

Grant Request Review Summary

Grant Name: Criminal Justice Grant

Grant Provided By: Office of the Governor
Administered By: Nortex Regional Planning
Commission

Requested by: Charley Lanier

Amount of Grant: \$11,572.21
How Paid: Lump sum check
Unused Funds: Return

County Match: Not required
Amount of Match Required: N/A
Where will county match funds
come from: N/A

Begin Date March 1, 2025
End Date None - either Yes or No

Purpose of Grant: Purchase of a traffic control sign
for use by precincts when they
need to alert drivers of workers or
obstacles in roadways

Other Entities Involved: None

Reporting Requirement: None

Note



All Traffic Solutions Inc.
 PO Box 221410
 Chantilly, VA 20153
 Phone: 814-237-9005
 Fax: 814-237-9006
 DUNS #: 001225114
 Tax ID: 25-1887906
 CAGE Code: 34FQ5

QUOTE Q-87417

DATE: 01/22/2025

PAGE
 NO: 1

**Mail Purchase
 Orders to:**

3100 Research Dr.
 State College, PA
 16801

Contract:
 TX-BuyBoard 703-23

**Questions contact:
 MANUFACTURER:
 All Traffic Solutions**

Chris Smith
 x
 csmith@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:
 Montague County
 , TX

SHIP TO:
 Montague County
 , TX
 Attn: Charley Lanier

Billing Contact:

PAYMENT TERMS: Net 30
CUSTOMER: Montague County
CONTACT:940-894-2561

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000750	App, Mobile User Interface perpetual license (only 1 required per account—Bluetooth required, enabled separately)	1	\$100.00	\$100.00
4000468	instALERT 24 Message Display; base unit (select mount separately)	1	\$7,436.82	\$7,436.82
4001299	3 Year Warranty	1	\$0.00	\$0.00
4001887	All Options Activation: Bluetooth, Logs, and Pictures (\$2500 Value, requires Message Suite)	1	\$0.00	\$0.00
4000771	App, Messaging Suite (12mo); Equip Mgmt, Image Mgmt, Alerts, Mapping and PremierCare	2	\$950.00	\$1,900.00
4001626	VZW communications prep	1	\$0.00	\$0.00
4001717	PowerCase PC36, 36Ah power supply, 12VDC output, 120VAC input	1	\$573.24	\$573.24
4100120	hrns, Power cord, iA w/ 30 amp plug for post, hitch	1	\$210.12	\$210.12
4001686	Hitch Mount for IA/SA 24 includes bracket	1	\$929.22	\$929.22
4001681	Portable Post for IA/SA 24 and Mounting Bracket	1	\$891.48	\$891.48
4000641	Shipping and Handling Common Carrier	1	\$455.00	\$455.00
4001190	Discount - New Purchase	1	(\$923.67)	(\$923.67)

Special Notes:	SALES AMOUNT:	\$11,572.21
	TOTAL USD:	\$11,572.21

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

I am authorized to commit my organization to this order. If your organization will be creating a purchase order for this order, please submit purchase order to either of the following: Email: sales@alltrafficsolutions.com or Physical Address: Listed at top of quote.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Racial Profiling Report | Full

Agency Name: MONTAGUE CO. SHERIFF'S OFFICE

Reporting Date: 01/22/2025

TCOLE Agency Number: 337100

Chief Administrator: MARSHALL W. THOMAS

Agency Contact Information:

Phone: (940) 894-2871

Email: mthomas@montaguesheriff.com

Mailing Address:

P. O. BOX 127

100 South Grand

MONTAGUE, TX 76251-0055

This Agency filed a full report

MONTAGUE CO. SHERIFF'S OFFICE has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the MONTAGUE CO. SHERIFF'S OFFICE from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the MONTAGUE CO. SHERIFF'S OFFICE if the individual believes that a peace officer employed by the MONTAGUE CO. SHERIFF'S OFFICE has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the MONTAGUE CO. SHERIFF'S OFFICE who, after an investigation, is shown to have engaged in racial profiling in violation of the MONTAGUE CO. SHERIFF'S OFFICE policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The MONTAGUE CO. SHERIFF'S OFFICE has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: MARSHALL W. THOMAS
SHERIFF

Date: 01/22/2025

Total stops: 1886

Street address or approximate location of the stop

City street	374
US highway	594
County road	380
State highway	490
Private property or other	48

Was race or ethnicity known prior to stop?

Yes	72
No	1814

Race / Ethnicity

Alaska Native / American Indian	3
Asian / Pacific Islander	7
Black	78
White	1566
Hispanic / Latino	232

Gender

Female	633
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	14
White	557
Hispanic / Latino	61
Male	1253
Alaska Native / American Indian	3
Asian / Pacific Islander	6
Black	64
White	1009
Hispanic / Latino	171

Reason for stop?

Violation of law	87
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	77

Hispanic / Latino	8
Preexisting knowledge	4
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	4
Hispanic / Latino	0
Moving traffic violation	896
Alaska Native / American Indian	0
Asian / Pacific Islander	4
Black	43
White	739
Hispanic / Latino	110
Vehicle traffic violation	899
Alaska Native / American Indian	3
Asian / Pacific Islander	3
Black	33
White	746
Hispanic / Latino	114
Was a search conducted?	
Yes	247
Alaska Native / American Indian	1
Asian / Pacific Islander	2
Black	16
White	186
Hispanic / Latino	42
No	1639
Alaska Native / American Indian	2
Asian / Pacific Islander	5
Black	62
White	1380
Hispanic / Latino	190
Reason for Search?	
Consent	146
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	114

	Hispanic / Latino	29		
Contraband		3		
	Alaska Native / American Indian	0		
	Asian / Pacific Islander	0		
	Black	0		
	White	2		
	Hispanic / Latino	1		
Probable		79		
	Alaska Native / American Indian	1		
	Asian / Pacific Islander	2		
	Black	13		
	White	54		
	Hispanic / Latino	9		
Inventory		10		
	Alaska Native / American Indian	0		
	Asian / Pacific Islander	0		
	Black	0		
	White	9		
	Hispanic / Latino	1		
Incident to arrest		9		
	Alaska Native / American Indian	0		
	Asian / Pacific Islander	0		
	Black	0		
	White	7		
	Hispanic / Latino	2		
Was Contraband discovered?				
Yes		91	Did the finding result in arrest?	
			(total should equal previous column)	
	Alaska Native / American Indian	0	Yes 0	No 0
	Asian / Pacific Islander	1	Yes 0	No 1
	Black	9	Yes 0	No 9
	White	67	Yes 13	No 54
	Hispanic / Latino	14	Yes 1	No 13
No		156		
	Alaska Native / American Indian	1		
	Asian / Pacific Islander	1		
	Black	7		
	White	119		
	Hispanic / Latino	28		

Description of contraband

Drugs	59
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	6
White	45
Hispanic / Latino	7
Weapons	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	25
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	18
Hispanic / Latino	6
Stolen property	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
Other	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	4
Hispanic / Latino	0
Result of the stop	
Verbal warning	869

Alaska Native / American Indian	1
Asian / Pacific Islander	5
Black	39
White	712
Hispanic / Latino	112
Written warning	664
Alaska Native / American Indian	1
Asian / Pacific Islander	1
Black	23
White	571
Hispanic / Latino	68
Citation	295
Alaska Native / American Indian	1
Asian / Pacific Islander	1
Black	15
White	230
Hispanic / Latino	48
Written warning and arrest	13
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	12
Hispanic / Latino	1
Citation and arrest	42
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	38
Hispanic / Latino	3
Arrest	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	58
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	1
White	53
Hispanic / Latino	4
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	1886
Alaska Native / American Indian	3
Asian / Pacific Islander	7
Black	78
White	1566
Hispanic / Latino	232

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

Use TCOLE's auto generated analysis	<input type="checkbox"/>
Use Department's submitted analysis	<input checked="" type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

Chief Administrator

Date

Sheriff Marshall W. Thomas

01/22/2025

Racial Profiling Reporting (Tier 2) (State of Texas Mandatory Form)	
1. Gender:	
1.1 Female: 633	33.56%
Black: 14	2.21%
Asian/Pacific Islander: 1	0.15%
White: 557	87.99%
Hispanic/Latino: 61	9.63%
Alaska Native/American Indian: 0	0.00%
1.2 Male: 1253	66.43%
Black: 64	5.10%
Asian/Pacific Islander: 6	0.47%
White: 1009	80.52%
Hispanic/Latino: 171	13.64%
Alaska Native/American Indian: 3	0.23%
Total: 1886	
2. Race or Ethnicity:	
2.1 Black: 78	4.13%
2.2 Asian/Pacific Islander: 7	0.37%
2.3 White: 1566	83.03%
2.4 Hispanic/Latino: 232	12.30%
2.5 Alaska Native/American Indian: 3	0.15%
Total: 1886	
3. Was Race or ethnicity known prior to stop?	
3.1 Yes: 72	3.81%
Black: 4	5.55%
Asian/Pacific Islander: 0	0.00%
White: 65	90.27%
Hispanic/Latino: 3	4.16%
Alaska Native/American Indian: 0	0.00%
3.2 No: 1814	96.18%
Black: 74	4.07%
Asian/Pacific Islander: 7	0.38%
White: 1501	82.74%

Hispanic/Latino: 229	12.62%
Alaska Native/American Indian: 3	0.16%
Total: 1886	
4. Reason for stop:	
4.1 Violation of law other than traffic: 87	4.61%
Black: 2	2.29%
Asian/Pacific Islander: 0	0.00%
White: 77	88.50%
Hispanic/Latino: 8	9.19%
Alaska Native/American Indian: 0	0.00%
4.2 Pre-existing knowledge (warrant): 4	0.21%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 4	100.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%
4.3 Moving Traffic Violation: 896	47.50%
Black: 43	4.79%
Asian/Pacific Islander: 4	0.44%
White: 739	82.47%
Hispanic/Latino: 110	12.27%
Alaska Native/American Indian: 0	0.00%
4.4 Vehicle Traffic Violation: 899	47.66%
Black: 33	3.67%
Asian/Pacific Islander: 3	0.33%
White: 746	82.98%
Hispanic/Latino: 114	12.68%
Alaska Native/American Indian: 3	0.33%
Total: 1886	
5. Street address or approximate location of the stop:	
5.1 City Street: 374	
5.2 US Highway: 594	
5.3 County Road: 380	
5.4 State Highway: 490	
5.5 Private Property or Other: 48	
6. Was a search conducted?	
6.1 Yes: 247	13.09%
Black: 16	6.47%
Asian/Pacific Islander: 2	0.80%
White: 186	75.30%
Hispanic/Latino: 42	17.00%

Alaska Native/American Indian: 1	0.40%
6.2 No: 1639	86.90%
Black: 62	3.78%
Asian/Pacific Islander: 5	0.30%
White: 1380	84.19%
Hispanic/Latino: 190	11.59%
Alaska Native/American Indian: 2	0.12%
Total: 1886	
7. Reason for Search?	
7.1 Consent: 146	59.10%
Black: 3	2.05%
Asian/Pacific Islander: 0	0.00%
White: 114	78.08%
Hispanic/Latino: 29	19.86%
Alaska Native/American Indian: 0	0.00%
7.2 Contraband/Evidence in Plain View: 3	1.21%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 2	66.66%
Hispanic/Latino: 1	33.33%
Alaska Native/American Indian: 0	0.00%
7.3 Probable Cause or Reasonable Suspicion: 79	31.98%
Black: 13	16.45%
Asian/Pacific Islander: 2	2.53%
White: 54	68.35%
Hispanic/Latino: 9	11.39%
Alaska Native/American Indian: 1	1.26%
7.4 Inventory: 10	4.04%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 9	90.00%
Hispanic/Latino: 1	10.00%
Alaska Native/American Indian: 0	0.00%
7.5 Incident to Arrest/Warrant: 9	3.64%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 7	77.77%
Hispanic/Latino: 2	22.22%
Alaska Native/American Indian: 0	0.00%
Total: 247	
8. Contraband Discovered?	
8.1 Yes: 91	36.84%

Black: 9	9.89%
Asian/Pacific Islander: 1	1.09%
White: 67	73.62%
Hispanic/Latino: 14	15.38%
Alaska Native/American Indian: 0	0.00%
8.2 No: 156	63.15%
Black: 7	4.48%
Asian/Pacific Islander: 1	0.64%
White: 119	76.28%
Hispanic/Latino: 28	17.94%
Alaska Native/American Indian: 1	0.64%
Total: 247	
8a.1 Did the finding result in arrest?	
8a.1 Yes:	
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 13	92.85%
Hispanic/Latino: 1	7.14%
Alaska Native/American Indian: 0	0.00%
8a.1 No:	
Black: 9	11.68%
Asian/Pacific Islander: 1	1.29%
White: 54	70.12%
Hispanic/Latino: 13	16.88%
Alaska Native/American Indian: 0	0.00%
9. Description of Contraband:	
9.1 Illegal Drugs/Drug Paraphernalia: 59	64.83%
Black: 6	10.16%
Asian/Pacific Islander: 1	1.69%
White: 45	76.27%
Hispanic/Latino: 7	11.86%
Alaska Native/American Indian: 0	0.00%
9.2 Currency: 0	0.00%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 0	0.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%
9.3 Weapons: 1	1.09%
Black: 1	100.00%
Asian/Pacific Islander: 0	0.00%
White: 0	0.00%
Hispanic/Latino: 0	0.00%

Alaska Native/American Indian: 0	0.00%
9.4 Alcohol: 25	27.47%
Black: 1	4.00%
Asian/Pacific Islander: 0	0.00%
White: 18	72.00%
Hispanic/Latino: 6	24.00%
Alaska Native/American Indian: 0	0.00%
9.5 Stolen Property: 1	1.09%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 0	0.00%
Hispanic/Latino: 1	100.00%
Alaska Native/American Indian: 0	0.00%
9.6 Other: 5	5.49%
Black: 1	20.00%
Asian/Pacific Islander: 0	0.00%
White: 4	80.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%

Total: 91

10. Result of the Stop:

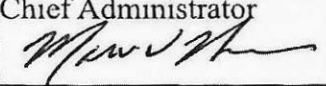
10.1 Verbal Warning: 869	46.07%
Black: 39	4.48%
Asian/Pacific Islander: 5	0.57%
White: 712	81.93%
Hispanic/Latino: 112	12.88%
Alaska Native/American Indian: 1	0.11%
10.2 Written Warning: 664	35.20%
Black: 23	3.46%
Asian/Pacific Islander: 1	0.15%
White: 571	85.99%
Hispanic/Latino: 68	10.24%
Alaska Native/American Indian: 1	0.15%
10.3 Citation: 295	15.64%
Black: 15	5.08%
Asian/Pacific Islander: 1	0.33%
White: 230	77.96%
Hispanic/Latino: 48	16.27%
Alaska Native/American Indian: 1	0.33%
10.4 Written Warning and Arrest: 13	0.68%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 12	92.30%

Hispanic/Latino: 1	7.69%
Alaska Native/American Indian: 0	0.00%
10.5 Citation and Arrest: 42	2.22%
Black: 1	2.38%
Asian/Pacific Islander: 0	0.00%
White: 38	90.47%
Hispanic/Latino: 3	7.14%
Alaska Native/American Indian: 0	0.00%
10.6 Arrest: 3	0.15%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 3	100.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%
Total: 1886	
11. Arrest Based On:	
11.1 Violation of Penal Code: 58	100.00%
Black: 1	1.72%
Asian/Pacific Islander: 0	0.00%
White: 53	91.37%
Hispanic/Latino: 4	6.89%
Alaska Native/American Indian: 0	0.00%
11.2 Violation of a Traffic Law: 0	0.00%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 0	0.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%
11.3 Violation of City Ordinance: 0	0.00%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 0	0.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%
11.4 Outstanding Warrant: 0	0.00%
Black: 0	0.00%
Asian/Pacific Islander: 0	0.00%
White: 0	0.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%
12. Was force resulting in bodily injury used during stop?	
12.1 Yes: 0	0.00%
Black: 0	0.00%

Asian/Pacific Islander: 0	0.00%
White: 0	0.00%
Hispanic/Latino: 0	0.00%
Alaska Native/American Indian: 0	0.00%
12.1.a Bodily Injury to Suspect(s) Only:	
12.1.b Bodily Injury to Officer(s) Only:	
12.1.c Bodily Injury to Both:	
Total Injuries:	
12.2 No: 1886	100.00%
Black: 78	4.13%
Asian/Pacific Islander: 7	0.37%
White: 1566	83.03%
Hispanic/Latino: 232	12.30%
Alaska Native/American Indian: 3	0.15%
13. Number of complaints of racial profiling?	
13.1 Total: 0	

Please submit electronically the analysis in PDF format required by 2.134 CCP(c) which contains:

- 1) A comparative analysis of the information compiled under Article 2.133 to:
 - a) Evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; and
 - b) Examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and
- 2) Information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

This analysis meets the above requirements	Chief Administrator	Date
		01/22/2025

2022

Exhibit A

Statement of Work

Implementation Consulting

10 July 2024

CONSULTING STATEMENT OF WORK

ADMIN@MNMCONSULTING.NET

MNM CONSULTING SERVICES | PROFESSIONAL & CONSULTING SERVICES

Revision History

Date	Description of Changes	Author
10 JUL 2024	Initial Draft	Mel Brothers
	Review and edits	
	Final Draft – Incorporating changes from peer review.	

Implementation Support Services

Archer, Clay, and Montague Counties

Statement of Work (SOW)

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INTRODUCTION

OVERVIEW

This purpose of this document is to describe the scope that is encompassed in the agreement between the parties for implementation support services regarding the post go live Tyler Technologies software to the governmental entities of Archer, Clay, and Montague counties.

The offices involved include 97th District Court, and the shared (Archer, Clay, and Montague) District Attorney’s office. The original consultant agreement included that, “the consultant’s will continue to partner with Archer, Clay, and Montague counties to ensure that the needs of the Courts are met with expeditious resolve,” as long as our services are desired. Your consultants fully embrace each project with an “our customer is the most important customer” mentality, and we are pleased to have Archer, Clay, and Montague counties as part of the family.

SCOPE

The Tyler Technologies application(s) have been installed for Archer, Clay, and Montague Counties. However, the District Attorney’s office has not utilized the software to maximize its capabilities, nor embrace the functionality available in an integrated product with the court. The scope of this body of work is an estimate based on the information available at the time of this documents inception and is subject to revision should the scope be adjusted throughout the duration of the project.

The following table defines the scope of software, services, and offices involved in this implementation.

Table 1 – Tyler Licensed Products and In Scope Offices and Services

Scope	Consulting Services
<ul style="list-style-type: none"> • Tyler Technologies Prosecutor - SaaS • Standard Tyler Technologies Configuration & Business Process Documentation* • Assistance with Contractual Identified State Report Balancing • eSignatures** 	<ul style="list-style-type: none"> • Final word on what will be implemented in a multi-step with the Tyler Technologies software system. • Business Process Documentation Assistance
<p>* Business Process Documentation – assumes that the clients Archer, Clay, and Montague counties, wish to have a training manual included that details the steps to complete each process that is specific to the Court, and assumes that Tyler will provide standard features documentation and configuration guides for functionality that is available and will be installed.</p>	
<p>** eSignatures is an assumption that the Court intends to implement eFiling, if it is not already active on an eFile product, and would require a workflow process for signatures either electronic, or manual.</p>	

In Scope Offices

- Archer, Clay, and Montague District Court (97th Judicial District Court)
- Archer, Clay, and Montague Office of the District Attorney

ROLES AND RESPONSIBILITIES

As with the initial software implementation, leadership involvement is extremely important for ensuring that the project is on schedule, on budget, and quality is maintained.

In line with our experience with similar projects, below we will expand upon the general roles expected for the Client team, along with a suggested composition of resources for the specified group or individual.

Client Project Manager - This individual will serve as the primary and central point of contact for Client that will work closely with the Tyler Technologies Project Manager, and will be liaison between Tyler, and the Consultants. This individual will also represent the interests of all the Client stakeholders. Further information on the responsibilities of this individual is provided below.

Client Project and Subject Matter Expert Team - This group consists of Client operational, technical, and other resources with deep knowledge of the local processes, data, and functionality of the legacy systems. These are key members of the Project Team and are generally assigned to the project permanently, or at least in such a way as to be called upon as needed.

Note: Some SMEs will have unique expertise in a single area, where others may have a broader understanding of the operations and can speak as a subject matter expert in many areas. In many instances the Project Team includes team leads, often managers or supervisors, who may or may not be primary Subject Matter Experts. The "lead" role helps guide and influence, keeping focus on the overall project goals.

Client IT Team - This group consists of Client IT and other key technical personnel from potential interface partners, as determined by the Client and Courts. The Consultants will largely fill this role.

External Stakeholders - This group includes all external parties to the project including the state- and federal- level justice partners and local law enforcement agencies' representatives.

Project Management Office (PMO) - The PMO is a joint group consisting of the project managers and project leads from both Consultants and Client, where applicable.

RESPONSIBILITIES – CLIENT PROJECT TEAM

The client project team is an integral part of any successful software implementation. The Roles section above outlined the general structure of the Client organization, but the detailed breakdown of the client roles and responsibilities for the Project Team is listed below. The Consultants strongly encourage the following when considering the Project Manager and Project Team structure:

- **Strong Subject Matter Expert** representation from key operational areas
 - Ability to fully understand their process areas and the upstream or downstream impact for all decisions
 - Active participants in all related project activities
- Command level decision makers must be present, and empowered to make and drive important business decisions

Note, that each project is unique, and the duration required for each participant type may change. Some of these roles will be fulfilled by the consultants.

Business Analyst - Understands current business practices; able to visualize and articulate the end-to-end process and help craft solutions with the software that meet the business needs. Example activity involvement: Business Process Review; Data Review; Solution Validation.

Data Migration – (Non-Technical*) Ability to understand and identify data elements as they migrate from the legacy system into new CMS; Understands operation impacts of data; able to assist in explaining data rules to be applied to conversion programs. Example activity involvement: Data Reviews; Configuration; Migration Data Mapping.

Data Migration – (Technical) Ability to understand the legacy data structure at the infrastructure or database level. Understands the current construct and data definitions of the legacy data; able to assist in extracting the legacy data; able to participate in eCourt data reviews and in the conversion balancing process. Example activity involvement: Data Extracts; Data Pushes; Data Reviews.

Forms Owner - Intermediate to advanced user of Microsoft ® Word; Understands data token concepts and the mail merge concept; having operational subject matter expertise is also helpful. Example activity involvement: Forms creation.

SME – (Operations*) Deep knowledge and understanding of current business practices and policies; understands the “why” behind the business – possesses an attitude and understanding that questions the “we’ve always done it that way” ideology. Example activity involvement: Business Process Review; Data Reviews; Business Process Definition and Documentation; Configuration.

SME – (Technical / Infrastructure) Deep knowledge and understanding of the technical aspects of the legacy systems. This role usually has multiple facets, but generally consists of team members who are skilled in legacy operating system, TCP/IP Networking, Firewalls, AntiVirus Infrastructure setup and planning; infrastructure troubleshooting.

*Note: In many implementations, the Operational SMEs act as the non-technical data migration resource(s). In those instances, there is a single group of SMEs who are engaged in all SME related activity, including the data reviews.

ROLES AND RESPONSIBILITIES – CONSULTANTS TEAM

Consultant's team members will partner directly with the client teams, creating a cohesive unit that is dedicated to completing the scope of work required, but also will focus on creating long term solutions that offer sustainability and a platform for future improvements by the Client.

Project Manager - Responsible for the overall management and progress of the project. Communicates project issues, risks, and status to all stakeholders. Partners with the client Project Manager for activity and task scheduling, for project communications, and issue resolution.

Consultant Project Managers are also knowledgeable in the multiple applications and in most client business processes and are able to actively participate and guide many solution-oriented discussions. Example activity involvement: Project Planning, Activity Scheduling, Project Status Reports, Resource Coordination, Issue and Risk Management.

Implementation Consultant - Responsible for SME training, configuration and business process consulting and assistance, assisting with data reviews and helping with issue resolution. Example activity involvement: Configuration, Migration Data Reviews, Training, Business Process Definition.

TRAVEL EXPECTATIONS

During the period of consultation, various project activities and tasks will be completed on site and remotely. When onsite travel is required, Consultants staff will adhere to the following travel guidelines:

- No more than four consecutive nights away from home
 - o Four days of onsite time and one day at the Consultants office
- Travel to commence on Monday morning for outbound travel, and to complete the return on Thursday evening OR Friday morning.
 - o Travel from Sunday to Friday may be permitted, but only for targeted onsite engagements (when applicable to the scope of the contract)
- No more than three consecutive weeks at the Client location, except for targeted activities

Statement of Work for Archer, Cloy, and Montague Counties – Implementation Support (Post Go-Live)

Structured Configuration | Business Process | Documentation | Data Entry Services

- Mileage is reimbursed at the current IRS rate
- Lodging and meals are reimbursed at the current GSA rates

ACTIVITIES WITH SPECIFIC ON-SITE EXPECTATIONS

Many activities can be completed remotely by Consultant's staff working at their office location(s). Status meetings, certain consulting activities and follow up items, and even certain training courses can be facilitated by remote mechanisms. Other activities, however, are more suited to an on-site presence. The following table of activities will indicate whether the activity will be conducted on site or remote. Note that for the purpose of this agreement there is no travel in scope.

Requested one-week on-site support will include Monday noon – Friday noon of the scheduled week.

Additional 40 hours remote support.

Any additional hours will be billed at the previously negotiated reduced rate.

CHANGE MANAGEMENT & SCOPE CONTROL

Deliverable Approvals

As the project tasks and activities are completed, Consultants will provide Deliverables as described within this Statement of Work. These Deliverables will correspond to an invoice for services or software. Consultant's will provide the Deliverables as soon as practical after the tasks representing the Deliverable(s) have been completed. By sending the Deliverable, Consultants states that the tasks and activities for that Deliverable have been completed in accordance with the Statement of Work.

The Client will have 10 business days to review and approve the Deliverable, though the client may request additional time to review; in some instances, the project will not be able to continue without Deliverable approval, so strict adherence to the approval timeline is required. The Consultants will alert the Client if approval is required before project work can continue. **Deliverables that are unsigned after ten business days are considered approved and will be invoiced, if required.**

Remediation: If the Client does not approve the Deliverable, Client will provide written explanation of the tasks, activities, or issues that Consultants has not completed per the SOW or contract for that specific Deliverable. Consultants will then ensure the tasks, activities, or issues are completed per the SOW or contract and will re-submit the Deliverable for approval. The Client will have an additional five business days to confirm the tasks have been completed and the Deliverable can be approved, otherwise the cycle of remediation will continue until the Deliverable is approved.

PAYMENT SCHEDULE

Payment for Professional Services is based on time & materials (T&M):

Contract is based on time & materials (T&M) and billed at a reduced rate of \$125/hour with minimum commitment of 80 hours and will be invoiced in weekly billing cycles.

Estimated LOE for Deliverables	Projected Date	Milestone Payment
40 hours on-site support plus applicable travel expenses*	10 Jan 2025	\$6,450.00
40 hours remote support**	24 Jan 2025	\$5,000.00

* Travel expenses are estimated on expenses of booked at the time of this contract, and may vary based on GSA rates, rental and hotel expenses at the time of the scheduled on-site activities, all billable hours will be on a Time and Materials basis at the contracted rate of \$125/hour.

**Assumes remote support may not necessarily be concurrent and could potentially extend beyond a one week period.

Statement of Work for Archer, Clay, and Montague Counties – Implementation Support (Post Go-Live)

Structured Configuration | Business Process Documentation | Data Entry Services

AUTHORIZED SIGNATURES

Client:	<i>Archer, Clay, and Montague Counties</i>
Project:	Consultation Services – District Attorney’s Office
Date Completed:	

This sign-off sheet represents an agreement between *Archer, Clay, and Montague Counties* and the Consultants (MnM Consulting Services) that the project statement of work as defined above has been accurately described, and is accepted by the Client.

Acceptance of Statement of Work

Client Project Manager:

Date:

Judge Trish Coleman-Byars - Project Overseer

97th Judicial District

Consultants:

Date:

Melissa H. Brothers, MNM Consulting Services, LLC

Appendix M

REVISION TO PLAT

Subdivision Name: Silver Lakes Ranch
 Lots or Tracts to be revised: 690, 691, 692
 Petitioner: Bridget Campbell
 Petitioner's Mailing Address: 80 Silver Leaf Dr Sunset TX 76270
 Petitioner's Phone Number: 214-478-1779
 Lienholder (if any): N/A

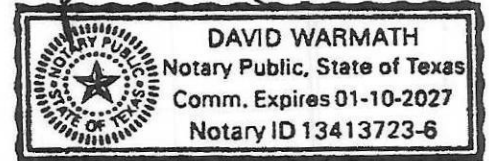
(If there is a Lienholder, attach an executed Lienholder's Acknowledgement, Appendix N)

IF A REVISED PLAT INCLUDES ANY CHANGES TO AN EXISTING UTILITY EASEMENT, RELEASE OF SAID EASEMENTS BY THE UTILITY PROVIDERS IS REQUIRED BEFORE APPROVAL OR FILING OF SAID PLAT.

The signature affixed below will certify that the owner of the described property does hereby request to revise the plat of the property. The owner certifies that any and all lienholders have acknowledged this revision as per the attached Lienholder's Acknowledgement, if applicable.

Bridget Campbell
 Petitioner

THE STATE OF TEXAS §
 COUNTY OF MONTAGUE §



BEFORE ME, the undersigned authority, on this day personally appeared BRIDGET CAMPBELL, known by me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration of therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 10 day of NOVEMBER, 2024.

[Signature]
 Notary Public, State of Texas

APPROVED BY THE COMMISSIONERS COURT ON THE _____ DAY OF _____, 20____.

County Judge

County Clerk

Appendix M

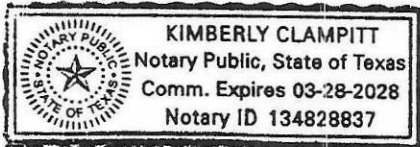
REVISION TO PLAT

Subdivision Name: SILVER LAKES RANCH
 Lots or Tracts to be revised: 719, 639, 640
 Petitioner: CLARK PEARNER
 Petitioner's Mailing Address: 1305 BRIAR RIDGE DR, KELLER, TX 76248
 Petitioner's Phone Number: 817-683-7416
 Lienholder (if any): None

(If there is a Lienholder, attach an executed Lienholder's Acknowledgement, Appendix N)

IF A REVISED PLAT INCLUDES ANY CHANGES TO AN EXISTING UTILITY EASEMENT, RELEASE OF SAID EASEMENTS BY THE UTILITY PROVIDERS IS REQUIRED BEFORE APPROVAL OR FILING OF SAID PLAT.

The signature affixed below will certify that the owner of the described property does hereby request to revise the plat of the property. The owner certifies that any and all lienholders have acknowledged this revision as per the attached Lienholder's Acknowledgement, if applicable.



Clark Pearn
 Petitioner

THE STATE OF TEXAS §
 COUNTY OF MONTAGUE §

BEFORE ME, the undersigned authority, on this day personally appeared Clark Pearn, known by me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration of therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 33 day of December, 2024

K. Clampitt
 Notary Public, State of Texas

APPROVED BY THE COMMISSIONERS COURT ON THE _____ DAY OF _____, 20____.

County Judge

County Clerk