



STATE OF DELAWARE

ADMINISTRATIVE OFFICE OF THE COURTS

NEW CASTLE COUNTY COURTHOUSE
500 NORTH KING STREET, SUITE 11600
WILMINGTON, DELAWARE 19801-3734
(302) 255-0090 / FAX (302) 255-2217

October 10, 2011

TouchPay
c/o Ronny Park
7801 Mesquite Bend Dr.,
Suite 101
Irving, TX 75063

Dear Mr. Park:

I am pleased to inform you that TouchPay has been awarded Contract for Professional Services to Provide Automated Payment KIOSKS, Contract Number JUD11000KIOSKS.

I will be forwarding under separate cover two (2) copies of our contract form that must be completed and returned to my attention prior to October 30, 2011. The contract form **MUST** have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Administrative Office of the Courts. One copy of the fully executed contract form will be returned for your records.

The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, agencies will not be able to purchase if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact 302-255-0098 or fax your inquiry to 302-255-2218.

We appreciate your interest and look forward to working with you.

Sincerely,

Amy A. Quinlan
Deputy Director
Administrative Office of the Courts