2021-1090-11-01

KOFILE TECHNOLOGIES, INC.

By: Jonathan Mohn
Name: Jonathan Mohn
Title: President

Date: 09/21/2021



**SCHEDULE A-3
DAILY INDEXING**

1. DESCRIPTION OF SERVICES		
DAILY INDEXING	<ul style="list-style-type: none"> ▪ Indexing of all Collin County land records document types ▪ Will coordinate with county to ensure document type naming and mapping adheres to county standards ▪ Indexing and Verification ▪ Integrated with Kofile Land Records system for automated and unattended release and return of documents 	<ul style="list-style-type: none"> ▪ Blind verification of all indexed documents ▪ Automated matching of original index and verification step indexing ▪ Multiple pulls per day to ensure timely processing and shorter document turnaround
DAILY INDEXING SERVICE LEVELS	<ul style="list-style-type: none"> ▪ Same day pulling of documents ▪ Document pull schedule to be agreed to with county 	<ul style="list-style-type: none"> ▪ Service Level Agreement of 48 hours turnaround ▪ Service Level Target of 24 hours turnaround
IMPLEMENTATION	<ul style="list-style-type: none"> ▪ Setup of interface between Records Management system and Kofile Daily Indexing system ▪ Mapping of all Collin County Real Property Doc Types 	<ul style="list-style-type: none"> ▪ System Testing to ensure flow of documents between Collin and Kofile ▪ Parallel testing of real county document set for Collin sign-off and acceptance

2. Indexing Fields. Kofile will index all documents using the following real property index fields:

- Document Number;
- Document Type;
- Recorded Date;
- Book, Volume, Page Numbers;
- Grantor(s); and
- Grantee(s).



3. **Uploads.** Kofile's archival indexing will include uploading of indexed records to County's Kofile's Cloud Records system.
4. **Quality Control:** Prior to indexing, Kofile conducts a comprehensive assessment of the County's indexing specifications. This provides for accurate and consistent indexes, ensuring quick searches for users.

During the assessment, Kofile will document established methods of indexing specific instruments, clarifying terminology, and determining standards used to enter names, dates, and other basic required information. This process is designed to ensure the metadata's accuracy and integrity, and to identify the following:

- ▶ cross-indexed documents
- ▶ differentiation between individual names & corporation names
- ▶ government departments & agencies
- ▶ alternate & alias names
- ▶ abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)

During quality control (QC), managers and supervisors internally research and answer questions about any problematic process.

Kofile's quality assurance will include each field being blind-keyed three times. Following initial entry, the record will be displayed to a second technician who will also key the field ("blind re-key"). Subsequently these two entries will be compared by software. If they do not match, the record is sent to a supervisor for resolution and determination regarding the related keying standard. The process is then repeated.

5. **Term:** Schedule A-3 will become effective upon execution by the parties ("Effective Date") and run for a period of five -years. The Agreement will automatically renew for subsequent terms of one year each unless a party provides at least one hundred twenty (120) days intention not to renew.

6. **Pricing.**

Per Scanned Document:	\$1.92
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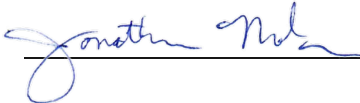
7. **Payment Terms.** Kofile invoice Client monthly for all documents indexed in the preceding month. Client will pay all invoices net thirty (30) days of receipt.



This Schedule A-3 is entered into by the Parties to be effective on the Effective Date.

VENDOR:

Kofile Technologies, Inc., a Delaware corporation

By: 

Name: Jonathan Mohn

Title: President

Address:

6300 Cedar Springs Road

Dallas, TX 75235

e-mail: Michael.strachan@Kofile.com

Attention: Legal Department

COLLIN COUNTY:

COLLIN COUNTY GOVERNMENT

By: 
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Name: Michelle Charnoski

Title: Purchasing Agent

Date: 11/4/2021

Per Court Order No. 2021-1090-11-01

Address:

Purchasing Department

2300 Bloomdale Rd Ste 3160

McKinney, TX 75071

Facsimile: **972-548-4694**

Attention: **Purchasing Agent**