



DUKES COUNTY REGISTRY OF DEEDS

Paulo C. DeOliveira
Register

Shannon E. Larsen
Asst. Register

June 3, 2021

The Honorable Steven T. James
Clerk of the House of Representatives
24 Beacon St - Room 145
State House
Boston, MA 02133

Dear Honorable Mr. James:

This is a submission of a plan for expenditure from the County Registers' Technological Fund for the Dukes County Registry of Deeds totaling \$75,009.00.

Enclosed is a copy of the approval from the Deputy Chief Information Officer, Sean Hughes. Consistent with the provisions of Section 4 of Chapter 4 of Acts of 2003 and M.G.L. Chapter 29, § 2KKK, this request is now coming to you for referral to the Senate Ways and Means and Post Audit and Oversight Committees for their review.

Please feel free to contact me if you have additional questions. Thank you with your assistance with this matter.

Sincerely,

Paulo C. DeOliveira
Dukes County Register of Deeds

/pd

cc: Tim Larkin, EOTSS
Paul McCarthy, SEC



EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

CHARLES D. BAKER
Governor

CURT WOOD
Secretary

KARYN E. POLITO
Lieutenant Governor

SEAN HUGHES
Chief Operating Officer / Assistant Secretary for
Technology, Security and Operations

June 2, 2021

Mr. Paulo C. DeOliveira
Dukes County Register of Deeds
P.O. Box 5231
Edgartown, MA 02539

Dear Mr. DeOliveira,

This letter is in response to your request dated June 1, 2021 to expend \$75,009.00 from the County Registers Technological Fund. This request is consistent with your strategy for technological improvements at the Dukes County Registry of Deeds.

I urge you to continue with information technology projects that support your long-term information technology strategy. If you need further assistance or have questions, please contact Tim Larkin in my office at: 617-626-4476.

Sincerely,

Sean Hughes
Chief Operating Officer / Assistant Secretary for Technology, Security and Operations

Cc: Honorable William F. Galvin
Samantha Blatchford, SEC
Keryn Cadogan, SEC
Paul McCarthy, SEC
Theresa Curtis, EOTSS
Valarie Jones, EOTSS
Tim Larkin, EOTSS



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Administrative Services

Paul C. McCarthy
CFO
Director, Registry of Deeds

June 2, 2021

Paulo C. DeOliveira
Dukes County Registry of Deeds
PO Box 5231
Edgartown, MA 02539

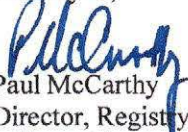
Re: Dukes County Registry of Deeds Technological Fund Request

Dear Register DeOliveira;

This letter is in response to the Dukes County Technological Fund request on June 1, 2021, to expend a total of \$75,009.00 for the County Register's Technological Fund for the Dukes County Registry of Deeds. The Secretary of the Commonwealth, in accordance with Chapter 4 of the Acts of 2003, is asked to review each Registers Technological Fund requests to ensure consistency with the IT plans of the Commonwealth and of the Secretary of the Commonwealth. Pursuant to the General Laws Chapter 36, Section 41, governing all County Registry of Deeds, this falls within the intentions of the county surcharge.

Please note this approval shall not act as an endorsement of any one vendor associated with this expenditure request.

Thank you,


Paul McCarthy
Director, Registry of Deeds
Office of the Secretary of the Commonwealth

cc: Tim Larkin, ITD



DUKES COUNTY REGISTRY OF DEEDS

Paulo C. DeOliveira
Register

Shannon E. Larsen
Asst. Register

June 1, 2021

Tim Larkin, Capital Planning Manager - MassIT
Commonwealth of Massachusetts
One Ashburton Place, Rm. 1601
Boston, MA 02108

Dear Mr. Larkin,

I am enclosing for your approval a request totaling \$75,009 to cover various service contracts, wiring and network upgrades for a new phone system and microfilming.

Please feel free to contact me if you have additional questions. For your reference, our current Tech Fund balance as of June 1, 2021 (prior to this request) is approximately \$137,703.00

Thank you for your attention to this request.

Sincerely,

Paulo C DeOliveira, Register

CC: Paul McCarthy



**Agreement for Information Technology Products and Services
Amendment No. 1**

**Avenu Enterprise Solutions, LLC
Dukes County, Massachusetts**

This first amendment (“Amendment No. 1”), is made as of April 30, 2021 by and between **Avenu Enterprise Solutions, LLC**, 8600 Harry Hines Blvd., Dallas, TX 75235 (“Avenu”) and **Dukes County**, 81 Main Street, Edgartown, MA 02539 (“Client”).

Recitals

WHEREAS on July 1, 2019, Client and Conduent Enterprise Solutions, LLC, an Avenu Holdings, LLC company, entered into a two-year Agreement for Information Technology Products and Services (“Agreement”);

WHEREAS on October 30, 2018, Avenu filed a Certificate of Name Change with the Delaware Secretary of State and subsequently changed the name from Conduent Enterprise Solutions, LLC to Avenu Enterprise Solutions, LLC;

WHEREAS the parties desire to extend the Agreement for an additional two-year period through June 30, 2023;

NOW, THEREFORE, Avenu and Client (each individually a “party” and collectively, the “parties”) agree as follows:

1. This Amendment No. 1 is effective on July 1, 2021 (Amendment Effective Date).
2. Section 2 of the Agreement (Term) is modified with the following:

This Agreement shall continue through June 30, 2023, unless otherwise extended or terminated by the parties in accordance with the provisions of this Agreement (“Term”).

3. Schedule A (Statement of Work), Section C (Payment and Rates), is modified by adding the following new rows to the table of Services and Prices:

Services	Price
Maintenance for 20/20 Perfect Vision™ Land Records Management System - Year 3	\$ 3,374.00 annual fee
Maintenance for 20/20 Perfect Vision™ Land Records Management System - Year 4	\$ 3,442.00 annual fee

4. All other terms and conditions of the Agreement, except as modified by this Amendment No. 1, shall remain in full force and effect.

Hardware / Tech Support Service contract - \$18,000

Educomp, Inc.
4 State Road
Post Office Box 2462
Vineyard Haven, Ma 02568

Full Service Agreement Dukes County Registrar of Deeds

1. Description of Full Service On Site Maintenance

A. During the period of assured full-service maintenance availability, beginning July 1, 2021 and ending June 30, 2023, Educomp will maintain in good working order all equipment covered by this agreement, in accordance with our service policies. The cost for the service contract is as follows:

Year 1: \$9,000.00
Year 2: \$9,000.00

Full service maintenance will include:

1. Unscheduled repairs upon request by the Customer during Educomp's normal working hours; 9:00 AM - 5:00 PM Monday-Friday.
2. Ongoing maintenance as defined by Educomp's service policies which include:
REPLACEMENT OF PARTS WHICH ARE UNSERVICEABLE
3. The serviceability of parts will solely be determined by Educomp and replaced on an exchange basis. Replaced parts will become the property of customer.
4. Maintenance and monitoring of Nagios network
5. Annual maintenance and cleaning of all computers
6. Under this service contract Educomp will guarantee 4 hour response

2. Emergency Response (Prioritization)

1. General management and maintenance of the network and any project work to perform remediation or upgrades will be done during regular hours unless the network will be unavailable, in which case this work will be scheduled as requested by the Registrar. Overtime rates may apply.
2. Emergencies will be responded to within 4 hours. In this timeframe, an Educomp employee or representative will provide acknowledgement of the report of an emergency and begin troubleshooting to determine the cause of the problem. This will be done remotely whenever possible, unless an Educomp employee or representative is already onsite or remote access is unavailable.
3. Emergencies are defined as follows: A critical system is unavailable or inaccessible, which results in business operations being significantly impacted. Examples would be a significant network outage or multiple system failures.

3. Acceptance by Customer

A. Full service maintenance is only available for equipment having a valid manufacturer serial number and UL certification.

4. Accessories

A. Any accessory purchased from Educomp for which full service maintenance pricing is available will be added to the service agreement upon expiration of the warranty. The term of the agreement will be concurrent with the term for the initial unit.

5. Period of Assured Full Maintenance Availability

This agreement will commence on the date indicated in Paragraph #1 and continue for a period of assured full service maintenance availability as described below:

A. For newly manufactured equipment Educomp will provide:

1. Full service maintenance availability for the duration of this contract.
2. Full service maintenance availability is subject to Educomp being able to obtain parts from the manufacturer.

6. Services not included in full service maintenance will be charged in accordance with Educomp's labor and material rates currently in effect. Those services not included are:

1. Parts/whole unit replacement for printers.
2. Software programming.
3. Service connected with relocation of equipment.
4. Installation of accessories, attachments, or other devices.
5. Exterior refinishing or painting.
6. Performance of normal operator functions as described in the manufacturer's operator manuals.
7. Repair of damage from any cause other than ordinary use, except damage caused by the sole negligence of Educomp.
8. Increase in service time resulting from neglect or unique applications.
9. Restoration of data.

Customer will be liable for all costs associated with any equipment relocation requested by the Customer. These costs will include all applicable installation and removal charges, special rigging charges, and technical representative and labor. Educomp shall be under no obligation to provide maintenance service of any equipment which is relocated outside its geographical area or responsibility. Educomp will assist the Customer in obtaining service from other qualified dealers outside of this area.

7. Breach or Default

- A. If Customer does not pay the amounts due hereunder or breaches any terms of this agreement, Educomp may terminate this Agreement effective upon written notice to the Customer.
- B. Customer agrees to pay to Educomp reasonable attorney's fees and legal expenses incurred in exercising any of its rights and remedies upon breach of this Agreement by the Customer.

8. General

- A. Free access. Educomp shall have free access to the equipment to perform service thereon.
- B. Customer agrees to pay all sales taxes where applicable for services rendered pursuant to this Agreement.
- C. Customer shall provide equipment key to operators for instruction in use of the equipment.

9. Length of Plan-Automatic Renewal

- A. Unless cancelled at the end of the initial or successive term, this Agreement shall be renewed for successive 12 month terms at the prices term and conditions in effect at time of renewal. Educomp will provide Customer prior written notice of the renewal date.

10. Changes

The equipment and accessory full service maintenance prices, terms and conditions, shall be those in effect on the commencement date as set forth in Paragraph #1 of this Agreement

11. Cancellation of Agreement

After commencement date, customer shall have the right to cancel this agreement upon 30 days written notice to Educomp. Educomp may cancel this agreement upon 30 days written notice to customer.

Hardware Covered under Full Service Contract:

- Windows Workstations as listed in the DCRD Equipment list as of 2/23/2021
- Dual-Xeon Server purchased 2019
- Peripherals including monitors, keyboards, mice, speakers.
- UPS units, including battery replacements as needed
- Fujitsu scanner roller kits
- Annual Antivirus renewal costs

Signatures:

Paulo C. DeOliveira
Register of Deeds:

 5/15/21
Register of Deeds Date

Daniel Carbon
Treasurer, Educomp:

Date

Re-wiring office / installing additional ethernet ports - \$12,671.93

2 Batterymarch Park
Suite 401
Quincy, MA 02169
www.neweratech.com
617-367-7474



▶ Scope of Work

ITC68-Edgartown Registry of Deeds

Install (13) dual category 6 locations (Total 26 cables) to the following locations:

- 4 staff workstations
- 2 cashiering stations
- 2 staff printers (one is the copier/fax)
- 1 scanning station
- 2 public terminals
- 1 public printer
- 1 register printer (currently USB but would like to be on the network)

Cables to go to the IT room where the router is located.

Supply (1) category 6 48 port patch panel with (1) 2U horizontal manager.

Cables will run down through the basement and back up to each locations.

Work to be completed during Off hours - Friday night - all day Saturday (Date TBD)

Bill of Materials

Item	Product Description	Qty	Price	Ext. Price
6P4P24-WH-P-CMS-TPCE	Commscope Cat6 CMP MC Cable White	5000	\$0.285	\$1,425.00
UNJ600-BL	Commscope Jack Cat6 Blue	26	\$6.38	\$165.88
108333063	Systemax Faceplate LE 2 Port White	13	\$2.48	\$32.24
V700	Wiremold 700 Raceway Ivory Metal Per Foot	100	\$1.72	\$172.00
V704	Wiremold V700 2 Hole Straps 10Pk	4	\$6.90	\$27.60
V5748	Wiremold 700/500 Device Box 1G Deep Ivory	13	\$10.20	\$132.60
V5786	Wiremold 5786 Adj Offset Connector	13	\$11.27	\$146.51
MPLS	Erico SG Mntg Brkt (Caddy)	13	\$1.94	\$25.22
Cabling Project Consumables	Cabling Project Consumables	1	\$783.00	\$783.00
AT55HM-7	Allen Tel 4U Swing Rack	1	\$57.40	\$57.40
AT55WMP-1	Allen Tel 2U Horizontal WM w/D Rings	1	\$38.58	\$38.58
UNP-6-DM-2U-48	Commscope Patch Panel Cat6 48P	1	\$305.90	\$305.90

Subtotal: **\$3,311.93**

Professional Services

Item	Product Description	Qty	Price	Ext. Price
ITC68 - Cabling Project Manager	ITC54 - Cabling Project Manager	6	\$75.00	\$450.00
ITC68 Cabling Foreman OT1	ITC68 Cabling Foreman OT1	36	\$112.50	\$4,050.00
ITC68 Cabling Foreman OT2	ITC68 Cabling Foreman OT2	36	\$135.00	\$4,860.00

Subtotal: **\$9,360.00**

 Government Procurement Note(s)

Commonwealth of Mass State/Local Government Procurement Note

All contracts, purchase orders, and/or related correspondence should be directed to New Era Technology NE at 2 Batterymarch Park, Suite 401, Quincy, MA 02169 (Phone 617-367-7474). In generating an encumbrance or making a payment, please reference Future Technologies Group, LLC dba New Era Technology NE and vendor code VC0000286170. If this proposal references a state contract or procurement vehicle, the contract will be specifically referenced within the Scope of Work.

ERATE Service Provider Identification Number (SPIN)

A SPIN (Service Provider Identification Number) is the unique number assigned to each service provider participating in the Universal Service Fund (USF). USAC will assign a Service Provider Identification Number to each company that registers by filing a Form 498. New Era Technology NE offers many E-rate eligible services in the categories of Telecommunications, Internet Access, and Internal Connections as well as the Basic Maintenance of those Internal Connections. Please reference Future Technologies group, LLC dba New Era technology NE ERATE SPIN # 143033382.

Federal Government (SAM)

Future Technology Group, LLC dba New Era Technology NE maintains SAM registration as required for any business, organization, or agency that is eligible to receive payments from the federal government. Please reference CAGE code 5SZG7.

 Standard Terms & Conditions

Terms and Conditions

Unless otherwise noted, this Proposal is based upon all work being performed in one continuous phase during normal business hours, Monday through Friday. Pricing is contingent upon unrestricted access to the areas where the work is to be performed and, if applicable, access to the equipment or system(s), as necessary, both remotely and directly, so that New Era can effectively perform its services. Pricing is also contingent upon all cable pathways being easily accessible and free and clear of obstructions. All trademarks are the property of the respective owners.

Any change to the Scope of Work described in this Proposal involving extra costs shall only be effective upon the execution of a written Change Order by both Parties.

Warranties and Remedies for Services: New Era warrants all workmanship for one year from completion of the work and that all

2 Batterymarch Park
Suite 401
Quincy, MA 02169
www.neweratech.com
617-367-7474



Dukes Re-wire



Prepared by:
New Era Technology NE
Shannon Hoeg
617-502-1278
Shannon.Hoeg@neweratech.com

Prepared for:
Dukes County Registry of Deeds
81 Main Street
P.O. Box 5231
Edgartown, MA 02539
Paulo DeOliveira
(508) 627-4025
pdeoliveira@dukescounty.org

Quote Information:
Quote #: 009891
Version: 2
Delivery Date: 10/22/2020
Expiration Date: 08/01/2021

Quote Summary

Description	Amount
Bill of Materials	\$3,311.93
Professional Services	\$9,360.00

Total: **\$12,671.93**

New Era Technology

Signature: Shannon Hoeg
Name: _____
Title: _____
Date: _____

Dukes County Registry of Deeds

Signature: _____
Name: _____
Date: _____

Wide Format Service Contract - \$5,000

Sales Quote



DATE: 5/17/2021

Image Tek
 Box 70
 Auburn, MA 01501
 781-953-4451

Bill To:
Dukes County Registry of Deeds
 PO Box 5231
 91 Main St
 Edgartown, MA 02539

Ship To:
 Same

Contact:	Paulo DeOliveira
Telephone:	508-627-4025
Fax:	

Contact:	Paulo DeOliveira
Telephone:	
Fax:	

Special Instructions: TWO YEAR SERVICE CONTRACT QUOTE

SALESPERSON	CUSTOMER NO.	P.O. NUMBER	SHIP VIA	F.O.B. POINT	TERMS
JM			best	Origin	Net 30

QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	SYS7172	KIP 7172 Two Year Service Contract (No meter Charges) Contract covers all parts and labor. Excludes Toner and Paper	\$2,500.00	\$5,000.00
Subtotal				\$5,000.00
Tax Rate				
Sales Tax				Exempt
Installation				Included
Shipping				Included
Total				\$5,000.00

Microfilming and storage - \$19,921

C. PAYMENT AND RATES

Client will pay Avenu based on the following price schedule.

Services	Price
Microfilm Storage	\$1.45 per roll per year. As of 4/6/2020 (the Effective Date) Avenu is storing 1,170 rolls of microfilm for Client. The parties may agree to increase or decrease this amount during the Term. Client will be invoiced annually in March during the Term and will pay Avenu based on the number of rolls of microfilm Avenu is storing for Client on March 1 of each year.
Microfilm Retrieval (per request)	\$21.50 for first roll and \$2.28 for each additional roll requested
Reprint of documents from microfilm	\$1.25 per page
Microfilm Creation	\$0.05 per frame

Microfilm Annual Storage

Year	# of films in storage	Unit Price	Total
2021	1,176	\$ 1.45	\$ 1,705.20
2022	1,186	\$ 1.45	\$ 1,719.70
2023	1,196	\$ 1.45	\$ 1,734.20
2024	1,206	\$ 1.45	\$ 1,748.70
2025	1,216	\$ 1.45	\$ 1,763.20
			\$ 8,671.00

Cost to Shoot new Microfilm

Year	# of images	Unit Price	Total
2021	45,000	\$ 0.05	\$ 2,250.00
2022	45,000	\$ 0.05	\$ 2,250.00
2023	45,000	\$ 0.05	\$ 2,250.00
2024	45,000	\$ 0.05	\$ 2,250.00
2025	45,000	\$ 0.05	\$ 2,250.00
			\$ 11,250.00

Grand total = \$ 19,921

Network configuration of new IP Phone system - \$900



Scope of Work

Network changes

Configuration switches: Create subnet & VLAN to support phone system + testing

*To be coordinated with Sec. of State

New Era Technology is an approved vendor on the ITT50 statewide contract. This proposal is being provided in accordance with all rates, terms and conditions of the contract.

Professional Services

Item	Product Description	Qty	Price	Ext. Price
ITT50 - Network Engineer	ITT50 - Network Engineer	6	\$150.00	\$900.00
			Subtotal:	\$900.00

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Commonwealth of Mass State/Local Government Procurement Note

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Database integration with MS Office and custom reporting tools - \$12,000

17-May 2021

Paul DeOliveira, Register of Deeds
Dukes County
81 Main St
Edgartown, MA 02539

Subject: Database consulting

Dear Paulo DeOliveira –

Thank you for the time in discussing your needs for expanding your database capabilities. In reviewing and reflecting upon the information you provided I am confident that your needs can be met. I also realize that your needs may expand as you see the added capabilities you will have once we have achieved your initial goals.

This proposal recommends an initial effort of 80 hours at \$150/hr to support accomplishing the following items:

1. Examine and learn database structure
2. Integrate database with MS Office (Excel, Word)
3. Develop custom data analysis and display concepts
4. Create custom interfaces
5. Train skilled staff in using database interfaces (MS SQL Server Management Studio, MS Office Database Integration)

Thank you,



Chris Lamb
HIPtek, LLC
20 Silo Dr
Waterford, NY 12188
518-928-4308

HIPtek, LLC. A veteran owned business specializing in electronic Hardware development, system and database Integration, and firmware/software Programming.