



Webb County, Texas

Implementation of Credit Cards on Public Site

County Clerk

Submitted to:
The Honorable Margie R. Ibarra
Webb County Clerk
1110 Victoria St., Suite 201
Laredo, TX 78040

Dated: August 9, 2017

Statement of Work

This statement of work will become an addendum to current contract between Webb County and Kofile Technologies, Inc. as per RFP-2015-13 approved on 1/11/2016 by Webb County. Original contract was between PropertyInfo Corporation and Webb County TX. Kofile Technologies, Inc. purchased the CountyFusion Software from PropertyInfo Corp. effective December 1, 2016.

Client Name:	The Honorable Margie R. Ibarra Webb County Clerk
Project Name:	Implementation of Credit Cards for Payments into County via the Internet
Services Provided by:	Kofile Technologies, Inc.
Vendor Contact Information:	Kyle Chaney 6300 Cedar Springs Road Dallas, TX 75235 T: (214)351-4800

Project Scope

Details
<p>Project Deliverables:</p> <ul style="list-style-type: none"> • Configuring the CountyFusion software to provide county the ability to accept credit cards online for requests for certified copies, printing , emailing images, accessing via subscriptions and replenishing escrow accounts as desired by County. If County opts to allow users to pay for prints/emails, configuration will include displaying images with a large black box for those that do not have permissions to see full images. Users will also be able to utilize the Print Queue for printing if the County authorizes this to be turned on. • Kofile Technologies to host vendor account for the county with the credit card processing agent. • Credit Card payments are handled securely and no credit card information is stored within the County’s database or at Kofile Technologies. • Kofile Technologies will pay county the charges collected less convenience fees* charged to the public and will provide a usage report for the county’s records. • Payments will be done via ACH and deposited directly into the County’s bank account. • Kofile Technologies will update reports at the county to reflect the credit card usage per direction of the county. <p>Project Notes:</p> <ul style="list-style-type: none"> • County will determine the per-page fee for images and subscription fees. • *A \$2.00 convenience fee will be charged per transaction to the <u>user</u> to cover associated credit card processing fees, in addition to the per page image fee. • County has determined the per-page fee for images at \$5 for subscribers and \$7 for non-subscribers per document, of which the county receives \$3 and \$5 respectively. The subscription rate will be set to \$75/month, with this amount increasing to \$100 as of January 1st, 2018. The county can update the fees and subscription rates at any time (allowing adequate time for Kofile to update fees). Kofile shall be solely responsible for the collection of the copy fees and the disbursement to Webb County for their share of the copy fees. • **As of January 1, 2012 Kofile Technologies charges a set-up fee in the amount of \$1,500.00 to cover the account activation charges that Kofile Technologies incurs to set-up the credit card on behalf of the County. COVERED IN INITIAL CONTRACT WITH COUNTY.

- Kofile Technologies will review the \$2.00 service fee annually and contact County if fee may need to be adjusted and discuss with County.
- Technical support shall be provided by Kofile to Webb County.

Pricing

Item Description	Cost
Configuration for county to accept credit cards	N/A
**Credit Account Set-up and Activation for County	COVERED IN INITIAL CONTRACT
*Credit Card Hosting	\$2.00 will be added to each credit card transaction.

*\$1,500.00 has been **COVERED IN INITIAL CONTRACT WITH COUNTY..**

**The \$2.00 fee will be charged to the purchaser and retained by Kofile Technologies to cover processing fees.

Bank Authorization

I, _____, as an authorized signature for _____ (County), by my signature below, authorize Kofile Technologies (Vendor) to initiate debit entries and credit entries to my (our) account detailed below for payments and/or refunds due to or from Vendor for online credit card transactions as described in this Statement of Work. I acknowledge that the electronic fund transfer transactions to the account must comply with the provisions of U.S. Law.

DEPOSITORY

NAME _____ BRANCH _____

ADDRESS _____ CITY, STATE & ZIP CODE _____

ROUTING NUMBER: _____ ACCOUNT NUMBER: _____

This authorization is to remain in full force and effect until either party provides written notification to the other of its termination in such time and manner as to afford both parties and the Depository a reasonable opportunity to act on it.

BY: _____, _____
Signature Date

_____, _____, _____
Printed Name Title Phone

ID OR TAX NUMBER _____

Acceptance

Please indicate your agreement to proceed based on the information contained in this Statement of Work by signing below.

WEBB COUNTY

Tano E. Tijerina
Webb County Judge
Date: _____

ATTESTED:

Margie Ramirez-Ibarra
Webb County Clerk

APPROVED AS TO FORM:

Marco A. Montemayor
Webb County Attorney

*By law, the county attorney's office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).

Passed and approved by the Webb County Commissioners Court
On August , 2017; Item No. ____

Kofile Technologies, Inc.

Date