



ACCELA GOVERNMENT AT CARAHSOFT

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TERMS: Contract Number: 7-17-70-40-05
 NASPO Master Contract Number: AR2472
 Contract Term: 09/15/17 - 09/15/26
 Shipping Point: FOB Destination
 Credit Cards: VISA/MasterCard/AMEX
 Remit To: Same as Above
 Payment Terms: Net 45 (On Approved Credit)
 Sales Tax May Apply

QUOTE NO: 35363292
QUOTE DATE: 10/24/2022
QUOTE EXPIRES: 11/23/2022
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$455,373.87

TOTAL QUOTE: \$455,373.87

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
YEAR 1						
1	SS36000SU700	Single User SaaS - Accela Cannabis Program Unit 12 Months Up to 15 users Accela Inc - SS36000SU700		\$8,333.33	COOP 6	\$49,999.98
YEAR 1 SUBTOTAL:						\$49,999.98
YEAR 2						
2	SS36000SU700R1	Accela Cannabis Program Unit Annual - SaaS (1st Renewal Term) Up to 15 users Accela Inc - SS36000SU700R1		\$8,749.99	COOP 6	\$52,499.94
YEAR 2 SUBTOTAL:						\$52,499.94
YEAR 3						
3	SS36000SU700R2	Accela Cannabis Program Unit Annual - SaaS (2nd Renewal Term) Up to 15 users Accela Inc - SS36000SU700R2		\$9,187.50	COOP 6	\$55,125.00
YEAR 3 SUBTOTAL:						\$55,125.00
VIP PROFESSIONAL SERVICES						
4	PS-00-EXS	Accela Expert Services Project Manager Accela Inc - PS-00-EXS		\$163.93	COOP 240	\$39,343.20
5	PS-00-EXS	Accela Expert Services Solution Architect Accela Inc - PS-00-EXS		\$163.93	COOP 10	\$1,639.30
6	PS-00-EXS	Accela Expert Services Technical Lead Accela Inc - PS-00-EXS		\$163.93	COOP 32	\$5,245.76

QUOTE DATE: 10/24/2022
QUOTE NO: 35363292

GOVERNMENT - PRICE QUOTATION



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LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
7	PS-00-EXS	Accela Expert Services Functional Lead Accela Inc - PS-00-EXS		\$163.93 COOP	361	\$59,178.73
8	PS-00-EXS	Accela Expert Services Implementation Consultant Accela Inc - PS-00-EXS		\$163.93 COOP	522	\$85,571.46
9	PS-00-EXS	Accela Expert Services Tester Accela Inc - PS-00-EXS		\$163.93 COOP	66	\$10,819.38
10	PS-00-TMS	Accela T&M Professional Services Senior Data Conversion Consultant Accela Inc - PS-00-TMS		\$172.84 COOP	180	\$31,111.20
11	PS-00-TMS	Accela T&M Professional Services Senior Interface Consultant Accela Inc - PS-00-TMS		\$172.84 COOP	341	\$58,938.44
12	PS-00-EXS	Accela Expert Services Trainer Accela Inc - PS-00-EXS		\$163.93 COOP	36	\$5,901.48
VIP PROFESSIONAL SERVICES SUBTOTAL:						\$297,748.95
SUBTOTAL:						\$455,373.87
TOTAL PRICE:						\$455,373.87
TOTAL QUOTE:						\$455,373.87

Use of the Accela Products and Services specified in this document is subject to the applicable terms and conditions provided at <https://www.accela.com/terms/>

*Services to be provided by Visionary Integration Professionals (VIP)

Contract Order of Precedence

This order of the County of Mendocino Cannabis Department is being entered into pursuant to the terms and provisions of the State of California Participating Addendum No. 7-17-70-40-05 under the lead State of Utah NASPO ValuePoint Master Agreement Number AR2472. In the event of any inconsistency between the articles, attachments, or provisions which constitute the agreement for this order, the following descending order of precedence shall apply:

- A. California Participating Addendum Number 7-17-70-40-05
- B. Utah NASPO ValuePoint Master Agreement Number AR2472
- C. Utah Solicitation CH16012 including all Addendums
- D. Contractor's response to Utah's Solicitations
- E. Contractor's terms and conditions referenced above



carahsoft

Mendocino County

Accela Civic Application Cannabis Implementation Statement of Work

Date:

August 19, 2022

Version: 1.0

Prepared By:

Contractor

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2 Document Control

Date	Author	Version	Change Reference
8/19/2022		1.0	Initial Draft

3 Introduction

This Statement of Work (“SOW”) dated 8/19/2022 defines the scope of the Accela Civic Application Cannabis Implementation project work and provides a definition of the professional services (collectively, the “Services”) to be provided by the Contractor to Mendocino County (hereinafter “County”). This SOW document governs the work to be performed by Contractor.

4 Critical Success Factors

To successfully execute the scope defined, there are several critical success factors that must be closely monitored and managed by Contractor and County stakeholders:

- **Dedicated County Participation** – County acknowledges that its staff have the appropriate skills and subject matter expertise and that they are actively involved throughout the entire duration of Services as defined in the Project Plan. The County will have a Project Manager assigned to the Project.
- **Clear Requirements** – County and Contractor identify, document, prioritize, and continually manage the County’s technical, functional, data, and any other requirements that must be satisfied for the project to be considered successful by the County and Contractor.
- **Business Process Definition and Understanding** – County must be able to articulate their current business processes and be willing to share that information with Contractor, in particular during the Product Backlog Refinement stage of the project. If there is an expectation that the County’s business processes might be modified during the project, the County and Contractor will discuss this topic to determine what, if any, risks such an endeavor might introduce to the project.
- **Contractor Implementation Methodology** – This implementation has been scoped assuming the use of Contractor’s Agile implementation methodology using the Kanban framework. To meet the goals of this implementation, it is imperative that the County understand and acknowledge the agile nature of this project and adhere to the methodology.

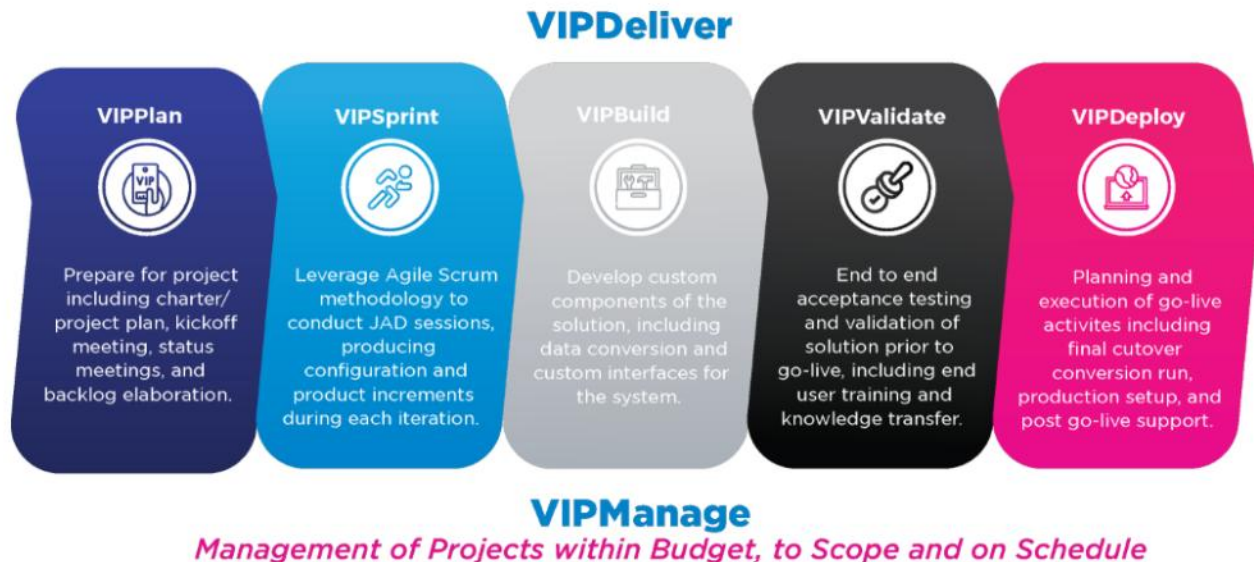
5 Contractor Implementation Methodology

5.1 Agile Process

The Contractor Implementation approach incorporates best practices from Agile methodologies. This is based upon the processes of continuous Product Backlog Elaboration and Construction phases and is aligned to our iterative approach for defining requirements and planning.

VIPDeliver is a proven, robust and flexible methodology tailored for government projects, whether a full system replacement or a module add-on, to help maximize project success and deliver measurable results. Our systematic approach to providing implementation services consistently aligns with the best practices of Agile-based Implementation Methodology. Contractor has used

this process successfully in all projects. Our schedule and framework follow this proven methodology that is uniquely successful.



Agile software development is a major component of our process and refers to a group of software development methodologies based on iterative development, where requirements and solutions evolve through collaboration between self-organizing cross-functional teams. Some notable features include:

- Disciplined project management process
- Encourages frequent inspection and adaptation
- Leadership philosophy that encourages teamwork, self-organization and accountability
- Set of engineering best practices intended to allow for rapid delivery of high-quality software

Contractor's day-to-day project management processes and activities include:

- Monitoring and facilitating progress through daily stand-up meetings and open communication.
- Managing project resources by effectively balancing project needs with ongoing operations.
- Resolving issues and risk proactively with team involvement and insight.
- Ensuring product quality through organic and overt risk management and ongoing customer engagement and feedback.
- Communicating appropriate information to all stakeholders in a timely manner.
- Project management activities are conducted leveraging the use of the MS Project Integrated Schedule.

5.2 Product Backlog Development and Refinement

An essential part of the Agile Frameworks and our overall approach is to develop and refine the product backlog. The Product Backlog is an emergent, ordered list of user stories (requirements) for what is needed to build and improve the product. In other words, it is the project's to-do list. The user stories in the product backlog are developed as a team and organized and managed by the client.

Both the design and implementation cycles are conducted using a process through which the agency's project members play an active role in providing input and reviews to ensure the solution meets their needs. This also ensures that the priorities are defined by the County as it should be as long as the contract developed allows for this flexible Agile approach.

Contractor initiates the process of introduction of the product backlog during Sprint 0. This is an initial phase before configuration development begins to develop the initial product backlog and an initial roadmap and prioritization of the product backlog of the user stories. The client ultimately decides the prioritization of the user stories with the support of the department business users' inputs. Contractor also provides inputs given the expertise on the product and implementation. Additionally, the Product Backlog is refined as part of Product Backlog Refinement to provide all of the information necessary in the user stories before development of the user stories can begin. This includes things such as providing a description, requirements, definition of done, acceptance criteria, story points, etc. for each user story. Contractor conducts analysis with best practices compared to the Agency's business needs, and subsequently conducts additional JAD sessions to refine the user stories in the Product Backlog with detailed Acceptance Criteria, which are testable and define the completeness of an individual user story. Product Backlog Refinement occurs throughout the entire project before and during sprinting activities. In addition, the draft schedule is refined during Product Backlog Refinement and is updated regularly throughout the project in collaboration with the Agency Project Manager.

5.2.1.1 Kanban Framework

For this project, Contractor believes the Kanban framework approach will work best given the size and needs of this project. Kanban will allow for rapid and continuous development and improvement for development and deployment of user stories. User stories that are refined in the product backlog will be added and maintained in a Kanban board in Jira by the team and Work In Progress (WIP) limits will be utilized to ensure efficient delivery of user stories continue throughout the project.

6 Scope of Services

The purpose of this section is to detail the divisions and offices and products that comprise the Cannabis implementation for the County.

6.1 County Divisions, Offices, and Programs

The scope of this implementation is limited to the following:

- Cannabis Department

6.2 Accela Software Products

The following Accela products are in scope for this Project:

- **Accela Licensing and Case Management:** Helps track and manage the County's permits, licenses, inspections, complaints, and code violation activities. Licensing and Case Management empowers County staff to focus less on administrative tasks and spend more time protecting the public with modern back-office, inspection, reporting and customer-facing solutions.
- **Accela GIS:** Provides a geographic view of data. It also leverages GIS data and technology during the automated workflow process to make better decisions and improve efficiency while processing transactions.
- **Accela Mobile Apps:** Extends processing capabilities to the field for inspections, scheduling, and database searches. It is available for any iOS or Android OS device.
- **Accela Citizen Access:** Allows for customers and constituents to interact with the County via a web portal including application, renewal, fee payment, and research functionality.
- **Accela Document Services*:** Allows for a system user or public user to attach digital files to a Record in the Civic Platform based on the user's permissions.

*Accela Document Services provides the capability to store and retrieve electronic documents, such as: scanned microfiche, digital engineering drawings and images. Digital files will be related to a facility, permit, application or a site as applicable.

7 Project Scope

The Deliverable Summary table below provides a list of the project scope items by Deliverable or area (Task). [Section 8](#) contains a detailed description of each scope item as well as the responsibilities of Contractor and the County in the creation, review, and approval of the deliverables.

7.1 Scope Description

Task/Deliverable	Description
Project Management Services	This task covers up to estimated to be seven (7) months of project management support at 25% utilization, i.e. up to two hundred and forty (240) hours for the estimated to be seven (7) month implementation. Project management support includes Contractor deliverable submissions, specified project meetings, and monthly schedule and status reporting.
Project Initiation	This task is conducted after contract signing, and includes the Project Schedule, Project Kickoff meeting, and backlog elaboration.
System Setup	This task includes basic system setup support for Mendocino County using the Accela Cloud System. Mendocino County IT will be responsible for system setup of any on-premise servers such as the server housing the payment provider interface adapter and GIS server.
Analysis	Contractor will lead Joint Application (JAD) sessions and support product backlog refinement sessions with the County to determine areas where configuration will be required vs. the Accela Civic Application for Cannabis. Analysis will be conducted on up to eight (8) Record Types. In the Accela Civic Platform, a "Record Type" is defined as any of the following; The application, application review, inspection, issuance and amendment process for any unique License or Permit. Additionally, a complaint is record type and a violation or enforcement action is considered a Record Type. Any unique combination of application, workflow, fee collection, inspection and issuance process is considered a Record Type.
System Configuration	This task includes configuration of business processes for gaps discovered during backlog refinement against the Accela Civic Application for Cannabis. Details of specific record types to be configured are provided in Section 8.5.
Data Conversion	This task includes the conversion of the single TrakIt source databases into Accela Civic Platform which is assumed to be less than 5,000 records in total and will be converted using Accela APIs.
Interfaces	The full list of interfaces in scope are: <ul style="list-style-type: none"> • Point & Pay Payment Provider • PowerScore Scoring System <ul style="list-style-type: none"> ○ Interface to Initiate Scoring Request/Receipt • OpenCities
Business Rules	Up to 256 hours for business rules (scripting). The different types of Business Rules for these hours are defined as follows: <ul style="list-style-type: none"> • Validation Script - Script that validates data and prevents submission of a form when the business rule fails • Fee Automation Script – When fees need to be assessed and updated via scripting. Common for customers using legacy products where fees are already auto-assessing based on user defined fields and other criteria • Record Creation Script – Records are created via scripting, pre-populated and linked to a record hierarchy • Automation Scripts – General automation, such as creating an inspection, updating user defined fields, updating workflow, etc. • Renewal Scripts – Scripts that automates the renewal processing for record types that are renewable

	<ul style="list-style-type: none"> Amendment Scripts - Scripts that update master records based on an amendment
Electronic Document Review Configuration	N/A
Reporting	N/A
GIS	Setup and configuration of Accela GIS for County to County's ESRI GIS.
Accela Mobile	N/A
Accela Citizen Access	Standard ACA Portal configuration.
Training	<p>Contractor's Training involvement encompasses:</p> <ul style="list-style-type: none"> Civic Platform Core Team Training – up to one (1) days of training with fifteen (15) maximum attendees. Train the Trainer – up to 2 (2) days of training, with seven (7) maximum attendees.
User Acceptance Testing (UAT)	Includes up to three (3) weeks of User Acceptance Testing support. Client User Acceptance Testing is strictly limited to two (2) weeks of executing test cases. No new test cases will be supported beyond what is tested within the final one (1) week window. The final one (1) week of UAT will be used to address remaining open defects and only re-testing of existing test cases are supported.
Go Live Support	Go-live weekend and Post Go-live support for one (1) week, with one (1) dedicated resources.

8 Deliverable Scope Detail

The following section describes the specific work items that will be executed to meet the business objectives and requirements of the County based upon the Project Scope defined above in Section 7.

8.1 Project Management Services

This task covers an estimated estimated to be seven (7) months of project management support at twenty-five (25%) utilization, Project management support includes Contractor deliverable submissions, specified project meetings, and monthly schedule and status reporting. In addition, Contractor will provide

Contractor Responsibilities:

- Plan, schedule, coordinate and track the implementation with County.
- Ensure that the project team stays focused and adheres to the agreed upon and approved project schedule.
- Identify and mitigate issues and risks, and escalate as needed in a timely manner.
- Collaborate closely with County Project Manager.
- Enforce project governance and structure in regards to change control, communication and escalation management.

- Maintain project workspace and create weekly status reports.

County Responsibilities:

- Plan, schedule, coordinate and track the implementation with Contractor and across departments within the County.
- Ensure that the project team stays focused and adheres to the agreed upon and approved project schedule.
- Identify and mitigate issues and risks, and escalate as needed in a timely manner.
- Collaborate closely with Contractor Project Manager.
- Enforce project governance and structure in regards to change control, communication and escalation management.
- Establish project priorities.

8.2 Project Initiation

Ensure that the project begins in an organized, structured manner. Includes project planning activities and the initial on-site meeting conducted between the County and Contractor.

In conjunction with the County representatives, Contractor will perform the following tasks:

- Finalize staffing for the project teams.
- Setup Project Repository (E.g. Jira and Confluence) for Collaboration, Documentation and Communication.
- Creation support of User Stories against product requirements to determine the Product Backlog
- Conduct a formal onsite Kickoff meeting. The objective of this meeting is to review the purpose of the project and discuss the project scope, roles and responsibilities, deliverables, and timeline.
- Provide standard Project Status Report Template format.
- Finalize an integrated baseline Project Plan that includes resource allocation for all tasks (in cooperation with the County Project Manager).

In terms of specific output, the following will be executed for this deliverable:

- Baseline Project Plan.
- Project Status Report Template
- Project Repository (Jira and Confluence)
- Project Kickoff Presentation
- Product Backlog
- Core Team Training, one (1) day, up to fifteen (15) attendees.

Contractor Responsibilities:

- Coordinate project planning activities.
- Communicate the Implementation Methodology that will be used to deliver Services.
- Assist the County in the creation of User Stories and Backlog items in Repository.
- Complete Baseline Project Plan, Project Status Report Template, and Project Kickoff Presentation deliverables with input from appropriate County resources.

County Responsibilities:

- Identify and set expectations with key resources and subject matter experts for ongoing participation in the project as per the agreed upon project schedule.
- Provide meeting facilities for Project Kickoff and other onsite activities.
- Support in Project Kickoff Meeting presentation development.
- Assist in the creation of User Stories and Backlog items in Repository.
- Provide suitable County facilities to accommodate training.
- Ensure that users are proficient in using PC's in a Windows environment as a prerequisite for the training.
- Ensure that users are familiar with use of standard Internet browsers as a prerequisite for the training.

Assumptions:

- To accurately track progress, the project schedule will be progressively elaborated at the end of each month. Prior to re-baselining the schedule, the Contractor Project Manager and the County Project Manager will meet at the end of each month to mutually agree upon and update the schedule with percent complete and to remaining scheduled tasks is accurately reflected in the project schedule.

8.3 System Setup

This Deliverable is defined as the setup of the Accela Civic Platform in in the Accela cloud and assumes Accela is setting this up.

Specifically, Contractor will perform the following tasks within the support environment:

- Perform a system check to ensure the system is setup as required.
- Demonstrate that the Accela Civic Platform applications are operational.

Contractor Responsibilities:

- Consult with County resources to provide technical input and answer technical questions related to the requirements for Accela Civic Platform.
- Deliver Accela Admin and User Guides to the County.

County Responsibilities:

- Make available the appropriate users to validate system is setup and available, as requested by Contractor.
- Setup of all local servers required such as interface adapter server to house the interface adapters and communicate with the Accela cloud system.

Assumptions:

- The County completes the instantiation of the interface adapter server.
- The County provides access to all ESRI GIS servers Accela requires access to and updates the layer and configuration information in ESRI GIS as needed.

8.4 Product Backlog Refinement Sessions

Contractor will work closely with designated County personnel through the project to perform product backlog refinement against requirements and Accela Civic Applications for Cannabis. The results of this will be documented in the product backlog in Jira.

In conjunction with the County representatives, Contractor will perform the following tasks:

- As appropriate, walk through Accela Civic Applications for Cannabis and use as basis for configuration in Accela Civic Platform.
- Review and understand existing business processes intended for migration into Accela Civic Platform.
- Review and understand the existing, as-is business process.
- Assist the County in streamlining existing business processes for fit into Accela Civic Platform Accela Civic Applications for Cannabis.
- Collect employee names and associated roles and identify user group setups.
- Review the collected document intake requirements, forms, and data fields for each process.
- Review the collected document fees, fee schedules, and collection procedures for each process.
- Review and document web portal requirements for Accela Citizen Access including:
 - What Record Types may be applied for, renewed and amended online.
 - Security and Public User Settings.
 - Inquiry/Research Requirements.
 - Usability, language and page flow.
- Accela GIS integration including:
 - Definition of base map service and layers.
 - Review any attribute mapping, proximity alert and dynamic theme requirements.

The Contractor Project Manager will coordinate and schedule the Analysis Sessions in conjunction with the County Project Manager and according to the agreed upon Project Plan.

In terms of specific output, the following will be executed for this deliverable:

- Data gathering activities including workshops, interviews and web conferencing sessions.

Contractor Responsibilities:

- Interview staff in order to understand existing business processes.
- Conduct analysis sessions to capture the required business processes to be automated within the system.
- Conduct meetings via email, web conference, phone to gather and validate analysis input.

County Responsibilities:

- Make available the appropriate key users and content experts to provide required information, participate in the configuration analysis and verify the accuracy of the

documented workflows, input/output formats, and data elements, as per the agreed upon project schedule.

- Provide any existing business process documentation, including process flows; fee schedules; commonly used applications, reports and forms; and other relevant information.
- Schedule participants and meeting locations for analysis activities.

8.5 System Configuration

Contractor will provide professional services to configure the Accela Civic Platform in accordance with the Accela Civic Applications for Cannabis and minimal changes to support requirements established and documented in Product Backlog Refinement. Configuration that occurs as part of this deliverable is highly focused on Accela Civic Applications for Cannabis. The Core Product configuration must be in place before other activities can occur such as Data Migration, Interface Development, and Business Rules. This configuration will serve as the Foundation of the final system with additional refinement coming in future sprints and deliverables.

In terms of specific output, the following will be executed for this deliverable:

- Completed configuration of Accela Civic Platform Solution that supports the Product Backlog Refinement and associated User Story definitions in Jira.

Contractor will implement only and specifically the following Accela Civic Applications for Cannabis on a Time & Material Basis, with hourly rates defined herein:

Record Type	Accela Civic Application
Cultivation Facilities	Configuration Report Medical Cannabis Cultivation License
Processing Facilities	Configuration Report Medical Cannabis Processor License
Manufacturing Facilities	Configuration Report Medical Cannabis Product Manufacturer License
Retailers (Recreational and Medical) & Retailers/Nurseries	Configuration Report Medical Cannabis Dispensary License
Dispensaries (Recreational) & Retailers/Nurseries	Configuration Report Medical Cannabis Dispensary License
Distribution Facilities	Configuration Report Medical Cannabis Transport License
Microbusinesses	Configuration Report Cannabis Microbusiness License
Testing Laboratories	Custom Record Type

Contractor Responsibilities:

- Configure the foundational components of the Accela Civic Platform as defined in the user stories.

County Responsibilities:

- Make available the appropriate County key users and content experts to participate in solution configuration of the system to learn about the system and facilitate in knowledge transfer, as per the agreed upon project schedule.

- Work with Contractor to verify that the system meets the foundational requirements documented in Jira user stories.
- Test the system for purposes of validating the completion of all user stories.

Assumptions:

- The scope is based upon eight (8) record types, which were provided by the County in response to the scoping. Any additional record types identified during the project will be managed as change requests/work authorizations under the mutually agreed upon change control process.
- The Accela Civic Platform is Commercial Off the Shelf (COTS), highly configurable platform. No custom development is included in the scope of this engagement, only the configuration of the features and functionality provided by the software vendor, Accela, Inc.

8.6 Data Conversion

Data conversion of historic/legacy data from County systems is a critical activity for the success of this project. Data Conversions will be analyzed and developed outside of the Kanban framework as a separate track. Contractor team will work with the County to understand the data source, how it is used, where their data will be stored in Accela Civic Platform and the quality of that data. Contractor assumes that the number of records in the existing system being converted is less than 5,000 records and therefore will leverage the Accela APIs to perform the data conversion.

Contractor will lead the conversion effort and specifically assist in the following areas: data mapping, script development for conversion, assistance in data testing and validation, and with the planning and execution of the final data conversion. For conversions, it is expected and anticipated that the County will provide resources knowledgeable with the historical data to assist in the data migration/conversion effort.

The required data mapping effort will be a conducted by Contractor personnel with assistance from the County. Once the data mapping has been defined, it must be signed by the County. Contractor will conduct Analysis/Mapping and Development for each Legacy system that will be converted to Accela within the scope of this implementation.

Contractor assumes the only data source to be converted from is the County's existing TrakIt system (assumes less than 5,000 records in total).

8.7 Data Conversion Analysis and Development

Upon receipt of County's Legacy data, Contractor will create a Data Conversion Mapping Document detailing the data conversion process, mutually agreed upon requirements and mapping of County's historical data into Accela Civic Platform. Upon County approval of the Historical Data Conversion Specifications document, Contractor will provide a program(s) to migrate appropriate historical data into Accela Civic Platform.

In terms of specific output, the following will be executed for this deliverable:

- Historical Data Conversion Mapping Document – one for each data source.

Contractor Responsibilities:

- Work with the County to define and document historical data elements that are required for the conversion.
- Facilitate the data analysis and mapping process.
- Complete the Data Conversion Specifications Document.
- Provide a program to migrate historical data into the County's test environment.
- Validate the successful completion of the migration of historical data into the County's test environment.
-

County Responsibilities:

- Provide historical data in acceptable formats.
- Provide subject matter experts on the data source to provide direction and expertise to Contractor in order to identify key components or critical areas in the Legacy Data for the conversion.
- Provide subject matter experts on the historical configuration and perform the data mapping in the Historical Data Conversion Mapping Document with the guidance of Contractor, as per the agreed upon project schedule.
- Review and sign-off on completed Data Conversion Specifications document.
- Providing the legacy data source in an accepted format (MS SQL, Oracle, or MS Access).
- Assist in the execution of the data conversion program by providing the Legacy data in the mutually agreed upon format, ensure access to data, ensure access to Accela database and provide access to environments as needed.
- Provide resources to validate the conversion statistics and the quality of the data converted into Accela Civic Platform, as per the agreed upon project schedule.

Assumptions:

- The County's Data Conversion team understands the source data structures and formats of extracts.
- Data cleansing is the responsibility of the County. Contractor will not perform data cleansing on any dirty data (e.g. if the first name, middle name, and last name are all in one data field in the source database, it is the responsibility of the County to split these out into three (3) separate unique data fields if they want these to map to the first name, middle name, and last name fields in the Accela system database). The fundamental data fields in the Accela system (e.g. contact fields) cannot be modified. Custom fields can only be added as needed to support the business rules. Therefore the source database fields must either be mapped to an existing target fundamental data field in the Accela system or the County must clean the data to support the mapping process prior to the first data conversion load that has been scheduled per the program schedule.

8.8 Interfaces

For each interface, the Contractor technical lead will work together with County's technical lead and business leads to document functional and technical requirements of the interface in an Interface Specifications Document. Interfaces will be analyzed and developed outside of the Agile Kanban framework as a separate track. Interface development begins upon written approval of the specifications. County responsibility includes obtaining permission for level/type of integration from appropriate application owners (including on premises or cloud/hosted, etc.). Further, County will ensure that Contractor resources have access to a Development or Test version of the 3rd party system for interface development. All interfaces will be developed against 1 (one) agreed upon version of the 3rd party system.

Contractor will conduct Analysis and Development for each system that will be interfaced with Accela within the scope of this implementation.

The below table lists and describes the interfaces in scope for this implementation.

System Name	Description
Point & Pay Payment Provider	Payment provider interface to Point & Payment Provider system.
PowerScore Scoring System	Interface to Initiate Scoring Request/Receipt
OpenCities	Design, Configuration, & Training. <ul style="list-style-type: none">• Branding and Data Premium Citizen Experience integration consulting• Accela Integration training and consultation See further details below.

881 Open Cities: Design, Configuration, & Training

Accela Premium Citizen Experience Branding and Data Integration Configuration – Configuration will be done any global or module settings in ACA. Specifically, the global settings will include configuration of the “Site Brand Builder” section. Standard choices will be configured as part of the branding integration. Up to two service workflow integrations will be made by the Contractor team as a training exercise for both the branding and data integration. The API keys and URLs will be made in the ACA global settings section, “Third Party Data Integrations” and OpenForms settings to allow the data integration. Login/Logout settings will be made with copies of the necessary scripts.

Integration Training – Training the core components of the Accela Citizen Access integrations features.

Accela Data and Branding Integration Training – Contractor will provide one (1) hour remote training session to the Agency Accela administration team on how to administer the integration features of the Premium Citizen Experience powered by OpenCities. This will empower the Agency to create their migration checklist to move their Accela non-production configuration to Accela production when they are ready to publish the OpenCities platform content.

- Enabling the Branding integration
- Service page workflow integrations
- Import of sample Landing, General/Embed, and Service Pages
 - One Landing page per Accela Solution –Cannabis
 - General/Embed pages for Manage my Records and Search Records
 - Two services pages per Accela Solution for two Civic Application record types - Cannabis
 - Creation of any additional pages and design of those pages are the responsibility of the agency. Up to 100 pages
- Sharing of sample forms for Accela Civic Applications related to the data integration for two record types to be copied into Agency OpenForms instance
 - Creation of any additional forms and design of those forms are the responsibility of the agency. Up to 100 forms.
- Enabling the data integration
- Logon/logout setup

Assumptions:

- The client will host the Point & Pay payment adapter interface on a County server.
- Point & Pay payment adapter interface includes developed of only an ACA redirect adapter. No back office adapter will be developed.
- County will ensure that Contractor resources have access to a Development or Test version of the 3rd party system for interface development and access to Production version of the 3rd party system for deployment.
- The County's Interface team understands the data sources formats, environments, any live systems that the County needs to provide for integration, etc.
- System Access - For real time integration, the County will provide a test environment with the appropriate level of access so Contractor can develop and test interfaces.
- Unless interface is a built-in Accela interface (already designed and coded into the product), necessary hardware, associated third-party software (OS, FTP, backup software, etc.), and infrastructure (including network) to support an Interface Adapter server must be provided by the County. Maintenance responsibility for this must also be provided of which the County can choose to have this hosted in a separate cloud environment (e.g. Azure).

8.9 Interface Analysis and Development

County requirements for each interface will be discovered during analysis sessions that will be conducted as a part of this deliverable. The findings will be captured in the Interface Specifications Document(s) for use by Contractor in development of the interface. The implementation of the interface is dependent on the assistance of the County's staff, specifically, interface analysis, data mapping, and data manipulation as required in the source system.

In terms of specific output, the following will be executed for this deliverable:

- Interface Specifications Document.

- Operational Interface in the Development or Test environment.

Contractor Responsibilities:

- Conduct Interface Analysis sessions.
- Work with County staff to develop interface specifications document.
- Use an Accela web service or other tool to implement the interface functionality based upon the specifications.
- Build all aspects of the interface that interact directly with the Accela Civic Platform.

County Responsibilities:

- Provide system and access to individuals to provide required details of system interface.
- Allocate the time for qualified business and technical experts for the testing sessions that are critical to the project success, as per the agreed upon project schedule.
- Identify and coordinate any related tools used to implement the interface (3rd party or in-house development).
- Assist in the interface specification development and data mapping process by providing detail and coordinating support around the 3rd party system.
- Review and approve the interface specification documents.
- Work with Third Party Data Sources to determine best methods of interfacing to Accela system.
- Validate interface through testing.
- Work with 3rd party to ensure data from Accela is in correct format.
- Updates to interface, post go-live, due to changes in 3rd party system or County business processes.

8.10 Business Rules

During the Analysis System Configuration stage of the implementation project, Contractor will identify opportunities to supplement the Accela Civic Platform base functionality via Event Manager Script Engine (EMSE) scripts and Expression Builder to validate and automate business processes. These Business Rules will be included as user stories in the Agile Methodology. The Business Rules developed by Contractor can be used as models whereby County staff can develop and modify additional functionality as needed. Contractor estimates a delivery of up to 256 hours of Business Rules and Expressions in the scope of this work. These hours include start to finish (analysis, development, testing, deployment, etc.). The business rules list will be developed and updated during the product backlog refinement portion. The client will approve each of these scripts added to the product backlog during the product backlog refinement prior to script user story development.

Business Rules are broken out into two areas as defined below:

- **EMSE (Event Manager Scripting Engine)** – used to script based on system activities, such as a before or after event, that allow the system to automate activities (**example:** do not allow an inspection to be scheduled prior to a specific workflow task, or, auto-calculate and invoice a fee upon application submittal)

- **Expression Builder** – used to script form based interactions that occur prior to triggering and event or master script activity (**example:** auto-population form based data fields based on user-selected values)

In terms of specific output, the following will be executed for this deliverable:

- It is expected that business rules requirements will be captured in the user story in Jira
 - If deemed appropriate, a specification may be written for a required Business Rule in Confluence as needed.
- Completed Business Rules in development or test environments per the specifications or agreed upon functionality documented in Jira/Confluence
- Up to 256 hours of EMSE or Expressions analysis and development.

Contractor Responsibilities:

- Work with County staff to identify potential uses of business rules.
- Assist with development of list of desired functionality.
- Aid the County in prioritizing which business rules will be developed by Contractor.
- Develop business rules based upon the requirements.
- Demonstrate functionality of business rules per requirements.

County Responsibilities:

- Allocate the time for qualified business and technical experts for the business rules requirements sessions that are critical to the project success, as per the agreed upon project schedule.
- Identify resources that will learn tools and approaches for ongoing maintenance.
- Prioritize desired functionality to determine which business rules Contractor will develop.
- Verify the specifications meet the intended business requirement.
- Allocate the time for qualified personnel to test for acceptance.
- Request Change Order if additional business rules hours are requested.

8.11 Electronic Document Review (EDR) Configuration

EDR configuration is N/A for this project.

REPORTING

8.12 Report Analysis and Development

Reports are N/A for this project.

8.13 Training

Contractor will provide training for County staff that focuses on the introduction of the system and training of the deployed Accela Civic Platform configuration. The goal is to educate County resources on all aspects of Accela Civic Platform to ensure self-sufficiency. This allows the County to best react to changing requirements and ongoing maintenance, which will enable the County to be reactive and significantly reduce system maintenance costs over time.

In terms of specific output, the following will be executed for this deliverable:

- **Civic Platform Core Team Training** – up to one (1) days of training with fifteen (15) maximum attendees.
- **Train the Trainer** – up to two (2) days of training, with seven (7) maximum attendees.

Contractor Responsibilities:

- Coordinate with the County to define training schedule and logistics.
- Deliver training per the specific requirements listed above.

County Responsibilities:

- Select and prepare the power-users who will be participating in the training and subsequently training end users.
- Arrange the time and qualified people for the training who are critical to the project success.
- Provide suitable County facilities as needed to accommodate various training classes.
- Ensure that users are proficient in using PC's in a Windows environment as a prerequisite for the course.
- Ensure that users are familiar with use of standard Internet browsers as a prerequisite for the course.
- Ensure that users meet any custom pre-requisites defined for any of the courses.

Assumptions:

- Contractor will perform all training remotely via web conferencing.

8.14 Train the Trainer

Delivery of a two (2) day “Train-the-Trainer” course. Best practices have proven that class sizes no larger than seven (7) participants are more successful with students who also meet the pre-requisites of the course. The Contractor Trainer will work with the County if a class size needs to be modified to ensure a successful instruction outcome.

End User Training should be coupled with the County delivering supplementary user training to its staff using the core Use Cases. The recommended supplementary training conducted by the County can utilize business experts from each area to train on all aspects of their configuration.

In terms of specific output, the following will be executed for this deliverable:

- Contractor on-site, instructor-led, two (2) day Train-the-Trainer course sessions delivered per the agreed-upon schedule.

Contractor Responsibilities:

- Coordinate with the County to define training schedule and logistics.
- Provide a two (2) day Train-the-Trainer course.
- Perform post-training evaluation(s) to ensure County staff has the necessary information to perform their train-the-trainer duties.

County Responsibilities:

- Identify the County resources who will receive the training and who have the skills to perform as “trainers”, if required.
- Provide a training room at the County facilities if necessary for County staff to conduct the training classes.
- Ensure that users are proficient in using PC’s in a Windows environment as a prerequisite for the course.
- Ensure that users are familiar with use of standard Internet browsers as a prerequisite for the course.

Assumptions:

- Training of specific Standard Operating Procedures (SOPs) are the responsibility of the client and can be incorporated into the overall training.

8.15 User Acceptance Testing (UAT)

This deliverable is comprised of the assistance Contractor will provide to allow the County to accept that the solution meets the requirements as documented in all the deliverables. Contractor will assist the County in the testing and validation of the solution and its readiness to be migrated to production for active use and will assist in transferring the solution and any required data from Support to Production.

Prior to entering UAT, Contractor will system test in the Jira XRay tool and vet the end to end solution in order to ensure it ready for County UAT. Contractor will address and rectify issues discovered during the UAT process as County staff executes testing activities. Testing during this phase includes all associated areas such as configuration, business rules, data conversion, interfaces, reports, etc.

This assumption before entering is that the County has tested the required system functionality during the user story development cycles leading up to UAT. Therefore, this UAT period is meant to essentially be a formality to re-test the system as a whole prior to go-live. This period is also limited to existing functionality. Requests for changes and/or new functionality is not permitted once UAT begins without a change order unless mutually agreed upon.

UAT is performed to help identify any remaining possible defects in the system. Contractor will be responsible for addressing these defects with the County re-testing these defects to ensure they have been addressed. Defects will be mutually agreed to be classified into one of several priorities: Critical, Highest, High, Medium, and Low. Only defects that are considered Critical may possibly impact or delay the go-live. It is imperative that it is understood that defects need to be classified accordingly as they could delay the project and lead to project extension change orders being required and an undesirable go-live date extension.

Defect priorities are identified as follows:

- **Critical** – No possible way that the system can go-live without this defect being addressed (go-live critical defect). No manual process workaround and no system workaround process possible. This priority categorization is extremely rare.
- **Highest** – Possible workaround for this defect although workaround is highly undesirable. This includes either a manual process workaround or via a workaround in the system. If no workaround is possible, client can live without this being addressed although it would be highly undesirable. Defect can be addressed by Contractor or the County as needed post go-live if not possible within the UAT timeframe.
- **High** – Possible workaround for this defect although workaround is undesirable. This includes either a manual process workaround or via a workaround in the system. If no workaround is possible, client can live without this being addressed although it would be highly undesirable. Defect can be addressed by Contractor or the County as needed post go-live if not possible within the UAT timeframe.
- **Medium** – A workaround for this defect is possible. This includes either a manual process workaround or via a workaround in the system. If no workaround is possible, client can live without this being addressed although it would be highly undesirable. Most defects generally fall within this category. Defect can be addressed by Contractor or the County as needed post go-live if not possible within the UAT timeframe.
- **Low** – Minor defect that can be addressed by Contractor or the County as needed post go-live if not possible within the UAT timeframe.

The Accela Civic Platform is a COTS product and is purchased as is with its existing functionality at the time of the functionality that exists when this contract is executed. Contractor will configure the product to meet the needs of the County as best as possible within the scope of the project. Any request to make the product perform in a way that is not out of the box and cannot be modified through configuration or feasibly with scripting is considered an enhancement to the product itself and is not in scope.

Defects that are determined to be software bugs by Contractor (defects that cannot be resolved through configuration or feasibly via scripting) most often will require Accela to address these directly and implement a software fix and release to address these software bugs. These releases generally take several months to be added to Accela's bug queue and for them to be addressed. If these software bugs can be addressed prior to the end of the overall UAT timeframe, then these will be addressed. Any software bugs that cannot be addressed (including testing) within the UAT timeframe will be added to the Post Production Defects List (further defined in the Post Go-Live Support section of this document).

The County will develop a test plan which Contractor will provide guidance on. Contractor will deliver an issue log to track the progress of testing.

UAT will be executed up to a maximum time of three (3) weeks total and will be broken up in two UAT stages:

1. **Test Script Execution UAT Stage** – The time allotted for the County to execute all of the test scripts identified. All test scripts must be executed within this timeframe. As defects are identified and entered, Contractor will address these defects in real-time and send back to the County for the County to re-test and approve. The maximum time for this UAT stage is up to two (2) weeks total.
2. **Remaining Defect Resolution UAT Stage** – This time is allotted for Contractor to address the remaining defects that are in the issue log. No new test scripts are to be run during this time period unless mutually agreed upon. The only testing that is executed during this time frame is for the County to re-run the existing test scripts to test and approve the remaining open defects. The maximum time for this UAT stage is one (1) week total.

If the UAT timeframes must be extended for any reason this would require a change order unless mutually agreed upon.

In terms of specific output, the following will be executed for this deliverable:

- Development of UAT Plan that details specifics around UAT such as:
 - Timeline
 - Location
 - Staff involved including roles
 - Entry and Exit Criteria
 - Issue Logging/Triage Criteria
- Resolution of issues resulting from County UAT.
- Fully tested system that is ready to move to production for go-live.

Contractor Responsibilities:

- Provide recommendations on testing strategy and best practices.
- Coordinate with County to assist with UAT plan.
- Assist the County in up to 3 weeks of UAT effort and the validation of the system configuration and its readiness to be migrated to production for active use.
- Resolution of issues as a result of UAT activities.

County Responsibilities:

- Develop UAT plan with the assistance of Contractor.
- Make available the appropriate County key users and content experts to participate in UAT as defined and managed by County, as per the agreed upon project schedule.
- Develop the UAT scripts.
- Utilize the requirements and any use cases documented in the configuration documentation as the basis for the acceptance of this Deliverable.

Assumptions:

- Contractor will facilitate UAT and will help resolve issues during execution period, but will not execute tests on behalf of the County Users.
- The County has tested the required system functionality during the user story development activities leading up to UAT.
- No new test scripts will be executed during the Remaining Defect Resolution UAT Stage unless mutually agreed upon.
- Testing by all Contractor and County users will be performed using the Contractor's Jira XRay toolset.

8.16 Pre Go-Live Support

In the weeks prior to moving to Production, Contractor will assist in final data conversions, system validation, staff preparation assistance and training, and coordination of deployment. A Go-Live Plan will be developed to document and manage the specific details required to ensure a successful go-live.

In terms of specific output, the following will be executed for this deliverable:

- Go-Live Plan that includes:
 - Schedule
 - Tasks that will occur, in order, to successfully execute go-live
 - Communication Plan for go-live activities
 - Staff involvement including roles
- Deployment of final configuration to Production.
- Setup of Integration points in Production.
- Final Conversion run during cutover.
- Accela Civic Platform used in Production environment for County daily use.

Contractor Responsibilities:

- Provide resources to support the move to Production effort.
- With assistance from the County, lead the effort to transfer the system configuration and any required data from Support to Production.
- Create and deliver go-live plan with the assistance of the County
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production.

County Responsibilities:

- Provide technical and functional user support for pre and post Production Planning, execution, and monitoring, as per the agreed upon project schedule.
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production.
- Provide feedback, input, and approval of the go-live plan.
- Make available the appropriate County key users and content experts to participate in go-live planning
- System acceptance and County approval to Go-Live in Production

8.17 Post Go-Live Support

Contractor will provide assistance to address issues and provide consultative advice immediately following the move to Production for daily use. Contractor will provide support for one (1) week immediately following deployment (go-live), with one (1) dedicated Contractor resource.

Contractor will work with the County to identify and address issues identified during this period using a Post Production Defect List in Jira. This list will be comprised of issues related to the defined deliverables listed in this SOW. Examples of issues the County is responsible for include training issues, functional changes beyond the scope of this Statement of Work, cosmetic changes, and procedures related to the use of Accela Civic Platform. Specifically, Contractor will not be developing or creating additional reports, conversions, interfaces, records types and workflow processes that were not included in the scope of this project during post deployment support.

In terms of specific output, the following will be executed for this deliverable:

- Completion of one (1) week of post go-live support with 1 dedicated resource.

Contractor Responsibilities:

- Provide post-production support for Contractor developed configuration and components.
- Identification of issues for the Post Production Defect List in Jira.
- Resolving issues that may arise related to the deliverables in this SOW.
- Transfer ongoing support of the client and to the Accela Customer Support to address any post Production defects that require remediation.

County Responsibilities:

- Provide technical and functional user support for post-production support and monitoring, as per the agreed upon project schedule.
- Develop and maintain a Post Production Defects List.
- Make available the appropriate County key users and content experts to participate in post go-live activities, as per the agreed upon project schedule.

9 Project Timeline

The term of this project is estimated to be seven (7) months.

Contractor and the County will jointly commit to a start date when resources are confirmed. Any County -requested delays after the start date is confirmed may require up to a forty-five (45) business day lead time for Contractor to resource the project again.

Upon initiation of these Services, the Contractor Project Manager will work with the County Project Manager 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 Contractor Project Manager will work closely with County Project Manager to update, monitor, agree, and communicate any modifications within the Change Management process.

9.1 System Acceptance and Project Completion

System acceptance will take place during the Pre Go-Live support Deliverable and prior to moving Cannabis to production. Once Pre Go-Live Support is complete, the Cannabis configuration will be moved into production and the Post Go-Live Support Deliverable will be completed. Once the Post Go-Live Support has been met, the project and all implementation services will be deemed complete.

10 SOW Start and End Date

The start and end dates below represent the known dates for execution of the scope and implementation services defined within this Statement of Work.

SOW Start Date: As defined when Purchase Order is received

SOW End Date: No later than 8 months after Period of Performance Start Date

11 Payment Terms

11.1 Time and Materials (T&M) With Not To Exceed (NTE) Limits

This Task Order is a Time and Materials work order with a not to exceed limit of **\$297,748.95**. Below is a list of the project staff roles, NASPO labor categories, discounted NASPO hours labor rates, estimated hours and estimated price per role. The below hours are only estimated hours for this T&M effort. Additional hours would require an additional SOW to extend Services beyond the below.

<i>Labor Categories - Labor Rates - Hours</i>				
<u>Project Staff Role</u>	<u>NASPO Labor Category</u>	<u>Discounted NASPO Hourly Labor Rate</u>	<u>Estimated Hours</u>	<u>Price Per Role</u>
Project Manager	Accela Expert Services	\$163.93	240	\$39,343.20
Solution Architect	Accela Expert Services	\$163.93	10	\$1,639.30
Technical Lead	Accela Expert Services	\$163.93	32	\$5,245.76
Functional Lead	Accela Expert Services	\$163.93	361	\$59,178.73
Implementation Consultant	Accela Expert Services	\$163.93	522	\$85,571.46
Tester	Accela Expert Services	\$163.93	66	\$10,819.38
Senior Data Conversion Consultant	Accela T&M Professional Services	\$172.84	180	\$31,111.20
Senior Interface Consultant	Accela T&M Professional Services	\$172.84	341	\$58,938.44
Trainer	Accela Expert Services	\$163.93	36	\$5,901.48
<u>Totals</u>	-	-	<u>1,788</u>	<u>\$297,748.95</u>

Invoices for Time and Materials work will be sent to the County no later than 10 business days following the last day of each month. All hours associated to each invoice will be approved by the County prior to invoicing.

12 General Assumptions

- All services will be performed remotely (no travel). Travel can be provided and negotiated as mutually agreed upon for additional cost.
- Contractor assumes a maximum project timeline duration of 7 months from start to go-live support (including the support period). Additional Services beyond the identified T&M limits defined in this SOW can be requested for additional cost.
- This implementation approach currently assumes a single go-live given the short duration schedule.
- Contractor assumes for document conversion using a .NET application to capture binary file from database and attach to record in Accela.
- Contractor pricing assumes a three (3) weeks total for User Acceptance Testing period. This includes two (2) weeks of new client test script testing and one (1) final week of re-testing of existing test scripts. Our Agile methodology has built into the process client testing and knowledge transfer throughout the project. By the time of the start of UAT, testing is efficient given all of the user stories have already been tested and accepted before UAT starts.
- Contractor assumes the County will be leveraging the SaaS hosting for this solution.
- Contractor assumes implementation using Contractor's Jira and Confluence toolsets. Contractor will provide the configuration of Jira and Confluence for the County project.
- Contractor's Agile Methodology will be used for implementation.
- Contractor assumes a ¼ time Project Manager.
- Contractor assumes using XAPO (Transaction Address Parcel Owner) for GIS configuration with no attribute retrievals, no proximity alerts, and no dynamic themes.
- The County will designate a State Project Manager to act as the principal POC for this effort.
- Contractor will schedule a collaborative initial kickoff meeting between Contractor and the County.
- The County will support backlog refinement meetings periodically throughout the project to continue to refine the product backlog and approve the backlog for the future sprints.
- During the project's development cycle, Contractor's Project Manager (PM) and the County's Project Manager will meet on a frequent basis (typically weekly). Timing and agenda will be coordinated between the two (2) PMs.
- The assignment of appropriate subject matter experts (SME) from the County to the project team is essential for requirements validation and JAD sessions efforts. If suitable SMEs are not available for a particular JAD session, the session will be

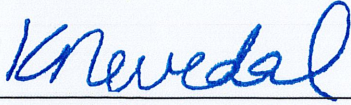
rescheduled at such time a SME is available to attend. SMEs will be designated by the County and have full authority to make decisions regarding requirements.

- The County will be responsible for developing and providing User Acceptance Test Cases/Scripts with assistance from Contractor. UAT test cases/scripts will be furnished to Contractor three weeks prior to scheduled UAT in Jira.
- The County will assign a UAT Test Manager at least two months prior to UAT start.
- The County will develop the UAT Plan and provide to Contractor for feedback at least one month prior to UAT start. The UAT Plan outlines resources and roles required to execute in scope test scenarios and will use the Acceptance Criteria defined in Jira and approved during the JAD sessions which will be used to determine when UAT is complete.
- Contractor looks forward to reviewing and negotiating the terms and conditions listed by the City during contract negotiation to help ensure the best interests of the City are maintained.
- This to be an hourly based contract with monthly invoicing.
- Organizational Change Management is not in scope for this engagement.
- Staff Availability - Contractor will have access to County / County SME's and relevant County / County project stakeholders throughout the project lifecycle to get additional information and approvals that will enable completion of project.
- The Cost Proposal/Fee schedule is based upon Contractor's estimates to complete the core implementation scope of work, as defined in the SOW, with a preliminary project schedule completion date estimated to be seven (7) months. The effort and costs provided are limited to the Tasks/Deliverables outlined in the SOW, expected to be completed estimated to be seven (7) of the project start date. If additional services are requested during the core implementation that are beyond the T&M hours defined herein or following the completion of the core implementation and/or additional project time is required, the change management process would be in effect to provide additional hours to support these additional efforts

13 Signature and Acceptance

This Statement of Work is agreed to by the parties and made effective upon the date of last signature.

Mendocino County, CA



Authorized Signature

Kristin Nevedal

Name - Type or Print

Director, Cannabis Department

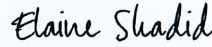
Title

11/2/2022

Date

Carahsoft Technology Corp.

DocuSigned by:



F92FA948BE23429...

Authorized Signature

Elaine Shadid

Name - Type or Print

Customer Operations Specialist

Title

11/2/2022

Date

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

Knewed 11/2/22
 DEPARTMENT HEAD DATE

Budgeted: ☒ Yes ☐ NoBudget Unit: WOLJA21Line Item: 862189Grant: ☒ Yes ☐ NoGrant No.: G21-017 State Of California

COUNTY OF MENDOCINO

By: TW
 TED WILLIAMS, Chair
 BOARD OF SUPERVISORS

Date: 12/06/2022

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Antle
 Deputy 12/06/2022

I hereby certify that according to the provisions of
 Government Code section 25103, delivery of this
 document has been made.

DARCIE ANTLE, Clerk of said Board

By: Antle
 Deputy 12/06/2022

INSURANCE REVIEW:

By: _____
 Risk Management

Date: _____

CONTRACTOR/COMPANY NAME:

DocuSigned by:
 By: Elaine Shadid
 F02FA048BE20420...

NAME AND ADDRESS OF CONTRACTOR:

Carahsoft Technology Corp.11493 Sunset Hills RoadReston, Virginia 20190

By signing above, signatory warrants and
 represents that he/she executed this Agreement
 in his/her authorized capacity and that by his/her
 signature on this Agreement, he/she or the entity
 upon behalf of which he/she acted, executed this
 Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
 County Counsel

By: _____
 Deputy

Date: _____

11/01/2022

EXECUTIVE OFFICE/FISCAL REVIEW:

By: _____
 Deputy CEO or Designee

Date: _____

Signatory Authority: 10-75,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors
 Exception to Bld Process Required/Completed ☐ 11/01/2022
 Mendocino County Business License: Valid ☐
 Exempt Pursuant to MCC Section: _____