

Exhibit 1

Village Of Oak Park

Original

Prepared By:



**Progrío
1710 Whittemore St.
Rock Island, IL 61201
klaird@Progrío.com
www.Progrío.com**

STATEMENT OF WORK

CONVERSION SERVICES

For

Village of Oak Park

November 10, 2016

Project Executive Summary

Progrio will scan Building and Property Standard Files for the Village of Oak Park, IL. Once the production is complete, the paper will be destructed.

Project Scope

Progrio will convert approximately 80 boxes of Building and Property Standard files per year. The records will be indexed by unique number, building address (including: street address, street name prefix, street name & unit number), document date and doc type.

Project Details and Assumptions

Quantities:

- Estimated number of images: 560,000
- Estimated number of documents: 280,000

Document Preparation:

- Pages will come in folders or separated by cover sheet by Building Address and documents within the file will be stapled or clipped
- All images in a folder or packet will be one document
- Folders will not be scanned
- Pages will be returned to boxes in the same order received, but will not be re-stapled or re-fastened in any way
- The outside front of original mailing envelopes within the documents will be captured
- Standard paper prep includes:
 - Any document smaller than 8.5" x 5.5" will be copied (onto a larger sheet) and the original shredded. Only one smaller document will be copied per page.
 - Any document the size of a receipt will be taped to a larger page for scanning. Only one receipt will be taped per page.
 - Any document deemed to be "poor" quality will have a flash sheet indicating "The following image(s) may be of poor quality due to the poor quality of the original."
 - Removal of anything that connects or holds the pages together: staples, paper clips, rubber bands, perforation
 - Repair damaged edges or corners with tape. If the damage is too severe a copy of the document will be made

- Removal of any post it notes or small papers taped to originals covering other information. The smaller items will be taped to a larger page for scanning

Scanning:

- Scan 300 DPI
- Duplex
- All images will be scanned on bitonal settings, unless they are photographs or toned images, which will be captured in grayscale
- Photos and toned images will make up 1% or less of total images
- The majority (at least 90%) of pages will measure 8.5" x 11" with the remaining ranging from 4" x 6" to 11" x 17".
- All pages will be in fair to good condition with some tears, but no readability issues
- Each batch (box) will be scanned with settings which will result in the best quality images for the whole batch

Image Enhancement:

- Automated image enhancement will include: deskew, despeckle, black border removal
- All images will be manually reviewed to ensure adherence to Progrio's standard of acceptable image quality

Indexing:

- Index each document by four (4) fields:
 - Unique File Number (YYYYMMBBB)
 - 201111001
 - Building Address
 - Street Address (i.e. house number)
 - Street Address Prefix (i.e. N, E, W, etc)
 - Street Name
 - Unit Number (i.e. suite or apartment number)
 - Document Date (MM/DD/YYYY)
 - Leave blank
 - Document Type
 - All docs will be indexed as MISC
- Unique File Number will be no more than ten (10) characters and will be generated by Progrio. The format will be a four-digit year, two-digit month and a three-digit box number EX:201611001
- The Village of Oak Park will provide Progrio an Excel spreadsheet from their existing database that contains each folder's Street Address, Street Address Prefix, Street Name and Unit Number. Progrio assumes all the building addresses will be on this list. If they are not all listed, Progrio will index up to 2%

of the missing ones at the same cost, anything above the 2% will need to be discussed.

- Street Address entries will be no more than 25 characters on average
- Additional information for index will be found typed clearly on the first page of each document
- Document Date will be left blank
- Document Type will be MISC
- Each Building Address document will contain 35 images on average
- No images for this project will contain information for more than one (1) document

Delivery Output:

- Single-page tiffs that will be loaded into PaperVision data groups
- The first data group will start with the next sequential number and will sequentially increase by one for each datagroup
- In the datagroup the Dept./Client & Project will both be named Village Of Oak Park
- Data will be delivered to the Village of Oak Park on DVDs. Four (4) copies of each disk will be provided.
- Progrio will remotely load images into the Village's PaperVision system, provided the Village of Oak Park has an active maintenance contract in place

If project assumptions or specifications change, pricing may change.

Cost

The minimum initial price of this Statement of Work (SOW) as detailed below is payable (inclusive of travel and per diem) in accordance with the deliveries made to Village of Oak Park. The total billing for this project shall not exceed \$50,000.00

- | | |
|-----------------------------------|-----------------------|
| • Prep & scan | \$0.079 per image |
| • Indexing (4-field) | \$0.056 per doc |
| • Large Format Scanning | \$0.660 per image |
| • Document Destruction, per pound | \$0.140 per pound |
| • Transportation Fee | \$125.00 per trip |
| • Retrievals | \$21.00 per half hour |

Estimated Total Billing: \$50,000.00

Progrio reserves the right to re-price the per unit charges in the event that the estimated number of images or documents provided by the Village of Oak Park is more than 2% under the original, estimated count.

Project Management

Village of Oak Park Project Contact:

Name: Steve Cutaia
Title: Permit Services Manager
Address: Village Hall, 123 Madison St, Oak Park, IL 60302
Phone: 708-358-5432
Fax: 708-358-5112
Email: scutaia@oak-park.us

Progrio Project Contact:

Name: Kimberly Laird
Title: Account Manager
Address: 1710 Whittemore Street, Rock Island, IL 61201
Phone: 309-786-5800 ext. 382
Fax: 309-786-5900
Email: klaird@Progrio.com

Add-On:

Once the Village of Oak Park has signed the Statement Of Work (SOW) any changes will be documented in a Contract Add-On. Each Contract Add-On will be given a consecutive number. A Contract Add-On will be submitted in writing to the Project Manager who will, in turn, propose addressing the changes. If the changes increase the costs then a submission will be made as to what those costs will be. Written acceptance of the proposal will allow those changes to take effect.

Village of Oak Park Responsibilities:

- The Village of Oak Park is responsible for packaging boxes of documents for Progrio to pick up
- The Village of Oak Park is responsible for performing a spot check QA of delivered documents within thirty (30) calendar days of receipt.

Progrio Responsibilities:

- Progrio is responsible for pick-up of said boxes
- Progrio is responsible for returning original documents within the agreed-upon warranty period
- Progrio is responsible for delivering converted documents and images on a monthly schedule
- Progrio is responsible for retaining a digital copy of images and data through below detailed warranty period. Upon expiration, digital material will be destroyed.

Pilot:

Progrio will not perform a pilot for these documents. Conversion work was completed in 2015 & 2016. The documents to be processed are similar to the work completed previously and therefore will not require a scope change or an additional pilot.

Exception Reporting:

Any documents that cannot properly be imaged because of issues with the media will be listed on an exception report. This report will be delivered with the output. These issues include things such as poor quality originals, missing pages, etc.

Warranty

As part of our service and commitment, Progrio offers a thirty (30) day warranty of post conversion support that begins after each delivery. Post support means that we will correct any errors up to a 99.5% accuracy rate in the conversion for the thirty (30) day provided the errors are a result of Progrio's work. However, if the errors are a result of the Village of Oak Park, Progrio will submit pricing to assist in the correction of the errors.

As is true in most large conversion efforts, some images may not be at the quality level the Village of Oak Park would hope. It is important to understand that Progrio can only produce good images based on the quality of the original media provided.

Progrio does offer and will work with the Village of Oak Park to discuss optional scanning methods from other media sources if necessary. Progrio will provide rescanning of verified rejected images, and re-indexing of data records at no charge within fifteen (15) business days. However, if the errors are a result of the Village of Oak Park, Progrio will submit pricing to assist in the correction of the errors.

Any deviations from this statement of work required by the Village of Oak Park may result in the need to readjust pricing.

Retrievals

Retrievals will be billed on an hourly basis at the rate quoted in the cost section above. Multiple items/requests can be included on a single retrieval request form submission, but each submission will have a minimum of a half hour billed. Multiple submissions (either via email, phone or fax) received in one day will be treated separately and each billed with a minimum half hour.

Original Documents

Progrio will work with the Village of Oak Park to execute a mutually agreed upon delivery of output and original materials immediately following conversion completion. In the event that material is still housed at the Progrio site thirty (30) day after delivery of the project output the original media will be disposed of in a confidential manner by shredding, stripping, pulverizing or other environmentally safe means unless otherwise authorized in writing by the Village of Oak Park.

Delivery Schedule

Progrio estimates that this project will take four (4) months to complete. The converted data will be delivered to the Village of Oak Park monthly, on DVD's, until all the boxes have been processed. The loading of the Papervision datagroups will be coordinated with the Village of Oak Park IT department and Progrio.

Billing Schedule

Will be based upon deliverables.

Acceptance of This Document

Signature below by the Village of Oak Park is acceptance as defined in this document. It also implies adherence to the rules and guidelines as defined herein.

Progrio greatly values our relationship with the Village of Oak Park.

Signature

Printed Name

Village of Oak Park
Company

Date Signed

Signature

Josh Schwarzberg
Printed Name

Progrio
Company

Date Signed