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Jack McGaughey
97th District Judge
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28 January 2022

Hon. Kevin Benton
Montague County Judge
Montague, Texas

RE: *Proposed Revised Fee Schedule for MNM Consulting*

Dear Judge:

Attached to this letter is a proposed amended fee schedule with MNM Consulting to provide continued and final implementation of specialized IT work previously approved by the County Commissioner's Courts within the 97th Judicial District. This revised schedule applies to software installation for the District Court, District Attorney and District Clerks in the 97th Judicial District. The software program and installation were contracted for over nearly two years ago with Journal Technologies, Incorporated. The previous agreement with MNM began in January 2021.

In January 2021, I noted that there had been numerous problems getting to the final stage of implementation of the JTI product. The crux of the problem lay in securing a transfer of data from our previous provider, LGS, to the new provider, JTI. The transfers were repeatedly deemed unusable by JTI. We were obliged under the contract with JTI to provide IT assistance to aid in the transfer. The assistance we were able to provide from the county IT persons was clearly inadequate to provide the assistance required.

We then sought out a review of the problem by MNM Consulting, whose personnel had overseen Wichita County's transition from LGS software to another provider. MNM Consulting agreed to provide the IT services we could not. A proposal for services requiring an expenditure for such services up to \$100,000, was approved by each Commissioner's Court in January, 2021. Since then, MNM Consulting has billed and been paid \$44,889.00. The total cost billed was divided between the counties on the customary basis as with all District Court budgeting.

We have received from MNM Consulting a Revised Fee Schedule setting out additional charges to reach final implementation of the JTI software. The request is based on hours required for completing configuration of the application and completion of data migration. Final training of

Court personnel is also contemplated, with JTI providing information to MNM Consulting on the final training so that MNM Consulting can do this training.

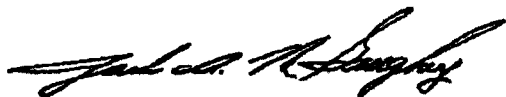
The Revised Fee Schedule is attached with this letter. It contemplates a final "Go Live" end point in 2022. The cost of additional work to be done before this would total \$95,000.00. With what has been spent and this increase, the additional outlay over the \$100,000.00 in the original Fee Schedule would be \$39,889.00. This expense would also be apportioned among the counties on the past budgetary percentages: Montague County-49%, Clay County-28% and Archer County-23%.

In my opinion, the Revised Fee Schedule is justified. The implementation of the software from JTI has been an enormously complicated process, long delayed by technical impasses between LGS-our last provider-and JTI. It became obvious to us that the implementation could never be completed without outside assistance to aid in the implementation. MNM Consulting has been a necessary bridge to that end. Their additional services are needed if the benefits of the JTI software are to be finally accomplished. I do not believe there is any alternative to incurring the additional costs to finish this implementation.

I anticipate bringing with me a representative of MNM Consulting when this matter is presented to the Commissioner's Court.

Please let me know if you have any thoughts on this before the matter is taken up as an agenda item.

Yours very truly,



Jack A McGaughey

2022

Exhibit B

Revised Fee Schedule

*Journal Technologies
Implementation Consulting
23 January 2022*

CONSULTING FEE SCHEDULE

ADMIN@MNMCONSULTING.NET

MNM CONSULTING SERVICES, LLC | PROFESSIONAL & CONSULTING SERVICES



Revision History

Date	Description of Changes	Author
21 JAN 2022	Initial Draft	Mel Hoadley
23 JAN 2022	Review and edits	Ashley Culley
24 JAN 2022	Final Draft – Incorporating changes from peer review.	Mel Hoadley



Journal Technologies Implementation

Archer, Clay, and Montague Counties

Revised Fee Schedule (SOW)

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Revised Payment Schedule.....	5
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INTRODUCTION

OVERVIEW

This purpose of this document is to provide the client with a revised fee schedule that estimates the remaining scope that is encompassed in the agreement between the parties for consulting and support services in the implementation and migration of a legacy software (LGS) to the Journal Technologies software, eCourt, to the governmental entities of Archer, Clay, and Montague counties.

It is understood that the parent contract includes Journal Technologies ("JTI") products eCourt, and a Public Portal with conversion activities from the LGS software solution. The offices involved include Archer County District Clerk, Clay County District Clerk, Montague County District Clerk, the 97th District Court, and the shared District Attorney's office.

SCHEDULE OF ACTIVITIES

Summaries of each area that could potentially affect the estimate are included here:

Area I: Project Initiation and Discovery

In the area of 'Discovery', there are several concerns with the current state of the project:

- **Configuration/Application Refinement** – There are areas of the application that have not been configured, or that the configuration is not sufficient to support the needs of the Court. MnM Consulting Services, LLC has requested that if assistance with configuration is needed that Journal Technologies provide the configuration overview of the application to facilitate this. An estimation of hours for application configuration is provided for this service.

Area II: Data Migrations

- **Data Migration Activities** – MnM Consulting Services, LLC have provided detailed data mappings, table structures, and a backup SQL database to Journal Technologies for the purposes of completing the data migration cycle in preparation for data review, solution validation, and Go-Live.
- Solution deployment is required for the final stages of the project to verify the solution is satisfactory to the Court, the data migration is successful, and that the Court staff is ready to be trained.

Area III: Validation, Go-Live**, and Project Closeout –



- The SOW indicates that MnM Consulting Services, LLC are prepared to discuss the level of involvement the Court desires for post migration activities, but it is assumed that Journal Technologies employs a dedicated team of experienced trainers who are ready to transition the Client user community to eCourt smoothly.
- As of 21 January 2022, the Journal Technologies team announced the intentions to take a 'Train the Trainer' approach, and have MnM Consulting Services, LLC team train the Court staff directly.
- If it is the desire of the Court, for MnM Consulting Services to complete the migration activities, and conclude the contract as these services have already been negotiated, paid, and/or contracted in the Master Service Agreement with JTI, then the fee schedule can be further amended as needed, but all activities have been included if the Court wishes to proceed.

ORIGINAL PAYMENT SCHEDULE WITH DISCOUNTED HOURS INCLUDED

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

Contract is based on time & materials (T&M) and billed at a contracted rate of \$125/hour with an initial investment of \$20,000.00 at contract acceptance to be drawn upon until the first 100 hours have been utilized, and then regular billing cycles will commence.

Estimated Milestones	Project Start Date	Estimated Cost
Project Initiation – Delivery of Statement of Work, Discovery, & Business Process Documentation (Not to exceed 190 hours)	20-DEC-2020	\$20,000.00
Delivery of Initial Data Migration Cycle to Testing Environment (Not to exceed 150 hours)	15-MAR-2021	\$16,779.00
Delivery of Data Migration Cycle #2 (Not to exceed 80 hours)	15-MAY-2021	\$9,242.00
Delivery of Data Migration Cycle #3 (Solution Validation) (Not to exceed 75 hours)	15-JUL-2021	\$9,090.00
Delivery of Data Migration Cycle #4 (Go-Live Cut-over) (Not to exceed 375 hours)	15-SEPT-2021	\$44,889.00

* Once the maximum allowable hours have been exceeded for the initial estimated rate at a reduced price, the remaining hours will be billed on a Time and Materials basis at the contracted rate of \$125/hour.

**The original fee schedule allowed for \$30,000.00 in discounted service fees for the County.



REVISED 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 contracted rate of \$125/hour. This amendment will replace the prior fee schedule shown above and will take effect 01 February 2022.

Please note that this agreement excludes hours that have been previously billed for December 2021 and the accompanying invoice for January 2022. All hours estimated in this fee schedule are estimates for work remaining.

The 'Activity Request' election has been added to allow the Court to tailor the services required, and/or desired with the allowable budget. Please mark all activities the Court wish to retain under the master SOW agreement, and initial next to the decision. Only services elected, and fully authorized will be provided. All other assumptions outlined in the SOW still apply.

Regular monthly billing cycles will begin 01 February 2022 to be sent bi-monthly going forward, due to the delays experienced in payment processing.

			<input checked="" type="checkbox"/>	
Complete Detailed Business Process Documents (User Guides)	300	\$37,500	<input type="checkbox"/>	
Data Migration Cycles – Review, Re-Mapping, Refinement, and Configuration (up to 2 cycles)	240	\$30,000	<input type="checkbox"/>	
Tokenize Forms/Documents for the Application (Client must provide all forms electronically in .doc/.docx format)	180	\$22,500	<input type="checkbox"/>	
Balancing Reports and Financials (Post-Migration)	75	\$9,375	<input type="checkbox"/>	
Integration Testing (e-Filing)	20	\$2,500	<input type="checkbox"/>	
Procurement of Hardware	15	\$1,875	<input type="checkbox"/>	
Hardware Implementation (3 physical locations w/travel)	50	\$6,250	<input type="checkbox"/>	
Solution Validation against Conversion/Configuration/Processes	260	\$32,500	<input type="checkbox"/>	
Training – Consultants Train w/JTI (Train the Trainer)	60	\$7,500	<input type="checkbox"/>	
End User Training – Consultants Train the Court	160	\$20,000	<input type="checkbox"/>	
Go-Live Preparation/Go-Live Support	140	\$17,500	<input type="checkbox"/>	
Project Close-Out and Reports	60	\$7,500	<input type="checkbox"/>	

* All hours will be billed on a Time and Materials basis at the contracted rate of \$125/hour.

** Select services the Court wishes for Consultants to perform, and which there is not an existing agreement with another vendor, and provide an authorized agent initials accepting the services, and associated fees.

It is the recommendation of MnM Consulting Services, LLC, that should the Court choose to not proceed with support in each of the aforementioned areas, that a transition plan be established with Journal Technologies



to guarantee the continuity of the project to ensure successful completion, and the optimization of available functionality.

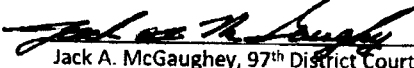

AUTHORIZED SIGNATURES

Client:	<i>Archer, Clay, and Montague Counties</i>
Project:	Court Data Migration Project – LGS to Journal Technologies
Date Completed:	24 January 2022

This sign-off sheet represents an agreement between *Archer, Clay, and Montague Counties* and the Consultants of MnM Consulting Services, LLC that the revised fee schedule shown above is an estimation of the remaining costs anticipated to complete the conversion project between LGS, and Journal Technologies.

The hours and fees that are represented herein reflect the remaining level of effort for the project and are a good faith estimation of the total remaining costs. Acceptance of this fee schedule recognizes that MnM Consulting Services, LLC is a third party to the primary contract, and are not liable for any additional charges, or fees charged by other parties with an interest in the completion of the project.

Acknowledgment of this agreement is an understanding that this contract is a time and materials basis at the contracted rate of \$125/hour, and that the represented schedule is accepted by the Client.

Acceptance of Fee Schedule - Revised	
Client Project Manager:	Date:
 Jack A. McGaughey, 97 th District Court Judge (Archer, Clay, and Montague)	<u>21 Feb. 2022</u>
MnM Consulting Services, LLC:	Date:
 Melissa Hoadley, MNM Consulting Services, LLC	<u>24 Jan 2022</u>



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Summary Report

through 14 February 2022

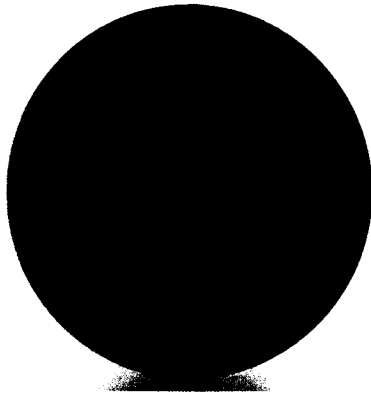


TOTAL HOURS

733:45:00

BILLABLE HOURS

631:45:00

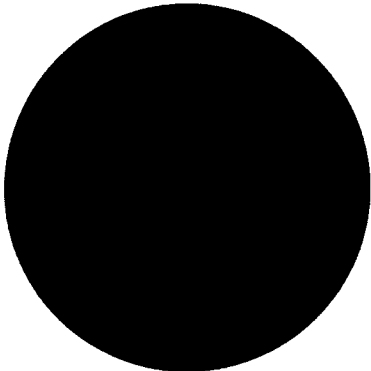


USER

- MnMconsultingsvc
- Shannon Davis
- Ashley Culley

DURATION

- 420:45:00
- 204:00:00
- 109:00:00



CLIENT

- [MAC] Montague, Archer, Clay Counties
- [MAC] Montague District Attorney
- [MnM] MnM Consulting Services, LLC

DURATION

- 416:30:00
- 215:15:00
- 102:00:00

USER - CLIENT

DURATION

AC Ashley Culley	109:00:00
<ul style="list-style-type: none">• [MAC] Montague, Archer, Clay Counties	109:00:00
MN Mnmconsultingsvc	420:45:00
<ul style="list-style-type: none">• [MAC] Montague District Attorney• [MAC] Montague, Archer, Clay Counties• [MnM] MnM Consulting Services, LLC	111:15:00 220:45:00 88:45:00
SD Shannon Davis	204:00:00
<ul style="list-style-type: none">• [MAC] Montague District Attorney• [MAC] Montague, Archer, Clay Counties• [MnM] MnM Consulting Services, LLC	104:00:00 86:45:00 13:15:00

Summary Report

through 14 February 2022

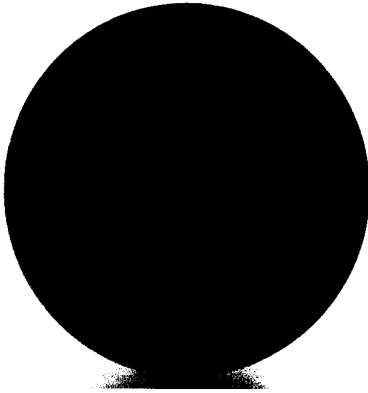


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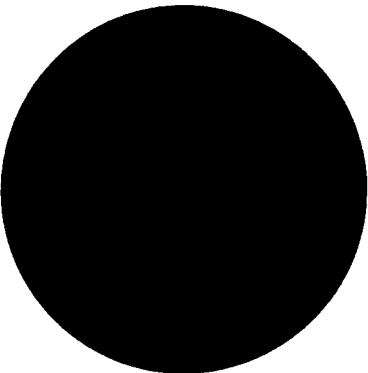


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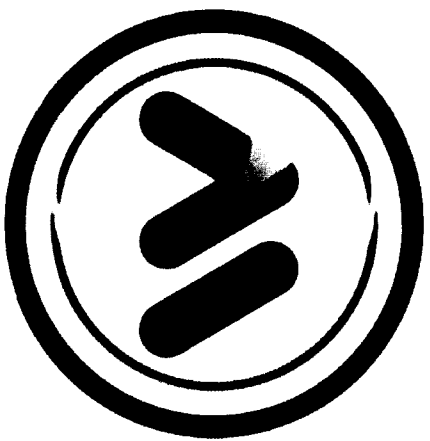
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[MAC] JTI CONVERSION

Conversion project for the 97th District of Montague, Archer, and Clay Counties in an effort to streamline processes, modernize the Court Management System, and decrease overall expenses while increasing year-over-year efficiency

PAST EFFORTS

Activities that have been completed to date include a comprehensive analysis of the data provided from the current software vendor (LGS) of the table structure, and data elements used by each business unit involved in the project.

- 97th District Court
- 97th District Attorney's Office
- Montague County District Clerk's Office
- Archer County District Clerk's Office
- Clay County District Clerk's Office

Since 2021



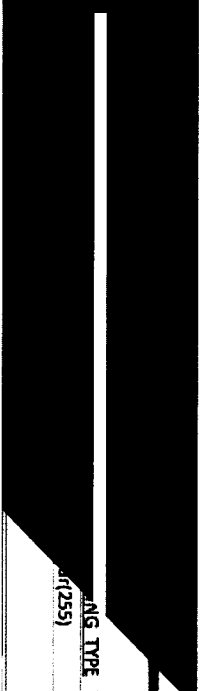
PAST EFFORTS

Each business unit database has been analyzed and indexed to standardize the conversion process in preparation of Go-Live, to provide clear logic to JTI for the migration of the legacy case details to minimize any loss of data, and optimize the new CMS system.

An aggregate of 642 data tables retrieved from LGS.

- 97th District Attorney's Office – 131 data tables
- Montague County District Clerk's Office – 167 data tables
- Archer County District Clerk's Office – 171 data tables
- Clay County District Clerk's Office – 173 data tables

Since 2021



CV_CASE1.FILING
 CV_MASTER1.(CASE) JOINED with CV_CASE1.FILING
 CV_MASTER1.FILED_DATE and this date can be
 field in CV_CASE1.FILED_DATE and is represented in LGS as

'e date' fields in the [CV_CASE1] table the
 is the 'Original Filing Date' mentioned
 'ed date refers to the filing date for the
 on the case that are separate from the
 /pleadings.

could be found
 ' (COA) = 'OF' and
 'F'. This yields 906
 case type of 'Other'

'Court Coordinator's Style', and
 and a short title consistently.
 'ferentiation? The case is
 'le', and the Docket is
 'ordinator's Style'.

Other Family' would be found
 CV_CASE1 where [COA] = 'OF' an
 [code] = 'OF'. This yields 906
 have a case type of 'Other'

fields in the [CV_CASE1] table the
 'nal Filing Date' mentioned
 s to the filing date for the
 re separate from the

AD CODES) where [Pleading
 FICATION-OTHER)
 AD CODES) where [Pleading
 ' Original Petition
 y Transfer in

If NULL then default to '314310' Other
 LGS configuration appears to have only 3 types 'O' -
 Original, 'T' - Transferred, and NULL.

The 'Case Filed date is represented by the 3rd 'File Date'
 field in CV_CASE1.FILED_DATE and is represented in LGS as

REMAINING ACTIVITIES



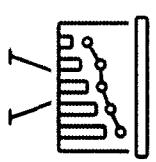
**Documenting business processes
with Job Aides complete with
Application Screens**



**Verifying and Testing Existing
configuration; Supplementing
configuration Changes**



**Iterative Data Reviews to Ensure
Data Integrity**



**Optimizing Application
Functionality to Enhance
Productivity**

TX 97th Judicial District - eCourt® Config

CONFIGURATION

Verifying and Testing Existing Configuration, and

Supplementing Configuration Changes -

Many tables including Agencies, and Calendars

Case Assignment

Case Numbers

Court Costs and Fees

Demographics

Document Security

Fee Groups and Fee Rules

Group Disbursement

Judgments and Dispositions

Offenses

Protective Orders

Related Cases

State Reporting

Surety and Bonds

Warrants

- Tokenize Forms/Documents for the Application

- Consultants Train w/ JTI using a Train-the-Trainer approach, and then End User Training the Consultants will train the Court

Workspace

Case Initiation

Reports

Searches

Mass Insert

Accounting

Utilities

System Setup

Statutes

Navigation

Forms

Metadata

Accounting

Till Closing

Cash Exchange

Disposition Widget

Monetary Instrument

Fiscal Year

Assessment Engine

Assess. Group Map

Assessment Groups

Admin Statutes 22.021(a)(2)(B)

Statute 22.021(a)(2)(B)

Config Code* 22.021(A)(2)(B)

Section No.* 22.021(a)(2)(B)

Source PC - Penal Code

Section Name* AGGRAVATED SEXUAL ASSAULT CHILD

Category F - Felony

Subcategory C - Felony Category C

Report Category Select an option

Classification 1 - 1st Degree

Code 11990004

Short Name

Notes

DATA REVIEW

Iterative data reviews post-migration to validate data converted from LGS to eCourt CMS to verify the integrity of the data, and make adjustments and logic changes when necessary to ensure the information is accurate at the time of Go-Live:

Data Migration Cycles –

- Review, Re-Mapping, Refinement, and Configuration (up to 2 cycles)
- Balancing Reports and Financials (Post-Migration)
- Integration Testing (e-Filing)
- Solution Validation against Conversion/Configuration/Processes

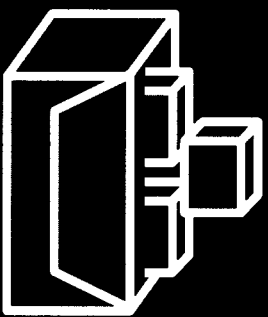
Modifying Converted Data Action	Stat
Verify you can modify a converted charge and save without receiving errors.	

Deleting Converted Data Action	Stat
Verify you can delete a converted charge and save without receiving errors. You will only be able to delete a charge if more than one charge exists on a case record.	

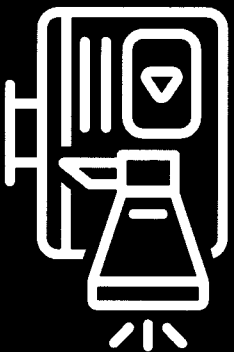
Verify you can delete a converted charge instance and save without receiving any errors.	
--	--

Adding New Data to Converted Case Action	Stat
Verify you can add a new charge to a converted case.	
Verify you can copy a converted charge and save without receiving errors.	

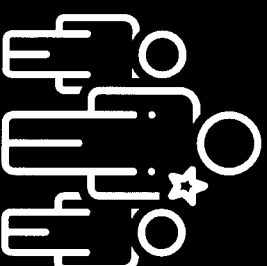
WHY NECESSARY?



**ADDITIONAL
WORKLOAD FOR STAFF**



**EXPERIENCE WITH DATA
MIGRATION ACTIVITIES**

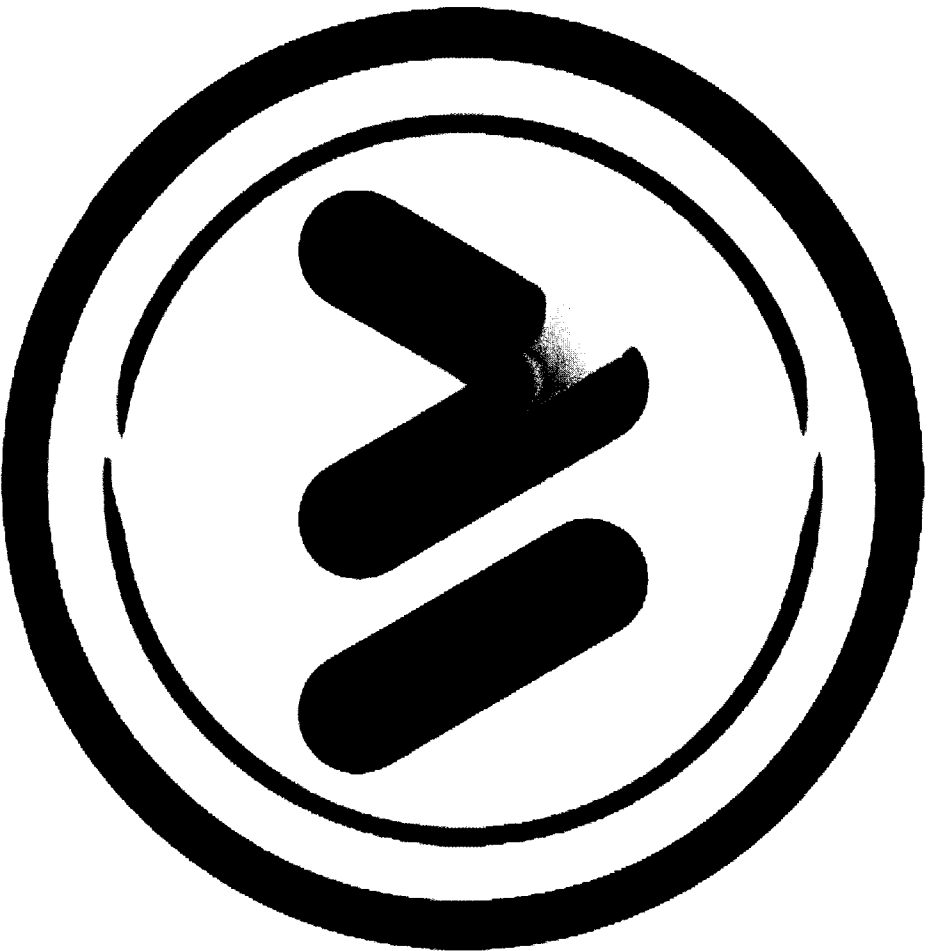


**PROJECT WORK IS OUR
DAY JOB**

TOOLS

Upon completion of the project the consultants of MnM Consulting Services, LLC will provide the Court a detailed report of the activities that transpired throughout the project lifecycle, a financial summary of each of the areas, and the project as a whole, and a detailed user manual in an editable format, so that the Court Administration can maintain any future updates.





GET IN TOUCH

10755 Woodloch Forest Drive, Suite 100, Houston, TX 77036

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Info@MnMConsulting.net

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(817) 618 - 4240

WEBSITE

<https://MnMConsulting.net>

