



August 24, 2023

Susan Corliss
Kit Carson County Clerk & Recorder
PO Box 249
Burlington, CO 80807

Dear Clerk Corliss:

On behalf of the Electronic Recording Technology Board, we are pleased to inform you that your county has been awarded a grant in the amount of 34,502.00 from the Electronic Recording Technology Fund.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions as they are requirements of this Grant to which the County agrees by accepting the Grant Funds.

Once you have reviewed the Grant Award Letter, please email Executive Director Michelle Batey at ertbexecutivedirector@gmail.com with the name, title, and email address of the County Commissioner who will sign the grant agreement. He or she will then be routed a grant agreement to sign through DocuSign. There will be no need to mail any hard copies of the grant agreement.

Additionally, please email an invoice to ertbexecutivedirector@gmail.com.

If you have questions regarding this Grant, please contact: Executive Director Michelle Batey at 303-356-2174 or by email ertbexecutivedirector@gmail.com.

Sincerely,

DocuSigned by:
Christopher Beall

7C7BA4DE09A543F...
Christopher Beall


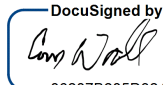
Electronic Recording Technology Board

GRANT AWARD LETTER
SUMMARY OF GRANT AWARD TERMS AND CONDITIONS

State Agency Electronic Recording Technology Board, Colorado Department of State	Grant Amount State Fiscal Year 2023-2024: \$34,502.00 Total Grant Amount for all State Fiscal Years: \$34,502.00 Total Grant Amount will be disbursed upon full execution of this Grant Award Letter.
Grantee Board of County Commissioners of Kit Carson County	CT, VAAA,ERTB, 2024-2566
Grant Issuance Date The later of August 24, 2023 or the date the State Controller or an authorized delegate signs this Grant Letter	
Grant Expiration Date June 30, 2026	
Grant Authority §§ 24-21-401 et seq., C.R.S., particularly § 24-21-404, C.R.S.	Grant Purpose By statute, Grant Funds are awarded to establish, maintain, improve, or replace a County’s electronic filing system. The purpose of this grant is described more fully in the County’s grant application (Exhibit A, Statement of Work).
Exhibits and Order of Precedence The following Exhibits and attachments are included with this Grant: <ol style="list-style-type: none"> 1. Exhibit A, Statement of Work. <p>In the event of a conflict or inconsistency between this Grant and any Exhibit or attachment, such conflict or inconsistency shall be resolved by reference to the documents in the following order of priority:</p> <ol style="list-style-type: none"> 1. The provisions of the other sections of the main body of this Grant. 2. Exhibit A, Statement of Work. 	

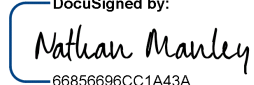
SIGNATURE PAGE

THE SIGNATORIES LISTED BELOW AUTHORIZE THIS GRANT

<p style="text-align: center;">STATE OF COLORADO Jared Polis, Governor Jena Griswold, Secretary of State Electronic Recording Technology Board (ERTB)</p> <p>DocuSigned by:  <small>7C7BA4DE09A543F...</small></p> <p>By: Christopher Beall, Treasurer</p> <p style="text-align: right;">Date: <u>September 8, 2023</u></p>	<p style="text-align: center;">KIT CARSON COUNTY Board of County Commissioners of Kit Carson County</p> <p>DocuSigned by:  <small>86287B285D324E3...</small></p> <p>By: CORY WALL BOCC Chair</p> <p style="text-align: right;">Date: <u>September 8, 2023</u></p>
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In accordance with §24-30-202 C.R.S., this Grant is not valid until signed and dated below by the State Controller or an authorized delegate.

**STATE CONTROLLER
Robert Jaros, CPA, MBA, JD**

DocuSigned by:

66856696CC1A43A...

By: Nathan Manley central contracts specialist

Date: September 11, 2023

1. GRANT

As of the Grant Issuance Date, the State Agency shown on the first page of this Grant Award Letter (the “State”) hereby obligates and awards to Grantee shown on the first page of this Grant Award Letter (the “Grantee”) an award of Grant Funds in the amounts shown on the first page of this Grant Award Letter. By accepting the Grant Funds provided under this Grant Award Letter, Grantee agrees to comply with the terms and conditions of this Grant Award Letter and requirements and provisions of all Exhibits to this Grant Award Letter.

2. TERM

A. Initial Grant Term and Extension

The Parties’ respective performances under this Grant Award Letter shall commence on the Grant Issuance Date and shall terminate on the Grant Expiration Date unless sooner terminated or further extended in accordance with the terms of this Grant Award Letter. Upon request of Grantee, the State may, in its sole discretion, extend the term of this Grant Award Letter by providing Grantee with an updated Grant Award Letter showing the new Grant Expiration Date.

B. Early Termination in the Public Interest

The State is entering into this Grant Award Letter to serve the public interest of the State of Colorado as determined by its Governor, General Assembly, or Courts. If this Grant Award Letter ceases to further the public interest of the State or if State, Federal or other funds used for this Grant Award Letter are not appropriated, or otherwise become unavailable to fund this Grant Award Letter, the State, in its discretion, may terminate this Grant Award Letter in whole or in part by providing written notice to Grantee that includes, to the extent practicable, the public interest justification for the termination. If the State terminates this Grant Award Letter in the public interest, the State shall pay Grantee an amount equal to the percentage of the total reimbursement payable under this Grant Award Letter that corresponds to the percentage of Work satisfactorily completed, as determined by the State, less payments previously made. Additionally, the State, in its discretion, may reimburse Grantee for a portion of actual, out-of-pocket expenses not otherwise reimbursed under this Grant Award Letter that are incurred by Grantee and are directly attributable to the uncompleted portion of Grantee’s obligations, provided that the sum of any and all reimbursements shall not exceed the maximum amount payable to Grantee hereunder. This subsection shall not apply to a termination of this Grant Award Letter by the State for breach by Grantee.

3. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. “**Business Day**” means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the holidays listed in §24-11-101(1) C.R.S.
- B. “**CORA**” means the Colorado Open Records Act, §§24-72-200.1 *et. seq.*, C.R.S.
- C. “**Grant Award Letter**” means this letter which offers Grant Funds to Grantee, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future updates thereto.

- D. **“Grant Funds”** means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by the State under this Grant Award Letter.
- E. **“Grant Expiration Date”** means the Grant Expiration Date shown on the first page of this Grant Award Letter.
- F. **“Grant Issuance Date”** means the Grant Issuance Date shown on the first page of this Grant Award Letter.
- G. **“Exhibits”** exhibits and attachments included with this Grant as shown on the first page of this Grant
- H. **“Extension Term”** means the period of time by which the Grant Expiration Date is extended by the State through delivery of an updated Grant Award Letter
- I. **“Goods”** means any movable material acquired, produced, or delivered by Grantee as set forth in this Grant Award Letter and shall include any movable material acquired, produced, or delivered by Grantee in connection with the Services.
- J. **“Incident”** means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access or disclosure of State Confidential Information or of the unauthorized modification, disruption, or destruction of any State Records.
- K. **“Initial Term”** means the time period between the Grant Issuance Date and the Grant Expiration Date.
- L. **“Party”** means the State or Grantee, and **“Parties”** means both the State and Grantee.
- M. **“PII”** means personally identifiable information including, without limitation, any information maintained by the State about an individual that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. PII includes, but is not limited to, all information defined as personally identifiable information in §§24-72-501 and 24-73-101 C.R.S.
- N. **“Services”** means the services to be performed by Grantee as set forth in this Grant Award Letter, and shall include any services to be rendered by Grantee in connection with the Goods.
- O. **“State Confidential Information”** means any and all State Records not subject to disclosure under CORA. State Confidential Information shall include, but is not limited to, PII and State personnel records not subject to disclosure under CORA. State Confidential Information shall not include information or data concerning individuals that is not deemed confidential but nevertheless belongs to the State, which has been communicated, furnished, or disclosed by the State to Contractor which (i) is subject to disclosure pursuant to CORA; (ii) is already known to Contractor without restrictions at the time of its disclosure to Contractor; (iii) is or subsequently becomes publicly available without breach of any obligation owed by Contractor to the State; (iv) is disclosed to Contractor, without confidentiality obligations, by a third party who has the right to disclose such information; or (v) was independently developed without reliance on any State Confidential Information.
- P. **“State Fiscal Rules”** means the fiscal rules promulgated by the Colorado State Controller pursuant to §24-30-202(13)(a) C.R.S.

- Q. “**State Fiscal Year**” means a 12 month period beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. If a single calendar year follows the term, then it means the State Fiscal Year ending in that calendar year.
- R. “**State Records**” means any and all State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under CORA.
- S. “**Subcontractor**” means third-parties, if any, engaged by Grantee to aid in performance of the Work. “Subcontractor” also includes sub-grantees.
- T. “**Work**” means the delivery of the Goods and performance of the Services described in this Grant Award Letter.
- U. “**Work Product**” means the tangible and intangible results of the Work, whether finished or unfinished, including drafts. Work Product includes, but is not limited to, documents, text, software (including source code), research, reports, proposals, specifications, plans, notes, studies, data, images, photographs, negatives, pictures, drawings, designs, models, surveys, maps, materials, ideas, concepts, know-how, and any other results of the Work. “Work Product” does not include any material that was developed prior to the Grant Issuance Date that is used, without modification, in the performance of the Work.

Any other term used in this Grant Award Letter that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

4. **STATEMENT OF WORK**

Grantee shall complete the Work as described in this Grant Award Letter and in accordance with the provisions of Exhibit A. The State shall have no liability to compensate or reimburse Grantee for the delivery of any goods or the performance of any services that are not specifically set forth in this Grant Award Letter.

5. **PAYMENTS TO GRANTEE**

A. **Maximum Amount**

Payments to Grantee are limited to the unpaid, obligated balance of the Grant Funds. The State shall not pay Grantee any amount under this Grant that exceeds the Grant Amount for each State Fiscal Year shown on the first page of this Grant Award Letter. Financial obligations of the State payable after the current State Fiscal Year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. The State shall not be liable to pay or reimburse Grantee for any Work performed or expense incurred after the Grant Expiration Date.

B. **Close-Out.**

Grantee shall close out this Grant within 45 days after the Grant Expiration Date. To complete close out, Grantee shall submit to the State all deliverables (including documentation) as defined in this Grant Award Letter.

6. **REPORTING - NOTIFICATION**

A. **Performance and Final Status**

Grantee shall submit all financial, performance and other reports to the State no later than the end of the close out described in §5B, containing an evaluation and review of Grantee’s performance and the final status of Grantee’s obligations hereunder.

B. Violations Reporting

Grantee shall disclose, in a timely manner, in writing to the State, all violations of federal or State criminal law involving fraud, bribery, or gratuity violations potentially affecting the award.

7. GRANTEE RECORDS

A. Maintenance and Inspection

Grantee shall maintain records that provide a complete audit trail of funds received and expended, and Grantee shall cooperate and participate in any audits conducted under authority of the Electronic Recording Technology Board or the Colorado State Auditor.

Grantee shall maintain an accounting system and financial records that accurately account for the receipt and disbursement of Grant Funds. For this purpose, Grantee may use either general ledger fund accounting that tracks Grant Funds separately from other county funds or use a tracking spreadsheet. All payments and expenditures must be tracked. Each expenditure must be classified by budget category, such as Personnel, Supplies and Operating, Travel, Equipment, and Professional Services. All financial records must be supported by source documentation (such as invoices, time sheets, etc.).

In addition, Grantee shall provide proof of purchase by a signed contract for any new purchase. Contracts may be emailed to ERTB.Grants@sos.state.co.us.

Grantee shall make, keep, and maintain, all records, documents, communications, notes and other written materials, electronic media files, and communications, pertaining in any manner to this Grant for a period of three years following the completion of the close out of this Grant. Grantee shall permit the State to audit, inspect, examine, excerpt, copy and transcribe all such records during normal business hours at Grantee's office or place of business, unless the State determines that an audit or inspection is required without notice at a different time to protect the interests of the State.

B. Monitoring

The State will monitor Grantee's performance of its obligations under this Grant Award Letter using procedures as determined by the State. The State shall have the right, in its sole discretion, to change its monitoring procedures and requirements at any time during the term of this Agreement. The State shall monitor Grantee's performance in a manner that does not unduly interfere with Grantee's performance of the Work.

C. Final Audit Report

Grantee shall promptly submit to the State a copy of any final audit report of an audit performed on Grantee's records that relates to or affects this Grant or the Work, whether the audit is conducted by Grantee or a third party.

8. CONFIDENTIAL INFORMATION-STATE RECORDS

A. Confidentiality

Grantee shall hold and maintain, and cause all Subcontractors to hold and maintain, any and all State Records that the State provides or makes available to Grantee for the sole and exclusive benefit of the State, unless those State Records are otherwise publically available at the time of disclosure or are subject to disclosure by Grantee under CORA. Grantee shall not, without prior written approval of the State, use for Grantee's own benefit, publish,

copy, or otherwise disclose to any third party, or permit the use by any third party for its benefit or to the detriment of the State, any State Records, except as otherwise stated in this Grant Award Letter. Grantee shall provide for the security of all State Confidential Information in accordance with all policies promulgated by the Colorado Office of Information Security and all applicable laws, rules, policies, publications, and guidelines. If Grantee or any of its Subcontractors will or may receive the following types of data, Grantee or its Subcontractors shall provide for the security of such data according to the following: **(i)** the most recently promulgated IRS Publication 1075 for all Tax Information and in accordance with the Safeguarding Requirements for Federal Tax Information attached to this Grant as an Exhibit, if applicable, **(ii)** the most recently updated PCI Data Security Standard from the PCI Security Standards Council for all PCI, **(iii)** the most recently issued version of the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy for all CJI, and **(iv)** the federal Health Insurance Portability and Accountability Act for all PHI and the HIPAA Business Associate Agreement attached to this Grant, if applicable. Grantee shall immediately forward any request or demand for State Records to the State's principal representative.

B. Other Entity Access and Nondisclosure Agreements

Grantee may provide State Records to its agents, employees, assigns and Subcontractors as necessary to perform the Work, but shall restrict access to State Confidential Information to those agents, employees, assigns and Subcontractors who require access to perform their obligations under this Grant Award Letter. Grantee shall ensure all such agents, employees, assigns, and Subcontractors sign nondisclosure agreements with provisions at least as protective as those in this Grant, and that the nondisclosure agreements are in force at all times the agent, employee, assign or Subcontractor has access to any State Confidential Information. Grantee shall provide copies of those signed nondisclosure restrictions to the State upon request.

C. Use, Security, and Retention

Grantee shall use, hold and maintain State Confidential Information in compliance with any and all applicable laws and regulations in facilities located within the United States, and shall maintain a secure environment that ensures confidentiality of all State Confidential Information wherever located. Grantee shall provide the State with access, subject to Grantee's reasonable security requirements, for purposes of inspecting and monitoring access and use of State Confidential Information and evaluating security control effectiveness. Upon the expiration or termination of this Grant, Grantee shall return State Records provided to Grantee or destroy such State Records and certify to the State that it has done so, as directed by the State. If Grantee is prevented by law or regulation from returning or destroying State Confidential Information, Grantee warrants it will guarantee the confidentiality of, and cease to use, such State Confidential Information.

D. Incident Notice and Remediation

If Grantee becomes aware of any Incident, it shall notify the State immediately and cooperate with the State regarding recovery, remediation, and the necessity to involve law enforcement, as determined by the State. After an Incident, Grantee shall take steps to reduce the risk of incurring a similar type of Incident in the future as directed by the State, which may include, but is not limited to, developing and implementing a remediation plan that is approved by the State at no additional cost to the State.

E. Safeguarding PII

If Grantee or any of its Subcontractors will or may receive PII under this Agreement, Grantee shall provide for the security of such PII, in a manner and form acceptable to the State, including, without limitation, State non-disclosure requirements, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections, and audits. Grantee and its Subcontractors shall maintain security procedures and practices consistent with §§24-73-101 *et seq.*, C.R.S.

9. CONFLICTS OF INTEREST

Grantee shall not engage in any business or activities, or maintain any relationships, that conflict in any way with the full performance of the obligations of Grantee under this Grant. Grantee acknowledges that, with respect to this Grant, even the appearance of a conflict of interest shall be harmful to the State's interests and absent the State's prior written approval, Grantee shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of Grantee's obligations under this Grant. If a conflict or the appearance of a conflict arises, or if Grantee is uncertain whether a conflict or the appearance of a conflict has arisen, Grantee shall submit to the State a disclosure statement setting forth the relevant details for the State's consideration.

10. INSURANCE

Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S. (the "GIA"). Grantee shall ensure that any Subcontractors maintain all insurance customary for the completion of the Work done by that Subcontractor and as required by the State or the GIA.

11. REMEDIES

In addition to any remedies available under any exhibit to this Grant Award Letter, if Grantee fails to comply with any term or condition of this Grant, the State may terminate some or all of this Grant and require Grantee to repay any or all Grant funds to the State in the State's sole discretion. The State may also terminate this Grant Award Letter at any time if the State has determined, in its sole discretion, that Grantee has ceased performing the Work without intent to resume performance, prior to the completion of the Work.

12. DISPUTE RESOLUTION

Except as herein specifically provided otherwise, disputes concerning the performance of this Grant that cannot be resolved by the designated Party representatives shall be referred in writing to a senior departmental management staff member designated by the State and a senior manager or official designated by Grantee for resolution.

13. NOTICES AND REPRESENTATIVES

Each Party shall identify an individual to be the principal representative of the designating Party and shall provide this information to the other Party. All notices required or permitted to be given under this Grant Award Letter shall be in writing, and shall be delivered either in hard copy or by email to the representative of the other Party. Either Party may change its principal representative or principal representative contact information by notice submitted in accordance with this §13.

14. GOVERNMENTAL IMMUNITY

Liability for claims for injuries to persons or property arising from the negligence of the Parties, their departments, boards, commissions committees, bureaus, offices, employees and officials shall be controlled and limited by the provisions of the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the State's risk management statutes, §§24-30-1501, et seq. C.R.S. No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, contained in these statutes.

15. GENERAL PROVISIONS

A. Assignment

Grantee's rights and obligations under this Grant are personal and may not be transferred or assigned without the prior, written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Grantee's rights and obligations approved by the State shall be subject to the provisions of this Grant Award Letter.

B. Captions and References

The captions and headings in this Grant Award Letter are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions. All references in this Grant Award Letter to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

C. Entire Understanding

This Grant Award Letter represents the complete integration of all understandings between the Parties related to the Work, and all prior representations and understandings related to the Work, oral or written, are merged into this Grant Award Letter.

D. Modification

The State may modify the terms and conditions of this Grant by issuance of an updated Grant Award Letter, which shall be effective if Grantee accepts Grant Funds following receipt of the updated letter. The Parties may also agree to modification of the terms and conditions of the Grant in a formal amendment to this Grant, properly executed and approved in accordance with applicable Colorado State law and State Fiscal Rules.

E. Statutes, Regulations, Fiscal Rules, and Other Authority.

Any reference in this Grant Award Letter to a statute, regulation, State Fiscal Rule, fiscal policy or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended since the Grant Issuance Date. Grantee shall strictly comply with all applicable Federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

F. Digital Signatures

If any signatory signs this agreement using a digital signature in accordance with the Colorado State Controller Contract, Grant and Purchase Order Policies regarding the use of

digital signatures issued under the State Fiscal Rules, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this Contract by reference.

G. Severability

The invalidity or unenforceability of any provision of this Grant Award Letter shall not affect the validity or enforceability of any other provision of this Grant Award Letter, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under the Grant in accordance with the intent of the Grant.

H. Survival of Certain Grant Award Letter Terms

Any provision of this Grant Award Letter that imposes an obligation on a Party after termination or expiration of the Grant shall survive the termination or expiration of the Grant and shall be enforceable by the other Party.

I. Third Party Beneficiaries

Except for the Parties' respective successors and assigns described above, this Grant Award Letter does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Any services or benefits which third parties receive as a result of this Grant are incidental to the Grant, and do not create any rights for such third parties.

J. Waiver

A Party's failure or delay in exercising any right, power, or privilege under this Grant Award Letter, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

K. [Reserved]

L. Authority

Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations have been duly authorized.

**EXHIBIT A, STATEMENT OF WORK
(GRANT APPLICATION)**



ELECTRONIC
RECORDING
TECHNOLOGY
BOARD

Grant Application

Updated 9-24-21

Background

In the state of Colorado, a one-dollar per document technology fee was implemented in the early 2000's to aid County offices across the state in funding technological advancements in recording. As a result, Colorado was the first multi-jurisdictional state in the nation to adopt e-Recording across the state.

In the spring of 2014, a working group made up of real estate, lending, legal professionals as well as counties conducted a statewide needs assessment and a request for information to evaluate the state of recording systems in Colorado.

In the spring of 2016, legislation was passed, and this board and a funding structure were created from Senate Bill 16-115.

Our Vision

To create, support, and maintain a statewide land records environment that promotes accessibility and consistency for the public in an efficient and user-friendly manner.

Our Mission

To develop, maintain, improve, replace, or preserve land records systems in our state.

Business Purpose

The business purpose of the board is to develop and modernize electronic filing systems throughout the state as defined in 24-21-402 (2).

Our Core Goals (24-21-403 (1))

- Assure the security, accuracy, and preservation of public records required to be maintained by a Clerk and Recorder.
- Maintain the privacy of personal identifying information, online public access to which is not necessary to the proper functioning of land title records or other public records required to be maintained by a clerk and recorder.
- Assure that the sequence in which documents are received by a clerk and recorder is accurately reflected to the greatest extent practicable.
- Provide for online public access to public documents while maintaining the privacy of personal identifying information when applicable.
- Assure that electronic filing systems used in different counties are similar so as to facilitate the submission and searching of electronic records.

Our Objectives

1. Develop a strategic plan that incorporates the core goals and establish the administration of the Electronic Recording Technology Fund and Board.
2. Determine functionality standards for an electronic filing system that supports the core goals.
3. Issue a Request for Proposal (RFP) for electronic filing system equipment and software that the counties may choose to acquire.
4. Develop best practices for an electronic filing system.
5. Provide training to Clerk and Recorders related to electronic filing systems.
6. Develop a grant program, prepare reports and promulgate any necessary rule-making.
7. Develop subcommittees and project timelines for implementation.



Board Members

Susan Corliss	Kit Carson County Clerk and Recorder	Representing County Clerk & Recorders
Chris Beall Sr.	Program Director, CO Secretary of State	Representing Secretary of State
Amanda Gonzalez	Jefferson County Clerk and Recorder	Representing County Clerk & Recorders
Angela Myers	Larimer County Clerk and Recorder	Representing County Clerk & Recorders
Charles Calvin	Calvin Law Firm	Representing Colorado Bar Association
Trish Gilbert	Saguache County Clerk and Recorder	Representing County Clerk & Recorders
Lloyd Booth,	Mead Technology Group	Representing Mortgage Lending Industry
Robert Howe	Title Company of the Rockies	Representing Title Industry
Molly Fitzpatrick	Boulder County Clerk and Recorder	Representing County Clerk & Recorders

Who is eligible for grants?

Any Colorado County Clerk and Recorder.

What projects are available for grants?

Any project that establishes, maintains, improves, or replaces a County Electronic Filing System, the electronic document management system that enables a county clerk and recorder to accept electronic recording of land records and to provide online access to recorded documents.

Eligible projects may include digitization and indexing of documents received for recording in the office of the county clerk, especially documents that affect rights in real property.

In addition, the ERTB may approve a grant application when a portion of the grant funds will be used to digitize public documents that are not related to real property but that are managed by the county's electronic filing system. See CRS § 24-21-404(2)(b)(II), as enacted by HB 21-1225. For further information, see the Board's Policy Governing Grants for Digitization and Indexing.

In addition to projects that establish, maintain, improve, or replace an Electronic Filing System, eligible projects may include improvements to the security of a county's general information technology systems, if the improvement is necessary to improve the security of the county's electronic filing system. (Added by HB 21-1225)

For the purpose of this grant application and as defined in 24-21-401:

- (1) "Board" means the Electronic Recording Technology Board created in Section 24-21-402 (1)
- (2) "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- (3) "Electronic Filing System" means the document management system used by a Clerk and Recorder to comply with the statutory requirements set forth in part 4 of article 10 of title 30 C.R.S., for:
 - (a) Electronic documents received for recording or filing in the Clerk and Recorder's office; and
 - (b) Paper documents received for recording or filing in the Clerk and Recorder's office that are converted from paper, microfilm, or microfiche into an electronic format.
- (4) "Fund" means the Electronic Recording Technology Fund created in section 24-21-404 (1).

Deadline and Important Application Process Reminders

Grants will be considered on a monthly basis. In order to be considered for a grant, please submit your completed application via the on-line application or downloadable PDF at www.ertb.org by the first business day of the month. PDF applications can be emailed to ERTB.Grants@Coloradosos.gov. Counties will be notified by a grant award letter within 60 days and will be asked to sign a grant agreement. Please direct any questions about the application to ertbexecutivedirector@gmail.com.

Quotes/bids that support the grant-funding amount being requested must be included. Similar detail regarding past expenditures must be provided if reimbursement is being requested.

In order to improve a county's application, the county is encouraged but is not required to submit "letters of support" for the grant. It is recommended that these letters come from various sources, including (but not limited to) county government officials, industry partners or customers, chambers of commerce, or business leaders, etc.

Conditions for Receiving Grants

Before applying for any grant funds, please read the following conditions that will be included (but not limited to) as part of your grant agreement:

- Counties will cooperate with the Electronic Recording Technology Executive Director and Board and in their statutory reporting requirements.
- Any vendor contracts must include training on any equipment being purchased.
- Counties agree to participate in recording best practices, as defined in 24-21-403 (3) (d).
- If grant funds are not used in the first year, counties must submit to the Electronic Recording Technology Board a request for approval regarding how and when the funds will be spent. The Electronic Recording Technology Board will respond within 60 days. All funds must be expended by June 30, 2026.
- Counties will be required to provide proof of purchase by a signed contract or paid invoice for any new purchase along with a completed audit form to be provided. Audit forms must be completed within 30 days of receipt. These can be emailed to ERTB.Grants@Coloradosos.gov.
- Counties must be current and timely on their transmission of Recording Technology Fees to the Fund. Counties may submit comments to the Electronic Recording Technology Board for exceptions due to factors outside their control.
- The County agrees to maintain recordkeeping that provides a complete audit trail of funds received and expended, and the County agrees to cooperate and participate in any audits conducted under authority of the Electronic Recording Technology Board or the Colorado State Auditor. The County must maintain an accounting system and financial records that accurately account for the receipt and disbursement of Grant Funds. For this purpose, the county may use either general ledger fund accounting that tracks Grant Funds separately from other County funds, or use a tracking spreadsheet. All payments and expenditures must be tracked. Each expenditure must be classified by budget category, such as Personnel, Supplies and Operating, Travel, Equipment and Professional Services. All financial records must be supported by source documentation (such as invoices, time sheets, etc.).
- Counties may apply for reimbursement of funds that have already been expended if the expenditure establishes, maintains, improves or replaces a County Electronic Filing System as defined in 24-21-404 (2) and meets the core goals listed on Page 2. Additionally, the expenditure of funds must have taken place after the effective date of SB 16-115, June 10, 2016. Counties must provide proof of purchase.
- Counties may apply for funding to hire temporary staff for the completion of an eligible project. Counties must provide a closed quote and a statement of work.
- Counties may apply for funds more than one time.
- Any applications that are not completely filled out will be returned to the county and can be resubmitted once completed. All application questions should be answered, even if they do not pertain to the specific grant request. Part of the Board's function is to gather information about hardware and software used by counties.
- Counties should include any invoices or proposals if applicable.



- The Electronic Recording Technology Board reserves the right to partially fund a grant request.
- County tiers in the application refers to the classes listed in statute 30-1-101 and provided below:

30-1-101. Classification of counties - fixing fees

(1) For the purpose of fixing fees, chargeable and to be collected by county and other officers, and for no other purpose, the several counties of this state are divided into five classes, which classes shall be known as the first, second, third, fourth, and fifth, as follows:

(a) The city and county of Denver is a county of the first class;

(b) The counties of Adams, Arapahoe, Boulder, Douglas, El Paso, Jefferson, Pueblo, and Weld are counties of the second class;

(c) The counties of Delta, Garfield, Larimer, Las Animas, Logan, Mesa, Montezuma, Montrose, Morgan, and Otero are counties of the third class;

(d) The counties of Alamosa, Archuleta, Bent, city and county of Broomfield, Chaffee, Cheyenne, Clear Creek, Conejos, Costilla, Crowley, Eagle, Elbert, Fremont, Gilpin, Gunnison, Huerfano, Kit Carson, Lake, La Plata, Lincoln, Ouray, Park, Phillips, Prowers, Rio Grande, Routt, Saguache, San Miguel, Sedgwick, Teller, Washington, and Yuma are counties of the fourth class;

(e) The counties of Baca, Custer, Dolores, Grand, Hinsdale, Jackson, Kiowa, Mineral, Moffat, Pitkin, Rio Blanco, San Juan, and Summit are counties of the fifth class.

ELECTRONIC RECORDING TECHNOLOGY FUND GRANT APPLICATION CHECKLIST

Complete the entire application regardless of whether it applies to a specific grant request. Incomplete applications will be returned to the county and can be resubmitted once completed.

Include any bids, invoices or proposals that are applicable to the grant application. For digitization and indexing, make sure that bids include the number of pages and/or documents to be digitized and/or indexed.

Do not include any requests that would include expenditures past June 30, 2026, since the grant program is scheduled to be statutorily repealed on September 1, 2026.

Grants can only be awarded for goods or services that fall under the statutory definition of "electronic filing system" in 24-21-401.

Electronic Recording Technology Fund Grant Application Form

General Information

County Name **Kit Carson**

County Clerk & Recorder Name **Susan Corliss**

Phone **719.346.8638**

Email **susan.corliss@kitcarsoncounty.org**

Alternant contact

Phone

Email

Mailing Address **PO Box 249**

City **Burlington**

State **CO**

Zip **80807**

County Tier **Four**

County budget cycle (calendar, fiscal) including dates **January 1,2021 to December 31, 2022**

How many recordings do you do in a year? **2,600**

How much do you collect of the \$1 Recording Technology Fee in an average year (over the last three years)?

\$2,572

How much money is in your technology fund?

\$6,793

Recording Equipment Information **GovOS (Kofile) - CountyFusion**

Is your county currently recording documents Electronically Manually

What is the age of your current software? What is the age of the equipment (hardware) for which you are applying? What is the expected life of the software and hardware?

Current software was purchased in 2018 with quarterly updates. The computers have been update in the past 2 years, one included in this application. Comparison of recording software is being done to explore options for 2026 when the GovOS contract expires.

What is the condition of your current software? What is the condition of the equipment (hardware) for which you are applying?

The current software is up-to-date. Most is in excellent shape the document scanner and stamper are from 2018; if these are updated their would need to be major changes in the software. There are no new purchases listed in this grant.

Who is your current vendor? What product and version do you currently use?

GovOS (Kofile) Version - CountyFusion 1.43.0

What is your current annual payment to your vendor and how is it calculated?

\$11,327 per year per contract on June 8, 2021 to expire May 31, 2026



How and what kind of hosting is done with any parts of your recording system?

There is a server on-site and backups are done virtually by GovOS in two different locations.

What is the term of your contract (dates) with your current vendor?

GovOS - contract on June 8, 2021 to expire May 31, 2026

What percentage of your documents have been digitized? What percentage of your documents have been indexed? What will the percentage be if this grant application is approved?

100% digitized and indexed thanks to ERTB Grants

What percentage of your land documents are accessible online? What will the percentage be if this grant application is approved?

100% thanks to ERTB Grants

Grant Information There were various reasons for the delay in filing this application. When it is for maintaining, it doesn't really fit the score sheet.

Why are you applying for grant funds?

3 Years Annual Maintenance Fees - 2021, 2022, and 2023; Business Software Review in 2021 which was working with the software engineer that personalized our software when installed to review what we utilize and what could be improved or introduced; computer and monitor replacement in 2021 and 2022

Amount of grant request (no funding requests involving expenditures past June 30, 2026).

\$34,502.00 Itemized below \$41,252 total less the RTF of \$6,750 = \$34,502

What do you want to use the grant money for? Break out the expenses and include bids, invoices, or proposals with your request. What specific equipment and software do you want to purchase?

GovOS Annual Maintenance - \$11,327 per year for a total of	\$33,981.00	- 2021, 2022, 2023
Business Software Review - GovOS total	\$ 5,000.00	
Computer - Amazon - replaced indexing recording computer	\$ 879.00	
Monitor - SHI replaced monitor on indexing recording computer	\$ 154.00	
Computer - Amazon - Replace recording computer	\$ 1,238.00	

If you are requesting grant funding for digitization and indexing, please provide a general description of the documents to be digitized and/or indexed, the approximate date ranges, the total number of pages or documents, and an estimate of the percent of documents that are not related to interests in real property. If there are documents not listed in the Board's Policy Governing Grants for Digitization and Indexing, as examples of real property documents but the Clerk believes are related to interests in real property, please provide an explanation of why the documents are related to real property. Attach supporting bids if applicable. Bids should include the number of pages and/or documents to be digitized and/or indexed. For further information, see the Board's Policy Governing Grants for Digitization and Indexing.

Digitization and Indexing have been completed and excess grant money has been returned.

If you are requesting grant funding to improve the security of your county's general information technology systems, please describe generally the security measures to be undertaken with grant funds and explain why/how the improvement is necessary to improve the security of your electronic filing system.

Researching ways to do this in our county for a future grant opportunity.

If the grant is for temporary staff, what specific project will the staff be working on? (Please attach a Statement of Work).

N/A

How do you plan to segregate grant funds from county funds?

The funds for ERTB Grants are placed in the Account 190 - Clerk's Electronic Filing Fee, which is where the \$1 Recording Technology Funds are tracked along with the expenditures for the Recording Electronic expenses. A spreadsheet is attached of that account.

Will any monies from your technology fund be used for the purpose(s) contained in the grant request? If yes, how much?

Yes - \$6,750

If no, explain the plans for the use of your technology fund.

N/A

Will this be (or was this) a competitive bid process (RFP) or an upgrade to an existing system?

Annual Maintenance & Support of CountyFusion and Online access are under contract, other items were under the bid requirement of Kit Carson County.

Will the grant award increase your annual maintenance costs? If so, do you have a long-term plan to budget for the increase?

No this will not increase our annual maintenance cost. Without the ERTB Grant, Kit Carson County would have to expend county dollars of approximately \$9,000 per year to maintain the current system with no extra RTF funds for system upgrades.

Describe how the funds will be used to achieve the stated business purpose and core goals.

A) To assure the security, accuracy and preservation of public records

Preservation was accomplishment with earlier grants. Annual maintenance insures a piece of security.

B) To maintain the privacy of personal identifying information, online access.

Redaction of documents protects the PII while available on-line.

C) To assure that the sequence in which documents are received by a clerk are accurately reflected to the greatest extent practicable

Over the counter recording is time stamped to be recorded in order with any online recording

D) To provide for online public access to public records

Already in practice since May of 2018, which has grown in use every year.



E) To assure that electronic filing systems used in different counties are similar so as to facilitate the submission and searching of electronic records.

When CountyFusion was selected by Kit Carson County, Boulder County was toured and compatibility for a smaller was discussed with Boulder and Denver Counties. It was determined that the company considered cost for the counties per size but the integrity and the process of the recording to be very similar. Changes to one county are offered to others to keep the programs similar.

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the Electronic Recording Technology Board.

Susan Corliss

Signature of County Clerk & Recorder

8-4-23

Date



ELECTRONIC
RECORDING
TECHNOLOGY
BOARD

Kit Carson County Grant Application Supporting Documents

Exhibit 1

- Letter of Support - 39 North by Kody Cook

Exhibit 2

- Monthly County Submittal Forms - May, June, July

Exhibit 3

- Kit Carson County support of segregate/account for grant funds and how current technology funds are used

Exhibit 4

- GovOS Contract Maintenance Bills for 2021, 2022, 2023 - \$11,327/year

Exhibit 5

- Purchase Order 21-00200 - Amazon Capital Services - Computer - \$879

Exhibit 6

- SHI - Monitor Order #24497810 - \$154.00

Exhibit 7

- Purchase Order 23-00248- Amazon Capital Services - Computer - \$1,238.00

Exhibit 1

Susan Corliss

From: Kody Cook <Cook@39northllc.com>
Sent: Wednesday, July 19, 2023 1:47 PM
To: Susan Corliss
Subject: Grant support

To whom it may concern,

I have been using Kit Carson's Counties online records search on and off over the years and what they have available has been a huge help to my real estate research. As we all know the future of data is electronic for the ease of use, speed, storage capacity and readability of electronic Instruments. In converting all of the old paper copy Instruments into an electronic copy is a huge endeavor that takes a lot of time and effort to complete. It also takes the correct equipment in order access and use the electronic data. I am writing this letter in support of Kit Carson County for the Electronic Recording Technology Board grant so the Kit Carson County records can continue to be available online and improve service to the landowners of the county.



Kody Cook
Title Specialist
618-889-5472
cook@39northllc.com

Exhibit 2



ELECTRONIC
RECORDING
TECHNOLOGY
BOARD

MONTHLY COUNTY SUBMITTAL FORM

Email to finance@sos.state.co.us

Date: May 10, 2023

County: Kit Carson

Number of Recordings*: 231

Amount: \$462

Submitting for the month of: April

Will submit by: Check Electronic

Prepared by: Susan Corliss

* Please list only the number of recordings subject to the \$2 Electronic Recording Technology Fund surcharge.



ELECTRONIC
RECORDING
TECHNOLOGY
BOARD

MONTHLY COUNTY SUBMITTAL FORM

Email to finance@sos.state.co.us

Date: June 14, 2023

County: Kit Carson

Number of Recordings*: 281

Amount: \$562.00

Submitting for the month of: May

Will submit by: Check Electronic

Prepared by: Susan Corliss

* Please list only the number of recordings subject to the \$2 Electronic Recording Technology Fund surcharge.

Exhibit 2



ELECTRONIC
RECORDING
TECHNOLOGY
BOARD

MONTHLY COUNTY SUBMITTAL FORM

Email to finance@sos.state.co.us

Date: July 18, 2023

County: Kit Carson

Number of Recordings*: 228

Amount: \$456.00

Submitting for the month of: June

Will submit by: Check Electronic

Prepared by: Susan Corliss

* Please list only the number of recordings subject to the \$2 Electronic Recording Technology Fund surcharge.

Exhibit 2

Exhibit 3

Dept: 190 Clerk's Electronic Filing Fee															
Date	Description	2017 ER	2018 Grant	2018 ER	2019 Grant	2019 ER	2020 Grant	2020 ER	2021 - No Grant	2021 ER	2022 - No Grant	2022 ER	2023 Budget	2023 ER	2023 Comments
Revenues															
Remaining Electronic Recording Funds															
2017	42800.0500 Cler	\$ 2,352				\$ -		\$ 1,325		\$ 1,571	\$ -	\$ 4,124	\$ 6,793.00	\$ 6,793	
7/30/2018	43002.0500 State Grant Funds - KCC	\$ 28,839.84													
2018	42800.0500 Clerk's Electronic Filing Fee			\$ 2,204.00											
	43002.0500 State Grant Funds - KCC2 - Digitization				\$ 216,429.51										
2019	42800.0500 Clerk's Electronic Filing Fee					\$ 2,103.00									
	43002.0500 State Grant Funds - KCC3 - Indexing						\$ 177,223.75								
2020	42800.0500 Clerk's Electronic Filing Fee							\$ 2,496.00							
2021	42800.0500 Clerk's Electronic Filing Fee									\$ 2,553.00					
2022	42800.0500 Clerk's Electronic Filing Fee - Budget										\$ 2,669	\$ 2,669	\$ 2,500.00		
2022	43002.0500 State Grant Funds - Budget												\$ 34,000.00		
Total Revenues		\$ 2,352.00	\$ 28,839.84	\$ 2,204.00	\$ 216,429.51	\$ 2,103.00	\$ 177,223.75	\$ 3,821.00	\$ -	\$ 4,124.00	\$ -	\$ 6,793.00	\$ 43,293.00	\$ 6,793.00	
Expenditures															
4/19/2017	54900.0000 Maintenance Contracts		\$ 10,788.00												
2/7/2018	59350.0000 Under \$5000 - Comput		\$ 573.92												
3/21/2018	54900.0000 Maintenance Contracts		\$ 10,788.00												
9/5/2018	59300.0000 Over \$5000 - United Res		\$ 11,257.90												
2018	42800.0500 Cler		\$ 2,352.00	\$ 2,204.00											
5/31/2019	54900.0000 Maintenance Contracts - Kofile		\$ 10,788.00												
3/29/2019	59300.0000 Over \$5000 - US Imaging - Digitization Stage 1		\$ 70,166.98												
2019	42800.0500 Clerk's Electronic Filing Fee - Used				\$ 778.00										
1/10/2020	59300.0000 Over \$5000 - US Imaging - Digitization Stage 2		\$ 66,379.48												
4/13/2020	54900.0000 Maintenance Contracts - Kofile						\$ 10,788.00								
7/20/2020	59300.0000 Over \$5000 - US Imaging - Digitization Stage 3		\$ 53,166.14												
9/25/2020	59300.0000 Over \$5000 - Gov Connection - Server							\$ 5,321.27							
10/2/2020	59300.0000 Over \$5000 - Gov Connection - Server							\$ 366.03							
1/5/2021	59350.0000 Under \$5000 - Computers - Gov Connection							\$ 931.86							
7/7/2021	59300.0000 Over \$5000 - US Imaging - Indexing Stage 4							\$ 159,690.50							
7/8/2021	59300.0000 Over \$5000 - US Imaging - Digitization Missed		\$ 311.45												
2020	42800.0500 Clerk's Electronic Filing Fee - Used						\$ 2,250.00								
6/8/2021	54900.0000 Maintenance Contracts - Kofile							\$ 11,327.00	2023 Grant						
6/8/2021	53120.0000 Technical Services - Kofile Business Process Review							\$ 5,000.00	2023 Grant						
9/17/2021	59350.0000 Under \$5000 - Computers - Gov Connection							\$ 879.00	2023 Grant						2023 Grant Est.
2021	42800.0500 Clerk's Electronic Filing Fee - Used														\$ 34,502.00
4/5/2022	55151.0000 Refunds - ERTB Grant Money										18771.55	Grants #2&3 Over			
5/10/2022	54900.0000 Maintenance Contracts - Kofile							\$ 11,327.00	2023 Grant						2023 Grant
10/1/2022	59350.0000 Under \$5000 Amazon - Lenovo Monitor							\$ 154.00	2023 Grant						2023 Grant
2020-2022	42800.0500 Clerk's Electronic Filing Fee - Used													\$ 6,750.00	
6/28/2023	54900.0000 Maintenance Contracts - Kofile												\$ 11,327.00	2023 Grant	
7/26/2023	59350.0000 Under \$5000 - SHI - Dell Computer												\$ 1,238.00	2023 Grant	
\$ 452,569.53	Total Expenditures	\$ 2,352	\$ 33,407.82	\$ 2,204.00	\$ 200,812.05	\$ 778.00	\$ 177,097.66	\$ 2,250.00	\$ 17,206.00	\$ -	\$ 11,481.00	\$ -	\$ 12,565.00	\$ 6,750.00	\$ 41,252.00
Grand Total:		\$ -	\$ (4,567.98)	\$ -	\$ 15,617.46	\$ 1,325.00	\$ 126.09	\$ 1,571.00	\$ (17,206.00)	\$ 4,124.00	\$ (11,481.00)	\$ 6,793.00	\$ 30,728.00	\$ 43.00	
	With Kit Carson County Electronic Rec	\$ (11.98)			\$ 16,395.46		\$ 2,376.09								
	Grant Refund Required				Yes		Yes								

From Report

Revenues		2017-2022	
42800.0500 Cler	\$	14,377.00	
43002.0500 State	\$	422,493.10	
Total Revenues	\$	436,870.10	\$ 436,870.10
Expenditures			
53120.0000 Tech	\$	5,000.00	
54900.0000 Main	\$	77,133.00	
59300.0000 Over	\$	366,659.75	
59350.0000 Und.	\$	3,776.78	
	\$	452,569.53	\$ 452,569.53
County Electronic	\$	7,584.00	\$ (6,793.00)

County General Money Used in 2017 - 2022	\$ (8,115.43)
2021-23 Expenditures (3 years Maintenance Plus)	\$ 41,252.00
Less - Clerk's Electronic Recording Dollars (\$1)	\$ (6,750.00)
2023 Grant Proposal (3 years Maintenance Plus)	\$ 34,502.00

HONORABLE SUSAN CORLISS
KIT CARSON COUNTY CLERK
& RECORDER

1650 Donelan Avenue, Suite 203
Burlington, CO 80807

ADDENDUM FOR RENEWAL AND EXTENSION

Support & Maintenance for GovOS Records
Kit Carson County Records Management System

June 8, 2021

SUBMITTED BY
Rob Piskorowski
Enterprise Account Executive



6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235

P/214.442.6668 F/ 214.442.6669

WWW.KOFILE.COM

STATEMENT OF WORK

This Proposal will become an addendum to current contract between Kit Carson County and Kofile Technologies, Inc.

CLIENT NAME:	Honorable Susan Corliss County Clerk & Recorder
PROJECT NAME:	GovOS Records Software Maintenance and Support Renewal
SERVICES PROVIDED BY:	GovOS, Inc.
VENDOR CONTACT INFORMATION:	Rob Piskorowski GovOS, Inc. 6300 Cedar Springs Road Dallas, TX 75235 T: (214) 442 6668
REMIT TO:	Payable to: GovOS, Inc. PO Box 541028 Dallas, TX 75254

ADDENDUM AGREEMENT FOR RENEWAL

Renewal of Maintenance and Support contract for GovOS Records System for sixty (60) months commencing on June 1, 2021 and expiring at 11:59 pm on May 31, 2026.

PRICING

ITEM DESCRIPTION	DELIVERY SCHEDULE (BUSINESS DAYS)	COST
GovOS Records Management System Annual Maintenance & Support <ul style="list-style-type: none"> • Help-desk support • Toll-free support • Troubleshooting • Ongoing Training w/ Documentation (if desired) • Upgrades & Enhancements • Regulatory Changes • Bug fixes • User Group Meetings • Release Notes w/ Web Meetings 	Upon contract execution	\$11,327 per year for 5-year term
Business Process Review - <i>Software Review</i>	Upon contract execution	\$5,000 one time fee (first year only)
ANNUAL TOTAL (5-year term)		\$61,635.00

2021-22
 2022-23
 2023-24
 \$33,981⁰⁰

[SIGNATURES ON FOLLOWING PAGE]

ACCEPTANCE

Please indicate your agreement to proceed based on the information contained in this Statement of Work by signing below. The terms and conditions outlined in this SOW are valid until **June 1, 2026**.

WITNESS WHEREOF, the parties hereto have duly executed this Renewal as of the Effective Date.

KIT CARSON COUNTY,

Susan Corliss

By: *D L H*

Name: The Honorable Susan Corliss
Title: **Kit Carson County Clerk & Recorder**

Name: David L. Hornung
Title: Kit Carson County Board of County Commissioner Chairman

Date: *June 9 2021*

GovOS, Inc.

By: _____

Name: Kevin Lafeber

Title: President

Date: June 10, 2021

Exhibit 4



Invoice

INV-KSW-001461
Invoice Date :8/1/2021
Due Date :8/31/2021
Terms :Net 30

Bill To

Susan Corliss
Kit Carson Clerk & Recorder
251 16th Street, Suite 203
Burlington CO 80807
United States

Ship To

Susan Corliss
Kit Carson Clerk & Recorder
251 16th Street, Suite 203
Burlington CO 80807
United States

AMOUNT DUE

\$16,327.00

SEE NEW REMITTANCE INFORMATION

Sales Order Number	PO #	Sales Rep	Shipping Method
Sales Order #SO1930010		Rob Piskorowski	

Quantity	Item		Rate	Amount
1	SW51235 CountyFusion-Maintenance Annual	0020.190.54900	\$11,327.00	\$11,327.00
1	SW51330 Business Process Review *One Time Charge	0020.013.53110 <i>SR</i>	\$5,000.00	\$5,000.00

MEMO

June 1, 2021 - May 31, 2022

Subtotal	\$16,327.00
Tax Total (%)	\$0.00
Shipping Cost(\$)	
Invoice Total	\$16,327.00
Less Payments/Credits:	-\$0.00
Total Amount Due:	\$16,327.00

0020.190.54900

RECEIVED SEP 27 2021 KR

NEW Remittance Address

GovOS, Inc.
PO Box 676237
Dallas, TX 75267-6237

Bank Details for ACH Payments

Bank Name:Capital One, NA
Routing Number: 111901014
Account Name: GovOS, Inc
Account Number: 4670266048
Please send remittance advice to: AR@GovOS.com



Invoice

INV-KSW-004499
Invoice Date :6/6/2022
Due Date :7/6/2022
Terms :Net 30

Bill To

Susan Corliss
Kit Carson Clerk & Recorder
251 16th Street, Suite 203
Burlington CO 80807
United States

Ship To

Susan Corliss
Kit Carson Clerk & Recorder
251 16th Street, Suite 203
Burlington CO 80807
United States

AMOUNT DUE

\$11,327.00

SEE NEW REMITTANCE INFORMATION

Sales Order Number	PO #	Sales Rep	Shipping Method
Sales Order #SO1930010		Rob Piskorowski	

Quantity	Item	Rate	Amount
1	SW51235 CountyFusion-Maintenance Annual June 1, 2022 to May 31, 2023	\$11,327.00	\$11,327.00

MEMO

June 1, 2022 to May 31, 2023

Subtotal	\$11,327.00
Tax Total (%)	\$0.00
Shipping Cost(\$)	
Invoice Total	\$11,327.00
Less Payments/Credits:	-\$0.00
Total Amount Due:	\$11,327.00

0020.190.54900
SC

RECEIVED JUN 10 2022 KR

ENTERED JUN 10 2022 KR

NEW Remittance Address

GovOS, Inc.
PO Box 676237
Dallas, TX 75267-6237

Bank Details for ACH Payments

Bank Name:Capital One, NA
Routing Number: 111901014
Account Name: GovOS, Inc
Account Number: 4670266048
Please send remittance advice to: AR@GovOS.com

Exhibit 4



Invoice

INV-1896
Invoice Date: 6/15/2023
Due Date: 7/15/2023
Terms: Net 30

Bill To

Susan Corliss
1057 Kit Carson Clerk & Recorder CO
1650 Donelan Ave Ste 203
Burlington CO 80807-1681
United States

Ship To

Susan Corliss
1057 Kit Carson Clerk & Recorder CO
1650 Donelan Ave Ste 203
Burlington CO 80807-1681
United States

AMOUNT DUE

\$11,327.00

SEE NEW REMITTANCE INFORMATION

Sales Order #	Purchase Order #	Sales Rep
SO1930010		

Item	Quantity	Rate	Amount
SW51235 CountyFusion-Maintenance Annual	1	\$11,327.00	\$11,327.00

Memo

June 1, 2023 to May 31, 2024

Subtotal	\$11,327.00
Tax Total (0%)	\$0.00
Shipping Cost	\$0.00
Total	\$11,327.00
Less Payments/Credits	-\$0.00
Total Amount Due	\$11,327.00

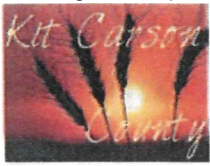
0020.190.54900
/s/

NEW Remittance Address

GovOS, Inc.
PO Box 676237
Dallas, Tx 75267-6237

Bank Details for ACH Payments

Bank Name: Capital One, NA
Routing Number: 111901014
Account Name: GovOS, Inc
Account Number: 4670266048
Please send remittance advice to: AR@GovOS.com



KIT CARSON COUNTY
 251 16th St.
 PO Box 160
 Burlington, Colorado 80807-1674
 (719) 346-8133 x304

PURCHASE ORDER

Exhibit 5

PO Number: **21-00200** Date:

Request #: Vendor #: 09/17/2021

21-00198 01-AMZCAP

ISSUED TO:

SHIP TO:

AMAZON CAPITAL SERVICES
 PO BOX 035184
 SEATTLE, WA 98124-5184

KIT CARSON COUNTY
 251 16TH ST. STE 101
 BURLINGTON, CO 80807-1427

ITEM	UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1	1.00	DESKTOP	020-190-59350.0000	879.00	879.00

Approvals:
 Department head: _____ Date: _____

BOCC: *D. H.* Date: 9-22-21
 (over \$500.00)

* Taxable item	SUBTOTAL	
	TOTAL TAX	
	TOTAL	879.00 0.00

879.00

- Original invoice plus one copy must be sent to:
 Kit Carson County, Accounts Payable Dept, 251 16th St., PO Box 160, Burlington, Colorado 80807-1674.
- Purchase Order numbers must appear on all packages, packing slips and invoices.
- The County is exempt from all federal excise and state tax - ID# 98-04881-0000



Details for Order #112-0637467-5471419

0020-013 140.57250
New machine Patty.
Exhibit 5
Ju

PO # 200

09-22-2020

Paid By: Kit Carson County
Placed By: todd holmes
Order Placed: September 17, 2021
Amazon.com order number: 112-0637467-5471419
Order Total: \$879.00

Not Yet Shipped	
Items Ordered	Price
1 of: Dell Optiplex Small form factor (SFF) Business Desktop PC, Intel i5-7500 Quad-Core 3.4 GHz Processor, 512GB SSD, 8GB DDR4, Ethernet, USB 3.0, DVD±RW, Display Port/HDMI, Win 10 Pro, With Keyboard+Mouse Sold by: Tech Solution (SN Recorded) (seller profile) Condition: New	\$879.00
Shipping Address: todd holmes 1650 Donelan Avenue, suite 101 Burlington, Colorado 80807 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: Pay by invoice	Item(s) Subtotal: \$879.00
	Shipping & Handling: \$0.00

	Total before tax: \$879.00
	Estimated Tax: \$0.00

	Grand Total: \$879.00

To view the status of your order, return to [Order Summary](#) .

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ONLY ORDERS.

0020-190 - 59350
Jacob
Exhibit 6

Order Details

Your order has been placed successfully.

This order has been assigned a number of: **24497810**. Use this number when referring to the following order:

Order ID:	24497810
Order Date:	Tuesday, September 20, 2022
Shipping Address:	Kit Carson County 1650 Donelan Ave BURLINGTON, CO 80807 United States
Shipping:	Ground: \$0.00
Please select your payment method::	PO

	Product Name	Unit Price	Quantity	Extended Price
1.	Lenovo ThinkVision S24e-20 - LED monitor - Full HD (1080p) - 24" Product Id : 42163227 Manufacturer Part# : 62AEKAT2US	\$154.00	1	\$154.00

Recycling Fee: \$0.00
 Shipping: \$0.00
 Estimated Sales Tax:
 Total: \$154.00

Help us improve Checkout process
 Create Another Order?

Print

Thank you for creating the order

RECEIVED SEP 21 2022 KB

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Acknowledge



KIT CARSON COUNTY
 251 16th St.
 PO Box 160
 Burlington, Colorado 80807-1674
 (719) 346-8133 x304

PURCHASE ORDER

7-26-23

Exhibit 7

PO Number: 23-00428 Date: 07/26/2023

Request #: 23-00428 Vendor #: 01-SHI

ISSUED TO: SHI

SHIP TO: KIT CARSON COUNTY
 251 16TH ST. STE 101
 BURLINGTON, CO 80807-1427

ITEM	UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1	1.00	DELL OPTIPLEX 7010 PLUS DELL OPTIPLEX 7010 PLUS DESKTOP FOR ERTB	020-190-59350.0000	1,238.00	1,238.00

Approvals: _____ Date: 7/26/23
 Department head: Susan Corliss
 BOCC: Corliss Date: 7-26-2023
 (over \$500.00)

* Taxable item	SUBTOTAL	1,238.00
	TOTAL TAX	0.00
	TOTAL	1,238.00

- Original invoice plus one copy must be sent to:
 Kit Carson County, Accounts Payable Dept, 251 16th St. ,PO Box 160, Burlington, Colorado 80807-1674.
- Purchase Order numbers must appear on all packages, packing slips and invoices.
- The County is exempt from all federal excise and state tax - ID# 98-04881-0000

Finance Dept. (719) 346-8133 x304 Fax (719) 346-7242

Exhibit 7

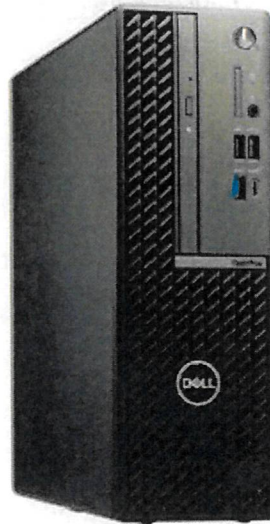
PO# 23-00428

Susan Corliss

From: Todd Holmes
Sent: Wednesday, July 19, 2023 11:25 AM
To: Susan Corliss
Subject: RE: Quote for recording computer

Follow Up Flag: Flag for follow up
Flag Status: Flagged

SHI



Dell OptiPlex 7010 Plus

- SFF
- Core i7 13700 / 2.1 GHz
- vPro Enterprise
- RAM 16 GB
- SSD 256 GB
- NVMe, Class 35

0020.190.59350 SC

Recording
- ERTB Grant eligible

MSRP: \$1,877.99

\$1,238.00

In Stock

Stock: 98

Updated 6 hours ago

Compare

Mfr Part #: YNHFW SHI Part #: 46011434

AMAZON

Dell OptiPlex 7000 7010 Plus Desktop Computer - Intel Core i7 13th Gen i7-13700 Hexadeca-core (16 Core) 2.10 GHz - 16 GB RAM DDR5 SDRAM - 512 GB M.2 PCI Express NVMe SSD - Small Form Factor - Black

[Visit the Dell Store](#)

Typical price: \$1,291.11

Don't forget to checkout with Pay by Invoice - with no interest or fees.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

Specific Uses For Product	Business
Brand	Dell
Operating System	Windows 11 Pro
Ram Memory Installed Size	16 GB
Model Name	OptiPlex 7000

From: Susan Corliss <susan.corliss@kitcarsoncounty.org>

Sent: Friday, July 14, 2023 8:06 AM

To: Todd Holmes <Todd.Holmes@kitcarsoncounty.org>

Subject: Quote for recording computer

Todd,

Could you get me a quote for a new computer for Recording where Janel sits?

Susan

Get [Outlook for iOS](#)