

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department:</b> Department of Innovation and Technology (IT)	<b>From:</b> Angela Green
<b>CPA No.:</b> 1056035	<b>Title:</b> Hyland OnBase Software Licenses and Maintenance - Sole Source
<b>Effective Date:</b> 4/1/2017	<b>Expiration Date:</b> 3/31/2025
<b>Contract APPROVED Amount:</b> <del>\$58,948.90 (CV360) + \$400,000 (FMIS) =</del> <sup>\$400,000.00 LC</sup>	
<b>Total Amount Spent to Date:</b> \$55,853.21 (CV360) \$341,051.10 (FMIS) = \$396,904.31	

**User Department Recommendation:**

\$214,128.99 <sup>LC</sup>  
~~\$214,129.99~~

This contract needs to be extended for three years, and funds added in the amount of ~~\$214,129.99~~ for annual maintenance and support of Hyland OnBase. OnBase is our enterprise content management system used by Police, Tax Commissioner, Finance, and Property Appraisal departments for document management.

Jelena A. Green February 25, 2025

**Department Director Signature** **Date**

**Funding:** General  Enterprise  3 Digit Fund Code 100

CIP Line Item No. (if applicable): \_\_\_\_\_

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

**Jovan Hooper** Digitally signed by Jovan Hooper  
Date: 2025.03.12 15:52:54 -04'00'

**Purchasing and Contracting Signature** **Date**



### RENEWAL ORDER FORM

Hyland Reference Number: HYL043915

Parties	
Customer Name ("Customer")	DeKalb County, GA
Hyland Entity Name ("Hyland")	Hyland Software, Inc.

Customer Information	
<b>Billing Details</b>	<b>Shipping Details</b>
Name: DeKalb County, GA	Name: DeKalb County, GA
<b>Bill To Address</b>	<b>Ship To Address</b>
DeKalb County Finance Department 1300 Commerce Drive Decatur Georgia 30030 United States	Innovation and Technology 3630 Camp Cir Ste 301 Decatur Georgia 30032 United States
<b>Bill To Contact</b>	<b>Ship To Contact</b>
Name: Sam Krishnan Email: skrishnan@dekalbcountyga.gov Phone: (404) 687-7160	Name: Sam Krishnan Email: skrishnan@dekalbcountyga.gov Phone: (404) 687-7160
<b>Quote Details</b>	<b>Sales Representative</b>
Pricing Expiration Date: November 1, 2025 Quote Reference: Q-356609	Name: Amie Gonzalez Email: amie.gonzalez@hyland.com Phone: 386-378-2459

### PERPETUAL SOFTWARE ANNUAL MAINTENANCE

Product Code	Product Name	Schedule	Quantity
AEMPI2	Enterprise Application Enabler Maintenance	GSA	1
CTMPC	Concurrent Client Maintenance	GSA	119
CTMPN	Named User Client (Maintenance)	GSA	1
DIMPW1	Production Document Imaging (Kofax or Twain) (1) Maintenance	GSA	1
DPMPW1	Document Import Processor Maintenance	GSA	1
GWMPI1	Public Sector Constituency Web Access Maintenance	GSA	714000
KXMPI1	Integration for Kofax Capture Maintenance	Open Market	1
OBMPW1	Multi-User Server Maintenance	GSA	1
PTMPC1	Virtual Print Driver Maintenance	GSA	1
RIMPI1	Records Management Maintenance	GSA	1
UFMPI1	Unity Forms Maintenance	Open Market	1
UNMPI1	Unity Client Server Maintenance	GSA	1
WLMPC	Workflow Concurrent Client SL (Maintenance)	GSA	4

### PAYMENT SUMMARY

Start Date – End Date	Subscription Payments
November 1, 2025 - October 31, 2026	USD 60,042.22
November 1, 2026 - October 31, 2027	USD 64,545.38
November 1, 2027 - October 31, 2028	USD 69,386.27

**RENEWAL ORDER FORM TERMS  
FOR RENEWAL ORDER FORM NO. EU-17046-HYL043915**

This Order Form is governed by the Master Agreement, Subscription Agreement, Hosting Agreement, or the similar agreement under which Customer has previously purchased licenses to the Software or other products or services (the “Master Agreement”). The Master Agreement, including this Order Form, and any other related documents referenced in the Master Agreement constitute the entire agreement of the parties with respect to the products and services purchased under this Order Form. Any terms adding to or varying from the terms of the Master Agreement, including this Order Form, whether contained in any purchase order or other written, electronic, or oral communication shall be null and void and have no effect unless they are captured in an amendment executed by both parties. The effective date (the “Effective Date”) of this Order Form will be the date this Order Form is executed by the last party to execute.

Permission to Invoice

Customer acknowledges and agrees that, when this Order Form is signed by both parties, Hyland is permitted to invoice Customer for the matters described herein, and such invoices will be due and paid in accordance with the Master Agreement.

Currency/Taxes

All pricing in this Order Form is in USD and is exclusive of any applicable taxes and government charges. If applicable, Customer agrees to provide Hyland with valid tax exemption certificates in advance of the issuance of any invoice.

Term Length

With respect to the products or services being renewed under this Order Form, the term of the renewal subscription for the products or services on this Order Form shall be the period that begins on the first Start Date and ends on the last End Date reflected in the Payment Summary, notwithstanding the Effective Date of this Order Form. Thereafter, the subscription shall automatically renew for additional periods of one (1) year each unless either party provides notice to the other of non-renewal at least thirty (30) days prior to the end of the then-current term. Hyland may increase the fees for any renewal period, and will provide either a renewal quote or invoice with the updated fees prior to the end of the then-current term.

Signature of Parties

This Order Form is only valid and binding when executed by both parties. Each party has executed this Order Form by its duly authorized representative.

**DeKalb County, GA**

**Hyland Software, Inc.**

By:

By:

Name: (Print)

Name: (Print)

Title:

Title:

Date:

Date:



**RENEWAL ORDER FORM**

**Hyland Reference Number: HYL043913**

<b>Parties</b>	
Customer Name ("Customer")	DeKalb County, GA
Hyland Entity Name ("Hyland")	Hyland Software, Inc.

<b>Customer Information</b>	
<b>Billing Details</b>	<b>Shipping Details</b>
Name: DeKalb County, GA	Name: DeKalb County, GA
<b>Bill To Address</b>	<b>Ship To Address</b>
DeKalb County Finance Department 1300 Commerce Drive Decatur Georgia 30030 United States	Innovation and Technology 3630 Camp Cir Ste 301 Decatur Georgia 30032 United States
<b>Bill To Contact</b>	<b>Ship To Contact</b>
Name: Sam Krishnan Email: skrishnan@dekalbcountyga.gov Phone: (404) 687-7160	Name: Sam Krishnan Email: skrishnan@dekalbcountyga.gov Phone: (404) 687-7160
<b>Quote Details</b>	<b>Sales Representative</b>
Pricing Expiration Date: November 1, 2025 Quote Reference: Q-356619	Name: Amie Gonzalez Email: amie.gonzalez@hyland.com Phone: 386-378-2459

**ON-PREMISE SUBSCRIPTIONS**

<b>Product Code</b>	<b>Product Name</b>	<b>Schedule</b>	<b>Quantity</b>
DXIPW1_SUBS	XML Index Document Import Processor	GSA	1
WTIPW1_SUBS	Web Server	GSA	1

**PAYMENT SUMMARY**

<b>Start Date – End Date</b>	<b>Subscription Payments</b>
November 1, 2025 – October 31, 2026	USD 6,238.77
November 1, 2026 – October 31, 2027	USD 6,706.68
November 1, 2027 – October 31, 2028	USD 7,209.67

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