REFERENCE AGREEMENT FOR PROFESSIONAL SERVICES

Consulting Services
for
Materials and Records Storage Assessment and Implementation Plan

BETWEEN

COOK COUNTY GOVERNMENT

DEPARTMENT OF CAPITAL PLANNING AND POLICY

AND

IRON MOUNTAIN, INC.

CONTRACT NO. 2215-09022

PURCHASE ORDER NO. 70000329662

Reference Agency Name: Port of Portland, OR

Reference Contract No. 1325

Link to Reference Contract & Amendments: https://www.omniapartners.com/suppliers/iron-mountain/public-sector/contract-documents#contract-398

NON-FEDERALLY FUNDED CONTRACT

Revised 3-9-2015

PROFESSIONAL SERVICES AGREEMENT

TABLE OF CONTENTS

TERMS AND CONDITIONS 2
ARTICLE 1) INCORPORATION OF BACKGROUND 2
ARTICLE 2) DEFINITIONS 2
a) Definitions 2
b) Interpretation 2
c) Incorporation of Exhibits 3
d) Order of Precedence 3
ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONSULTANT 4
a) Scope of Services 4
b) Deliverables 4
c) Standard of Performance 5
d) Personnel 5
e) Minority and Women Owned Business Enterprises Commitment 6
f) Insurance 7
g) Indemnification 9
h) Confidentiality and Ownership of Documents 10
i) Patents, Copyrights and Licenses 10
j) Examination of Records and Audits 11
k) Subcontracting or Assignment of Contract or Contract Funds 12
ARTICLE 4) TERM OF PERFORMANCE 13
a) Term of Performance 13
b) Timeliness of Performance 14
c) Agreement Extension Option 14
ARTICLE 5) COMPENSATION 14
a) Basis of Payment 14
b) Method of Payment 14
c) Funding 15
d) Non-Appropriation 15
e) Taxes 16
f) Price Reduction 16
g) Consultant Credits 16
ARTICLE 6) DISPUTES 16
ARTICLE 7) COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE 17
WITH ALL LAWS 17
ARTICLE 8) SPECIAL CONDITIONS 17
a) Warranties and Representations 17
b) Ethics 18
c) Joint and Several Liability 18
d) Business Documents 19
e) Conflicts of Interest 19
f) Non-Liability of Public Officials 20
ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION 20

AND RIGHT TO OFFSET 20
a) Events of Default Defined 20
b) Remedies 21
c) Early Termination 23
d) Suspension 24
e) Right to Offset 24
f) Delays 24
g) Prepaid Fees 25
ARTICLE 10) GENERAL CONDITIONS 25
a) Entire Agreement 25
b) Counterparts 26
c) Contract Amendments 26
d) Governing Law and Jurisdiction 27
e) Severability 27
f) Assigns 27
g) Cooperation 27
h) Waiver 27
i) Independent Consultant 28
j) Governmental Joint Purchasing Agreement 28
ARTICLE 11) NOTICES 39
ARTICLE 12) AUTHORITY 40

List of Exhibits

Exhibit 1	Statement of Work
Exhibit 2	Schedule of Compensation
Exhibit 3	**Information Technology Special Conditions (ITSC)**
Exhibit 4	**Vendor Documents**
Exhibit 5	Minority and Women Owned Business Enterprise Commitment
Exhibit 6	Evidence of Insurance
Exhibit 7	Board Authorization
Exhibit 8	Identification of Subcontractors/Supplier/Subconsultant Form
Exhibit 9	Electronic Payables Program (“E-Payables”)
Exhibit 10	Economic Disclosure Statement

Attachments

Attachment 1	Port of Portland, Oregon – Contract No. 1325

AGREEMENT

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer (hereinafter referred to as "County") and **Iron Mountain Information Management, LLC**, doing business as a limited liability company of the State of Illinois (hereinafter referred to as "Consultant"), pursuant to authorization by the Cook County Board of Commissioners on **September 19, 2024**, as evidenced by Board Authorization letter attached hereto as EXHIBIT "5".

BACKGROUND

Whereas, the County, pursuant to Section 34-140 (the "Reference Contract Ordinance") of the Cook County Procurement Code, states: "If a governmental agency has awarded a contract through a competitive method for the same or similar supplies, equipment, goods or services as that sought by the County, the Procurement may be made from that vendor at a price or rate at least as favorable as that obtained by that government agency without utilizing a competitive procurement method set forth in this Procurement Code;" and

Whereas, the Port of Portland, OR ("Port of Portland") solicited a formal Request for Proposal process for Document and Information Lifecycle Management, and the Consultant was identified as the qualified and best value provider for the services; and

Whereas, the Port of Portland entered into a contract on January 22, 2021 for the provision of services by the Consultant for the Port of Portland relative to Document and Information Lifecycle Management, a copy of the contract is attached hereto as Attachment 1 for reference purposes only, but the terms of the Port of Portland contract are not made a part of or incorporated into this Agreement; and

Whereas, the County wishes to leverage the procurement efforts of the Port of Portland; and

Whereas, the County, through the Department of Capital Planning and Policy desires certain similar services of the Consultant; and

Whereas, County Offices, Departments, and Agencies may utilize this Agreement for specific contracted procurement efforts; and

Whereas, the Consultant agrees to provide Document and Information Lifecycle Management, incorporated as Exhibit 1, Statement of Work; and

Whereas, the Consultant warrants that it is ready, willing and able to deliver these services set forth in Exhibit 1, Statement of Work, all on pricing and payment terms equivalent to or more favorable to the County than those contained in the Port of Portland Contract No. 1325.

NOW, THEREFORE, the County and Consultant agree as follows:

TERMS AND CONDITIONS

ARTICLE 1) INCORPORATION OF BACKGROUND

The Background information set forth above is incorporated by reference as if fully set forth here.

ARTICLE 2) DEFINITIONS

a) Definitions

The following words and phrases have the following meanings for purposes of this Agreement:

"**Additional Services**" means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Article 3, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Using Agency require the approval of the Chief Procurement Officer in a written amendment to this Agreement before Consultant is obligated to perform those Additional Services and before the County becomes obligated to pay for those Additional Services.

"**Agreement**" means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

"**Chief Procurement Officer**" means the Chief Procurement Officer for the County of Cook and any representative duly authorized in writing to act on his behalf.

"**Services**" means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

"**Subcontractor**" or **"Subconsultant"** means any person or entity with whom Consultant contracts to provide any part of the Services, of any tier, suppliers and materials providers, whether or not in privity with Consultant.

"Using Agency" shall mean the department of agency within Cook County including elected officials.

b) **Interpretation**

i) The term "**include**" (in all its forms) means "include, without limitation" unless the context clearly states otherwise.

ii) All references in this Agreement to Articles, Sections or Exhibits, unless

otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.

iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.

iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any tables of contents or marginal notes appended to it are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.

v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.

vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

c) Incorporation of Exhibits

The following attached Exhibits are made a part of this Agreement:

Exhibit 1	Statement of Work
Exhibit 2	Schedule of Compensation
Exhibit 3	**Information Technology Special Conditions (ITSC)**
Exhibit 4	**Vendor Documents**
Exhibit 5	Minority and Women Owned Business Enterprise Commitment
Exhibit 6	Evidence of Insurance
Exhibit 7	Board Authorization
Exhibit 8	Identification of Subcontractors/Supplier/Subconsultant Form
Exhibit 9	Electronic Payables Program (“E-Payables”)
Exhibit 10	Economic Disclosure Statement

d) Order of Precedence

In the event there is a conflict between or among any of the documents specified in subsection (c) Incorporation of Exhibits, the terms of the Professional Services Agreement shall control. This Agreement shall be interpreted and construed based upon the following Order of Precedence. Such order of precedence shall govern to resolve all cases of conflict, ambiguity or inconsistency between Exhibits:

Exhibit 1	Statement of Work
Exhibit 2	Schedule of Compensation
Exhibit 3	**Information Technology Special Conditions (ITSC)**
Exhibit 4	**Vendor Documents**
Exhibit 5	Minority and Women Owned Business Enterprise Commitment
Exhibit 6	Evidence of Insurance
Exhibit 7	Board Authorization
Exhibit 8	Identification of Subcontractors/Supplier/Subconsultant Form

Exhibit 9	Electronic Payables Program (“E-Payables”)
Exhibit 10	Economic Disclosure Statement

ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONSULTANT

a) Scope of Services

This description of Services is intended to be general in nature and is neither a complete description of Consultant's Services nor a limitation on the Services that Consultant is to provide under this Agreement. Consultant must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Consultant must provide include, but are not limited to, those described in Exhibit 1, Statement of Work, which is attached to this Agreement and incorporated by reference as if fully set forth here.

b) Deliverables

In carrying out its Services, Consultant must prepare or provide to the County various Deliverables. "**Deliverables**" include work product, such as written reviews, recommendations, reports and analyses, produced by Consultant for the County.

The County may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the County made this Agreement or for which the County intends to use the Deliverables. If the County determines that Consultant has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Consultant of its failure. If Consultant does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the County specifying the failure, then the County, by written notice, may treat the failure as a default of this Agreement under Article 9.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the County. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Consultant of its commitments under this Agreement.

c) Standard of Performance

Consultant must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a consultant performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Consultant acknowledges that it is entrusted with or has access to valuable and confidential information and records of the County and with respect to that information, Consultant agrees to be held to the standard of care of a fiduciary.

Consultant must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Consultant must provide copies

of any such licenses. Consultant remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Consultant or its Subconsultants or others on its behalf. All Deliverables must be prepared in a form and content reasonably satisfactory to the Using Agency as set forth in this Agreement and delivered in a timely manner consistent with the requirements of this Agreement.

If Consultant fails to comply with the foregoing standards, Consultant must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Consultant of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Consultant either under this Agreement, at law or in equity.

d) Personnel

i) Adequate Staffing

Consultant must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Consultant must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Consultant to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) Key Personnel

Consultant must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "**Key Personnel**" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.d(ii). The Using Agency may at any time in writing notify Consultant that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Consultant must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 1, Scope of Services.

iii) Salaries and Wages

Consultant and Subconsultants must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Consultant underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Consultant, an amount sufficient to pay to employees underpaid the difference between the salaries or wages

required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Consultant to the respective employees to whom they are due. The parties acknowledge that this Section 3.d(iii) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) Minority and Women Owned Business Enterprises Commitment

In the performance of this Agreement, including the procurement and lease of materials or equipment, Consultant must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director, which are set forth in Exhibit 5. Consultant's completed MBE/WBE Utilization Plan evidencing its compliance with this requirement are a part of this Agreement, in Form 1 of the MBE/WBE Utilization Plan, upon acceptance by the Compliance Director. Consultant must utilize minority and women's business enterprises at the greater of the amounts committed to by the Consultant for this Agreement in accordance with Form 1 of the MBE/WBE Utilization Plan.

f) Insurance

Consultant must provide and maintain at Consultant's own expense, during the term of this Agreement and any time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified below, insuring all operations related to this Agreement.

i) Insurance To Be Provided

(1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than $500,000 each accident or illness.

(2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than $2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (with no limitation endorsement). Cook County is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subconsultants performing Services for Consultant must maintain limits of

not less than $1,000,000 with the same terms in this Section 3.i(2).

(3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Consultant must provide Automobile Liability Insurance with limits of not less than $1,000,000 per occurrence limit, for bodily injury and property damage. The County is to be named as an additional insured on a primary, non-contributory basis.

(4) Professional Liability

When any professional consultants perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than $2,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subconsultants performing Services for Consultant must maintain limits of not less than $1,000,000 with the same terms in this Section 3.i(4).

ii) Additional Requirements

(1) Consultant must furnish the County of Cook, Cook County, Office of the Chief Procurement Officer, 161 North Clark Street, Suite 2300, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Consultant must submit evidence of insurance on the County Insurance Certificate Form (copy attached as Exhibit 6) or equivalent prior to the effective date of the Agreement. The receipt of any certificate does not constitute agreement by the County that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the County to obtain certificates or other insurance evidence from Consultant is not a waiver by the County of any requirements for Consultant to obtain and maintain the specified coverages. Consultant must advise all insurers ofthe provisions in this Agreement regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the County retains the right to terminate this Agreement or to suspend this Agreement until proper evidence of insurance is provided.

(2) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Consultant. Consultant agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.

(3) The coverages and limits furnished by Consultant in no way limit Consultant's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Consultant under this Agreement.

(4) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

(5) Consultant must require all Subconsultants to provide the insurance required in this Agreement, or Consultant may provide the coverages for Subconsultants. All Subconsultants are subject to the same insurance requirements as Consultant unless otherwise specified in this Agreement. If Consultant or Subconsultant desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.

(6) The County's Risk Management Office maintains the rights to modify, delete, alter or change these requirements. "**Risk Management Office**" means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

g) Indemnification

The Consultant covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Consultant, or the acts or omissions of the officers, agents, employees, Consultants, subconsultants, licensees or invitees of the Consultant. The Consultant expressly understands and agrees that any Performance Bond or insurance protection required of the Consultant, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

h) Confidentiality and Ownership of Documents

Consultant acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Consultant in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Consultant's performance hereunder. Consultant shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Consultant shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Consultant shall be furnished to County without charge.

All documents, data, studies, reports, work product or product (excluding Iron Mountain IP) created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Consultant to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents (excluding Iron Mountain IP) created hereby, whether such reproduction or use is for Consultant's own purposes or for those of any third party. During the performance of the Contract Consultant shall be responsible of any loss or damage to the Documents while they are in Consultant's possession, and any such loss or damage shall be restored at the expense of the Consultant. The County and its designees shall be afforded full access to the Documents and the work at all times.

i) Patents, Copyrights and Licenses

If applicable, Consultant shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Consultant as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Consultant shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Consultant agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, as permitted by Illinois law, at its own expense (including reasonable attorneys', accountants' and consultants' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Consultant's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Consultant with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Consultant's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Consultant shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

j) Examination of Records and Audits

The Consultant agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Consultant reasonably related to the Contract, or reasonably necessary to verify Consultant's compliance with any term, condition, or provision thereof. The Consultant shall be responsible for establishing and maintaining records sufficient to document and support the invoices rendered under the terms of this Contract.

The Consultant further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the Subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such Subcontractor involving transactions relating to the subcontract, or to such Subcontractor compliance with any term, condition or provision thereunder or under the Contract.

In the event the Consultant receives payment under the Contract, reimbursement for which is later disallowed by the County, the Consultant shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Consultant under any contract with the County.

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Consultant shall retain and make available upon request, for a period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives.

If Consultant carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of $10,000.00 or more over a 12 month period, Consultant will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly

authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that are necessary to certify the nature and extent of such costs. This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

k) Subcontracting or Assignment of Contract or Contract Funds

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the Chief Procurement Officer, which approval shall be granted or withheld at the sole discretion of the Chief Procurement Officer. In no case, however, shall such approval relieve the Consultant from its obligations or change the terms of the Contract. The Consultant shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Consultant shall have no effect on the County and are null and void.

Prior to the commencement of the Contract, the Consultant shall identify in writing to the Chief Procurement Officer the names of any and all Subcontractors it intends to use in the performance of the Contract by completing the Identification of Subcontractor/Supplier/ Subconsultant Form ("ISF"). The Chief Procurement Officer shall have the right to disapprove any Subcontractor. All Subcontractors shall be subject to the terms of this Contract. Consultant shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be provided to the Chief Procurement Officer upon request.

The Consultant must disclose the name and business address of each Subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Consultant has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Consultant is not required to disclose employees who are paid or estimated to be paid. The Consultant is not required to disclose employees who are paid solely through the Consultant's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2), himself.

"Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Consultant is uncertain whether a disclosure is required under this Section, the Consultant must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All Consultants and Subcontractor of the Consultant shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

l) Professional Social Services

In accordance with Section 34-146 of the Cook County Procurement Code, all Consultants or providers providing services under a Professional Social Service Contracts or Professional Social Services Agreements, shall submit an annual performance report to the Using Agency, i.e., the agency for whom the Consultant or provider is providing the professional social services, that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. The annual performance report shall be provided and reported to the Cook County Board of Commissioners by the applicable Using Agency within forty-five days of receipt. Failure of the Consultant or provider to provide an annual performance report will be considered a breach of contract or agreement by the Consultant or provider, and may result in termination of the Contract or agreement.

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transitioning services, intervention, or such other similar services which provide mental, social or physical treatment and services to individuals. Said Professional Social Service Contracts or Professional Social Service Agreements do not include CCHHS managed care contracts that CCHHS may enter into with health care providers.

ARTICLE 4) TERM OF PERFORMANCE

a) Term of Performance

This Agreement takes effect when approved by the Cook County Board and its term shall begin on September 19, 2024 ("**Effective Date**") and continue until January 21, 2026 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

b) Timeliness of Performance

i) Consultant must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Consultant acknowledges that TIME IS OF THE ESSENCE and that the failure of Consultant to comply with the time limits described in this Section 4.b may result in economic or other losses to the County.

ii) Neither Consultant nor Consultant's agents, employees nor Subcontractors are entitled to any damages from the County, nor is any party entitled to be reimbursed by the County, for damages, charges or other losses or expenses incurred by Consultant by reason of delays or hindrances in the performance of the Services, whether or not caused by the County.

c) Agreement Extension Option

The Chief Procurement Officer may at any time before this Agreement expires elect to renew this Agreement for _____ additional one-year periods under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Consultant. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

ARTICLE 5) COMPENSATION

a) Basis of Payment

The County will pay Consultant according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services.

b) Method of Payment

All invoices submitted by the Consultant shall be in accordance with the cost provisions contained in the Agreement and shall contain a detailed description of the Deliverables, including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All Contracts for services that are procured as Sole Source must also contain a provision requiring the Consultant to submit itemized records indicating the dates that services were provided, a detailed description of the work performed on each such date, and the amount of time spent performing work on each such date. All invoices shall reflect the amounts invoiced by and the amounts paid to the Consultant as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Consultant shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Consultant to the County.

The Consultant acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Consultant certifies that all itemized entries set forth in the invoices are true and correct. The Consultant acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies, services or equipment set forth in the Agreement to the Using Agency, or that it has properly performed the services set forth in the Agreement. The invoice must also reflect the dates and amount of time expended in the provision of services under the Agreement. The Consultant acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to

the Consultant, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Consultant receives any payment from the County for any supplies, equipment, goods, or services, it has provided to the County pursuant to its Agreement, the Consultant must make payment to its Subcontractors within fifteen (15) days after receipt of payment from the County, provided that such Subcontractor has satisfactorily provided the supplies, equipment, goods or services in accordance with the Contract and provided the Consultant with all of the documents and information required of the Consultant. The Consultant may delay or postpone payment to a Subcontractor when the Subcontractor's supplies, equipment, goods, or services do not comply with the requirements of the Contract, the Consultant is acting in good faith, and not in retaliation for a Subcontractor exercising legal or contractual rights.

c) Funding

The source of funds for payments under this Agreement is identified in Exhibit 2, Schedule of Compensation. Payments under this Agreement must not exceed the dollar amount shown in Exhibit 2 without a written amendment in accordance with Section 10.c.

d) Non-Appropriation

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the County for payments to be made under this Agreement, then the County will notify Consultant in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Consultant. No payments will be made or due to Consultant and under this Agreement beyond those amounts appropriated and budgeted by the County to fund payments under this Agreement.

e) Taxes

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to deliverables, materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-07.

f) Price Reduction

If at any time after the contract award, Consultant makes a general price reduction in the price of any of the Deliverables, the equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period. For purposes of this Section 5.f., Price Reduction, a general price reduction shall include reductions in the effective price charged by Consultant by reason of rebates, financial incentives, discounts, value points or other benefits with respect to the purchase of the Deliverables. Such price reductions shall be effective at the same time and in the same

manner as the reduction Consultant makes in the price of the Deliverables to its prospective customers generally.

g) Consultant Credits

To the extent the Consultant gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, such credits belong to the County and not any specific Using Agency. Consultant shall reflect any such credits on its invoices and in the amounts it invoices the County.

ARTICLE 6) DISPUTES

Any dispute arising under the Contract between the County and Consultant shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce her decision to writing and mail or otherwise furnish a copy thereof to the Consultant. The decision of the Chief Procurement Officer will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. However, unless a notice is issued by the Chief Procurement Officer indicating that additional time is required to review a dispute, the parties may exercise their contractual remedies, if any, if no decision is made within sixty (60) days following notification to the Chief Procurement Officer of a dispute. No inference shall be drawn from the absence of a decision by the Chief Procurement Officer.
Notwithstanding a dispute, Consultant shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

ARTICLE 7) COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE WITH ALL LAWS

The Consultant, Subcontractor, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

The Consultant shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract including, but not limited to, those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this requirement by the Consultant's employees, agents or Subcontractor shall be the responsibility of the Consultant.

The Consultant shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

ARTICLE 8) SPECIAL CONDITIONS

a) Warranties and Representations

In connection with signing and carrying out this Agreement, Consultant:

i) warrants that Consultant is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Consultant is not appropriately licensed;

ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Consultant is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;

iii) warrants that it will not knowingly use the services of any ineligible consultant or Subcontractor for any purpose in the performance of its Services under this Agreement;

iv) warrants that Consultant and its Subcontractors are not in default at the time this Agreement is signed, and has not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County;

v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Consultant warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;

vi) represents that Consultant and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended; and

vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.a and 9.c.

b) Ethics

i) In addition to the foregoing warranties and representations, Consultant warrants:

(1) no officer, agent or employee of the County is employed by Consultant or has a financial interest directly or indirectly in this Agreement or the

compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.

(2) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Consultant or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

c) Joint and Several Liability

If Consultant, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Consultant is the joint and several obligation or undertaking of each such individual or other legal entity.

d) Business Documents

At the request of the County, Consultant must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

e) Conflicts of Interest

i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.

ii) Consultant covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.

iii) Upon the request of the County, Consultant must disclose to the County its past client list and the names of any clients with whom it has an ongoing relationship. Consultant is not permitted to perform any Services for the County on applications or other documents submitted to the County by any of Consultant's past or present clients. If Consultant becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the County.

iv) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending,

researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, Subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.

v) The Consultant further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.h of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Consultant's Services for others conflict with the Services Consultant is to render for the County under this Agreement, Consultant must terminate such other services immediately upon request of the County.

vi) Furthermore, if any federal funds are to be used to compensate or reimburse Consultant under this Agreement, Consultant represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Consultant must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

f) Non-Liability of Public Officials

Consultant and any assignee or Subcontractor of Consultant must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET

a) Events of Default Defined

The following constitute events of default:

i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Consultant to the County.

ii) Consultant's material failure to perform any of its obligations under this Agreement including the following:

(a) Failure due to a reason or circumstances within Consultant's reasonable

control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;

(b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;

(c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;

(d) Discontinuance of the Services for reasons within Consultant's reasonable control; and

(e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.

iii) Any change in ownership or control of Consultant without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.

iv) Consultant's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Consultant acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.

v) Failure to comply with Article 7 in the performance of the Agreement.

vi) Consultant's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

b) Remedies

The occurrence of any event of default permits the County, at the County's sole option, to declare Consultant in default. The Chief Procurement Officer may in his sole discretion give Consultant an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Consultant in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Consultant written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Consultant fails to affect a cure within the cure period given in a Cure Notice. When a Default Notice

with intent to terminate is given as provided in this Section 9.b and Article 11, Consultant must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the County. After giving a Default Notice, the County may invoke any or all of the following remedies:

i) The right to take over and complete the Services, or any part of them, at Consultant's expense and as agent for Consultant, either directly or through others, and bill Consultant for the cost of the Services, and Consultant must pay the difference between the total amount of this bill and the amount the County would have paid Consultant under the terms and conditions of this Agreement for the Services that were assumed by the County as agent for the Consultant under this Section 9.b;

ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;

iii) The right of specific performance, an injunction or any other appropriate equitable remedy;

iv) The right to money damages;

v) The right to withhold all or any part of Consultant's c/ompensation under this Agreement;

vi) The right to consider Consultant non-responsible in future contracts to be awarded by the County.

If the Chief Procurement Officer considers it to be in the County's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the County and that if the County permits Consultant to continue to provide the Services despite one or more events of default, Consultant is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the County waive or relinquish any of its rights.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the County considers expedient.

c) Early Termination

In addition to termination under Sections 9.a and 9.b of this Agreement, the County may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the County to Consultant. The County will give notice to Consultant in accordance with the provisions of Article 11. The effective date of

termination will be the date the notice is received by Consultant or the date stated in the notice, whichever is later. If the County elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the County effective 10 days after the date the notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Consultant must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The County and Consultant must attempt to agree on the amount of compensation to be paid to Consultant, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Consultant is in full settlement for all Services satisfactorily performed under this Agreement.

Consultant must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the County arising from termination of subcontracts after the early termination. Consultant will not be entitled to make any early termination claims against the County resulting from any Subcontractor's claims against Consultant or the County to the extent inconsistent with this provision.

If the County's election to terminate this Agreement for default under Sections 9.a and 9.b is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.c.

d) Suspension

The County may at any time request that Consultant suspend its Services, or any part of them, by giving 15 days prior written notice to Consultant or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Consultant must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Consultant when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Consultant as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Consultant by written notice may treat the suspension as an early

termination of this Agreement under Section 9.c.

e) Right to Offset

In connection with performance under this Agreement, the County may offset any excess costs incurred:

i) if the County terminates this Agreement for default or any other reason resulting from Consultant's performance or non-performance;

ii) if the County exercises any of its remedies under Section 9.b of this Agreement; or

iii) if the County has any credits due or has made any overpayments under this Agreement.

The County may offset these excess costs by use of any payment due for Services completed before the County terminated this Agreement or before the County exercised any remedies. If the amount offset is insufficient to cover those excess costs, Consultant is liable for and must promptly remit to the County the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the County.

f) Delays

Consultant agrees that no charges or claims for damages shall be made by Consultant for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract. Notwithstanding the foregoing, a force majeure event will not be considered a delay.

g) Prepaid Fees

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any Deliverables, Consultant shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Deliverables not actually provided as of the effective date of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

ARTICLE 10) GENERAL CONDITIONS

a) Entire Agreement

i) General

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not expressly addressed in this Agreement.

ii) No Collateral Agreements

Consultant acknowledges that, except only for those representations, statements or promises expressly contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the County, its officials, agents or employees, has induced Consultant to enter into this Agreement or has been relied upon by Consultant, including any with reference to:

(a) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement;

(b) the nature of the Services to be performed;

(c) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement;

(d) the general conditions which may in any way affect this Agreement or its performance;

(e) the compensation provisions of this Agreement; or

(f) any other matters, whether similar to or different from those referred to in (a) through (e) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

iii) No Omissions

Consultant acknowledges that Consultant was given an opportunity to review all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Consultant did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Consultant relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

b) Counterparts

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

c) Contract Amendments

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such amendments shall only be made by mutual agreement in writing.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond $150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond $150,000, then Board approval will be required.

No Using Agency or employee thereof has authority to make any amendments to this Contract. Any amendments to this Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Consultant is hereby notified that, except for amendments which are made in accordance with this Section10.c. Contract Amendments, no Using Agency or employee thereof has authority to make any amendment to this Contract.

d) Governing Law and Jurisdiction

This Contract shall be governed by and construed under the laws of the State of Illinois. The Consultant irrevocably agrees that, subject to the County's sole and absolute election to the contrary, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Consultant consents and submits to the jurisdiction thereof. In accordance with these provisions, Consultant waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

e) Severability

If any provision of this Agreement is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

f) Assigns

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

g) Cooperation

Consultant must at all times cooperate fully with the County and act in the County's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Consultant must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Using Agency in connection with the termination or expiration.

h) Waiver

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the County by a proper authority waives Consultant's performance in any respect or waives a requirement or condition to either the County's or Consultant's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the County may have waived the performance, requirement or condition. Such waivers must be provided to Consultant in writing.

i) Independent Consultant

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Consultant and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Consultant must perform under this Agreement as an independent Consultant and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent Consultant and, if Consultant is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

i) The County will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Consultant performing the Services required under this Agreement.

ii) Consultant is not entitled to membership in the County Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the County.

iv) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Consultant.

j) Governmental Joint Purchasing Agreement

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods or services under this contract.

In the event that other agencies participate in a joint procurement, the County reserves the right to renegotiate the price to accommodate the larger volume.

k) Comparable Government Procurement

As permitted by the County of Cook, other government entities, if authorized by law, may wish to purchase the goods, supplies, services or equipment under the same terms and conditions contained in this Contract (i.e., comparable government procurement). Each entity wishing to reference this Contract must have prior authorization from the County of Cook and the Consultant. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring the goods, supplies, equipment or services supplies/services. The County shall not be held responsible for any orders placed, deliveries made or payment for the goods, supplies, equipment or services supplies/services ordered by these entities. Each entity reserves the right to determine the amount of goods, supplies, equipment or services it wishes to purchase under this Contract.

l) Force Majeure

Neither Consultant nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

m) LIMITATION OF LIABILITY

No Consequential Damages. In no event shall either party be liable for any consequential, incidental, special or punitive damages, or for loss of profits or loss of data, regardless of whether an action is brought in tort, contract or under any other theory.

n) Federal Clauses

The following provisions apply to all Contracts which are funded in whole or in part with federal funds including without limitation the following.

1. Interest of Members of or Delegates to the United States Congress

In accordance with 41 U.S.C. § 22, the Consultant agrees that it will not admit any member of or delegate to the United States Congress to any share or part of the Contract or any benefit derived therefrom.

2. False or Fraudulent Statements and Claims

(a) The Consultant recognizes that the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3081 et seq and U.S. DOT regulations,

"Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to the Contract. Accordingly, by signing the Contract, the Consultant certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make pertaining to the Contract, including without limitation any invoice for its services. In addition to other penalties that may be applicable, the Consultant also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the Consultant to the extent the Federal Government deems appropriate.

(b) The Consultant also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the County or Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. § 5307, the Government reserves the right to impose on the Consultant the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1), to the extent the Federal Government deems appropriate.

3. Federal Interest in Patents

(a) General. If any invention, improvement, or discovery of the Consultant is conceived or first actually reduced to practice in the course of or under the Contract, and that invention, improvement, or discovery is patentable under the laws of the Unites States of America or any foreign country, the Consultant agrees to notify County immediately and provide a detailed report.

(b) Federal Rights. Unless the Federal Government later makes a contrary determination in writing, the rights and responsibilities of the County, Consultant, and the Federal Government pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws and regulations, including any waiver thereof. Unless the Federal Government later makes a contrary determination in writing, the Consultant agrees that, irrespective of its status or the status of any subcontractor at any tier (e.g., a large business, small business, non profit organization, institution of higher education, individual), the Consultant agrees it will transmit to the Federal Government those rights due the Federal Government in any invention resulting from the contract.

4. Federal Interest in Data and Copyrights

(a) Definition. The term "subject data" used in this section means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Contract. Examples include, but are not limited, to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to Contract administration.

(b) Federal Restrictions. The following restrictions apply to all subject data first produced in the performance of the Contract. Except as provided in the Contract and except for its own internal use, the Consultant may not publish or publicly reproduce subject data in whole or in part, or in any manner or form, nor may the Consultant authorize others to do so, without the written consent of the County and the Federal Government, until such time as the Federal Government may have either released or approved the release of such

data to the public.

(c) Federal Rights in Data and Copyrights. In accordance with subparts 34 and 36 of the Common Rule, the County and the Federal Government reserve a royalty free, non exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for County or Federal Government purposes, the types of subject data described below. Without the copyright owner's consent, the County and Federal Government may not extend their license to other parties.

(1) Any subject data developed under the contract or subagreement financed by a federal Grant Agreement or Cooperative Agreement, whether or not a copyright has been obtained; and

(2) Any rights of copyright which the Consultant purchases ownership with Federal assistance.

(d) Special Federal Rights for Planning Research and Development Projects. When the Federal Government provides financial assistance for a planning, research, development, or demonstration project, its general intention is to increase public knowledge, rather than limit the benefits of the project to participants in the project. Therefore, unless the Federal Government determines otherwise, the Consultant on a planning, research, development, or demonstration project agrees that, in addition to the rights in data and copyrights set forth above, the County or Federal Government may make available to any third party either a license in the copyright to the subject data or a copy of the subject data. If the project is not completed for any reason whatsoever, all data developed under the project will become subject data and will be delivered as the County or Federal Government may direct. This subsection, however, does not apply to adaptions of automatic data processing equipment or previously existing software programs for the County's use whose costs are financed with Federal transportation funds for capital projects.

(e) Hold Harmless. Unless prohibited by state law, upon request by the County or the Federal Government, the Consultant agrees to indemnify, save, and hold harmless the County and the Federal Government and their officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Consultant of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Contract. The Consultant will not be required to indemnify the County or Federal Government for any such liability arising out of the wrongful acts of employees or agents of the County or Federal Government.

(f) Restrictions on Access to Patent Rights. Nothing contained in this section on rights in data will imply a license to the County or Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the County or Federal Government under any patent.

(g) Application on Materials Incorporated into Project. The requirements of Subsections 2, 3, and 4 of this Section do not apply to material furnished by the County and incorporated into the work.

5. Records and Audits

Consultant will deliver or cause to be delivered all documents (including but not limited to all Deliverables and supporting data, records, graphs, charts and notes) prepared by or for the County under the terms of this Agreement to the County promptly in accordance with the time limits prescribed in this Contract, and if no time limit is specified, then upon

reasonable demand therefor or upon termination or completion of the Services hereunder. In the event of the failure by the Consultant to make such delivery, then and in that event, the Consultant will pay to County reasonable damages the County may sustain by reason thereof.

The County and the Federal Government will have the right to audit all payments made to the Consultant under this Agreement. Any payments to the Consultant which exceed the amount to which the Consultant is entitled under the terms of this Agreement will be subject to set off.

The Consultant will keep and retain records relating to this Agreement and will make such records available to representatives of the County and the Federal Government, including without limitation the sponsoring federal agency, other participating agencies, and the Comptroller General of the United States, at reasonable times during the performance of this Agreement and for at least five years after termination of this Agreement for purposes of audit, inspection, copying, transcribing and abstracting.

No provision in this Agreement granting the County or the Federal Government a right of access to records is intended to impair, limit or affect any right of access to such records which the County or the Federal Government would have had in the absence of such provisions.

6. Environmental Requirements

The Consultant recognizes that many Federal and state laws imposing environmental and resource conservation requirements may apply to the Contract. Some, but not all, of the major Federal Laws that may affect the Contract include: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq.; the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. and scattered sections of 29 U.S.C.; the Clean Water Act, as amended, scattered sections of 33 U.S.C. and 12 U.S.C.; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 U.S.C. §§ 9601 et seq. The Consultant also recognizes that U.S. EPA, U.S. DOT and other agencies of the Federal Government have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect the Contract. Thus, the Consultant agrees to adhere to, and impose on its subcontractors, any such Federal requirements as the Federal Government may now or in the future promulgate. Listed below are requirements of particular concern.

The Consultant acknowledges that this list does not constitute the Consultant's entire obligation to meet all Federal environmental and resource conservation requirements. The Consultant will include these provisions in all subcontracts.

(a) Environmental Protection. The Consultant agrees to comply with the applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; U.S. DOT statutory requirements on environmental matters at 49 U.S.C. § 5324(b); Council on Environmental Quality regulations on compliance with

the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.; and U.S. DOT regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622.

(b) Air Quality. The Consultant agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Specifically, the Consultant agrees to comply with applicable requirements of U.S. EPA regulations, "Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. The Consultant further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.

(c) Clean Water. The Consultant agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The Consultant further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.

(d) List of Violating Facilities. The Consultant agrees that any facility to be used in the performance of the Contract or to benefit from the Contract will not be listed on the U.S. EPA List of Violating Facilities ("List"), and the Consultant will promptly notify the County if the Consultant receives any communication from the U.S. EPA that such a facility is under consideration for inclusion on the List.

(e) Preference for Recycled Products. To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of the work, the Consultant agrees to use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 C.F.R. Parts 247 253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962.

7. No Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the Consultant agrees that it will comply with the requirements of 49 U.S.C. § 5323(h)(2) by refraining from using any Federal assistance to support subcontracts procured using exclusionary or discriminatory specifications.

8. No Federal Government Obligations to Third Parties

The Consultant agrees that, absent the Federal Government's express written consent, the Federal Government will not be subject to any obligations or liabilities to any contractor or any other person not a party to the Grant Agreement or Cooperative Agreement between the County and the Federal Government which is a source of funds for this Contract. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, agreement, or contract, the Federal Government continues to have no obligations or liabilities to any party, including the Consultant.

9. Allowable Costs

Notwithstanding any compensation provision to the contrary, the Consultant's

compensation under this Contract will be limited to those amounts which are allowable and allocable to the Contract in accordance with OMB Circular A 87 and the regulations in 49 C.F.R. Part 18. To the extent that an audit reveals that the Consultant has received payment in excess of such amounts, the County may offset such excess payments against any future payments due to the Consultant and, if no future payments are due or if future payments are less than such excess, the Consultant will promptly refund the amount of the excess payments to the County.

10. Trade Restrictions

Consultant certifies that neither it nor any Subcontractor:

(a) is owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);

(b) has knowingly entered into any contract or subcontract with a person that is a citizen or national of a foreign country on said list, nor is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;

(c) will procure, subcontract for, or recommend any product that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no Notice to Proceed will be issued to an entity who is unable to certify to the above. If Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the USDOT may direct, through the County, cancellation of the Contract at no cost to the Government.

Further, Consultant agrees that it will incorporate this provision for certification without modification in each subcontract. Consultant may rely on the certification of a prospective Subcontractor unless it has knowledge that the certification is erroneous. Consultant will provide immediate written notice to the County if it learns that its certification or that of a Subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. Each Subcontractor must agree to provide written notice to Consultant if at any time it learns that its certification was erroneous by reason of changed circumstances. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision.

The knowledge and information of the Consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 100.

11. Contract Work Hours and Safety Standards Act

If applicable according to their terms, the Consultant agrees to comply and assures compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 333, and implementing U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5; and U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R.

Part 1926. In addition to other requirements that may apply:

(a) In accordance with section of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 332, the Consultant agrees and assures that, for the Contract, the wages of every mechanic and laborer will be computed on the basis of a standard work week of 40 hours, and that each worker will be compensated for work exceeding the standard work week at a rate of not less than 1.5 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The Consultant agrees that determinations pertaining to these requirements will be made in accordance with applicable
U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5.

(b) In accordance with section 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 333, the Consultant agrees and assures that no laborer or mechanic working on a construction contract will be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his or her health and safety, as determined in accordance with U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R. Part 1926.

12. Copyright Ownership

Consultant and the County intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the County's instance and expense pursuant to this Agreement are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq. (the "Copyright Act"), and that the County will be the copyright owner of the Deliverables and of all aspects, elements and components of them in which copyright can subsist.

To the extent that any Deliverable does not qualify as a "work made for hire," Consultant irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the County, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the County under this Agreement, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Consultant will execute all documents and perform all acts that the County may reasonably request in order to assist the County in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the County.

Consultant warrants to County, its successors and assigns, that on the date of transfer Consultant is the lawful owner of good and marketable title in and to the copyrights for the Deliverables and has the legal rights to fully assign them. Consultant further warrants that it has not assigned any copyrights nor granted any licenses, exclusive or nonexclusive, to any other party, and that it is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables. Consultant warrants and represents that the Deliverables are complete and comprehensive, and the Deliverables are a work of original authorship.

13. Visual Rights Act Waiver

The Consultant/Contractor waives any and all rights that may be granted or conferred under Section 106A and Section 113 of the United States Copyright Act, (17 U.S.C. § 101 et seq.)

(the "Copyright Act") in any work of visual art that may be provided pursuant to this Agreement. Also, the Consultant/Contractor represents and warrants that the Consultant/Contractor has obtained a waiver of Section 106A and Section 113 of the Copyright Act as necessary from any employees and subcontractors, if any.

14. Equal Employment Opportunity

During the performance of this contract, the Consultant agrees as follows:

(1) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Consultant's legal duty to furnish information.

(4) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared

ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Consultant will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

15. Copeland "Anti-Kickback" Act (40 U.S.C. 3145))
All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

16. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
Where applicable, all contracts awarded by recipients in excess of $100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

17. Rights to Inventions Made Under a Contract or Agreement
Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

18. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
Contracts and subgrants of amounts in excess of $150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

19. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal

appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

20. Debarment and Suspension (E.O.s 12549 and 12689)
No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

ARTICLE 11) NOTICES

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered, electronically mailed, or if deposited in the United States mail, postage prepaid, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

If to the County: Department of Capital Planning and Policy
69 W. Washington Street, Suite 3100
Chicago, Illinois 60602
Attention: Department Director

and

Raffi Sarrafian
Cook County Chief Procurement Officer
161 North Clark Street, Suite 2300
Chicago, Illinois 60602
(Include County Contract Number on all notices)

If to Consultant: _____

_____

~~Attention:~~ _____

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

ARTICLE 12) AUTHORITY

Execution of this Agreement by Consultant is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Consultant have been made with complete and full authority to commit Consultant to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

EXHIBIT 1

Statement of Work

Exhibit 1

STATEMENT OF WORK

The County occupies approximately 19,000,000 square feet of space in 243 different buildings, both owned and leased. Cook County currently owns 3 warehouses. A cursory survey indicated there are at least 50 end-user departments that have material and or record storage in multiple locations within approximately 40 facilities.

On May 1, 2012, the Cook County Board of Commissioners approved a contract with US Equities for an extensive "Real Estate Asset Strategic Realignment Plan" (REASRP). Under the Bureau of Economic Development and Sponsored by the Department of Real Estate and Department of Capital Planning, this assignment was to perform a countywide real estate inventory, space utilization and programming study, complete facility condition assessment on owned property and develop a long-range capital improvement program and strategic plan for using real estate assets in the most efficient and cost-effective manner.

Selected Definitions Related to this assignment

- Offsite: means a contracted location not owned and operated by Cook County
- Onsite: means a location owned and operated by Cook County
- Electronic media storage: various types of legacy tape, microfiche, and removable media
- Records Retention SME: County Records and Information Management Administrator
- User Agency(s): All County Agencies, Bureaus and Departments who store Records and Materials

Consultant to provide the following for Phase 1:

A. Material Records Inventory

Consultant Team will provide staff to conduct interviews/site assessments and inventory of current storage space for all owned and leased County facilities and identify where/what materials are stored.

1. Assess each department space to identify where materials/records are stored in identified County properties and off-site leased spaces.
2. Identify Storage inventory space by User Agency on computer-generated floor plans of both County facilities and off-site leased space. Color-coded by User Agency space. AutoCAD drawings will be provided by County to use as background drawings and shall be updated by the Consultant as required for this assignment.
3. Add Key Notes with categories of Types of materials/records stored in each Facility location by User Agency. Categories to be proposed by Consultant and agreed by County.
4. Report short-term/long-term usage requirements and future needs identified by User Agency interviews.
5. Data will be consolidated into Excel or other editable format acceptable to the County, to facilitate generating reports and data searches.
6. Storeroom Inventory Report: Types of Materials/Records Stored for each User Agency; catalogued by Facility and space occupied.
7. Consultant will propose and County will agree on categories for coding, for examples: immediate/short-term or regularly used, stored and not used at all, or too much is stored or stored inefficiently based on User Agency interview feedback.
8. Identifies and quantifies, storage of boxed documents (letter and legal sized) and obtains feedback from User Agency interviews regarding safe and secure environment that is appropriately climate controlled with access to Cook County employees.
9. Identifies, quantifies, and provides efficient storage of legacy electronic media (various types of tape, microfiche, and removable media) and obtains feedback from User Agency interviews regarding safe,

secure environment, suitable for archival storage without compromising the electromagnetic data, within a facility that is appropriately climate controlled with access to Cook County employees.

B. Benchmark Identification

1. Consultant shall research as available, approaches taken by similar government agencies in the nation for the scope described in this RFQ.

C. Deliverables, Phase 1

1. Inventory of facility / spaces being used for County storage, by address and produced on AutoCAD drawings and color coded by User Agency.
2. Inventory of the materials storage and records storage by each building, premises, address and produced on AutoCAD drawings and color coded by User Agency.
3. Evaluation written report including interview notes and walk-through notes of County facilities and other records/materials storage locations.
4. Storage Facilities evaluation and Capital Improvements feedback from the User Agency interviews to support the Records and Material strategies and storage/disposition, and in coordination with the current County's Records Retention Policies.
5. Report on what and how much is stored by different User Agencies at each facility.
6. Report on how materials are stored for each User Agency i.e. shelving, pallets, racks, loose boxes/containers, barrels, cabinets, etc.
7. Report on Benchmark identification findings.
8. Reporting Status (Executive Monthly, Project Status (Weekly), Project Schedule)

The Consultant will obtain the County's conditional approval for the Phase 1 Deliverables prior to proceeding to Phase 2.

A. Consultant to provide the following for Phase 2:

1. A technology support system to bring together the data collected in both text and images (photo inventory). This should be in a searchable format with report capabilities.
2. Recommendations for records management solutions for stored records and materials which allows employees the ability to access information and request records or to access stored materials, as needed.
3. Recommendations for efficient storage of materials (including furniture, equipment (non-fixed), construction materials, bulk office supplies, medical supplies/materials, PPE in a safe, secure environment that is appropriately climate controlled with operationally feasible access to Cook County employees.
4. Recommendations for accommodating future storage requirements: quantity, type, operational need, retention timeframe by User Agency.
5. Recommendations for inventory management solutions for stored materials, including organizational structure, processes and training.
6. Identify opportunities for facilities to be returned to market (sell/dispose), facilities in need of renovation (and general scope of renovation), facilities to be added to, or new facilities to be acquired and/or constructed.
7. Describe alternative approaches where feasible, which may not be specifically requested but of benefit to Cook County.
8. A Disposition Strategy to identify Non-Essential Inventory
   a) Identification of non-essential inventory, salvage or disposal classifications
   b) Evaluation of existing materials inventory and in conjunction with the County, classify into categories listed in Item (a.) of this section
   c) Identify Options for how to gather, organize, and dispose of the excess stored material.
   d) Develop Criteria for what is in the County's best interest to retain, sell off, or discard.
9. Disposition for policy recommendations:
   a) Recommend a Structure for development of County Policies for materials disposition.
   b) Propose Reverse Logistics Policies for disposition of non-essential inventory and future storage

strategies.

c) Gathering and suggest decisions on excess material as basis for future materials disposition.
d) County will establish an Advisory Panel to develop these policies with Operational, Sustainability, and User Agency Specific members/participants based on recommendations provided in Phase 2.

10. Technology
    a) Draft the Requirements for a Warehouse Management system to manage County Storage Spaces for stored records and materials, with Equipment/Materials/Supplies inventory management capability, including bar-coding or similar identification on County assets
        - Capture integration requirements for Document/Content Management solution being developed by County Bureau of Technology.

A. Deliverables Phase 2
- Materials Storage and Disposal Plan / Strategy, written report.
- Records Storage and Disposal Plan / Strategy, written report.
- Technology – Asset Information and Inventory management software capabilities.

B. Resources:

1. Outline Part-time and Full-time staffing available for the assignment.

D. Timeline Expectations:

1.	Planning/Programming/Interviews	3 months
2.	Storeroom Inventory	3 months
3.	Materials Inventory	6 months (Start during Step 2)
4.	Facilities Assessment	6 months (Start during Step 3)
5.	Materials/Records Storage Implementation Plan	3 months
6.	Storage Facilities Capital Improvement Plan	3 months (Concurrent with Step 5)

EXHIBIT 2

Schedule of Compensation

(Schedule 4.1a5 - Iron Mountain Service Specific Pricing as of Amendment 5 to Contract No. 1325)

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Schedule 4.1a5
Iron Mountain Service Specific Pricing as of Amendment 5 to Contract No. 1325

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Records Management

Service Offering - Standard Storage	Unit	2023 Price Tier 1 0 – 10k CFT	2023 Price Tier 2 10,001 – 50k CFT	2023 Price Tier 3 50,001 – 100k+ CFT	2023 Price Enterprise 100,001+ CFT	2024 Tier 1 0 – 10k CFT	2024 Tier 2 10,001 – 50k CFT	2024 Tier 3 50,001 – 100k+ CFT	2024 Enterprise 100,001+ CFT
Carton Storage	Cubic Foot	$ 0.327	$ 0.268	$ 0.215		$ 0.343	$ 0.281	$ 0.230	
Receiving and Entry-Carton	Cubic Foot	$ 2.32	$ 1.90	$ 1.52		$ 2.44	$ 2.00	$ 1.60	
Regular Retrieval-Carton	Cubic Foot	$ 2.92	$ 2.39	$ 1.91		$ 3.07	$ 2.51	$ 2.01	
Regular Refile-Carton	Cubic Foot	$ 2.92	$ 2.39	$ 1.91		$ 3.07	$ 2.51	$ 2.01	
Regular Retrieval-File From Carton	File	$ 3.92	$ 3.20	$ 2.56		$ 4.12	$ 3.36	$ 2.69	
Regular Refile - File	File	$ 3.92	$ 3.20	$ 2.56		$ 4.12	$ 3.36	$ 2.69	
Archival Destruction-Carton (plus regular retrieval charge)	Cubic Foot	$ 3.55	$ 2.91	$ 2.32		$ 3.73	$ 3.06	$ 2.44	
Archival Destruction-File from Carton (plus regular retrieval charge)	File	$ 3.32	$ 2.72	$ 2.17		$ 3.49	$ 2.86	$ 2.28	
Perm Withdrawal-Carton - CF, plus regular retrieval charge	Cubic Foot	$ 4.41	$ 3.61	$ 2.89		$ 4.63	$ 3.79	$ 3.03	
Perm Withdrawal-File (plus regular retrieval charge)	File	$ 2.19	$ 1.80	$ 1.44		$ 2.30	$ 1.89	$ 1.51	
Transport Handling Charge	Cubic Foot	$ 2.66	$ 2.17	$ 1.74		$ 2.79	$ 2.28	$ 1.83	
Next Day Delivery - Order by 3:00 PM for delivery next Business Day[1]	Trip	$ 27.68	$ 22.65	$ 18.12		$ 29.06	$ 23.78	$ 19.03	
Next Day Delivery - Zone 2[1]	Trip	$ 47.43	$ 42.40	$ 37.87		$ 49.80	$ 44.52	$ 39.76	
Next Day Delivery - Zone 3[1]	Trip	$ 54.01	$ 48.98	$ 44.46		$ 56.71	$ 51.43	$ 46.68	
Next Day Delivery - Zone 4[1]	Trip	$ 60.60	$ 55.57	$ 51.04		$ 63.63	$ 58.35	$ 53.55	
Next Day Delivery - Zone 5[1]	Trip	$ 70.55	$ 65.26	$ 61.38		$ 74.08	$ 68.52	$ 64.45	
Next Day Delivery - Zone 6[1]	Trip	Call for Quote	Call for Quote	Call for Quote		Call for Quote	Call for Quote	Call for Quote	
Next Day Delivery - Zone Metro[1]	Trip	$ 35.36	$ 30.33	$ 25.80		$ 37.13	$ 31.85	$ 27.09	
Next Day Delivery - Zone Metro NYC[1]	Trip	$ 44.14	$ 39.11	$ 34.58		$ 46.35	$ 41.07	$ 36.31	
Rush Delivery-Business Day - Delivery within 3 hours of placement of Order (for Orders received not later than 2:00 PM) on a Business Day[1]	Trip	$ 137.90	$ 137.90	$ 137.90		$ 144.80	$ 144.80	$ 144.80	
Rush Delivery-Weekends/Holidays/After Hrs - Delivery within 4 hours of placement of Order[1]	Trip	$ 277.00	$ 277.00	$ 277.00	Members who qualify for the enterprise tier will receive a minimum 10% additional discount from the Tier 3 rates. Iron Mountain will work directly with member to create a mutually agreeable price schedule.	$ 290.85	$ 290.85	$ 290.85	Members who qualify for the enterprise tier will receive a minimum 10% additional discount from the Tier 3 rates. Iron Mountain will work directly with member to create a mutually agreeable price schedule.
Regular Pickup - Pickup orders placed before 4:00 PM on a Business Day will be picked up within the following two Business Days[5]	Trip	$ 27.68	$ 22.65	$ 18.12		$ 29.06	$ 23.78	$ 19.03	
Regular Pickup - Zone 2[1]	Trip	$ 47.43	$ 42.40	$ 37.87		$ 49.80	$ 44.52	$ 39.76	
Regular Pickup - Zone 3[1]	Trip	$ 54.01	$ 48.98	$ 44.46		$ 56.71	$ 51.43	$ 46.68	
Regular Pickup - Zone 4[1]	Trip	$ 60.60	$ 55.57	$ 51.04		$ 63.63	$ 58.35	$ 53.55	
Regular Pickup - Zone 5[1]	Trip	$ 70.55	$ 65.26	$ 61.38		$ 74.08	$ 68.52	$ 64.45	
Regular Pickup - Zone 6[1]	Trip	Call for Quote	Call for Quote	Call for Quote		Call for Quote	Call for Quote	Call for Quote	
Regular Pickup - Zone Metro[1]	Trip	$ 35.36	$ 30.33	$ 25.80		$ 37.13	$ 31.85	$ 27.09	
Regular Pickup - Zone Metro NYC[1]	Trip	$ 44.14	$ 39.11	$ 34.58		$ 46.35	$ 41.07	$ 36.31	
Rush Pickup - Pickup orders placed before 4:00 pm on a Business Day will be picked up on the following Business Day[1]	Trip	$ 137.90	$ 137.90	$ 137.90		$ 144.80	$ 144.80	$ 144.80	
Rush Retrieval-File From Carton	File	$ 10.50	$ 10.50	$ 10.50		$ 11.03	$ 11.03	$ 11.03	
Retrieval Carton Rush	Cubic Foot	$ 7.97	$ 7.97	$ 7.97		$ 8.37	$ 8.37	$ 8.37	
Individual List/Indexing	Each	$ 0.81	$ 0.81	$ 0.81		$ 0.85	$ 0.85	$ 0.85	
Interfile	Each	$ 9.66	$ 9.66	$ 9.66		$ 10.14	$ 10.14	$ 10.14	
Photocopy	Page	$ 0.90	$ 0.90	$ 0.90		$ 0.95	$ 0.95	$ 0.95	
Fax Transmission	Page	$ 1.21	$ 1.21	$ 1.21		$ 1.27	$ 1.27	$ 1.27	
Re-Boxing Charge (plus new carton, regular retrieval charge and refile charge)	Each	$ 5.49	$ 5.49	$ 5.49		$ 5.76	$ 5.76	$ 5.76	
Miscellaneous Services-Hourly Labor	Hour	$ 71.45	$ 71.45	$ 71.45		$ 75.02	$ 75.02	$ 75.02	
Storage Monthly Minimum Order Value	Month	$ 333.34	$ 333.34	$ 333.34		$ 352.640	$ 352.640	$ 352.640	
Minimum Service Charge	Order	$ 18.10	$ 18.10	$ 18.10		$ 19.01	$ 19.01	$ 19.01	
Admin Fee - Summary	Per account ID	$ 49.32	$ 49.32	$ 49.32		$ 51.79	$ 51.79	$ 51.79	
Admin Fee - Detailed	Per account ID	$ 101.77	$ 101.77	$ 101.77		$ 106.86	$ 106.86	$ 106.86	
#2000A Auto-fold Letter / Legal (1.2 CF)	Each	$ 4.15	$ 4.15	$ 4.15		$ 4.36	$ 4.36	$ 4.36	
#2000 Standard Carton Letter / Legal (1.2 CF)	Each	$ 5.40	$ 5.40	$ 5.40		$ 5.67	$ 5.67	$ 5.67	
#450 Letter Transfile Carton (2.4 CF)	Each	$ 3.95	$ 3.95	$ 3.95		$ 4.15	$ 4.15	$ 4.15	
#550 Letter Transfile Carton (3.6 CF)	Each	$ 6.85	$ 6.85	$ 6.85		$ 7.19	$ 7.19	$ 7.19	
#200 X-Ray Carton	Each	$ 8.07	$ 8.07	$ 8.07		$ 8.47	$ 8.47	$ 8.47	
Computer Change Fee	File	N/A	N/A	N/A		$ 1.250	$ 1.250	$ 1.250	
Service Offering - Open Shelf & Image on Demand	**Unit**	**0 – 10k CFT**	**10,001 – 50k CFT**	**50,001 – 100k+ CFT**	**100,001+ CFT**	**0 – 10k CFT**	**10,001 – 50k CFT**	**50,001 – 100k+ CFT**	**100,001+ CFT**
RFID Label	Each	$ 0.72	$ 0.72	$ 0.72		$ 0.76	$ 0.76	$ 0.76	
Open Shelf - Interfile	Each	$ 6.46	$ 6.46	$ 6.46		$ 6.78	$ 6.78	$ 6.78	
Open Shelf Individual Listing	Each	$ 0.81	$ 0.81	$ 0.81		$ 0.85	$ 0.85	$ 0.85	
Open Shelf - Rush Retrieval- File	File	$ 8.33	$ 8.33	$ 8.33		$ 8.75	$ 8.75	$ 8.75	
Open Shelf Medical	Linear Foot	$ 0.67	$ 0.55	$ 0.44		$ 0.70	$ 0.58	$ 0.46	
Open Shelf Storage-X-Ray	Linear Foot	$ 1.02	$ 0.83	$ 0.66		$ 1.07	$ 0.87	$ 0.69	
Open Shelf - Receiving and Entry	Linear Foot	$ 4.25	$ 3.48	$ 2.78		$ 4.46	$ 3.65	$ 2.92	
Open Shelf Regular Retrieval- File	File	$ 2.29	$ 1.87	$ 1.50		$ 2.40	$ 1.96	$ 1.58	
Open Shelf Regular Refile	Linear Foot	$ 2.29	$ 1.87	$ 1.50		$ 2.40	$ 1.96	$ 1.58	
Open Shelf - Archival Destruction	Linear Foot	$ 2.19	$ 1.80	$ 1.44		$ 2.30	$ 1.89	$ 1.51	
Open Shelf - Permant Withdrawal	Linear Foot	$ 2.19	$ 1.80	$ 1.44		$ 2.30	$ 1.89	$ 1.51	
Image on Demand - Retrieval, File	File	$ 3.92	$ 3.20	$ 2.56		$ 4.12	$ 3.36	$ 2.69	
Image on Demand - Refile, File	File	$ 3.55	$ 2.91	$ 2.32		$ 3.73	$ 3.06	$ 2.44	
Image on Demand - Minimum[2]	Order	$ 25.79	$ 25.79	$ 23.55		$ 27.08	$ 27.08	$ 24.77	
Image on Demand - Image[3]	Image	$ 0.24	$ 0.24	$ 0.22		$ 0.25	$ 0.25	$ 0.23	

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

Notes:
1) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge .
2) IOD order minimum charge includes the first 50 page scans
3) IOD Per Image fee applies to any page scan past the 50 image IOD Minimum

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Climate Controlled Storage		2023 Price				2024 Price			
		Tier 1	Tier 2	Tier 3	Enterprise	Tier 1	Tier 2	Tier 3	Enterprise
Service Offering - Vault Services	Unit	0 – 10k CFT	10,001 – 50k CFT	50,001 – 100k+ CFT	100,001+ CFT	0 – 10k CFT	10,001 – 50k CFT	50,001 – 100k+ CFT	100,001+ CFT
Vault Storage	Cubic Foot	$ 2.00	$ 1.61	$ 1.40	Please Note, pricing assumes net new materials. Final rate schedule shall be provided at the time of request and shall be based on the scope of service (# tapes stored, frequency, etc.)	$ 2.10	$ 1.69	$ 1.47	Please Note, pricing assumes net new materials. Final rate schedule shall be provided at the time of request and shall be based on the scope of service (# tapes stored, frequency, etc.)
Receiving & Entry	Cubic Foot	$ 2.23	$ 1.77	$ 1.55		$ 2.34	$ 1.86	$ 1.63	
Retrievals - Carton	Cubic Foot	$ 3.40	$ 2.72	$ 2.38		$ 3.57	$ 2.86	$ 2.50	
Retrievals - Carton, Rush	Cubic Foot	$ 10.27	$ 8.22	$ 7.18		$ 10.78	$ 8.63	$ 7.54	
Retrievals - Item	Each	$ 4.40	$ 3.51	$ 3.08		$ 4.62	$ 3.69	$ 3.23	
Retrievals- Item, Rush	Each	$ 13.24	$ 10.59	$ 9.27		$ 13.90	$ 11.12	$ 9.73	
Refiles, Carton	Cubic Foot	$ 3.40	$ 2.72	$ 2.38		$ 3.57	$ 2.86	$ 2.50	
Refiles, Item	Each	$ 4.40	$ 3.51	$ 3.08		$ 4.62	$ 3.69	$ 3.23	
Destruction - Carton	Cubic Foot	$ 4.40	$ 3.51	$ 3.08		$ 4.62	$ 3.69	$ 3.23	
Destruction - File From Carton	Each	$ 1.64	$ 1.31	$ 1.16		$ 1.72	$ 1.38	$ 1.22	
Permanent Withdrawals - File	Each	$ 2.46	$ 1.96	$ 1.72		$ 2.58	$ 2.06	$ 1.81	
Permanent Withdrawals - Carton	Cubic Foot	$ 3.40	$ 2.72	$ 2.38		$ 3.57	$ 2.86	$ 2.50	
Next Day Trips[1,2]	Trip	$ 27.68	$ 22.65	$ 18.12		$ 29.06	$ 23.78	$ 19.03	
Half Day Trips[1,2]	Trip	$ 126.78	$ 126.78	$ 126.78		$ 133.12	$ 133.12	$ 133.12	
Rush Trips[1,2]	Trip	$ 242.70	$ 242.70	$ 242.70		$ 254.84	$ 254.84	$ 254.84	
Emergency Trips[1,2]	Trip	$ 370.79	$ 370.79	$ 370.79		$ 389.33	$ 389.33	$ 389.33	
Pick-Up[1,2]	Trip	$ 31.08	$ 31.08	$ 31.08		$ 32.63	$ 32.63	$ 32.63	
Rush Pick-Up[1,2]	Trip	$ 242.70	$ 242.70	$ 242.70		$ 254.84	$ 254.84	$ 254.84	
Handling	Cubic Foot	$ 2.94	$ 2.94	$ 2.94		$ 3.09	$ 3.09	$ 3.09	
Interfile	Each	$ 9.66	$ 9.66	$ 9.66		$ 10.14	$ 10.14	$ 10.14	
Miscellaneous Services-Hourly Labor	Hour	$ 71.45	$ 71.45	$ 71.45		$ 75.02	$ 75.02	$ 75.02	
Climate Controlled Storage Minimum Order Value	per year	$ 4,000.00	$ 4,000.00	$ 4,000.00		$ 4,000.00	$ 4,000.00	$ 4,000.00	

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

Notes:
1) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge.

2) Pricing does not apply to locations more than 50 miles from an Iron Mountain Service Depot.

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Standard Pathology

Service Offering	Unit	2023 Price	2024 Price	Notes
Initial Move / Inventory Adds	Cubic Foot	Call For Quote	Call For Quote	**Please Note, pricing assumes net new materials. Final rate schedule shall be provided at the time of request and shall be based on the scope of service (# tapes stored, frequency, etc.)**
Temperature Controlled Storage	Cubic Foot	$ 2.37	$ 2.49	
Receiving & Entry	Case	$ 6.11	$ 6.42	
Regular Retrieval - Case	Case	$ 3.27	$ 3.43	
Rush Retrieval - Case	Case	$ 7.41	$ 7.78	
Regular Refile - Case	Case	$ 3.27	$ 3.43	
Permanent Withdrawal - Case from Container	Case Plus Regular Retrieval Charge	$ 3.51	$ 3.69	
Regular Retrieval - Container	Cubic Foot + Labor	$ 3.68	$ 3.86	
Regular Refile - Container	Cubic Foot + Labor	$ 7.41	$ 7.78	
Rush Retrieval - Container	Cubic Foot + Labor	$ 3.68	$ 3.86	
Permanent Withdrawal - Container	Cubic Foot plus Regular Retrieval Charge	$ 3.62	$ 3.80	
Regular Interfile	Slide or Block	$ 5.09	$ 5.34	
Individual Listing	Case	$ 0.65	$ 0.68	
Minimum Service Order Charge	Order	$ 15.91	$ 16.71	
Monthly Minimum Storage	Month	$ 171.18	$ 179.74	
Next Day Delivery [1,2]	Visit + Handling	$ 39.88	$ 41.87	
Regular Pickup [1,2]	Visit + Handling	$ 61.94	$ 65.04	
Rush Delivery - Business Day [1,2]	Visit + Handling	$ 122.90	$ 129.05	
Rush Delivery - Weekend / Holiday / After Hours [1,2]	Visit + Handling	$ 246.89	$ 259.23	
Rush Pick up - Business Day [1,2]	Visit + Handling	$ 39.88	$ 41.87	
Miscellaneous Services - Labor	Hour	$ 63.65	$ 66.83	
Re-boxing charge	Hour + new container cost	$ 63.65	$ 66.83	
Handling	Cubic Foot	$ 3.82	$ 4.01	
Administrative Fee (Summary Billing)	Account ID per Month	$ 28.14	$ 29.55	
Administrative Fee (Detailed Billing)	Account ID per Month	$ 70.33	$ 73.85	
Pathology Storage Minimum Order Value	per year	$ 4,000.00	$ 4,000.00	

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

Notes:

1) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge .

2) Pricing does not apply to locations more than 50 miles from an Iron Mountain Service Depot.

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Secure Shredding

Off-Site Services[1,2,3,4,5]	Unit	2023 Price	2024 Price
Shred Offsite Minimum (Every Week Cycle)	Work Order	$ 38.36	$ 44.08
Shred Offsite Minimum (2 Week Cycle)	Work Order	$ 38.36	$ 88.16
Shred Offsite Minimum (4 Week Cycle)	Work Order	$ 38.36	$ 176.33
Offsite Scheduled - Console	Container	$ 5.50	$ 7.78
Offsite Scheduled - 65 Gallon	Container	$ 5.50	$ 7.78
Offsite Scheduled - 95 Gallon	Container	$ 5.50	$ 7.78
Offsite Scheduled - Box	Container	$ 5.50	$ 7.78
Offsite Scheduled - Mini Console	Box	$ 5.50	$ 7.78
Offsite Scheduled - Off-Cycle Trip Charge	Work Order	$ 55.31	$ 58.08
On-Site Services[1,2,3,4,5]	**Unit**	**2023 Price**	**2024 Price**
Shred Onsite Minimum (Every Week Cycle)	Work Order	$ 47.96	$ 53.86
Shred Onsite Minimum (2 Week Cycle)	Work Order	$ 47.96	$ 107.71
Shred Onsite Minimum (4 Week Cycle)	Work Order	$ 47.96	$ 215.42
Onsite Scheduled - Console	Container	$ 7.69	$ 10.38
Onsite Scheduled - 65 Gallon	Container	$ 7.69	$ 10.38
Onsite Scheduled - 95 Gallon	Container	$ 7.69	$ 10.38
Onsite Scheduled - Box	Container	$ 7.69	$ 10.38
Onsite Scheduled - Mini Console	Box	$ 7.69	$ 10.38
Onsite Scheduled - Off-Cycle Trip Charge	Work Order	$ 55.31	$ 71.36
Non-Standard Schedule Surcharges	**Unit**	**2023 Price**	**2024 Price**
Shred Surcharge: 8 Week Cycle	Per Order	N/A	$ 149.19
Shred Surcharge: 12 Week Cycle	Per Order	N/A	$ 311.95
Additional Transportation[3,4]	**Unit**	**2023 Price**	**2024 Price**
Transportation - Zone 2	Trip	$ 47.43	$ 49.80
Transportation - Zone 3	Trip	$ 54.01	$ 56.71
Transportation - Zone 4	Trip	$ 60.60	$ 63.63
Transportation - Zone 5	Trip	$ 70.55	$ 74.08
Transportation - Zone 6	Trip	Call for Quote	Call for Quote
Transportation - Metro	Trip	$ 35.36	$ 37.13
Transportation - NY Metro	Trip	$ 44.14	$ 46.35
Purge Services[1,2,3,4,5]	**Unit**	**2023 Price**	**2024 Price**
Offsite Purge - 65 Gallon	Container	$ 9.43	$ 9.90
Offsite Purge - 95 Gallon	Container	$ 14.76	$ 15.50
Offsite Purge - Box	Container	$ 5.31	$ 5.58
Offsite Purge - Trip Charge	Per Trip plus corresponding Offsite Purge Container Fee(s)	$ 70.77	$ 74.31
Onsite Purge - 65 Gallon	Container	$ 17.70	$ 18.59
Onsite Purge - 95 Gallon	Container	$ 23.60	$ 24.78
Onsite Purge - Box (Carton)	Container	$ 5.90	$ 6.20
Onsite Purge - Trip Charge	Per Trip plus corresponding Offsite Purge Container Fee(s)	$ 82.58	$ 86.71
One Time Project Minimum Order Value	Per Order	$ 3,000.00	$ 3,173.80
Additional Services[1,2,3,4]	**Unit**	**2023 Price**	**2024 Price**
Shred Hourly Labor[6]	Hour	$ 75.33	$ 79.10
Container Pickup / Delivery	Container	$ 10.98	$ 11.53
Plastics Destruction	Per Pound	$ 0.82	$ 0.86
Shred Contamination Fee[7]	Container	$ 93.28	$ 97.94
Secure Shredding Minimum Order Value	Per Year	$ 2,000.00	$ 2,000.00

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Notes:

1) Unless otherwise specified, pricing is for paper based shredding services.

2) Pricing is for services provided directly by Iron Mountain, within 50 miles of an Iron Mountain transportation depot. Services performed out of Iron Mountain standard service areas or by Approved Subcontractors shall be priced separately.

3) Customer locations with restricted access or non-standard service requirements may be subject to additional fees.

4) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge .

5) Paper recycling surcharge adjusts monthly and is applied against secure shred services. The paper recycling surcharge is indexed to the national average of recovered paper prices as published by FastMarket RISI's PPI Pulp & Paper Week. The current monthly paper recycling surcharge information can be found at https://www.ironmountain.com/support/how-it-works/resources/paper-recycling

6) Special Project Services provided outside the scope of routine services will be quoted on a per project basis. Pricing for transactional services listed on the Pricing Schedule may differ when they are part of a special project. Additional Labor Fees and a Minimum Service Fee may apply.

7) Fee assessed when shred transportation teams identify contamination (i.e., non-paper materials) upon "tipping" customers' shred collection container.

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

IT Asset Disposition Services

Service Offering[1]	Unit	2023 Price	2024 Price	Notes
Offsite – Bulk Tapes/Plastics	Pound	$ 0.41	$ 0.94	
~~Offsite – Bulk Mixed Hard Drives/Tapes~~ E-waste Recycling	Pound	$ 1.31	$ 0.50	
~~Offsite – Vault Itemized Tapes~~ Offsite - Itemized Tape Destruction	Item	$ 1.85	$ 1.34	
~~Offsite – Vault Itemized Hard Drives~~ Offsite - Itemized Hard Drive Destruction	Item	$ 6.33	$ 6.36	
Offsite - Vault - Closed Container Destruction	Container	N/A	$ 50.88	
~~Onsite - Itemized Tapes/Plastics - 1-1000~~ Onsite Itemized Tape Destruction - 1 to 100	Item	$ 4.11	$ 3.46	Tiering Changed
~~Onsite - Itemized Tapes/Plastics - 1001-2000~~ Onsite Itemized Tape Destruction - 101 to 1000	Item	$ 3.51	$ 2.93	Tiering Changed
~~Onsite - Itemized Tapes/Plastics - 2001-3000~~ Onsite Itemized Tape Destruction - 1001 to 5000	Item	$ 3.17	$ 1.85	Tiering Changed
~~Onsite - Itemized Tapes/Plastics - 3001-4000~~ Onsite Itemized Tape Destruction -5001 to 10000	Item	$ 2.58	$ 1.61	Tiering Changed
~~Onsite - Itemized Tapes/Plastics - 4001-5000~~ Onsite Itemized Tape Destruction - 10001 to 15000	Item	$ 2.24	$ 1.06	Tiering Changed
~~Onsite - Itemized Tapes/Plastics - 5001+~~ Onsite Itemized Tape Destruction - 15001 to 20000	Item	$ 1.98	$ 0.91	Tiering Changed
Onsite Itemized Tape Destruction - 20001+	Item	N/A	$ 0.81	
~~Onsite - Itemized Hard Drives - 1-250~~ Onsite Itemized Hard Drive Destruction - 1 to 40	Item	$ 15.26	$ 8.64	Tiering Changed
~~Onsite - Itemized Hard Drives - 251-500~~ Onsite Itemized Hard Drive Destruction - 41 to 100	Item	$ 14.08	$ 8.36	Tiering Changed
~~Onsite - Itemized Hard Drives - 501-1000~~ Onsite Itemized Hard Drive Destruction - 101 to 250	Item	$ 11.73	$ 6.93	Tiering Changed
~~Onsite - Itemized Hard Drives - 1001-1500~~ Onsite Itemized Hard Drive Destruction - 251 to 500	Item	$ 9.38	$ 5.86	Tiering Changed
~~Onsite - Itemized Hard Drives - 1501-2500~~ Onsite Itemized Hard Drive Destruction - 501 to 1000	Item	$ 8.22	$ 4.80	Tiering Changed
~~Onsite - Itemized Hard Drives - 2501+~~ Onsite Itemized Hard Drive Destruction - 1001 to 2000	Item	$ 7.04	$ 3.46	Tiering Changed
Onsite Itemized Hard Drive Destruction - 2001+	Item	N/A	$ 3.18	
~~Onsite - Mobilization Fee >100 Miles~~ Onsite - Hard Drive and Tape Mobilization - On Route - Zone 1 (0 to 40 miles)	~~Mile~~ Trip	$ 6.81	$ 345.76	Changed unit from mileage to trip, and added tiering
Onsite - Hard Drive and Tape Mobilization - On Route - Zone 2 (41-75 Miles)	Trip	N/A	$ 558.55	
Onsite - Hard Drive and Tape Mobilization - On Route - Zone 3 (76-100 Miles)	Trip	N/A	$ 718.14	
Onsite - Hard Drive and Tape Mobilization - On Route - Zone 4 (101-150 Miles)	Trip	N/A	$ 1,063.90	
Onsite - Hard Drive and Tape Mobilization - On Route - Zone 5 (> 150 miles)	Trip	N/A	Custom Quote	
Onsite - Hard Drive and Tape Mobilization - Dedicated Route - Zone 1 (0 to 40 miles)	Trip	N/A	$ 656.97	
Onsite - Hard Drive and Tape Mobilization - Dedicated Route - Zone 2 (41-75 Miles)	Trip	N/A	$ 1,061.25	
Onsite - Hard Drive and Tape Mobilization - Dedicated Route - Zone 3 (76-100 Miles)	Trip	N/A	$ 1,292.62	
Onsite - Hard Drive and Tape Mobilization - Dedicated Route - Zone 4 (101-150 Miles)	Trip	N/A	$ 1,808.62	
Onsite - Hard Drive and Tape Mobilization - Dedicated Route - Zone 5 (> 150 miles)	Trip	N/A	Custom Quote	
IT Asset Audit & Remarketing	Item	$ 12.67	$ 14.11	
IT Asset Audit and Recycle	Asset	N/A	$ 14.11	
Offsite - Trip Charge - Standard Run	Service	N/A	$ 191.44	
Offsite - Pick Up Fee - Zone 2 (41-75 Miles)	Service	N/A	$ 241.81	
Offsite - Pick Up Fee - Zone 3 (76-100 Miles)	Service	N/A	$ 493.70	
Offsite - Pick Up Fee - Zone 4 (101-150 Miles)	Service	N/A	$ 695.21	
Shipping - Tape Destruction[1]	Pallet	$ 163.66	164.17	
Shipping - Hard Drive, e-Waste, Remarketing[1]	Pallet	$ 369.57	295.65	
Desktop Box - 2 Way STD Shipping	Box	N/A	$ 60.45	
Large Box - 2 Way STD Shipping	Box	N/A	$ 53.40	
Remote Box - Desktop Printer - 2 Way STD Shipping	Box	N/A	$ 70.53	
Remote Box - Monitor - 2 Way STD Shipping	Box	N/A	$ 73.55	
Laptop Box - 2 Way STD Shipping	Box	N/A	$ 50.38	
Remote Box - Extra Small (Phone-Tablet) - 2 Way STD Shipping	Box	N/A	$ 45.34	
2 Day Shipping (Box Program)	Box	N/A	$ 25.19	
Teraware Onsite Minimum Order Value	Order	N/A	$ 2,518.89	
Teraware Onsite Drive Wiping - Tier 1: 1- 499	Drive	N/A	$ 6.05	
Teraware Onsite Drive Wiping - Tier 2: 500 - 4999	Drive	N/A	$ 5.04	
Teraware Onsite Drive Wiping - Tier 3: ,000 - 9999	Drive	N/A	$ 4.03	
Teraware Onsite Drive Wiping - Tier 4: 10000+	Drive	N/A	$ 3.02	

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

Notes:

1) Iron Mountain offers both offsite and onsite services. With onsite services, customers can dispose of sensitive assets without ever having them leave the premises. These services can either performed by Iron Mountain employees and equipment, known as Insourced IT Asset Disposition Services, or by a third party where Insourced ITAD is not available. With offsite services, equipment is picked up, transported, and processed with care and consistency by a third party.

2) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge .

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Data Management

Service Offering - Standard Storage & Services[1]	Unit	2023 Price	2024 Price
Slotted Media	Slot	$ 0.19	$ 0.20
Closed Container (Compact)	Container	$ 7.99	$ 8.39
Closed Container (Small)	Container	$ 7.99	$ 8.39
Closed Container (Medium)	Container	$ 12.67	$ 13.30
Closed Container (Large)	Container	$ 13.45	$ 14.12
Closed Container (Extra Large)	Container	$ 59.34	$ 62.31
Transport Container	Container	$ 9.24	$ 9.70
Media Handling-Active (With Elec File)	Item	$ 0.58	$ 0.61
Tape Handling	Item	$ 0.21	$ 0.22
Media Handling Monthly Minimum[2]	Month	$ 27.25	$ 28.61
Closed Container Handling	Item	$ 2.86	$ 3.00
Transport Container Handling	Item	$ 2.86	$ 3.00
Scheduled Service – Monthly (1-2 Trips per month)[3,4]	Trip	$ 36.39	$ 38.21
Scheduled Service – Weekly (3-10 Trips per month)[3,4]	Trip	$ 44.42	$ 46.64
Scheduled Service – Daily (11 plus Trips per month)[3,4]	Trip	$ 36.39	$ 38.21
Service Offering - Premium Services[1]	**Unit**	**2023 Price**	**2024 Price**
Standard Special Transport (24 hours)[4]	Trip/Sub-Account	$ 147.33	$ 154.70
Critical Special Transport (3 hours)[4]	Trip/Sub-Account	$ 183.82	$ 193.01
Holiday Charge[4]	Trip/Sub-Account	$ 136.16	$ 142.97
Container Locks	Lock	$ 16.34	$ 17.16
Security Clips	Clip	$ 3.74	$ 3.93
Service Offering - Custom Storage, Program Fees & Services[1]	**Unit**	**2023 Price**	**2024 Price**
Slotted Media Storage - Round Reel	Slot	$ 0.35	$ 0.37
Administrative Fees	Account ID per Month	$ 18.21	$ 19.12
Minimum Monthly Fee	Account ID per Month	$ 184.91	$ 194.16
Storage Cart	Cart	$ 131.94	$ 138.54
Transport Cart	Cart	$ 131.94	$ 138.54
Media Destruction	TBD	Call for quote	Call for quote
Special Project	TBD	Call for quote	Call for quote
Closed Container (Cabinet)	Container	$ 214.39	$ 225.11
Transport Rental	Each per Day	$ 1.31	$ 1.38
Scheduled Same Building/Same Campus Transport[4]	Trip	$ 21.97	$ 23.07
Scheduled Same Place/Same Floor Transport[4]	Trip	$ 14.57	$ 15.30
Custom Bar Code Labels	Label	$ 1.39	$ 1.46
Slotted Media Storage - Oversized	Slot	$ 2.15	$ 2.26
Labor	Hour	$ 73.89	$ 77.58
Data Management Minimum Order Value	Per Year	$ 5,000.00	$ 5,000.00
One-Time Minimum Order Value	Order	$ 10,000.00	$ 10,579.35

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

Notes:
1) Costs are not inclusive of third party transportation which are the responsibility of the Customer or which are billed directly by the Carrier to the Customer. Third Party Transportation is priced per shipment.
2) In months where customers requests tapes / containers, a monthly minimum for media handling will apply. Minimum does not apply in months were media is not requested.
3) Additional media requests for a scheduled service must be placed on or before 7:00 PM the previous business day. All "add-on" requests received before 7:00 PM the previous business day will be delivered on the next scheduled service.

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

4) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge .

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Data Center

Service Offering - Standard Storage & Services[1]	Unit	2023 Price	2024 Price
Monthly Federal Colocation Services - WPA1 - 4.99 kW	Per month	$ 1,669.60	$ 1,753.08
Monthly Federal Colocation Services - WPA1 - 8.64 kW	Per month	$ 2,744.17	$ 2,881.38
Monthly Federal Colocation Services - WPA1 - 14.40 kW	Per month	$ 4,331.07	$ 4,547.62
Monthly Federal Colocation Services - WPA1 - 20.00 kW	Per month	$ 5,654.45	$ 5,937.17
Monthly Federal Colocation 5 kW Expansion - WPA1 (20.00 - 40.00 kW)	Per month	$ 1,413.61	$ 1,484.29
Monthly Federal Colocation Services- WPA1 - 40.00 kW	Per month	$ 11,116.42	$ 11,672.24
Monthly Federal Colocation 5 kW Expansion - WPA1 (40.00 - 80.00 kW)	Per month	$ 1,389.55	$ 1,459.03
Monthly Federal Colocation Services - WPA1 - 80.00 kW	Per month	$ 21,944.09	$ 23,041.29
Monthly Federal Colocation 5 kW Expansion - WPA1 (80.00 - 160.00 kW)	Per month	$ 1,371.51	$ 1,440.09
Monthly Federal Colocation Services - WPA1 - 160.00 kW	Per month	$ 43,118.22	$ 45,274.13
Monthly Federal Colocation 5 kW Expansion - WPA1 (160.00 - 320.00 kW)	Per month	$ 1,347.44	$ 1,414.81
Monthly Federal Colocation Services - WPA1 - 320.00 kW	Per month	$ 84,696.51	$ 88,931.34
Monthly Federal Colocation 5 kW Expansion - WPA1 (320.00 - 1000.00 kW)	Per month	$ 1,323.38	$ 1,389.55
Monthly Federal Colocation Services - WPA1 - 1000.00 kW	Per month	$ 258,661.20	$ 271,594.26
Monthly Federal Colocation 50 kW Expansion - WPA1 (1000.00 - 2000.00 kW)	Per month	$ 12,933.06	$ 13,579.71
Monthly Federal Colocation Services - WPA1 - 2000.00 kW	Per month	$ 498,073.20	$ 522,976.86
Monthly Federal Colocation 50 kW Expansion - WPA1 (>2000.00 kW)	Per month	$ 12,451.83	$ 13,074.42
Monthly Federal Colocation Services - BOS1 - 4.99 kW	Per month	$ 1,704.95	$ 1,790.20
Monthly Federal Colocation Services - BOS1 - 8.64 kW	Per month	$ 2,920.87	$ 3,066.91
Monthly Federal Colocation Services - BOS1 - 14.40 kW	Per month	$ 4,816.15	$ 5,056.96
Monthly Federal Colocation Services - BOS1 - 20.00 kW	Per month	$ 6,015.38	$ 6,316.15
Monthly Federal Colocation 5 kW Expansion - BOS1 (20.00 - 40.00 kW)	Per month	$ 1,503.84	$ 1,579.03
Monthly Federal Colocation Services - BOS1 - 40.00 kW	Per month	$ 11,707.75	$ 12,293.14
Monthly Federal Colocation 5 kW Expansion - BOS1 (40.00 - 80.00 kW)	Per month	$ 1,463.47	$ 1,536.64
Monthly Federal Colocation Services - BOS1 - 80.00 kW	Per month	$ 23,195.29	$ 24,355.05
Monthly Federal Colocation 5 kW Expansion - BOS1 (80.00 - 160.00 kW)	Per month	$ 1,449.71	$ 1,522.20
Monthly Federal Colocation Services - BOS1 - 160.00 kW	Per month	$ 46,005.60	$ 48,305.88
Monthly Federal Colocation 5 kW Expansion - BOS1 (160.00 - 320.00 kW)	Per month	$ 1,437.68	$ 1,509.56
Monthly Federal Colocation Services - BOS1 - 320.00 kW	Per month	$ 91,241.24	$ 95,803.30
Monthly Federal Colocation 5 kW Expansion - BOS1 (320.00 - 1000.00 kW)	Per month	$ 1,425.64	$ 1,496.92
Monthly Federal Colocation Services - BOS1 - 1000.00 kW	Per month	$ 281,519.63	$ 295,595.61
Monthly Federal Colocation 50 kW Expansion - BOS1 (>1000.00 kW)	Per month	$ 14,075.98	$ 14,779.78
Monthly Federal Colocation Services - KCM1 - 4.99 kW	Per month	$ 1,813.73	$ 1,904.42
Monthly Federal Colocation Services - KCM1 - 8.64 kW	Per month	$ 3,139.16	$ 3,296.12
Monthly Federal Colocation Services - KCM1 - 14.40 kW	Per month	$ 5,231.93	$ 5,493.53
Monthly Federal Colocation Services - KCM1 - 20.00 kW	Per month	$ 7,065.12	$ 7,418.38
Monthly Federal Colocation 5 kW Expansion - KCM1 (20.00 - 40.00 kW)	Per month	$ 1,766.28	$ 1,854.59
Monthly Federal Colocation Services - KCM1 - 40.00 kW	Per month	$ 13,889.61	$ 14,584.09
Monthly Federal Colocation 5 kW Expansion - KCM1 (40.00 - 80.00 kW)	Per month	$ 1,736.21	$ 1,823.02
Monthly Federal Colocation Services - KCM1 - 80.00 kW	Per month	$ 26,909.46	$ 28,254.93
Monthly Federal Colocation 5 kW Expansion - KCM1 (80.00 - 160.00 kW)	Per month	$ 1,681.84	$ 1,765.93
Monthly Federal Colocation Services - KCM1 - 160.00 kW	Per month	$ 51,894.01	$ 54,488.71
Monthly Federal Colocation 5 kW Expansion - KCM1 (160.00 - 320.00 kW)	Per month	$ 1,621.69	$ 1,702.77
Monthly Federal Colocation Services - KCM1 - 320.00 kW	Per month	$ 100,086.94	$ 105,091.29
Monthly Federal Colocation 5 kW Expansion - KCM1 (320.00 - 1000.00 kW)	Per month	$ 1,563.85	$ 1,642.04
Monthly Federal Colocation Services - KCM1 - 1000.00 kW	Per month	$ 302,246.52	$ 317,358.85
Monthly Federal Colocation 50 kW Expansion - KCM1 (>1000.00 kW)	Per month	$ 15,112.32	$ 15,867.94
Monthly Federal Colocation Services - VA1/VA2 - 4.99 kW	Per month	$ 1,411.35	$ 1,481.92
Monthly Federal Colocation Services - VA1/VA2 - 8.64 kW	Per month	$ 2,442.72	$ 2,564.86
Monthly Federal Colocation Services - VA1/VA2 - 14.40 kW	Per month	$ 4,071.21	$ 4,274.77
Monthly Federal Colocation Services - VA1/VA2 - 20.00 kW	Per month	$ 5,534.15	$ 5,810.86
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (20.00 - 40.00 kW)	Per month	$ 1,383.54	$ 1,452.72
Monthly Federal Colocation Services - VA1/VA2 - 40.00 kW	Per month	$ 10,827.68	$ 11,369.06
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (40.00 - 80.00 kW)	Per month	$ 1,353.46	$ 1,421.13
Monthly Federal Colocation Services - VA1/VA2 - 80.00 kW	Per month	$ 20,789.14	$ 21,828.60
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (80.00 - 160.00 kW)	Per month	$ 1,299.32	$ 1,364.29
Monthly Federal Colocation Services - VA1/VA2 - 160.00 kW	Per month	$ 40,615.82	$ 42,646.61
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (160.00 - 320.00 kW)	Per month	$ 1,269.24	$ 1,332.70
Monthly Federal Colocation Services - VA1/VA2 - 320.00 kW	Per month	$ 77,381.81	$ 81,250.90
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (320.00 - 1000.00 kW)	Per month	$ 1,209.09	$ 1,269.54

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Monthly Federal Colocation Services - VA1/VA2 - 1000.00 kW	Per month	$ 223,772.02	$ 234,960.62
Monthly Federal Colocation 50 kW Expansion - VA1/VA2 (1000.00 - 2000.00 kW)	Per month	$ 11,188.60	$ 11,748.03
Monthly Federal Colocation Services - VA1/VA2 - 2000.00 kW	Per month	$ 440,325.58	$ 462,341.86
Monthly Federal Colocation 50 kW Expansion - VA1/VA2 (>2000.00 kW)	Per month	$ 11,008.14	$ 11,558.55
120V Circuit & Installation	Each	$ 354.91	$ 372.66
208V 1-Phase Circuit & Installation	Each	$ 475.21	$ 498.97
208V 3-Phase Circuit & Installation	Each	$ 595.52	$ 625.30
Cross Connections	Each	$ 108.28	$ 113.69
Dark Fiber (1 pair)	Per Pair	$ 6,015.38	$ 6,316.15
Dark Fiber (2 pairs)	Per 2 Pairs	$ 10,226.14	$ 10,737.45
Managed Internet Access (10-150 Mbps)	Per 1 Mbps	$ 4.51	$ 4.74
Managed Internet Access (151-500 Mbps)	Per 1 Mbps	$ 3.91	$ 4.11
Managed Internet Access (501 Mbps-1 Gbps)	Per 1 Mbps	$ 3.01	$ 3.16
Managed Internet Access (1-4 Gbps)	Per 1 Mbps	$ 2.71	$ 2.85
Managed Internet Access (4-10 Gbps)	Per 1 Mbps	$ 2.41	$ 2.53
Helping Hands	Per Hour	$ 138.35	$ 145.27
Monthly Federal Colocation Services - DEN1 - 20.00 kW	Per month	$ 4,989.66	$ 5,239.14
Monthly Federal Colocation 5 kW Expansion - DEN1 (20.00 - 40.00 kW)	Per month	$ 1,247.42	$ 1,309.79
Monthly Federal Colocation Services - DEN1 - 40.00 kW	Per month	$ 9,888.60	$ 10,383.03
Monthly Federal Colocation 5 kW Expansion - DEN1 (40.00 - 80.00 kW)	Per month	$ 1,236.08	$ 1,297.88
Monthly Federal Colocation Services - DEN1 - 80.00 kW	Per month	$ 18,144.22	$ 19,051.43
Monthly Federal Colocation 5 kW Expansion - DEN1 (80.00 - 160.00 kW)	Per month	$ 1,134.01	$ 1,190.71
Monthly Federal Colocation Services - DEN1 - 160.00 kW	Per month	$ 35,199.79	$ 36,959.78
Monthly Federal Colocation 5 kW Expansion - DEN1 (160.00 - 320.00 kW)	Per month	$ 1,099.99	$ 1,154.99
Monthly Federal Colocation Services - DEN1 - 320.00 kW	Per month	$ 63,867.66	$ 67,061.04
Monthly Federal Colocation 5 kW Expansion - DEN1 (320.00 - 1000.00 kW)	Per month	$ 997.93	$ 1,047.83
Monthly Federal Colocation Services - DEN1 - 1000.00 kW	Per month	$ 188,246.31	$ 197,658.63
Monthly Federal Colocation 50 kW Expansion - DEN1 (1000.00 - 2000.00 kW)	Per month	$ 9,412.32	$ 9,882.94
Monthly Federal Colocation Services - DEN1 - 2000.00 kW	Per month	$ 365,152.48	$ 383,410.10
Monthly Federal Colocation 50 kW Expansion - DEN1 (>2000.00 kW)	Per month	$ 9,128.81	$ 9,585.25
1-4MW Variable Metered Power License Fee - VA-1 and VA-2 (per KW/per month)	Per KW / Per Month	$ 94.12	$ 98.83
4MW+ Variable Metered Power License Fee - VA-1 and VA-2 (per KW/per month)	Per KW / Per Month	$ 94.12	$ 98.83
Variable Metered Power - Utility Power Usage - VA-1 and VA-2 (per KW/per month)	Per KW / Per Month	$ 60.10	$ 110.95
1MW -4MW Variable Metered Power License Fee - DEN 1 (per KW/per month)	Per KW / Per Month	$ 94.12	$ 98.83
Variable Metered Power - Utility Power Usage - DEN 1 (per KW/per month)	Per KW / Per Month	$ 80.51	$ 91.91
208V 1-Phase Circuit & Installation for Variable Metered Power (2 circuits, 1 pair)	Each	$ 2,262.36	$ 2,375.48
208V 3-Phase Circuit & Installation for Variable Metered Power (2 circuits, 1 pair)	Each	$ 2,835.03	$ 2,976.78
Monthly Federal Colocation Services - AZP - 4.99 kW	Per Month	$ 1,523.27	$ 1,599.43
Monthly Federal Colocation Services - AZP - 8.64 kW	Per Month	$ 2,511.88	$ 2,637.47
Monthly Federal Colocation Services - AZP - 14.40 kW	Per Month	$ 3,987.12	$ 4,186.48
Monthly Federal Colocation Services - AZP - 20.00 kW	Per Month	$ 527.72	$ 5,537.66
Monthly Federal Colocation 5 kW Expansion - AZP (20.00 - 40.00 kW)	Per Month	$ 1,318.49	$ 1,384.41
Monthly Federal Colocation Services - AZP - 40.00 kW	Per Month	$ 10,045.65	$ 10,547.93
Monthly Federal Colocation 5 kW Expansion - AZP (40.00 - 80.00 kW)	Per Month	$ 1,255.70	$ 1,318.49
Monthly Federal Colocation Services - AZP - 80.00 kW	Per Month	$ 20,821.26	$ 21,862.32
Monthly Federal Colocation 5 kW Expansion - AZP (80.00 - 160.00 kW)	Per Month	$ 1,301.33	$ 1,366.40
Monthly Federal Colocation Services - AZP - 160.00 kW	Per Month	$ 33,594.54	$ 35,274.27
Monthly Federal Colocation 5 kW Expansion - AZP (160.00 - 320.00 kW)	Per Month	$ 1,049.83	$ 1,102.32
Monthly Federal Colocation Services - AZP - 320.00 kW	Per Month	$ 63,469.51	$ 66,642.99
Monthly Federal Colocation 5 kW Expansion - AZP (320.00 - 1000.00 kW)	Per Month	$ 991.71	$ 1,041.30
Monthly Federal Colocation Services - AZP - 1000.00 kW	Per Month	$ 185,895.63	$ 195,190.41
Monthly Federal Colocation 50 kW Expansion - AZP (1000.00 - 2000.00 kW)	Per Month	$ 9,294.78	$ 9,759.52
Monthly Federal Colocation Services - AZP - 2000.00 kW	Per Month	$ 354,086.91	$ 371,791.26
Monthly Federal Colocation 50 kW Expansion - AZP (>2000.00 kW)	Per Month	$ 8,852.17	$ 9,294.78
Monthly Federal Colocation Services - AZS - 4.99 kW	Per Month	$ 1,350.67	$ 1,418.20
Monthly Federal Colocation Services - AZS - 8.64 kW	Per Month	$ 2,227.27	$ 2,338.63
Monthly Federal Colocation Services - AZS - 14.40 kW	Per Month	$ 3,535.35	$ 3,712.12
Monthly Federal Colocation Services - AZS - 20.00 kW	Per Month	$ 4,676.40	$ 4,910.22
Monthly Federal Colocation 5 kW Expansion - AZS (20.00 - 40.00 kW)	Per Month	$ 1,169.10	$ 1,227.56
Monthly Federal Colocation Services - AZS - 40.00 kW	Per Month	$ 8,907.42	$ 9,352.79
Monthly Federal Colocation 5 kW Expansion - AZS (40.00 - 80.00 kW)	Per Month	$ 1,114.45	$ 1,170.17
Monthly Federal Colocation Services - AZS - 80.00 kW	Per Month	$ 17,020.38	$ 17,871.40
Monthly Federal Colocation 5 kW Expansion - AZS (80.00 - 160.00 kW)	Per Month	$ 1,063.77	$ 1,116.96

Monthly Federal Colocation Services - AZS - 160.00 kW	Per Month	$ 32,419.77	$ 34,040.76
Monthly Federal Colocation 5 kW Expansion - AZS (160.00 - 320.00 kW)	Per Month	$ 1,013.12	$ 1,063.78
Monthly Federal Colocation Services - AZS - 320.00 kW	Per Month	$ 58,671.46	$ 61,605.03
Monthly Federal Colocation 5 kW Expansion - AZS (320.00 - 1000.00 kW)	Per Month	$ 916.74	$ 962.58
Monthly Federal Colocation Services - AZS - 1000.00 kW	Per Month	$ 182,189.71	$ 191,299.20
Monthly Federal Colocation 50 kW Expansion - AZS (1000.00 - 2000.00 kW)	Per Month	$ 9,109.48	$ 9,564.95
Monthly Federal Colocation Services - AZS - 2000.00 kW	Per Month	$ 347,028.01	$ 364,379.41
Monthly Federal Colocation 50 kW Expansion - AZS (>2000.00 kW)	Per Month	$ 8,675.70	$ 9,109.49
Monthly Federal Colocation Services - NJE - 4.99 kW	Per Month	$ 1,792.00	$ 1,881.60
Monthly Federal Colocation Services - NJE - 8.64 kW	Per Month	$ 2,917.71	$ 3,063.60
Monthly Federal Colocation Services - NJE - 14.40 kW	Per Month	$ 4,434.96	$ 4,656.71
Monthly Federal Colocation Services - NJE - 20.00 kW	Per Month	$ 5,830.97	$ 6,122.52
Monthly Federal Colocation 5 kW Expansion - NJE (20.00 - 40.00 kW)	Per Month	$ 1,457.74	$ 1,530.63
Monthly Federal Colocation Services - NJE - 40.00 kW	Per Month	$ 9,310.39	$ 9,775.91
Monthly Federal Colocation 5 kW Expansion - NJE (40.00 - 80.00kW)	Per Month	$ 1,163.80	$ 1,221.99
Monthly Federal Colocation Services - NJE - 80.00 kW	Per Month	$ 27,929.77	$ 29,326.26
Monthly Federal Colocation 5 kW Expansion - NJE (80.00 - 160.00 kW)	Per Month	$ 1,745.61	$ 1,832.89
Monthly Federal Colocation Services - NJE - 160.00 kW	Per Month	$ 53,199.55	$ 55,859.53
Monthly Federal Colocation 5 kW Expansion - NJE (160.00 - 320.00 kW)	Per Month	$ 1,662.48	$ 1,745.60
Monthly Federal Colocation Services - NJE - 320.00 kW	Per Month	$ 99,425.21	$ 104,396.47
Monthly Federal Colocation 5 kW Expansion - NJE (320.00 - 1000.00 kW)	Per Month	$ 1,553.52	$ 1,631.20
Monthly Federal Colocation Services - NJE - 1000.00 kW	Per Month	$ 283,905.19	$ 298,100.45
Monthly Federal Colocation 50 kW Expansion - NJE (1000.00 - 2000.00 kW)	Per Month	$ 14,195.26	$ 14,905.02
Monthly Federal Colocation Services - NJE - 2000.00 kW	Per Month	$ 540,771.79	$ 567,810.38
Monthly Federal Colocation 50 kW Expansion - NJE (>2000.00 kW)	Per Month	$ 13,519.30	$ 14,195.27
Monthly Federal Colocation Services - DEN - 4.99 kW	Per Month	$ 1,683.34	$ 1,767.51
Monthly Federal Colocation Services - DEN - 8.64 kW	Per Month	$ 2,775.85	$ 2,914.64
Monthly Federal Colocation Services - DEN - 14.40 kW	Per Month	$ 4,406.11	$ 4,626.42
250 - 999 kW Variable Metered Power License Fee - AZP	Per kW / Per Month	$ 131.85	$ 138.44
1-4MW Variable Metered Power License Fee - AZP	Per kW / Per Month	$ 102.43	$ 107.55
Variable Metered Power - Utility Power Usage - AZP	Per kW / Per Month	$ 76.06	$ 79.86
250 - 999 kW Variable Metered Power License Fee - AZS	Per kW / Per Month	$ 107.88	$ 113.27
1-4MW Variable Metered Power License Fee - AZS	Per kW / Per Month	$ 98.07	$ 102.97
Variable Metered Power - Utility Power Usage - AZS	Per kW / Per Month	$ 101.61	$ 106.69
250 - 999 kW Variable Metered Power License Fee - DEN	Per kW / Per Month	$ 131.19	$ 137.75
250 - 999 kW Variable Metered Power License Fee - NJE	Per kW / Per Month	$ 191.79	$ 201.38
1-4MW Variable Metered Power License Fee - NJE	Per kW / Per Month	$ 143.14	$ 150.30
Variable Metered Power - Utility Power Usage - NJE	Per kW / Per Month	$ 101.76	$ 106.85
250 - 999 kW Variable Metered Power License Fee - VA	Per kW / Per Month	$ 142.75	$ 149.89
250 - 999 kW Variable Metered Power License Fee - WPA	Per kW / Per Month	$ 196.14	$ 205.95
1-4MW Variable Metered Power License Fee - WPA	Per kW / Per Month	$ 152.55	$ 160.18
Variable Metered Power - Utility Power Usage - WPA	Per kW / Per Month	$ 72.13	$ 75.74

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Program Management & Operations

Service Offering	Unit	2023 Price	2024 Price
Vault Specialist	Hour	$ 41.81	$ 43.90
Vault Coordinator	Hour	$ 68.53	$ 71.96
Records Specialist	Hour	$ 41.81	$ 43.90
Records Coordinator	Hour	$ 68.53	$ 71.96
Operations Supervisor	Hour	$ 78.98	$ 82.93
Project Specialist	Hour	$ 41.81	$ 43.90
Project Coordinator	Hour	$ 68.53	$ 71.96
Project Supervisor	Hour	$ 76.65	$ 80.48
Operations Manager	Hour	$ 113.83	$ 119.52
Data Entry Specialist	Hour	$ 38.34	$ 40.26
Data Entry Coordinator	Hour	$ 48.78	$ 65.89
Quality Assurance Specialist	Hour	$ 38.34	$ 40.26
Quality Assurance Coordinator	Hour	$ 48.78	$ 65.89
ROI Specialist	Hour	$ 36.02	$ 50.80
ROI Coordinator	Hour	$ 68.53	$ 71.96
Courier Assistant	Hour	$ 39.49	$ 48.79
Courier Light Truck	Hour	$ 46.47	$ 48.79
Courier Heavy Truck	Hour	$ 58.08	$ 60.98
Courier Tractor Trailer	Hour	$ 58.08	$ 60.98
Transportation Service Coordinator	Hour	$ 63.89	$ 67.08
Transportation Supervisor	Hour	$ 78.98	$ 82.93
Program Manager I	Hour	$ 128.93	$ 135.38
Program Manager II	Hour	$ 141.71	$ 148.80
Program Director	Hour	$ 193.99	$ 203.69
Program Executive	Hour	$ 269.47	$ 282.94
Systems Engineer I	Hour	$ 89.44	$ 93.91
Systems Engineer II	Hour	$ 117.32	$ 123.19
Systems Administration Manager I	Hour	$ 144.03	$ 151.23
Systems Administration Manager II	Hour	$ 191.66	$ 201.24
Systems Architect	Hour	$ 161.45	$ 169.52
Principal Engineer	Hour	$ 216.05	$ 226.85
Implementation Manager I	Hour	$ 94.09	$ 98.79
Implementation Manager II	Hour	$ 111.50	$ 117.08
Program Management Minimum Order Value	One-time Project	$ 20,000.00	$ 20,000.00

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Digitization Services

Service Offering	Unit	2023 Price	2024 Price
Standard Scanning - Minimum Fee	Project	$ 365.889	$ 384.18
Standard Scanning - Tier 1	Image	$ 0.084	$ 0.088
Standard Scanning - Tier 2	Image	$ 0.069	$ 0.072
Standard Scanning - Tier 3	Image	$ 0.057	$ 0.060
Standard Scanning – Tier 4+ Minimum Fee	Project	$ 103,575.682	$ 108,754.47
Standard Scanning - Tier 4	Image	$ 0.051	$ 0.054
Standard Scanning - Tier 5	Image	$ 0.047	$ 0.049
Standard Scanning - Tier 6	Image	$ 0.044	$ 0.046
Bound Book Scanning - Minimum Fee	Project	$ 1,125.823	$ 1,182.11
Bound Book Scanning - Tier 1	Image	$ 0.274	$ 0.288
Bound Book Scanning - Tier 2	Image	$ 0.261	$ 0.274
Bound Book Scanning - Tier 3	Image	$ 0.248	$ 0.260
Bound Book Scanning - Tier 4+ Minimum Fee	Project	$ 56,291.109	$ 59,105.66
Bound Book Scanning - Tier 4	Image	$ 0.209	$ 0.219
Bound Book Scanning - Tier 5	Image	$ 0.192	$ 0.202
Bound Book Scanning - Tier 6	Image	$ 0.192	$ 0.202
Flatbed Scanning - Minimum Fee	Project	$ 2,251.645	$ 2,364.23
Flatbed Scanning - Tier 1	Image	$ 0.473	$ 0.497
Flatbed Scanning - Tier 2	Image	$ 0.462	$ 0.485
Flatbed Scanning - Tier 3	Image	$ 0.449	$ 0.471
Flatbed Scanning - Tier 4+ Minimum Fee	Project	$ 56,291.109	$ 59,105.66
Flatbed Scanning - Tier 4	Image	$ 0.376	$ 0.395
Flatbed Scanning - Tier 5	Image	$ 0.350	$ 0.368
Flatbed Scanning - Tier 6	Image	$ 0.350	$ 0.368
Color Setup - Regular-size paper	Project	$ 337.756	$ 354.64
Document Preparation - Light	Image	$ 0.020	$ 0.021
Document Preparation - Standard	Image	$ 0.034	$ 0.036
Document Preparation - Heavy	Image	$ 0.071	$ 0.075
Document Reassembly - Simple	Image	$ 0.004	$ 0.004
Document Reassembly - Partial	Image	$ 0.016	$ 0.017
Document Reassembly - Full	Image	$ 0.035	$ 0.037
Scan Resolution - 300dpi - Standard	Image	$ 0.006	$ 0.007
Scan Resolution - 300dpi - Bound Book	Image	$ 0.081	$ 0.085
Scan Resolution - 300dpi - Flatbed	Image	$ 0.170	$ 0.179
Quality Assurance - 100% vs. Image	Image	$ 0.033	$ 0.035
Quality Assurance - With Clean-up	Image	$ 0.010	$ 0.011
Image Output - Searchable PDF	Image	$ 0.005	$ 0.006
Indexing - Standard	Keystroke	$ 0.008	$ 0.009
Indexing - Bound Book	Keystroke	$ 0.009	$ 0.010
Indexing - Flatbed	Keystroke	$ 0.010	$ 0.011
Document Classification - Standard 2-5 Doc Types	Image	$ 0.004	$ 0.005
Document Classification - Standard 6-10 Doc Types	Image	$ 0.007	$ 0.008
Document Classification - Standard 11-25 Doc Types	Image	$ 0.012	$ 0.013
Document Classification - Flatbed 2-5 Doc Types	Image	$ 0.014	$ 0.015
Document Classification - Flatbed 6-10 Doc Types	Image	$ 0.032	$ 0.034
Document Classification - Flatbed 11-25 Doc Types	Image	$ 0.059	$ 0.062

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Wide Format B Scanning - Minimum Fee	Project	$ 3,940.378	$ 4,137.40
Wide Format B Scanning - Tier 1	Image	$ 0.859	$ 0.902
Wide Format B Scanning - Tier 2	Image	$ 0.674	$ 0.708
Wide Format C Scanning - Minimum Fee	Project	$ 4,503.289	$ 4,728.45
Wide Format C Scanning - Tier 1	Image	$ 0.941	$ 0.988
Wide Format C Scanning - Tier 2	Image	$ 0.739	$ 0.776
Wide Format D Scanning - Minimum Fee	Project	$ 5,629.112	$ 5,910.57
Wide Format D Scanning - Tier 1	Image	$ 1.126	$ 1.182
Wide Format D Scanning - Tier 2	Image	$ 0.882	$ 0.926
Wide Format E Scanning - Minimum Fee	Project	$ 7,317.846	$ 7,683.74
Wide Format E Scanning - Tier 1	Image	$ 1.517	$ 1.593
Wide Format E Scanning - Tier 2	Image	$ 1.191	$ 1.251
Color Setup - Wide-format	Project	$ 337.756	$ 354.64
Wide-format Document Preparation - Light	Image	$ 0.087	$ 0.091
Wide-format Document Preparation - Standard	Image	$ 0.447	$ 0.469
Wide-format Document Preparation - Heavy	Image	$ 1.108	$ 1.163
Wide-format Document Reassembly - Simple	Image	$ 0.043	$ 0.045
Wide-format Document Reassembly - Partial	Image	$ 0.091	$ 0.096
Wide-format Document Reassembly - Full	Image	$ 0.235	$ 0.247
Scan Resolution - Wide Format B	Image	$ 0.606	$ 0.636
Scan Resolution - Wide Format C	Image	$ 0.702	$ 0.737
Scan Resolution - Wide Format D	Image	$ 0.909	$ 0.954
Scan Resolution - Wide Format E	Image	$ 1.360	$ 1.428
Quality Assurance - 100% vs. Image	Image	$ 0.026	$ 0.027
Quality Assurance - With Clean-up	Image	$ 0.006	$ 0.007
Image Output - Searchable PDF	Image	$ 0.005	$ 0.006
Indexing - Wide-format	Keystroke	$ 0.009	$ 0.010
Microfilm Scanning - Minimum Fee	Roll	$ 16.887	$ 17.73
Microfilm Scanning - 16mm	Image	$ 0.009	$ 0.010
Microfilm Scanning - 35mm	Image	$ 0.035	$ 0.037
Microfiche Scanning - Minimum Fee	Sheet	$ 0.560	$ 0.588
Microfiche Scanning - COM	Image	$ 0.016	$ 0.017
Microfiche Scanning - Jacketed / Step & Repeat	Image	$ 0.033	$ 0.035
Aperture Card Scanning - Minimum Fee	Project	$ 28.144	$ 29.550
Aperture Card Scanning - Hollerith Punch Code	Image	$ 0.202	$ 0.212
Aperture Card Scanning - Non-Hollerith Punch Code	Image	$ 0.282	$ 0.296
Digital Archive Writer	Image	$ 0.022	$ 0.023
16mm Duplicate - Silver Halide	Roll	$ 45.518	$ 47.79
16mm Duplicate - Diazo	Roll	$ 10.280	$ 10.79
35mm Duplicate - Silver Halide	Roll	$ 52.610	$ 55.24
35mm Duplicate - Diazo	Roll	$ 14.015	$ 14.72
Diazo Duplicate - Microfiche	Sheet	$ 1.048	$ 1.10
Diazo Duplicate - Aperture Cards	Sheet	$ 1.069	$ 1.122
Imaging Data Entry Specialist	Hour	$ 36.912	$ 41.21
Imaging Operations Manager	Hour	$ 100.706	$ 105.740
Imaging Production Coordinator	Hour	$ 46.314	$ 55.98
Imaging Production Specialist I	Hour	$ 37.921	$ 39.82
Imaging Production Specialist II	Hour	$ 41.246	$ 43.31
Imaging Production Supervisor	Hour	$ 60.173	$ 63.18

Implementation Manager - DMS	Hour	$ 95.483	$ 100.26
Software Engineer	Hour	$ 115.376	$ 121.14
Principal Software Engineer	Hour	$ 137.957	$ 144.85
Document Conversion Services Minimum Order Value	One-time Project	$ 20,000.00	$ 21,158.69
OnSite Document Conversion Services	One-time Project	N/A	Call for quote

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

Notes:
1) Unless otherwise specified as "OnSite", service offerings are for OffSite Document Conversion Services.

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Information Governance Advisory Services

Iron Mountain Advisory Services is one of the industry's largest IG consultancies with over 20 years of experience providing holistic IG services to evolving enterprise organizations. From lawyers and legal researchers to records managers and library scientists, our IG professionals take the time to understand your specific needs and provide a detailed project plan with a timetable for deliverables. Iron Mountain Advisory Services combine technology with deep expertise and broad experience, through a team of information governance professionals who have dedicated themselves to the intricacies of retention, privacy, compliance and risk management. Advisory Services can work with you to review, improve or accelerate the following:

- **IG Assessments:** A range of assessments are available to evaluate aspects such as Organizational Maturity (IGHealthRate), Content Classification, Personnel Capabilities, Compliance Reviews to assist in defining practice capabilities (frequently between $25k - $50k)
- **IG Strategy Development:** A formalized methodology to assess the current state of capabilities, develop Target Operating Models and implementation roadmaps. Can also include support for the implementation of the IG Strategy (frequently between $75k - $90k)
- **IG Training:** A range of training solutions aimed at supporting initial and ongoing change/cultural change management efforts (frequently between $5k - $25k)
- **IG Advisory Staffing:** Allows for the temporary (less than one year) placement of Advisory staff to enable IG transformation efforts
- **IG Content Classification:** Provides the means to identify, classify and remediate redundent, outdated and trivial (ROT) content in both structured and unstructured environments as well as physical document repositories
- **IG Policy, Procedure and Program Development:** Supporting the development and implementation of governance related documents and structures to support the ongoing operations of IG

***IG Services pricing for specific projects is based upon the unique scope of work using the labor prices in the table below.**

Service Offering	Service Description	Unit	2023 Price	2024 Price
Managing Principal	Lead executive responsible for the execution of an Information Governance program and manager of Iron Mountain Principals and other resources delivering the program. This person is an acknowledged expert in Information Governance across the full lifecycle from Strategy through Policy Development, Implementation of both program and system and Operation of the program. Minimum years of experience: 12 Minimum education requirement: BA/BS	Hour	$ 394.92	$ 414.67
Principal	Principal Lead executive responsible for execution of the engagement. An expert in Information Governance and leading Information Governance initiatives. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry and Information Governance insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance. Minimum years of experience: 10 Minimum education requirement: BA/BS	Hour	$ 290.38	$ 304.90
Project Manager III	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 8 Minimum education requirement: BA/BS	Hour	$ 244.94	$ 257.19
Project Manager II	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 207.11	$ 217.47
Project Manager I	Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 3 Minimum education requirement: BA/BS	Hour	$ 186.41	$ 195.73
Subject Matter Specialist III	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 12 Minimum education requirement: BA/BS	Hour	$ 255.19	$ 267.95
Subject Matter Specialist II	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 8 Minimum education requirement: BA/BS	Hour	$ 214.19	$ 224.90
Subject Matter Specialist	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 142.41	$ 149.53
Senior Associate II	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 227.85	$ 239.24

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Industry Specific Retention Schedules / Policy Center

As the regulatory environment is changing in the US, and around the world, Iron Mountain's Policy Center can help you by providing up to date laws specific to your industry so you can keep your retention schedule current. We are adding pre-built industry standard retention schedules on an ongoing basis. With Policy Center Professional and Enterprise Editions, you can receive continuously updated regulations for multiple industries. Through Policy Center Enterprise Edition you'll receive both retention and privacy legal citations. Iron Mountain deployment and maintenance of your retention and privacy schedules can include:

- Classification Scheme Renovation and Validation - Review current record retention schedule; update and modernize schedule
- Develop Privacy Content - Conduct surveys; develop record type library, data sources, processing activities
- Map Privacy Content - Map record types, data sources, data owners, & processing activities; create data flow maps
- Conduct and Deliver Retention and/or Privacy Research from Iron Mountain's Global Research Service (GRS)
- Map, Deliver, and Validate Retention Schedule - Map citations to record classes; set global rules and exceptions; map privacy obligations
- Deploy Records Retention Schedule - Create retention portal and train administrative users
- Monitoring & Records Retention Schedule Maintenance - Iron Mountain reviews subscription updates and recommends changes
- Develop IG/RIM Policy, Training and Audit Program

***IG Services pricing for specific projects outside of the One-Time implemetations, is based upon the unique scope of work using the labor prices in the table below.**

Service Offering	Service Description	Unit	2023 Price	2024 Price
Policy Center Solution - Quick Start Engagement Model - Implementation	Implementation for a client that operates in one State and must follow an externally prescribed Retention Schedule (i.e., NARA or State Level equivalent). Client does not require any Iron Mountain legal research to support the retention schedule.	One-Time	$ 23,286.00	$ 24,450.30
Policy Center Solution - Professional with Global Research Service	Implementation for a client that operates in one State that is not requried to follow an externally prescribed Retention Schedule (i.e., NARA or State Level equivalent). Client requires the applicable legal research to support the retention schedule.	One-Time	$ 44,725.00	$ 46,961.25
Policy Center Solution - Professional with Global Research Service and Privacy	Implementation for a client that operates in one State that is not requried to follow an externally prescribed Retention Schedule (i.e., NARA or State Level equivalent). Client requires the applicable legal and privacy research to support the retention schedule	One-Time	$ 124,847.00	$ 131,089.35
Policy Center Solution - Professional with Global Research Service	Annual Subscription to Policy Center	Annual	$ 10,319.00	$ 10,834.95
Policy Center Solution - Professional API Module	Add-on module to Policy Center Professional that allows direct integration to downstream content management platforms	Annual	$ 6,458.00	$ 6,780.90
Policy Center Solution - Professional Privacy Module	Add-on module to Policy Center Professional that allows for the identification and mapping of Privacy regulations to the Retention Schedule	Annual	$ 6,458.00	$ 6,780.90
Global Research Service Legal Subscription	Annual Subscription fee for Legal Research (US Federal and One State)	Annual	$ 2,273.00	$ 2,386.65
Global Research Service Privacy Subscription	Annual Subscription fee for privacy data continuous maintenance	Annual	$ 355.00	$ 372.75
Managing Principal	Lead executive responsible for the execution of an Information Governance program and manager of Iron Mountain Principals and other resources delivering the program. This person is an acknowledged expert in Information Governance across the full lifecycle from Strategy through Policy Development, Implementation of both program and system and Operation of the program. Minimum years of experience: 12 Minimum education requirement: BA/BS	Hour	$ 394.92	$ 414.67
Principal	Principal Lead executive responsible for execution of the engagement. An expert in Information Governance and leading Information Governance initiatives. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry and Information Governance insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance. Minimum years of experience: 10 Minimum education requirement: BA/BS	Hour	$ 290.38	$ 304.90
Project Manager III	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 8 Minimum education requirement: BA/BS	Hour	$ 244.94	$ 257.19
Project Manager II	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 207.11	$ 217.47

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Project Manager I	Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 3 Minimum education requirement: BA/BS	Hour	$ 186.41	$ 195.73
Subject Matter Specialist III	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 12 Minimum education requirement: BA/BS	Hour	$ 255.19	$ 267.95
Subject Matter Specialist II	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 8 Minimum education requirement: BA/BS	Hour	$ 214.19	$ 224.90
Subject Matter Specialist	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 142.41	$ 149.53
Senior Associate II	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 227.85	$ 239.24
Senior Associate I	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 3 Minimum education requirement: BA/BS	Hour	$ 205.07	$ 215.32
Associate II	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 174.31	$ 183.03
Associate I	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 0 Minimum educational requirement: BA/BS	Hour	$ 152.97	$ 160.62
Analyst II	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 2 Minimum educational requirement: High School Diploma	Hour	$ 74.06	$ 77.76

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Analyst I	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 1 Minimum educational requirement: High School Diploma	Hour	$ 61.52	$ 64.60
Junior Analyst	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination Minimum years of experience: 0 Minimum educational requirement: High School Diploma	Hour	$ 55.83	$ 58.62
Senior Training Specialist / Instructor	Responsible for the oversight, development, structure/format, and content of training plans, programs, and courses. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 187.99	$ 197.39
Training Specialist / Instructor	Develops training content, plans, courses, and programs. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 142.41	$ 149.53
Training Coordinator	Supports development of training content, plans, courses, and programs. Assists client with developing baseline training requirements, training plans, and baseline/measurement criteria. Helps develops the course materials, lesson plans, and training aids. Conducts research and supports trainer in delivering courses. Minimum years of experience: 1 Minimum educational requirement: High School Diploma	Hour	$ 104.83	$ 110.07
Business Analyst III	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 195.95	$ 205.75
Business Analyst II	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 170.89	$ 179.43
Business Analyst I	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 153.80	$ 161.49
Web Designer	Designs, plans, or executes the design and layout for Internet and mobile sites, which may include combining text with sounds, pictures, graphics, and video-clips. May supports usability and UX design requirements. Minimum years of experience: 2 Minimum educational requirement: BA/BS	Hour	$ 173.17	$ 181.83
Data Architect	Defines, designs, or develops relational and/or multi-dimensional databases for warehousing of data. Reviews current data structures and recommends optimizations and reconfigurations as warranted. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 232.42	$ 244.04
Application Architect III	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. Applies knowledge of software and programming to develop and test computer systems and produce the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 232.42	$ 244.04
Application Architect II	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 202.80	$ 212.94

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Application Architect I	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 1 performs more routine aspects and is supervised by a more senior team member. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 152.67	$ 160.30
Records Analyst IV	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 7 years of professional experience providing records management support services. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 199.37	$ 209.34
Records Analyst III	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 165.20	$ 173.46
Records Analyst II	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 3 years of professional experience providing records management support services. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 137.84	$ 144.73
Records Analyst	Assists in the classification of physical and electronic content in accordance with the information governance policies governing that content. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 124.29	$ 130.50
Legal Researcher	Conducts legal research regarding information governance (retention, privacy, security, etc.) and assists in mapping legal authorities to client record classes. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 123.12	$ 129.28
Artificial Intelligence Engineer	Develops software that can be used for artificial intelligence programs, artificial intelligence applications, and machine learning. Works closely with application architects, engineers, and developers to produce systems that utilize artificial intelligence or classify content. Programs systems to seek out specific conditions and respond based on various factors. May be responsible for supervising other programmers as part of his/her duties. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 273.43	$ 287.10
Functional Architect 1	Functional Architect 1s apply their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Functional Architects may perform tasks such as: • Develop functional and technical information system designs • Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users • Participate in quality reviews to ensure work complies with specified standards • Develop teamwork plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation • Level 1 performs more routine aspects of the position and is supervised by higher levels. Minimum years of experience: 5 years Minimum educational requirement: BA/BS	Hour	N/A	$ 222.17
Functional Architect 2	Functional Architect 2s apply their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Functional Architects may perform tasks such as • Develop functional and technical information system designs • Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula • Lead business process redesign teams in the development of new business process architectures • Design training programs for information systems users • Participate in quality reviews to ensure work complies with specified standards • Develop teamwork plans • Perform workflow analyses • Design and manage databases • Define information systems requirements • Assist in project budget preparation • Level 2 performs more complex aspects of the position and may supervise junior levels. Minimum years of experience: 10 years Minimum educational requirement: BA/BS	Hour	N/A	$ 253.90

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Technical Archtiect 1	The Technical Architect 1 provides thought leadership related to current and future customer plans with regard to the stated information technology. The Technical Architect 1 possesses knowledge of the future direction and trends associated with information technology. The Technical Architect 1s have experience in designing or implementing information architecture solutions for information technology. The Technical Architect 1 designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Level 1 performs more routine aspects of the position and may be supervised by higher levels. Minimum years of experience: 5 years Minimum educational requirement: BA/BS	Hour	N/A	$ 238.04
Technical Archtiect 2	The Technical Architect 2 provides thought leadership related to current and future customer plans with regard to the stated information technology. The Technical Architect 2 possesses knowledge of the future direction and trends associated with information technology. The Technical Architect 2s have experience in designing and implementing information architecture solutions for information technology. The Technical Architect 2 designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Level 2 performs more complex aspects of the position and may supervise junior levels. Minimum years of experience: 10 years Minimum educational requirement: BA/BS	Hour	N/A	$ 285.64
Data Scientist 1	Responsible for the design, development, and implementation of ML models to and advanced techniques to perform tasks such as classification and entity extraction from various forms of digital content. Guide solution architects and Engineers to deliver ML-based solutions.Level 1 performs more routine aspects of the position and may be supervised by higher levels. Minimum years of experience: 5 years Minimum educational requirement: Master's	Hour	N/A	$ 230.63
Data Scientist 2	Responsible for the design, development, and implementation of ML models to and advanced techniques to perform tasks such as classification and entity extraction from various forms of digital content. Guide solution architects and Engineers to deliver ML-based solutions. Level 2 performs more complex aspects of the position and may supervise junior levels. Minimum years of experience: 10 years Minimum educational requirement: Master's	Hour	N/A	$ 246.50
Engineer 1	Engineer 1's are responsible for implementation technical systems and software development. Active participation in high-level technical design and architecture. The Engineer may • Write and test programs according to specifications, which may be provided by Functional Architects, technical architects, or other computer scientists • Update, repair, modify and expand existing computer programs Engineer 1's perform more routine development tasks than more senior engineers Minimum years of experience: 4 years Minimum educational requirement: BA/BS	Hour	N/A	$ 198.89
Engineer 2	Engineer 2's are responsible for implementation technical systems and software development. Active participation in high-level technical design and architecture. The Engineer may • Write and test programs according to specifications, which may be provided by Functional Architects, technical architects, or other computer scientists • Update, repair, modify and expand existing computer programs Engineer 2's perform more routine development tasks than more senior engineers Minimum years of experience: 6 years Minimum educational requirement: BA/BS	Hour	N/A	$ 214.76
Engineer 3	Engineer 3's are responsible for implementation technical systems and software development. Active participation in high-level technical design and architecture. The Engineer may • Write and test programs according to specifications, which may be provided by Functional Architects, technical architects, or other computer scientists • Update, repair, modify and expand existing computer programs Engineer 3's perform more complex development tasks than more junior engineers and may supervise them Minimum years of experience: 8 years Minimum educational requirement: BA/BS	Hour	N/A	$ 253.90
Engineering Quality Assurance Specialist	Quality Assurance Specialist conducts tests, analyzes the results, and reports observations to the design/development team. They may also interact with clients in order to understand the requirements of the project. The QA Specialist: • Reviews software requirements and preparing test scenarios • Executes tests on software usability. • Analyzes test results on database impacts, errors or bugs, and usability • Prepares reports on all aspects related to the software testing carried out and reporting to the project team and the client Minimum years of experience: 10 years Minimum educational requirement: BA/BS	Hour	N/A	$ 214.76
UX Designer 1	UX Designer 1's design and build user experiences and user interfaces using a variety of UI and graphics software applications, techniques, and tools; designs and develops user-interface features, dashboards, and special-effects elements. Designs the application to support the organization/customer's strategies and goals relative to business outcome strategy; contributes to the efforts to specify, improve, and implement the look, feel, and function of the application; interfaces directly with customers, users, graphic artists, and architects and engineers. Performs more routine tasks than more senior UX Designers. Minimum years of experience: 5 years Minimum educational requirement: BA/BS	Hour	N/A	$ 198.89

UX Designer 2	UX Designer 2's design and build user experiences and user interfaces using a variety of UI and graphics software applications, techniques, and tools; designs and develops user-interface features, dashboards, and special-effects elements. Designs the application to support the organization/customer's strategies and goals relative to business outcome strategy; contributes to the efforts to specify, improve, and implement the look, feel, and function of the application; interfaces directly with customers, users, graphic artists, and architects and engineers. Performs more complex tasks than more junior UX designers and may supervise more junior UX designers. Minimum years of experience: 8 years Minimum educational requirement: BA/BS	Hour	N/A	$ 214.76

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Digital Transformation

Service Offering	Service Description	2024 Price
Media Restoration and Migration	For many organizations, moving to a cloud environment is a key element to modernize their IT infrastructure. However, skyrocketing data volumes makes it difficult to make that first data ingest into the cloud, or in the event of widespread disruption, recovery of a large volume of data. Additionally, transmitting large volumes of data through a limited network can take days if not months to complete. And while an organization can increase the size of their network bandwidth, the cost to do so is prohibitive. Iron Mountain Iron Cloud Data Migration is an Iron Mountain managed data migration service that enables you to move massive amounts of data, in and out of the cloud without the challenges or expense of limited network bandwidth. Using a specially designed appliance, Iron Mountain leverages our security, logistical expertise and chain-of-custody to provide an offline transportation methodology to move large volumes of data for first time cloud ingest or large scale retrieval. **Minimum Order Value: $20,000 (One-time Project)**	Call for Quote
Clean Start	Moving or renovating your workspace? Iron Mountain can access your current space, manage the clean-out process and offer practical advice on how to best manage your information moving forward. **Minimum Order Value: $20,000 (One-time Project)**	Call for Quote
Iron Mountain Smart Suite	Our Smart Suite (Smart Sort, Smart Assign and Smart Reveal) is a collection of technology-driven solutions that simplify, sort, and structure your records inventory automatically and at scale, helping you make smart decisions about what to keep, defensibly destroy, or digitize. No matter how much you're storing or where it's located. https://www.ironmountain.com/services/smart-records-cleanup-suite	Call for Quote
Iron Mountain Library Services	Your library is the academic fulcrum and knowledge center of your university, the heart of your city, or the focal point of your community. Your library is also prime real estate and every square foot is precious and coveted. Libraries like yours are always under pressure to create space. Space for dynamic learning, social interaction and new services. Whether you're at the helm of a huge research library or a treasured local hub – you are examining ways to balance the evolving needs of your community while ensuring the protection of and access to your collections. **Minimum Order Value: $20,000 (One-time Project)**	Call for Quote

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Iron Mountain OnBase Workflow Automation

Business Process Management (BPM) can systematically make organizational workflows more effective and efficient. Workflow automation eliminates the administrative tedium – provides time for higher-value work, faster processing and increased accuracy. Our Workflow Automation solutions are powered by Hyland's best-in class technology. Whether you are looking for a faster and more accurate monthly close, or want more time to be able to put the human back in Human Resources, we have a solution that will support your department's critical business goals.

Workflow Automation powered by Hyland will allow your business to:
- Automate back office workflows and reduce your IT burden
- Avoid capital investment
- Reduce operating costs

Product Name[1,2,3]	Part No.	Product Description	2023 Price	2024 Price	Notes
First 20 Workflow Automation Client Licenses (any combination)	N/A	N/A	$ 2,359.09	$ 2,477.04	
Multi-User Server	OBIPW1	Workflow, Server Modules	$ 8,778.00	$ 9,216.90	
Single User Server	OBIPA1	Workflow, Server Modules	$ 1,097.25	$ 1,152.11	
Concurrent Client	CTIPC1	Workflow, Client Modules	$ 1,536.15	$ 1,612.96	
Concurrent Client (101-200)	CTIPC2	Workflow, Client Modules	$ 1,316.70	$ 1,382.54	
Concurrent Client (201+)	CTIPC3	Workflow, Client Modules	$ 1,097.25	$ 1,152.11	
Workstation Client	CTIPW1	Workflow, Client Modules	$ 768.08	$ 806.48	
Workstation Client (101-200)	CTIPW2	Workflow, Client Modules	$ 658.35	$ 691.27	
Workstation Client (201+)	CTIPW3	Workflow, Client Modules	$ 548.63	$ 576.06	
Named User Client (1-100)	CTIPN1	Workflow, Client Modules	$ 768.08	$ 806.48	
Named User Client (101-200)	CTIPN2	Workflow, Client Modules	$ 658.35	$ 691.27	
Named User Client (201+)	CTIPN3	Workflow, Client Modules	$ 548.63	$ 576.06	
Production Document Imaging (TWAIN)	TIIPW1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Production Document Imaging (TWAIN) (2+)	TIIPW2	Workflow, Imaging and Capture	$ 3,291.75	$ 3,456.34	
Production Document Imaging (TWAIN) (Named Use)	TIIPN1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Production Document Imaging (TWAIN) (Named Use) (2+)	TIIPN2	Workflow, Imaging and Capture	$ 3,291.75	$ 3,456.34	
Production Document Imaging (ISIS)	ASIPW1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Production Document Imaging (ISIS) (2+)	ASIPW2	Workflow, Imaging and Capture	$ 3,291.75	$ 3,456.34	
Disconnected Scanning (1)	DSIPW1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Disconnected Scanning (2+)	DSIPW2	Workflow, Imaging and Capture	$ 3,291.75	$ 3,456.34	
Desktop Document Imaging (15 ppm max)	AIIPW1	Workflow, Imaging and Capture	$ 548.63	$ 576.06	
Desktop Document Imaging (30 ppm max)	AIIPW2	Workflow, Imaging and Capture	$ 1,097.25	$ 1,152.11	
Desktop Document Imaging (Unlimited)	AIIPW3	Workflow, Imaging and Capture	$ 1,645.88	$ 1,728.17	
Desktop Document Imaging (Named Use)	AIIPN1	Workflow, Imaging and Capture	$ 1,645.88	$ 1,728.17	
Desktop Document Imaging (Named Use)	AIIPN2	Workflow, Imaging and Capture	$ 2,194.50	$ 2,304.23	
Web Scanning Named User	WSIPN1	Workflow, Imaging and Capture	$ 548.63	$ 576.06	
Front Office Scanning	FOIPW1	Workflow, Imaging and Capture	$ 1,097.25	$ 1,152.11	
Express Scanning	ESIPW1	Workflow, Imaging and Capture	$ 1,097.25	$ 1,152.11	
Bar Code Recognition Server	BSIPW1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Production Document Imaging (Kofax or TWAIN) (1)	DIIPW1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Production Document Imaging (Kofax or TWAIN) (2+)	DIIPW2	Workflow, Imaging and Capture	$ 3,291.75	$ 3,456.34	
Advanced Capture	IAIPW1	Workflow, Imaging and Capture	$ 27,431.25	$ 28,802.81	
Ad-hoc Advanced Capture	AZIPW1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Document Packaging & Delivery	INVIPI1	Workflow, Imaging and Capture	$ 10,972.50	$ 11,521.13	
Integration for Open Text Fax Server, RightFax Edition	RFIPW1	Workflow, Imaging and Capture	$ 6,583.50	$ 6,912.68	
Integration for Esker Fax	FSIPI1-EF	Workflow, Imaging and Capture	$ 6,583.50	$ 6,912.68	
Integration for Canon uniFLOW (1-10 Devices)	CUIPW1	Workflow, Imaging and Capture	$ 438.90	$ 460.85	
Integration for Canon uniFLOW (11-50 Devices)	CUIPW2	Workflow, Imaging and Capture	$ 329.18	$ 345.64	
Integration for Canon uniFLOW (Enterprise)	CUIPWE	Workflow, Imaging and Capture	$ 27,431.25	$ 28,802.81	
Integration for Fuji Xerox MFD	FUJIPW1	Workflow, Imaging and Capture	$ 438.90	$ 460.85	
Integration for Fuji Xerox MFD (Unlimited)	FUJIPWE	Workflow, Imaging and Capture	$ 27,431.25	$ 28,802.81	
ICR Support for Advanced Capture	IRIPI1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Interactive Data Capture	IDCIPI1	Workflow, Imaging and Capture	$ 10,972.50	$ 11,521.13	
Automated Redaction	ARIPW1	Workflow, Imaging and Capture	$ 21,945.00	$ 23,042.25	
Virtual Print Driver	PTIPC1	Workflow, Imaging and Capture	$ 5,486.25	$ 5,760.56	
Signature Pad Interface (TWAIN)	PWIPI1	Workflow, Imaging and Capture	$ 6,583.50	$ 6,912.68	
Bar Code Generator	BCIPI1	Workflow, Imaging and Capture	$ 2,194.50	$ 2,304.23	
Image Segment Archiver	EBIPI1	Workflow, Imaging and Capture	$ 4,389.00	$ 4,608.45	
Full-Page OCR	FPIPW1	Workflow, Imaging and Capture	$ 1,645.88	$ 1,728.17	
Asian Language OCR	ALOIPW1	Workflow, Imaging and Capture	$ 1,097.25	$ 1,152.11	
Image-Only Multi-User Server	ELIPI2	Workflow, Imaging and Capture	$ 2,194.50	$ 2,304.23	
Image-Only Concurrent Client	ELIPC2	Workflow, Imaging and Capture	$ 658.35	$ 691.27	
Image-Only Workstation Client	ELIPW2	Workflow, Imaging and Capture	$ 329.18	$ 345.64	
Image-Only Named User Client	ELIPN2	Workflow, Imaging and Capture	$ 329.18	$ 345.64	
COLD/ERM	CLIPW1	Workflow, Import Processing	$ 10,972.50	$ 11,521.13	
Advanced COLD/ERM	ACIPW1	Workflow, Import Processing	$ 38,403.75	$ 40,323.94	
PCL Input Filter	PCIPW1	Workflow, Import Processing	$ 3,291.75	$ 3,456.34	
AFP Input Filter	AFIPW1	Workflow, Import Processing	$ 10,972.50	$ 11,521.13	
Document Import Processor	DPIPW1	Included in Workflow Automation Bundle	$ 5,486.25	$ 5,760.56	
XML Index Document Import Processor	DXIPW1	Workflow, Import Processing	$ 5,486.25	$ 5,760.56	
Advanced Document Import Processor	ADIPW1	Workflow, Import Processing	$ 21,945.00	$ 23,042.25	
XML Tag Import Processor	XMIPW1	Workflow, Import Processing	$ 7,680.75	$ 8,064.79	
Remittance Processor	RPIPW1	Workflow, Import Processing	$ 21,945.00	$ 23,042.25	
Directory Import Processor	TYIPI1	Workflow, Import Processing	$ 5,486.25	$ 5,760.56	
PDF Input Filter	PIIPW1	Workflow, Import Processing	$ 8,229.38	$ 8,640.85	
COLD/ERM-Only Multi-User Server	ELIPI1	Workflow, Import Processing	$ 2,194.50	$ 2,304.23	
COLD/ERM-Only Concurrent Client	ELIPC1	Workflow, Import Processing	$ 658.35	$ 691.27	
COLD/ERM-Only Workstation Client	ELIPW1	Workflow, Import Processing	$ 329.18	$ 345.64	
COLD/ERM-Only Named User Client	ELIPN1	Workflow, Import Processing	$ 329.18	$ 345.64	
PDF Framework	PDFIPI1	Workflow, Import Processing	$ 3,291.75	$ 3,456.34	
Conversion Tool for Ricoh eCabinet	RCIPI1	Workflow, Import Processing	$ 5,486.25	$ 5,760.56	
Workflow Concurrent Client SL (1-20)	WLIPC1	Workflow, Business Process Automation	$ 2,413.95	$ 2,534.65	
Workflow Concurrent Client SL (21-50)	WLIPC2	Workflow, Business Process Automation	$ 1,975.05	$ 2,073.80	
Workflow Concurrent Client SL (51-100)	WLIPC3	Workflow, Business Process Automation	$ 1,755.60	$ 1,843.38	
Workflow Concurrent Client SL (101-300)	WLIPC4	Workflow, Business Process Automation	$ 1,536.15	$ 1,612.96	
Workflow Concurrent Client SL (301-1,000)	WLIPC5	Workflow, Business Process Automation	$ 1,316.70	$ 1,382.54	
Workflow Concurrent Client SL (1,001+)	WLIPC6	Workflow, Business Process Automation	$ 1,206.98	$ 1,267.33	
Workflow Workstation Client SL (1-20)	WLIPW1	Workflow, Business Process Automation	$ 1,536.15	$ 1,612.96	
Workflow Workstation Client SL (21-50)	WLIPW2	Workflow, Business Process Automation	$ 1,206.98	$ 1,267.33	
Workflow Workstation Client SL (51-100)	WLIPW3	Workflow, Business Process Automation	$ 987.53	$ 1,036.91	
Workflow Workstation Client SL (101-300)	WLIPW4	Workflow, Business Process Automation	$ 877.80	$ 921.69	
Workflow Workstation Client SL (301-1,000)	WLIPW5	Workflow, Business Process Automation	$ 768.08	$ 806.48	
Workflow Workstation Client SL (1,001+)	WLIPW6	Workflow, Business Process Automation	$ 658.35	$ 691.27	
Workflow Named User Client SL (1-20)	WLIPN1	Workflow, Business Process Automation	$ 1,536.15	$ 1,612.96	
Workflow Named User Client SL (21-50)	WLIPN2	Workflow, Business Process Automation	$ 1,206.98	$ 1,267.33	
Workflow Named User Client SL (51-100)	WLIPN3	Workflow, Business Process Automation	$ 987.53	$ 1,036.91	
Workflow Named User Client SL (101-300)	WLIPN4	Workflow, Business Process Automation	$ 877.80	$ 921.69	
Workflow Named User Client SL (301-1,000)	WLIPN5	Workflow, Business Process Automation	$ 768.08	$ 806.48	
Workflow Named User Client SL (1,001+)	WLIPN6	Workflow, Business Process Automation	$ 658.35	$ 691.27	
Workflow Approval Management	WAIPI1	Workflow, Business Process Automation	$ 21,945.00	$ 23,042.25	
WorkView Concurrent Client SL (1-20)	VLIPC1	Workflow, Business Process Automation	$ 1,645.88	$ 1,728.17	
WorkView Concurrent Client SL (21-50)	VLIPC2	Workflow, Business Process Automation	$ 1,426.43	$ 1,497.75	
WorkView Concurrent Client SL (51-100)	VLIPC3	Workflow, Business Process Automation	$ 1,316.70	$ 1,382.54	
WorkView Concurrent Client SL (101-300)	VLIPC4	Workflow, Business Process Automation	$ 1,206.98	$ 1,267.33	
WorkView Concurrent Client SL (301-1,000)	VLIPC5	Workflow, Business Process Automation	$ 1,097.25	$ 1,152.11	
WorkView Concurrent Client SL (1,001+)	VLIPC6	Workflow, Business Process Automation	$ 987.53	$ 1,036.91	
WorkView Workstation Client SL (1-20)	VLIPW1	Workflow, Business Process Automation	$ 987.53	$ 1,036.91	
WorkView Workstation Client SL (21-50)	VLIPW2	Workflow, Business Process Automation	$ 877.80	$ 921.69	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

WorkView Workstation Client SL (51-100)	VLIPW3	Workflow, Business Process Automation	$ 768.08	$ 806.48	
WorkView Workstation Client SL (101-300)	VLIPW4	Workflow, Business Process Automation	$ 658.35	$ 691.27	
WorkView Workstation Client SL (301-1,000)	VLIPW5	Workflow, Business Process Automation	$ 548.63	$ 576.06	
WorkView Workstation Client SL (1,001+)	VLIPW6	Workflow, Business Process Automation	$ 438.90	$ 460.85	
WorkView Named User Client SL (1-20)	VLIPN1	Workflow, Business Process Automation	$ 987.53	$ 1,036.91	
WorkView Named User Client SL (21-50)	VLIPN2	Workflow, Business Process Automation	$ 877.80	$ 921.69	
WorkView Named User Client SL (51-100)	VLIPN3	Workflow, Business Process Automation	$ 768.08	$ 806.48	
WorkView Named User Client SL (101-300)	VLIPN4	Workflow, Business Process Automation	$ 658.35	$ 691.27	
WorkView Named User Client SL (301-1,000)	VLIPN5	Workflow, Business Process Automation	$ 548.63	$ 576.06	
WorkView Named User Client SL (1,001+)	VLIPN6	Workflow, Business Process Automation	$ 438.90	$ 460.85	
Workflow/WorkView Concurrent Client SL (1-20)	WWIPC1	Workflow, Business Process Automation	$ 3,182.03	$ 3,341.13	
Workflow/WorkView Concurrent Client SL (21-50)	WWIPC2	Workflow, Business Process Automation	$ 2,633.40	$ 2,765.07	
Workflow/WorkView Concurrent Client SL (51-100)	WWIPC3	Workflow, Business Process Automation	$ 2,413.95	$ 2,534.65	
Workflow/WorkView Concurrent Client SL (101-300)	WWIPC4	Workflow, Business Process Automation	$ 2,194.50	$ 2,304.23	
Workflow/WorkView Concurrent Client SL (301-1,000)	WWIPC5	Workflow, Business Process Automation	$ 1,975.05	$ 2,073.80	
Workflow/WorkView Concurrent Client SL (1,001+)	WWIPC6	Workflow, Business Process Automation	$ 1,755.60	$ 1,843.38	
Workflow/WorkView Workstation Client SL (1-20)	WWIPW1	Workflow, Business Process Automation	$ 1,975.05	$ 2,073.80	
Workflow/WorkView Workstation Client SL (21-50)	WWIPW2	Workflow, Business Process Automation	$ 1,536.15	$ 1,612.96	
Workflow/WorkView Workstation Client SL (51-100)	WWIPW3	Workflow, Business Process Automation	$ 1,316.70	$ 1,382.54	
Workflow/WorkView Workstation Client SL (101-300)	WWIPW4	Workflow, Business Process Automation	$ 1,206.98	$ 1,267.33	
Workflow/WorkView Workstation Client SL (301-1,000)	WWIPW5	Workflow, Business Process Automation	$ 1,097.25	$ 1,152.11	
Workflow/WorkView Workstation Client SL (1,001+)	WWIPW6	Workflow, Business Process Automation	$ 987.53	$ 1,036.91	
Workflow/WorkView Named User Client SL (1-20)	WWIPN1	Workflow, Business Process Automation	$ 1,975.05	$ 2,073.80	
Workflow/WorkView Named User Client SL (21-50)	WWIPN2	Workflow, Business Process Automation	$ 1,536.15	$ 1,612.96	
Workflow/WorkView Named User Client SL (51-100)	WWIPN3	Workflow, Business Process Automation	$ 1,316.70	$ 1,382.54	
Workflow/WorkView Named User Client SL (101-300)	WWIPN4	Workflow, Business Process Automation	$ 1,206.98	$ 1,267.33	
Workflow/WorkView Named User Client SL (301-1,000)	WWIPN5	Workflow, Business Process Automation	$ 1,097.25	$ 1,152.11	
Workflow/WorkView Named User Client SL (1,001+)	WWIPN6	Workflow, Business Process Automation	$ 987.53	$ 1,036.91	
Information Management Concurrent Client	IMIPC1	Workflow, Business Process Automation	$ 4,498.73	$ 4,723.67	
Information Management Concurrent Client	IMIPC2	Workflow, Business Process Automation	$ 3,950.10	$ 4,147.61	
Information Management Concurrent Client	IMIPC3	Workflow, Business Process Automation	$ 3,730.65	$ 3,917.18	
Information Management Concurrent Client	IMIPC4	Workflow, Business Process Automation	$ 3,291.75	$ 3,456.34	
Information Management Concurrent Client	IMIPC5	Workflow, Business Process Automation	$ 2,852.85	$ 2,995.49	
Information Management Concurrent Client	IMIPC6	Workflow, Business Process Automation	$ 2,633.40	$ 2,765.07	
E-Forms	FMIPI1	Workflow, Business Process Automation	$ 10,972.50	$ 11,521.13	
Mobile Access for iPhone®	OMIPI1-IPHN	Workflow, Business Process Automation	$ 5,486.25	$ 5,760.56	
Mobile Access for iPad®	OMIPW1-IPAD	Workflow, Business Process Automation	$ 5,486.25	$ 5,760.56	
Mobile Access for Android®	OMIPI1-ANDPH	Workflow, Business Process Automation	$ 5,486.25	$ 5,760.56	
Mobile Access for Windows	OMIPI1-WINDO	Workflow, Business Process Automation	$ 5,486.25	$ 5,760.56	
Business Activity Monitoring	BAIPI1	Workflow, Business Process Automation	$ 10,972.50	$ 11,521.13	
OnBase Interaction with ShareBase	OSHIPI1	Workflow, Business Process Automation	$ 5,486.25	$ 5,760.56	
Business Rules Engine	BRIPI1	Workflow, Business Process Automation	$ 21,945.00	$ 23,042.25	
Conversion Framework for Aspose	WTIPI1-AS	Workflow, Business Process Automation	$ 3,291.75	$ 3,456.34	
Conversion From Microsoft Office to Image Framework	WTIPI1	Workflow, Business Process Automation	$ 3,291.75	$ 3,456.34	
Integration for DocuSign eSignature	DXIPI1	Workflow, Business Process Automation	$ 16,458.75	$ 17,281.69	
Digital Signatures	DGIPN1	Workflow, Business Process Automation	$ 219.45	$ 230.42	
Digital Signing Server	DCIPW1	Workflow, Business Process Automation	$ 27,431.25	$ 28,802.81	
Document Composition	ADIPI1	Workflow, Business Process Automation	$ 21,945.00	$ 23,042.25	
Enterprise Document Composition	BDIPI1	Workflow, Business Process Automation	$ 54,862.50	$ 57,605.63	
Workflow Departmental Server	WFIPD1	Workflow, Business Process Automation	$ 10,972.50	$ 11,521.13	
Workflow Enterprise Server	WFIPI1	Workflow, Business Process Automation	$ 54,862.50	$ 57,605.63	
Workflow Concurrent Client	WFIPC1	Workflow, Business Process Automation	$ 1,316.70	$ 1,382.54	
Workflow Workstation Client	WFIPW1	Workflow, Business Process Automation	$ 658.35	$ 691.27	
Workflow Named User Client	WFIPN1	Workflow, Business Process Automation	$ 658.35	$ 691.27	
WorkView Server	RMIPI1	Workflow, Business Process Automation	$ 10,972.50	$ 11,521.13	
WorkView Concurrent Client	RMIPC1	Workflow, Business Process Automation	$ 1,097.25	$ 1,152.11	
WorkView Workstation Client	RMIPW1	Workflow, Business Process Automation	$ 548.63	$ 576.06	
WorkView Named User Client	RMIPN1	Workflow, Business Process Automation	$ 548.63	$ 576.06	
Workflow/WorkView Concurrent Client	WCIPC1	Workflow, Business Process Automation	$ 1,865.33	$ 1,958.60	
Workflow/WorkView Workstation Client	WCIPW1	Workflow, Business Process Automation	$ 932.66	$ 979.29	
Workflow/WorkView Named User Client	WCIPN1	Workflow, Business Process Automation	$ 932.66	$ 979.29	
Web Server	WTIPW1	Workflow, Content Management	$ 10,972.50	$ 11,521.13	
Unity Client Server	UCSIPI1	Workflow, Content Management	$ 16,458.75	$ 17,281.69	
Image Forms (Enterprise)	IMFIPI2	Workflow, Content Management	$ 27,431.25	$ 28,802.81	
External Access Client	EACIPI1	Workflow, Content Management	$ 2,194.50	$ 2,304.23	
External Access Client Read Only User	EACIPI1-RO	Workflow, Content Management	$ 2.19	$ 2.30	
External Access Client Contribute User	EACIPI1-CO	Workflow, Content Management	$ 4.39	$ 4.61	
External Access Client Full Access User	EACIPI1-FA	Workflow, Content Management	$ 8.78	$ 9.22	
Unity Forms	UFIPI1	Workflow, Content Management	$ -	$ -	
StatusView	STIPI1	Workflow, Content Management	$ -	$ -	
Unity Briefcase	UBIPW1	Workflow, Content Management	$ 438.90	$ 460.85	
Unity Briefcase	UBIPW2	Workflow, Content Management	$ 384.04	$ 403.24	
Unity Briefcase	UBIPW3	Workflow, Content Management	$ 329.18	$ 345.64	
EDM Services	DMIPI1	Workflow, Content Management	$ 5,486.25	$ 5,760.56	
Office Business Application	OBAIPI1	Workflow, Content Management	$ 5,486.25	$ 5,760.56	
Office Business Application	OBAIPI2	Workflow, Content Management	$ 16,458.75	$ 17,281.69	
Web Parts for Microsoft SharePoint	SPIPI1	Workflow, Content Management	$ 5,486.25	$ 5,760.56	
Archive Services for Microsoft SharePoint	MAIPI1	Workflow, Content Management	$ 5,486.25	$ 5,760.56	
Content Connector for Microsoft SharePoint	SLIPI1	Workflow, Content Management	$ 3,291.75	$ 3,456.34	
Hyland Broker for Microsoft Office (Hyland Office Broker)	HOB-SUB	Workflow, Content Management	$ 2,633.40	$ 2,765.07	
Integration for Microsoft Search	PHIPI1	Workflow, Content Management	$ 5,486.25	$ 5,760.56	
Document Knowledge Transfer & Compliance	DKTIPI1	Workflow, Content Management	$ 17,556.00	$ 18,433.80	
Enterprise Web Access for Document Knowledge Transfer & Compliance	DKTIPI2	Workflow, Content Management	$ 21,945.00	$ 23,042.25	
Collaboration	COIPI1	Workflow, Content Management	$ 10,972.50	$ 11,521.13	
Integration for ESRI	EGIPI1	Workflow, Content Management	$ 10,972.50	$ 11,521.13	
Print Distribution	PDIPW1	Workflow, Content Management	$ 3,291.75	$ 3,456.34	
Document Transfer	DTIPI1	Workflow, Content Management	$ 7,680.75	$ 8,064.79	
Document Tracking	LDIPW1	Workflow, Content Management	$ 2,194.50	$ 2,304.23	
Document Tracking (11-25)	LDIPW2	Workflow, Content Management	$ 1,755.60	$ 1,843.38	
Document Tracking (26-50)	LDIPW3	Workflow, Content Management	$ 1,536.15	$ 1,612.96	
Document Tracking (51-100)	LDIPW4	Workflow, Content Management	$ 1,316.70	$ 1,382.54	
Document Tracking (101+)	LDIPW5	Workflow, Content Management	$ 1,097.25	$ 1,152.11	
Full-Text Search	FTSIPI1	Workflow, Content Management	$ 21,945.00	$ 23,042.25	
Enterprise Search - Initial Bundle	PES-PER-0042-0001	Workflow, Content Management	$ 39,501.00	$ 41,476.05	
Enterprise Search - Additional Production Server	PES-PER-0043-0001	Workflow, Content Management	$ 18,653.25	$ 19,585.91	
Enterprise Search - Additional Test Server	PES-PER-0044-SWAD	Workflow, Content Management	$ 5,486.25	$ 5,760.56	
Context Search Framework	CFIPI1	Workflow, Content Management	$ 10,972.50	$ 11,521.13	
Content Composer Core Server	DOM-PER-0002-0001	Workflow, Customer Communication Management	$ 65,835.00	$ 69,126.75	
Content Composer Additional Non-Production for Core Server	DOM-PER-0022-SWAD	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer Concurrent End User Client	DOM-PER-0008-0001	Workflow, Customer Communication Management	$ 1,097.25	$ 1,152.11	
Content Composer Concurrent Studio Administrator Client	DOM-PER-0007-0001	Workflow, Customer Communication Management	$ 5,486.25	$ 5,760.56	
Content Compsoer xData	DOM-PER-0003-0001	Workflow, Customer Communication Management	$ 21,945.00	$ 23,042.25	
Content Composer SAP Integration	DOM-PER-0004-0001	Workflow, Customer Communication Management	$ 32,917.50	$ 34,563.38	
Content Composer Odin Output Management Server	DOM-PER-0005-0001	Workflow, Customer Communication Management	$ 21,945.00	$ 23,042.25	
Content Composer - Additional Output Format - AFP	DOM-PER-0009-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - PDF/A	DOM-PER-0010-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - PCL5/HPGL	DOM-PER-0011-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - PCL6	DOM-PER-0012-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - PostScript	DOM-PER-0013-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - VPS	DOM-PER-0014-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - ASCII/EBCDIC	DOM-PER-0015-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Content Composer - Additional Output Format - XPS	DOM-PER-0016-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - XML	DOM-PER-0017-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - HTML	DOM-PER-0018-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - SVG	DOM-PER-0019-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - PC Printer	DOM-PER-0020-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
Content Composer - Additional Output Format - Raster Format	DOM-PER-0021-0001	Workflow, Customer Communication Management	$ 10,972.50	$ 11,521.13	
CAD Services	CSIPI1	Workflow, Content Management	$ 5,486.25	$ 5,760.56	
CAD Document Viewer Concurrent Client	CADIPC1	Workflow, Content Management	$ 1,097.25	$ 1,152.11	
Integration for Microsoft Outlook	OUTIPI1	Workflow, E-mail	$ 10,972.50	$ 11,521.13	
WorkView Integration for Microsoft Outlook	WVOIPI1	Workflow, E-mail	$ 10,972.50	$ 11,521.13	
Gateway Caching Server	SGIPW1	Workflow, Access	$ 5,486.25	$ 5,760.56	
Mailbox Importer	SSIPW1	Workflow, E-mail	$ 10,972.50	$ 11,521.13	
Reporting Dashboards	RHIPI1	Workflow, Reporting	$ 10,972.50	$ 11,521.13	
Report Mining	RXIPI1	Workflow, Reporting	$ 16,458.75	$ 17,281.69	
Exception Reports	ERIPI1	Workflow, Reporting	$ 4,389.00	$ 4,608.45	
Application Enabler	AEIPI1	Workflow, Integration	$ 21,945.00	$ 23,042.25	
Enterprise Application Enabler	AEIPI2	Workflow, Integration	$ 54,862.50	$ 57,605.63	
Admissions Process Automation for PeopleSoft	ADMIPI1	Workflow, Integration	$ 59,251.50	$ 62,214.08	
Financial Aid Process Automation for PeopleSoft	FINIPI1	Workflow, Integration	$ 49,376.25	$ 51,845.06	
TC/TCE Process Automation for PeopleSoft	TCEIPI1	Workflow, Integration	$ 59,251.50	$ 62,214.08	
Admissions Process Automation for Banner	ADMIPI2	Workflow, Integration	$ 52,668.00	$ 55,301.40	
Financial Aid Process Automation for Banner	FINIPI2	Workflow, Integration	$ 46,084.50	$ 48,388.73	
TC/TCE Process Automation for Banner	TCEIPI2	Workflow, Integration	$ 52,668.00	$ 55,301.40	
Admissions Process Automation for Colleague	ADMIPI3	Workflow, Integration	$ 49,376.25	$ 51,845.06	
Financial Aid Process Automation for Colleague	FINIPI3	Workflow, Integration	$ 39,501.00	$ 41,476.05	
TC/TCE Process Automation for Colleague	TCEIPI3	Workflow, Integration	$ 49,376.25	$ 51,845.06	
Enterprise Integration Server (EIS)	EISIPI1	Workflow, Integration	$ 43,890.00	$ 46,084.50	
BizTalk Server 2013 Standard (Runtime Restricted-Use)	BT2013R2-2CORE	Workflow, Integration	$ 4,389.00	$ 4,608.45	
Archival API	ARIPI1	Workflow, Integration	$ 5,486.25	$ 5,760.56	
Integration for Trinisys	ITIPI1	Workflow, Integration	$ 5,486.25	$ 5,760.56	
Reverse API	RVIPI1	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Web Services Publishing	WSPIPI1	Workflow, Integration	$ 5,486.25	$ 5,760.56	
Web Services Publishing Executed Web Service Call	WSPIPI1-C	Workflow, Integration	$ 0.11	$ 0.12	
Query API (Initial 500 queries/hour) (Thick Client)	APIPQ1	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Query API (Additional block of 500 queries/hour) (Thick Client)	APIPQ2	Workflow, Integration	$ 8,778.00	$ 9,216.90	
Query API (Initial 500 queries/hour) (Core)	APIPQ3	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Query API (Additional block of 500 queries/hour) (Core)	APIPQ4	Workflow, Integration	$ 8,778.00	$ 9,216.90	
Unity Integration Toolkit	UIIPI1	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Single Sign-On for Microsoft Active Directory Service	SNIPI1	Workflow, Integration	$ -	$ -	
Single Sign-On for CA eTrust SiteMinder	SNIPI2	Workflow, Integration	$ 21,945.00	$ 23,042.25	
Single Sign-On for IBM Tivoli Access Manager	SNIPI3	Workflow, Integration	$ 27,431.25	$ 28,802.81	
Single Sign-On for PeopleSoft Enterprise	SNIPI8	Workflow, Integration	$ 5,486.25	$ 5,760.56	
Single Sign-On for OnBase Entrust	SNIPI12	Workflow, Integration	$ 16,458.75	$ 17,281.69	
Single Sign-On for RSA Access Manager	SNIPI13	Workflow, Integration	$ 32,917.50	$ 34,563.38	
Single Sign-On for SAML	SNIPI14	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Single Sign-On for Microsoft Active Directory Federation Services	SNIPI15	Workflow, Integration	$ 2,194.50	$ 2,304.23	
Single Sign-On for Central Authentication Service (CAS)	SNIPI16	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Encrypted Alpha Keywords	AKIPI1	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Encrypted Disk Groups	EHIPI1	Workflow, Integration	$ 10,972.50	$ 11,521.13	
Integration for eCopy ShareScan	ECIPW1	Workflow, Document Acquisition Integrations	$ 1,316.70	$ 1,382.54	
Enterprise Integration for eCopy ShareScan	EEIPI1	Workflow, Document Acquisition Integrations	$ 54,862.50	$ 57,605.63	
Integration for Biscom FAXCOM	FSIPI1-BF	Workflow, Document Acquisition Integrations	$ 6,583.50	$ 6,912.68	
Integration for HP Connect	HPIPW1	Workflow, Document Acquisition Integrations	$ 438.90	$ 460.85	
Integration for HP Connect	HPIPW2	Workflow, Document Acquisition Integrations	$ 384.04	$ 403.24	
Integration for HP Connect	HPIPW3	Workflow, Document Acquisition Integrations	$ 329.18	$ 345.64	
Integration for HP Connect	HPIPW4	Workflow, Document Acquisition Integrations	$ 274.31	$ 288.03	
Integration for HP Connect	HPIPWE	Workflow, Document Acquisition Integrations	$ 54,862.50	$ 57,605.63	
Integration for Sharp MFP	OSIPW1	Workflow, Document Acquisition Integrations	$ 438.90	$ 460.85	
Integration for Sharp MFP	OSIPW2	Workflow, Document Acquisition Integrations	$ 329.18	$ 345.64	
Integration for Sharp MFP	OSIPW3	Workflow, Document Acquisition Integrations	$ 27,431.25	$ 28,802.81	
Integration for KYOCERA	KCIPW1	Workflow, Document Acquisition Integrations	$ 219.45	$ 230.42	
Integration for KYOCERA - Enterprise	KCIPWE	Workflow, Document Acquisition Integrations	$ 27,431.25	$ 28,802.81	
Integration for Xerox MFP	XRIPW1	Workflow, Document Acquisition Integrations	$ 219.45	$ 230.42	
Integration for Konica Minolta bizhub MarketPlace MFP	KMIPW1	Workflow, Document Acquisition Integrations	$ 219.45	$ 230.42	
Integration for Konica Minolta Dispatcher Phoenix	KDIPW1	Workflow, Document Acquisition Integrations	$ 822.94	$ 864.09	
Connector for use with SAP ArchiveLink	SAIPI1	Workflow, ERP Integrations	$ 32,917.50	$ 34,563.38	
Bar Code Import for use with SAP ArchiveLink	SBIPI1	Workflow, ERP Integrations	$ 10,972.50	$ 11,521.13	
Print List and Data Archive for use with SAP ArchiveLink	SDIPI1	Workflow, ERP Integrations	$ 10,972.50	$ 11,521.13	
Business Indexing Connector for use with SAP ArchiveLink	SIIPI1	Workflow, ERP Integrations	$ 16,458.75	$ 17,281.69	
Image Statements (1-10,000)	ISIPI1	Workflow, Statements	$ 1,645.88	$ 1,728.17	
Image Statements (10,001-50,000)	ISIPI2	Workflow, Statements	$ 1,097.25	$ 1,152.11	
Image Statements (50,001+)	ISIPI3	Workflow, Statements	$ 548.63	$ 576.06	
OMR Marks Generator	OMIPI1	Workflow, Statements	$ 3,291.75	$ 3,456.34	
Document Distribution	DDIPI1	Workflow, Statements	$ 1,097.25	$ 1,152.11	
Statement Composition	SCIPW1	Workflow, Statements	$ 10,972.50	$ 11,521.13	
Document Retention	DRIPI1	Workflow, Records Management	$ 10,972.50	$ 11,521.13	
Physical Records Management	PRIPI1	Workflow, Records Management	$ 16,458.75	$ 17,281.69	
Records Management	RIIPI1	Workflow, Records Management	$ 21,945.00	$ 23,042.25	
Distributed Disk Services	DSIPI1	Workflow, Storage and Export	$ 5,486.25	$ 5,760.56	
Storage Integration for EMC Centera	CTIPI1	Workflow, Storage and Export	$ 21,945.00	$ 23,042.25	
Storage Integration for IBM Tivoli	TVIPI1	Workflow, Storage and Export	$ 21,945.00	$ 23,042.25	
CD Authoring	CDIPW1	Workflow, Storage and Export	$ 1,097.25	$ 1,152.11	
DVD Authoring	DVIPW1	Workflow, Storage and Export	$ 2,194.50	$ 2,304.23	
Blu-ray Authoring	BAIPW1	Workflow, Storage and Export	$ 4,389.00	$ 4,608.45	
Automated CD Authoring	AAIPW1	Workflow, Storage and Export	$ 5,486.25	$ 5,760.56	
Automated DVD Authoring	AVIPW1	Workflow, Storage and Export	$ 8,778.00	$ 9,216.90	
Automated CD/DVD Publishing (1-100)	ADIPC1	Workflow, Storage and Export	$ 5,486.25	$ 5,760.56	
Automated CD/DVD Publishing (101+)	ADIPC2	Workflow, Storage and Export	$ 4,389.00	$ 4,608.45	
Publishing	PBIAI1	Workflow, Storage and Export	$ 2,194.50	$ 2,304.23	
Aggregate Publishing	PBIPI1	Workflow, Storage and Export	$ 1,097.25	$ 1,152.11	
Encrypted CD/DVD Publishing	EPIPI1	Workflow, Storage and Export	$ 5,486.25	$ 5,760.56	
Export	EXIPC1	Workflow, Storage and Export	$ 5,486.25	$ 5,760.56	
Ad-hoc IRD Printing	PTIPI1	Workflow, Banking & Treasury	$ 5,486.25	$ 5,760.56	
Integration for Linedata Capitalstream	LCIPI1	Workflow, Banking & Treasury	$ 16,458.75	$ 17,281.69	
Image Cash Letter Generator (X9.37)	P9IPW1	Workflow, Banking & Treasury	$ 10,972.50	$ 11,521.13	
Posting File Generator	PFIPW1	Workflow, Banking & Treasury	$ 5,486.25	$ 5,760.56	
NSF File Processor	RGIPW1	Workflow, Banking & Treasury	$ 5,486.25	$ 5,760.56	
Branch Capture	BRIPW1	Workflow, Banking & Treasury	$ 3,291.75	$ 3,456.34	
Branch Capture	BRIPW2	Workflow, Banking & Treasury	$ 1,645.88	$ 1,728.17	
Integration for A2IA CAR/LAR	CRIPW1	Workflow, Banking & Treasury	$ 1,755.60	$ 1,843.38	
Integration for A2IA CAR/LAR	CRIPW2	Workflow, Banking & Treasury	$ 1,536.15	$ 1,612.96	
Integration for A2IA CAR/LAR	CRIPW3	Workflow, Banking & Treasury	$ 1,316.70	$ 1,382.54	
Integration for A2IA CAR/LAR	CRIPW4	Workflow, Banking & Treasury	$ 1,097.25	$ 1,152.11	
Integration for A2IA CAR/LAR	CRIPW5	Workflow, Banking & Treasury	$ 877.80	$ 921.69	
Integration with Q2 Software	Q2IPI2	Workflow, Banking & Treasury	$ 10,972.50	$ 11,521.13	
Integration for Misys FusionBanking Credit Management Enterprise	CLIPI1	Workflow, Banking & Treasury	$ 10,972.50	$ 11,521.13	
Local Government Licensing Bundle	GOVT-B-LOCAL	Workflow, Government	$ 21,945.00	$ 23,042.25	
Local Government Concurrent Client	GV-B-MU2-CTIPC1	Workflow, Government	$ 713.21	$ 748.87	
Local Government Workflow Concurrent Client SL	GV-B-MU2-WLIPC1	Workflow, Government	$ 1,097.25	$ 1,152.11	
Local Government Named User Client	GV-B-MU2-CTIPN1	Workflow, Government	$ 438.90	$ 460.85	
Local Government Workflow Named User Client SL	GV-B-MU2-WLIPN1	Workflow, Government	$ 768.08	$ 806.48	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Local Government Image Forms	GV-B-MU2-IMFIPI2	Workflow, Government	$ 10,972.50	$ 11,521.13	
Local Government Workflow/Workview Concurrent SL	GV-B-MU2-WWIPC1	Workflow, Government	$ 1,909.22	$ 2,004.68	
Local Government Workview Concurrent Client SL	GV-B-MU2-VLIPC1	Workflow, Government	$ 987.53	$ 1,036.91	
Local Government Workflow/WorkView Named User Client SL	GV-B-MU2-WWIPN1	Workflow, Government	$ 1,185.03	$ 1,244.28	
Local Government WorkView Named User Client SL	GV-B-MU2-VLIPN1	Workflow, Government	$ 592.52	$ 622.15	
Local Government Full Text Search	GV-B-MU2-FTSIPI1	Workflow, Government	$ 13,167.00	$ 13,825.35	
Local Government Production Document Imaging (Kofax or TWAIN)	GV-B-MU2-DIIPW1	Workflow, Government	$ 2,194.50	$ 2,304.23	
Local Government Production Document Imaging (Kofax or TWAIN)	GV-B-MU2-DIIPW2	Workflow, Government	$ 877.80	$ 921.69	
Local Government Production Document Imaging (TWAIN)	GV-B-MU2-TIIPW1	Workflow, Government	$ 2,194.50	$ 2,304.23	
Local Government Production Document Imaging (TWAIN)	GV-B-MU2-TIIPW2	Workflow, Government	$ 877.80	$ 921.69	
Local Government Production Document Imaging (ISIS)	GV-B-MU2-ASIPW1	Workflow, Government	$ 2,194.50	$ 2,304.23	
Local Government Production Document Imaging (ISIS)	GV-B-MU2-ASIPW2	Workflow, Government	$ 877.80	$ 921.69	
Local Government Disconnected Scanning	GV-B-MU2-DSIPW1	Workflow, Government	$ 2,194.50	$ 2,304.23	
Local Government Disconnected Scanning	GV-B-MU2-DSIPW2	Workflow, Government	$ 877.80	$ 921.69	
Local Government Integration for Microsoft Outlook	GV-B-MU2-OUTIPI1	Workflow, Government	$ 4,389.00	$ 4,608.45	
Local Government Office Business Application	GV-B-MU2-OBAIPI1	Workflow, Government	$ 2,194.50	$ 2,304.23	
Local Government Application Enabler	GV-B-MU2-AEIPI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
Local Government Enterprise Application Enabler	GV-B-MU2-AEIPI2	Workflow, Government	$ 21,945.00	$ 23,042.25	
Local Government Virtual Print Driver	GV-B-MU2-PTIPC1	Workflow, Government	$ 3,840.38	$ 4,032.40	
Local Government Encrypted Alpha Key Words	GV-B-MU2-AKIPI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
Local Government Encrypted Disk Groups	GV-B-MU2-EHIPI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
Local Government Records Management	GV-B-MU2-RIIPI1	Workflow, Government	$ 8,778.00	$ 9,216.90	
Local Government Document Retention	GV-B-MU2-DRIPI1	Workflow, Government	$ 4,389.00	$ 4,608.45	
Local Government Distributed Disk Services	GV-B-MU2-DSIPI1	Workflow, Government	$ 2,194.50	$ 2,304.23	
Local Government Integration for Tempest Development Group	GV-B-MU2-ITDIPI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
Local Government Integration for Azteca Cityworks	GV-B-MU2-ACWIPI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
Local Government Plan Review Concurrent Client	GV-B-MU2-OPRIPC1	Workflow, Government	$ 3,291.75	$ 3,456.34	
Local Government Plan Review Named User Client	GV-B-MU2-OPRIPN1	Workflow, Government	$ 1,920.19	$ 2,016.20	
Local Government Plan Review Integration Toolkit	GV-B-MU2-PRTIPI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
Local Government Web Server	GV-B-MU2-WTIPW1	Workflow, Government	$ 4,389.00	$ 4,608.45	
Local Government Agenda Voting	GV-B-MU2-AVTIPI1	Workflow, Government	$ 8,778.00	$ 9,216.90	
Local Government Advanced Capture	GV-B-MU2-IAIPW1	Workflow, Government	$ 10,972.50	$ 11,521.13	
Local Government Document Composition	GV-B-MU2-ADIPI1	Workflow, Government	$ 8,778.00	$ 9,216.90	
Local Government Integration for YouTube for Meeting Video	GV-B-MU2-YOUIPI1	Workflow, Government	$ 8,778.00	$ 9,216.90	
Local Government Integration for CityView	GV-B-MU2-ICVIPI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
OnBase Agenda	AGEIPI1	Workflow, Government	$ 5,486.25	$ 5,760.56	
Agenda Voting	AVTIPI1	Workflow, Government	$ 16,458.75	$ 17,281.69	
Agenda Concurrent Client	AGEIPC1	Workflow, Government	$ 548.63	$ 576.06	
Agenda To Go	ATGIPI1	Workflow, Government	$ 5,486.25	$ 5,760.56	
Agenda Media	AGEISI1	Workflow, Government	$ 6,583.50	$ 6,912.68	
Agenda Media	AGEISI2	Workflow, Government	$ 9,875.25	$ 10,369.01	
Agenda Media	AGEISI3	Workflow, Government	$ 13,167.00	$ 13,825.35	
Integration for YouTube for Meeting Video	YOUIPI1	Workflow, Government	$ 21,945.00	$ 23,042.25	
OnBase Plan Review	OPRIPI1	Workflow, Government	$ 8,229.38	$ 8,640.85	
Plan Review Concurrent Client	OPRIPC1	Workflow, Government	$ 5,486.25	$ 5,760.56	
Plan Review Named User Client	OPRIPN1	Workflow, Government	$ 2,743.13	$ 2,880.29	
Plan Review Integration Toolkit	PRTIPI1	Workflow, Government	$ 16,458.75	$ 17,281.69	
Integration for Tempest Development Group	ITDIPI1	Workflow, Government	$ 16,458.75	$ 17,281.69	
Integration for Accela	AAIPI1	Workflow, Government	$ 10,972.50	$ 11,521.13	
Integration for Azteca Cityworks	ACWIPI1	Workflow, Government	$ 16,458.75	$ 17,281.69	
Public Sector Constituency Web Access	GWIPI1	Workflow, Government	$ 0.01	$ 0.01	
Public Sector Constituency Web Access (Workflow)	PSIPI1	Workflow, Government	$ 0.05	$ 0.05	
Integration for CourtView	ICIPI1	Workflow, Government	$ 16,458.75	$ 17,281.69	
Integration for CityView	ICVIPI1	Workflow, Government	$ 16,458.75	$ 17,281.69	
Medical Records Management Solution	MRIPI1	Workflow, Healthcare	$ 27,431.25	$ 28,802.81	
Medical Records Coding Interface	MGIPI1	Workflow, Healthcare	$ 21,945.00	$ 23,042.25	
Medical Records Transcription Interface	MOIPI1	Workflow, Healthcare	$ 10,972.50	$ 11,521.13	
MRMS Chart Completion Concurrent Client	MRIPC1	Workflow, Healthcare	$ 3,291.75	$ 3,456.34	
Appeals and Grievances	ANGIPI1	Workflow, Healthcare	$ 104,238.75	$ 109,450.69	
Release of Information	RUIPI1	Workflow, Healthcare	$ 54.86	$ 57.60	
Integration for Optum CAC	OPIPI1	Workflow, Healthcare	$ 32,917.50	$ 34,563.38	
Integration for 3M CAC	3MIPI1	Workflow, Healthcare	$ 32,917.50	$ 34,563.38	
Integration for Nuance CAC	NUIPI1	Workflow, Healthcare	$ 32,917.50	$ 34,563.38	
EDI 810 Processor	P1IPW1	Workflow, Healthcare	$ 10,972.50	$ 11,521.13	
EDI 835 EOB Processor (HIPAA 5010)	P5IPW1-5010	Workflow, Healthcare	$ 16,458.75	$ 17,281.69	
EDI 837 Processor (HIPAA 5010)	P7IPW1-5010	Workflow, Healthcare	$ 16,458.75	$ 17,281.69	
HL7 Module	HLIPW1	Workflow, Healthcare	$ 27,431.25	$ 28,802.81	
Integration for Epic (Enterprise)	EMIPI6	Workflow, Healthcare	$ 109,725.00	$ 115,211.25	
Integration for Epic (Enterprise) Bed Count	EMIPI6	Workflow, Healthcare	$ 109.73	$ 115.22	
Epic Concurrent Client	ECIPC1	Workflow, Healthcare	$ 1,645.88	$ 1,728.17	
Epic Concurrent Client	ECIPC2	Workflow, Healthcare	$ 1,371.56	$ 1,440.14	
Epic Concurrent Client	ECIPC3	Workflow, Healthcare	$ 1,097.25	$ 1,152.11	
Integration for Epic Canto and Epic Haiku	ECHIPI1	Workflow, Healthcare	$ 109.73	$ 115.22	
Integration for Epic Canto and Epic Haiku	ECHIPI2	Workflow, Healthcare	$ 82.30	$ 86.42	
Integration for Epic Canto and Epic Haiku	ECHIPI3	Workflow, Healthcare	$ 54.86	$ 57.60	
OnBase Mobile Healthcare	OMHIPI1	Workflow, Healthcare	$ 109.73	$ 115.22	
OnBase Mobile Healthcare	OMHIPI2	Workflow, Healthcare	$ 82.30	$ 86.42	
OnBase Mobile Healthcare	OMHIPI3	Workflow, Healthcare	$ 54.86	$ 57.60	
OnBase Patient Window	OPVIPI1	Workflow, Healthcare	$ 109.73	$ 115.22	
Hospital License - Community Connect	HOSIPI1	Workflow, Healthcare	$ 877.80	$ 921.69	
Hospital License - Community Connect	HOSIPI2	Workflow, Healthcare	$ 1,316.70	$ 1,382.54	
Mobile eCapture (Registration + Clinical Consents)	MERCIPI1	Workflow, Healthcare	$ 27,431.25	$ 28,802.81	
Mobile eCapture Per Device (Registration + Clinical Consents)	MERCIPW1	Workflow, Healthcare	$ 768.08	$ 806.48	
Signature Deficiencies for Epic	MCIPI1	Workflow, Healthcare	$ 21,945.00	$ 23,042.25	
Signature Deficiencies for EMR's	DEIPI1	Workflow, Healthcare	$ 21,945.00	$ 23,042.25	
Integration for GE Centricity (for Hospitals)	GEIPI1	Workflow, Healthcare	$ 27,431.25	$ 28,802.81	
Integration for Cerner Millennium	CNIPI3	Workflow, Healthcare	$ 54,862.50	$ 57,605.63	
Integration for Allscripts Sunrise Acute Care	EYIPI3	Workflow, Healthcare	$ 54,862.50	$ 57,605.63	
EKG Integration for GE Muse	KGIPI1	Workflow, Healthcare	$ 16,458.75	$ 17,281.69	
Integration for Allscripts Homecare	ALIPI1	Workflow, Healthcare	$ 5,486.25	$ 5,760.56	
Workstation Client for Allscripts Homecare Integration	ALIPW1	Workflow, Healthcare	$ 219.45	$ 230.42	
Multi-user Server for GE Centricity (Clinical)	GMIPI1	Workflow, Healthcare	$ 6,034.88	$ 6,336.62	
Clinical Concurrent Client for GE Centricity	GCIPC1	Workflow, Healthcare	$ 877.80	$ 921.69	
Document Imaging for GE Centricity (Unlimited) (Clinical)	GUIPW1	Workflow, Healthcare	$ 3,620.93	$ 3,801.98	
Clinical Indexing Workstation Client for GE Centricity	GIIPW1	Workflow, Healthcare	$ 1,097.25	$ 1,152.11	
Disconnected Scanning for GE Centricity (Clinical)	GSIPW1	Workflow, Healthcare	$ 548.63	$ 576.06	
Healthcare Disconnected Scanning for Citrix	DSIPC1	Workflow, Healthcare Imaging and Capture	$ 6,583.50	$ 6,912.68	
Healthcare Disconnected Scanning for Citrix (2+)	DSIPC2	Workflow, Healthcare Imaging and Capture	$ 2,633.40	$ 2,765.07	
Healthcare Front Office Scanning for Citrix	FOIPC1	Workflow, Healthcare Imaging and Capture	$ 1,316.70	$ 1,382.54	
Healthcare Express Scanning for Citrix	EPIPC1	Workflow, Healthcare Imaging and Capture	$ 1,316.70	$ 1,382.54	
Integrated Scanning for Epic	EIIPW1	Workflow, Healthcare Imaging and Capture	$ 1,097.25	$ 1,152.11	
Integration for GE Centricity Image Broker	IBIPI1	Workflow, Healthcare Imaging and Capture	$ 27,431.25	$ 28,802.81	
Denial Management	DENIPI1	Workflow, Revenue Cycle Management	$ 43,890.00	$ 46,084.50	
Additional ADE or Validation Station	HPIIPW1	Workflow, Revenue Cycle Management	$ 1,645.88	$ 1,728.17	
ANSI X12 EDI Toolkit	EDIIPI1	Workflow, Revenue Cycle Management	$ 27,431.25	$ 28,802.81	
Additional EDI Processing Station	EDIIPW1	Workflow, Revenue Cycle Management	$ 10,972.50	$ 11,521.13	
Additional AutoLink to Host System	AAHIPI1	Workflow, Revenue Cycle Management	$ 8,229.38	$ 8,640.85	
RCM Concurrent Client	RCMIPC1	Workflow, Revenue Cycle Management	$ 2,743.13	$ 2,880.29	
RCM Concurrent Client	RCMIPC2	Workflow, Revenue Cycle Management	$ 2,304.23	$ 2,419.44	
RCM Concurrent Client	RCMIPC3	Workflow, Revenue Cycle Management	$ 1,975.05	$ 2,073.80	
RCM Concurrent Client	RCMIPC4	Workflow, Revenue Cycle Management	$ 1,645.88	$ 1,728.17	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

RCM Concurrent Client	RCMIPC5	Workflow, Revenue Cycle Management	$ 1,426.43	$ 1,497.75	
RCM Concurrent Client	RCMIPC6	Workflow, Revenue Cycle Management	$ 1,206.98	$ 1,267.33	
RCM Concurrent Client	RCMIPC7	Workflow, Revenue Cycle Management	$ 1,097.25	$ 1,152.11	
RCM Concurrent Client	RCMIPC8	Workflow, Revenue Cycle Management	$ 1,042.39	$ 1,094.51	
RCM Workstation Client	RCMIPW1	Workflow, Revenue Cycle Management	$ 1,371.56	$ 1,440.14	
RCM Workstation Client	RCMIPW2	Workflow, Revenue Cycle Management	$ 1,152.11	$ 1,209.72	
RCM Workstation Client	RCMIPW3	Workflow, Revenue Cycle Management	$ 987.53	$ 1,036.91	
RCM Workstation Client	RCMIPW4	Workflow, Revenue Cycle Management	$ 822.94	$ 864.09	
RCM Workstation Client	RCMIPW5	Workflow, Revenue Cycle Management	$ 713.21	$ 748.87	
RCM Workstation Client	RCMIPW6	Workflow, Revenue Cycle Management	$ 603.49	$ 633.66	
RCM Workstation Client	RCMIPW7	Workflow, Revenue Cycle Management	$ 548.63	$ 576.06	
RCM Workstation Client	RCMIPW8	Workflow, Revenue Cycle Management	$ 521.20	$ 547.26	
EDI TS 130 Processor	T1IPW1	Workflow, Higher Education	$ 10,972.50	$ 11,521.13	
Silver OnBase Hosting	OBOLHOST-SILVER	Silver OnBase Hosting	2% of Discounted Price	2% of Discounted Price	Per month billed on annual basis
Gold OnBase Hosting	OBOLHOST-GOLD	Gold OnBase Hosting	2.5% of Discounted Price	2.5% of Discounted Price	Per month billed on annual basis
Platinum OnBase Hosting	OBOLHOST-PLATINUM	Platinum OnBase Hosting	3% of Discounted Price	3% of Discounted Price	Per month billed on annual basis
Double Platinum OnBase Hosting	OBOLHOST-DOUBLEPLAT	Double Platinum OnBase Hosting	4% of Discounted Price	4% of Discounted Price	Per month billed on annual basis
Hyland Hosted Solution Minimum Order Value (One-time Project)			$ 20,000.00	$ 20,000.00	
Training	**Part No.**	**Product Description**	**2023 Price**	**2024 Price**	**Notes**
Advanced Capture Solutions Training Class	ACTCI1-C	OnBase Educational Training for Customers	$ 1,843.38	$ 1,935.55	
Advanced Capture Solutions Training Class	ACTCI2-C	OnBase Educational Training for Customers	$ 21,945.00	$ 23,042.25	
Advanced System Administration	TRSYS3-C	OnBase Educational Training for Customers	$ 3,291.75	$ 3,456.34	
Advanced System Administration	TRSYS4-C	OnBase Educational Training for Customers	$ 21,945.00	$ 23,042.25	
Application Enabler - Online	AETWA1-CO	OnBase Educational Training for Customers	$ 1,316.70	$ 1,382.54	
Application Enabler - Online	AETWA2-CO	OnBase Educational Training for Customers	$ 7,373.52	$ 7,742.20	
Basic Electronic Forms - Online	EFTWI1-CO	OnBase Educational Training for Customers	$ 658.35	$ 691.27	
Custom Customer Training	TRCCC2	OnBase Educational Training for Customers	$ 614.46	$ 645.18	
Custom Customer Training	TRCCC1	OnBase Educational Training for Customers	$ 4,389.00	$ 4,608.45	
OnBase End User Training	TREND1	OnBase Educational Training for Customers	$ 4,389.00	$ 4,608.45	
OnBase System Administrator Recertification - Online	TRUAW1-CO	OnBase Educational Training for Customers	$ 329.18	$ 345.64	
OnBase Workflow Administrator Recertification - Online	WATWC1-CO	OnBase Educational Training for Customers	$ 329.18	$ 345.64	
Partner Hosted Customer Training Course	PHTOI1	OnBase Educational Training for Customers	$ 20,573.44	$ 21,602.11	
System Administration	TRSYS1-P	OnBase Educational Training for Customers	$ 2,194.50	$ 2,304.23	
System Administration	TRSYS1-C	OnBase Educational Training for Customers	$ 3,291.75	$ 3,456.34	
System Administration	TRSYS2-P	OnBase Educational Training for Customers	$ 13,167.00	$ 13,825.35	
System Administration	TRSYS2-C	OnBase Educational Training for Customers	$ 21,945.00	$ 23,042.25	
TechQuest	TQTCE1-C	OnBase Educational Training for Customers	$ 3,291.75	$ 3,456.34	
Web Server / Application Enabler Administration	TRCSA1-C	OnBase Educational Training for Customers	$ 3,291.75	$ 3,456.34	
Web Server / Application Enabler Administration	TRCSA2-C	OnBase Educational Training for Customers	$ 21,945.00	$ 23,042.25	
Web Server Online	WSTWA1-CO	OnBase Educational Training for Customers	$ 1,316.70	$ 1,382.54	
Web Server Online	WSTWA2-CO	OnBase Educational Training for Customers	$ 7,373.52	$ 7,742.20	
Workflow Design	TRWFE2-P	OnBase Educational Training for Customers	$ 2,194.50	$ 2,304.23	
Workflow Design	TRWFE2-C	OnBase Educational Training for Customers	$ 3,291.75	$ 3,456.34	
Workflow Design	TRWFE4-P	OnBase Educational Training for Customers	$ 13,167.00	$ 13,825.35	
Workflow Design	TRWFE4-C	OnBase Educational Training for Customers	$ 21,945.00	$ 23,042.25	
WorkView Implementation	TRWVI1-C	OnBase Educational Training for Customers	$ 3,291.75	$ 3,456.34	
WorkView Implementation	TRWVI2-C	OnBase Educational Training for Customers	$ 21,945.00	$ 23,042.25	
Support	**Part No.**	**Product Description**	**2023 Price**	**2024 Price**	**Notes**
Installation	INSTL1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Consulting	WFCNS1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Conversion Consulting	CVCNS1	Workflow, Services, Per-Hour	$ 274.31	$ 288.03	
Capture Consulting	ADCAP1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Database Services	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Custom Reporting	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Business Continuity Planning	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Database Platform Migration Services	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Software Development	SFTWR1	Workflow, Services, Per-Hour	$ 274.31	$ 288.03	
Consulting (CSG)	CUSOL1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Enterprise Solutions Consulting	ESGSV1	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Daily Project Management Services	PMSSUP	Workflow, Services, Per-Hour	$ 235.91	$ 247.71	
Program Management	PGMSUP	Workflow, Services, Per-Hour	$ 274.31	$ 288.03	
Professional Services	**Part No.**	**Product Description**	**2023 Price**	**2024 Price**	**Notes**
Managing Principal	N/A	**See Description worksheet	$ 394.92	$ 414.67	
Principal	N/A	**See Description worksheet	$ 290.38	$ 304.90	
Records Analyst	N/A	**See Description worksheet	$ 124.29	$ 130.50	
Legal Researcher	N/A	**See Description worksheet	$ 123.12	$ 129.28	
Project Manager III	N/A	**See Description worksheet	$ 244.94	$ 257.19	
Project Manager II	N/A	**See Description worksheet	$ 207.11	$ 217.47	
Project Manager I	N/A	**See Description worksheet	$ 186.41	$ 195.73	
Subject Matter Specialist III	N/A	**See Description worksheet	$ 255.19	$ 267.95	
Subject Matter Specialist II	N/A	**See Description worksheet	$ 214.19	$ 224.90	
Subject Matter Specialist	N/A	**See Description worksheet	$ 142.41	$ 149.53	
Senior Associate II	N/A	**See Description worksheet	$ 227.85	$ 239.24	
Senior Associate I	N/A	**See Description worksheet	$ 205.07	$ 215.32	
Associate II	N/A	**See Description worksheet	$ 174.31	$ 183.03	
Associate I	N/A	**See Description worksheet	$ 152.97	$ 160.62	
Analyst II	N/A	**See Description worksheet	$ 74.06	$ 77.76	
Analyst I	N/A	**See Description worksheet	$ 61.52	$ 64.60	
Junior Analyst	N/A	**See Description worksheet	$ 55.83	$ 58.62	
Senior Training Specialist / Instructor	N/A	**See Description worksheet	$ 187.99	$ 197.39	
Training Specialist / Instructor	N/A	**See Description worksheet	$ 142.41	$ 149.53	
Training Coordinator	N/A	**See Description worksheet	$ 104.83	$ 110.07	
Business Analyst III	N/A	**See Description worksheet	$ 195.95	$ 205.75	
Business Analyst II	N/A	**See Description worksheet	$ 170.89	$ 179.43	
Business Analyst I	N/A	**See Description worksheet	$ 153.80	$ 161.49	
Web Designer	N/A	**See Description worksheet	$ 173.17	$ 181.83	
Data Architect	N/A	**See Description worksheet	$ 232.42	$ 244.04	
Application Architect III	N/A	**See Description worksheet	$ 232.42	$ 244.04	
Application Architect II	N/A	**See Description worksheet	$ 202.80	$ 212.94	
Application Architect I	N/A	**See Description worksheet	$ 152.67	$ 160.30	
Records Analyst IV	N/A	**See Description worksheet	$ 199.37	$ 209.34	
Records Analyst III	N/A	**See Description worksheet	$ 165.20	$ 173.46	
Records Analyst II	N/A	**See Description worksheet	$ 137.84	$ 144.73	
Artificial Intelligence Engineer	N/A	**See Description worksheet	$ 273.43	$ 287.10	
Artificial Intelligence Engineer	N/A	**See Description worksheet	$ 273.43	$ 287.10	

Hyland Cloud Licenses and Services:

1. OnBase Cloud pricing is comprised of two components: 1) software subscription fees and 2) hosting fees.

2. All standard contracts are thirty-six (36) months. All direct deals now have thirty-six month terms, but are payable annually upfront on the effective date.

3. Additional storage fees may apply to specific solutions.

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Access			
Multi-User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single instance, multi-user environment. These licenses are not transferable to service bureau customers.	Required for each OnBase Database. Includes a Workstation Client license.	Supported SQL DBMS.
Single User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single instance environment. For Single User environments. Licenses are not transferable to service bureau customers.	Required for each OnBase Database. Includes a Workstation Client license.	Supported SQL DBMS.
Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.		
Workstation Client	Provides retrieval, viewing, printing, and management of documents. The OnBase Web Client cannot use this license.		
Named User Client	Provides retrieval, viewing, printing, and management of documents for a single named user. Both the OnBase Client or OnBase Web Client can use this license.		
Unity Client Server	Desktop client built on .NET and WPF that provides a customizable user experience to the desktop. Includes Combined Viewer functionality for visualizing, navigating and personalizing large collections of documents, decisions and data all in one place, from one consolidated interface.	Application Server and Valid Client Licenses	
Image Forms (Enterprise)	Enterprise license. Image Forms replicate paper forms electronically, providing the ease and accessibility of an electronic form while eliminating the frustration of duplicate entry or costly mistakes. Built on the same platform as Unity Forms, Image Forms are simple to configure and share popular features like Custom Actions, Signatures, and Calculated Fields. The form can be filled out in a supported client or browser and routed through Workflow. Image Forms can dramatically reduce the time it takes to fill out, process, and submit forms by: Validating data upon entry or on submission of the form, shortening cycle times by eliminating the physical routing of paper, and supporting processes that rely on regulated forms by providing an electronic image replica of the form. Additionally, the Forms Designer in the Unity Client provides an intuitive interface to create form templates quickly and easily. Includes Unity Forms.	Unity Client Server	
Unity Forms	Unity Forms allows for simplified creation and faster implementation of advanced forms. Point-and-click Forms Designer reduces the time and specialized skill required to build forms to use in OnBase	Unity Client Server. Any individually purchased Workflow SL license (which includes E-Forms); or E-Forms plus any non-SL Workflow license.	
Unity Briefcase	Provides offline access to documents and processes for disconnected, field workforces.	Unity Client Server	
Web Server	Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet. Each physical Web Server connecting to an OnBase database requires a separate Web Server license. StatusView will not be automatically included with the Web Server. If StatusView functionality is desired for a solution, please include a line item on any order with the code STIPI1 as a "No Charge" item.	Concurrent or Named User Client license for each user.	
StatusView	Allows users to configure a screen to display necessary frequently-referenced OnBase information. Allows for the creation of a view or layout, on either an individual or departmental basis.	Web Server. Valid Client license.	
External Access Client	Allows an organization to create an external-facing Web portal that provides access to OnBase content and processes to users outside the organization. External Access Client provides three different levels of functionality: Read Only, Contribute and Full Access. The configuration-based functionality level determines the StatusView portlets available: 1) Read Only: Custom Query, Folders, Envelopes, External Links, HTML; 2) Contribute: DKT, E-Forms, File Upload; 3) Full Access: Workflow, Workflow Dashboard, Workflow Process Statistics, Workflow Queue Activity, Workflow Queue Filer, WorkView Filter and WorkView Summary. Each successive level inherits the functionality of the prior level. In addition to this server license, External Access Client requires a monthly Active-User fee for all users accessing the portal within a given month, according to the following schedule: 1) Read Only: $2.00/Active-User/month; 2) Contribute: $4.00/Active-User/month; 3) Full Access: $8.00/Active-User/month. A built-in reporting mechanism will relay monthly usage data to Hyland for translation into a monthly billing amount according to the schedule provided here.	Web Server. Unity Client Server (to view data related to access requests). A Workflow license (for approval of access requests and creation of user accounts). Monthly Active-User Fee for each user as determined by the level of functionality, as contained in the External Access Client Product Description. An "Active-User" is one who has an account providing access to the portal and who logs in to the portal through that account within a given month. For International Users, the local currency price of the Active-User fee is achieved by taking the listed US Dollar list price and applying the standard final rate of exchange applied to all other products on the given country's list. In order to expose a given functionality to external users (for example, DKT), said functionality must be licensed separately. When External Access Client is licensed in a Subscription environment, the Subscription factor is applied to the server module price, but the monthly Active-User price is preserved as listed.	Windows Server.
Mobile Access for iPad	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from an iPad	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	iPad Device
Mobile Access for iPhone	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from an iPhone.	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	iPhone Device
Mobile Access for Android	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from an Android device.	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	Android Device
Mobile Access for Windows	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from a Windows tablet.	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	Windows Tablet Device
Integration for Microsoft Outlook	Allows a Microsoft Outlook user to interact with an OnBase system through the familiar Outlook client. Provides users the ability to save e-mails and/or any associated attachments by simply dragging the e-mail to the “OnBase” folder. Users can also retrieve documents from the interface.	Valid Client license.	Microsoft Outlook
Gateway Caching Server	Enables an organization with distributed locations to manage file caching geographically, providing increased retrieval times for documents such as PDF, OLE, and CAD drawings at the remote locations.	Application Server	
Public Sector Constituency Web Access	Provides constituents of a particular government agency web-based document viewing. Standard Client functionality will be restricted. This license is only for use by constituents in the public sector market. This license can NOT be used by any employee of any agency or anyone on that agency's internal network. Standard Client licenses must be purchased for agency employees. This license is required for each instance of an OnBase database within the agency. Constituent counts are determined by the most recent official Census results. Hyland reserves the right to increase license fees if the agency's constituent base increases.	Web Server.	
Image-Only Multi-User Server	Provides utilities, OnBase Configuration, Print Servers, and a License to use the copyrighted OnBase Database in a single instance, multi-user environment for only image documents.	Required for each OnBase Database.	Supported SQL DBMS.
Image-Only Concurrent Client	Provides retrieval, viewing, printing, and management of image documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes.		
Image-Only Workstation Client	Provides retrieval, viewing, printing, and management of image documents. The OnBase Web Client cannot use this license.		

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Image-Only Named User Client	Provides retrieval, viewing, printing, and management of image documents for a single named user. Both the OnBase Client or OnBase Web Client can use this license.		
Banking and Treasury			
Ad-hoc IRD Printing	Allows a Client workstation to generate a true substitute check ("replacement in lieu of" IRD) with data captured by the Check Import and Image Cash Letter Import processes. Authorized users have the option to print either a standard substitute check or a return substitute check with additional fields for document the return and other information.	Valid Client license.	
Integration for Linedata Capitalstream	Allows for the access, archival, and modification of data and documents in the OnBase system through the Linedata Capitalstream platform.		
Image Cash Letter Generator (X9.37)	Enables financial institutions to generate both forward and return electronic image cash letters in the DSTU X9.37-2003 file format from check image documents stored in OnBase. One file is created for each pocket of the transport where the items were captured, allowing synchronization with the sorter sort pattern.	Valid Client license.	
Posting File Generator	Enables financial institutions to import an electronic image cash letter in DSTU X9.37-2003 file format and create a posting file for the core banking application to post the transactions.	Valid Client license. Before selling this module, discussions must be held with Hyland to verify the application being proposed. All proposed applications must be approved by Hyland Software in writing. Make no assumptions.	
NSF File Processor	Enables financial institutions to import a return file generated from a core business application. Items included in the file will be pulled from OnBase and will be available for the Image Cash Letter Generator to create a Return X9.37 file in the DSTU X9.37-2003 format consisting of check data and images that are to be returned to the Federal Reserve or a partner institution.	Valid Client license.	
Branch Capture	Allows financial institution branches to remotely capture and balance check images and upload them to the central OnBase system.	Two separate executables provided at software purchase: 1) Branch Capture Scanning and 2) Balancing. Institutions are able to license as many workstations as required with the executables for the single branch fee.	Check Image Processor from Fiserv ImageSoft, the Branch Capture Check Processor format and a supported Panini Check Scanner. (Sold Separately)
Integration for A2IA CAR/LAR	Enables the OnBase Check 21 solution to read the courtesy amount and legal amount from the check image, streamling the balancing process prior to the images being imported into OnBase. Sold in Blocks of 100,000 checks processed annually.	Branch Capture.	A2iA CheckReader. (Sold Separately)
Integration with Q2 Software	Allows the Q2 home banking product to query for OnBase documents and retrieve them for display to credit union customers.	Appropriate blocks of Query API (OnBase Unity/Core)	Q2 Home Banking
Integration for Misys FusionBanking Credit Management Enterprise	Allows a Misys FusionBanking Credit Management Enterprise user to interact with an OnBase system through the familiar FusionBanking Credit Management Enterprise client. Provides a user the ability to upload documents directly into OnBase and retrieve documents from the interface.	Valid Client license	Misys FusionBanking Credit Management Enterprise
Business Process Automation Solutions (BPAs)			
Admissions Process Automation for PeopleSoft	Enables the real time exchange and guaranteed delivery of data between OnBase and Oracle's PeopleSoft Campus Solutions, in support of the automation of the Admissions process.	None	Oracle's PeopleSoft Campus Solutions. Microsoft SQL Server.
Financial Aid Process Automation for PeopleSoft	Enables the real time exchange and guaranteed delivery of data between OnBase and Oracle's PeopleSoft Campus Solutions, in support of the automation of the Financial Aid process.	None	Oracle's PeopleSoft Campus Solutions. Microsoft SQL Server.
TC/TCE Process Automation for PeopleSoft	Enables the real time exchange and guaranteed delivery of data between OnBase and Oracle's PeopleSoft Campus Solutions, in support of the automation of the Transcript Capture & Transfer Course Evaluation process.	None	Oracle's PeopleSoft Campus Solutions. Microsoft SQL Server.
Admissions Process Automation for Banner	Enables the real time exchange and guaranteed delivery of data between OnBase and Banner by Ellucian, in support of the automation of the Admissions process.	None	Banner by Ellucian. Microsoft SQL Server.
Financial Aid Process Automation for Banner	Enables the real time exchange and guaranteed delivery of data between OnBase and Banner by Ellucian, in support of the automation of the Financial Aid process.	None	Banner by Ellucian. Microsoft SQL Server.
TC/TCE Process Automation for Banner	Enables the real time exchange and guaranteed delivery of data between OnBase and Banner by Ellucian, in support of the automation of the Transcript Capture & Transfer Course Evaluation process.	None	Banner by Ellucian. Microsoft SQL Server.
Admissions Process Automation for Colleague	Enables the real time exchange and guaranteed delivery of data between OnBase and Colleague by Ellucian, in support of the automation of the Admissions process.	None	Colleague by Ellucian. Microsoft SQL Server.
Financial Aid Process Automation for Colleague	Enables the real time exchange and guaranteed delivery of data between OnBase and Colleague by Ellucian, in support of the automation of the Financial Aid process.	None	Colleague by Ellucian. Microsoft SQL Server.
TC/TCE Process Automation for Colleague	Enables the real time exchange and guaranteed delivery of data between OnBase and Colleague by Ellucian, in support of the automation of the Transcript Capture & Transfer Course Evaluation process.	None	Colleague by Ellucian. Microsoft SQL Server.
Enterprise Integration Server (EIS)	Provides a standardized platform to exchange data real time between OnBase and a Line of Business application. EIS is an integration tool that, when coupled with Hyland and/or Solution Provider experience and a customer's IT department expertise and guidance, results in a solution with guaranteed delivery and exchange of real time business data.	Module-specific features are only available when the given module is licensed.	Microsoft SQL Server.
Capture			
Production Document Imaging (TWAIN)	Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	Utilizes Pegasus Toolkit (Provided by Hyland)
Production Document Imaging (TWAIN) (Named Use)	Intended for users within a Citrix or Terminal Services environment. Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes a Named User Client license.	Utilizes Pegasus Toolkit (Provided by Hyland)
Production Document Imaging (ISIS)	Scans (digitizes) paper documents using ISIS compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes Workstation Client License.	Utilizes ISIS and Pegasus Toolkits (Provided by Hyland)
Disconnected Scanning	Provides users with a robust document capture solution that is used while disconnected from OnBase. Supports Kofax, ISIS, and TWAIN scanning.		If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Desktop Document Imaging	Scans paper documents using only TWAIN compatible devices.	At a minimum a Workstation Client license, which is not included.	
Desktop Document Imaging (Named Use)	Intended for users in a Citrix or Terminal Services environment. Scans paper documents using only TWAIN compatible devices.	Named User Client License	
Front Office Scanning	Provides a simple and configurable scanning interface from within the OnBase Client or as a standalone scanning application. In a standalone installation, documents and index data are uploaded to OnBase via a connection to an OnBase Application Server or the OnBase Desktop. Indexing can be performed using Application Enabler (not included), HL7 datasets, or by manual entry.	The OnBase document retrieval option requires an OnBase Concurrent or Named User Client when running in Desktop mode. (Client license not included).	
Express Scanning	Simplifies the task of document scanning for any department. All options, scanner settings, and default index values are pre-designated. Supports any TWAIN, ISIS or Kofax compatible scanner as well as sweep functionality. Documents are imported or sent to a scan queue for further processing.		
Web Scanning Named User	Provides low-volume, ad-hoc, TWAIN based document scanning capability to the Web Client.	Valid Web Server license and either a Concurrent or Named Client license.	
Advanced Capture	Enables the automatic classification and indexing of scanned documents. Supports multiple languages and the processing of bi-tonal, grayscale and color images. Enables batch processing and also ad-hoc Automated Indexing from a select list.	Installation of OnBase Advanced Capture software (included) on user workstation and a valid Client license.	
Ad-hoc Advanced Capture	Enables the automatic classification and indexing of scanned documents. Permits Automated Indexing of an individual document or group of documents from an OnBase select list.	Installation of OnBase Advanced Capture software (included) on user workstation and a valid Client license.	
Interactive Data Capture	Enhances standard indexing capabilities within the Unity Client Server. After OCR processing, manual indexing can be supplemented with Auto-Complete, Point and Click and Swiping capabilities.	Unity Client Server. Valid Client license.	
Integration for Esker Fax	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the Esker Fax Server.	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the Esker Fax Server.	Esker Fax
Integration for Fuji Xerox MFD	Per Device, 1-10 Devices - Enables an organization to use a choice of supported Fuji Xerox MFP devices to capture document images and route them directly into the OnBase system. Contact Fuji Xerox for the most current list of supported devices.		Fuji Xerox MFP device (sold separately).
Integration for Open Text Fax Server, RightFax Edition	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the RightFax Server.	Includes a Named User Client.	v 8.5 or higher of RightFax software.

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Integration for Canon uniFLOW	Enables an organization to use a choice of supported Canon uniFLOW MFP devices to capture document images and route them directly into the OnBase system. Contact Canon for the most current list of supported devices.		uniFLOW v5.4; uniFLOW Edition + Scan per Device License for MEAP + Additional Scan Workflow License; uniFLOW for SMB + Scan per Device Addition for MEAP + Additional Scan Workflow License; uniFLOW Capture + Additional Scan Workflow License.
Automated Redaction	Utilizes OCR character and pattern analysis or configured templates to evaluate document contents for information or areas on the document that need to be obscured and made unreadable. Documents are placed for review before being permanently redacted so that private or confidential information cannot be viewed on the image documents.		Nuance OCR (Provided by Hyland Software)
Bar Code Recognition Server	Enables centralized bar code recognition, by allowing a single workstation to perform bar code processing on image batches that were scanned at many scanning workstations.	Document Imaging or DIP license.	Pegasus Toolkit (Provided by Hyland).
Bar Code Generator	Generates 3-of-9 bar code sheets from manual keyword entry (in standalone mode) or from keyword and document type information scraped from the line-of-business application screen (when used with Application Enabler). In standalone mode, the Bar Code Generator connects to the OnBase database and allows the user to select a Document Type, at which point a keyword list is displayed for manual entry. At completion of manual entry, the user can trigger the printing of a 3-of-9 bar code sheet with the Document Type and Keywords encoded on it.	In standalone mode: Requires OnBase Desktop and a valid OnBase Client License. When used with Application Enabler: Requires Application Enabler, OnBase Desktop, and a valid OnBase Client License.	
Image Segment Archiver	Provides the ability to divide an image in a scan queue into multiple OnBase documents by allowing the user to select sections of the image and archive each selected section to a separate OnBase document.	Valid Client license and Production Imaging license.	
Virtual Print Driver	Provides a method to capture, index and store the print stream from any printable application and store the information as a TIFF image within the OnBase document repository. This is a single instance license.	Valid Client license.	To use Windows 98 or NT, you must purchase the Leadtools Print Driver. (Sold Separately)
COLD / ERM	Processes, indexes, and stores host/legacy application generated text files. Supports ASCII, PCL, AFP, PDF and DJDE natively.	Includes a Workstation Client license. To process PCL, AFP or DJDE natively, the respective OnBase Input Filter is required.	To process Metacode, third party conversion software is required to convert these formats to PCL.
Advanced COLD / ERM	Processes, indexes, and stores host/legacy application generated text files. Supports ASCII, PCL, AFP and DJDE natively. Uses multi-threaded technology with specific hardware requirements to maximize processing speeds.	Includes a Workstation Client license. To process PCL, AFP or DJDE natively, the respective OnBase Input Filter is required.	To process Metacode, third party conversion software is required to convert this format to PCL.
Document Import Processor	Imports documents (scanned or other) and their respective index information. This module is often used in conjunction with third party forms processing software as well as data conversion utilities.	Includes a Workstation Client license.	
Advanced Document Import Processor	Imports documents (scanned or other) and their respective index information. This module is often used in conjunction with third party forms processing software as well as data conversions utilities. Uses multi-threaded technology with specific hardware requirements to maximize processing speeds.	Includes a Workstation Client license.	
Directory Import Processor	Allows users to import documents residing in a network directory structure. The processor uses a configurable XML file to determine the document types and keyword values for the documents residing in the process directories. Could be utilized to archive documents that are scanned by a MFP device into network directories.		
XML Index Document Import Processor	Imports documents (scanned or other) and their respective index information via an XML Index file.	Includes a Workstation Client license.	
XML Tag Import Processor	Processes, indexes, and stores XML format files.	Includes a Workstation Client license.	
Remittance Processor	Provides the ability to identify remittance information (check images, remittance slips, and financial information) from a remittance text file and store the information within the OnBase document repository.	Includes a Workstation Client license. Hyland provides processing for files from IBM, Banctec, Unisys, NCR and other formats including COFF. All files must be sent to Hyland Software for verification prior to the sale. Make no assumptions.	
PCL Input Filter	Works in conjunction with OnBase COLD / ERM to process and store PCL data streams, enabling stored documents to retain original formatting features.	COLD/ERM license. Due to the variety of data streams, Hyland Software must verify that a PCL stream can be processed prior to selling this module. Please make no assumptions.	
AFP Input Filter	Works in conjunction with OnBase COLD / ERM to process and store AFP data streams, enabling stored documents to retain original formatting features.	COLD/ERM license. Due to the variety of data streams, Hyland Software must verify that an AFP stream can be processed prior to selling this module. Please make no assumptions.	
PDF Input Filter	Processes, indexes, and stores PDF documents. Allows for the extraction of index data from the PDF. Allows for the option of converting and storing the PDF as a TIFF (multi-page TIFF when applicable). Due to the variety of PDF formats, Hyland Software must verify that a PDF document can be processed prior to selling this module. Please make no assumptions.	COLD/ERM license.	
Mailbox Importer	Allows configuration of OnBase to automatically import new messages from an email server that supports the IMAP or POP3 protocol. Through the definition of conditions and rules, email messages become documents and each document is associated with a Document Type.	Valid Client license.	Proper licensing of a third-party email application that supports IMAP or POP3 protocol.
Archive Services for Microsoft SharePoint	Allows users to archive documents from SharePoint document libraries to OnBase. Archival can be ad-hoc, event-driven, or scheduled based on pre-defined rules.	Valid Client license and Web Server license.	Microsoft Sharepoint (See Modular Reference Guide for more details).
Integration for Biscom FAXCOM	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the FAXCOM Server.	Includes a Named User Client.	Biscom FAXCOM
Integration for eCopy ShareScan	Enables an organization to use a choice of supported eCopy networked scanners or digital copiers to capture document images from eCopy ShareScan OP and route them directly into the OnBase system. Contact eCopy for the most current list of supported devices.		eCopy ShareScan and an eCopy supported scanner or digital copier. (Sold Separately)
Enterprise Integration for eCopy ShareScan	Integration for eCopy Site License		eCopy ShareScan and an eCopy supported scanner or digital copier. (Sold Separately)
Integration for HP Connect	Enables an organization to use a choice of supported HP MFP devices to capture document images and route them directly into the OnBase system. Contact HP for the most current list of supported devices.	Application Server.	HP MFP device. (Sold Separately)
Integration for Konica Minolta bizhub MarketPlace MFP	Enables an organization to use a choice of supported Konica Minolta devices to capture document images and route them directly into the OnBase system. Contact Konica Minolta for the most current list of supported devices.	Application Server.	bizhub MarketPlace Connect to OnBase (Sold Separately), Konica Minolta bizhub MFP device (Sold Separately)
Integration for Konica Minolta Dispatcher Phoenix	Provides the ability to archive documents into OnBase from any networked Dispatcher Phoenix enabled multifunction scan device. Enables a user to assign documents into OnBase Document Types, assign OnBase Keywords and route the documents to the OnBase system.	Application Server.	Requires Dispatcher Phoenix 6.0 or higher and Konica Minolta bizhub MFP device (both Sold Separately)
Integration for KYOCERA	Enables an organization to use a choice of supported KYOCERA MFP devices to capture document images and route them directly into the OnBase system. Contact KYOCERA for the most current list of supported devices.	Application Server.	KYOCERA MFP device. (Sold Separately)
Integration for Sharp MFP	Enables an organization to use a choice of supported Sharp MFP devices to capture document images and route them directly into the OnBase system. Contact Sharp for the most current list of supported devices.	Application Server.	Sharp MFP device with OSA enabled. (Sold Separately)
Integration for Xerox MFP	Enables an organization to use a choice of supported Xerox MFP devices to capture document images and route them directly into the OnBase system. Contact your Xerox representative for the most current list of supported devices and additional components required for this solution.	Application Server.	Xerox MFP.
COLD/ERM-Only Multi-User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, and a License to use the copyrighted OnBase Database in a single instance, multi-user environment for only COLD (text) documents.	Required for each OnBase Database.	Supported SQL DBMS.
COLD/ERM-Only Concurrent Client	Provides retrieval, viewing, printing, and management of COLD documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.		
COLD/ERM-Only Workstation Client	Provides retrieval, viewing, printing, and management of documents. The OnBase Web Client cannot use this license.		

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

COLD/ERM-Only Named User Client	Provides retrieval, viewing, printing, and management of documents for a single named user. Both the OnBase Client or OnBase Web Client can use this license.		
Production Document Imaging (Kofax or TWAIN)	Scans (digitizes) paper documents using Kofax or TWAIN compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Government			
OnBase Agenda	Allows organizations to electronically create and manage meeting templates, meeting dates and times as well as agenda, agenda packet and minutes documents. The module can be used in conjunction with pre-configured E-Forms and workflows to improve review processes, provide for collaboration and reduce the amount of time needed to produce timely and complete agendas, agenda packets and minutes. OnBase Agenda includes additional OnBase modular functionality for specific use with the Agenda application.		
Agenda Voting	Enables voting via the OnBase Agenda application.		
OnBase Agenda Concurrent Client	Allows for concurrent access to the OnBase Agenda application and its workflows for performance of Agenda-related activities and tasks.	OnBase Agenda	
OnBase Plan Review	Enables government agencies and other organizations to perform plan review processes related to community development, such as commercial buildings, private residence work, roads, bridges and other infrastructure projects. A submittal web site allows electronic upload of plan sheets and related documents. Plan revisions can be re-submitted, and finalized plans can be approved, stamped and returned to submitters, with collected comments and markups. Plan Review supports 2D drawing formats only. OnBase Plan Review includes additional OnBase modular functionality for use specific to Plan Review-related activities.		
Plan Review Integration Toolkit	Enables the OnBase Plan Review solution to be integrated with a third party line of business application, allowing for electronic plan review to be included in organizational processes. The toolkit offers an API for creating plan review projects with data from the line of business application, authenticating portal users and other key functions as well as the ability to use the OnBase Application Enabler for user interface-level integration.	OnBase Plan Review or Plan Review Concurrent Client or Plan Review Named User Client	The application with which OnBase Plan Review will be integrated.
Integration for Tempest Development Group	Enables users of OnBase Plan Review to integrate with the Tempest Development Group products for permitting to include electronic plan review in the overall permitting process.	OnBase Plan Review and its OnBase Requirements.	Tempest Development Group permitting software.
Integration for Azteca Cityworks	Offers a seamless integration with Azteca Cityworks, providing users ECM capabilities within the Cityworks product. Allows users to associate documents to a Cityworks Server object, view the associated documents and archive new Cityworks-related documents directly in to OnBase.	Valid Client licenses	Azteca Cityworks and Cityworks Document Management API for OnBase, both purchased from Azteca
Integration for Accela	Offers a seamless integration with Accela Automation through the standard Accela EDMS interface. Features include the ability to associate documents to an Accela CAP object, view and download associated documents, and archive new Accela related documents through the Accela product directly into OnBase.	Web Server	Accela Automation Version 6.7
Public Sector Constituency Web Access (Workflow)	Provides constituents of a particular government agency web-based document viewing, and limited Workflow routing. Standard Client functionality will be restricted. This license is only for use by constituents in the public sector market. This license can NOT be used by any employee of any agency or anyone on that agency's internal network. Standard Client licenses must be purchased for agency employees. This license is required for each instance of an OnBase database within the agency. Constituent counts are determined by the most recent official Census results. Hyland reserves the right to increase license fees if the agency's constituent base increases.	Web Server.	
Integration for CourtView	Enables users to archive and retrieve images through the CourtView interface.		CourtView software (latest version of 2.35 and above)
Healthcare			
Integration for Epic	Designed to integrate with Epic's suite of products such as Cadence, Prelude, Resolute, and EpicCare Inpatient/Ambulatory, Media Manager, ROI, EpicWeb, EpicCareLink, etc. Integration capabilities consist of integrated document retrieval/viewing, integrated plug-in for ROI printing and integrated scanning directly from Epic applications.	Web Server and HL7	Epic MU7 version.
Epic Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.		
Integration for Epic Canto and Epic Haiku	Provides mobile access to the patient record without leaving the Epic interface, allowing mobile users to tap a button to retrieve information stored within OnBase, such as images, EKGs, test results and other relevant documents.	Valid Client license. Integration for Epic. OnBase Mobile Healthcare App available on the Apple App Store.	Epic Canto and/or Epic Haiku. iPad 2 or higher (Canto), or iPhone 4S or higher (Haiku).
OnBase Mobile Healthcare			
Mobile eCapture	OnBase Mobile eCapture solutions improve document and signature intensive processes, to improve the patient experience, speed the registration process, and reduce administrative costs. Clinical Consents allows medical staff to assign packets of Unity Forms to a patient visit. The patient can use a mobile device (Android or iOS) to complete and sign these forms at bedside. Patient Registration works with the OnBase Front Office Scanning module to allow patients to easily and efficiently fill out electronic packets of OnBase Unity Forms. Includes Image Forms. Pricing is the server license + number of devices.	Unity Client Server and Front Office Scanning	
Hospital License - Community Connect	"Community Connect Hospital" means 1) a hospital whose licensed bed count is determined by the most recently reported number on the HIMSS Analytics website (http://www.himssanalytics.org) for such hospital; and 2) a hospital to which Customer grants access o Customer's Epic system; and 3) a hospital for which Customer has paid to Hyland the requisite Software license fees and annual Maintenance fees as described in the section below. For each Community Connect Hospital which Customer wishes to grant access to the Software as a Community Connect User, Customer shall pay a one-time payment of Software license fees in an amount determined by multiplying the number of licensed beds for such Community Connect Hospital (as most recently reported on the HIMSS Analytics website (http://www.himssanalytics.org) by $800/licensed bed for institutions with less than 250 licensed beds; and by $1,200/licensed bed for institutions with 250 licensed beds and greater. Therefore, from time to time, if the number of licensed beds of such Community Connect Hospital increased based upon the number most recently reported on the HIMSS Analytics website, such Customer shall be obligated to pay additional Software license fees to Hyland in an amount equal to the number of such additional licensed beds at the Community Connect Hospital, in accordance with the above. Customer may not transfer or reassign license rights between Community Connect Hospitals, and shall not be entitled to a refund or credit if the number of licensed beds decreases at any time.		
Medical Records Management Solution	Enables HIM departments to manage the deficiency process for their documents. Controls and monitors the distribution of charts and corresponding documents thought the coding, analysis and physician completion process. Provides easy, web-based access to the patient information and physician completion from any location based on security. The OnBase Report Services module can add robust reporting capabilities for stock HIM productivity metrics as well as the ability to build custom reports. Optional modules sold separately are: Document Imaging, COLD/ERM, Report Services.	Multi-User Server, Web Server, HL7 Module, and MRMS Signing Concurrent Clients.	Customer needs to have an internal 3rd party HL7 interface.
Medical Records Coding Interface	Provides the ability to configure and automate the assignment of work for Medical Coders to allow for an efficient completion of coding on a medical chart.	HL7 (HLIPW1)	
Medical Records Transcription Interface	Provides the ability within the deficiency management process to create, edit and complete transcriptions within the OnBase Medical Records Completion solution.	HL7 (HLIPW1)	
MRMS Chart Completion Concurrent Client	Provides Medical Records Management Solution access based on signer configuration. Grants access to all staff and clinical delivery via the Medical Records Management interface ONLY.	Medical Records Management Solution.	
Appeals and Grievances	Allows healthcare payers to triage, investigate and report on member or provider complaints. A case is created from submitted correspondence and launched into a review process where relevant data is collected and considered for decision.	Multi-User Server and EDM Services.	
Release of Information	Aggregates data and documents from different locations and electronically provides all necessary patient information and supporting documents in a single patient record.	None	None
Integration for Optum CAC	Provides access to transcribed and scanned documents that are necessary to support the coding process in Optum CAC.	HL7	Optum CAC
Integration for 3M CAC	Provides access to transcribed and scanned documents that are necessary to support the coding process in 3M CAC.	HL7 Module	3M CAC
Integration for Nuance CAC	Provides access to transcribed and scanned documents that are necessary to support the coding process in Optum CAC.	HL7	Nuance CAC
EDI 810 Processor	Converts Invoices in versions 4010 of the 810 EDI format to XML. The processor also extracts a list of keywords from each Invoice to index the document as they are imported into OnBase.	Requires a valid Client license.	
EDI 835 EOB Processor (HIPAA 5010)	Converts EOB statements in versions 5010 of the 835 EDI format to XML or PCL format for import into OnBase. The processor also extracts a fixed list of keywords from each EOB to index the documents as they are imported into OnBase. The 835 file is separated into a single document for each claim.	Valid Client license.	
EDI 837 Processor (HIPAA 5010)	Converts individual healthcare claims in version 5010 of the 837 Professional EDI format to HCFA-1500 forms and UB-92 in XML format. This processor does not process Dental 837 documents.	Valid Client license.	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

HL7 Module	Sends and receives HL7 data streams. It can send OnBase information from COLD, the Document Import Processor, and scan processes to any application that has can accept HL7 formatted data. It can also receive HL7 messages via TCP/IP or batch files to create documents such as E-Forms and add Autofill Keyword Sets.	Valid Client license.	
Signature Deficiencies for Epic	Provides the ability to electronically sign deficiencies on documents stored in OnBase that are retrieved from within the Epic user interface.	Integration for Epic.	
Signature Deficiencies for EMR's	Provides the ability to electronically sign deficiencies on documents stored in OnBase. OnBase will be initiated from the EMR displaying clinical documents requiring the Physician Signature.	Valid Client License.	Associated Electronic Medical Record Systems.
Integration for GE Centricity (for Hospitals)	Designed to integrate with GE's Centricity product. Key elements include: HL7 synchronization between OnBase and Centricity, document retrieval capability from the Centricity user interface, batch scanning from OnBase linking documents with Centricity, and storage of structured data (transcription, photos, XML documents) to complement the HIS system.	Web Server and HL7.	
Integration for Cerner Millennium	Designed to integrate with the Millennium product. Key elements include: HL7 synchronization between OnBase and Millennium, document retrieval capability from the Millennium user interface, batch scanning from OnBase linking documents with Millennium, and storage of structured data (transcription, photos, XML documents) to complement the HIS system.	Web Server and HL7.	
Integration for Allscripts Sunrise Acute Care	Designed to integrate with Sunrise Acute Care. Key elements include: HL7 synchronization between OnBase and Sunrise Acute Care, document retrieval capability from the Sunrise Acute Care user interface, batch scanning from OnBase linking documents with Sunrise Acute Care, and storage of structured data (transcription, photos, XML documents) to complement the HIS system.	Web Server and HL7.	
Integration for Allscripts Homecare (Existing Customers)	Enables visiting nurses to view images that support the visit and to archive new content captured during the visits.	Workstation Client for Allscripts Homecare Integration.	Allscripts Homecare.
Workstation Client for Allscripts Homecare Integration	Enables visiting nurses to view images that support the visit and to archive new content captured during the visits.	Integration for Allscripts Homecare.	Allscripts Homecare.
Multi-user Server for GE Centricity (Clinical)	For users of the GE centricity system; Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single institution, multi-user environment.	GE Centricity Clinical indexing station, GE Centricity Concurrent Client and GE Centricity Document Imaging.	GE Centricity.
Clinical Concurrent Client for GE Centricity	The client provides the ability to access documents from OnBase. Multiple concurrent clients may be included in a solution. Provides retrieval, viewing, printing, and management of documents. Provides retrieval, viewing, printing, and management of documents Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.	GE Centricity Multi-user Server, GE Centricity Clinical indexing station and GE Centricity Document Imaging.	GE Centricity.
Document Imaging for GE Centricity (Unlimited) (Clinical)	Allows for the scan capture of documents through OnBase and places a link to the documents in the patient clinical record.	GE Centricity Multi-user Server, and GE Centricity Clinical indexing station. Includes a Workstation Client license.	GE Centricity.
Clinical Indexing Workstation Client for GE Centricity	Allows for the indexing of documents from stand alone indexing stations outside of the OnBase client. Multiple stations maybe included in a solution.	GE Centricity Multi-user Server, and GE Centricity Document Imaging. Includes a Workstation Client license.	GE Centricity.
Disconnected Scanning for GE Centricity (Clinical)	See description in the Document Imaging section of this document.	GE Centricity Multi-user Server, GE Centricity Clinical indexing station and GE Centricity Concurrent Client.	GE Centricity.
Healthcare Disconnected Scanning for Citrix	Provides users with a robust document capture solution that is used while disconnected from OnBase. Supports Kofax, ISIS, and TWAIN scanning.		If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Healthcare Express Scanning for Citrix	Simplifies the task of document scanning for any department. All options, scanner settings, and default index values are pre-designated. Supports any TWAIN, ISIS or Kofax compatible scanner as well as sweep functionality. Documents are imported or sent to a scan queue for further processing.		
Healthcare Front Office Scanning for Citrix	Provides a simple and configurable scanning interface from within the OnBase Client or as a standalone scanning application. In a standalone installation, documents and index data are uploaded to OnBase via a connection to an OnBase Application Server or the OnBase Desktop.	The OnBase document retrieval option requires an OnBase Concurrent or Named User Client when running in Desktop mode. (Client license not included).	
Integrated Scanning for Epic			
Integration for GE Centricity Image Broker	Enables the archiving and retrieval of images for GE Centricity.	Valid Client License	GE Centricity
Higher Education			
EDI TS 130 Processor	Processes EDI 130 (4010) Student Educational Records data streams into individual documents and provides ability to import.	Valid Client License	
Hyland Software Services			
Installation	Hyland will provide services to Customer in the implementation of OnBase software: Creating the software database, licensing of all modules purchased, installing of the software, configuration of the OnBase solution, training of Customer's OnBase administrator on configuration and use of the software and purchased modules.		
Consulting	Professional consulting services include: business process analysis, Workflow implementation, WorkView implementation, and consultation services.	To qualify for these services, dates of service must be ordered and scheduled in advance on a single purchase order and must be supported by a similar purchase order from the end user to the Solution Provider.	
Program Management	Per hour, Plus T&E. - Provides long term continuity for Hyland initiatives by providing management oversight and accountability across all projects within your OnBase Program.	None.	None.
Conversion Consulting	Provides best practices, proven methodologies and insight to support an organization's conversion tasks. Experienced Hyland conversion experts act as mentors to the engaging organization's team. This time and materials service includes a dedicated Hyland Conversion Services analyst for a mutually agreed upon number of days of consulting and education provided to the organization's qualified resources. It is designed to jump-start an organization's conversion project while providing the critical knowledge necessary for a successful conversion.	None.	None.
Capture Consulting	Hyland will provide discovery, configuration and installation services to Customer in the implementation of their Capture software solution.	None	None
Database Services	Hyland will provide General Database Consulting and/or Scripting.		
Custom Reporting	Enables organizations to gain valuable statistics about the health of business processes driven by critical business applications. A representative from the Hyland Software Database Services Group will perform an in depth discovery with individuals from the organization to determine business reporting requirements and goals for the OnBase System. Based on information gathered, optimized custom reports will be created and optionally implemented.		
Business Continuity Planning	A representative from the Hyland Software Database Services Group will meet with an organization's BCP team to determine business continuity requirements for the OnBase database. The database engineer is available to discuss the various Microsoft SQL Server methods for delivering high availability and the different scenarios that may require a full recovery of the OnBase database. The database engineer will also provide recommendations specific to the needs of the individual organization and can also provide assistance with the implementation and/or testing of a custom OnBase BCP.		
Database Platform Migration Services	A representative from the Hyland Software Database Services Group will meet with representatives of an organization to determine a database migration strategy for the OnBase system. The Hyland database engineer will migrate the OnBase database to the desired platform. Data Structure integrity verification and data authentication is performed post migration to ensure OnBase database integrity.		Supported Migrations: - Sybase or SQL Server to Oracle - Sybase or Oracle to SQL Server
Software Development		Requires a written development agreement with Hyland. By default, Hyland Software, Inc. retains full ownership and rights to any software developed.	
Consulting (CSG)	Professional consulting services include: application requirements definition, application development, pre-processor development, WorkView data import, API script development, and API consultation services.	To qualify for these services, dates of service must be ordered and scheduled in advance on a single purchase order and must be supported by a similar purchase order from the end user to the Solution Provider.	
Outsourced System Administrator	The Outsourced System Administrator (OSA) works under the direction and supervision of a customer, providing system administration support services, as well as training, to internal help desk and/or IT personnel. In addition to general support, the OSA will work with designated personnel to complete daily, weekly and monthly administrative tasks, as necessary. Services are customarily provided in blocks of hours over consecutive weeks and for a specified period of time.	None	None
Enterprise Solutions Consulting	Enterprise Solutions Consulting services include: enterprise assessments, individual solution assessments, cost-benefit analyses, change management, engagement management and other consultation services.		
Insurance			

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Insurance Agent Web Access	Provides web-only retrieval and read only access to documents for an insurance carrier's agents through the carrier's developed portal. This license can NOT be used by any employee of the carrier or anyone on that carrier's internal network. Standard Client licenses must be purchased for carrier employees.	Web Server.	
Integrate			
Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase.com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Enterprise Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Provides any number of applications to be image-enabled within the enterprise. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase.com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Office Business Application	Allows users of Word, Excel, and PowerPoint to interact with OnBase content through their familiar Microsoft Office interface. This integration provides users with single-click menu access for storing, retrieving, and editing OnBase documents and related content.	Valid Client license.	Microsoft Office
Web Services Publishing	Allows for point and click creation of standard web services tailored for an organization's OnBase solution, providing a Web API for use by external users or third party applications. In addition to this license, which allows users to publish web services, Web Services Publishing requires a $0.10 fee Per Executed Web Service Call. A built-in reporting mechanism will relay monthly usage data to Hyland for translation into a monthly billing amount.	None.	Windows Server.
Web Services Publishing Executed Web Service Call	Web Services Publishing requires a $0.10 fee Per Executed Web Service Call. A built-in reporting mechanism will relay monthly usage data to Hyland for translation into a monthly billing amount for the sum of all Executed Web Service Calls within the given month.	Web Services Publishing (WSPIPI1)	
Unity Integration Toolkit	Provides an object-oriented API that exposes key OnBase functionality. Unity contains functionality to query, store, retrieve and modify documents and metadata as well as other document-centric features such as notes. The Unity Integration Toolkit is only for integration to OnBase from external applications or custom applications that exist outside of OnBase Automation. A separate OnBase Automation license is required for automation integrations. In addition to the Unity Integration Toolkit, a Unity Automation license is granted to any customer or partner that has at least one person with a current OnBase API Certification. The Unity Automation allows access to Unity through OnBase Automation configured through the OnBase Configuration module. OnBase Automation is any extension to OnBase configured through OnBase Configuration such as Workflow or WorkView scripting, but includes any automation code configured through the Configuration module.	In addition to the Unity Integration Toolkit license, the necessary Client licenses are required. These can either be: 1) the necessary block of Query API retrievals or 2) the necessary number of OnBase Clients at 200 queries per hour. Requires module specific licensing (e.g. Workflow) when accessed through Unity. Other requirements will depend on the specifications of the solution.	
Query API	Provides the ability to query for documents within the OnBase repository from third party applications. Note: This is NOT Web Server Client licensing. Query API is only for External User Access. Access for Internal Users should be granted through the purchase of standard client Licensing. If you purchase the initial tier of either OnBase Client or OnBase Core you enjoy the second tier of either on any additional purchase.	ASP.NET and other Web-based applications require a valid Web Server license (WTIPW1). A query is considered a search for a document or set of documents through the API. If you are running the OnBase Client or OnBase Core as an API broker, you receive 200 queries per hour at no cost through the OnBase Client or through the OnBase Core. Anything beyond 200 queries per hour on a single workstation or server requires this module. The necessary query licenses must be purchased for each database desired to use this license.	
Archival API	Provides the ability to archive documents from third party systems into the OnBase system.	Valid Client license.	
Integration for Trinisys	Allows for the archiving of data and documents in to the OnBase system through the Trinisys platform.		
Reverse API	Provides the ability for OnBase to retrieve information or documents from third party applications.	Valid Client license.	
Connector for use with SAP ArchiveLink	The HTTP Content Server interface allows an SAP system to perform content management functions against the OnBase system. Using this interface, SAP systems may use OnBase as its repository for storage and retrieval of archived documents. This base component is required in order to use: Bar Code Import for use with SAP ArchiveLink, Print List and Data Archive for use with SAP ArchiveLink, Business Indexing Connector for use with SAP ArchiveLink, Imaging iViews for use with SAP ArchiveLink.	Includes the OLE Viewer for use with SAP ArchiveLink	Windows 2000 Server or 2003 Server. Microsoft .NET Framework v 1.1 or greater. SAP RFC library v 4.5 or greater. SAP SSF library v 4.5 or greater.
Bar Code Import for use with SAP ArchiveLink	The Bar Code component of SAP ArchiveLink allows an OnBase scanning application to register scanned documents with SAP software for later storage linking of inbound documents via barcode."	OnBase Client v 3.9 or greater. Connector for use with SAP ArchiveLink.	SAP ArchiveLink v 4.5 or greater.
Print List and Data Archive for use with SAP ArchiveLink	Uses SAP ArchiveLink to import SAP ArchiveLink print lists, data archive files and imaging documents. Archiving data contained in the SAP system will reduce the storage requirements of the SAP system, improve response times and reduce the time to backup, recover and upgrade the SAP system.	Connector for use with SAP ArchiveLink.	SAP RFC library v 4.5 or greater and SAP SSF library v 4.5 or greater.
Business Indexing Connector for use with SAP ArchiveLink	Used to automatically index OnBase documents in OnBase that have been related to business objects in a SAP system. This makes it possible to use OnBase to search for the documents related to any business object in a SAP system. This module also keeps the keywords on documents in OnBase synchronized with the SAP system.	OnBase Client v 3.9 or greater. OnBase Connector for use with SAP ArchiveLink.	Microsoft Windows 2000 Server or 2003 Server. Microsoft .NET Framework v 1.1 or greater. SAP ArchiveLink v 4.5 or greater. SAP RFC Library v 4.5 or greater.
Web Parts for Microsoft SharePoint	Enables Microsoft SharePoint users to configure, view, and interact with all available StatusView objects from within a SharePoint web page.	Valid Client license and a Web Server license. Requires a corresponding license for specific Web Parts exposed. For example, if you were using the Web Part for Workflow, you would require a Workflow license.	Microsoft Sharepoint (See Modular Reference Guide for more details).
Content Connector for Microsoft SharePoint	Enables the automatic linking of documents, batch processed into OnBase, to related items and records managed in SharePoint. Based upon rules defined by a SharePoint site owner, relevant OnBase content is made accessible as item list attachments and document library items.	Import Processor or Imaging license, and Web Server.	Microsoft Sharepoint (See Modular Reference Guide for more details).
Hyland Broker for Microsoft Office (Hyland Office Broker)	Allows organizations to utilize Office Online (O365) web-based tools to view, edit and co-author documents stored in OnBase.	Version Requirement: EP1	
Integration for ESRI	Allows users of Esri to link OnBase documents to features on web based maps. The integration provides a set of easy-to-use web links in the map application for query, point-and-click retrieval and archiving of OnBase documents related to map features. The integration is based on ESRI's task framework and allows GIS administrators to easily imbed the OnBase web links into new or existing .Net based applications.	Concurrent Client or Named Client license and a Web Server license.	Requires ArcGIS Server v9.3 SP1 or higher for the Microsoft.NET Framework.
Conversion Tool for Ricoh eCabinet	Utilized to migrate data from the Ricoh eCabinet repository to OnBase. The tool reads the Ricoh eCabinet repository and creates the necessary Import Processor index files to process the data into OnBase.	Document Import Processor. Recommend five (5) days of Custom Solutions Group services. Recommend five (5) days of Installation Services.	
Local Government Licensing			
Local Government Licensing Bundle	Provides limited ECM functionality to Local Government with populations of less than 250,000. Modules comprising the bundle include: Multi-User Server (1), Unity Client Server with Combined Viewer (1), EDM Services (1), Application Enabler (single application) (1), Full-Text Search (1), and Virtual Print Driver (1).	Valid Client Licenses	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Local Government Full Text Search	Full-Text Search allows users to perform powerful searches on collections of full-text indexed documents using input words or phrases, or by using Simple Query Syntax to construct search strings with operators such as AND and OR. Full-text searches can also be combined with OnBase Keyword or date range searches to filter the documents returned. Full-Text Search uses the Hyland Full-Text Server to perform advanced searches and integrate with the OnBase clients. Search and retrieval is significantly faster than an external text search.		
Local Government Encryped Alpha Key Words	Enables storage of sensitive alpha-numeric keywords in an encrypted format.		
Local Government Encryped Disk Groups	Enables organizations to encrypt documents as they are imported into OnBase and stored on a file server. If viewed outside of OnBase, documents will be unreadable.		
Local Government Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.	Minimum initial purchase of 4 Local Government Concurrent Clients.	
Local Government Named User Client	Provides retrieval, viewing, printing, and management of documents for a single named user.	Minimum initial purchase of 4 Local Government Named User Clients.	
Local Government Workflow Concurrent Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.		
Local Government Workflow Named User Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.		
Local Government Web Server	Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet.	Concurrent or Named User Client license for each user. Includes StatusView.	
Local Government Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase.com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Local Government Enterprise Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Provides any number of applications to be image-enabled within the enterprise. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase.com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Local Government Virtual Print Driver	Provides a method to capture, index and store the print stream from any printable application and store the information as a TIFF image within the OnBase document repository. This is a single instance license.	Valid Client license.	To use Windows 98 or NT, you must purchase the Leadtools Print Driver. (Sold Separately)
Local Government Production Document Imaging (Kofax or TWAIN)	Scans (digitizes) paper documents using Kofax or TWAIN compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Local Government Production Document Imaging (TWAIN)	Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	Utilizes Pegasus Toolkit (Provided by Hyland)
Local Government Production Document Imaging (ISIS)	Scans (digitizes) paper documents using ISIS compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes Workstation Client License.	Utilizes ISIS and Pegasus Toolkits (Provided by Hyland)
Local Government Disconnected Scanning	Provides users with a robust document capture solution that is used while disconnected from OnBase. Supports Kofax, ISIS, and TWAIN scanning.		If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Local Government Integration for Microsoft Outlook	Allows a Microsoft Outlook user to interact with an OnBase system through the familiar Outlook client. Provides users the ability to save e-mails and/or any associated attachments by simply dragging the e-mail to the "OnBase" folder. Users can also retrieve documents from the interface.	Valid Client license.	Microsoft Outlook
Local Government Records Management	Manages the retention, disposition, and destruction of managed record folders according to an organization's business rules, based on the occurrence of an event in accordance with external regulations or compliance laws. This includes Document Retention (DRIPI1).	Valid Client license.	
Local Government Document Retention	Manages the retention and disposition of stored documents according to pre-defined business rules, involving the passage of time, allowing for automatic destruction and/or removal from the OnBase document repository.	Valid Client license.	
Local Government Distributed Disk Service	Regulates public access to a server through middleware software that acts as a proxy for accessing Disk Groups. Because communications with the OnBase Client are handled through TCP/IP, administrators are not required to use Windows Shares or UNC paths for Disk Group access.	Valid Client license.	Supports distributed Disk Group storage on Windows 2000/2003 Server or Enterprise ES.
Local Government Integration for Tempest Development Group	Enables users of OnBase Plan Review to integrate with the Tempest Development Group products for permitting to include electronic plan review in the overall permitting process.	OnBase Plan Review and its OnBase Requirements.	Tempest Development Group permitting software.
Local Government Plan Review Integration Toolkit	Enables the OnBase Plan Review solution to be integrated with a third party line of business application, allowing for electronic plan review to be included in organizational processes. The toolkit offers an API for creating plan review projects with data from the line of business application, authenticating portal users and other key functions as well as the ability to use the OnBase Application Enabler for user interface-level integration.	OnBase Plan Review.	The application with which OnBase Plan Review will be integrated.
Local Government Integration for Azteca Cityworks	Offers a seamless integration with Azteca Cityworks, providing users ECM capabilities within the Cityworks product. Allows users to associate documents to a Cityworks Server object, view the associated documents and archive new Cityworks-related documents directly in to OnBase.	Valid Client licenses.	Azteca Cityworks and Cityworks Document Management API for OnBase, both purchased from Azteca
Local Government Agenda Voting	Enables voting via the OnBase Agenda application.		
Local Government Advanced Capture	Per concurrent instance. - Enables the automatic classification and indexing of scanned documents. Supports multiple languages and the processing of bi-tonal, grayscale and color images. Enables batch processing and also ad-hoc Automated Indexing from a select list.	Installation of OnBase Advanced Capture software (included) on user workstation and a valid Client license.	
Local Government Document Composition	Allows for Ad-hoc creation of form letters using Microsoft Word templates. The content of the created document is a combination of merged data form templates, E-Forms, Workflow properties, web services, database queries and nested sub-templates.	Valid Client license.	See Modular Reference Guide.
Measure			
Reporting Dashboards	Graphically displays data returned from a configured data provider, allowing users to quickly identify relevant information and trends surrounding the data managed by the data provider. Available dashboard items include basic pie, chart and bar graphs, or more advanced displays such as gauges, pivot tables and maps.	Unity Client Server	
Exception Reports	Creates reports that can identify missing or aged documents.	Valid Client license.	
Report Mining	Provides the ability to extract historic trend data already in OnBase as well as current trend data for analysis and reporting.		Office 2007 (If Excel output is desired)
Business Activity Monitoring	Provide real-time snapshots of Workflow processes. Available through the StatusView interface of the OnBase Web Server or a SharePoint Web site, these portlets are configurable by business users who have the appropriate rights.	Web Server, StatusView, and Workflow licenses.	
OnBase Annual Maintenance and Support			
Annual Maintenance		Hyland Software charges a 10% maintenance reinstatement fee for maintenance that has lapsed. To reinstate, 100% of the maintenance fees for the lapsed period must be paid, plus an amount equal to 110% of the Annual Maintenance fee for the renewal period commencing on the effective date of such reinstatement. If a solution provider does not maintain two (2) full-time OnBase Certified Installers on staff, Hyland Software reserves the right to provide primary support and bill the full annual maintenance fees directly to the end user and retain the full amount of such fees.	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Annual Maintenance (Contract Negotiated)		Hyland Software charges a 10% maintenance reinstatement fee for maintenance that has lapsed. To reinstate, 100% of the maintenance fees for the lapsed period must be paid, plus an amount equal to 110% of the Annual Maintenance fee for the renewal period commencing on the effective date of such reinstatement. If a solution provider does not maintain two (2) full-time OnBase Certified Installers on staff, Hyland Software reserves the right to provide primary support and bill the full annual maintenance fees directly to the end user and retain the full amount of such fees.	
Reinstatement Fee	10% of the annual maintenance fee + annual maintenance fees for the entire lapse period - Hyland Software charges a 10% maintenance reinstatement fee for maintenance that lapses. (That means 10% of the annual maintenance fee for the first twelve (12) months for which maintenance and support is reinstated). This is in addition to paying annual maintenance fees for the entire lapse period.		
Annual Maintenance Reinstatement	Hyland Software charges a 10% maintenance reinstatement fee for maintenance that has lapsed. To reinstate, 100% of the maintenance fees for the lapsed period must be paid, plus an amount equal to 110% of the Annual Maintenance fee for the renewal period commencing on the effective date of such reinstatement.		
OnBase Cloud Licensing and Services			
Subscription Fee	OnBase can be licensed at a monthly subscription fee.	1) The monthly software subscription fee is calculated by taking the total selling price of all software perpetual licenses multiplied by 4%. 2) Subscription fee includes software maintenance. 3) Solution Provider discounts apply.4) Hyland Software charges an additional 1% subscription fee for any customer running on a version of software that has been designated as an "Extended Support Version". This fee is in addition to the existing Subscription Fees.	
OnBase Cloud Perpetual Software (Purchased)	OnBase software can be licensed with a one-time payment for the software modules at list price, plus annual software maintenance.	Please refer to the OnBase License & Service Fee Schedule for Perpetual list prices. Annual software maintenance must be current to be hosted on the OnBase Online Network.	
Hosting Fee	1) Recurring monthly hosting fee is based on the list price of the software. 2) Monthly hosting fee for cloud customers is calculated by taking the total list price of all software licenses multiplied by: 2% for OBOLHOST-SILVER with a minimum initial monthly hosting fee of $1,000; 2.5% for OBOLHOST-GOLD with a minimum initial monthly hosting fee of $2,000; 3% for OBOLHOST-PLATINUM with a minimum initial monthly hosting fee of $3,000; and 4% for OBOLHOST-DOUBLEPLAT with a minimum initial monthly hosting fee of $4,000. 3) Refer to OnBase Online Storage Fee (OBOL-STORG) for detail. 4) Includes one Citrix account for each customer/reseller. 5) Customized hosting network configuration licensed on a case by case basis.		
OnBase Cloud Subscription Setup Fee	1) One-time fee for OnBase Cloud setup, equal to the monthly Software Subscription fee. 2) Applies to initial and add-on purchases. 3) Paid at contract signing or purchase order receipt.		
OnBase Cloud Hosting Setup Fee	1) One time fee for OnBase Cloud setup, equal to the monthly Hosting fee. 2) Applies to initial and add-on purchases. 3) Paid at contract signing or purchase order receipt.		
OnBase Cloud Storage Fee	1) Storage allocation: storage allocated over both primary and secondary storage sites. 2) Aggregate storage in excess of the storage allocation will incur additional cost.		
OnBase Cloud Backfile Conversion Fee	Per GB charge for ingestion of backfile conversion. Data to be provided via SFTP or Encrypted USB hard drive.		
Global Cloud Services Professional Services	Professional Services provided by Global Cloud Services as it relates to OnBase Cloud deployments. Cloud Services' Professional Services adhere to the same schedule of hourly costs as Hyland's Custom Solutions Group.		
Custom Code Isolation Fee	Additional hosting fees may be required for the hosting of custom code. Contact the Global Cloud Services Business Development team or your Channel Manager for capabilities and pricing.		
Sandbox Environment	A Sandbox Environment is a full OnBase solution, containing non-production data. An OnBase Cloud customer's OnBase Administrator can access the hosting machine directly, allowing configuration and development of new solutions in a non-production environment. It does not fall under the breadth and depth of the internal and external OnBase Cloud compliance audits so production data is not permitted within the Sandbox Environment. The Sandbox environment does not support the testing of Full-Text Indexing, OCR for Autonomy IDOL, OCR processing, Advanced Capture modules, or Enterprise Integration Server. When this functionality is required, a User Testing Lite or User Testing Full Environment must be purchased instead. A one-time setup fee will be charged, equal to the monthly fee.		
User Testing Environment	An OnBase Cloud User Testing Environment is a full OnBase solution, deployed in the production environment and contains production data. Customer OnBase Administrators can access the solution via Citrix, allowing them to test new solutions in a fully production-equivalent environment so that web and application servers, load balancing and firewall configurations are the same as production. A one-time setup fee will be charged, equal to the monthly fee.		
User Testing Lite Environment	An OnBase Cloud User Testing Lite Environment is a full OnBase solution, deployed in the production environment and contains production data. Customer OnBase Administrators can access the solution via Citrix, allowing them to test new solutions in a similar environment so that web and application servers and firewall configurations are the same as production, but does not offer the performance testing available in the User Testing Environment. A one-time setup fee will be charged, equal to the monthly fee.		
Full-Text Indexing Hosting Package	1) Customers using Full-Text Indexing for Autonomy IDOL are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The Purchase of the hosting package does not replace the purchase of the OnBase full-text indexing module.		
Report Services Hosting Package	1) Customers using Report Services are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The purchase of the hosting package does not replace the purchase of the OnBase Report Services module.		
OCR Hosting Package	1) Customers using OCR are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee 3) The purchase of the hosting package does not replace the purchase of the respective OnBase module requiring OCR.		
Advanced Capture Hosting Package	1) Customers using Advanced Capture are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The purchase of the hosting package does not replace the purchase of the OnBase Advanced Capture module.		
EIS Hosting Package	1) Customers using EIS are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The purchase of the hosting package does not replace the purchase of EIS.		
Data Extraction Charges	1) Data Extraction is priced as a flat rate and includes a full copy of the Disk Groups. Additional manipulation to extract specific documents, Document Types, etc. requires hourly rate at the current Global Cloud Services Professional Services rate. 2) Data Extraction is to an encrypted USB hard drive, which must be purchased from Hyland. The price of the encrypted hard drive is included in the price of the Extraction. 3) Approximately 30 business days required for turnaround.	None	None
File Import Charges	High volume file import and high volume file transfer (inbound and outbound) usage greater than 100 GB of data per calendar month is subject to this charge: 1) Per GB charge for file import/transfer processing (electronic or removable media) charge for every GB over 100 GB per calendar month. 2) Backfile data delivered via encrypted USB hard drive. See Data Extraction section for Per GB charges for data handling/manipulation. 3) Solution Provider/customer is responsible for related OnBase configuration changes (Document Types, Document Import Processor, COLD/ERM, etc.) and process auditing (verification report review).		
Citrix License	One Citrix License is provided via the monthly Hosting Fee for access to the OnBase Cloud solution. Additional Citrix licenses can be purchased for additional user access.		
Conversion to Perpetual License Premise Solution	1) After 12 months of OnBase Online services, 50% of the monthly subscription payments (excluding initial setup costs and monthly hosting charges) will be applied towards the purchase of perpetual software licenses. 2) Credit not to exceed 50% of the total software price. 3) See the Data Extraction fees section for data return pricing. 4) Conversions to Perpetual Licensed Hosted Solutions will be subject to the Hosting Only Fee (OBOLHOST-ONLY) described above in the Hosting Fee section of this schedule. The Data Extraction fee will not apply for conversions to Perpetual Licensed Hosted Solutions.	Solution Provider Discounts Do Not Apply	
File Transfer Services	Provides the ability to take files locally and transfer them to a hosted facility for processing.	Application Sever	
OnBase Education Services			

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Introduction to Installation	The Introduction to Installation course covers the installation process for an OnBase system. The class focuses on pre-installation requirements and takes students through the OnBase configuration process. Processing modules are discussed in-depth, with many opportunities for gaining hands-on experiences using sample business scenarios. Upon completion of the course, students should be able to install an OnBase system under the guidance of an OnBase certified installer. Duration: 5 days	Students must successfully complete the Pre-Installation Web-based Training course.	
Installer Certification	The Installer Certification course refines a student's ability to install and troubleshoot an OnBase solution. Special emphasis is placed on: system design, storage facilities, and select modules (including authoring and full-text indexing). Students are responsible for installing a new OnBase system, including the appropriate setup and configuration of OnBase modules covered in this and prerequisite courses. Duration: 5 days	Students must successfully complete the Introduction to Installation class.	
System Administration	The System Administration course is designed to introduce new and existing system administrators to the use, maintenance, and administration of OnBase. The class provides in-depth, hands-on experience based on using actual business scenarios. The class also investigates technical support processes, effective maintenance strategies, online documentation and other resources available to OnBase system administrators. Duration: 5 days	It is highly recommended that students must have an OnBase solution implementation for at least one (1) month. Students must successfully complete the Pre-Installation Web-based Training course.	
Advanced System Administration	The Advanced System Administrator class provides students with a detailed understanding of the general system structure as well as the process for creating an effective disaster recovery plan. Special emphasis will be on identifying problematic components of a system as well as detailing a strategy for modifying and upgrading OnBase. Additionally, students learn about additional modules and how they can be leveraged in an existing installation. Duration: 5 days	Students must successfully complete the System Administration class.	
Introduction to Workflow	The Introduction to Workflow course introduces OnBase partner technical staff to the processes and tools associated with creating, modifying, and troubleshooting OnBase workflow implementations. Training scenarios require students to employ multiple functions within their Workflow design. The course employs a hands-on approach to understanding Workflow interactions and design possibilities. Formerly known as Workflow Administration. Duration: 5 days	Students must successfully complete the Introduction to Installation class and the Preparing for Workflow Web-based Training course.	
Workflow Design	The Workflow Design course provides attendees with a review of the business discovery process and strategies for translating business requirements into Workflow functionality. The class will require students to filter provided information and create Workflow solutions that accomplish organizational goals. The class requires students to create a Workflow project from initial discovery through testing for a variety of business scenarios. Formerly known as Workflow Certification. Duration: 5 days	Students must successfully complete the Introduction to Workflow class.	
OnBase API Certification	The OnBase API Certification course explores the OnBase APIs and instructs students on the effective use of those APIs with their custom applications. Students learn to perform basic OnBase operations through the OnBase APIs. Primary languages used within the course include VBScript and C# / VB.NET. Familiarity with Visual Studio is a plus. Duration: 5 days	Pre-Installation Web Based Training (WBT). Entry-level object-oriented programming experience.	
Web Server / Application Enabler Administration	The Web Server / Application Enabler Administration course is designed to teach students administration techniques for the OnBase Web Server and Application Enabler. The course will also cover security and data storage modifications for the Web Server in addition to appropriate troubleshooting techniques. The course also covers essential Application Enabler configuration and installation techniques. The class will culminate in a practical implementation of an OnBase solution incorporating the Web Server, Application Enabler, and the OnBase Desktop. Duration: 5 days	Students must have successfully completed the System Administration class.	
Web Server – Online	The Web Server – Online course provides students with a robust understanding of the advantages of the OnBase Web Server and the inherent functionality it brings to an OnBase solution. Students will implement the OnBase Web Server and configure it to meet specific environmental and business requirements. Students will be exposed, through the use of Hyland Software's Virtual classroom, to the installation, configuration, troubleshooting, and modification of a Web Server environment. Special attention is provided on the requirements for upgrading a Web Server installation. Duration: 2 days	Students must successfully complete the System Administration course. A PC, internet connection, and telephone will be required for the duration of the course. Solution Provider discounts do not apply.	
Application Enabler - Online	The Application Enabler – Online course teaches students how to configure Application Enabler to index documents and retrieve documents while interacting with another application. Students will connect to Hyland Software's Virtual classroom to install and configure Application Enabler for use with the OnBase Thick Client, Web Client, Disconnected Scanning, and bar code generation. The course provides an in-depth look at installation best practices as well. Duration: 2 days	Students must successfully complete the System Administration course. A PC, internet connection, and telephone will be required for the duration of the course. Solution Provider discounts do not apply.	
WorkView Implementation	The WorkView Implementation course is designed to teach students the architecture and configuration techniques for OnBase WorkView. A critical component of the course is the functional requirements discovery process and its associated documentation, which is unique to OnBase WorkView application development. Students are given multiple examples of OnBase WorkView applications as references for use in future design and development projects. Duration: 5 days	Students must have successfully completed the System Administration class.	
Partner Hosted Customer Training Course	Partners may engage Hyland Software Education Services to execute a standard OnBase customer course at their facilities for the partner's direct customers. This provides the partner with an opportunity to engage their customers, ensure that the system administrators are committed to their role in the OnBase solution, and support the continued growth of the OnBase solution. Partners will be responsible for all travel and expenses for the course and the class size limits apply. This license must be used for all partner hosted courses supporting more than one customer.	All attendees must have completed the course prerequisites prior to the beginning of the class. Additionally, a class roster must be submitted two weeks before the beginning of the class.	
OnBase System Administrator Recertification - Online	This four-hour, online, instructor-led course will explore the changes in OnBase and how they directly impact system administration as well as the new features and best practices for administration. The class will also interactively explore areas of OnBase functionality and how they can be used to resolve user and organizational needs. Upon successfully completing this course, any individual who was or is an OnBase Certified System Administrator will have their certification status updated for two years. Duration: 0.5 day	Students must have completed the System Adminitration course. OCSA status is recommended. Solution Provider discounts do not apply.	
OnBase Workflow Administrator Recertification - Online	This four-hour, online, instructor-led course will explore the changes in OnBase workflow and their impact on new and existing workflow solution. This course will focus on best practices in design and targeting process efficiency. This interactive class will look at the results from various process configuration and apply several workflow strategies to current projects. Upon successfully completing this course, any individual who was or is an OnBase Certified Workflow Administrator will have their certification status updated for two years. Duration: 0.5 day	Students must have completed the Introduction to Workflow course. OCWA status is recommended. Solution Provider discounts do not apply.	
OnBase End User Training	The OnBase End User Training course is designed to prepare attendees for the use of the OnBase Client or OnBase Web Client for basic retrieval and document interaction. Additional time will be spent performing retrievals using text searching, as well as the creation and viewing of document notes. E-mail and printing of documents will also be covered. Duration: 2 hours per session	Students should have access to an OnBase implementation after attending the course to ensure that they will be able to immediately utilize the knowledge they obtain from the class.	
Custom Customer Training	Hyland Software can create a training course geared towards the technical needs of individuals who are not pursuing one of the available OnBase certifications. The Customer will be responsible for any additional content generation and course preparation as well as travel and expenses for the technical staff necessary for the course. All Custom Customer Training courses must be reviewed and approved by the Manager of Education Services prior to booking.	The prerequisites for the custom course will vary based on the course content and technical skills required.	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Advanced Capture Solutions Training Class	The Advanced Capture Solutions course provides in-depth, hands-on experience with Hyland's Advanced Capture solution. The course focuses on the appropriate installation and configuration of capture solutions, highlights best practices for identification and capture of document information, and administering in-place solutions. Duration: 5 days	Students must have completed the System Administration or Introduction to Installation course. Solution Provider discounts do not apply.	
TechQuest	TechQuest is a week of hands-on, focused training sessions designed to develop and refine OnBase customers' and resellers' technical knowledge. Attendees will have the opportunity to explore the technical specifications of solution design, work directly with new OnBase and meet one-on-one with Hyland technical and development staff all while networking with other OnBase technical professionals to learn how they leverage OnBase. Duration: 5 days		
Basic Electronic Forms - Online	This full day, instructor-led online course explores the essentials of creating HTML forms for use as electronic forms in OnBase. The course will review several tools for creating electronic forms, review the underlying architecture of forms and how they function in OnBase, as well as review best practices for design and manipulation through OnBase and Workflow. Individuals will craft several forms and build upon their knowledge to create electronic forms solutions. The course will also explore the embedding of simple scripts into the forms for data validation. Duration: 1 day	Students must have completed the System Administration or Introduction to Installation course. Completing a first level Workflow course is recommended. Solution Provider discounts do not apply.	Basic knowledge of HTML
Supporting OnBase	The Technical Support Certification Course provides a unique opportunity for OnBase professionals dedicated to the technical support function to develop practical skills for diagnosing and troubleshooting common support issues. The course includes classroom instruction coupled with practical exercises that address common issues faced by many partner companies in their direct support business. Participants also have an opportunity to work with customers of Hyland Software's technical support group in a one-on-one basis, including observation of live support calls and the issue resolution procedures operative at Hyland Software. Duration: 5 days	Students must successfully complete the Introduction to Installation class.	
System Administration - Healthcare	The System Administration for Healthcare Solutions course is designed to provide the same core competencies of the System Administration course while healthcare-specific solutions and functionality. The course introduces new and existing OnBase System Administrators in healthcare settings to the use, maintenance, and administration of OnBase. The class provides in-depth, hands-on practical experience that map directly to the day-to-day activities of an OnBase System Administrator for a Healthcare solution. The class also investigates maintenance strategies and resources available to OnBase System Administrators. Duration: 5 days	It is highly recommended that students must have an OnBase solution implementation for at least one (1) month. Students must successfully complete the Pre-Installation Web-based Training course.	
OCR for AnyDoc System Administration	The OCR for AnyDoc System Administration is a five day course designed to introduce new and existing AnyDoc System Administrators to the use, maintenance, and administration of the AnyDoc Product Suite. This class focuses on installation, creating and testing master form templates, configuring and working within form family management, batch processing and system maintenance. This week includes training on OCR for AnyDoc and an introduction to AnyDoc CAPTUREit, AnyDoc EXCHANGEit, and AnyDoc MANAGEit. Duration: 5 days	AnyDoc: Product Overview Web-Based Training	
Infiniworx Core	The Infiniworx Core five day course provides an introduction to Infiniworx and creates the foundation for effectively deploying a capture workflow solution for document classification and document and data processing. Participants will learn how to construct workflows using drag-and-drop tools instead of programming, how to virtually eliminate the manual presorting of documents with auto-classification and routing, and how flexibility Infiniworx can be. Duration: 5 days	AnyDoc: Product Overview Web-Based Training	
AnyDoc AnyApp	The AnyDoc AnyApp five day course details how to create, debug and test an AnyApp solution. It uses OCR for AnyDoc, and emphasizes setting up templates for unstructured forms processing specific to invoices. It is designed to teach various problem-solving approaches to acquiring data from unstructured forms. Sections of the class are devoted to various techniques concerning invoices, as opposed to attempting to mention every control on every dialog. Duration: 5 days	Students must successfully complete OCR for AnyDoc System Administration course. Experience with VB Scripting is required.	
Enterprise Integration Server for Developers	The Enterprise Integration Server for Developers course introduces students to the capabilities of the Hyland Enterprise Integration Server. Students will be introduced to the EIS architecture via lecture and labs. Students will build a real-world integration between OnBase and a Line of Business system. The course culminates with a certification exam.		
Web Server and Application Enabler Implementation	The Web Server and Application Enabler Implementation course is designed to teach students the architecture and installation techniques for the OnBase Core applications. The course will also cover security and data storage modifications for the Core in addition to appropriate troubleshooting techniques. The class will culminate in a practical implementation of an OnBase solution incorporating the Web Server, Application Enabler, and the OnBase Desktop. Duration: 5 days	Students must successfully complete the Introduction to Installation class. Solution Provider discounts do not apply.	
Custom Solution Provider Training	Hyland Software can create a training course geared towards the technical needs of individuals who are not pursuing one of the available OnBase certifications. The Solution Provider will be responsible for any additional content generation and course preparation as well as travel and expenses for the technical staff necessary for the course. All Custom Solution Provider Training courses must be reviewed and approved by the Manager of Education Services prior to booking.	The prerequisites for the custom course will vary based on the course content and technical skills required. Solution Provider discounts do not apply.	
Brainware Intelligent Capture: Core Concepts (Training)	This foundation course provides system administrator training on the core product functions. Duration: 5 days		
Brainware for Invoices: Installation and Configuration (Training)	Get an in-depth understanding of Intelligent Capture through a step by step project development for invoice processing. Duration: 5 days		
OnBase Extended Support			
Extended Support Fee	Hyland software charges a 15% extended support fee for any customer running on a version of software that has been designated as an "Extended Support Version". This fee is in addition to the Annual Maintenance percentage.		
OnBase Project Management Services			
Daily Project Management Services	Hyland provides project management services that direct, coordinate and support successful implementation of OnBase solutions on an as needed basis, consistent with an agreed upon project plan. The assigned project manager may work from either the customer site or from Hyland's corporate campus as indicated by customer and project requirements. Project management services can be expanded to address customer business and IT consulting needs. Services are provided on a daily fee basis with a requirement that the customer engage two or more days of services per week, on a mutually determined schedule.		
Process			
Workflow Concurrent Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	Valid Client license.	
Workflow Workstation Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	Valid Client license.	
Workflow Named User Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	Valid Client license.	
Workflow Approval Management	Allows business users to configure required approvals, create business rules to evaluate documents and assign approvers in the Unity Client for any OnBase Workflow process. Approval hierarchies from existing business systems can also be leveraged to automatically manage approval assignments.	Valid Client license, Workflow license, and Unity Client Server	None.
WorkView Concurrent Client SL	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Web Server or Unity Client Server and a valid Client license. If using the web viewer, Web Server is required. If using the Unity viewer, Unity Client Server is required.	
WorkView Workstation Client SL	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Web Server or Unity Client Server and a valid Client license. If using the web viewer, Web Server is required. If using the Unity viewer, Unity Client Server is required.	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

WorkView Named User Client SL	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Web Server or Unity Client Server and a valid Client license. If using the web viewer, Web Server is required. If using the Unity viewer, Unity Client Server is required.	
Information Management Concurrent Client	Provides access to OnBase, along with Workflow and WorkView capabilities, allowing users to perform functions related to case management. Includes E-Forms.	Multi-User Server. Any module-specific functionality provided by additional OnBase products is required to be licensed separately.	
Workflow/WorkView Concurrent Client SL	Provides the combined functionality of Workflow and WorkView within a single license. Includes E-Forms.	Any respective Workflow and WorkView requirements.	
Workflow/WorkView Workstation Client SL	Provides the combined functionality of Workflow and WorkView within a single license. Includes E-Forms.	Any respective Workflow and WorkView requirements.	
Workflow/WorkView Named User Client SL	Provides the combined functionality of Workflow and WorkView within a single license. Includes E-Forms.	Any respective Workflow and WorkView requirements.	
WorkView Integration for Microsoft Outlook	Enables users to view WorkView data related to a selected e-mail within Microsoft Outlook, execute WorkView filters, and full-text search WorkView objects/data (with the Context Search Framework license) in order to gather additional context and information related to a message.	WorkView and Application Server. To enable full-text and advanced search, Context Search Framework is required.	Microsoft Outlook
Context Search Framework (WorkView)	Context Search Framework provides a simple interface that makes it easy to full-text search across the data stored in one or more of your WorkView | Case Manager business applications. Administrators can define search scopes that can include one or more record types (classes) and assign them to specific OnBase user groups. End users can then perform simple to advanced searches on data values to quickly and easily locate relevant data records (objects).	WorkView and Application Server	
Full-Text Search	Full-Text Search allows users to perform powerful searches on collections of full-text indexed documents using input words or phrases, or by using Simple Query Syntax to construct search strings with operators such as AND and OR. Full-text searches can also be combined with OnBase Keyword or date range searches to filter the documents returned. Full-Text Search uses the Hyland Full-Text Server to perform advanced searches and integrate with the OnBase clients. Search and retrieval is significantly faster than an external text search.		
E-Forms	Provides the ability to complete, index, and store HTML based documents (forms) from the OnBase Client interface using an HTML form template.		
OnBase Interaction with ShareBase	Allows for automating the creation and sharing of documents and folders in ShareBase by leveraging OnBase Workflow. With the interaction license, users can execute configured Workflow tasks in OnBase to add OnBase documents to ShareBase, create or delete ShareBase folders, and create linkes to ShareBase folders that can be shared with non-ShareBase users.	ShareBase and Workflow	
Business Rules Engine	Allows organizations to react quickly to changing business conditions, adjusting their approach to markets or adding new lines of business. The Business Rules Engine is designed to allow managers to create business rules which can contain parameterized values. This allows shift supervisors to adjust threshold values as needed to account for dynamic business environments.	Workflow.	
Workflow Departmental Server	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Allows one department within an organization to create Workflow solutions specific to that department (e.g. an AP department may implement a Requisition process and an AP Review process). If more than one department wishes to use Workflow, they must license additional department licenses or purchase the Workflow Enterprise Server. This license may be applied toward the purchase of Workflow Enterprise Server within one year of the purchase date.	Valid Client license and matching Workflow Client license.	
Workflow Enterprise Server	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Allows any number of Workflow applications to be implemented by any number of departments within the enterprise.	Valid Client license and matching Workflow Client license.	
Workflow Concurrent Client	Provides access to Workflow functions in order to perform work and complete tasks on documents. License lease begins upon first Workflow activity, ends when user closes or minimizes Workflow.	Valid Client license and a Workflow Server license.	
Workflow Workstation Client	Provides access to Workflow functions in order to perform work and complete tasks on documents.	Valid Client license and a Workflow Server license.	
Workflow Named User Client	Provides access to Workflow functions in order to perform work and complete tasks on documents, for a single named user.	Valid Client license and a Workflow Server license.	
WorkView Server	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license, WorkView Client license for each user, and a Web Server or Unity Client Server license.	
WorkView Concurrent Client	Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license and a WorkView Server license.	
WorkView Workstation Client	Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license and a WorkView Server license.	
WorkView Named User Client	Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license and a WorkView Server license.	
Workflow/WorkView Concurrent Client	Provides the combined functionality of Workflow and WorkView within a single license. For use with traditional Workflow and WorkView licensing models.	Departmental Workflow Server and/or Enterprise Workflow Server, and WorkView Server. E-Forms are still required to be purchased separately.	
Workflow/WorkView Workstation Client	Provides the combined functionality of Workflow and WorkView within a single license. For use with traditional Workflow and WorkView licensing models.	Departmental Workflow Server and/or Enterprise Workflow Server, and WorkView Server. E-Forms are still required to be purchased separately.	
Workflow/WorkView Named User Client	Provides the combined functionality of Workflow and WorkView within a single license. For use with traditional Workflow and WorkView licensing models.	Departmental Workflow Server and/or Enterprise Workflow Server, and WorkView Server. E-Forms are still required to be purchased separately.	
PDF Framework	Enables PDF features for dependent products as referenced in the OnBase Requirements section for that product.		Datalogics (Provided by Hyland Software)
Conversion Framework for Aspose	Enables users who do not have Microsoft Office to view required documents and convert Word documents to non-editable Tiff images or PDF files.	Hyland Software provided DLL. Please contact Tech Support for download instructions.	
Conversion From Microsoft Office To Image Framework	Enables users who do not have Microsoft Office to view required documents and convert Word documents to non-editable Tiff images or PDF files.	Hyland Software provided DLL. Please contact Tech Support for download instructions.	
Full-Page OCR	Provides server-based conversion of images to text. OCR on the Data Capture Server allows for multi-threaded processing with the licensing of multiple cores. Supports multiple languages, processing of bi-tonal, grayscale and color images, and creation of multiple output formats (ASCII text, Adobe PDF, HTML or Microsoft Word). Enables batch processing and ad-hoc document OCR.	Valid Client License required. Installation of the Data Capture Server OCR engine (Provided by Hyland).	
Asian Language OCR	Provides the ability to OCR Asian language material.	Advanced Capture, Batch OCR or Full-Page OCR	
ICR Support for Advanced Capture	Enables the recognition/extraction of handwritten numerals, text and punctuation characters in conjunction with Advanced Capture. Despite the product sku's (IRIPI1) second-last digit being an "I", with OnBase 15, this license has changed to a Workstation license from an Institutional license.	Advanced Capture	Nuance OCR (Provided by Hyland Software)
OMR Marks Generator	Custom DLL to generate OMR marks for automatic mail stuffing machinery to be used with the OnBase Image Statements module.	Image Statements.	
Integration for DocuSign eSignature	Allows OnBase users to upload documents directly to DocuSign, to be securely sent to recipients and signed electronically from any device. Email notifications alert recipients of documents requiring their signatures. Once completed, signed documents are imported back into OnBase to be stored.	Valid Client license.	DocuSign Enterprise Edition. Signature pad or mobile device required if these are the chosen methods of signing.
Signature Pad Interface (TWAIN)	Allows the real-time signing of TIFF images and OnBase E-Forms within the OnBase Client. The original image is altered with the signature that is scratched on a Topaz signature pad device.	Valid Client license.	
Digital Signatures	Allows users to digitally approve documents within the OnBase system via certificate-based signing. Also, allows signed documents to be routed in Workflow based on the presence or absence of signatures.	Valid Client license.	Organizations must obtain digital certificates from a Certificate Authority (CA) or act as their own CA.

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Digital Signing Server	Allows server-based digital approval of documents within OnBase via a single certificate-based signature.	Valid Client License	Organizations must obtain digital certificates from a Certificate Authority (CA) or act as their own CA.
EDM Services	Provides the ability to store and manage revisions of documents generated by Microsoft Office and other file formats. Includes multiple file import, revision control, version control, document commenting, checkin/checkout, automatic upload and synchronization of revisions, document templates, and the Briefcase.	Valid Client license.	If saving and retrieving Microsoft Office documents, licenses for those software applications are required.
Document Composition	Allows for Ad-hoc creation of form letters using Microsoft Word templates. The content of the created document is a combination of merged data form templates, E-Forms, Workflow properties, web services, database queries and nested sub-templates.	Valid Client license.	See Modular Reference Guide.
Enterprise Document Composition	Allows for Batch and Ad-Hoc creation of form letters using Microsoft Word templates. The content of the created document is a combination of merged data form templates, E-Forms, Workflow properties, web services, database queries and nested sub-templates.	Valid Client license.	See Modular Reference Guide.
Statement Composition	Provides customers the ability to create better looking, more functional and customer data-specific statements. Through a point-and-click, menu-driven configuration, the user defines what data to include, the data layout and formatting options, and graphical elements-logos, pictures, charts and messaging.	COLD/ERM. Includes the Archival API.	
Image Statements	Prints primary documents (usually statements) with supporting documents in a batch process or on an ad hoc basis. The number of statements processed in a month determines the required licensing. Sold in blocks of 1,000. Example: Customer purchases 15,000 statements. The first 10,000 statements are purchased from tier 1. The next 5,000 statements are purchased at tier 2. Future licenses purchased by Customer begin at the tier where their last purchase was made.	Valid Client license. Sold in blocks of 1,000.	
Print Distribution	Provides scheduled print back services for remote locations.	Valid Client license.	
Document Distribution	Automatically delivers previously rendered Image Statements electronically to designated recipients via fax, e-mail, CD or web presentment. Sold in blocks of 250 with a minimum initial purchase of 4 blocks (1,000). To determine price: Recipients x Fee = Price Note: Price is not a monthly fee or annual fee. The formula determines the perpetual cost of the license.	Image Statements. CD Publishing distribution requires: Automated CD Authoring, Export and Publishing (AAIPW1, EXIPC1, PBIAI1).	Fax distribution requires WinFax Pro (v 8.0). E-mail distribution requires Microsoft Exchange Server. URL notification distribution requires Web Server (WTIPW1) and Microsoft Exchange Server. CD Publishing distribution requires: Rimage PC unit and software, Sybase SQL Anywhere restricted run-time database license, Sybase SQL Anywhere standalone database. (Sybase SQL Anywhere v 5.504, 7.x or 8.x are supported).
Collaboration	Provides a common workspace for users and teams to share documents and WorkView objects, and allows for threaded discussions around that information. Synchronous collaboration is provided through integration with Citrix GoTo Meeting.	Valid Client License. Web Server license if: 1. Discussion threads are required for WorkView objects (WorkView Sold Separately), and/or 2. A Web Client Collaboration environment is required.	Citrix GoTo Meeting Corporate Account if synchronous collaboration is desired. (Sold Separately)
Physical Records Management	Enables organizations to manage the tracking, locating and access of physical records using OnBase as the single interface.	Valid Client license. The Document Retention module is optional for implementing retention and/or disposition plans for physical records.	
Document Knowledge Transfer & Compliance	Provides the ability for organizations to distribute required reading documents to the workforce and assess employee comprehension for compliance and regulatory purposes.	Valid Client license. Optionally, requires an EDM Services license if check in, checkout and revisions of documents are desired. Unity Client Server is also required for the administration of the Compliance Testing portion for customers using the Testing functionality.	None.
Enterprise Web Access for Document Knowledge Transfer & Compliance	Provides web-based viewing of required reading documents via the Document Knowledge Transfer & Compliance interface only. Standard Client functionality is restricted. This license does not consume additional Concurrent Clients.	Document Knowledge Transfer & Compliance and Web Server	None.
Document Tracking	Enables the storage and tracking of documentation to ensure compliance with Government requirements for Application Processing.	Unity Client Server	
Integration for Microsoft Search	Allows users to search and retrieve OnBase content, along with other enterprise sites and repositories, when using SharePoint or other Microsoft Search-enabled applications.	Valid Client license and a Web Server license.	Microsoft Office SharePoint Server (MOSS) 2007.
CAD Services	Provides a central repository for compound documents. Enables CAD compound document activities and functions. Features include import, and enhanced foldering. Necessary for Autodesk AutoCAD or other 3rd party CAD integrations. The purchase of CAD Services will make available the CADDocumentViewer User Group on the Hyland Software Delivery site. The User Group contains the appropriate CAD Document Viewer supplemental file for download, necessary for the rendering of PDFs in the CAD Document Viewer Concurrent Client. Solution Providers will receive one-half (1/2) of their standard OnBase Solution Provider discount on the CAD Services Clients dependent upon the CSIPI1 module. Solution Providers will receive their full discount on the CAD Document Viewer Concurrent Client (CADIPC1).	Valid Client license and Desktop. EDM Services. Does not require CAD Services Clients for the compound document activities or if you own your own viewer. To view/markup CAD documents in the Unity Client using the Engineering CAD Viewer, an AutoVue Named Client license is required for each user.	Autodesk, SolidWorks or MicroStation
CAD Document Viewer Concurrent Client	Provides users the ability to view and add markups directly to the CAD document displayed in the CAD Document Viewer from within the Unity Client.	Valid Client license, Unity Client Server and CAD Services. For Documentation related to CAD Document Viewer Concurrent Client, see the CAD Services v16 sp1 MRG.	
Document Packaging & Delivery	Offers users the ability to generate a single, consolidated file from multiple source documents for delivery to third parties. Document Packaging can then be created on an ad-hoc basis with simple mouse click, or in bulk from an OnBase Workflow process using preconfigured rules and actions. Using OnBase Studio and OnBase Configuration user can customize templates to specific requirements to include a dynamic header, footer, and table of contents and configure pre-defined stacking orders based on recipients preference.		
Revenue Cycle Management (RCM)			
Denial Management	Enables organizations to isolate medical claim denials and defects and prevent future recurrence. Works in conjunction with Payment Processing to capture paper and electronic denial and remark code data from remittances and can be used as a standalone solution with ingestion of denial data through 3rd party data feeds.	Data Analytics Report Manager	
ANSI X12 EDI Toolkit	Provides the Server side license for processing of ANSI X12 Data. Allows separation, splitting, capture and translation for 270, 271, 276, 277, 810, 820, 835 and 837 formats. When paired with either Charge or Payment Processing Modules, transactions can be automatically applied to the host LOB system.		
Additional EDI Processing Station	Provides an additional station license for processing of ANSI X12 Data. Allows separation, splitting, capture and translation for 270, 271, 276, 277, 810, 820, 835 and 837 formats.	ANSI X12 EDI Toolkit	
Additional AutoLink to Host System	Interface created with a Line of Business System that can be activated to provide users with one-click access to patient and/or claim information on the respective host system (i.e. billing, medical records, and utilization review).	One of the following: POS Cash Receipts, Charge Posting, Payment Posting, Payment Worklists, Denial Management, AR Management"	
RCM Concurrent Client	Provides base document imaging functions including: Scan, Rescan, Indexing and Routing, Inquiry, Output and Archive.	Standard OnBase Client	
RCM Workstation Client	Provides base document imaging functions including: Scan, Rescan, Indexing and Routing, Inquiry, Output and Archive.	OnBase Client License	
Store			
Document Retention	Manages the retention and disposition of stored documents according to pre-defined business rules, involving the passage of time, allowing for automatic destruction and/or removal from the OnBase document repository.	Valid Client license.	
Records Management	Manages the retention, disposition, and destruction of managed record folders according to an organization's business rules, based on the occurrence of an event in accordance with external regulations or compliance laws. This includes Document Retention (DRIPI1).	Valid Client license.	
Document Transfer	Facilitates the movement of documents between multiple OnBase systems, allowing users to interact with information across distributed organizational structures and geographies.	Application Server	

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Distributed Disk Services	Regulates public access to a server through middleware software that acts as a proxy for accessing Disk Groups. Because communications with the OnBase Client are handled through TCP/IP, administrators are not required to use Windows Shares or UNC paths for Disk Group access.	Valid Client license.	Supports distributed Disk Group storage on Windows 2000/2003 Server or Enterprise ES.
Storage Integration for EMC Centera	Provides the ability to configure secondary OnBase Disk Group copies to store files to the Centera platform as an alternative to standard UNC paths.	Valid Client license.	EMC Centera
Storage Integration for IBM Tivoli	Provides the ability to configure secondary OnBase Disk Group copies to store files to the Tivoli platform (using standard file servers or the TotalStorage DR550 hardware) as an alternative to standard UNC paths.	Valid Client license.	IBM Tivoli
CD Authoring	Provides the ability to utilize CD-R storage for data backups or document exporting/publishing.	Valid Client license.	Minimum hardware requirements: Please visit www.teamonbase.com.
DVD Authoring	Provides the ability to utilize DVD storage for data backups or document exporting/publishing.	Valid Client license.	Minimum hardware requirements: Please visit www.teamonbase.com.
Blu-ray Authoring	Provides the ability to utilize Blu-ray storage for data backups or document exporting/publishing.	Valid Client license.	Minimum hardware requirements: Please visit www.teamonbase.com.
Automated CD Authoring	Provides the ability to automatically create backup CD-Rs from OnBase using the Rimage system.	Includes a Workstation Client license.	Rimage PC Unit and software required. Minimum hardware requirements: Please visit www.teamonbase.com.
Automated DVD Authoring	Provides the ability to automatically create backup DVDs or from OnBase using the Rimage system.	Includes a Workstation Client.	Rimage PC Unit and software required. Minimum hardware requirements: Please visit www.teamonbase.com.
Publishing	Allows an end user to distribute OnBase runtime units in order to retrieve exported OnBase documents, creating a self-contained OnBase system for distribution. This is a renewable annual license.	Valid Client license and Export. If Publishing to CD-R or DVD, requires the respective Authoring module.	Matching versions of the Sybase SQL Anywhere Standalone and Runtime database products (v 5.5, 7.x, 8.x or 9).
Aggregate Publishing	Allows customers receiving published CDs/DVDs to have a database that contains index/pointer information for multiple published CDs/DVDs. When they receive a new published CD/DVD, they will update the aggregate database with the new index/pointer information. In order to properly license the above scenarios, the company that produces the published CD/DVD will have to acquire an Aggregate Publishing license for each customer that takes advantage of this functionality.	Valid Client license, Export, and Publishing. Can be deployed with Automated CD Publishing.	Matching versions of the Sybase SQL Anywhere Standalone and Runtime database products (v 5.5, 7.x, 8.x or 9).
Automated CD/DVD Publishing	Extends Export/Publishing to a "lights-out" operation. Instead of having people dedicated to launching Export or Publishing jobs directly through the Client, they can now define the jobs in advance and have the OnBase system produce CD-R or DVD output for them at pre-determined intervals throughout the year. If you are publishing information for 500 institutions, you would buy 1 of the first tier and 4 of the second tier. The number of CD/DVDs created per year for an institution is not relevant. (For example, twelve monthly CDs or DVDs sent to an institution, each containing the same set of document types, would equate to a single license).	Valid Client license, Automated CD or DVD Authoring, Export and Publishing.	Rimage PC Unit and software, and matching versions of the Sybase SQL Anywhere Standalone and Runtime database products (v 5.5, 7.x, 8.x or 9).
Encrypted CD/DVD Publishing	Allows users to produce a CD/DVD with encrypted contents. This eliminates the ability for someone to casually browse the document files or database that comes on the media.	Export and Publishing and the requirements of those licenses as well as either CD or DVD Authoring or Automated CD or DVD Authoring. Will work in conjunction with Document Distribution using CD/DVD Publishing and Automated CD/DVD Publishing. These licenses are sold separately.	When used with Rimage, requires the respective software and hardware for those solutions.
Export	Exports documents and their respective indexes out of an OnBase system. These documents and indexes can be imported into another OnBase system or used in conjunction with the OnBase Publishing module.	Valid Client license. If Exporting to CD-R or DVD, requires the respective Authoring module.	Sybase SQL Anywhere Standalone v 5.5, 7.x, 8.x or 9.
Encrypted Alpha Keywords	Enables storage of sensitive alpha-numeric keywords in an encrypted format.		
Encrypted Disk Groups	Enables organizations to encrypt documents as they are imported into OnBase and stored on a file server. If viewed outside of OnBase, documents will be unreadable.		
Single Sign-On for Microsoft Active Directory Service	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for CA eTrust SiteMinder	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for Custom Applications	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for PeopleSoft Enterprise	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for IBM Tivoli Access Manager	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for RSA Access Manager	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for SAML	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	Valid Client license	Appropriate Single Sign-On service.
Single Sign-On for Central Authentication Service (CAS)	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for Microsoft Active Directory Federation Services	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	Application Server. OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Microsoft's Active Directory Federated Services (ADFS)
Enterprise Search			
Enterprise Search	Enterprise Search is an application that provides secure unified information access to all your content across diverse enterprise systems. Perceptive Enterprise Search takes advantage of the full breadth of technology in the Search Product Family and is easily scalable to thousands of users or documents. Enterprise Search is licensed by server. Sizing recommendations guidelines are 200 concurrent users or 2 million documents.	Completion of applicable product training courses, as identified by Hyland, is required.	
Customer Communication Management			
Content Composer	Content Composer provides a cost-effective and consistent way to create and deliver customized correspondence your customers' need, without time-consuming data gathering and manual document assembly. By using Content Composer, customers can access the data they need simultaneously from multiple data sources, prepopulate the necessary documents, and provide dynamically individualized correspondence to their clients/customers in record time, while drastically reducing documentation costs.		
Professional Services			
Managing Principal	Lead executive responsible for the execution of an Information Governance program and manager of Iron Mountain Principals and other resources delivering the program. This person is an acknowledged expert in Information Governance across the full lifecycle from Strategy through Policy Development, Implementation of both program and system and Operation of the program. Minimum years of experience: 12 Minimum education requirement: BA/BS		
Principal	Principal Lead executive responsible for execution of the engagement. An expert in Information Governance and leading Information Governance initiatives. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry and Information Governance insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance. Minimum years of experience: 10 Minimum education requirement: BA/BS		

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Records Analyst	Assists in the classification of physical and electronic content in accordance with the information governance policies governing that content. Minimum years of experience: 1 Minimum educational requirement: BA/BS		
Legal Researcher	Conducts legal research regarding information governance (retention, privacy, security, etc.) and assists in mapping legal authorities to client record classes. Minimum years of experience: 1 Minimum educational requirement: BA/BS		
Project Manager III	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 8 Minimum education requirement: BA/BS		
Project Manager II	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 5 Minimum education requirement: BA/BS		
Project Manager I	Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 3 Minimum education requirement: BA/BS		
Subject Matter Specialist III	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 12 Minimum education requirement: BA/BS		
Subject Matter Specialist II	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 8 Minimum education requirement: BA/BS		
Subject Matter Specialist	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 5 Minimum education requirement: BA/BS		
Senior Associate II	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 5 Minimum education requirement: BA/BS		
Senior Associate I	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 3 Minimum education requirement: BA/BS		
Associate II	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 1 \Minimum educational requirement: BA/BS		

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Associate I	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 0 Minimum educational requirement: BA/BS		
Analyst II	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 2 Minimum educational requirement: High School Diploma		
Analyst I	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 1 Minimum educational requirement: High School Diploma		
Junior Analyst	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination Minimum years of experience: 0 Minimum educational requirement: High School Diploma		
Senior Training Specialist / Instructor	Responsible for the oversight, development, structure/format, and content of training plans, programs, and courses. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 5 Minimum educational requirement: BA/BS		
Training Specialist / Instructor	Develops training content, plans, courses, and programs. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 3 Minimum educational requirement: BA/BS		
Training Coordinator	Supports development of training content, plans, courses, and programs. Assists client with developing baseline training requirements, training plans, and baseline/measurement criteria. Helps develops the course materials, lesson plans, and training aids. Conducts research and supports trainer in delivering courses. Minimum years of experience: 1 Minimum educational requirement: High School Diploma		
Business Analyst III	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Business Analyst II	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 3 Minimum educational requirement: BA/BS		
Business Analyst I	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 1 Minimum educational requirement: BA/BS		
Web Designer	Designs, plans, or executes the design and layout for Internet and mobile sites, which may include combining text with sounds, pictures, graphics, and video-clips. May supports usability and UX design requirements. Minimum years of experience: 2 Minimum educational requirement: BA/BS		
Data Architect	Defines, designs, or develops relational and/or multi-dimensional databases for warehousing of data. Reviews current data structures and recommends optimizations and reconfigurations as warranted. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Application Architect III	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. Applies knowledge of software and programming to develop and test computer systems and produce the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Application Architect II	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Minimum years of experience: 5 Minimum educational requirement: BA/BS		
Application Architect I	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 1 performs more routine aspects and is supervised by a more senior team member. Minimum years of experience: 3 Minimum educational requirement: BA/BS		

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Records Analyst IV	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 7 years of professional experience providing records management support services. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Records Analyst III	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum years of experience: 5 Minimum educational requirement: BA/BS		
Records Analyst II	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 3 years of professional experience providing records management support services. Minimum years of experience: 3 Minimum educational requirement: BA/BS		
Artificial Intelligence Engineer	Develops software that can be used for artificial intelligence programs, artificial intelligence applications, and machine learning. Works closely with application architects, engineers, and developers to produce systems that utilize artificial intelligence or classify content. Programs systems to seek out specific conditions and respond based on various factors. May be responsible for supervising other programmers as part of his/her duties. Minimum years of experience: 3 Minimum educational requirement: BA/BS		

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Digitization Services

Service Offering	Unit	2023 Price	2024 Price
InSight Base Platform Package	Instance	N/A	$ 26,448.36
InSight Standard Additional User	User	N/A	$ 528.97
InSight Standard Additional Storage 500 GBs	500 GBs	N/A	$ 3,173.80
InSight Enhanced Viewer	Instance / Server	N/A	$ 31,738.04
IDP-Infrastructure-IDP Platform - Modelling - 1	Model	N/A	$ 5,289.67
IDP-Infrastructure-IDP Platform - Modelling - 2	Model	N/A	$ 10,579.35
IDP-Infrastructure-IDP Platform - Modelling - 3	Model	N/A	$ 26,448.36
IDP-Infrastructure-IDP Platform - Processing Level 1	Month	N/A	$ 3,620.66
IDP-Infrastructure-IDP Platform - Processing Level 2	Month	N/A	$ 6,246.55
IDP-Infrastructure-IDP Platform - Processing Level 3	Month	N/A	$ 18,739.65
IDP-Infrastructure-IDP Component - HITL	Month	N/A	$ 2,223.61
IDP-Storage-Standard Storage	500GB / Month	N/A	$ 184.62
Document Classification	Document	N/A	$ 0.01
IDP-Document Classification	Document	N/A	$ 0.11
IDP-Document Classification and Splitting	Document	N/A	$ 0.01
IDP-Data Capture-Text Extraction	Image	N/A	$ 0.00
IDP-Data Capture-Entity Extraction - 1	Image	N/A	$ 0.03
IDP-Data Capture-Entity Extraction - 2	Image	N/A	$ 0.08
IDP-Data Capture-Entity Extraction - 3	Image	N/A	$ 0.36
IDP-Data Enrichment-Entity Extraction - Data Enrichment Level 1	Data Field by Image	N/A	$ 0.01
IDP-Data Enrichment-Entity Extraction - Data Enrichment Level 2	Data Field by Image	N/A	$ 0.02
InSight Essential Edition, Annual Base Subscription	-	-	Call for quote
InSight Essential Edition, Additional Users	-	-	Call for quote
InSight Essential Edition, Additional Storage	-	-	Call for quote

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

DocuSign Envelope ID: 35F34046-D723-4643-9D0F-34B3ED21181E

Active Navigation Digitization Services

Service Offering	Unit	2023 Price	2024 Price
Active Navigation Discovery Center - Compliance Module - Tier 1 (Up to 10 TB)	TB	N/A	$ 21,523.92
Active Navigation Discovery Center - Compliance Module - Tier 2 (11 - 50 TB)	TB	N/A	$ 1,107.17
Active Navigation Discovery Center - Compliance Module - Tier 3 (51 - 100 TB)	TB	N/A	$ 984.37
Active Navigation Discovery Center - Compliance Module - Tier 4 (101 - 1000 TB)	TB	N/A	$ 787.75
Active Navigation Discovery Center - Compliance Module - Tier 5 (>1000 TB)	TB	N/A	$ 575.52
Active Navigation Discovery Center - Governance Module - Tier 1 (Up to 5 TB)	TB	N/A	$ 34,438.05
Active Navigation Discovery Center - Governance Module - Tier 2 (6 - 10 TB)	TB	N/A	$ 5,165.65
Active Navigation Discovery Center - Governance Module - Tier 3 (11- 50 TB)	TB	N/A	$ 4,611.78
Active Navigation Discovery Center - Governance Module - Tier 4 (51 - 100 TB)	TB	N/A	$ 2,951.80
Active Navigation Discovery Center - Governance Module - Tier 5 (101 - 1000 TB)	TB	N/A	$ 1,967.43
Active Navigation Discovery Center - Governance Module - Tier 6 (>1000 TB)	TB	N/A	$ 1,568.84
Active Navigation - Alfresco - Connector	Connector	N/A	$ 9,827.80
Active Navigation - Box - Connector	Connector	N/A	$ 9,827.80
Active Navigation - Exchange - Connector	Connector	N/A	$ 9,827.80
Active Navigation - GSuite - Connector	Connector	N/A	$ 9,827.80
Active Navigation - OpenText - Connector	Connector	N/A	$ 9,827.80
Active Navigation - SharePoint - Connector	Connector	N/A	$ 9,827.80
Active Navigation - Dropbox - Connector	Connector	N/A	$ 9,827.80
Active Navigation - Documentum - Connector	Connector	N/A	$ 9,827.80

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

Active Navigation Services are subject to the Active Navigation Software End User License Agreement ("EULA"). Each End User must agree to the terms of the Active Navigation, Inc. EULA as set forth below:

https://edge.sitecorecloud.io/ironmountain-c8dd68e9/media/project/iron-mountain/iron-mountain/files/about-us/global-procurement/public-sector/active-navigation-software.pdf?sc_lang=en

EXHIBIT 3

Information Technology Special Conditions (ITSC)

EXHIBIT 4

Vendor Documents

IRON MOUNTAIN®

INDUSTRY FACT:

Chaos is the description used by 23% of respondents in relation to governance and management of multi-channel inbound information.

State of Information Management: Are Businesses Digitally Transforming or Stuck in Neutral?;AIIM

SOLUTION BRIEF

IRON MOUNTAIN® INFORMATION GOVERNANCE ASSESSMENT SERVICE

BUSINESS CHALLENGE:

Achieving compliance and efficiency in how your organization governs information is an ongoing process that involves systematically reviewing your approach to information governance (IG) over time. As the amount of information your organization produces rapidly grows, so do the threats of litigation and risk of privacy breaches. All the while, the likelihood of being able to get your hands around this data to actually make use of it decreases.

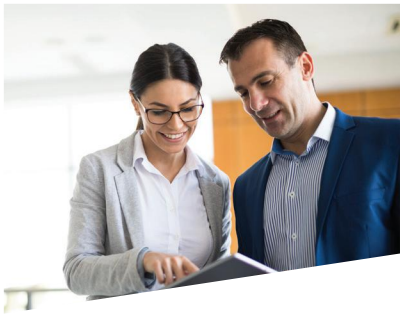
Information is one of your organization's most critical business assets – but without properly assessing the way your organization governs information and developing a roadmap to address your gaps, it's impossible to document progress towards strategic goals, provide concrete proof of business benefit, and ensure your organization is effectively managing risk.

HOW THIS AFFECTS YOU:

- You lack expert guidance on how to optimize your information governance program
- You don't know if the platform, people, or processes you have in place to manage information are effective
- You are not maximizing the benefits of your vast information, rather it is becoming a burden to manage and a risk to your security

WHAT IF YOU COULD:

- Work with our expert Advisory Services team to uncover gaps in your existing IG program?
- Benchmark your IG program maturity against your peers?
- Identify concrete steps to move from where your IG program is today to where you want to be?



IG ASSESSMENT SERVICE

Our IG Assessment service is a proven methodology for answering 6 key IG questions:

1. What is your IG maturity compared to other firms?
2. How compliant is your content?
3. What are the best areas to focus on?
4. What should a remediation plan look like?
5. What is the business case for remediation?
6. What is the 12-36 month roadmap to start?

ADVISORY SERVICES

Experts on our **Advisory Services** team will guide you through the process of assessing your IG program and developing a roadmap to help you achieve your IG goals. **Advisory Services** consists of IG professionals with deep information management and governance expertise who are trained to deliver compliant standard of care services and have established IG programs for some of the world's largest and most heavily regulated organizations. With 20+ years of experience providing holistic IG solutions, the team includes over 100 skilled legal researchers & attorneys, records managers, library and information scientists and experts in electronic content management with practice areas in most industries.

IG ASSESSMENT AND ROADMAP

Our expert IG consultants will methodically evaluate your program, assessing everything from organizational design and policies to workflow processes and information inventory analysis. Through a series of diagnostic tools, stakeholder interviews and facilitated workshops, you'll work together to identify strengths and weaknesses in the current state of your IG program compared to industry standards and your peers. Your content will be sampled and tested against rules and regulations for compliance. Based on your current state, you'll work together to identify high priority areas for improvement. As a final output, you'll receive a strategic IG roadmap to help you achieve your desired future state, prioritized by your top opportunities for improvement and risk appetite.

COMPLEMENTARY SERVICES

Should you find gaps in your program, our IG **Advisory Services** team can help you stand up a cross-functional IG steering committee and develop enterprise-wide policies through the **IG Program Development service**. You can use our user-friendly, cloud-based **Policy Center** portal to easily maintain and distribute your retention policy online throughout your organization. Through Policy Center, you'll receive a feed of continuously updated, fully cited and summarized retention requirements customized to your business needs.

WHAT YOU GAIN

- Advisory services provided by professionals with deep IG expertise to assess your IG program, policies, and platforms
- Output benchmarking report to compare your IG maturity to your peers
- A better understanding of your current state of IG, including systematic metrics for measuring progress over time
- A customized and actionable roadmap based on your organization's specific goals and objectives

800.899.IRON | IRONMOUNTAIN.COM

ABOUT IRON MOUNTAIN:

Iron Mountain Incorporated (NYSE: IRM) is the global leader for storage and information management services. Trusted by more than 230,000 organizations around the world, Iron Mountain boasts a real estate network of more than 85 million square feet across more than 1,400 facilities in 52 countries dedicated to protecting and preserving what matters most for its customers. Iron Mountain's solutions portfolio includes records management, data management, document management, data centers, art storage and logistics, and secure shredding to help organizations to lower storage costs, comply with regulations, recover from disaster, and better use their information. Founded in 1951, Iron Mountain stores and protects billions of information assets, including critical business documents, electronic information, medical data and cultural and historical artifacts. Visit www.ironmountain.com for more information.

© 2021 Iron Mountain Incorporated. All rights reserved. Iron Mountain and the design of the mountain are registered trademarks of Iron Mountain Incorporated in the U.S. and other countries. All other trademarks are the property of their respective owners.

IMGS Capabilities:

Iron Mountain Government Solutions (IMGS) is a trusted partner for government agencies and public sector organizations, providing secure and compliant information and asset management solutions. Our capabilities span the entire information lifecycle, from digitization and storage to secure destruction and data management. For more than 70 years, IMGS has helped agencies bridge the gap between paper, digital, and physical to:

- Apply end-to-end highly secure, policy-driven information management
- Enhance citizen services
- Meet electronic record compliance with improved discovery and access
- Maximize agency efficiency

IRON MOUNTAIN®
GOVERNMENT SOLUTIONS

Contact

Gary Mitchell - Director
garye.mitchell@ironmountain.com
803-207-2081

Paul Fisher
paul.fisher@ironmountain.com
606-224-1151

www.ironmountain.com/publicsector

Core capabilities

Digitalization services

IMGS offers document digitalization services to agencies to convert records in all types of media into digital format. Our digitization technology ensures high-quality images for a wide variety of sizes and formats. Our Intelligent Document Processing (IDP) component uses proven AI/ML technology to automate the classification and data capture on hundreds of data fields at over 96% accuracy with conversion speeds 8x faster and 30% cost savings from the traditional OCR methods. Data trapped on analog records is transformed into valuable digital data to automate citizen services.

Secure records management

IMGS provides secure records management solutions that comply with all relevant government regulations and standards, including the National Archives and Records Administration (NARA), the Federal Records Act, the Privacy Act, and the Freedom of Information Act. Our secure chain of custody and storage facilities are equipped with advanced security measures, such as 24/7 monitoring, access control systems, and fire suppression systems. We receive over 11 million file retrieval requests a year in the U.S., and we also provide secure transportation services to move records from one location to another.

Digital Mailroom

IMGS' innovative InSight Digital Mailroom solution features full lifecycle mailroom management with high-speed mail sorting with prioritization along with one-touch digitization, data capture and extraction, remittance detection and deposit, and image QC all in one rapid process. You can search and access digitized mail 24/7 based on role base permissions in a content services platform that meets NIST Cybersecurity Framework requirements.

Content service platform

IMGS helps unlock structured and unstructured data and the hidden value of information—wherever it resides—through modern, AI-infused content-driven applications, and federated search capabilities. This includes automating business processes through workflows that seamlessly integrate content and extract value from data to improve citizen services.

Data center solutions

IMGS enables customers to build tailored, sustainable, carrier, and cloud-neutral data solutions. Our certifications include NIST 800-53, FISMA HIGH and FedRAMP Physical and Environmental (P&E) controls and Defense Cybersecurity Maturity Model Certification (CMMC). Other unique offerings include SCIF data center suites, EMP-protected modules, and support for multiple network requirements including NIPR, SIPR, JWICS, and N-Wave.

Cloud storage and migration

IMGS provides data management services that help government agencies organize and manage electronic records. Our services include disaster recovery, data backup, archiving, and migration. We also provide secure cloud storage solutions that comply with government standards for data security.

Secure data and asset destruction

IMGS provides secure destruction services for electronic media including laptops, PCs, servers, printers, and mobile devices. For data center decommissioning, our proprietary data sanitization platform, Teraware, automates discovery and erasure while generating audit-compliant details. We remove the risk of data breaches by fully eradicating PII, sensitive government records, and any other kilobyte of information stored on servers. Our solution utilizes zero-waste practices to ensure nothing is landfilled. Iron Mountain is recognized as a Representative Provider in the Gartner Market Guide for IT Asset Disposition. Our services comply with all relevant government regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley Act (GLBA).

Professional services

IMGS provides consulting services and augmented staffing support to help government agencies develop and implement information management policies and procedures. We have cleared personnel to assist agencies on or off-site to meet compliance and information governance requirements. We also provide training and support services to ensure the successful implementation of our solutions.

The Iron Mountain Difference

IMGS helps agencies manage all aspects of data - whether paper, electronic, or digital. The company has helped 46 state governments, multiple federal agencies, and numerous local governments and municipalities break down data siloes and power digital transformation. Our capabilities coupled with experienced staff and a proven track record make IMGS the ideal partner for any agency or organization seeking to implement information management best practices.

We know government. By working with government agencies at all levels, from local municipalities to federal organizations, we understand the unique challenges and regulations that government agencies face.

We enable your data foundation. Our experts and tech tools help you automate workflows and sift through data to uncover actionable insights at speed.

We know security. Our nationwide, secure facilities offer a broad and trusted footprint to meet stringent government security requirements, including 24/7 monitoring, access control, and video surveillance.

We are committed to compliance. We stay current on all applicable laws and regulations, including HIPAA, NIST, FISMA, and NARA.

We lead in ESG. Our processes ensure that recycled equipment is managed to reduce greenhouse gas emissions, cut pollution, and save energy and resources - helping to minimize your organization's carbon footprint. Eighty percent of our global electricity and 100 percent of purchased electricity for data centers are from renewable sources. We partner with an e-Stewards® certified electronic recycler, which means that your e-waste isn't exported, landfilled, or incinerated.

We prioritize customer service. We offer 24/7 customer support to ensure agencies can access records or get assistance on demand.

Our Experience

Commonwealth of Pennsylvania

The Department of Labor & Industry went from receiving 1,000 unemployment claims to 27,000 daily during the COVID-19 pandemic. Iron Mountain was able to securely digitize claims with full indexing and metadata, allowing employees to process claims remotely.

$29B
In claims paid

1.7M
Images per month

U.S. Army War College

The U.S. Army Heritage and Education Center sought a digitization solution for 300 years of manuscripts, photographs, audio-visual items, and records. Iron Mountain securely transported, digitized, and stored these artifacts, granting researchers around the world access to this unique historical archive.

33M
Images produced

24K
Linear feet of records digitized with searchable metadata

Our Footprint

1,450 facilities

including 90M ft² of secure storage

11 U.S. data centers

with 350 MW capacity 100% powered by renewable energy

Trusted by 95%

of Fortune 1000 organizations

Commonwealth of Kentucky

The Department of Vital Records stores all Birth and Death records on paper for permanent storage. Iron Mountain set up an on-site operation to digitize backfiled Certificates on demand to meet citizen requests, dramatically reducing labor time needed to fulfill requests.

15M
Expected request volume

21M
Expected images per month

© 2023 Iron Mountain Incorporated. US Capabilities Public Sector 0823

Create a More Efficient Workplace With Iron Mountain CLEAN START®



IRON MOUNTAIN®

Agenda

- Why now?
- How we can help?
- What is Clean Start?
- How it works?
  - Assessment
  - Recommendation
  - Execution
- Outcomes
- Benefits
- Corporate Workplace Solutions

IRON MOUNTAIN®

The Way the World Works is Changing, and Organizations are Rethinking Their Real Estate

Support a Mobilized Workforce

Optimize Space / Real Estate

Establish a Flexible Workplace



Accelerate Digital Transformation



Improve Sustainability



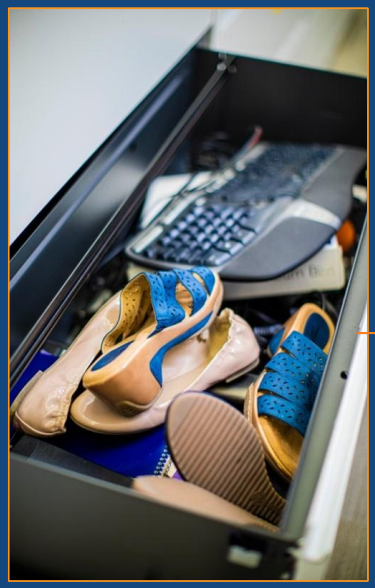
Increase Business Resilience



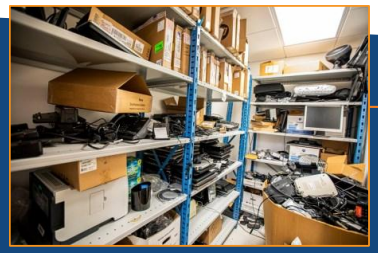
Reduce Risk & Protect Data

IRON MOUNTAIN

Source: 2021 IDG Survey



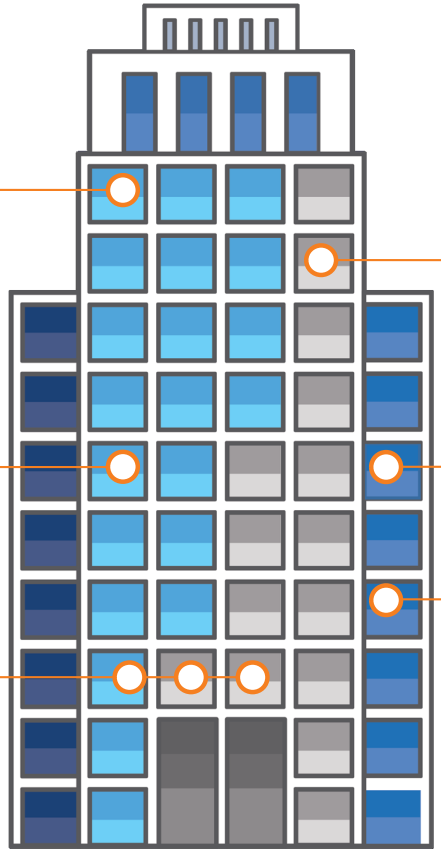
Misused Filing Cabinets



Wasted Storage Space



On-Site File Rooms





On-Site Server Rooms



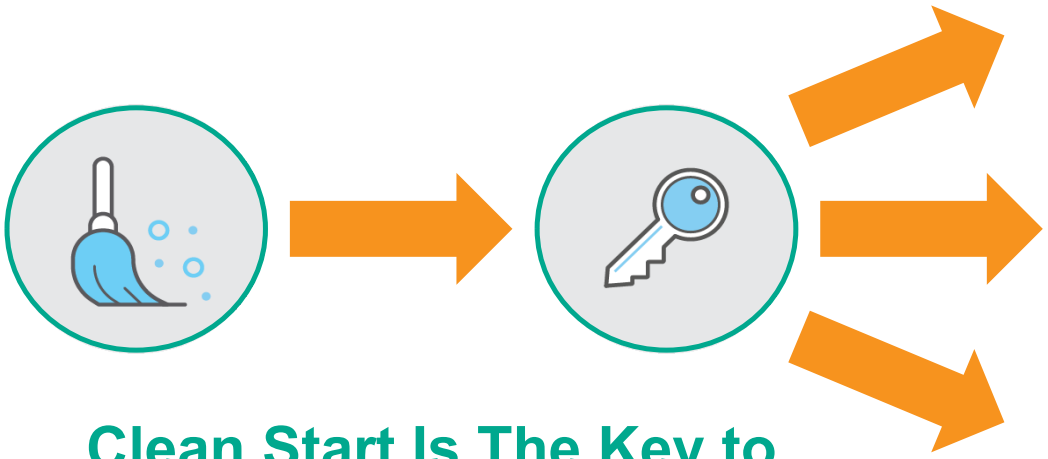
Stacks of Paper Records



Outdated IT Assets

IRON MOUNTAIN®

Iron Mountain Clean Start® Can Help



Clean Start Is The Key to Achieving Your Most Important Transformation Objectives

- Enable a Mobilized Workforce
- Reduce Cost / Recapture Space
- Increase Sustainability
- Adapt to a Digital Future
- Drive Business Resilience
- Protect Data and Information

IRON MOUNTAIN®

Iron Mountain Clean Start

What is Clean Start?

Clean Start is a diagnostic program that uses data and insights from an on-site assessment to recommend strategies for reclaiming space, rethinking space usage, reducing information-related risks, and improving employee productivity by facilitating a digital workplace



How Clean Start® Works



1



ASSESSMENT

Complimentary onsite evaluation of procedures, workflows, and information usage by Clean Start SME

2



RECOMMENDATION REPORT

You and your client receive a customized report with a summary of observations and proposed improvements

3

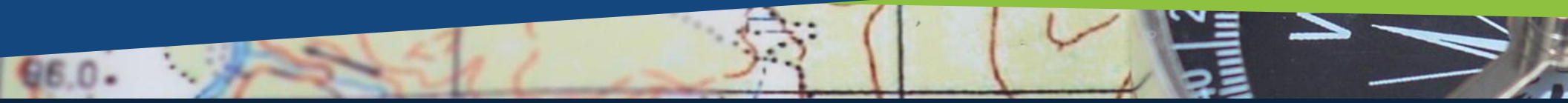


EXECUTION

Together we create a plan and timeline for the Client and Iron Mountain to complete project execution

IRON MOUNTAIN®

Assessment





PHYSICAL WALK-THROUGH

- Assess entire facility to evaluate:
  - Filing Cabinets / Records
  - Employee Workstations
  - IT Assets
  - Furniture
  - Workflow / Business Processes
  - Compliance



DETAILED CONVERSATION

- Discuss desired project outcomes, goals and objectives with real estate / project lead
- Customized / industry specific
- Understand processes and challenges of individual departments (HR, legal, IT, etc.)

Recommendation Report



CONSIDERATIONS

- Physical Real Estate / Space
- Business Processes (Operations and Information Workflow)
- Risk and Compliance

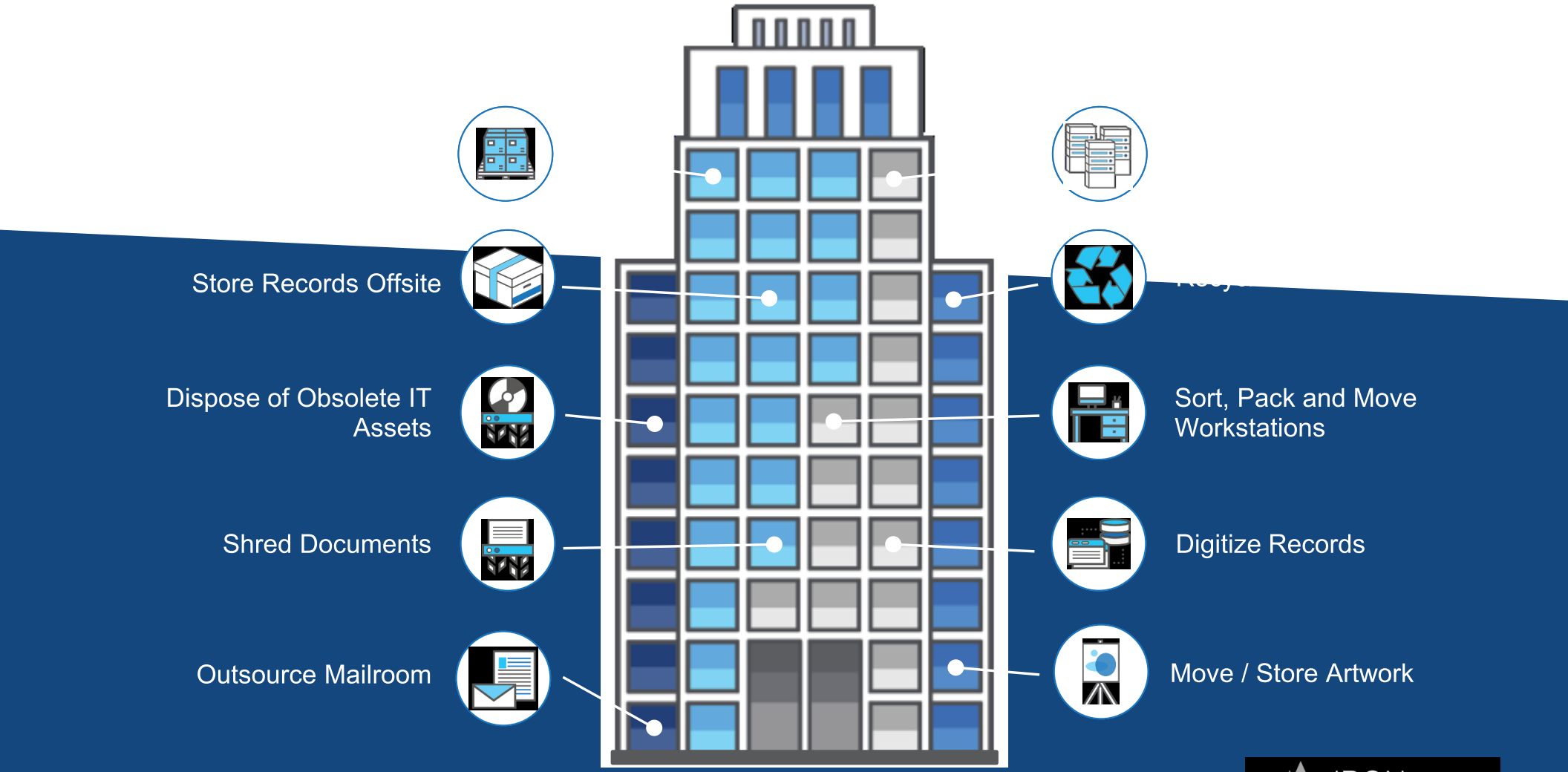
OBSERVATIONS

- Evaluates assumed level of risk for:
  - Project Schedule
  - Business Continuity
  - Security and Privacy

RECOMMENDATIONS

- Advances immediate project priorities
- Supports long-term real estate and business objectives
- Ala carte pricing included

IRON MOUNTAIN®



Execution - Clean Start® Outcomes

IRON MOUNTAIN®

Clean Start® Helped Deutsche Bank Optimize Space and Reduce Cost at Their Chicago Office



Footprint

96K Sq. Ft. → **53K** Sq. Ft. = **45%** reduction



Information Space

10K Sq. Ft. → **600** Sq. Ft. = **94%** reduction



Information Space Cost

$500K/yr → **$30K**/yr = **$470K**/yr lease costs saved [1]

[1] Q3 2021 CBRE Chicago Marketview Class A $/Sq. Ft. of $50.10

Clean Start Outcomes

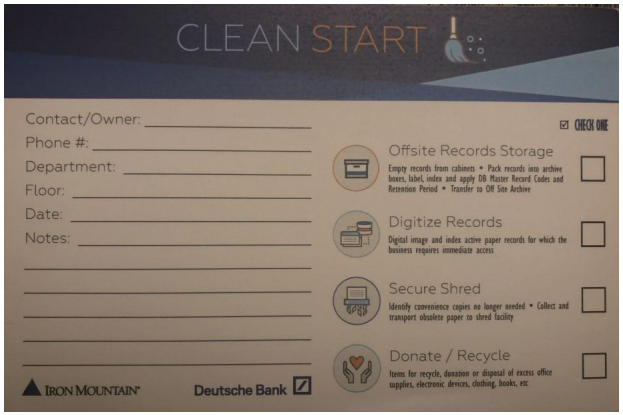
- 9K lbs. Paper Securely Recycled
- 1,000 Boxes Moved Offsite (Including an entire file room)
- 350K+ Pieces of Paper Digitized
- 200+ Boxes of Books, Clothing and Promotional Materials Recycled
- Flexible Workspaces With Collaboration and Meeting Space

IRON MOUNTAIN®

And is Now Being Used to Support Their New York City Office Transformation

Deutsche Bank to Leave Wall Street for Midtown Manhattan

Bank is relocating North American headquarters to the Time Warner Center at Columbus Circle



Custom Clean Start Solution

- Record Storage
- Digitization
- Secure Shred
- Donate/Recycle

> "Clean Start is a structured approach to conducting workplace transformation projects the right way"
>
> VP of Shared Services
> Deutsche Bank

> "Everyone was sold on Clean Start because they saw the results"
>
> Director of Client Services and Workplace Experience, CBRE

IRON MOUNTAIN®



Clean Start® Provides….

Customized Solutions
for your real estate portfolio and objectives

Secure Chain of Custody
to protect company, employee and customer information and assets

Accelerated Execution
of projects you need completed quickly

Worldwide Presence
to support both local and global real estate projects

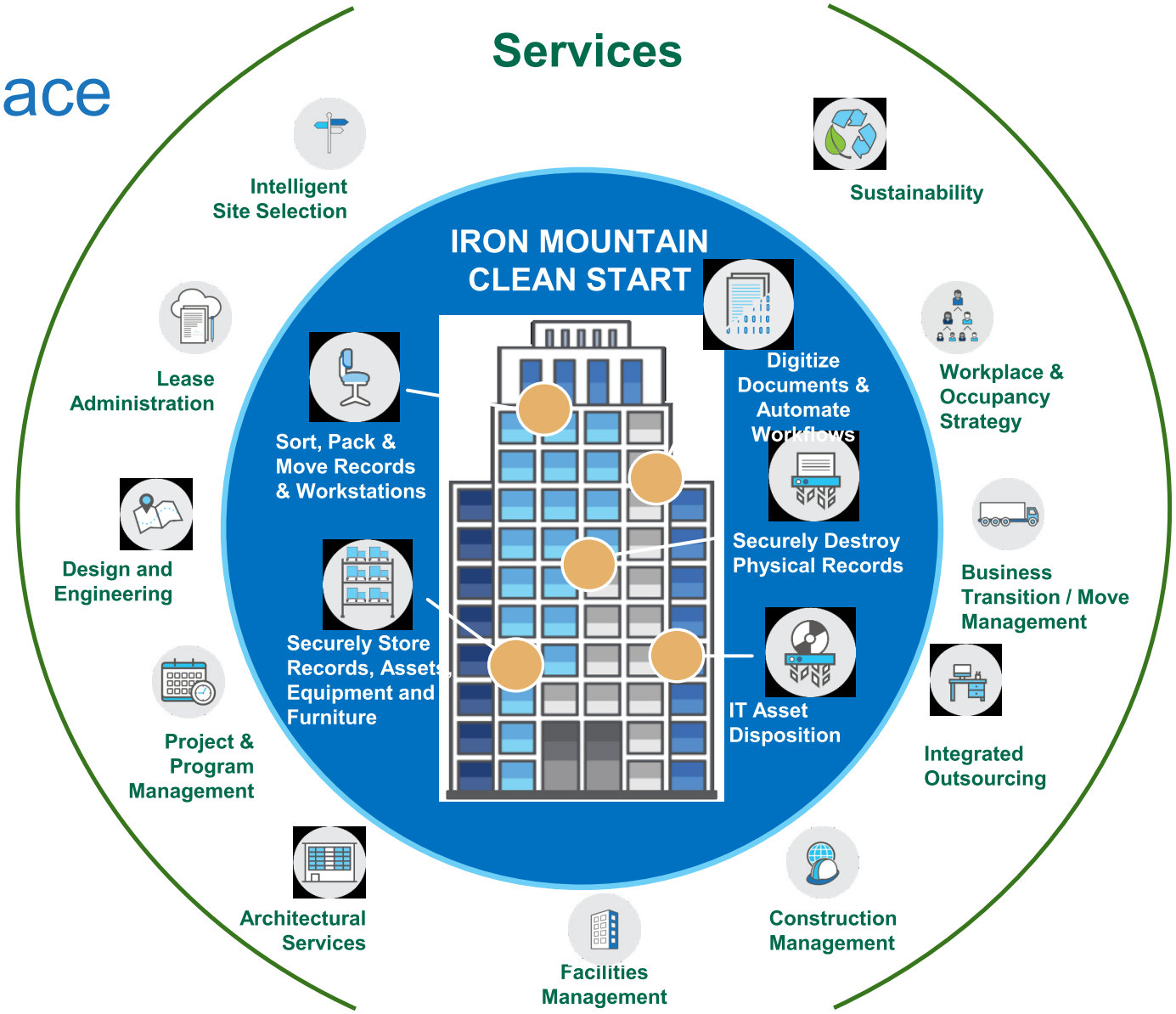
Standardized Processes
that can be used across your portfolio

Integration and Collaboration
with other facility / real estate service providers

Complete Workplace Transformation Solution

IRON MOUNTAIN®

Partnering to provide **end-to-end** support in transforming the workplace



Want to Learn More?



Clean Start Webpage & Video:
www.ironmountain.com/cleanstart

IRON MOUNTAIN®

EXHIBIT 5

Minority and Women Owned Business Enterprise Commitment

I. POLICY AND GOALS

A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in County Contracts and to eliminate arbitrary barriers for participation in such Contracts by local businesses certified as a Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) as both prime and sub-contractors. In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority- and Women-owned Business Enterprise Ordinance (the "Ordinance") which establishes annual goals for MBE and WBE participation as outlined below:

Contract Type	Goals	
	MBE	**WBE**
Goods and Services	25%	10%
Construction	24%	10%
Professional Services	35%	Overall

B. **The County shall set contract-specific goals, based on the availability of MBEs and WBEs that are certified to provide commodities or services specified in this solicitation document. The MBE/WBE participation goals for this Agreement is [zero percent (0%)].** A Bid, Quotation, or Proposal shall be rejected if the County determines that it fails to comply with this General Condition in any way, including but not limited to: (i) failing to state an enforceable commitment to achieve for this contract the identified MBE/WBE Contract goals; or (ii) failing to include a Petition for Reduction/Waiver, which states that the goals for MBE/WBE participation are not attainable despite the Bidder or Proposer Good Faith Efforts, and explains why. If a Bid, Quotation, or Proposal is rejected, then a new Bid, Quotation, or Proposal may be solicited if the public interest is served thereby.

C. To the extent that a Bid, Quotation, or Proposal includes a Petition for Reduction/Waiver that is approved by the Office of Contract Compliance, the Contract specific MBE and WBE participation goals may be achieved by the proposed Bidder or Proposer's status as an MBE or WBE; by the Bidder or Proposer's enforceable joint-venture agreement with one or more MBEs and/or WBEs; by the Bidder or Proposer entering into one or more enforceable subcontracting agreements with one or more MBE and WBE; by the Bidder or Proposer establishing and carrying out an enforceable mentor/protégé agreement with one or more MBE and WBE; by the Bidder or Proposer actively engaging the Indirect Participation of one or more MBE and WBE in other aspects of its business; or by any combination of the foregoing, so long as the Utilization Plan evidences a commitment to meet the MBE and WBE Contract goals set forth in (B) above, as approved by the Office of Contract Compliance.

D. A single Person, as defined in the Procurement Code, may not be utilized as both an MBE and a WBE on the same Contract, whether as a Consultant, Subcontractor or supplier.

E. Unless specifically waived in the Bid or Proposal Documents, this Exhibit; the Ordinance; and the policies and procedures promulgated thereunder shall govern. If there is a conflict

between this Exhibit and the Ordinance or the policies and procedures, the Ordinance shall control.

F. A Consultant's failure to carry out its commitment regarding MBE and WBE participation in the course of the Contract's performance may constitute a material breach of the Contract. If such breach is not appropriately cured, it may result in withholding of payments under the Contract, contractual penalties, disqualification and any other remedy provided for in Division 4 of the Procurement Code at law or in equity.

II. REQUIRED BID OR PROPOSAL SUBMITTALS

A Bidder or Proposer shall document its commitment to meeting the Contract specific MBE and WBE participation goals by submitting a Utilization Plan with the Bid or Proposal. The Utilization Plan shall include (1) one or more Letter(s) of Intent from the relevant MBE and WBE firms; and (2) current Letters of Certification as an MBE or WBE. Alternatively, the Bidder or Proposer shall submit (1) a written Petition for Reduction/Waiver with the Bid, Quotation or Proposal, which documents its preceding Good Faith Efforts and an explanation of its inability to meet the goals for MBE and WBE participation. The Utilization Plan shall be submitted at the time that the bid or proposal is due. **Failure to include a Utilization Plan will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.**

A. MBE/WBE Utilization Plan

Each Bid or Proposal shall include a complete Utilization Plan, as set forth on Form 1 of the M/WBE Compliance Forms. The Utilization Plan shall include the name(s), mailing address, email address, and telephone number of the principal contact person of the relevant MBE and WBE firms. If the Bidder or Proposer submits a Bid or Proposal, and any of their subconsultants, suppliers or consultants, are certified MBE or WBE firms, they shall be identified as an MBE or WBE within the Utilization Plan.

1. Letter(s) of Intent

Except as set forth below, a Bid or Proposal shall include, as part of the Utilization Plan, one or more Letter(s) of Intent, as set forth on Form 2 of the M/WBE Compliance Forms, executed by each MBE and WBE and the Bidder or Proposer. The Letter(s) of Intent will be used to confirm that each MBE and WBE shall perform work as a Subcontractor, supplier, joint venture, or consultant on the Contract. Each Letter of Intent shall indicate whether and the degree to which the MBE or WBE will provide goods or services directly or indirectly during the term of the Contract. The box for direct participation shall be marked if the proposed MBE or WBE will provide goods or services directly related to the scope of the Contract. The box for Indirect participation shall be marked if the proposed MBE or WBE will not be directly involved in the Contract but will be utilized by the Bidder or Proposer for other services not related to the Contract. Indirect Participation shall not be counted toward the participation goal. Each Letter of Intent shall accurately detail the work to be performed by the relevant MBE or WBE firm, the agreed dollar amount, the percentage of work, and the terms of payment.

Failure to include Letter(s) of Intent will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.

All Bids and Proposals must conform to the commitments made in the corresponding Letter(s) of Intent, as may be amended through change orders.

The Contract Compliance Director may at any time request supplemental information regarding Letter(s) of Intent, and such information shall be furnished if the corresponding Bid or Proposal is to be deemed responsive.

2. Letter(s) of Certification

Only current Letter(s) of Certification from one of the following entities may be accepted as proof of certification for MBE/WBE status, provided that Cook County's requirements for certification are met:

- County of Cook
- City of Chicago

Persons that are currently certified by the City of Chicago in any area other than Construction/Public Works shall also complete and submit a MBE/WBE Reciprocal Certification Affidavit along with a current letter of certification from the City of Chicago. This Affidavit form can be downloaded from www.cookcountyil.gov/contractcompliance.

The Contract Compliance Director may reject the certification of any MBE or WBE on the ground that it does not meet the requirements of the Ordinance, or the policies and rules promulgated thereunder.

3. Joint Venture Affidavit

In the event a Bid or Proposal achieves MBE and/or WBE participation through a Joint Venture, the Bid or Proposal shall include the required Joint Venture Affidavit, which can be downloaded from www.cookcountyil.gov/contractcompliance. The Joint Venture Affidavit shall be submitted with the Bid or Proposal, along with current Letter(s) of Certification.

B. Petition for Reduction/Waiver

In the event a Bid or Proposal does not meet the Contract specific goals for MBE and WBE participation, the Bid or Proposal shall include a Petition for Reduction/Waiver, as set forth on Form 3. The Petition for Reduction/Waiver shall be supported by sufficient evidence and documentation to demonstrate the Bidder or Proposer's Good Faith Efforts in attempting to achieve the applicable MBE and WBE goals, and its inability to do so despite its Good Faith Efforts.

Failure to include Petition for Reduction/Waiver will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.

III. REDUCTION/WAIVER OF MBE/WBE GOALS

A. Granting or Denying a Reduction/Waiver Request.

1. The adequacy of the Good Faith Efforts to utilize MBE and WBE firms in a Bid or Proposal will be evaluated by the CCD under such conditions as are set forth in the Ordinance, the policies and rules promulgated thereunder, and in the "Petition for Reduction/Waiver of MBE/WBE Participation Goals" – Form 3 of the M/WBE Compliance Forms.

2. With respect to a Petition for Reduction/Waiver, the sufficiency or insufficiency of a Bidder or Proposer's Good Faith Efforts shall be evaluated by the CCD as of the date upon which the corresponding Bid or Proposal was due.

3. The Contract Compliance Director or his or her duly authorized Waiver Committee may grant or deny the Petition for Reduction/Waiver based upon factors including but not limited to: (a) whether sufficient qualified MBE and WBE firms are unavailable despite good faith efforts on the part of the Bidder or Proposer; (b) the degree to which specifications and the reasonable and necessary requirements for performing the Contract make it impossible or economically infeasible to divide the Contract into sufficiently small tasks or quantities so as to enable the Bidder or Proposer to utilize MBE and WBE firms in accordance with the applicable goals; (c) the degree to which the prices or prices required by any potential MBE or WBE are more that 10% above competitive levels; and (d) such other factors as are determined relevant by the Contract Compliance Director or the duly authorized Waiver Committee.

4. If the Contract Compliance Director or the duly authorized Waiver Committee determines that the Bidder or Proposer has not demonstrated sufficient Good Faith Efforts to meet the applicable MBE and WBE goals, the Contract Compliance Director or the duly authorized Waiver Committee may deny a Petition for Reduction/Waiver, declare the Bid or Proposal non-responsive, and recommend rejection of the Bid, Quotation, or Proposal.

IV. CHANGES IN CONSULTANT'S UTILIZATION PLAN

A. A Consultant, during its performance of the Contract, may not change the original MBE or WBE commitments specified in the relevant Utilization Plan, including but not limited to, terminating a MBE or WBE Contract, reducing the scope of the work to be performed by a MBE/WBE, or decreasing the price to a MBE/WBE, except as otherwise provided by the Ordinance and according to the policies and procedures promulgated thereunder.

B. Where a Person listed under the Contract was previously considered to be a MBE or WBE but is later found not to be, or work is found not to be creditable toward the MBE or WBE goals as stated in the Utilization Plan, the Consultant shall seek to discharge the disqualified enterprise, upon proper written notification to the Contract Compliance Director, and make every effort to identify and engage a qualified MBE or WBE as its replacement. Failure to obtain an MBE or WBE replacement within 30 business days of the Contract Compliance Director's written approval of the removal of a purported MBE or WBE may result in the termination of the Contract or the imposition of such remedy authorized by the Ordinance, unless a written Petition for Reduction/Waiver is granted allowing the Consultant to award the work to a Person that is not certified as an MBE or WBE.

V. NON-COMPLIANCE

If the CCD determines that the Consultant has failed to comply with its contractual commitments or any portion of the Ordinance, the policies and procedures promulgated thereunder, or this Exhibit, the Contract Compliance Director shall notify the Consultant of such determination and may take any and all appropriate actions as set forth in the Ordinance or the policies and procedures promulgated thereunder which includes but is not limited to disqualification, penalties, withholding of payments or other remedies in law or equity.

VI. REPORTING/RECORD-KEEPING REQUIREMENTS

The Consultant shall comply with the reporting and record-keeping requirements in the manner and time established by the Ordinance, the policies and procedure promulgated thereunder, and the Contract Compliance Director. Failure to comply with such reporting and record-keeping requirements may result in a declaration of Contract default. Upon award of a Contract, a Consultant shall acquire and utilize all Cook County reporting and record-keeping forms and methods which are made available by the Office of Contract Compliance. MBE and WBE firms shall be required to verify payments made by and received from the prime Consultant.

VII. EQUAL EMPLOYMENT OPPORTUNITY

Compliance with MBE and WBE requirements will not diminish or supplant other legal Equal Employment Opportunity and Civil Rights requirements that relate to Consultant and Subcontractor obligations.

Any questions regarding this section should be directed to:
Contract Compliance Director
Cook County
161 North Clark Street, Suite 2300
Chicago, Illinois 60602
(312) 603-5502

EXHIBIT 6

Evidence of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/12/2024

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

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

PRODUCER MARSH USA, LLC. 1166 Avenue of the Americas New York, NY 10036 Attn: Norwalk.certrequest@marsh.com Fax: 212-948-0929 CN102809999-IM-GAWU-23-24	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED IRON MOUNTAIN INCORPORATED 85 NEW HAMPSHIRE AVENUE PORTSMOUTH, NH 03801	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** ACE American Insurance Company — 22667 **INSURER B :** Indemnity Insurance Company of North America — 43575 **INSURER C :** N/A — N/A **INSURER D :** ACE Fire Underwriters Ins. Co. — 20702 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** NYC-011987766-00 **REVISION NUMBER:** 0

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			HDO G47360079	11/01/2023	11/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 25,000 $ 1,000,000 $ 10,000,000 $ 2,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			ISA H10773970	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WLR C50739570 (AOS) SCF C5073965A (WI)	11/01/2023 11/01/2023	11/01/2024 11/01/2024	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	EXCESS WC & EMP. LIABILITY			WCU C50739697 (OH & WA)	11/01/2023	11/01/2024	Each Accident/Emp for Disease SIR	1,000,000 500,000

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

The certificate holder are additional insured with respects to General Liability, but only to the extent of Iron Mountain's liabilities agreed to under the written agreement or contract with certificate holder, and only as it relates to services and limits required by written agreement or contract.

CERTIFICATE HOLDER

Cook County
161 N. Clark, Suite 2300
Chicago, IL 60601

CANCELLATION

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

AUTHORIZED REPRESENTATIVE of Marsh USA LLC

Marsh USA LLC

© 1988-2016 ACORD CORPORATION. All rights reserved.

EXHIBIT 7

Board Authorization

Board of Commissioners of Cook County

Legislation Details

File #:	24-2893	**Version:** 1	**Name:**	Iron Mountain Information Management LLC
Type:	Contract		**Status:**	Approved
File created:	4/24/2024		**In control:**	Asset Management Committee
On agenda:	7/25/2024		**Final action:**	9/19/2024
Title:	PROPOSED CONTRACT			

Department(s): Department of Capital Planning and Policy

Vendor: Iron Mountain Information Management, LLC, Boston, Massachusetts

Request: Authorization for the Chief Procurement Officer to enter into and execute

Good(s) or Service(s): Materials and Records Storage Assessment, Implementation Plan, and Digital Files/Digitization

Contract Value: $1,200,000.00

Contract period: 9/19/2024 - 1/21/2026

Potential Fiscal Year Budget Impact: FY 2024 $100,000.00, FY 2025 $1,100,000.00

Accounts: 11569-1031-11190-560107-00000-00000

Contract Number(s): 2215-09022

Concurrences:
The Contract Specific goal set on this contract is Zero.

The Chief Procurement Officer concurs.

Summary: The Vendor shall provide professional consulting services for a BOA/BAM initiative for assessment and recommendations of records and materials for departments/agencies at facilities across the County.

The Vendor shall also separately provide professional consulting services for BOT initiative for assessment, recommendation, and implementation for digital file management and file digitization for departments/agencies across the County.

This Contract is awarded as a Comparable Government Procurement pursuant to Section 31-140 of the Cook County Procurement Code. Iron Mountain Information Management, LLC was previously awarded a contract by a Request for Proposals (RFP) process through OMNIA, a national government purchasing cooperative. Cook County wishes to leverage this procurement effort. ..end

Sponsors:

Indexes: EARL MANNING, Director, Office of Capital Planning and Policy

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result

powered by Legistar™

9/19/2024	1	Board of Commissioners	approve	Pass
9/18/2024	1	Asset Management Committee	recommend for approval	Pass
7/25/2024	1	Board of Commissioners	refer	Pass

powered by Legistar™

EXHIBIT 8

Identification of Subcontractors/Suppliers/Subconsultants

EXHIBIT 9

Electronic Payables Program (“E-Payables”)

CONTRACT #:

COOK COUNTY
ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX

Section	Description	Pages
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1– 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations, Disclosure of Ownership Interest and Familial Relationship Disclosure Form	EDS 3 – 12
4	Cook County Affidavit for Wage Theft Ordinance	EDS 13-14
5	Contract and EDS Execution Page	EDS 15
6	Cook County Signature Page	EDS 16

SECTION 1
INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

Definitions. Terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, as applicable.

Affiliate means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

Code means the Code of Ordinances, Cook County, Illinois available on municode.com.

Contract shall include any written document to make Procurements by or on behalf of Cook County.

Contractor or *Contracting Party* means a person that enters into a Contract with the County.

Control means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

EDS means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

Joint Venture means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

Lobby or lobbying means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

Lobbyist means any person who lobbies.

Person or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

Prohibited Acts means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

RFP means a Request for Proposals issued pursuant to this Procurement Code.

RFQ means a Request for Qualifications issued to obtain the qualifications of interested parties.

INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

Section 1: Instructions. Section 1 sets forth the instructions for completing and executing this EDS.

Section 2: Certifications. Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 3: Economic and Other Disclosures Statement. Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

Required Updates. The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at cookcountyil.gov/ethics-board-of.

Authorized Signers of Contract and EDS Execution Page. If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

Effective October 1, 2016 all foreign corporations and LLCs must be registered with the Illinois Secretary of State's Office unless a statutory exemption applies to the applicant. Applicants who are exempt from registering must provide a written statement explaining why they are exempt from registering as a foreign entity with the Illinois Secretary of State's Office.

SECTION 2

CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT SHALL BE SUBJECT TO TERMINATION.

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;

2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.;*

3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;

4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.;*

5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;

6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;

7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or

8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20% or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

THE APPLICANT HEREBY CERTIFIES THAT: The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE APPLICANT HEREBY CERTIFIES THAT: *In accordance with 720 ILCS 5/33 E-11, neither the Applicant nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.*

C. DRUG FREE WORKPLACE ACT

THE APPLICANT HEREBY CERTIFIES THAT: The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

D. DELINQUENCY IN PAYMENT OF TAXES

THE APPLICANT HEREBY CERTIFIES THAT*: The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

E. HUMAN RIGHTS ORDINANCE

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 *et seq.*).

F. ILLINOIS HUMAN RIGHTS ACT

THE APPLICANT HEREBY CERTIFIES THAT: *It is in compliance with the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

G. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at www.municode.com.

I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at www.municode.com.

J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;

Unless expressly waived by the Cook County Board of Commissioners, the Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, specifically excludes contracts with the following:

1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for -profit law);

2) Community Development Block Grants;

3) Cook County Works Department;

4) Sheriff's Work Alternative Program; and

5) Department of Correction inmates.

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons that have made lobbying contacts on your behalf with respect to this contract:

Name Address

None

2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)

Local business means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

a) Is Applicant a "Local Business" as defined above?

Yes: ☐ No: ☑

b) If yes, list business addresses within Cook County:

c) Does Applicant employ the majority of its regular full-time workforce within Cook County?

Yes: ☐ No: ☑

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the Affidavit, based on the instructions in the Affidavit.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Applicant must indicate by checking the appropriate provision below and providing all required information that either:

a) The following is a complete list of all real estate owned by the Applicant in Cook County:

PERMANENT INDEX NUMBER(S): See attached listing of Iron Mountain locations in Cook County

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

b) ☐ The Applicant owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Applicant is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Applicant must explain below:

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Applicant certified to all Certifications and other statements contained in this EDS.

Address	PIN
3033 North Knox Avenue, Chicago	13-27-103-001-0000
2211 West Pershing Road, Chicago	20-06-I00-007-0000
	20-06-100-008-0000
	20-06-100-088-0000
4242 West 42nd Place, Chicago	19-03-200-029-0000

CONTRACT #:

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing. **County reserves the right to request additional information to verify veracity of information contained in this statement.**

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"*Applicant*" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Person" "Entity" or *"Legal Entity"* means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and

2. A Person that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration.**

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the [✓] Applicant or [ ] Stock/Beneficial Interest Holder

This Statement is an: [✓] Original Statement or [ ] Amended Statement

Identifying Information:

Name: Iron Mountain Information Management LLC

D/B/A: Iron Mountain FEIN # Only: 23-2588479

Street Address: 1 Federal Street

City: Boston State: MA Zip Code: 02110

Phone No.: 800-934-3453 Fax Number: 800-934-5348 Email:

Cook County Business Registration Number: Not applicable
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): Not applicable

Form of Legal Entity:

[ ] Sole Proprietor [ ] Partnership [✓] Corporation [ ] Trustee of Land Trust

[ ] Business Trust [ ] Estate [ ] Association [ ] Joint Venture

[ ] Other (describe)

CONTRACT #:

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each Person having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
N/A		

2. If the interest of any Person listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address
N/A		

3. Is the Applicant constructively controlled by another person or Legal Entity? [☐] Yes [☑] No

If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Corporate Officers, Members and Partners Information:

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
All corporate officers for Iron Mountain are available as part of Iron Mountain's 2023 Proxy Statement which			
is located at the following address:			
https://s23.q4cdn.com/202968100/files/doc_financials/2022/ar/final-2023-proxy-statement.pdf			

Declaration (check the applicable box):

☑ I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.

I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

CONTRACT #:

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

Mili Durakovic
Name of Authorized Applicant/Holder Representative (please print or type)

Contracts Manager
Title

Mili Durakovic
Signature

Digitally signed by Mili Durakovic
Date: 2024.03.18 14:09:52 -04'00'

3/18/2024
Date

mili.durakovic@ironmountain.com
E-mail address

(407) 498-5983
Phone Number

Subscribed to and sworn before me
this 18th day of March 2024.

My commission expires:

X _____
Notary Public Signature

Notary Seal

Sheila A. Poggi
NOTARY PUBLIC
REGISTRATION # 7667118
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES September 30, 2027

CONTRACT #:

COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 Office 312/603-9988 Fax

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than $25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of $100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

Additional Definitions:

"*Familial relationship*" means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

☐ Parent	☐ Grandparent	☐ Stepfather
☐ Child	☐ Grandchild	☐ Stepmother
☐ Brother	☐ Father-in-law	☐ Stepson
☐ Sister	☐ Mother-in-law	☐ Stepdaughter
☐ Aunt	☐ Son-in-law	☐ Stepbrother
☐ Uncle	☐ Daughter-in-law	☐ Stepsister
☐ Niece	☐ Brother-in-law	☐ Half-brother
☐ Nephew	☐ Sister-in-law	☐ Half-sister

CONTRACT #:

COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM

A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY

Name of Person Doing Business with the County: Iron Mountain Information Management LLC

Address of Person Doing Business with the County: 1 Federal Street Boston, MA 02110

Phone number of Person Doing Business with the County: 800-934-3453

Email address of Person Doing Business with the County: _____

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:
Mili Durakovic, Contracts Manager, 407-498-5983, mili.durakovic@ironmountain.com

B. DESCRIPTION OF BUSINESS WITH THE COUNTY

Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: _____

The aggregate dollar value of the business you are doing or seeking to do with the County: $ 500,000.00

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: Adriaan Jelks-Brown, Senior Contract Negotiator, adriaan.jelks-brown@cookcountyil.gov

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: Sara Spivey, Deputy Chief Administrative Officer, Sara.Spivy@cookcountyil.gov

C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS

Check the box that applies and provide related information where needed

☐ The Person Doing Business with the County **is an individual** and there is **no familial relationship** between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

☒ The Person Doing Business with the County **is a business entity** and there is **no familial relationship** between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

CONTRACT #:

COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM

☐ The Person Doing Business with the County **is an individual** and **there is a familial relationship** between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. **The familial relationships are as follows:**

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
Not applicable			

If more space is needed, attach an additional sheet following the above format.

☐ The Person Doing Business with the County **is a business entity** and **there is a familial relationship** between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. **The familial relationships are as follows**:

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*

Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*

If more space is needed, attach an additional sheet following the above format.

VERIFICATION: To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.

Mili Durakovic Digitally signed by Mili Durakovic Date: 2024.03.18 14:17:43 -04'00' — 3/18/2024

Signature of Recipient — Date

SUBMIT COMPLETED FORM TO: Cook County Board of Ethics
69 West Washington Street, Suite 3040, Chicago, Illinois 60602
Office (312) 603-4304 – Fax (312) 603-9988
CookCounty.Ethics@cookcountyil.gov

* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (*i.e.* in laws and step relations) or adoption.

CONTRACT #:

SECTION 4

COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE

Effective May 1, 2015, every Person, ***including Substantial Owners***, seeking a Contract with Cook County must comply with the Cook County Wage Theft Ordinance set forth in Chapter 34, Article IV, Section 179. Any Person/Substantial Owner, who fails to comply with Cook County Wage Theft Ordinance, may request that the Chief Procurement Officer grant a reduction or waiver in accordance with Section 34-179(d).

"*Contract*" means any written document to make Procurements by or on behalf of Cook County.

"*Person*" means any individual, corporation, partnership, Joint Venture, trust, association, limited liability company, sole proprietorship or other legal entity.

"*Procurement*" means obtaining supplies, equipment, goods, or services of any kind.

"*Substantial Owner*" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Persons/Substantial Owners are required to complete this affidavit and comply with the Cook County Wage Theft Ordinance before any Contract is awarded. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information. **County reserves the right to request additional information to verify veracity of information contained in this Affidavit.**

I. Contract Information:

Contract Number: _____

County Using Agency (requesting Procurement): _____

II. Person/Substantial Owner Information:

Person (Corporate Entity Name): Iron Mountain Information Management LLC

Substantial Owner Complete Name: _____

FEIN# 23-2588479

[redacted] E-mail address: _____

Street Address: 1 Federal Street

City: Boston State: MA Zip: 02110

[redacted]

III. Compliance with Wage Laws:

Within the past five years has the Person/Substantial Owner, in any judicial or administrative proceeding, been convicted of, entered a plea, made an admission of guilt or liability, or had an administrative finding made for committing a repeated or willful violation of any of the following laws:

No *Illinois Wage Payment and Collection Act, 820 ILCS 115/1 et seq.,* ***YES or NO***

No *Illinois Minimum Wage Act, 820 ILCS 105/1 et seq.,* ***YES or NO***

No *Illinois Worker Adjustment and Retraining Notification Act, 820 ILCS 65/1 et seq.,* ***YES or NO***

No *Employee Classification Act, 820 ILCS 185/1 et seq.,* **YES or NO**

No *Fair Labor Standards Act of 1938, 29 U.S.C. 201, et seq.,* ***YES or NO***

No *Any comparable state statute or regulation of any state, which governs the payment of wages* ***YES or NO***

If the Person/Substantial Owner answered **"Yes"** to any of the questions above, it is ineligible to enter into a Contract with Cook County, but can request a reduction or waiver under **Section IV.**

CONTRACT #:

IV. Request for Waiver or Reduction

If Person/Substantial Owner answered **"Yes"** to any of the questions above, it may request a reduction or waiver in accordance with Section 34-179(d), provided that the request for reduction of waiver is made on the basis of one or more of the following actions that have taken place:

No — There has been a bona fide change in ownership or Control of the ineligible Person or Substantial Owner. YES or NO

No — Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation. YES or NO

No — Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default. YES or NO

No — Other factors that the Person or Substantial Owner believe are relevant. YES or NO

The Person/Substantial Owner must submit documentation to support the basis of its request for a reduction or waiver. The Chief Procurement Officer reserves the right to make additional inquiries and request additional documentation.

V. Affirmation

The Person/Substantial Owner affirms that all statements contained in the Affidavit are true, accurate and complete.

Signature: Mili Durakovic Digitally signed by Mili Durakovic Date: 2024.03.18 14:10:24 -04'00' Date: 3/18/2024

Name of Person signing (Print): Mili Durakovic Title: Contracts Manager

Subscribed and sworn to before me this 18th day of March, 2024

X _____
Notary Public Signature

Notary Seal

Sheila A. Poggi
NOTARY PUBLIC
REGISTRATION # 7667118
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES September 30, 2027

Note: The above information is subject to verification prior to the award of the Contract.

CONTRACT #:

SECTION 5

CONTRACT AND EDS EXECUTION PAGE

The Applicant hereby certifies and warrants that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

Execution by Corporation

Corporation's Name	President's Printed Name and Signature
Telephone	Email
Secretary Signature	Date

Execution by LLC

Iron Mountain Information Management LLC	Mili Durakovic Digitally signed by Mili Durakovic Date: 2024.03.18 14:10:39 -04'00'
LLC Name	*Member/Manager Printed Name and Signature
3/18/2024	(407) 498-5983 mili.durakovic@ironmountain.com
Date	Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name	*Partner/Joint Venturer Printed Name and Signature
Date	Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature	Assumed Name (if applicable)
Date	Telephone and Email

Subscribed and sworn to before me this
_____day of _____, 20___.

My commission expires:

Notary Public Signature	Notary Seal

*If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

SECTION 6
COOK COUNTY SIGNATURE PAGE

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

Raffi Sarrafian Digitally signed by Raffi Sarrafian Date: 2024.10.31 09:56:11 -05'00'

Cook County Chief Procurement Officer — Date

APPROVED AS TO FORM:

Assistant State's Attorney (Required on contracts over $1,000,000 — Date

CONTRACT TERM & AMOUNT

2215-09022
Contract #

09/19/2024 thru 01/21/2026
Original Contract Term — Renewal Options (If Applicable)

$1,200,000.00
Contract Amount

September 19, 2024
Cook County Board Approval Date (If Applicable)

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS
SEP 19 2024
COM _____