

Abara Software

1218 N 1980 W
Lehi, UT 84043

SOW for Agreement to Create Clerk's Office Application for Tooele County

SOW Accepted Date	Services Performed By:	Services Performed For:
June 4, 2019	Abara Software 1218 N 1980 W	Tooele County 47 S Main St Tooele, UT 84074

This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between Tooele County ("Client") and Abara Software ("Contractor"), effective 2009 (the "Agreement"). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement.

This Statement of Work (hereinafter called the "SOW"), effective as of the date it is accepted, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services shall commence on the date the SOW is accepted and shall be completed no later than April 1, 2020.

Engagement Resources

Resources for the project shall be allocated:

- Programming expertise and tools required for creating the application provided by Contractor
- Database platforms, web servers, and web server/network configuration provided by Client

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

Clerk's Application for the Regular Management of Accounts/Activities (CARMA)

Overview

The functionality of the Clerk's office requires an application which provides the following general capabilities:

- Licensing
 - Creation, renewal, retrieval, deletion, modification
- Receipting
 - Creation, summary, retrieval, modification, deletion
- Reporting
 - Static and dynamic for all modules
- Printing
 - Reports and static/dynamic templates for all modules
- Payment processing
- Record searching/retrieval
- Document storage to and retrieval from Client's existing OnBase application
- User accounts with varying permission levels

CARMA will be created as an Online Application meaning that it will be accessible via a browser interface and over the regular internet. This will allow for location flexibility for Clerk's office employees as well as flexibility and extensibility to the general public. It will be built on the latest Microsoft technology and architecture with a SQL Server database for data storage. It will use the existing Tooele County API for database access which provides a centralized, secure access point for all county websites as well as access to other county resources such as tax record data (currently via Tyler) and document storage (currently via OnBase).

CARMA will have different permission levels as determined by the Clerk's office. These permission levels will provide security around features and functionality which will be determined by the Clerk's office. These different permission levels will be governed through the user accounts.

CARMA will be broken out into the following modules: a) Clerk's Office Admin Tool (COAT) and b) Public Assistance Tool (PAT)

Clerk's Office Admin Tool (COAT)

COAT will provide Clerk's office employees:

- The ability to create, modify, archive, and delete licenses
- The ability to create, modify, archive, and delete receipts
- The ability to take payments via cash, check, or card
 - Card payments will be made through screens provided by COAT; separate card reader will not be necessary.
- The ability to create, modify, archive, and delete templates for printing
 - This will include the ability to certify and print documents from within COAT

- The ability to create, modify, archive, and delete reports for any record type in the system
- The ability to search and view detail on any record type in the system
- The ability to view details on and create receipts from records created through PAT
- Integration between license and receipt creation
- License and Receipt storage to and access from OnBase

Public Access Tool (PAT)

PAT will provide the general public:

- The ability to create or renew any license type provided by the county
 - Confirmation emails may be provided for each transaction completed.
- The ability to make card payments through the web interface for any licensing or service provided by the Clerk's office
- The ability to search through any public documents stored within CARMA

PAT will not require a user account for access or login. Users will simply choose which activity they would like to perform and follow instructions on the screen. Confirmation emails may be sent for each completed transaction, if desired. If a printer is provided via county kiosk, confirmations may be printed at kiosks.

Development Procedure

The CARMA development cycle will follow the Agile methodology and will include deliverables every two weeks. Contractor will communicate to Client the deliverables and schedule via email at the beginning of each iteration. Prompt notice and explanation will be given from Contractor to Client if a deliverable is delayed.

CARMA development will be broken into the following segments:

1. Database schema creation and data migration
2. COAT development
3. PAT development

Deliverable Materials

All code related to the CARMA application will be delivered to and stored within Client's existing code repository and deployed to Client's web servers as instructed by Client's IT staff.

Contractor Responsibilities

Contractor is responsible for all project management and code development required for CARMA to be created and deployed. Project management shall include all phone calls, emails, on-site visits, etc. necessary to determine and flesh out the flow of screens per the instruction and input of the Clerk's office employees.

Contractor will make every effort possible to communicate efficiently and concisely with the Clerk's office employees so that everyone understands and is accepting of the functionality, layout, and application flow for CARMA. Code development shall include writing of the code which will power CARMA as well as any research necessary to determine third-party tools that may be required to complete CARMA.

Client Responsibilities

Client is responsible to provide Contractor with employee resources as necessary to answer questions, provide examples and data, review progress, and explain requirements. Client is also responsible to review and approve any third-party tools that Contractor presents as necessary for the successful creation of CARMA.

Fee Schedule

This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed \$67,600.00 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

This figure is based on 1,040 hours of professional services

Item Description	Number of Resources	Hourly Rate	Number of Hours
CARMA application	N/A	\$65.00	1,040

Bill To Address	Client Project Manager	Client Cost Center
47 S Main St., Tooele, UT 84074	Marilyn Gillette	435-843-3148

Third-party Tools / Invoicing Procedures

Client invoice procedures are:

Payment #1 - June 15, 2019 \$22,534.-

Payment #2 - November 15, 2019 \$22,534

Payment #3 - December 15, 2019 \$22,534.-

If a third-party tool is deemed necessary for the completion of the project, Contractor will provide a quote to Client for approval along with a detailed explanation as to why the third-party resource is required. Client will retain the right to approve or deny the request for the third-party tool.

If the request is approved, Contractor will purchase the tool and invoice Client separately for the amount of the tool only. No additional fee for the required tool will be included.

Completion Criteria

Contractor shall have completed its responsibilities when Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials" and Client accepts such activities and materials without unreasonable objections.

Project Change Control Procedure

As Contractor provides other programming services for Client, the change control procedure will be left general at this time. If Client identifies an important feature not otherwise explained in this SOW, Contractor will review the requirement and provide a Change Request document to Client detailing the cost in hours and/or materials required for the change. Client will then approve or decline the Change Request on a case by case basis.

Client and Contractor will work together to ensure that scope creep does not impede the release date of CARMA and will schedule features for future release dates if circumstances prevent the full deliverable to be completed according to the deliverable date.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Tooele County

Abara Software

Name: Marilyn K. Gillette

Name: Cristy Rowley

Signature: Marilyn K. Gillette

Signature: Cristy Rowley

Title: County Clerk

Title: Owner