

# MCCi Project Change Request – Discovery Document Security

**08/12/2020**

## Change Request Overview

Williamson County, TX has requested a change to the services described in the DEMS Process Revisions Project Statement of Work. The change requested will include development and project management services provided by MCCi resources to develop and unit test software enhancements, etc. The resulting change request, and decision, thereafter, is briefly described below:

In the original project build, all evidence was designed to be contained within one level. Williamson County have since found evidence being saved in subfolders and being done to organize and categorize the evidence better. Williamson County has found that in certain cases, when a staff sets evidence in the sub folders to Discovery NO - it does **not** trigger a workflow that changes the access of the defense attorney. To address this, a discovery of all workflow automations, manual and other automated process that contribute to the building and development of the evidence files will be conducted. Identify and develop solution by automation changes, manual business process changes or both.

Williamson County, TX Responsibilities:

- Provide access to the DEMS system
- Provide a few sample cases where the security did not execute
- Provide the process that lead to the development/building of this case.
- If any SDK are used to build case files, provide the logic and processes
- Conduct beta testing

MCCi Responsibilities:

- Review sample cases
- Review current workflows related to security
- Conduct Discovery of source that needs adjustments
  - Workflow
  - Starting rules
- Develop adjustment or develop new workflows to address the needed changes
- Conduct alpha testing

## Change Request Impact

MCCi will utilize time from development resources to develop and unit test the specified enhancements while continuing to work on completion of the deliverables within the DEMS Process Revisions Project Statement of Work. The programming and testing services will be included as an item on the MCCi task list and prioritized as appropriate by the client.

## Change Cost

It is estimated that this change will add 25 hours/days of Professional Service time. Therefore, up to \$ 5,125 will be billed by MCCi for delivery of these enhancements.

## Change Approval

The changes, impact, and costs as described above are agreed to by MCCi and Williamson County, TX.

MCCi

By: 

Printed Name: Rigoberto Ruiz

Title: Senior Project Manager

Williamson County, TX

By: Bill Gravell Jr.  
Bill Gravell Jr. (Sep 1, 2020 14:18 CDT)

Printed Name:

Title:



3717 Apalachee Parkway, Suite 201  
Tallahassee, FL 32311  
850.701.0725  
850.564.7496 fax

Complete and return to:  
[salesoperations@mccinnovations.com](mailto:salesoperations@mccinnovations.com)

Client Name: Williamson County, TX  
Quote Number: 16367

Order Date: June 03, 2020

Service Description:	Qty.	Retail Unit Cost	BuyBoard #544-17	Total
<b>MCCI PROFESSIONAL SERVICES - STATEMENT OF WORK</b>				
<input checked="" type="checkbox"/> DEMS Process Revisions <i>Please see detailed Statement of Work (SOW).</i>	1	\$11,685.00	\$10,750.20	\$10,750.20
<input checked="" type="checkbox"/> <b>Service Level Agreement Client Discount</b>	1	(\$233.70)		(\$233.70)
<b>Professional Services Subtotal</b>				<b>\$10,516.50</b>

<b>GRAND TOTAL - ONE-TIME SERVICES</b>	<b>\$10,516.50</b>
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<b>TOTAL LASERFICHE PROJECT COST</b>	<b>\$10,516.50</b>
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*All Quotes Expire in 30 Days*

#### BILLING TERMS

**Service Packages:**

- Upon delivery completion and Client acceptance.

**This is NOT an invoice. Please use this confirmation to initiate your purchasing process.**









# Agenda item #39, 09.01.2020, Laserfiche Support Renewal Change Order, MCCi

Final Audit Report

2020-09-01

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