

GOVERNMENT - PRICE QUOTATION



ACCELA GOVERNMENT AT CARAHSOFT



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TERMS: OH State Contract No: 534354
 Expiration: December 19, 2021
 FTIN: 52-2189693
 Shipping Point: FOB Destination
 Credit Cards: VISA/MasterCard/AMEX
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Cage Code: 1P3C5
 DUNS No: 088365767
 Sales Tax May Apply

QUOTE NO: 17729513
QUOTE DATE: 04/08/2020
QUOTE EXPIRES: 05/31/2020
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$135,886.40

TOTAL QUOTE: \$135,886.40

Statement of Work

City of Columbus, OH Hydrant SOW

1/16/2020

Version 1.0

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DOCUMENT CONTROL

Date	Author	Version	Change Reference
1/6/2020	E Strang	1.0	SOW Creation
2/6/2020	E Strang	1.1	Edits to scope and formatting

INTRODUCTION

OVERVIEW

This Statement of Work (“SOW”) dated 1/2/2020 sets forth the scope and definition of the project-based professional services (collectively, the “Services”) to be provided by Accela, Inc., its affiliates and/or agents (“Accela”) to City of Columbus OH (“Agency” or “Customer”).

This Statement of Work is issued pursuant to the Terms and Conditions stated within the OH STS 0119Y Contract Vehicle.

This statement of work represents a Time and Materials based engagement.

SCOPE OF SERVICES

Accela Services will provide a dedicated team to implement the Hydrant Permit workflows within the existing Accela System.

Below are the Hydrant Permits that will be built out in the existing Accela Civic Platform for the City of Columbus

Record Types

1. Hydrant Permit – Special Event
2. Hydrant Permit – Hydrant Located in Contract City
3. Hydrant Permit – Contractor Use Columbus Hydrant

Configured Notification:

1. Issue an alert (email) if an upcoming permit is for an out-of-service hydrant

Integrations:

Leverage the following integrations that exist with the implementation in production today:

1. ESRI GIS
 - a. Create a integration back to ESRI that contains the Hydrant Status based on permits created in Accela
 - i. a. Update the status of a hydrant in GIS to “Active Permit” when a permit becomes active
 - ii. b. Update the status of a hydrant in GIS to “Permit Fire Verify” when a permit expires
2. Financial Management Batch File
3. Payment Processing
 - a. Utilize a separate Merchant Id for processing permit fees at the module level for the Department of Public Utilities.
 - b. Post an instructional message regarding the 3% fee the payment processor will charge them when making a transaction by credit card. The message will display prior to the user selecting payment method.
 - c. eChecks will be implemented as long as the Agency’s payment processing service supports this transaction type.

Training (Includes Planning Hours):

1. Accela Civic Platform Administration Course (Remote) – 20 Hours
2. Accela Civic Platform Adhoc Report Writer (Remote) – 4 Hours
3. Accela Civic Platform End User Training (Remote)– 16 Hours

WORK DESCRIPTION

Accela will provide services on a time and materials bases for various Accela related tasks. No guarantees are made that specific tasks will be completed in the hours identified. Our project manager and technical consultant will work with the Agency team in finalizing the Three record types and integrations.

The Accela Project Manager will work with the Agency Project Manager in setting up a project schedule to account for proper resource allocation at various points of the project to allow for the Agency to participate in project meetings, demos, testing sessions, and knowledge transfer activities.

The Accela Project Manager will provide on a weekly basis a project status that will be reviewed with the Agency project Manager. The Project Status report will contain project status, risks, issues, and change requests.

PROJECT ASSUMPTIONS**GENERAL PROJECT ASSUMPTIONS**

- Work will be done on the City's Accela Civic Platform version 9.1.3
- Agency will provide the necessary tools, accounts, and permissions that will enable Accela to access the Agency's internal network for remote installation and testing. This access must be provided through industry standard tools such as Virtual Private Network (VPN). Failure to provide this access in a timely fashion will result in a project delay. Such a delay will result in a Change Order.
- Agency will ensure that Accela resources have access to a Dev or Test version of the 3rd party system for interface development (i.e. ESRI). All interfaces will be developed against 1 (one), agreed upon version of the 3rd party system.
- Accela will provide a weekly status report that will include activities completed and the amount of hours used and the estimated hours to complete the task. Accela will notify the Agency when an estimate will allow for only 20% remaining on the total budget and/or when the remaining hours of the total budget is at or below 20%.

PROJECT TIMELINE

The project is estimated to take 10 weeks. The projected start date for the Project is forty-five (45) calendar days after mutual acceptance and signature of this SOW.

PROJECT COMPLETION

Upon completion of the work defined above, this contract will be closed.

Accela will not (i) exceed the total estimate amount without the prior approval of Customer and/or (ii) continue to provide Services, after the total estimate has been reached, without the prior authorization of

Customer. Should there be changes to the scope, timeline or resources that increases the hours or costs needed to complete the Project, a Change Order may be required prior to project continuation.

Any estimated hours remaining on the Project when Accela has completed the scope or this project will not be used for other work without a Change Order delineating the scope.

PROJECTS PUT ON HOLD

It is understood that sometimes Agency priorities are revised requiring the Agency to place the Accela implementation on hold. The Agency must send a formal written request sent to Accela to put the project on hold. Delays of 2 weeks or more that have a tangible impact to Accela's resource plan are subject to change order.

If an Agency-based delay puts the project on hold for more than 90 days, Accela reserves the right to terminate the contract and negotiate new terms. If an Agency-based delay puts the project on hold past the termination period, Accela reserves the right to terminate the contract at the time of the delay. After that time, Accela can choose to cancel the rest of the Statement of Work. To finish the project will require a new Statement of Work at new pricing.

PAYMENT TERMS

PAYMENT SCHEDULE

- Invoices will be sent for hours worked monthly.
- Invoices are due net 30 of the invoice date.

EXPENSES

Accela will provide a total of **Three (3) Weeks** (as defined below) of onsite Services. A "Week" is defined as one (1) person, eight (8) hours a day, forty (40) hours per week, Monday through Friday. Accela may assign more than one person per Week. For purposes of clarification only, if Accela assigns, (one person for one Week, this assignment will count as one (i) onsite Services Week, if Accela assigns two (2) people simultaneously for a one (1) Week onsite assignment, this assignment will count as two (2) Weeks of onsite Services. The overall fee listed in the Payment Terms section is inclusive of expenses. The Agency will not be billed for travel expenses or travel time separately, it is included in the hourly rate. The Agency will not receive expense reports or receipts. Should the customer require more onsite trips than the assumption above, a Change Order will be required prior to additional travel commencing to cover the cost of those additional trips.

CONTRACT SUM

The project is expected to take 556 hours. The Hourly Rate is discounted from \$250 per hour to \$244.40/hour. The total estimated amount payable under this SOW, as calculated from the above-mentioned fees (Services and Expenses), is **\$135,886.40**. This estimated price is based on the information available at time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW.

ADMINISTRATION

CHANGE ORDERS

In order to make a change to the scope of Professional Services in this SOW, and subject to the Disclaimers below, Agency must submit a written request to Accela specifying the proposed changes in detail. Accela will submit to Agency an estimate of the charges and the anticipated changes in the delivery schedule that will result from the proposed change in the Professional Services Change Order. Accela will continue performing the Professional Services in accordance with the SOW until the parties agree in writing on the change in scope of work, scheduling, and fees therefore. Any Change Order will be agreed to by the parties in writing prior to implementation of the Change Order. If Accela's effort changes due to changes in timing, roles, responsibilities, assumptions, scope, etc. or if additional support hours are required, a change order will be created that details these changes, and impact to project and cost (if any). Any change order will be signed by Accela and Agency prior to commencing any activities defined in the change order. Standard blended rate for Accela resources is \$250 per hour. The Change Order Template is attached hereto as Appendix A.

EXPIRATION

The scope and terms of this SOW must be executed as part of the Professional Services Agreement within sixty (60) calendar days of the date of this SOW. If the SOW is not executed, the current scope and terms can be renegotiated.

DISCLAIMERS

Accela makes no warranties in respect of the Services described in this SOW except as set out in the Professional Services Agreement. Any configuration of or modification to the Product that can be consistently supported by Accela via APIs, does not require direct database changes and is capable of being tested and maintained by Accela will be considered a "Supported Modification". Accela's obligations and warranties in respect of its Services, Products, and maintenance and support, as set out the agreement between Accela and Agency, does not extend outside the Supported Modifications or to any Agency manipulation of implemented scripts, reports, interfaces and adaptors.

In the event Agency requires significant changes to this SOW (including cumulative revisions across any one or more Change Orders) which Accela reasonably determines (a) is a material modification of the nature or scope of Services as initially contemplated by the Parties under this SOW and/or (b) is significantly outside the Supported Modifications, Accela may, upon no less than thirty (30) days' notice to Agency, suspend or terminate this SOW and/or any Change Order issued hereunder. In the event of any such termination or suspension, the parties will work together in finalizing agreed-upon Deliverables.

SIGNATURES

This Statement of Work is agreed to by the parties and made effective upon the date of last signature. If undated by Agency, the effective date will be as of the Accela signature hereto.

Carahsoft Technology

City of Columbus

Authorized Signature

Authorized Signature

Name - Type or Print

Name - Type or Print

Title

Title

Date

Date

APPENDIX A – CHANGE ORDER

Agency:
Project Code:
Contract ID:
Initiating Department:
Initiated By:

CO #: 1
Date:

PROJECT CHANGE DESCRIPTION/TASK SUMMARY:

This change order addresses the...

Task	Responsible

Acceptance Criteria:

Total Project Schedule Impact:

Total Project Resource Impact:

Total Project Cost Impact: \$

Billing Terms:

SIGNATURE AND ACCEPTANCE

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 Accela 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:	Accepted By: Accela, Inc.
By:	By:
Print Name:	Print Name:
Title:	Title:
Date:	Date: