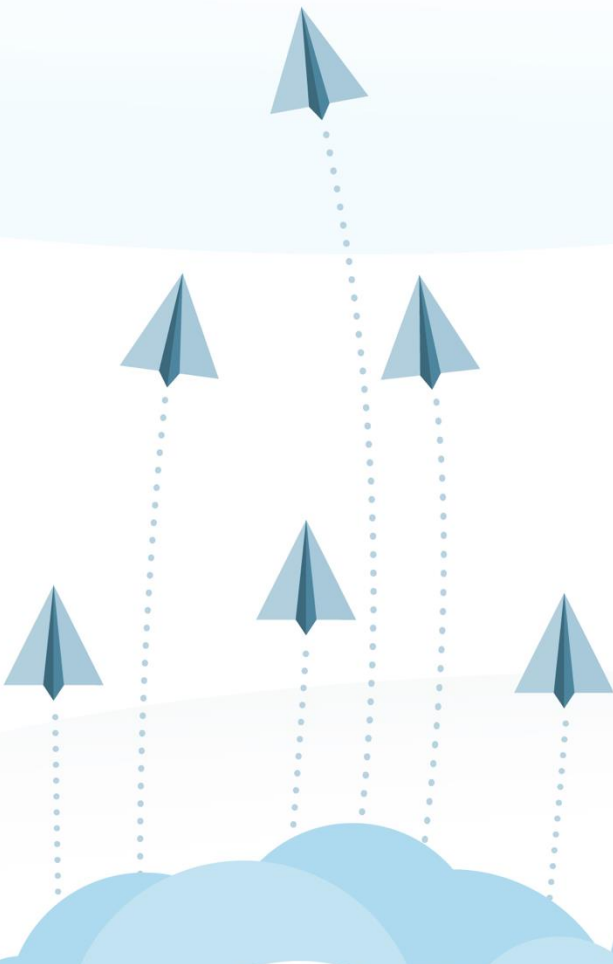


RFP Response

On Line Student Registration System
Solicitation Number 21-020
Technical Proposal



Scribbles
software



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Beaufort County School District

Solicitation Number: 21-020
Date Printed: October 19, 2020
Date Issued: November 2, 2020
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposals (RFP)

DESCRIPTION: **On-Line Student Registration System**
SUBMIT OFFER BY (Opening Date & Time): **December 1, 2020 2:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: November 24, 2020
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:

Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE:

LOCATION:

DATE & TIME:

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after December 1, 2020. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net> must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

Scribsoft Holdings, Also known as Scribbles Software

LLC

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Ron K. Christian

Managing Partner

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

4.0.1.2 Cover Letter

Beaufort County School District
Procurement Office
Attn: Kaylee Yinger, CPPB
2900 Mink Point Blvd
Beaufort, SC 29902

Dear RFP Committee,

Thank you for your consideration of our 'Parental School On-line Student Registration System' software and solution proposal in response to your recent RFP. Scribbles is thrilled about the opportunity to propose our enrollment solution, 'ScribEnroll', and we look forward to a bright future together.

With over 270 district partners across the nation, we believe our solution, along with our existing partnership with Beaufort County School District will have a tremendous positive impact on the students, families, and employees of the district.

Our mission statement sets the tone for everything we do:

'We believe that equitable access to government is a right and not a privilege. Therefore, our mission is to engage the community by providing equitable, open access to school district resources and programs throughout the student lifecycle - beginning with enrollment and continuing post-graduation.'

As such, we focus our software development and implementation efforts on creating an enrollment solution that modernizes the district registration and enrollment processes, and while doing so, continues to engage families.

Our tools ensure that all processes are equitable, accessible, audit ready, and secure. Our Client Services team works, throughout the software implementation process, with the district team to ensure that our fully implemented processes 'over communicate' with families and are accessible to families when and where family logistics allow. Moving the school registration process online is a great equalizer for families.

In fact, we often find that these software solutions become the communication medium that advertises district successes, offerings, and help to clarify eligibility policies, thereby, attracting new enrollments to the district and away from independent-charter, private and home schools.

Scribbles is an organization growing at greater than 20% each year, focused entirely on K-12 education. We are currently serving more than 11,000 schools and over 7.4 million students across the United States. All Scribbles applications are delivered Software-as-a-Service (SaaS) requiring little to no IT support from school districts. We are also SOC2 certified, FERPA compliant, and also CJIS compliant as attested to by an independent 3rd party auditing organization.

Finally, I would like to hit on one additional core belief here at Scribbles. We understand that our solutions should be affordable for K12 districts. The typical district has less than 7% of its budget left after paying employees and servicing facility costs. Our goal is to provide a great product, improve that product over time, and reap rewards via long-term partnerships with districts like Beaufort County Schools. As such, we can focus on technology, we partner with our clients on functionality, and we never charge for on-going training and / or support. We want you to use our software every day and our best path to make that happen is through training and support.

Sincerely,



Ron Christian
Partner
Scribbles Software, LLC

4.0.1.3 EXECUTIVE SUMMARY:

Scribbles Software was founded in 2009 as a K-12 records management company to assist school districts with the requests, fulfillment and payment collection of alumni student records requests and requests from 3rd party providers. We quickly added the ScribArchive cloud-based document archive repository, now known as ScribOnline. Our first client was Wake County, NC and we now service 21 of the largest school districts across the country and over 10,000 schools. Scribbles added online registration and school choices applications in 2011, added the Scribbles K-12 Transfer application in 2018 and the ScribEnroll application in 2019. In 2018, Scribbles acquired Advanced Imaging Systems (AIS) in Pineville, NC who is a full-service document conversion and scanning services company. Our corporate offices are now located at this premises at 10617 Southern Loop Blvd, Pineville, NC 28134. In 2020 we have expanded both the ScribChoice and ScribEnroll applications to provide secure video conferencing between the district and family. We have also released dynamic html forms called connection forms to allow districts to more easily communicate with the families they serve. These forms can be viewed in the families preferred language and the district can report on all the data that is entered as well as to track and automate the delivery of these forms.

Scribbles provides K-12 specific applications to 34 LEA's in South Carolina as well as to the South Carolina Department of Education. All former student GED requests for the state of SC are processed through our ScribOrder application through the SC DOE. Additionally, we service more than 89 LEA's in North Carolina.

We believe that online registration for K-12 is moving in the direction of increased engagement, equitable access, and true choice for the family. We believe that parents will desire to create unique educational experiences for their students. Scribbles Software believes that when families and students know the opportunities that are available to them, and have the resources to select those choices, they feel empowered. We seek to promote that empowerment.

4.0.1.4 OFFEROR PROFILE:

Scribbles Software is submitting this response as the sole service provider. Scribbles applications are created and supported in house and we are not a subcontractor or third-party service provider. Scribbles Software has been in business since 2009 and our website is www.scribsoft.com

Scribbles Software is a privately held, profitable software company with 125 employees. 2018 annual revenue was more than \$12mm and 2019 projected revenue is \$15mm. The Scribbles Software product development team is led by two founding partners, Dax Coan (CTO) and Karl Weeks (VP of Development). Scribbles has 12 employees in product development.

Our corporate offices are located at 10617 Southern Loop Blvd, Pineville, NC 28134. Our customer support phone number for existing customers is 877-287-6512.

Per the requirement of this RFP, Scribbles Software does accept payment through procurement cards.

Your primary contact will be a dedicated account manager along with the project team, which will always have at least one Executive Sponsor on the Account Management side of Scribbles and one Executive Sponsor on the Technical Side of Scribbles. Additionally, you will have an assigned client services contact during the implementation and throughout the training and “go live” process.

Your proposed team is as follows:

Executive Sponsor (Account Management): Ron Christian, Managing Partner

Executive Sponsor (Technical): Dax Coan, CTO

Account Manager: Kelly Plourde, Account Management

Project Manager: Tommy Stroozas, Client Services

Project Configuration Manager: Tom Austin, Client Services

Support Engineer: Julia Rorie, Support Services

4.0.1.5 NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK / SYSTEM CAPABILITIES:

System Capability: Secure web-based online enrollment/registration system which is designed specifically for Pre K – 12 public school districts.

ScribEnroll allows for complete online enrollment for either traditional enrollment process, or 100% open enrollment processes. ScribEnroll allows the configuration of the upload of all residency information, proof of parentage, immunizations, etc. ScribEnroll is mobile friendly and many families take pictures of the required documents on their phone and attach them to the application as part of the application process.

Capability: System integrates seamlessly with PowerSchool.

Scribbles is an approved vendor with PowerSchool and through the use of the districts PowerSchool plug in we are able to migrate data in real time back and forth between our applications. For renewing students, their student information will be prepopulated from the previous year as long as they have provided their student ID number.

Capability: Provides a secure means to transfer, import and export between the system and PowerSchool.

The process is designed to assure no duplicate data will be imported or any valid, existing, ‘newer’ relevant data is replaced during the process. The goal is simply to provide an automated process for the update of three core sets of data: Student Demographic Data, Contact Data, and Enrollment Status.

The Scribbles—PowerSchool Import Builder Configuration uses a combination of PowerSchool AutoSend and AutoComm scheduled tasks to extract information from and import information to Power School.

Capability: Solution provides applications for new students and returning students.

The ScribEnroll application is designed for new students entering your district for the first time, either as PreK Students or into another grade as well as to capture returning students during specified enrollment periods.

Capability: Applications for returning students are pre-populated with student and emergency contact information which can be updated by parents.

Returning families will be able to see their student and emergency contact information which can be updated by parents as part of the reenrollment process. It is encouraged to use forms annually at the reenrollment process to standardize and automate the collection of district required forms. Such forms may include home language surveys, gender and ethnicity questions etc. These forms can be presented to the family as dynamic html forms known as Connection Forms.

Capability: Enrollment form includes “smart” features that will hide sections not applicable to certain grade levels, schools, etc.

Families will be presented with available options to select when registering based on their zoned school, current school address, GIS, pathway, grade, renewal status, and many other options and our smart technology will hide sections that are not applicable to the enrollee. The district has the ability to either block out options completely that are not available or gray out the options that are not available, the difference being that the parents could see the school listed but see that it is not available or that only certain grades were available within a school.

Capability: System has a process to notify families of returning students when registration is open.

With respect to communicating the opening and closure of ‘Application Windows’ we utilize email, texting (SMS), and out bound phone calls (IVR) to communicate with parents of the district. We simply need access to their contact information, and we can remind of the opening of a process, the coming closure of a process, and finally when the process has closed.

Part of our mission is promoting Family Engagement and providing Equitable Access. We over communicate with parents so that no one will miss the deadlines.

Capability: Secure, customized online forms reflect district forms that are currently in use.

The districts current application will be recreated as an electronic application. This can be done by using online PDF style forms as well as recreating these forms into questions for the family to complete. The benefit of recreating the forms and asking the questions is that the information is collected as data which can be reported on as well as exported for other district uses.

Capability: Electronic signature for parents is available.

The scribbles application captures the applicant’s electronic signature as part of the application process. Additionally, all electronic forms are digitally certified.

Capability: Forms created in Spanish are included.

Families can select their preferred language as shown in the diagram below, and forms can also be modified into multiple languages.

Figure 1: A list of available languages families can select from:

› Select Language	Bulgarian	Esperanto	Haitian Creole	Italian	Latvian	Myanmar (Burmese)	Scots Gaelic	Swahili	Welsh
Afrikaans	Catalan	Estonian	Hausa	Japanese	Lithuanian	Nepali	Serbian	Swedish	Xhosa
Albanian	Cebuano	Filipino	Hawaiian	Javanese	Luxembourgish	Norwegian	Sesotho	Tajik	Yiddish
Amharic	Chichewa	Finnish	Hebrew	Kannada	Macedonian	Pashto	Shona	Tamil	Yoruba
Arabic	Chinese (Simplified)	French	Hindi	Kazakh	Malagasy	Persian	Sindhi	Telugu	Zulu
Armenian	Chinese (Traditional)	Frisian	Hmong	Khmer	Malay	Polish	Sinhala	Thai	
Azerbaijani	Corsican	Galician	Hungarian	Korean	Malayalam	Portuguese	Slovak	Turkish	
Basque	Croatian	Georgian	Icelandic	Kurdish (Kurmanji)	Maltese	Punjabi	Slovenian	Ukrainian	
Belarusian	Czech	German	Igbo	Kyrgyz	Maori	Romanian	Somali	Urdu	
Bengali	Danish	Greek	Indonesian	Lao	Marathi	Russian	Spanish	Uzbek	
Bosnian	Dutch	Gujarati	Irish	Latin	Mongolian	Samoan	Sundanese	Vietnamese	

Capability: Forms can be printed in PDF format.

There is no limit to the number of customized electronic forms available to the district. All forms can be printed in PDF format. Scribbles Connection Forms, which are dynamic Html forms, allow the district with an additional resource to communicate with families. These forms can be scheduled for distribution to families based on school, grade, or on an adhoc basis. All forms can be reported on to track what forms have and have not been accessed and completed. Additionally the district can automate reminders to the family so that they are notified daily to complete the forms in question. The forms can be opened and completed using smart technology such as mobile phones and tablets. Additionally the family can select their preferred home language from one of the 109 languages available when completing the forms. There are detailed reports for each form that allow the district to have the data compiled from the forms which can be exported to excel or csv.

Capability: System edits/cleans data to ensure all data is formatted in the same manner according to the district's specifications

We have the ability to integrate with many GIS and other 3rd party applications through API integration which will normalize the zoned school data results and auto populate this information.

Capability: Administrative portal is user friendly and allows for the review, editing and managing of data submitted online.

Some examples of additional management components available to your processing staff include notifications of recent uploads to existing applications. This is beneficial when an applicant adds a document that you have requested.

Also, applicants are notified regularly when they have required documents that need to be loaded. This allows the technology of the online registration software to call, send emails and sent text messages (when opted in) to the applicant until the required documents have been uploaded. Additionally, if you prefer to receive these documents at the district or if the applicant comes in and provides these documents, your staff can shut off the requests and upload the documents as well.

There is also a special needs area within the application where the applicant checks applicable boxes. Routing / workflow is available for these needs. This could be a notification of a peanut allergy, or a notification of a 504 program as shown in example 2j.

During the application process, if you wish to do so, you can allow the applicant the ability to schedule a meeting. This scheduling aspect is included with ScribEnroll and ScribChoice if you wish to provide meetings with applicants as part of the enrollment process. Additionally, you can report on scheduled meetings.

Below are some screen shots for the receipt of an incoming Kindergarten enrollment registration.

Figure 2: A list of available enrollment requests to be reviewed and processed:

[My Apps](#)
[Unassigned Apps](#)
[All Apps](#)
[Coupons](#)

In-Progress

Search

Clear

Show Filter

2

UNASSIGNED/OPEN APPS

Grab And Process

All Enrollment Requests Apps (max 50 displayed)

Order Number	Applicant Name (email)	Enrolled Grade	School Year	Prospect School (Zoned School)	Docs Uploaded	Request Type	Status	Submitted	Owner
1. C3KKYGT4A	Duck, Donald mmouse@disney.com		2020-2021 School Year	New Enrollment, No School Yet Assigned (Beecher Hills Elementary School)	Complete	Enroll Kindergarten (New Kindergarten Enr...)	Free Application Received	9/19/2019, 2:21:08 PM	none

The images below show the application in its entirety. Please note the multiple configuration options available to the district. This is the administrative processing portal.

Figure 2a: An application for an enrolling student. This screen shows the student and guardian information along with the approval and denial buttons (this can be a single step or have multiple approval steps):

[Request / Reason](#)
[Student Info](#)
[Comments](#)
[History](#)

Move Application

Request Information

Admin. Approval

Admin. Denied

Save Progress

Print

Enroll Kindergarten

Enrollment School Year: 2020-2021 School Year

Order Number: C3KKYGT4A Q

Order Received: 09/19/2019 14:21

Status: School Free

Processor: None

Order Expired: 11/18/2019

Payment History: (\$1.00), Coupon/M-O, Auth-zoned-school-free-valid, refu1234z

Enrolling Student and Guardian Information: (alter information in the dashboard)

Student: ☒ New Student

Duck, Donald

Date of Birth: 02/26/1981

Request:

Requested School: New Enrollment, No School Yet Assigned

Reasons For Application: Employment

Guardian / Requestor:

Mouse, Mickey ☒ Did NOT Agree to Upload Required Docs

Email: mmouse@disney.com

Home: 15555555555

Cell: 1 ☒ Update via Text

Address(es):

Physical Address: 0000 Goofy Trail rd, Orlando, Florida, 34606, United States

Mailing Address: Same

Document Uploads Not Available

Figure 2b: This area will list any siblings and can be configured for your process particularly if sibling preference is provided.

No Duplicates for this Student Account

No Choice Applications for this Student Account

Siblings:

★ 1. ☐ Yes ☒ No

Does this student currently have a sibling, who lives in the same household as this student, who IS ALREADY ATTENDING the same choice or magnet program? (i.e. is the sibling ALREADY ACCEPTED or ENROLLED in the same program?)

★ 2. ☐ Yes ☒ No

Does this student currently have a sibling, who lives in the same household as this student, who plans to APPLY to or has already APPLIED to the same choice program? (i.e. is the sibling completing an identical application?)

Sibling Last Name	First Name	2019-2020 School Year Grade	Enrolled/Applying to CHOICE/Magnet

Figure 2c: This area lists the requested program / school, the students zoned school, grade level and last school of attendance (which could be no school or outside of the county).

Requested Program and School of Interest:

Program of Interest: Preferred School of Attendance:

Student's ZONED School of Attendance:

★ Zoned School:

Grade Level for 2020-2021 School Year:

★ Grade Student is Entering:

Student's Last School of Attendance:

★ Name of School:

Figure 2d and 2e: These are the questions asked as part of the application and are configurable based on your specific criteria. For questions that are directly tied into PowerSchool, these have already been configured to match the options available in PowerSchool.

Processing / Informational Questions:

Application Specific Questions:

★ Please enter the student's birth location.

★ Birth City:

★ Birth State / Region :

★ Birth Country :

➤ ★ Please enter the student's physical address

Address Line 1

Address Line 2

City State Zip Code

➤ Enter the student's mailing address (if different from the physical address)

Address Line 1

Address Line 2

City State Zip Code

➤ What is the student's gender? ☒ Male ☐ Female

★ What is the student's ethnic origin? ☐ Non-Hispanic ☒ Hispanic

★ What is the student's race?

☐ American Indian/Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ Caucasian / White

Language Information:

➤ Is a language other than English spoken in the home? If so, what language?

☒ Yes ☐ No
 Spanish

➤ What is the preferred language for school communications? If 'other', please list the language.:

English

Figure 2f: This is where the guardian information will be located, as well as sibling information or other preferences that you provide will be listed here.

Family Information:

➤ ★ Please enter information related to the Guardian(s) of this student.

Important To enter multiple guardians, please select the blue '+' button. To remove a guardian, please select the orange '-' button.

Guardian 1:

Guardian Last Name: First Name:
 Relationship to Student:

Address Line 1:
 Address Line 2:
 City: State: Zip Code:

Guardian Primary Phone: Alternate Phone:
 Guardian Email Address:
 Guardian Employer Name:

➤ Please select which parties the student lives with. If 'other', please enter the name and relationship.:

Legal Guardian (please attach co

➤ Please enter information related to the Sibling(s) of this student (if any).

Important To enter multiple siblings, please select the blue '+' button. To remove a sibling, please select the orange '-' button.

Sibling 1:

Sibling Name: Sibling Current School:

Figure 2g: This is where the residency information will be located.

Residency Information:

➤ Please certify the following by answering and initialing below:

I certify that the residency information provided on this form is true and accurate as of this date. I understand that falsification of an address or the use of any other fraudulent means to achieve an enrollment or assignment shall be cause for revocation of the student's enrollment and assignment to the school serving the home attendance area. **Falsification of an address can be grounds for Class 1 Misdemeanor Charges.**

☒ Yes ☐ No
 ✓ (initials 'MM' were entered)

➤ Is your current address a temporary living arrangement?

☐ Yes ☒ No

➤ if you answered 'yes' to the previous question noting that your current address is a temporary living arrangement, is it due to loss of housing, economic hardship, or some other forced move?

☐ Yes ☐ No

➤ Where is the student currently living?:

In a House, Apartment, or Trailer,

Figure 2h: This is where the previous student schooling information will be located.

Prior Enrollment Information:

➤ Please enter information related to the student's prior schooling.

Important We will use this information to obtain the student's cumulative record.

Has the student ever attended Cabarrus County Schools? ☐ Yes ☒ No

Last District School Name Start Date

Last Grade Attended End Date

Please enter the last School and District in which the student attended school...

Last School Attended Start Date

Last Grade Attended End Date

Address of Last School of Attendance

Address Line 1

Address Line 2

City State Zip Code

Figure 2i: This is where the emergency contact information will be located.

Emergency Contact Information:

➤ ★ Please enter information related to the Emergency Contact(s) for this student (you must list at least one).

Important: To enter multiple emergency contacts, please select the blue '+' button. To remove an emergency contact, please select the orange '-' button.

[-] [+]

Emergency Contact 1

Contact Last Name: Contact First Name:

Relationship to Student:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Contact Primary Phone: Contact Alternate Phone:

Does Emergency Contact 1 live with the student? ☐ Yes ☒ No

Figure 2j: This is where the special services information will be located. Routing / workflow can be determined based on these selections.

Special Services Information:

➤ Has the student received any of the following services? Select all that apply.

- ☐ Gifted Services
- ☐ 504
- ☐ Alternate Setting (special needs, discipline)
- ☐ Mental Health Services
- ☐ Individualized Education Plan (IEP)
- ☐ English as a Second Language (ESL)
- ☐ Other

Figure 2k: This is an area where additional permissions or releases are available for viewing. These can be items that were previously handled through forms that can now be handled as questions during the application process.

Video / Photo / Media Release:

➤ Gaston County Schools uses videos and photographs of students for many purposes. Photographs and illustrations/graphics of students may be used in newsletters and other district publications, on the district and school websites, educational television channel and social media and in multimedia presentations and other forms of communication produced by the school system. Videos that feature students may be used on the educational television channel, district and school websites and social media and in multimedia presentations and other forms of communication produced by the school system. Videos and photographs may also be used by the news media in school-related news coverage.

I give permission for Gaston County Schools and the news media to take photographs and video of my child.

☐ Yes ☒ No

✓ (initials 'MM' were entered)

➤ Gaston County Schools and the local news media including newspapers, news websites and TV and radio stations, frequently want to interview students to add a personal touch to stories. Students' comments may be used in newspapers and on radio and TV broadcasts and news websites.

I give permission for my child to be interviewed by the school system and / or the news media.

☐ Yes ☒ No

✓ (initials 'MM' were entered)

Technology Opt Out:

➤ All students are **AUTOMATICALLY** given access to computer network and Internet resources, including Google accounts, each year.

Parents/Guardians may choose to deny students access to technology resources by choosing **ONE** of the options below.

Option 1: My student is not allowed access to any computing device, GCS network resources, and the Internet (including email, online testing, CTE classes, AR testing, library computer access, digital resources and textbooks, eBooks, iPads, iPods, desktops, laptops, SMART Boards, and more).

Option 2: My student (grades 6-13) is not allowed to have an email account but is permitted to have access to all other technology resources. (Note: no students in Grades K-5 are provided email accounts).

Option 3: My student is allowed access to all computing resources.:

Option 3 - Allow all access

✓ (initials 'MM' were entered)

Figure 21: This is where comments can be stored from the family as well as the location where all the completed electronic forms are located for your review.

➤ Please enter any special comments or needs here. You may also enter information you think we may need while processing enrollment.:

You are almost complete! You simply need to complete a few ancillary forms. Press the 'Submit' button and you will be directed to the first of 5 small forms.

➤ Standard GCS Transportation Form
[✓Review Form](#)

➤ Standard GCS Health Form
[✓Review Form](#)

➤ Standard GCS Home Language Survey
[✓Review Form](#)

➤ Standard GCS Military Service form
[✓Review Form](#)

➤ Standard Uninterrupted Meal Benefits form
[✓Review Form](#)

Figure 2m: This is where the guardian comments can be shown as well as internal work comments. This is reviewed in the training as to the best use of this area.

Comments:

Guardian Comments :

Work Comments :

Figure 2n: This is where additional forms and documents can be attached as well as the green box will show a complete audit history of all actions related to this application.

Application Specific Uploaded Docs:

+ 1 Attached Documents

✓

Successfully uploaded transcript.pdf

File Name	Description	Attached By	Attached
-----------	-------------	-------------	----------

Residency Uploaded Docs:

File Name	Description	Attached By	Attached
-----------	-------------	-------------	----------

Work History:

Action Date:	Action User:	Action Type:	Description / Notes:
12/16/19 10:48	Consumer VM	VoiceMail	<div> <div></div> <div>0:00 / 0:05</div> <div></div> </div>

We support full audit of view and changes. We also audit Parent communication attempts and interaction.

Figure 3: In this example we are showing the action audit (work history) for a given application with communication logging.

Work History:			
Action Date:	Action User:	Action Type:	Description / Notes:
09/24/19 06:00	automatic reminder	EmailSent	An automatic reminder to complete uncompleted forms has been sent.
09/25/19 06:00	automatic reminder	EmailSent	An automatic reminder to complete uncompleted forms has been sent.
09/26/19 08:59		InformationRequest	Missing all required documentation. Scanned copies of 'Proof of Age', 'Proof of Birthdate', 'Proof of Parentage' (ex. certified Birth Certificate) Scanned copies of Parent / Legal Guardian's 'Valid Photo ID' (ex. driver license, state identification, passport, or military ID) Scanned copies of TWO (2) proofs of current address received within the last 30 days to verify residence (ex. power bill, gas bill, water bill, cable bill, landline phone bill and / or lease, rent, or mortgage records). *If the parents(s) or court-ordered guardian reside with another person who is the homeowner/lessee, you will need to meet together (the parent and the homeowner) with the Student Assignment Office staff to complete a Residency Affidavit document. The homeowner / lessee will need to provide two proofs of address.
09/26/19 08:59		OutboundCall	Call was not made due to hour of the day (8AM to 9PM)
09/26/19 06:00	automatic reminder	EmailSent	An automatic reminder to complete uncompleted forms has been sent.
09/26/19 06:00	automatic reminder	EmailSent	An automatic 'Information Request' reminder has been sent.
09/26/19 06:00	automatic reminder	OutboundCall	Phone call made -
09/27/19 06:00	automatic reminder	EmailSent	An automatic reminder to complete uncompleted forms has been sent.
09/27/19 06:00	automatic reminder	EmailSent	An automatic 'Information Request' reminder has been sent.
09/27/19 06:00	automatic reminder	OutboundCall	Phone call made -
09/30/19 03:25		InformationRequest	Missing ID of legal guardian and 2 current proofs of address from lease/mortgage, power, water, gas, cable, internet or landline phone that are in the legal guardians name
09/30/19 03:25		OutboundCall	Phone call made - Missing ID of legal guardian and 2 current proofs of address from lease/mortgage, power, water, gas, cable, internet or landline phone that are in the legal guardians name
09/30/19 06:00	automatic reminder	EmailSent	An automatic reminder to complete uncompleted forms has been sent.

Capability: System provides security group settings for administrative staff to ensure confidentiality.

ScribEnroll enables the districts to deploy user groups and grant or restrict access depending on the user's role in the district's enrollment process. Admin, Configuration, Printing, Workflow, Text Changes, HTML Changes, Email Configuration, Text (SMS) Configuration, Out-bound Phone Configuration, Opportunity and Pathway Changes, User Creation, etc.

Capability: Customized reports are generated easily and allow staff to view by grade, school, approval status, and not registered status. Reports will detail changes submitted by parents.

There are several reports available to the district. There are standard enrollment request reports which will list all applicants with their incoming grade and requested school and other associated details. Additionally, there are standard filters to search for all enrollment requests by school, program, grade, school year, zoned school, specific date ranges and status. Custom reports can also be created as needed to show additional details. Additionally, all report data is available for export into Excel for additional manipulation. We have found that canned reports – no matter the quantity – do not typically speak to the needs of a district.

Below are a few of the canned reports available:

- Basic Reports – a report of all data tied to a given application
- Enrollment Requests Report
- Education Program Opportunity Report
- Education Location Option Report
- Forms Report – this report lists all data associated with any individual form that requires upload (for example Transportation docs, Free and Reduced Lunch docs, English as a Second Language docs, Military Service docs, Technology Use docs, Student Handbook docs, etc). Each Form Report can be routed to a specific user with the Adobe Form, and an Excel report containing data.
- Communication Forms Reports
- Signed Document Report
- References Report
- Appointment Report
- Assignment Report by year (current and previous)
- Cambridge / IB
- First Come First Serve
- Lottery
- Employee Verification Report
- Destination Report New
- Destination Report Renew
- Aging Report
- Zone Report
- GIS Report
- Status Report
- Work History Report
- Calls Report
- Email Report

Figure 4a: Standard Enrollment Request Report

Enrollment Requests Report

Select School
Select Program
Select Grade
Select Status

Submitted Today
Submitted This Week
Submitted This Month

Owner
Any

Current Status
☐ In-Progress
☐ Employee Verification
☐ Pending
☐ Approved
☐ Denied
☐ Enrolled
☐ Payment Declined
☐ Waiting on Money-Orders
☐ Deleted

School Year

Zoned School

Date Range
Time Submitted
Begin

Order	Applicant Name	Next Grade (as of application)	Requested School	Zip	Coupon #	Amount	Status	Submitted	Last Status Date	Owner
1. C3IXNDHUU	Stroozas, Allison	Kindergarten	New Enrollment, No School Yet Assigned New Kindergarten Enrollment	28117	zoned-school-free-valid	Not Applicable	Free Application Received	9/9/2019, 3:03:27 PM	9/9/2019, 3:24:31 PM	none
2. C3KKYGT4A	Duck, Donald	Kindergarten	New Enrollment, No School Yet Assigned New Kindergarten Enrollment	34606	zoned-school-free-valid	Not Applicable	Free Application Received	9/19/2019, 2:21:08 PM	9/19/2019, 2:26:49 PM	none
3. C3NVU2GBK	Rubble, BamBam	Kindergarten	Test Elementary School New Kindergarten Enrollment	70777	zoned-school-free-valid	Not Applicable	Application Approved	10/10/2019, 8:30:53 AM	1/17/2020, 5:15:08 PM	none
4. C3YPLWYAE	Christian, Bob	Kindergarten	New Enrollment, No School Yet Assigned New Kindergarten Enrollment	50325	zoned-school-free-valid	Not Applicable	Free Application Received	12/16/2019, 10:39:55 AM	2/19/2020, 10:56:43 AM	none

There are also additional detailed reports to include forms reports, appointment reports and additional detailed reports.

Figure 4b: Standard Enrollment Request Report export options

Run Report
Export Report

Opening csvreport

You have chosen to open:

csvreport
which is: Microsoft Excel Worksheet (7.7 KB)
from: <https://choicedemonc.scribborder.com>

What should Firefox do with this file?
☒ **Open with** Excel (default)
☐ Save File
☐ Do this automatically for files like this from now on.

OK
Cancel

Capability: Allows for the ability to make changes and customize forms as necessary:

It is understood that the term form is also an application or registration for a program. These are referred to as program options and each option can be configured to meet the districts specific needs on a per program basis or across multiple programs.

Capability: Allows for the ability to have different enrollment forms by school if necessary.

Both ScribEnroll and ScribChoice allows for submitting applications / registrations for any programs the school wants to provide families to apply for. Typical choice applications may include in district transfer, out of district transfer, withdrawal process, as well as registration for choice, magnet, early college, virtual academy, dual language immersion, performing arts and any time a family is looking to register their child for a school other than their zoned school. Typical enrollment applications / registrations are for new and returning students entering the district and programs will be available for the family to select from based on their defined eligibility. Each school can have their own programs as necessary.

Additionally, the ScribChoice application can handle complex lottery configurations as well as automate the management of wait lists.

Capability: School Choice system allows for multiple approval levels including both school and district access.

The approval process can be a single step or multiple step process. Additionally approvals can be set to be routed to the schools for approval first and then to the district, or they can be set to be approved at the district level first and then routed to the schools.

Capability: School Choice system allows for email notification of process progress and needed actions.

The ScribEnroll and ScribChoice application through the Family Dashboard handles all notifications and correspondence to the family and back to the school in relation to the specific application(s) that have been submitted.

The family dashboard is the central location for families to log in, associate or add their family members and then submit applications for either enrollment or various choice programs as listed above. This will also be the location for families to upload any required documents, and this is where communication will be delivered such as if a student has been approved, waitlisted or if additional information is needed. The parents can also leave voice messages to the school here as well as to schedule a meeting with the school if available.

Capability: Scribbles Family Dashboard / Customer facing side to ensure service consistency and response time

With Scribbles, Parents create their own Family Dashboard. The Family Dashboard is where all Parent / Guardian interaction with the districts Choice and Enrollment team will take place. Parents can create a Dashboard, associate all of their students and begin the enrollment process and / or create applications for a school transfer or school choice. They create a username and a password. Parent accounts are secure, passwords are never stored rather, we store a unique hash of the password. We are audited for security and control by a 3rd party SOC2 compliance firm. In addition, we are CJIS compliant and again pass 3rd party audit. Hundreds of thousands of Parents across the United States utilize the Family Dashboard to interact and apply for school registrations.

The concept of Application Windows is called a 'Process Window'. These 'windows' define one or more sets of Opportunities (i.e. programs, schools, or location changes) for which a Parent can submit a student application. Application Windows can be defined for the Current School Year or the Next

School Year. These windows can be set to open on a given day at a given time (example Midnight on April 1, 2020) and closed at a specific time on a specific day (example 9:00 AM on May 2, 2020).

Our entire application is built upon responsive technologies. Responsive Web design is the approach that suggests that design and development should respond to the user's behavior and environment based on screen size, platform and orientation. As such, our applications work natively on mobile devices. In fact, we find that 80% of all applications are submitted via mobile device (phone and tablet).

Figure 5a: In this example, a district has defined four 'Application Windows'. They have elected to combine the Kindergarten – New Student Enrollment along with the School Choice / Reassignment options to showcase all available district options.

Available for 2020-2021 School Year

⊗ Applications for Student Transfer	(August 1, 2019 - December 15, 2019)
✓ Kindergarten - New Student Enrollment	(August 1, 2019 - December 15, 2020)
✓ Spanish Dual Language Immersion	(August 1, 2019 - December 15, 2020)
✓ Student Release Application 2020-2021	(August 1, 2019 - December 31, 2020)

Figure 5b: In this example, Cabarrus County Schools has chosen to display important information about the opening of the 'Application Window' to Parents when they first access the Family Dashboard.

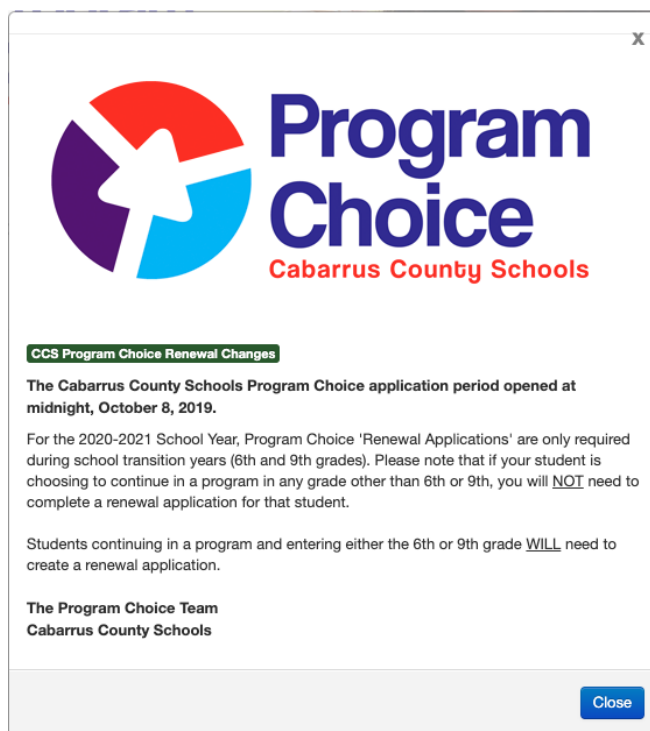


Figure 5c: In this example, Cabarrus County Schools displays a list of all current Application Windows.

General Information

Welcome to the Online Application system for Enrollment, Hardship Transfers, and Program Choice Office at Cabarrus County Schools.

Esta aplicación se puede traducir al español seleccionando "Start". Una vez en la pantalla siguiente, busque la parte superior del sitio y las opciones de traducción. Seleccione español/spanish.

All requests will be checked for accuracy. Any falsification of information may result in your request not being processed.

*Please also note that this website is optimized for IE 10.0 and higher, Safari, Chrome and Firefox.

[Back to District Website](#)

Available for 2020-2021 School Year

🕒 Kindergarten - New Student Enrollment

(March 1, 2020 - March 8, 2020)

Important: Students must be 5 years or older as of August 31, 2020 (i.e. born on or before August 31, 2015) in order to enroll in Kindergarten.

Note: This process will take 20-25 minutes. Please have all 'Required Documentation' ready before beginning the process.

🕒 Hardship Transfer - Next Year

(March 1, 2020 - March 8, 2020)

Important: Students and/or Families must have a hardship in order to apply for Hardship Transfer. Please have all required documentation in hand prior to beginning the application.

Figure 5d: In this example, Gaston County Schools displays a list of Choice Processes and Enrollment Processes.

Available for 2020-2021 School Year

✓ Career Academy (January 6, 2020 - February 28, 2020)
✓ Collegiate Prep Academy (January 6, 2020 - February 28, 2020)
✓ Early College (January 6, 2020 - February 28, 2020)
✓ Gifted and Talented Academy (January 6, 2020 - February 28, 2020)
✓ Health Sciences Academy (January 6, 2020 - February 28, 2020)
✓ Highland School of Technology (January 6, 2020 - February 28, 2020)
✓ iAccelerate Academy (January 6, 2020 - February 28, 2020)
✓ Leadership Academy (January 6, 2020 - February 28, 2020)
✓ Public Service Academy (January 6, 2020 - February 28, 2020)
✓ STEAM Academy (January 6, 2020 - February 28, 2020)
✓ Technology and Industrial Engineering Academy (January 6, 2020 - February 28, 2020)
✓ Transfer Request Application (January 6, 2020 - February 28, 2020)
✓ Kindergarten - New Student Enrollment (January 1, 2020 - June 1, 2021)

Available for 2019-2020 School Year

✓ Kindergarten - New Student Enrollment 2019-2020 (January 1, 2020 - June 1, 2020)
--

Capability: Unlimited customer support for families, schools and district is provided by vendor.

Scribbles Software provides technical support / customer support to families, school staff and to the district. We have separate contact numbers for K-12 Support as well as we have an interactive web-based support for processing staff within the district.

Figure 6a: Customer support options located at www.scribsoft.com

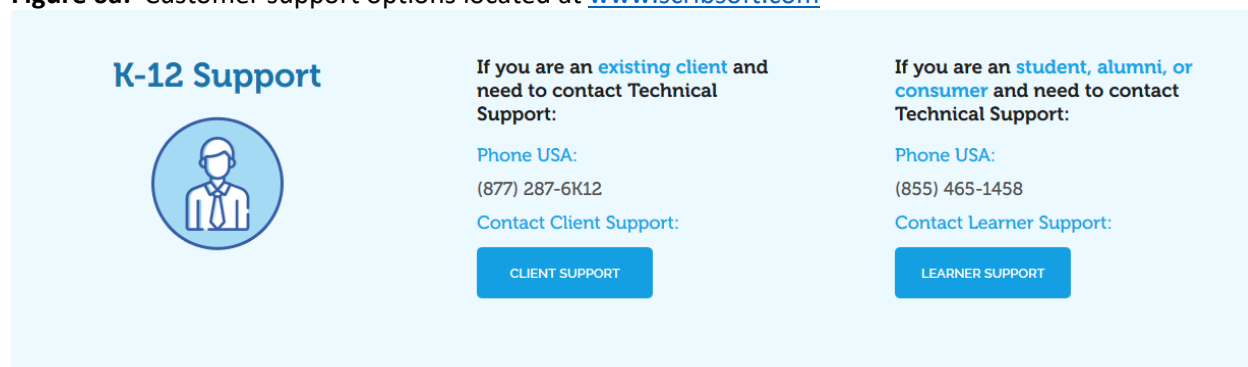


Figure 6b: Customer support options located on the districts enrollment page

For More Information, Contact:

For Customer Service Contact:

Program Choice Team



Phone: 704-786-6191

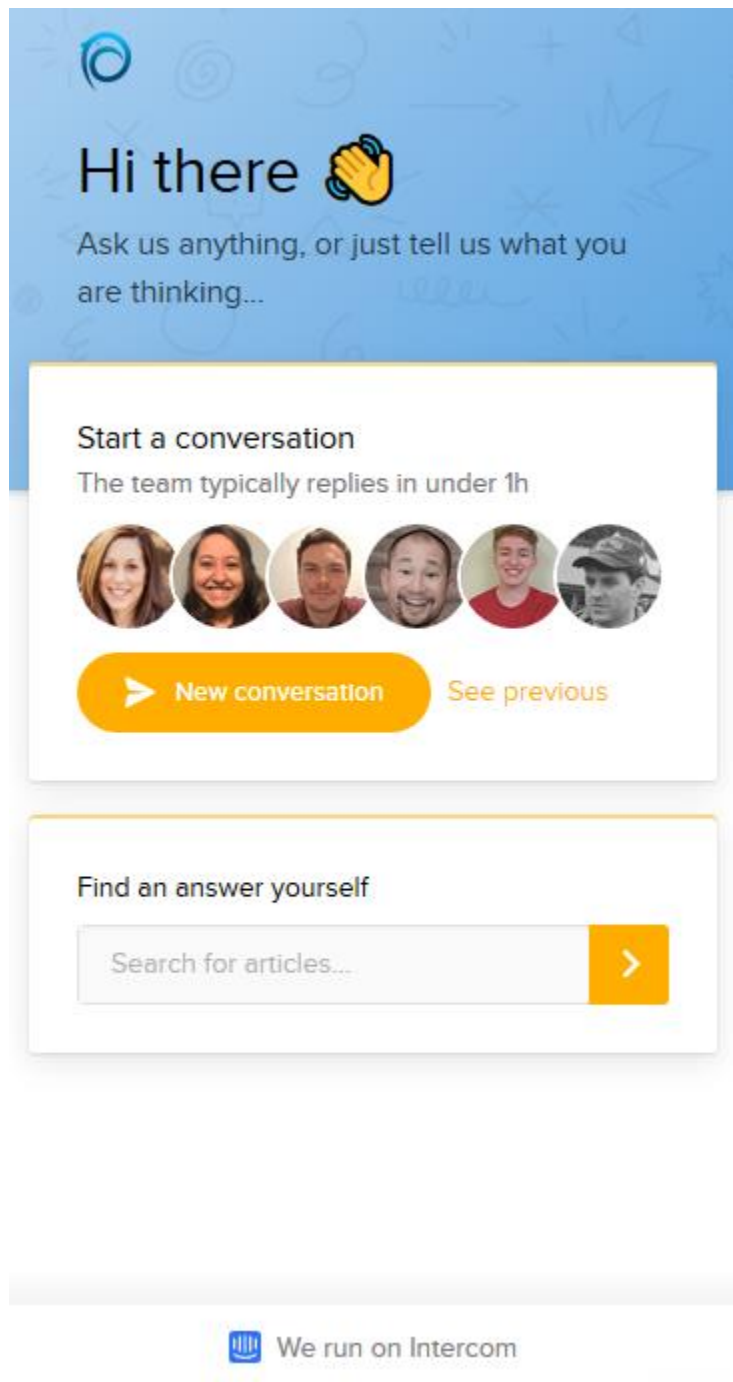
For Technical Support, Contact:

Scribbles Software

Email: help@scribsoft.com

Phone: 855-465-1458

Figure 6c: Web based customer support option located in the processing area for the district staff processing enrollment applications



Support is provided to Scribbles clients in the form of phone calls, email and through Intercom, which is the online chat function available through our applications. All incoming requests are logged and tracked with a ticket number. Additionally, for new projects, clients have a dedicated project manager resource during the planning, implementation and training of the project. Additional resources can be made available as needed. The client services team meets on a daily basis and reviews any open ticket requests that have not been resolved. The client services / customer support team is managed by Jeff Maner.

Capability: Training for district and school staff is included both on and off site.

Scribbles provides detailed training for your staff that will be processing and approving requests. This training can be done as onsite training, remote web-based training or a combination of each. We can also provide refresher and advanced training as needed for your staff. All training needs will be discussed during your kickoff call and subsequent planning meetings with your account management and project management staff.

4.0.1.6 CERTIFICATIONS AND MINIMUM COMPANY QUALIFICATIONS:

Your proposed team is as follows:

Executive Sponsor (Account Management): Ron Christian, Managing Partner

Executive Sponsor (Technical): Dax Coan, CTO

Account Manager: Kelly Plourde, Account Management

Project Manager: Tommy Stroozas, Client Services

Project Configuration Manager: Tom Austin, Client Services

Support Engineer: Julia Rorie, Support Services

Scribbles is SOC 2 Type 2 certified. SOC 2 is a 3rd party audit and compliance initiative that ensures our applications are secure and processes are impeccable. Our SOC 2 Type 2 Compliance Report and detailed process documentation will be provided upon your request.

Scribbles Software is providing these services as the software developer and software provider and not through the use of a subcontractor.

4.0.1.7 REFERENCES

A list of similar size projects that Scribbles software has recently performed or is currently performing for online registrations include the following K-12 School districts within NC and SC.

- Elizabeth City - Pasquotank Public Schools NC: 5,936 students
- Lee County NC: 10,168
- Wilson County NC: 11,610 students
- Carteret County NC: 8,385 students
- New Hanover NC:
- Hayward County NC: 7,297 students
- McDowell County NC: 5,873 students
- Avery County NC: 2,061
- Richmond County NC: 7,368 students
- Thomasville City Schools NC:
- Person County NC: 4,486 students
- Stokes County NC: 6,018 students
- Cherokee County NC: 3,507 students
- Alamance Burlington Schools NC: 23,000 students
- Georgetown County SC: 9,443 students
- Williamsburg County SC: 4,000 students
- Burke County NC: 14,000 students
- Cabarrus County NC: 28,000 students
- Brunswick County NC: 12,000 students
- Caldwell County NC: 13,000 students
- Cumberland County NC: 53,000 students
- Duplin County NC: 10,000 students
- Gaston County NC: 32,000 students
- Harnett County NC: 20,000 students
- Jackson County NC: 4,000 students
- Johnston County NC: 37,000 students
- Lancaster County SC: 12,000 students
- Moore County NC: 12,000 students
- Onslow County NC: 24,000 students
- Pender County NC: 10,000 students
- Sampson County NC: 8,000 students
- Stanly County NC: 8,500 students
- Union County NC: 39,000 students

Scribbles Software has been successfully providing on-line student registration / enrollment registrations since 2013.

Below are the names of districts and contacts with their associated school districts and contact information.

Brevard County Schools, Florida has an enrollment of approximately 72,000 students and they use the Scribbles applications to process more than 30,000 applications annually. Our primary point of contact

in the Department of Equity, Innovation, and Choice is Christine Davis. Brevard County Schools has been using the Scribbles applications since 2013

- Christine Davis
Coordinator, Division of Equity, Innovation and Choice
davis.christine@brevardschools.org
tel: (321) 633-1000 ext. 395
Brevard County Schools
27 Judge Fran Jamieson Way
Viera, FL 32940

Gaston County Schools, North Carolina has an enrollment of approximately 32,000 students and they use Scribbles applications to process more than 10,000 applications annually. Our primary point of contact in Student assignment is Terri Surbeck. Gaston County Schools has been using the Scribbles applications since 2018.

- Terri Surbeck
Student Assignment Director
tdsurbeck@gaston.k12.nc.us
tel: (704) 810-7284
Gaston County Schools
1 Learning Place
Gastonia, NC 28052

Harnett County Schools, North Carolina has an enrollment of approximately 20,000 students and they use Scribbles application to process more than 5,000 applications annually. Our primary point of contact in Student Assignment is Mr. Jermaine White. Harnett County Schools has been using Scribbles applications since 2018.

- Mr. Jermaine White
At Risk / Dropout Prevention Director
jwhite1@harnett.k12.nc.us
tel: (910) 893-8151
Harnett County Schools
1008 South 11th Street
Lillington, NC 27546

Lancaster County Schools, South Carolina has an enrollment of approximately 12,000 students and they use Scribbles applications to process more than 2,000 applications annually. Our primary point of contact is Lydia Quinn. Lancaster County Schools has been using the Scribbles applications since 2012.

- Lydia Quinn
Director of Primary Education
lydia.quinn@lcsdmail.net
tel: (803) 416-8847
Lancaster County Schools
300 South Catawba St
Lancaster, SC 29720

Atlanta Public Schools in GA has an enrollment of more than 50,000 students and they use Scribbles application to process more than 1000 applications annually. Our primary point of contact in the Student Assignment office is Mr. Cory Edwards. Atlanta Public Schools has been using Scribbles applications since 2015.

- Cory Edwards
Student Assignment and Records Director
ceedwards@atlanta.k12.ga.us
tel: (404) 802-2232
Atlanta Public Schools
130 Trinity Ave SW
Atlanta, GA 30303

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

FINANCIAL REPORT
(Reviewed)

December 31, 2019

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**McCANNON • ROGERS • DRISCOLL
& ASSOCIATES, L.L.P.**

CERTIFIED PUBLIC ACCOUNTANTS

PARTNERS:

BENJAMIN P. ALBRIGHT, III, CPA
RANDY G. BOYD, CPA

PARTNERS:

STEPHEN B. DRISCOLL, CPA

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

The Board of Directors
Scribbles Software, LLC
Charlotte, North Carolina

We have reviewed the accompanying financial statements of Scribbles Software, LLC (a limited liability company) (the Company) (a subsidiary of ScribSoft Holdings, Inc.), which comprise the balance sheets as of December 31, 2019 and 2018, and the related statements of income and member's equity and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

New Accounting Principles

As discussed in Note A to the financial statements, the Company has adopted new accounting principles for the year ended December 31, 2019. Our conclusion is not modified with respect to this matter.

Supplementary Information

The supplementary information included in the schedules of cost of sales and operating expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the basic financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

McCannon, Rogers, Driscoll & Associates, L.L.P.

Gastonia, North Carolina
July 10, 2020

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

BALANCE SHEETS
December 31, 2019 and 2018
See Independent Accountant's Review Report

ASSETS	<u>2019</u>	<u>2018</u>
CURRENT ASSETS		
Cash	\$ 178,420	\$ 378,757
Trade receivables less allowance for doubtful accounts 2019 \$15,066; 2018 None	233,290	131,186
Unbilled revenue	22,610	19,802
Prepaid expenses	101,029	23,212
Due from affiliates	<u>1,208,398</u>	<u>659,060</u>
Total current assets	1,743,747	1,212,017
PROPERTY AND EQUIPMENT		
Machinery and equipment	8,607	8,607
Computer equipment	70,379	36,810
Vehicles	<u>120,219</u>	<u>120,219</u>
	199,205	165,636
Less accumulated depreciation	<u>152,245</u>	<u>135,298</u>
	46,960	30,338
INTANGIBLE, less accumulated amortization		
2019 \$43,867; 2018 \$37,600	<u>50,133</u>	<u>56,400</u>
	<u><u>\$ 1,840,840</u></u>	<u><u>\$ 1,298,755</u></u>

See notes to financial statements

LIABILITIES AND STOCKHOLDERS' EQUITY	2019	2018
CURRENT LIABILITIES		
Current portion of notes payable	\$ 12,962	\$ 18,379
Accounts payable	42,810	8,893
Accrued expenses	37,190	37,752
Customer deposits	1,491,142	1,106,126
Accrued income taxes payable to Parent	-	44,809
Due to affiliates	120,637	159,942
Total current liabilities	1,704,741	1,375,901
LONG-TERM DEBT, less current portion	1,086	14,048
MEMBER'S EQUITY DEFICIT	135,013	(91,194)
	<u>\$ 1,840,840</u>	<u>\$ 1,298,756</u>

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

STATEMENTS OF INCOME AND MEMBER'S EQUITY

Years Ended December 31, 2019 and 2018
See Independent Accountant's Review Report

	<u>2019</u>	<u>2018</u>
Net sales	\$ 12,688,269	11,029,342
Cost of sales	<u>10,224,665</u>	<u>8,637,741</u>
	2,463,604	2,391,601
Operating expenses	<u>2,154,817</u>	<u>1,617,179</u>
	308,787	774,422
Other income (expense):		
Interest income	6	-
Loss on sale of equipment	400	-
Interest expense	<u>(12,456)</u>	<u>(6,559)</u>
	(12,050)	(6,559)
Income before income taxes	296,737	767,863
Income tax expense	<u>70,530</u>	<u>189,702</u>
Net income	226,207	578,161
Member's equity deficit, beginning	<u>(91,194)</u>	<u>(669,355)</u>
Member's equity deficit, ending	<u>\$ 135,013</u>	<u>\$ (91,194)</u>

See notes to financial statements

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

STATEMENTS OF CASH FLOWS
Years Ended December 31, 2019 and 2018
See Independent Accountant's Review Report

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	\$ 226,207	\$ 578,161
Adjustments to reconcile net income to net cash provided by operating activities:		
Change in allowance for doubtful accounts	15,066	-
Gain on sale of equipment	(400)	
Depreciation	18,633	27,105
Amortization	6,267	6,267
Changes in assets and liabilities		
(Increase) decrease in trade receivables	(117,170)	58,763
Increase in unbilled revenue	(2,808)	(32,813)
Increase in prepaid expense	(77,817)	(21,214)
Increase (decrease) in accounts payable	33,917	(15,707)
Increase (decrease) in accrued expenses	(563)	37,752
Increase in customer deposits	385,016	689,385
Increase (decrease) in accrued income taxes payable to Parent	(44,809)	44,809
Net cash provided by operating activities	441,539	1,372,508
CASH FLOWS FROM INVESTING ACTIVITIES		
Advances to affiliated companies	(588,643)	(1,110,613)
Cash received on sale of equipment	1,013	-
Purchases of equipment	(35,868)	-
Net cash used by investing activities	(623,498)	(1,110,613)
NET CASH FLOWS USED IN FINANCING ACTIVITIES		
Principal payments on long-term borrowings	(18,379)	(21,887)
Net increase (decrease) in cash	(200,337)	240,008
Cash:		
Beginning	378,757	138,749
Ending	<u>\$ 178,420</u>	<u>\$ 378,757</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for:		
Interest	<u>\$ 12,456</u>	<u>\$ 6,559</u>

See notes to financial statements

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

NOTES TO FINANCIAL STATEMENTS
December 31, 2019
See Independent Accountant's Review Report

Note A - Nature of Business and Summary of Significant Accounting Policies

Nature of Business

Scribbles Software, LLC (the Company), was formed in June 2010 under the laws of the state of North Carolina. The Company is a single member Limited Liability Company owned 100% by ScribSoft Holdings, Inc. and is located in Charlotte, North Carolina. The Company is principally engaged in creating web-based solutions for K-12 school districts to provide students, families and businesses equitable access to school district resources.

Affiliated Companies

ScribSoft Holdings, Inc. is the parent company of Scribbles Software, LLC, Permitium LLC and Advanced Imaging Systems, Inc. ScribSoft Holdings, Inc. owns 100% of each entity.

A summary of the Company's significant accounting policies follows:

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Recently Adopted Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standard Update (ASU) 2014-09, *Revenue from Contracts with Customers* (Topic 606), which also established *Other Assets and Deferred Costs – Contracts with Customers* (Subtopic 340-40). The FASB also issued a series of other ASUs, which update ASU 2014-09 (collectively, the new revenue recognition standard). This new standard replaces all previous GAAP guidance on this topic and eliminates all industry-specific guidance. The new revenue recognition standard provides a unified model to determine when and how revenue is recognized. The core principle is that a company should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration for which the entity expects to be entitled in exchange for those goods or services. The Company adopted this standard effective January 1, 2019. The impact of the adoption of the new standard was not material to the Company's financial statements for the year ended December 31, 2019. The Company expects the impact to be immaterial on an ongoing basis.

In August 2016, the FASB issued ASU 2016-15, *Statement of Cash Flows* (Topic 230): *Classification of Certain Cash Receipts and Cash Payments*. The standard provides guidance on how certain cash receipts and payments are presented and classified in the statement of cash flows. ASU 2016-15 is effective for fiscal years beginning after December 15, 2018, and interim periods within those annual periods. The Company adopted this standard effective January 1, 2019 and the adoption did not have a material effect on the Company's financial statements for the year ended December 31, 2019.

SCRIBBLES SOFTWARE, LLC
NOTES TO FINANCIAL STATEMENTS
December 31, 2019
See Independent Accountant's Review Report

Note A - Nature of Business and Summary of Significant Accounting Policies – Continued

Recently Adopted Accounting Pronouncements – Continued

In November 2016, the FASB issued ASU 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash*. The standard requires that the statement of cash flows explains the change during the period in the total of cash, cash equivalents, and amounts generally described as restricted cash or restricted cash equivalents (collectively, restricted cash). Therefore, restricted cash should be included with cash and cash equivalents when reconciling the beginning of period and end of period total amounts shown on the statement of cash flows. The new guidance is effective for interim and annual periods beginning after December 15, 2018. The Company adopted this standard effective January 1, 2019 and the adoption did not have a material effect on the Company's financial statements for the year ended December 31, 2019.

In January 2016, the FASB issued ASU 2016-01, *Financial Instruments – Overall (Topic 825)*. This standard requires that trading and available for sale securities be classified as a part of net income and retained earnings rather than comprehensive income and accumulated other comprehensive income, among other requirements. The new guidance is effective for interim and annual periods, beginning after December 15, 2018. The Company adopted this standard effective January 1, 2019 and the adoption did not have a material effect on the Company's financial statements for the year ended December 31, 2019.

Use of Estimates in Preparation of Financial Statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Trade Receivables

Trade receivables are recorded net of an allowance for expected losses. The allowance is estimated from historical performance and projections of trends. Trade receivables are written off against the allowance when reasonable collection efforts have been exhausted. The Company does not charge interest on past due balances.

Unbilled Revenues

Unbilled revenue consists of revenues earned but not yet billed.

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

See Independent Accountant's Review Report

Note A - Nature of Business and Summary of Significant Accounting Policies -- Continued

Property and Equipment

Property and equipment are carried at cost. Depreciation is computed principally by the accelerated method over the estimated useful lives as follows:

Scanning equipment	5 Years
Computer equipment	5 Years
Vehicles	5 Years

Additions and improvements are charged to the property accounts while maintenance and repairs, which do not improve or extend the useful life of the respective assets, are expensed currently. When property and equipment is disposed of, the related costs and accumulated depreciation are removed from the respective accounts, and any gain or loss on disposition is credited or charged to earnings.

Advertising

The Company expenses advertising costs as incurred. The Company had advertising expense of approximately \$52,800 and \$5,500 for the years ended December 31, 2019 and 2018, respectively.

Income Taxes

The Company files its federal and state income tax returns on a consolidated basis with its parent. The members of the consolidated group have elected to allocate income taxes among the members of the group by the agreement method, under which the parent company makes payments to any member of the group for the income tax reductions resulting from the member's inclusion in the consolidated return, or the member makes payments to the parent company for its allocated share of the consolidated income tax liability. These allocations are reflected on the balance sheet as part of due to or from affiliated companies.

Income taxes are provided for the tax effects of transactions reported in the financial statements and consist of taxes currently due to temporary differences between the reported amounts of assets and liabilities and their tax bases.

The Company recognizes and measures any unrecognized tax benefits or obligations as required by GAAP. Accordingly, the Company assesses the likelihood, based on their technical merit, that tax positions will be sustained upon examination based on the facts, circumstances and information available at the end of each period. The measurement of unrecognized tax benefits or obligations is adjusted when new information is available, or when an event occurs that requires a change. The Company has determined that it does not have any material unrecognized tax benefits or obligations as of December 31, 2019 and 2018.

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

See Independent Accountant's Review Report

Note A - Nature of Business and Summary of Significant Accounting Policies – Continued

Subsequent Events

The Company reviewed events for inclusion in the financial statements through July 10, 2020, the date the financial statements were available to be issued.

Note B - Concentrations

Financial reporting standards require the disclosure of concentrations of credit risk regardless of the degree of such risk. Financial instruments which potentially subject the Company to concentrations of credit risk consist of cash and accounts receivable. The Company maintains its cash accounts in one commercial bank located in North Carolina. Accounts at the bank are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

The Company extends credit to its customers on a normal accounts receivable basis and sales can be affected by current economic conditions of the market.

Note C - Intangible

Intangible consists of a customer list purchased in 2013 and is being amortized over the expected life of 15 years.

Note D - Long-term Debt

Long-term debt at December 31, 2019 consisted of the following:

Note payable to a bank, secured by vehicle due in monthly installments of \$1,100, including interest at 2.99%.	\$ 14,048
Less current portion	<u>12,962</u>
Long-term portion	<u>\$ 1,086</u>

Annual maturities required on long-term debt at December 31, 2019 is as follows:

2020	\$ 12,962
2021	<u>1,086</u>
	<u>\$ 14,048</u>

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

See Independent Accountant's Review Report

Note E - Related Party Balances and Transactions

Related party balances at December 31, 2019 were as follows:

Due from ScribSoft Holdings, Inc.	\$ 1,132,028
Due from Permitium LLC	\$ 76,370
Due to Advanced Imaging Systems, Inc.	\$ 120,637

Related party balances at December 31, 2018 were as follows:

Due from Advanced Imaging Systems, Inc.	\$ 19,897
Due from ScribSoft Holdings, Inc.	\$ 639,163
Due to Permitium LLC	\$ 159,942

Note F - Income Taxes

The components of income tax expense allocated by the Parent for the company's portion of taxes paid in consolidated returns for the year ended December 31, 2019 are as follows:

Federal	\$ 61,550
State	<u>8,980</u>
	<u>\$ 70,530</u>

The components of income tax expense allocated by the Parent for the company's portion of taxes paid in consolidated returns for the year ended December 31, 2018 are as follows:

Federal	\$ 165,350
State	<u>24,352</u>
	<u>\$ 189,702</u>

Note G - Reclassifications

Certain items in the financial statements for the year ended December 31, 2018 have been reclassified, with no effect on net income or retained earnings, to be consistent with the classification adopted for the year ended December 31, 2019.

SUPPLEMENTARY INFORMATION

SCRIBBLES SOFTWARE, LLC
(a subsidiary of ScribSoft Holdings, Inc.)

SCHEDULE OF COST OF SALES
Years Ended December 31, 2019 and 2018
See Independent Accountant's Review Report

	<u>2019</u>	<u>2018</u>
Revenue passed through to customers	8,486,630	7,430,576
Purchases	598,267	388,161
Direct labor	871,669	580,672
Repairs, maintenance and equipment rental	2,827	4,992
Payroll taxes	111,903	72,122
Contract labor	9,888	13,209
Health insurance	135,223	103,559
Automobile expense	8,257	40,529
Other	-	3,921
	<u>\$ 10,224,665</u>	<u>\$ 8,637,741</u>

SCRIBBLES SOFTWARE, LLC
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SCHEDULE OF OPERATING EXPENSES
Years Ended December 31, 2019 and 2018
See Independent Accountant's Review Report

	2019	2018
Administrative salaries	\$ 532,190	\$ 512,642
Salesmen's salaries	496,635	307,008
Taxes and licenses	1,199	38,120
Payroll taxes	82,306	29,572
Telephone	31,309	27,060
Travel	273,344	127,553
Advertising	52,863	5,514
Utilities	-	907
Rent	18,411	5,075
Supplies	72,685	48,913
Insurance	21,686	21,217
Professional fees	111,894	103,963
Depreciation	18,633	27,105
Amortization	6,267	6,267
Promotions	16,366	914
Sales meeting expenses	6,000	-
Bank charges	392,323	322,343
Entertainment	1,757	10,659
Education and training	-	780
Bad debts, net of recoveries	302	105
Contributions	1,250	16,650
Other	17,397	4,812
	<u>\$ 2,154,817</u>	<u>\$ 1,617,179</u>

4.0.1.9 OBJECTIONS, EXCEPTIONS AND OBSERVATIONS

We do not have any objections or exceptions to this RFP request.