COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

Conny B. McCormack
Registrar-Recorder/County Clerk

August 30, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVE AMENDMENT NUMBER THREE TO AGREEMENT NUMBER 73912 FOR CONSENT TO ASSIGNMENT AND DELEGATION OF RIGHTS FROM HERSHEY BUSINESS SYSTEMS, INC TO GLOBAL 360, BGS, INC.
(All Supervisorial Districts) (3 Votes)

CIO RECOMMENDATION: (X) APPROVE ( ) APPROVE WITH MODIFICATION ( ) DISAPPROVE

JOINT RECOMMENDATION WITH CHIEF INFORMATION OFFICER THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached Amendment Number Three (Amendment) to Agreement Number 73912 (Agreement), effective upon Board approval, acknowledging the Board's written consent to assignment and delegation of authority from Hershey Business Systems, Inc. (HBSI), to Global 360, BGS, Inc. (Global 360) for software maintenance and support services for the Registrar-Recorder/County Clerk's (RR/CC) Real Property and Vital Records Document Imaging System. The Board adopted the Agreement with HBSI on February 19, 2002 for a two-year initial Term with three one-year renewal options. The Agreement is currently in the second renewal option year and expires February 18, 2006. If exercised, the third and final option year will expire February 18, 2007. The amount remaining in the Agreement is $326,243. The cost is fully offset using Recorder Micrographics and Vital Records Trust Fund monies. There is no impact to the net County cost.

2. Authorize the Registrar-Recorder/County Clerk or her designee to exercise the renewal option under the terms of the Agreement if needed.

PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to request your Board's written consent to the assignment of the Agreement from HBSI to Global 360 for software maintenance and support services for RR/CC's Vital Records and Real Property Document Imaging System. The imaging system integration software was developed and installed by HSBI. The system is proprietary and is a part of the HBSI assets acquired by Global 360. Approval of this recommended action will allow the RR/CC to provide uninterrupted Real Property and Vital documents recording services.

Implementation of Strategic Plan Goals:

This request supports the County Strategic Plan as follows:

Goal No. 1: Service Excellence: Provide the public with easy access to quality information and services that are both beneficial and responsive. Approval of the recommendation will assure continuation of software maintenance and support services for the RR/CC Real Property and Vital Records Document Imaging System which is fundamental to RR/CC services to the general public.

Goal No. 3: Organizational Effectiveness: Ensure that service delivery systems are efficient, effective, and goal-oriented. The recommended action will ensure efficient and effective delivery of critical Departmental mission.

FISCAL IMPACT/ FINANCING:

The initial Agreement amount approved by the Board was $1,480,000. Due to an increase in services needs, RR/CC exercised its Board delegated authority to increase the Agreement amount by $55,520 for a maximum contact sum of $1,535,520 on June 20. 2003. As of July 1, 2005, the Agreement amount balance is $326,243 which is sufficient to cover the remaining contract term including the last option year, if exercised.

The cost to provide the contract services will be fully offset using the Recorder Micrographics and Vital Records Trust Fund revenues. There is no impact to the net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The RR/CC's Vital Records and Real Property Document Imaging System is highly customized and provides for digital scanning, storage, easy retrieval access, and printing of the County's Real Property and Vital Records (Birth, Death and Marriage Records). The Document Recording Division records in excess of two million Real and Personal Property documents annually, and issues upward of 125,000 certified copies of these documents to businesses, professional, governments and private citizens. Additionally the Birth, Death,

and Marriage Records Section records approximately 250,000 certificates each year, and issues 700,000 certified copies.

On February 19, 2002, your Board approved a two-year Agreement with HBSI for hardware and software maintenance and support services for the RR/CC's Real Property and Vital Records Document Imaging System. HBSI developed and installed an imaging system utilizing Keyfile, OCR for AnyDocs and STARRS custom software. The STARRS custom software was developed for RR/CC use only and is not available from any other source. The STARRS software is proprietary and is owned by HBSI. The STARRS software allows for the passage of images from the two off-the-shelf products utilized by the RR/CC, Keyfile and OCR for AnyDocs into a cohesive system. Without the STARRS custom software, the Document Imaging System will not function.

In late September 2004, RR/CC learned that HBSI sold its government business segment to eiStream, Inc. and received written notification on October 27, 2004. RR/CC requested pertinent information necessary to perform a thorough analysis and evaluation of eiStream's corporate capabilities to meet all County and contract responsibilities for recommendation to your Board to approve the assignment and delegation of contract responsibilities. During the evaluation process RR/CC was informed of the corporate name change from eiStream, Inc. to Global 360, BGS, Inc. To assure uninterrupted contract services and disruption to operation, RR/CC exercised its option to extend the Agreement with HBSI for the second renewal option period effective February 19, 2005 through February 18, 2006. RR/CC completed the evaluation and found Global 360, BGS, Inc. to be a responsible contractor to assume the duties and responsibilities of the Agreement.

Upon Board approval of the assignment and delegation, Global 360 shall provide software license maintenance and upgrade support for Keyfile, OCR for AnyDocs and STARRS custom software, including on-request troubleshooting, analysis, operational support for the existing Document Imaging System and additional software licenses and maintenance support services as-needed to keep the system functioning properly.

The attached Amendment Number Three provides for the assignment and delegation of the Agreement rights and responsibilities from HBSI to Global 360 for the provision of software maintenance and support services for the RR/CC's Real Property and Vital Records Document Imaging System. The Amendment also includes a revised Statement of Work which was modified to reflect RR/CC's current service needs. All other terms and conditions of the Agreement shall remain unchanged.

The Agreement does not include a Cost of Living Adjustment provision and is not subject to the Living Wage Program (County Code Chapter 2.201).

The County's Chief Information Office concurs with the Department's recommendation.

Global 360 is in compliance with all Board, Chief Administrative Office (CAO) and County Counsel requirements. The CAO has reviewed and approved this Board Letter. County Counsel has reviewed this Board letter and approved the attached Amendment Number Three as to form.

CONTRACTING PROCESS:

There was no additional contracting process as the assignment and delegation of rights is in compliance with the existing Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended Amendment will allow the RR/CC to receive uninterrupted software maintenance and support services for the Real Property and Vital Records Document Imaging System.

CONCLUSION

Upon approval and execution of this request, it is requested that the Executive Officer/Clerk of the Board, return one adopted stamped copy of the approved Board letter and two originally signed copies of the Amendment to:

County of Los Angeles
Registrar-Recorder/County Clerk
12400 Imperial Highway, Room 7201
Norwalk, CA 90650

Attention: Ngozi Ume
Head, Management Services

Respectfully submitted,

Conny B McCormack

CONNY B. McCORMACK
Registrar-Recorder/County Clerk

Reviewed by:

FCL

JON W. FULLINWIDER
Chief Information Officer

CBM:NU:hwk

Attachment (1)

c: Chief Administrative Officer
County Counsel

CIO ANALYSIS

REGISTRAR-RECORDER/COUNTY CLERK AMENDMENT NUMBER THREE TO AGREEMENT 73912 WITH GLOBAL 360, BGS, INC.

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION ☐ DISAPPROVE

Contract Type:

☐ New Contract ☒ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract

New/Revised Contract Term: Base Term: N/A # of Option Yrs N/A

Contract Components:

☒ Software ☐ Hardware ☐ Telecommunications
☒ Professional Services

Project Executive Sponsor: Michael Petrucello

Budget Information :

Y-T-D Contract Amount	$1,535,520
Requested Contract Amount	$ 0
Aggregate Contract Amount	$1,535,520

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? If yes, what percentage is offset?

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan?
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan?
☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT Standards?
☐	☒	Has data for this contract and/or project been entered into the Information Technology Tracking System (ITTS)?

Project/Contract Description:

The Registrar-Recorder/County Clerk (RR/CC) is requesting Board approval for Amendment Number Three to Agreement 73912 with Global 360, BGS, Inc. This Amendment will assign and delegate authority from Hershey Business Systems, Inc. (HBSI) to Global 360, BGS, Inc. (Global 360) for software maintenance and support services for the RR/CC's Real Property and Vital Records Imaging Systems. The term and contract amount are not impacted by this Amendment.

Background:

The RR/CC is required to maintain official records pursuant to Section 27322.2 of the Government Code. HBSI was a software integrator who assisted the RR/CC in developing the Vital Records and Real Property Document Management System that provides for the digital scanning, storage and easy retrieval access, and printing of the County's real property and vital records.

On February 19, 2002, your Board approved the base Agreement for an initial term of two years with three one-year renewals with HBSI for hardware and software maintenance and support services. The RR/CC has exercised two one-year renewals.

Project Justification/Benefits:

The Board's approval of this Agreement will assign and delegate authority from HBSI to Global 360, so that the Department may receive uninterrupted software maintenance and software support services for the Real Property and Vital Records Document Imaging Systems.

Project Metrics

The RR/CC has identified in the contract vendor service levels and response times for software maintenance and support of the existing system. The contract also identifies an escalation process that could lead to monetary penalties for deficient performance.

Impact If Proposal Is Not Approved

The Department's ability to record real property and vital records would be seriously impaired if the Board does not approve this agreement. Also, this would compromise the public's ability to access records.

Alternatives Considered:

Global 360 is uniquely qualified to maintain and support the Department's imaging system. The vendor acquired from HBSI key proprietary software that supports critical system functionality. Its custom application code, called System Tracking Archive Retrieval Redirect Solutions (STARRS), integrates two third-party software products, Optical Character Recognition for Forms (OCRFF) (scanning, quality assurance, optical character recognition, and verification), and Keyfile (image management and storage). A competitive procurement is

not practical because of the proprietary software used to integrate system components. This would be cost prohibitive because it entails a considerable amount of analysis and development to replicate the current system functionality.

Project Risks:

None

Risk Mitigation Measures:

None

Financial Analysis:

This Amendment has no net County cost impact; it does not affect the Contract maximum.

CIO Concerns:

None

CIO Recommendations:

The CIO recommends approval of this agreement.

CIO APPROVAL

Date Received: 8/17/05

Prepared by: [signature]

Date: 8/17/05

Approved: [signature] for JWF

Date: 8-17-05

P:\Drafts\rrcchersheyagreement73912amendment3.doc

Attachment I

AMENDMENT NUMBER THREE TO AGREEMENT NUMBER 73912 WITH HERSHEY BUSINESS SYSTEMS, INC. FOR ASSIGNMENT AND DELEGATION OF THE AGREEMENT TO GLOBAL 360, BGS, INC. FOR MAINTENANCE AND SUPPORT OF DOCUMENT IMAGING SYSTEM

AMENDMENT NUMBER THREE TO AGREEMENT NUMBER 73912 WITH HERSHEY BUSINESS SYSTEMS, INC. FOR ASSIGNMENT AND DELEGATION OF THE AGREEMENT TO GLOBAL 360, BGS, INC. FOR MAINTENANCE AND SUPPORT OF DOCUMENT IMAGING SYSTEM

This Amendment Number Three (Amendment) to Agreement Number 73912 (Agreement) entered into on February 19, 2002 by and between the County of Los Angeles (COUNTY) and Hershey Business Systems, Inc. (HBSI) for the maintenance and support of the Registrar-Recorder/County Clerk (RR/CC) Document Imaging System is hereby amended to assign the Agreement rights and responsibilities to Global 360, BGS, Inc. (CONTRACTOR) this _____ day of _____ 2005.

WHEREAS, Hershey Business Systems, Inc. desires to assign its rights and responsibilities under the Agreement to Global 360, BGS, Inc.; and

WHEREAS, Global 360, BGS, Inc. accepts all rights, responsibilities, duties, covenants and conditions required of CONTRACTOR under the terms of the Agreement; and

WHEREAS, the following changes are made to the Agreement pursuant to Paragraph 9.0, **CHANGE NOTICES AND AMENDMENTS**.

NOW THEREFORE, in consideration of the foregoing and mutual consent herein contained, said Agreement is amended as follows:

1. Paragraph 2.0, **APPLICABLE DOCUMENTS**, is deleted in its entirety and replaced with a new Paragraph 2.0 which shall read as follows,

2.0 APPLICABLE DOCUMENTS

Exhibits A, A1, B, C, D1, D2, E, F, G, H, I, J and K are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

2.1 EXHIBIT A1 - Statement of Work (Amended September 1, 2005)
2.2 EXHIBIT A - Statement of Work
2.3 EXHIBIT B - Price Schedule
2.4 EXHIBIT C - Contract Discrepancy Report
2.5 EXHIBIT D1 - Contractor Employee Acknowledgement and Confidentiality Agreement

2.6 EXHIBIT D2 - Contractor Non-Employee Acknowledgement and Confidentiality Agreement
2.7 EXHIBIT E - Escrow Agreement
2.8 EXHIBIT F - Safely Surrendered Baby Law
2.9 EXHIBIT G - Internal Revenue Notice 1015 – Earned Income Credit
2.10 EXHIBIT H - Jury Service Ordinance
2.11 EXHIBIT I - Jury Service Program Certification Form & Application for Exception
2.12 EXHIBIT J - Contractor's Equal Employment Opportunity (EEO) Certification
2.13 EXHIBIT K - Non-Employee Injury Report

This Agreement and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Agreements, written and oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Paragraph 9.0 - *Change Notices and Amendments* and signed by both parties.

2. Paragraph 4.0, **ADMINISTRATION OF AGREEMENT - COUNTY**, Sub-paragraph 4.1.2 is deleted in its entirety and replaced with a new Sub-paragraph 4.1.2, which shall read as follows:

4.1.2 COUNTY's Project Director for this Agreement shall be:

Michael Petrucello
Assistant Registrar-Recorder/County Clerk
Technical Services
12400 Imperial Hwy., Room 7001
Norwalk, CA 90650
(562) 462-2712

3. Paragraph 5.0, **ADMINISTRATION OF AGREEMENT - CONTRACTOR**, Sub-paragraph 5.1.2 is deleted in its entirety and replaced with a new Sub-paragraph 5.1.2, which shall read as follows:

5.1.2 CONTRACTOR's Project Director for this Agreement shall be:

John Harvell
Global 360, BGS, Inc.
1750 Viceroy Drive
Dallas, TX 75235
(214) 520-1660, Fax (214) 219-0476

4. Paragraph 5.0, **ADMINISTRATION OF AGREEMENT - CONTRACTOR**, Sub-paragraph 5.2.2 is deleted in its entirety and replaced with a new Sub-paragraph 5.2.2, which shall read as follows:

5.2.2 CONTRACTOR's Project Manager for this Agreement shall be:

Jose Dominquez
Global 360, BGS, Inc.
13100 Alondra Blvd.
Cerritos, CA 90703
(562) 228-7103

5. Paragraph 5.0, **ADMINISTRATION OF AGREEMENT - CONTRACTOR**, Sub-paragraph 5.3.2 is deleted in its entirety and replaced with a new Sub-paragraph 5.3.2, which shall read as follows:

5.3.2 CONTRACTOR shall endeavor to assure continuity during the term of CONTRACTOR personnel performing key function under this Agreement (collectively, "CONTRACTOR Key Personnel), including:

Attach a list Key Personnel and Title

6. Paragraph 11.0, **TERM**, is amended in part to read as follows:

11.0 TERM

The Term of this Agreement shall commence upon approval by the County of Los Angeles Board of Supervisors and shall expire February 18, 2006 unless sooner terminated or extended, in whole or in part, as provided in this Agreement.

A. COUNTY authorizes the Registrar-Recorder/County Clerk to exercise, at her sole discretion, the option to extend this Agreement for one (1) renewal option year, effective February 19, 2006 through February 18, 2007 if exercised.

7. Paragraph 13.0, **INVOICES AND PAYMENTS**, Sub-paragraph 13.5 is deleted in its entirety and replaced with a new Sub-paragraph 13.5, which shall read as follows:

13.5 CONTRACTOR's shall not invoice COUNTY at Non-Standard Services Rates for maintenance services on units or components which should have been, but at the time of services had not yet been, included in Exhibit B, Price Schedule. COUNTY's Project Director or Project Manager shall determine and approve which components shall be included in Exhibit B, Price Schedule.

8. Paragraph 16.0, **MAINTENANCE, SUPPORT AND PROFESSIONAL SERVICES**, Sub-paragraph 16.2.1 is deleted in its entirety and replaced with a new Sub-paragraph 16.2.1, which shall read as follows:

16.2.1 In exchange for COUNTY's payment, CONTRACTOR shall provide support and maintenance services for components listed in Exhibit B, Price Schedule, and any component subsequently added to Exhibit B, Price Schedule. Maintenance fees shall be billed on an annual basis and prorated to synchronize with the maintenance period.

9. Paragraph 31.0, **NONDISCRIMINATION AND AFFIRMATIVE ACTION**, is deleted in its entirety and replaced with a new Paragraph 31.0, **COMPLIANCE WITH CIVIL RIGHTS LAWS**, which shall read as follows:

31.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of , or be otherwise subjected to discrimination under this Agreement. The Contractor shall comply with the Contractor's EEO Certification.

10. Paragraph 67.0, **COMPLAINTS**, is added to the Agreement which shall read as follows:

67.0 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

Within ten (10) business days after Agreement effective date, the Contractor shall provide the Count with the Contractor's policy for receiving, investigating and responding to user complaints.

- The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.

- If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days.

- If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.

The Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines

Copies of all written responses shall be sent to the County's Project Manager within three (3) business days of mailing to the complainant.

11. Paragraph 68.0, **PUBLICITY**, is added to the Agreement which shall read as follows:

68.0 PUBLICITY

68.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner, and

- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County shall not unreasonably withhold written consent.

68.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales material that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Paragraph shall apply.

12. Exhibit A, **STATEMENT OF WORK**, is superseded with a new Statement of Work which is attached hereto as Exhibit A1, **STATEMENT OF WORK** (Amended September 1, 2005).

EXCEPT AS PROVIDED IN THIS AMENDMENT NUMBER THREE, ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT, INCLUDING AMENDMENTS NUMBER ONE AND TWO SHALL REMAIN IN FULL FORCE AND EFFECT.

AMENDMENT NUMBER THREE TO AGREEMENT NUMBER 73912 WITH HERSHEY BUSINESS SYSTEMS, INC. FOR ASSIGNMENT OF THE AGREEMENT TO GLOBAL 360, BGS, INC. FOR MAINTENANCE AND SUPPORT OF DOCUMENT IMAGING SYSTEM

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused the Amendment Number Three to be subscribed by its Chairman and the seal of such Board to be hereto affixed and attested by the Executive Officer thereof, and CONTRACTOR has caused the Amendment to be subscribed in its behalf by its duly authorized officer, as of the day, month and year first above written. The persons signing on behalf of CONTRACTOR warrant under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By_____

ATTEST:

VIOLET VARONA-LUKENS
Executive Officer-Clerk of the
Los Angeles County
Board of Supervisors

By_____
Deputy

GLOBAL 360, BGS, INC.

Authorized Signature

VAUGHN M. DUCK

Print or Type Name

Senior Vice President

Title

20-1922-339

Tax Identification Number

APPROVED AS TO FORM:
BY THE OFFICE OF COUNTY COUNSEL
RAY FORTNER, County Counsel

By_____
Deputy County Counsel

HERSHEY BUSINESS SYSTEMS, INC

Authorized Signature

KENT F. BOOM 8/12/05

Print or Type Name

CEO

Title

REGISTRAR-RECORDER DOCUMENT IMAGING SYSTEMS
STATEMENT OF WORK
(Amended September 1, 2005)

OBJECTIVE

The Department of Registrar-Recorder/County Clerk (RR/CC) Real Property and Vital Records Document Imaging System is an integral component of the document recording and copy production business operation. Licenses, maintenance, and support services are required to ensure functions and operations of the Document Imaging System continue with optimal performance.

SCOPE

- Contractor shall provide license renewal and maintenance services, including upgrades and bug fixes, for the Keyfile, OCR for AnyDocs and STARRS custom software.

- Contractor shall provide quick, direct response to any software issues affecting the RR/CC Real Property and Vital Records Document Imaging System that may arise.

- Contractor shall provide on-request support services for Keyfile, OCR for AnyDocs and STARRS custom software including troubleshooting, analysis, and operational support for the production of Real Property and Vital Records Document Imaging System.

CONTRACTOR TASKS AND DELIVERABLES

1. SOFTWARE MAINTENANCE AND SUPPORT SERVICES

TASKS AND DELIVERABLES 1.1: SOFTWARE MAINTENANCE SUPPORT

Contractor will provide the RR/CC with software maintenance and license renewal services for Keyfile and STARRS custom software. Acting as a VAR, Contractor will provide the RR/CC with software maintenance and license renewal services for OCR for AnyDocs software.

Tasks 1.1: (see Exhibit B for detail)

a. Software maintenance to include license renewal services, bug fixes for malfunctioning program code, and upgrades for Real Property imaging system software products

b. Software maintenance to include license renewal services, bug fixes for malfunctioning program code, and upgrades for Vital Records imaging system software products.

Deliverables 1.1:

a. Software license renewal contracts
b. Program bug fixes documented and provided to the RR/CC
c. Upgrades documented and provided to the RR/CC

TASKS AND DELIVERABLES 1.2: PRODUCTION OPERATIONAL SUPPORT

Contractor will provide support services for Keyfile, OCR for AnyDocs and STARRS custom software including, troubleshooting, analysis, and operational support for the production Vital Records and Real Property Imaging System.

Task 1.2:

Contractor will provide on-request support via telephone within one (1) hour and onsite within four (4) hours for those activities that cannot be resolved through trained personnel at RR/CC, such as system operational problems or anomalies and operational or performance questions. Contractor will assist RR/CC staff in documenting specific issues and will document the resolution.

Deliverables 1.2:

Qualified Contractor engineers are available to RR/CC within one (1) hour of request via phone and onsite within four (4) hours to support operations, including troubleshooting, analysis, operational support, and/or documentation on an as-needed basis.

2. ADDITIONAL LICENSES AND MAINTENANCE FOR REAL PROPERTY AND VITAL RECORDS IMAGING SYSTEMS

As the need arises, the RR/CC Project Manager will make a written request to Contractor Project Manager to provide a cost estimate for the purchase of additional Keyfile, OCR for AnyDocs and STARRS custom software licenses and applicable maintenance coverage. Written request in the form of electronic mail (email) or facsimile transmission (fax) shall be deemed acceptable. Contractor's cost proposal shall include specific detail of all applicable charges. Upon receipt of RR/CC written approval, Contractor shall deliver requested software and submit the invoice with signed proposal acceptance, in accordance with Paragraph 10, Invoices and Payments, set for in the Agreement.

PRICING SCHEDULE

Real Property Imaging System

ITEM NO	DESCRIPTION	QTY	UNIT	AMOUNT
Keyfile Products				
SMP KEY	KEYFILE Capacity Pack	1	502.95	502.95
SW3370R	KEYFILE Win NT Server	1	1,574.16	1,574.16
SW3640R	KEYCARE MAPI Gateway	1	441.00	441.00
SW3150R	KEYCARE Dedicated Client	216	105.00	22,680.00
OCR for AnyDocs Products				
SMAN OU-QAM001	SMA Quality Assurance	66	0	0
SMAN OCR	SMA OCR for Forms	2	0	0
SMAN OU-DEM001	SMA Data Extraction	2	0	0
SMAN OU-SIM003-N	SMA Scan Import Level 3	8	0	0
SMAN OU-FIM001	SMA Form ID Module	3	0	0
SMAN WL MGR	SMA Workload Manager	1	0	0
SMAN WLM	SMA Workload Manager Monitoring	5	0	0
SMA OU-VSM001	SMA Verify Station	14	0	0
SMAN BCR PDF	SMA Bar Code recognition PDF-417	1	0	0

Vital Records Imaging System

ITEM NO	DESCRIPTION	QTY	UNIT	AMOUNT
Keyfile Products				
SMP KEY	KEYFILE Capacity Pack	1	502.95	502.95
SW3370R	KEYFILE Win NT Server	1	1,574.16	1,574.16
SW3640R	KEYCARE MAPI Gateway	1	441.00	441.00
SW3150R	KEYCARE Dedicated Client	171	105.00	17,955.00
OCR for AnyDocs Products				
SMAN OCR	SMA OCR for Forms	4	0	0
SMAN OU-SIM003-N	SMA Scan Import Level 3	1	0	0
SMA OU-VSM001	SMA Verify Station	5	0	0

STARRS Custom Software

ITEM NO	DESCRIPTION	QTY	UNIT	AMOUNT
STR SMP	STARRS Import Module	4	1,440.00	5,760.00
STR SMP	STARRS Drawoff Module	3	1,680.00	5,040.00
STR SMP	STARRS Download Module	1	720.00	720.00
STR SMP	STARRS Correction Module	43	150.00	6,450.00
STR SMP	STARRS Administrative Module	9	1,020.00	9,180.00
STR SMP	STARRS Code Import/Drawoff Mod.	1	5,000.00	5,000.00
STR SMP	STARRS Scan Module	3	200.00	600.00
STR SMP	STARRS Synch Module	1	500.00	500.00

OTHER

ITEM NO	DESCRIPTION	QTY	UNIT	AMOUNT
SUPPORT	Support Assurance Program	40	165.00	6,600.00
SMAR OU-FPL9999	OCRFF Maintenance All Licenses	1	78,035.67	78,035.67

AGREEMENT FOR
DOCUMENT IMAGING SYSTEM SERVICES

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY, AGREEMENT

GLOBAL 360, BGS, INC.

Agreement No. _____

Employee Name _____

GENERAL INFORMATION:

Your employer referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced Agreement. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Agreement.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

Initials of Signer _____

Contractor Name: Global 360, BGS, Inc. Agreement No. _____

Employee Name: _____

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced Agreement. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this Agreement or termination of my employment with my employer, whichever occurs first.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

AGREEMENT FOR
DOCUMENT IMAGING SYSTEM SERVICES

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

GLOBAL 360, BGS, INC

Agreement No. _____

Non-Employee Name _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Agreement. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Agreement.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

Initials of Signer _____

Contractor Name _____ Agreement No._____

Non-Employee Name _____

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced Agreement. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Agreement or termination of my services hereunder, whichever occurs first.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

IRS NOTICE 1015
(Obtain latest version from IRS website -
http://ftp.fedworld.gov/pub/irs-pdf/n1015.pdf)

Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2004)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

What's New. Workers cannot claim the EIC if their 2004 investment income (such as interest and dividends) is over $2,650.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2004 are less than $35,458 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2005.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-829-3676, or from the IRS website at *www.irs.gov*.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2004 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2004 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2004 and owes no tax but is eligible for a credit of $791, he or she must file a 2004 tax return to get the $791 refund.

How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2005 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You **must** include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

Cat. No. 20599I

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies.

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a 78 with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.4.0 or a successor provision; or

6. A purchase card pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section PP-1100 or a successor provision.

D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer or the contractor has a long-standing practice that defines a full-time schedule as less than 40 hours per week.

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable.

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract.

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor.

2.203.070. Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

   1. Has ten or fewer employees during the contract period; and,

   2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than $500,000; and,

   3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

EXHIBIT I

COUNTY OF LOS ANGLES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION FORM

The County's solicitation for this contract/purchase order (Request for Proposal or Invitation for Bid) is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All bidders or proposers, whether a contractor or subcontractor, must complete this form to either 1) request an exception from the Program requirements or 2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For (Type of Goods or Services):		

Complete Part I or Part II below, as appropriate.

Part I - Application for Exception From the Program

I request an exception from the Program for the following reason(s) (check the appropriate box(es) and attach documentation that supports your claim):

My business does not meet the definition of "contractor," as defined in the Program," because my business has not received an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed $50,000 in any 12 month period). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of $50,000 in any 12-month period.

My business is a small business as defined in the Program. It 1) has 10 or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are $500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than 10 employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program. OR

Part II - Certification of Compliance

My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

CONTRACTOR'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) CERTIFICATION

_____
Company Name

_____
Address

_____
Internal Revenue Service Employer Identification Number

GENERAL

In accordance with the section 22001, Administrative Code of the County of Los Angeles, the Contractor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Contractor has a written policy statement prohibiting discrimination in all phases of employment.	( )	( )
2. Contractor periodically conducts a self-analysis or utilization analysis of its work force.	( )	( )
3. Contractor has a system for determining if its employment practices are discriminatory against protected groups.	( )	( )
4. Where problem areas are identified in employment practices. Contractor has a system for taking reasonable corrective action to include establishment of goals or time tables.	( )	( )

_____
Authorized Official's Name and Title

_____ _____
Authorized Signature Date

Dept Name_____ Dept. #: _____
DIV. or Facility:_____
SECTION:_____
IRMIS Code #:_____

Prepared for County Counsel in defense of the County, Special Districts and employees.

INSTRUCTIONS:

1. All incidents involving injury to non-employee, however, minor, while on County property (owned or leased) must be reported, by the Guard, Marshal's Office or Department in proximity to incident, as follows:

   Two copies to: CARL WARREN & CO., P.O. Box 116, Glendale, CA 91209-0116

FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY PHONE TO CARL WARREN & CO. (818) 247-2206

INJURED NON-EMPLOYEE

1. Name:_____
   (Last Name) (First Name) (Middle Name)
2. Address:_____
3. Age:_____ 4. Sex: _____ Male _____ Female

   If minor, give name of parent or guardian_____

TIME AND PLACE:

5. Place of occurrence_____
   (Name of County Facility, Bldg, Street, Number) (City or Town)
6. Location in building_____
   (In detail: Bldg, Floor, Room No.)
7. Date of Occurrence_____ Hour_____ AM/PM 8. Weather _____ Clear_____ Rain_____

POLICE REPORT: ☐ Yes ☐ No POLICE AGENCY REPORTING_____STATION_____ DEPT.#:_____

DESCRIPTION OF INCIDENT:

9. What was non-employee doing?_____
10. What happened? (Describe fully, stating whether injured person fell, was struck, etc.) Give all factors contributing to injury:_____

    _____

    (If necessary, continue on separate sheet)
11. Condition of floor, sidewalk, steps or other physical property or equipment involved:_____

    _____
12. Was there any defect or foreign substances or object involved? If so, describe:_____

    _____
13. If slip and fall: Person's shoes_____ heels_____ caps_____
    (Type) (Type) (Type)

NATURE OF INJURY AND PART OF BODY AFFECTED:

14. Be specific! State which part of body injured, whether right or left, etc. If exact nature of injury is undetermined, give opinion:_____

_____

TREATMENT GIVEN:

15. Was treatment given to the injured person by County personnel?_____ By whom?_____
Type of Treatment:_____

16. Was ambulance called?_____ Which company_____ By whom?_____

17. Taken to hospital?_____ Which?_____

STATEMENTS BY INJURED AND WITNESSES:

18. Statement of injured as to what happened:_____

_____

_____

_____

_____

_____

19. Witness No. 1: Name:_____
(Last Name) (First Name) (Middle Initial)

Address:_____ Telephone:_____
(Number) (Street) (City)

Statement:_____

_____

_____

_____

_____

20. Witness No. 2: Name:_____
(Last Name) (First Name) (Middle Initial)

Address:_____ Telephone:_____
(Number) (Street) (City)

Statement:_____

_____

_____

_____

_____

Date Report Prepared:_____