

San Mateo County
Grantor/Grantee and Cashiering Systems
EXHIBIT A- Change Orders Details

No.	Description	Cost
1	<p>Modify Cashiering/Fee Accounting and Grantor/Grantee Systems to create PCOR labels</p> <p>This change will develop a new custom feature that requires modification to the label printing and document scanning capabilities to meet department Change of ownership document (PCOR) requirements. The first change is to the Cashiering System to produce a unique PCOR labels, which will be apply to PCOR them from Grantor/Grantee documents. The separate label will indicate the transaction includes a PCOR document. Bar code will identify Grantor/Grantee document or PCOR document.</p> <p>The current SouthTech Cashiering System does not have this capability. This feature will be developed to meet CARE's business requirements for creating unique PCOR bar code labels. A significant benefit will occur due to this new feature. The Recorder staff will no longer be required to create and apply multiple labels to each page of a recorded document. The new PCOR label will be used by the scanning module (see change order #2) to identify the document and store the image in a separate repository and not available through Grantor/Grantee Public Access module.</p>	\$ 3,200.00
2	<p>Modify Grantor/Grantee Scanning QA/QC module to recognize the PCOR label during scanning and process the document</p> <p>The Cashiering System will be modified to create a PCOR label (See change order #1). A significant modification to the Grantor/Grantee high speed scanning operations. This modification will create the ability for the system to identify the PCOR documents and stores the images in a separate repository. The system will flag the image and data to allow creation of data file for import by the Assessor's EZ Access Tracking System. The change must work for multi paged PCOR documents. The Public will not be able to access the PCOR documents in the Public Access module.</p>	\$ 20,000.00

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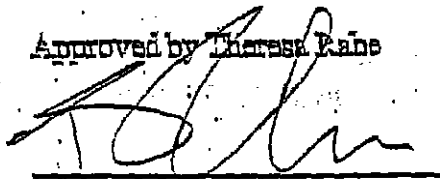
No.	Description	Cost
3	<p>Modify Cashiering and Grantor/Grantee Systems to add an e-Record interface</p> <p>This change order is needed to create an interface with the InGeo e-Record System. This will provide an automated mechanism to import XML data for recording. Data that will be imported includes: recording data, TIFF image, fee information and payment authorization.</p> <p>The current CARE land records system has a custom interface between InGeo's e-Record and the cashiering and image repository components. Document number comes from the Cashiering component. The new SouthTech Systems will be modified to request next number available from the Cashiering System to complete transaction. A process will be created to import the TIFF images from e-Record to new Grantor/Grantee queues for either automatic or manual recording/indexing. The Cashiering System will create a data file to export to e-Record to confirm completion of the transactions.</p>	\$ 32,000.00
4	<p>Grantor/Grantee Public Access</p> <p>CARE currently use a custom developed Public Access system that uses HTML front end and JAVA viewer. This "Portal" is the central mechanism for the public to gain access to information for the Clerk, Assessor, Recorder and Elections. The Current SouthTech Systems Public Access module needs to be replaced with an interface compatible with HTML front end and JAVA Viewer architecture. This will allow the public to review the Grantor/Grantee Index using the same front counter workstations.</p>	\$4,000
Total Cost		\$ 59,200.00

**San Mateo County Clerk, Recorder, Assessor, Elections
System Implementation Project**

Rates quotes have been substantially discounted from standard billing rates due to "Partnership Development Agreement". Professional services include system analysis, design, programming, ...

Task	Description	Hours	Amount
#1	Modify Cashiering and Grantor/Grantee Systems to add an e-Record interface	32	\$3,200.00
#2	Modify Grantor/Grantee Scanning QA/QC Module to recognize the PCOR label during Scanning and process the document	200	\$20,000.00
#3	Modify Cashiering and Grantor/Grantee Systems to add an e-Record interface	320	\$32,000.00
#4	Grantor/Grantee Public Access	40	\$4,000.00
	Total Cost		\$59,200.00

Approved by Theresa Rabe



Theresa Rabe
Deputy County Clerk-Recorder



Ron Rubino
CFO
SouthTech Systems

June 17, 2003

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
1/10/03

PRODUCER
Wright Insurance Services
33971 Salva Rd #270/P.O. 4126
Dana Point, CA 92629
(949) 489-1833

INSURED
SouthTech Systems, Inc.

600 W. Santa Ana Blvd #114
Santa Ana, CA 92701
714-972-8599

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

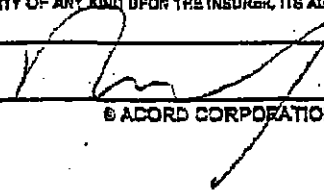
INSURER A: Hartford Casualty Insurance Co.
INSURER B: State Compensation Insurance Fund
INSURER C: Philadelphia Indemnity Ins Co
INSURER D:
INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	57 SBA KG9695	02-18-03	02-18-04	EACH OCCURRENCE \$ 7,000,000
					FIRE DAMAGE (Any one fire) \$ 300,000
					MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
	GEN. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				GENERAL AGGREGATE \$ <input type="checkbox"/>
					PRODUCTS - ODMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	57 SBA KG9695	02-18-03	02-18-04	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$ <input type="checkbox"/>
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY - EA ACC AGG \$ <input type="checkbox"/>
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	1581076-02	02-19-03	02-19-04	<input checked="" type="checkbox"/> WC STATE / <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	OTHER Professional Liability	PHSD041721	11-28-02	11-28-03	\$ 1,000,000 Aggregate \$ 5,000 Deductible

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS

CERTIFICATE HOLDER <input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
County of San Mateo Clerk Assessor Recorder & Elections Attn: Warren Slocum 555 County Center / 3rd Floor Redwood City, CA 94063-1665 Fax (650) 363-1903		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE 

SAN MATEO COUNTY
MEMORANDUM

DATE: 6-26-03
TO: Priscilla Harris Morse
KATE BACH
FROM: ASSESSOR (Name) FAX _____ PONY _____
SUBJECT: Contract Insurance Approval

The following is to be completed by the department before submission to Risk Management:

CONTRACTOR NAME: SOUTHTECH SYSTEMS, INC.

DOES THE CONTRACTOR TRAVEL AS A PART OF THE CONTRACT SERVICES?:

NO MILEAGE REIMBURSEMENT

NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR:

Multinational Corporation.

DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY:

Implement and maintain new software system.

The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	<u>\$1m</u>	<u>✓</u>	_____	_____
Motor Vehicle Liability	<u>\$1m</u>	<u>✓</u>	_____	_____
Professional Liability	<u>\$1m</u>	<u>✓</u>	_____	_____
Workers' Compensation	<u>statutory</u>	<u>✓</u>	_____	_____

REMARKS/COMMENTS:

Priscilla Morse 6/26/03
Risk Management Signature Date

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I. Vendor Identification

Name of Contractor: SouthTech Systems, Inc.
Contact Person Ron Rubino
Address 600 West Santa Ana Blvd. #114
Santa Ana, CA 92701
Phone Number: 714.972-8589 Fax Number: 714.972-8157

II. Employees

Does the Contractor have any employees? Yes _____ No
Does the Contractor provide benefits to spouses of employees? Yes _____ No

If the answer to one or both of the above is "No," please skip to Section IV.

III. Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV. Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 4th day of October, 2002 at Santa Ana, CA



Signature

Ronald Rubino

Vice President & CFO

Title

33-0853060

Contractor Tax Identification Number