

GOVERNMENT - PRICE QUOTATION



ACCELA GOVERNMENT AT CARAHSOFT

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QUOTE NO: 10814337
QUOTE DATE: 12/27/2017
QUOTE EXPIRES: 01/26/2018
RFQ NO:
SHIPPING: GROUND
TOTAL PRICE: \$18,086.96

TOTAL QUOTE: \$18,086.96

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
1	FNG-PS-PHSE2	OSSF Maintenance data FutureNet Group Inc - FNG-PS-PHSE2	\$18,086.96 -	1	\$18,086.96
SUBTOTAL:					\$18,086.96
TOTAL PRICE:					\$18,086.96
TOTAL QUOTE:					\$18,086.96

Statement of Work Williamson County OSSF Maintenance Contracts Configuration and Data Conversion



Version 1.1
December 11, 2017

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DOCUMENT CONTROL

Date	Author	Version	Change Reference
11/27/17	Jeff Dolezal	1.0	Original
12/11/17	Jeff Dolezal	1.1	Revise for Data file layout

SERVICES DESCRIPTION

This Carahsoft Technology Statement of Work ("SOW") dated December 11, 2017 sets forth a scope and definition of the consulting/professional services, work and/or project (collectively, the "Services") to be provided by FutureNet Group, Inc. ("FutureNet") to Williamson County, Texas (referred to sometimes herein as "Agency").

PURPOSE

The purpose of this document is to detail the specific deliverable for the Configuration and Data Conversion for the Williamson County OSSF Maintenance Contracts.

PROJECT TIMELINE

The term of this project is one (1) month with an estimated start date of December 26, 2017, assuming all necessary sign offs are completed by December 22, 2017.

Upon execution of this SOW, the parties will collaborate to determine a start date for Services to be rendered. Upon initiation of these Services, the FutureNet Project Manager will work with the Agency to collaboratively define a baseline project schedule. Given the fact that project schedules are working documents that change over the course of the project, the FutureNet Project Manager will work closely with Agency to update, monitor, agree, and communicate any modifications.

PAYMENT TERMS

Total Professional Services fees to configure and convert the OSSF Maintenance data is **\$18,046.96** exclusive of expenses.

Carahsoft will invoice upon completion of the data conversion and receipt of a signed Deliverable Acceptance form, or completion of the Acceptance Review Period, whichever comes first. A Sample Deliverable Acceptance form can be found in Appendix A.

EXPENSES

There are no expenses anticipated for the Configuration and Data Conversion of the OSSF Contract Maintenance effort. However should the need to travel arise as part of this effort, Carahsoft will bill Agency for actual expenses incurred for travel and lodging/living, as well as other approved out-of-pocket expenses (such as mileage, parking, tolls and telecommunications charges). Expense receipts will be provided to the Agency for all expenses incurred as part of the reimbursement process. FutureNet will work with Agency to manage and control its expenses in accordance with the Williamson County Vendor Reimbursement Policy version June 24, 2015 and will not incur expenses without Agency's prior written consent.

TERMS

The pricing and terms of this proposal are valid until **1/31/2018**. Any changes to this effort will be documented and agreed to in a Change Order for. A Sample Change Order form can be found in Appendix B.

WORK DESCRIPTION

MAINTENANCE CONTRACT CONFIGURATION

FutureNet will configure the Contract Maintenance record type and associated workflow, fees, renewal schedule and custom fields to support the Contract Maintenance process. Included within this effort is the configuration of the required reports for Contract Maintenance processing.

FutureNet Responsibilities:

- Configure Contract Maintenance record and associated workflow, fees, renewal schedule and custom fields to the support environment.
- Develop the following AdHoc reports for Contract Maintenance processing:
 - Owner Maintained Systems
 - Expiration Report
 - Renewal Report (CSV output for mail merge)
 - Grandfathered Systems
 - Past due inspections organized by date and maintenance company
 - Inspections due in upcoming month
 - Inspections completed in previous months
 - Report of Licenses without Active Contracts
- Create a script to trigger Next Insp Due Date when Inspections entered.
- Create script to trigger update of Current Contract info from Renewal info.
- Setup Accela Citizen Access to all Maintenance Companies to upload Inspection results to Maintenance Contract records.
- Configure Inspections to record basic Inspection results from Maintenance Providers.

Agency Responsibilities:

- Create and manage Contract Maintenance Step Documents to define process.
- Create help document to assist Maintenance Providers with new process.
- Assist in the execution of the data conversion program and provide access to environments as needed.
- Provide resources to validate the configuration and reports in a timely manner.

Acceptance Criteria:

- Contract Maintenance configuration migrated to the Accela Civic Platform test environment

Acceptance Review Period:

- Agency will have 5 business days to conduct initial review of the Configuration in the Test Environment. If no changes or comments are requested within the 5 days, the Deliverable is considered approved by the Agency. Upon delivery of initial feedback, FutureNet will complete the necessary changes and updates. Any subsequent review will have 2 business days for acceptance. Any such subsequent review will only address changes or comments made in the initial review.

MAINTENANCE CONTRACT DATA CONVERSION

FutureNet Responsibilities:

- Provide a program to migrate historical data into the Agency's Accela test database environment.
- The data conversion will include up to three (3) conversion loads for Agency testing
- Validate the successful completion of the migration of historical data into the Agency's test environment.

Agency Responsibilities:

- Provide the legacy data source in an accepted format.
- Assist in the execution of the data conversion program and provide access to environments as needed.
- Provide resources to validate the conversion statistics and the quality of the data converted into the Accela Civic Platform.

Acceptance Criteria:

- Historical data has been converted to the Accela Civic Platform test environment

Acceptance Review Period:

- Agency will have 5 business days to conduct initial review of the Historical Data Conversion. If no changes or comments are requested within the 5 days, the Deliverable is considered approved by the Agency. Upon delivery of initial feedback, FutureNet will complete the necessary changes and updates. Any subsequent review will have 2 business days for acceptance. Any such subsequent review will only address changes or comments made in the initial review.

Contract Maintenance License Data from Safe

The conversion will populate the following sections of the Accela Records for each Active Contract Maintenance license row of data provided. All records to be converted will end up with a status of Active or About to Expire.

There will be no "Closed" records converted.

1. Permit (Record)
2. Owner
3. Address
4. Custom Fields (16)
5. Link LP if provided in a specific lookup format ie License #.

Wilco Column	Accela Location	Accela Field Name	Comment
PermitNo	Record	ALT ID	Must Be Unique
Status	Record	Status	Active or Grandfathered
FirstName	Owner	FirstName	
LastName	Owner	LastName	
Owner Phone	Owner	Phone 1	
CellPhone	Owner	Fax	
Email	Owner	E-mail	
MailStreet	Owner	MailStreet	
MailCity	Owner	MailCity	
MailState	Owner	MailState	
MailZip	Owner	MailZip	
StreetNo	Address	StreetNo	
StreetName	Address	StreetName	

City	Address	City	
State	Address	State	
Zip	Address	Zip	
License Renewed	Date	ASI	This is the next Renewal Date for Active License
Active for Service	Y/N	ASI	If Active Contract Y or N
Service Company	Text	ASI	Service Company
Provider	Text	ASI	Provider
Starts	Date	ASI	Contract Start Date
Expires	Date	ASI	Contract Expires Date
Received	Date	ASI	Contract Received Date
Renewal Starts	Date	ASI	Renewal Starts Date
Renewal Expires	Date	ASI	Renewal Expires Date
Renewal Received	Date	ASI	Renewal Received Date
Renewal Service Company	Text	ASI	Renewal Service Company
Renewal Provider	Text	ASI	Renewal Provider
Owner Will Maintain	Checkbox	ASI	0 or 1 Y or N
Problems Indicated	Y/N	ASI	Y or N
Next Inspection	Date	ASI	Date Maintenance Co. needs to Inspect by
Inspections Per Year	Dropdown	ASI	Values 2 or 3
Instructions	Text Area	Work Desc or Comments	Need 4,000 character field.

Note: Highlighted fields are required for each row of data in the file.

ACCEPTANCE

Accepted By: Williamson County	Accepted By: Carahsoft Technology Corp.
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

APPENDIX A – DELIVERABLE ACCEPTANCE FORM

PLEASE ACKNOWLEDGE ACCEPTANCE BY EMAILING THIS FORM TO THE FUTURENET PROJECT MANAGER.

Date:	
Agency Name:	
Approving Agency Manager:	
FutureNet Manager:	
Project Name / Code:	
Contract / Agreement #:	

Agency agrees that FutureNet has successfully completed the following Deliverables:

Deliverable #	Source / Reference Details	

Agency agrees that FutureNet has successfully completed the Deliverables described above in accordance with the terms of the related Contract/Agreement.

APPROVALS:

Williamson County

Signature

Title

Date

APPENDIX B – CHANGE ORDER

SAMPLE CHANGE ORDER – PAGE 1

Agency:
Project Code:
Contract #/ PO #:
Initiating Department:
Initiated By:

Change Order #:
Date:

PROJECT CHANGE DESCRIPTION/TASK SUMMARY:

1. Issue Name / Description:

- Schedule impact:
- Resource impact:
- Cost impact:

2. Issue Name / Description:

- Schedule impact:
- Resource impact:
- Cost impact:

Total Project Schedule Impact:

Total Project Resource Impact:

Total Project Cost Impact:

DISPOSITION COMMENTS:

Disposition: ☐ Approved ☐ Rejected ☐ Closed ☐ See Comments

SAMPLE CHANGE ORDER – PAGE 2

The above Services will be performed in accordance with this Change Order/Work Authorization and the provisions of the Contract for the purchase, modification, and maintenance of the Accela systems. The approval of this Change Order will act as a Work Authorization for FutureNet and/or Agency to perform work in accordance with this Change Order, including any new payment terms identified in this Change Order. This Change Order takes precedent and supersedes all other documents and discussions regarding this subject matter.

Accepted By: Williamson County District Sponsor	Accepted By: Carahsoft Technology Corp.
By:	By:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

Accepted By: Williamson County District Director	Accepted By: Carahsoft Technology Corp.
By:	By:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

