

Statement of Work

Version 1.0 • August 16, 2016



Statement of Work HIDALGO County Redaction

This Statement of Work, jointly prepared by the HIDALGO District Clerk and Computing System Innovations is the agreement for services to be performed by Computing System Innovations (“CSI”) as the Supplier, to HIDALGO District Clerk (“HIDALGO”) the organization, to complete the tasks necessary to meet the Court’s redaction goals.

Effective date: TBD

Key Deliverables: Intellidact redaction technology to provide redaction services of 900,000 court pages annually and integrate Intellidact forward file redaction within the Clerk’s Case Management System – Tyler’s Odyssey.

Organization Contact: Laura Hinojosa

Supplier Contact: Trey Pickett

Location: Work to be performed at the HIDALGO District Clerk’s location, Edinburg, Texas and Computing System Innovations, Apopka Florida

Schedule: Start Date **TBD** to End Date **TBD**.

Terms: Net 30 to start at contract signing.

Policies and Procedures: All parties shall have read and agreed to adhere to the applicable policies, procedures and regulations with respect to behavior and security of HIDALGO to the extent that they apply to independent Suppliers.

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DOCUMENT HISTORY

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Revision History

Revision Number	Revision Date	Summary of Changes	Author
1.0	6/06/2016	Document Creation	Dawson Tyler

1.1 Scope of Work

This Statement of Work defines the tasks and deliverables as related to the HIDALGO District Clerk redaction project.

- CSI shall provide Intellidact software as a forward file redaction solution, integrated with Tyler Odyssey version 2014 (or later) for the HIDALGO District Clerk.
- CSI will provide ongoing software support and maintenance as provided for in the Intellidact Software Maintenance agreement.

2 Tasks

The tasks to be performed under this contract are described below. Computing System Innovations must be cognizant of all these task dimensions in order to perform them completely and correctly.

- CSI shall submit an associated project management plan addressing the tasks specified in the Statement of Work
- CSI and/or its staff must have knowledge and expertise of the environment for which work is to be performed
- Documentation must be phrased in terms and language that can be easily understood and in formats as specified by the organization, i.e. MS Word, MS PowerPoint, MS Project etc.
- The HIDALGO County District Clerk will review each submitted deliverable within 15 working days from the date of receipt
- CSI and HIDALGO County District Clerk will jointly schedule a kickoff conference call at a time where CSI, Tyler and its staff will be introduced to the District Clerk.

2.1 FORWARD FILE REDACTION

Task #1 PREPARATION TASKS for TEST ENVIRONMENT

Task #1	Tasks
Description	Preparation and creation of test environment for Intellidact / Odyssey integration.
Item #1	CSI will deliver all Intellidact software and software license to HIDALGO for the software purchased on Tyler Contract.
Item #2	CSI will provide HIDALGO with all hardware and software requirements. (Intellidact may be installed in a virtual machine environment.) CSI will provide HIDALGO with estimated disk space requirements; including database space and transitory storage space. CSI will assist in any configuration questions as required.
Item #3	HIDALGO will obtain hardware (servers) for Test (multiple as needed) and Production environments; based on requirements as identified by CSI.
Item #4	HIDALGO will obtain disk space for databases for SQL Server for test (multiple as needed) and Production environments; as identified by CSI.
Item #5	HIDALGO will obtain disk space for transitory file storage or other requirements as identified by CSI for test and Production environments.
Item #6	HIDALGO will provide setup and configuration of all hardware and operating system software for Intellidact grid servers, Intellidact workflow services, and the Intellidact SQL database instance(s) for the test environment(s).
Item #7	HIDALGO will define physical locations for 10 of the Intellidact's redaction validation stations.
Item #8	HIDALGO will ensure that Tyler's Odyssey Connector is available in the test environment(s). The version of the Odyssey for Integration with CSI's Intellidact needs to be Odyssey version 2014 or greater.
Item #9	HIDALGO will install Intellidact's redaction validation client on the selected PCs.

Task #2 INSTALLATION AND CONFIGURATION FOR TEST ENVIRONMENT

Task #2	Tasks
Description	Installation of Intellidact in HIDALGO's test environment(s).
Item #1	CSI will install Intellidact Enterprise in HIDALGO's test environment(s). Includes image classify, unlimited field recognition, image cleanup processing, OCR/ICR/Voting with redaction rules, dynamic court redactions, and CSI Future Proofed fields for processing. Included within license is automatic load balancing, high availability IntelliGrid, unlimited server license, web administration, and management user interfaces for complete enterprise environment.
Item #2	CSI will install and configure Intellidact grid servers in HIDALGO's test environment(s).
Item #3	CSI will install Intellidact workflow services; necessary for Odyssey Configuration publisher interface to Intellidact in HIDALGO's test environment(s).
Item #4	CSI will install Intellidact Connector to allow for Odyssey Integration.
Item #5	CSI will install Intellidact Document Management. IDM allows for Odyssey on-demand redaction as well as capable of management of validation processing with document routing and status reporting in HIDALGO's test environment(s).
Item #6	CSI will install and configure SQL database(s) in HIDALGO's test environment(s).
Item #7	CSI and HIDALGO will conduct system test of a functional Intellidact installation in HIDALGO's test environment(s) with a standard "file drop" interface used to validate Intellidact's functionality.
Item #8	HIDALGO's warranty period of 90 days will start upon HIDALGO acceptance of Task #2, Item #7. Thirty (30) days prior to expiration of said software warranty period, CSI will bill HIDALGO for year 1 of software maintenance and support.

Task #3 INTEGRATION AND PRODUCTION IMPLEMENTATION

Task #3	Tasks
Description	Integrate Intellidact Test environment with Odyssey for forward file redaction processing. Move Intellidact forward file redaction into production environment. *CSI has allocated 10 man days of Professional services for Tasks 1, 2, and 3.
Item #1	HIDALGO will define Operational workflows; utilizing Tyler Professional Services as needed.
Item #2	CSI will develop (if needed), install, configure, and test Intellidact integration with Tyler's Connector to send and receive documents to Intellidact via web services.

Task #3	Tasks
Item #3	CSI will provide training at HIDALGO for up to 5 trainers on use of Intellidact redaction software.
Item #4	HIDALGO will prepare system test plan with CSI's assistance for the validation of the Integration of Intellidact with Odyssey in the HIDALGO test environment(s) and HIDALGO Production environment.
Item #5	HIDALGO will conduct system test on the Integration of Intellidact with Odyssey; including Operational users; in the HIDALGO test environment(s).
Item #6	CSI will resolve/ remediate any integration issues with Odyssey in the HIDALGO test environment(s).
Item #7	HIDALGO will provide acceptance on the successful Integration of Intellidact with Odyssey in the HIDALGO test environment(s).
Item #8	CSI will conduct Intellidact Administrator training. (1 session; 1 day.)
Item #9	HIDALGO will provide setup and configuration of all hardware and operating system software for Intellidact grid servers, Intellidact workflow services, and the Intellidact SQL database instance for the Production environment. CSI will assist in any configuration questions as required.
Item #10	CSI will install: Intellidact Enterprise, Intellidact grid servers, Intellidact workflow services, and Document Management in the HIDALGO Production environment.
Item #11	CSI will install and configure SQL database(s) in the HIDALGO Production environment,
Item #12	HIDALGO will validate the Integration of Intellidact with Odyssey in the HIDALGO Production environment.
Item #13	HIDALGO will commence redaction of Odyssey court documents utilizing the Integration of Intellidact with Odyssey in the Production environment.

3 Terms of Payment

CSI shall invoice HIDALGO on a milestone basis for payment on this statement of work. Each CSI invoice will be for a specific payment milestone according to the following schedule.

Ref #	Billing Milestone	HIDALGO Amount Due
0	Redaction Contract Execution <u>Payment milestone evidenced by HIDALGO receipt of contract execution.</u>	\$ 0.00
1	Task 1 – Item 1: Delivery of CSI software and license. <u>Payment milestone evidenced by HIDALGO receipt of software and license.</u>	\$ 83,373.75
2	Task 2 – Item 8 – Installation of Intellidact in Test HIDALGO Environment <u>Payment milestone evidenced by HIDALGO being able to review Intellidact software as installed and functioning (as evidenced by the ability to perform Intellidact file drop processing of a document and validate it being processed and available for review in Intellidact validation).</u>	\$ 9,375.00
3	Task 3 – Items 7 or 2 – Integration of Intellidact and Odyssey and installation of IntelliDact into HIDALGO's Tyler production environment. <u>Payment milestone evidenced by having approximately 100 documents input into Tyler Odyssey, being redacted by Intellidact, and updated back into Tyler Odyssey successfully, or 45 days after delivery of Intellidact integration within Tyler Odyssey testing environment.</u>	\$ 9,375.00
4	First year Software Maintenance and Support Payment <u>Payment milestone being 90 days after software license activated for HIDALGO test system (30 days prior to expiration of software warranty period Task 2 Item 8).</u>	\$ 16,674.75
	Payment Totals	\$118,798.50