
MEMO

APPROVED
1/30/2023



DATE: January 25, 2023
FROM: Matney M. Ellis
Procurement Director
TO: Board of County Commissioners
SUBJECT: Agreement – Annotate Software, Ltd

A handwritten signature in black ink, appearing to read "Matney M. Ellis", with a long horizontal flourish extending to the right.

Submitted for your approval and execution is the attached agreement between the Board of County Commissioners on behalf of Procurement and Annotate Software, Ltd. for sixty (60) Hosted Enterprise Licenses to Annotate software to be used for in-document collaboration during contract review through November 30, 2023 for a fee of \$12,000.00 as further described in the attached.

Respectfully submitted for your approval and execution.

MME / jdf

SUBMITTED FOR: The January 30, 2023 BOCC meeting agenda.

CMF# 20230141

ANNOTATE HOSTED ENTERPRISE LICENCE ORDER

ORDER DETAILS	
Order Reference	TBA
Customer Name and Address	Tulsa County Tulsa, 74103, Oklahoma
Contact	Matney Ellis
Initial Term	1 year
Effective Date	1st December 2022
Commencement Date (of Initial Term)	1st December 2022



ANNUAL SUBSCRIPTION LICENSE FEES		
Annotate Enterprise License for 60 users	1st December to 30th November 2023	12,000 USD pa

CMF# 20230141

For all other terms see Hosted Customer Terms of Service <https://www.annotate.com/docs/annotate-hosted-customer-terms-of-service.pdf>. The Licence Fee shall be invoiced and payable in full in advance.

CONFIDENTIAL

Annotate requires written confirmation of acceptance of our fees and terms as set out above prior to commencement of the Agreement. Such confirmation acts as acceptance of this Order and your assent to be bound by this Agreement as of the Effective Date.

Authorized representative of Customer:	Authorized representative of Annotate Software Ltd:
Signature & Date:  1/30/2023	Signature & Date:  19.1.23
Full Printed Name: Kelly Dunkerley	Full Printed Name: OLIVER MCCLINTOCK
Job Title: Chairman	Job Title: Chief Commercial Officer



Attest:



APPROVED
By Andrew Mihelich at 9:17 am, Jan 25, 2023

APPROVED AS TO FORM/ LEGALITY



ASSISTANT DISTRICT ATTORNEY

Andrew C. Mihelich