

## CONTRACT MODIFICATION NO. 2

This Amendment to Agreement dated August 26, 2019, is made effective upon execution by and between Lake County (hereinafter "County") and Mission Critical Partners, LLC, with principal offices at 690 Gray's Woods Boulevard, Port Matilda, PA 16870 (hereinafter "MCP"). The County and MCP are referred to as the "Parties".

### RECITALS

#### WHEREAS:

1. Lake County sought professional services from MCP to provide evaluation and quality assurance assistance services to support the digitization of paper and microfilm records (herein after "the project") as noted in the MCP's proposal dated August 12, 2019, (the "Services").
2. The Parties executed Modification 1 on November 10, 2020, which ratified the original contract and extended project management services to oversee the implementation and coordinate the integration with the Integrated Case Management System (ICMS) for the Lake County Justice Agencies.
3. Due to staffing shortages, delays and needed clarifications on scope of work and expectations, the Parties entered a Letter of Agreement dated November 2, 2021 to increase the project management hours.
4. Parties have identified a need to extend project management services through April 2024 with MCP, which is outlined in the proposal dated March 24, 2022.
5. The parties have reached agreement to amend the terms of the Agreement as set forth herein, and

NOW, THEREFORE, in consideration of the forgoing facts, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree that the Agreement shall be amended as follows:

#### **SECTION 2. SCOPE OF WORK**

The consultant shall provide for quality assurances services in connection with planning for and implementing the Clerk of the Circuit Court records digitization initiative.

Records Digitization Assistance	Period	Hours
Final month of project management services to facilitate the dispute process and it's closure	March 2022	48
Provide project management services and troubleshooting as necessary	25 Months April 2022- April 2024	438
Total Hours		486

Shay Cleary is the project manager appointed by MCP for this project. Any change in key personnel or the addition of any representatives from MCP will need to be agreed to by the parties in writing.

#### **SECTION 4. AGREEMENT PRICE**

The County will pay MCP \$11,280.74 for March 2022 and \$3,854.40 monthly starting April 2022 through April 2024, which is based on a rate of \$220 per hour and a maximum of 17.52 hours of work per month. Any hours in excess of 17.52 within a month must be agreed to by the parties in writing. This modification has a total amount not to exceed \$107,640.74, to complete the tasks outlined Consultant's proposal dated March 24, 2022.

### CONTRACT MODIFICATION EXHIBITS

- Exhibit A: Consultant's Proposal Dated March 24, 2022
- Exhibit B: Project Task List

- Exhibit C: Estimated Hours Broken Out by Month

REMAINING PROVISIONS: The remaining provisions of the Agreement are not amended by this Modification and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Modification to be executed in their names or their official acts by their respective representatives, each of whom is duly authorized to execute the same.

AGREE TO AND ACCEPTED AS STATED ABOVE:

**Lake County, Illinois**

**Mission Critical Partners, LLC**

\_\_\_\_\_  
Purchasing Agent  
Lake County, IL

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

March 24, 2022

Erin Cartwright Weinstein  
Clerk of the Circuit Court  
Lake County  
18 N County Street  
Waukegan, IL 60085

Ruthanne Hall  
Purchasing Manager  
Lake County  
18 N County Street  
Waukegan, IL 60085

Re: Proposal for Contract Modification

Dear Ms. Cartwright Weinstein and Ms. Hall:

Mission Critical Partners, LLC (MCP) appreciates the opportunity to continue our professional services to Lake County (the County) for quality assurance assistance services. We have been providing services under the letter of agreement from Ms. Hall dated November 2, 2021. This proposal is in accord with this agreement and is provided to support the anticipated contract modification identified that letter.

We propose to provide project management services specifically targeted at the Clerk's document digitization project as described in the table below:

<b>Records Digitization Assistance</b>	<b>Period</b>	<b>Additional Hours</b>
Project management services to facilitate the dispute process and its closure.	Sep. and Oct.	40
Project management services to implement the dispute resolution plan and to support newly defined tasks that are anticipated will be required in order get to the end of job.	Oct. 1, 2021 through April 30, 2024	580
Total Hours		620

The County will pay the Contractor an additional fee not to exceed \$107,640.74. The updated monthly fees to be billed as scheduled in the table below.

Records Digitization Assistance Billing Schedule

	Monthly Amount	Payment Status	Included in the modification
October 2021 through February 2022 (5 months)	\$11,280.74	Paid	
March 2022 (1 month)	\$11,280.74	Planned	\$11,280.74
April 2022 through April 2024 (25 months)	\$3,854.40	Planned	96,360.00
			\$107,640.74

If you should have any questions, please feel free to contact me at 206.849.7772 (cell), or via email at [JoeWheeler@MissionCriticalPartners.com](mailto:JoeWheeler@MissionCriticalPartners.com).

On behalf of our entire team, we stand behind Lake County to serve as your partner and your advocate.

Sincerely,

Mission Critical Partners, LLC

Joe Wheeler  
Vice President, Justice Management and Technology Services