SINGLE SOURCE AWARD **BID # SS-0482-17**

Subject: Implementation of Billing and Recovery Service with adventfs.com (Pay My Jailer)

Department: Department of Corrections

Description of Purchase:
Recommend approval of single source award to enter into an agreement with adventfs.com (Pay My Jailer) for the billing and recovery of outstanding balances owed to the Department of Corrections by former detainees who have been released from custody. This will be a revenue generating program for the period from date of contract execution through one (1) year. We are requesting the agreement be processed through the Office of General Counsel.

Funding Source: N/A.

Single Source Award To: adventfs.com (Pay My Jailer)

Price Justification: See Attached

Total Award: N/A **Requisition #** N/A

Attachments: Recommendation Memo ; Single Source Request; Vendor's Letter; Vendor Agreement; Subscription and Fee Schedule

Certification as to Single Source: Michael Bruno, Director of Department of Corrections

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Steven Burakowski

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget & Management Division

From: Michael Bruno MDB
Director of Department of Corrections

Subject: Single Source Request – adventfs.com (Pay My Jailer)

Date: April 10, 2017

The Jacksonville Sheriff's Office is requesting a single source award with adventfs.com (Pay My Jailer) for the billing and recovery of outstanding balances owed to the Department of Corrections by former detainees who have been released from incarceration. This is a revenue generating program. Attached is the single source request, the single source letter from adventfs.com (Pay My Jailer), the subscription and fee schedule, and the subscription agreement. We are requesting that the subscription agreement be processed through the Office of General Counsel.

Please let me know if you need any additional information.

Burakowski, Steven

From: Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Sent: Wednesday, April 19, 2017 9:54 AM
To: Burakowski, Steven
Subject: RE: Single Source Award adventfs.com

Thanks Steve. I forgot I filed it under Pay My Jailer. I will get Director Bruno to sign the form.

Sorry.

Deidra Baines
Procurement Manager
Budget & Management Division
Jacksonville Sheriff's Office
Police Memorial Building
Phone - (904) 630-5970
E-Mail – Deidra.Baines@jaxsheriff.org

Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

From: Burakowski, Steven [mailto:SBurakowski@coj.net]
Sent: Wednesday, April 19, 2017 9:50 AM
To: Baines, Deidra B.
Subject: RE: Single Source Award adventfs.com

Yes. See attached.

Thank you,

Steven Burakowski
Procurement Analyst
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
CITY OF JACKSONVILLE

From: Baines, Deidra B. [mailto:Deidra.Baines@jaxsheriff.org]
Sent: Wednesday, April 19, 2017 9:49 AM
To: Burakowski, Steven
Subject: RE: Single Source Award adventfs.com

Steve,

Are you talking about the single source form? I can't find the copy of the package I sent to you.

Deidra Baines
Procurement Manager
Budget & Management Division

Jacksonville Sheriff's Office
Police Memorial Building
Phone - (904) 630-5970
E-Mail – Deidra.Baines@jaxsheriff.org

Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

From: Burakowski, Steven [mailto:SBurakowski@coj.net]
Sent: Tuesday, April 18, 2017 4:23 PM
To: Baines, Deidra B.
Subject: Single Source Award adventfs.com

I received this, but the request is not signed by Director Bruno.

Thank you,

Steven Burakowski
Procurement Analyst
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
CITY OF JACKSONVILLE

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Jacksonville Sheriff's Office

FUNDING SOURCE: Revenue Generating

BRIEF DESCRIPTION OF GOODS/SERVICES:

Program for billing and recovery of outstanding balances owed to the Department of Corrections by inmates after their release from incarceration.

AMOUNT OF PROJECT (attach quote): Revenue Generating

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

At no cost to JSO adventfs com (Pay My Jailer) will mail notices on behalf of the Department of Corrections to inmates after their release from incarceration to collect any outstanding balance owed by the former detainees. Pay My Jailer mails the notices on behalf of DOC along with a deposit slip for easy processing

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

adventfs.com (Pay My Jailer) is the only vendor who provides a unique billing and fee recovery service for obtaining outstanding balances from former detainees after they are released from incarceration. Pay My Jailer is the only vendor who has a direct data exchange with Keefe our commissary provider They are able to handle the processing all funds recovered through their multiple payment channels and they are able to disburse them accordingly

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

We have throughly researched the market place and adventfs com (Pay My Jailer) is the only vendor who is currently providing a service for collecting outstanding fees owed by released detainees. They are also the only vendor who has a direct relationship with our commissary vendor

Submitted by: Deidra Baines (Name) Procurement Mgr. (Title)

Date: 04/19/17

Requesting Agency's Director's Signature: M.S. Bn 3508

adventfs.com

400 Ring Road, Suite 162
Elizabethtown, KY 42701
March 8, 2016

Jacksonville Sheriff's Office
Department of Corrections
501 E Bay Street
Jacksonville, FL 32202

To Whom It May Concern:

This letter is to confirm that Adventfs.com is the sole source provider for a unique billing and fee recovery service, Pay My Jailer. Our program will be used for billing and the recovery of outstanding balances for the Department of Corrections (DOC). We are not a collections agency. We will act as a billing service, printing, stuffing and mailing letters on behalf of the Jacksonville Sheriff's Office DOC. We will also handle all funds recovered through our multiple payment channels and disburse them accordingly.

This service is unique due to our copyrighted software, which includes our industry-specific payment method and distinctive fee structure. One, Pay My Jailer mails notices on behalf of the DOC. Each notice has a deposit slip attached to the top of the letter and encoded to be scanned by a chosen bank, providing a local payment option. This payment method is exclusive to Adventfs.com. Two, our program is offered at no cost to Jacksonville Sheriff's Office DOC. Furthermore, Advent is currently in process of completing a direct data exchange with Keefe, Jacksonville Sheriff's Office DOC Commissary provider. Advent already has live integrations with Trinity Canteen Manager and Swanson Cobra Banker platforms, both of which are owned by the same holding company as Keefe.

In our company's 10 year history and in servicing over 100 jails, we have yet to see or become aware of a service like Pay My Jailer. There is no one in the marketplace that does what we are doing, how we are doing it. Our unique processes, payment methods and pricing structure make Adventfs.com's Pay My Jailer program the sole source provider for this service.

Sincerely,

J. Joshua Hartlage, President
400 Ring Road, Ste. 162
Elizabethtown, KY 42701
502-744-7612 (m)
270-234-8035 (f)
jjhartlage@adventfs.com

MIKE WILLIAMS
SHERIFF

OFFICE OF THE SHERIFF

CONSOLIDATED CITY OF JACKSONVILLE
DUVAL COUNTY

501 EAST BAY STREET • JACKSONVILLE, FLORIDA 32202-2975

INTRADEPARTMENTAL CORRESPONDENCE

TO: Chief Clement

FROM: JT Carter #7105 **DATE:** 3/3/17

SUBJECT: Pay My Jailer

Good morning Chief. Undersheriff Ivey has approved the program, "Pay My Jailer." Enclosed is the contract, and it is able to be modified should you have concerns. Please let me know if you need anything else from me to start the ball rolling. Thanks, Joel.

2017 MAR -3 A 10:09

Subscription Agreement

THIS SUBSCRIPTION AGREEMENT (**"Agreement"**) made and entered into this 28th day of February, 2017, ("Effective Date") by and between **Advent Financial Systems, LLC, a Kentucky limited liability company,** 400 Ring Road, Suite 162, Elizabethtown, Kentucky 42701 (**"Advent"),** and the Jacksonville Sheriffs Office Department of Corrections, whose address is 501 East Bay Street, Jacksonville, FL 32202 (**"Subscriber").**

WHEREAS, Advent owns and maintains a program designed to aid Detention Centers with billing and providing convenient payment channels called "Pay My Jailer" (the "Services").

WHEREAS, the Pay My Jailer program is available online; and

WHEREAS, the Subscriber desires to subscribe to and avail itself of the Pay My Jailer program for a fee.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein provided, the parties agree as follows:

1. License Grant & Restrictions

Advent hereby grants to Subscriber a non-exclusive, non-transferable, right to use the Service, solely for the Subscriber's internal business purposes, subject to the terms and conditions of this Agreement. Advent and its licensors reserve all rights not expressly granted to Subscriber.

Subscriber shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Service or any of its content in any way; (ii) modify or make derivative works based upon the Service or its content; (ill) create Internet "links" to the Service or "frame or "mirror" any content on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the Service in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the Service, or (c) copy any ideas, features, functions or graphics of the Service. The Subscriber will be authorized to grant user ("User") licenses to employees and authorized personnel, the number of which is established in Exhibit A. Such User licenses cannot be shared or used by more than one individual User but may be reassigned from time to time to new Users who are replacing former Users who have terminated employment or otherwise changed job status or function and no longer use the Service.

Subscriber may use the Service only for its internal purposes and shall not: (i) send spam or otherwise duplicative or unsolicited messages in violation of applicable laws; (ii) send or store infringing, obscene, threatening, libelous, or otherwise unlawful or tortuous material, including material harmful to children or violative of third party privacy rights; (ill) send or store material containing software viruses, worms, Trojan horses or other harmful computer code, files, scripts,

agents or programs; (iv) interfere with or disrupt the integrity or performance of the Service or the data contained therein; or (v) attempt to gain unauthorized access to the Service or its related systems or networks.

2. Fees

Subscriber shall pay all fees or charges to its account in accordance with the fees, charges, and billing terms set out on Exhibit A, which is attached hereto and made a part of this Agreement. Advent reserves the right to modify its fees and charges and to introduce new charges at any time, upon no less than thirty (30) days prior notice to Subscriber, which notice may be provided by e-mail. Subscriber shall have the right to terminate this Agreement in the event of an increase in fees and charges by giving Advent thirty (30) days written notice. All fees, charges and billing terms are confidential, and Subscriber will not disclose same to any third party, except to its accountants for audit purposes or as may be required to be disclosed to any authorized regulatory agency or as required by law.

3. Privacy & Security; Disclosure

Advent Financial Systems respects your privacy. Advent utilizes RSA 2048 bit encryption and maintains a secure socket layer (SSL) certificate to protect the integrity of Subscriber information. Information may be released when legally required or permitted in connection with litigation, fraud investigation, or in affiliation with business sales or purchases. Advent reserves the right to modify its privacy and security policies in its reasonable discretion from time to time. Advent will notify all users of the Service, via e-mail, of important announcements regarding the operation of the Service. Subscriber agrees that Advent can disclose that Subscriber uses the Service and can disclose which edition of the Service that Subscriber is currently using.

4. Subscriber's Responsibilities

When a detainee is released and full payment is not collected at the time of release, Subscriber agrees to provide Advent with Subscriber's former detainee account information. Subscriber agrees to assess a fee to the former detainee equal to Advent's administrative fee that can be found on Exhibit A. Once an item is assigned to Advent, Subscriber shall not enter into any payment arrangement or settlement regarding such account without written consent from Advent unless the former detainee re-enters the facility, due to re-arrest, and the Subscriber is able to recover funds found on their person. In the event a former detainee, without re-arrest, pays directly to Subscriber funds on account of an item that has been assigned to Advent, Subscriber shall submit to Advent those portions of funds recovered that represent Advent's fee.

5. Account Information and Data

Subscriber shall have sole responsibility for the accuracy of any data, information or material that Subscriber submits to the Service in the course of using the Service ("Customer Data"). Subscriber shall be further responsible for the quality, integrity, legality, reliability,

appropriateness, and intellectual property ownership or right to use such Customer Data. Advent shall not be responsible or liable for the deletion, correction, destruction, damage, loss or failure to store any Customer Data. Upon written request by Subscriber, Advent will provide to Subscriber on an annual basis, all Customer Data in electronic format. In the event this Agreement is terminated (other than by reason of Subscriber's breach), Advent will make available to Subscriber a file of the Customer Data within thirty (30) days of termination if the Subscriber so requests at the time of termination.

6. Intellectual Property Ownership

Advent (and its licensors, where applicable) shall own all right, title and interest, in and to all copyrights, trademarks, tradenames, patents and all rights related thereto (collectively the "Intellectual Property Rights"), in and to Advent's technology, the content and the Service and any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by Subscriber or any other party relating to the Service. This Agreement is not a sale and does not convey to Subscriber any rights of ownership in or related to the Service, Advent's technology or the Intellectual Property Rights owned by Advent. The Advent name, the Advent logo, and the product names associated with the Service are trademarks of Advent or third parties, and no right or license is granted to use them.

7. Non-Payment and Suspension

Advent reserves the right to suspend or terminate this Agreement and Subscriber's access to the Service if Subscriber's account is delinquent for more than thirty (30) days. Subscriber will continue to be charged for the license during any period of suspension. If Subscriber or Advent initiates termination of this Agreement, Subscriber will be obligated to promptly pay the balance due on the Subscriber's account computed pursuant to Section 2 above. Advent does not have the right to withhold or set off any funds held by Advent which have been collected for the benefit of a detention center under the Pay My Jailer program.

Advent reserves the right to impose a reconnection fee in the event Subscriber is suspended and thereafter requests access to the Service. Customer Data shall be retained by Advent for six (6) months following a termination of this Agreement for any reason.

8. Term

This Agreement and the License granted under it shall begin _____ 2017 and end _____, 2018, and shall continue thereafter for one year terms unless one party notifies the other of its intention not to renew no later than 90 days prior to the expiration of the then-current term. After the initial term, either party may terminate this Agreement by providing a thirty (30) day written notice of its intention to do so to the other party. In the event this Agreement is terminated without cause, Advent will make available to Subscriber a file of the Customer Data within thirty (30) days of termination if Subscriber so requests at the date of termination.

9. Termination for Cause

During the term of this Agreement, any breach of Subscriber's payment obligations or unauthorized use of Advent's technology or Service will be deemed a material breach of this Agreement. During the term of this Agreement, Subscriber agrees to not contract with another company to perform the recovery services that Advent offers. Advent, in its sole discretion, may terminate Subscriber's use of the Service if Subscriber breaches or otherwise fails to comply with this Agreement. Subscriber agrees and acknowledges that Advent has no obligation to retain the Customer Data if Subscriber has materially breached this Agreement, including but not limited to failure to pay outstanding fees, and such breach has not been cured within thirty (30) days of notice of such breach. However, in the event of such breach by the Subscriber, the Subscriber shall have the right of access to such Customer Data for the six (6) month period following the termination of this Agreement by Advent.

If Subscriber determines that Advent has breached this Agreement by reason of its failure to perform the Service as herein provided, and if Advent fails to cure such breach within thirty (30) days following written notice from Subscriber describing such breach, the Subscriber shall have the right to terminate this Agreement for cause. Advent acknowledges that the information provided to Advent is sensitive and confidential and that employees of Advent who have access to the Subscriber's information must meet high standards of honesty and integrity. Advent grants to the Subscriber the right to examine the personnel records of the employees of Advent as may be reasonably requested by the Subscriber on the condition that the Subscriber maintains the confidentiality of such records.

10. Representations & Warranties

Each party represents and warrants that it has the legal power and authority to enter into this Agreement. Advent represents and warrants that it will provide the Service in a manner consistent with general industry standards reasonably applicable to the provision thereof and that the Service will perform substantially in accordance with the online Advent help documentation under normal use and circumstances. Advent represents that it bonded with a good and reliable insurance company for coverage up to $150,000. Subscriber represents and warrants that Subscriber has not falsely identified itself nor provided any false information to gain access to the Service and that the billing information is correct.

11. Internet Delays

Advent's Services may be subject to limitations, delays, and other problems inherent in the use of the Internet and electronic communications. Advent is not responsible for any delays, delivery failures, or other damage resulting from such problems.

12. Governing Law; Remedies

This Agreement has been executed in the Commonwealth of Kentucky and this Agreement shall be governed by Kentucky law and controlling United States federal law, and any disputes, actions, claims or causes of action arising out of or in connection with this Agreement or the Service shall be subject to the exclusive jurisdiction of the Jefferson Circuit Court, Louisville, Kentucky or where applicable at the U.S. District Court for Eastern District of Kentucky located in Louisville, Kentucky.

13. Local Laws and Export Control

This site provides services and uses software and technology that may be subject to United States export controls administered by the U.S. Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, and other U.S. agencies. Subscriber and its users acknowledge and agree that the site shall not be used, and none of the underlying information, software, or technology may be transferred or otherwise exported or re-exported to countries as to which the United States maintains an embargo (collectively, "Embargoed Countries"), or to or by a national or resident thereof, or any person or entity on the U.S. Department of Treasury's List of Specially Designated National or the U.S. Department of Commerce's Table of Denial Orders (collectively, "Designated Nationals"). The lists of Embargoed Countries and Designated Nationals are subject to change without notice. Subscriber agrees to comply strictly with all U.S. export laws and assume sole responsibility for obtaining licenses to export or re-export as may be required.

14. Modification to Terms

Advent reserves the right to modify the terms and conditions of this Agreement or its policies relating to the Service at any time, effective upon posting of an updated version of this Agreement on the Service. Subscriber is responsible for regularly reviewing this Agreement. Continued use of the Service after any such changes shall constitute Subscriber's consent to such changes.

15. Assignment; Change in Control

This Agreement may be assigned by the Subscriber to a successor or other Subscriber upon written consent of Advent. This Agreement may not be assigned by Advent without the written consent of the Subscriber.

16. Miscellaneous

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the invalid or unenforceable provision(s), with all other provisions remaining in full force and effect.

No joint venture, partnership, employment, or agency relationship exists between Subscriber and Advent as a result of this agreement or use of the Service. The failure of Advent to enforce any right or provision in this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by Advent in writing.

This Agreement comprises the entire agreement between you and Advent and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between the parties regarding the subject matter contained herein.

Witness, the signatures of the undersigned as of the Effective Date.

ADVENT:	**SUBSCRIBER:**
By:	By: _____
President, adventfs.com _____	_____
Title	Title
_____	_____
Date	Date

PLEASE DETACH AND PRESENT TO BANK FOR DEPOSIT

Jacksonville Sheriff's Office
Department of Corrections
500 East Adams Street
Jacksonville, FL 32202

Payment Details	
CR Number:	459835
Release Date:	8/18/2016
Inmate ID:	217371
AMOUNT DUE $ (No Partial Payments)	**51.00**

Cash, Certified Check,
Or Money Order

Advent Financial Systems
F/B/O Jacksonville Sheriff's Office
Bank of America

MAKER: SHARON BITTNER
4751 E MOODY BLVD 5
JACKSONVILLE, FL 32202

⑈399 459835⑈ ⑆540560107⑆ 2370225505 2⑈

August 22, 2016

Dear SHARON BITTNER,

As a result of your recent incarceration at the Jacksonville Sheriff's Office Department of Corrections, expenses totaling $ 51.00 were incurred, which includes a service charge fee. You have been granted 30 days from the date of this letter to make payment. The Jacksonville Sheriff's Office has entered into a contract with Advent Financial Systems (Pay My Jailer) to provide several convenient options to pay the outstanding fees.

You must pay the total due of $ 51.00 on or before 9/21/2016 using one of the following PAYMENT OPTIONS:

DEPOSIT at any Bank of America:	**MAIL** full payment with the attached deposit slip to:	**CREDIT CARD**
Deposits can only be made for the full amount printed on the above attached deposit slip. Cash, money order or certified check only.	Jacksonville Sheriff's Office c/o Advent Financial Systems P.O. Box 6333 Elizabethtown, KY 42702-6333 Allow 3 to 5 business days. Money order or certified check only.	Call: 1-866-494-8556 Additional processing fees apply.
PAY ONLINE at www.payafee.net PayID: **1-459835-367** Additional processing fees apply.		

Failure to pay these expenses could result in additional collection efforts including the seeking of this balance and all additional costs and fees associated with the collection and enforcement of the Jacksonville Sheriff's Office policies and recovery of these sums including the execution of any judgments obtained against you.

If you are unable to make a full payment by the due date, please call 866-494-8556 to discuss other payment arrangements. You must call prior to your due date in order to be eligible for a payment plan.

Sincerely,

Jacksonville Sheriff's Office
Department of Corrections

PLEASE ATTACH RECEIPT FROM BANK AND RETAIN THIS PORTION FOR YOUR RECORDS 459835

PLEASE DETACH AND PRESENT TO BANK FOR DEPOSIT

Jacksonville Sheriff's Office
Department of Corrections
500 East Adams Street
Jacksonville, FL 32202

Payment Details	
CR Number:	449131
Release Date:	8/18/2016
Inmate ID:	193701
AMOUNT DUE $ (No Partial Payments)	**158.38**

Cash, Certified Check,
Or Money Order

Advent Financial Systems
F/B/O Jacksonville Sheriff's Office
Bank of America

MAKER: BETTY JO HALTER
2 ERIC PL
JACKSONVILLE, FL 32202

⑈399 449131⑈ ⑆540560107⑆ 2370225505 2⑈

*** 2ND AND FINAL NOTICE ***

Dear Mr./Ms. HALTER,

August 22, 2016

You were previously notified about fees owed to the Jacksonville Sheriff's Office Department of Corrections as a result of criminal charges that had been filed against you. To date, we have not received a response from you indicating that these expenses will be paid. The amount owed is **$158.38** which includes a service charge fee.

You have been granted 30 days from the date of this letter to make payment in full.

If you fail to pay the outstanding amount within 30 days, we will have no choice but to proceed forward with additional collection efforts including the seeking of these outstanding balances, all additional costs and fees associated with the collection and enforcement of the Jacksonville Sheriff's Office policies and recovery of these sums including the execution of any judgments obtained against you.

In order to avoid a judgment against you regarding the balance due, **you must pay the total due on or before 9/21/2016 using one of the following PAYMENT OPTIONS:**

DEPOSIT at any Bank of America:	**MAIL** full payment with the attached deposit slip to:	**PAY BY PHONE**
Deposits can only be made for the full amount printed on the above attached deposit slip. Cash, money order or certified check only.	Jacksonville Sheriff's Office c/o Advent Financial Systems P.O. Box 6333 Elizabethtown, KY 42702-6333 Allow 3 to 5 business days. Money order or certified check only.	Call: 1-866-494-8556 M-F 8:00 AM to 6:00 PM ET VISA MasterCard DISCOVER Additional processing fees apply.

PAY ONLINE at www.payafee.net PayID: **1-449131-367**
Additional processing fees apply.

TO RECEIVE FULL CREDIT FOR PAYMENT, YOU MUST TAKE ENTIRE LETTER TO THE BANK. 449131 - Total Due: $ 158.38

Sincerely,

Jacksonville Sheriff's Office
Department of Corrections

PLEASE ATTACH RECEIPT FROM BANK AND RETAIN THIS PORTION FOR YOUR RECORDS 449131

EXHIBIT A

SUBSCRIPTION & FEE SCHEDULE

Advent Financial Systems, LLC Services

- **PayMyJailer**
  Online application to manage an indigent, fee recovery program initiated by a Detention Center.
  - Includes:
    - Monthly subscription to application
    - 5 User licenses/ID's
    - Printing and mailing of letters and deposit slips
    - Bank relationship management
    - Printing and mailing of checks for recovered funds to jailer
    - Balancing and remittance of funds
    - Maintenance and security
    - Automated updates as available
    - Data formatted to be accepted by Collections agency or other entity

  - **Recovery Fee[1]** **$30.00**
  - **Deposit Fee Schedule[1]**
    - **Setup** **$15.00**
    - **Payment Plan Deposits** **$5.00**

The Detention Center will not be invoiced. PayMyJailer's fees will be withdrawn from the recovered funds.

1 – Recovery and Deposit Fee is determined by each fee that is successfully recovered using PayMyJailer. **All fees are assessed to the former Detainee**

Pay My Jailer Account Setup Checklist

1. Approve Sample Letters: All communications are sent on behalf of the client, so notices require client approval. (*SEE ATTACHED*)

2. Select Local Payment Option: Select the bank that is most prevalent in your area to offer as a local payment option. This is an account that is owned and managed on your behalf by Advent. If none are available, please select, "NONE".

- o Bank of America
- o US Bank
- o Fifth Third
- o Chase Bank
- o BB&T
- o Wells Fargo
- o Old National
- o NONE

3. Back-Billing: PMJ can back-bill delinquent accounts up to 12 months old. Mark your selection below:

- o YES
- o NO

4. Grace Period: PMJ allows it's clients to offer detainees a grace period to pay outstanding balances directly to the facility prior to our billing. Mark your selection below:

- o 0 DAYS
- o 14 DAYS
- o 30 DAYS

5. Program Administrator: Name, address and contact information

Name & Title:_____

Address:_____

_____

Email:_____

Phone:_____

6. Data Exchange = All outstanding balance data will be shared, and recovered payments will be posted into the Keefe system for reconciliations. Currently in development with Keefe. TBD.

7. Target Go-Live Date (Please allow 2 weeks for install): _____

EMAIL Contract, Completed Checklist and Approved Letters to:

Daniel Flick - Sales Manager, Adventfs: dflick@adventfs.com