

Exhibit 2

Village of Oak Park

Original

Prepared By:



**Progrío
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STATEMENT OF WORK

CONVERSION SERVICES

For

Village of Oak Park

November 11, 2016

Project Executive Summary

Progrio will scan large format property drawings for the Village of Oak Park, IL. Once the production is complete, the drawings will be destructed after the expiration of the warranty.

Project Scope

Progrio will convert approximately 21,375 property drawings. The records will be indexed by property address. The images and indexing will be output as papervision datagroups that will be put on DVD's

Project Details and Assumptions

Quantities:

- Estimated number of images: 32,063
- Estimated number of documents: 16,031

Document Preparation:

- Drawings will come folded or rolled
- Progrio will unfold or unroll the drawings for scanning
- All drawings for an address will be considered 1 document
- Progrio will go through the drawings and remove the ones that are not needed. The Village of Oak Park will provide the information needed for Progrio to remove these drawings. Progrio assumes that approximately 10% of the drawings will be removed
- Approximately 50% of the drawings will contain information on both sides
- Standard paper prep includes:
 - Any document deemed to be "poor" quality will be pulled and returned to the customer
 - 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
 - Drawings will be returned to the totes as they were received, but will not be re-stapled or re-fastened in any way.

Scanning:

- Scan 300 DPI
- Duplex

- Bitonal
- No more than 5% of the pages will have white text on black background and will require reversal to black text on white background
- 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 two (2) fields:
 - Unique File Number (YYYYMMBBB)
 - 201611001
 - 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
 - Leave blank
- 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 building address. 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.
 - Building Address entries will be no more than Thirty (30) characters on average
- Information for index will be found typed clearly on the first page of each document
- Each Building Address document will contain two (2) 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 number 01610021 and will sequentially increase by one
- 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.

- | | |
|------------------------------|-----------------------|
| • Prep & scan | \$0.660 per image |
| • Sort pages for destruction | \$0.060 per page |
| • Indexing (2-field) | \$0.070 per doc |
| • Destruction | \$0.160 per pound |
| • Retrievals | \$21.00 per half hour |

Estimated Total Billing: \$23,171.69

Progrio reserves the right to re-price the per unit charges if 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 review and signoff of the pilot results within fifteen (15) business days of receipt of images
- 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 in one trip
- Progrio is responsible for conducting a Pilot of representative images to ensure they are processed according to the Project Procedures
- Progrio is responsible for destructing original documents after 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 procedures require that a Pilot be performed to gain an understanding of requirements and more importantly expectations.

This contract will require a Pilot (using a representative sample of the different media that will be converted). Progrio will create a pilot acceptance form for the Village of Oak Park to sign before full production proceeds.

The Village of Oak Park is responsible for review and signoff of Sample Test/Pilot results within fifteen (15) business days of receipt of results images and metadata. Production work will begin when the Village of Oak Park accepts the Pilot results.

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, Progrid 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 Progrid's work. However, if the errors are a result of the Village of Oak Park, Progrid 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 Progrid can only produce good images based on the quality of the original media provided.

Progrid does offer and will work with the Village of Oak Park to discuss optional scanning methods from other media sources if necessary. Progrid 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, Progrid 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 destruct the original materials immediately after the expiration of the agreed upon warranty. In the event that the material is still housed at the Progrio site thirty (30) day after the expiration of the warranty 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 twelve (12) months to complete. The converted data will be delivered to the Village of Oak Park monthly, on DVD's, until all the property drawings 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.

ACH Payments

When possible, Progrio prefers to receive payment via wire or ACH transfer. Below is our bank account information to get that process started. If additional forms are required by Village of Oak Park your account manager can help you complete them.

Bank of America NA
100 West 33rd St
New York, NY 10001
Account Name: Progrio LLC
ACH PMT Routing # 011000138
Wire PMT Routing # 26009593
Account Number: 4646232979

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