



Professional Services

Veeam Installation Services

Statement of Work (SOW)

Prepared For:

Tooele County

January 2021

Contact Information

Client Company	Tooele County
Client's Contact	Denise Lawrence
Client's Contact E-Mail	dlawrence@tooeleco.org
Summit Partners Contact E-Mail	dhafen@gosummitpartners.com
Prepared by	Don Erlanger
Summit Partners Contact	Daniel Hafen
Contact Number	(801) 200-1505
Begin Date	Estimate TBD
End Date	Estimated TBD

Introduction

This Statement of Work ("SOW") is made and entered into between **Tooele County** and **Summit Partners, Inc. (Summit Partners)**.

Confidentiality Statement

This SOW is intended as a response to a request by Tooele County of behalf of Summit Partners for the execution of the **Veeam Installation Services** project as defined within this document. The data in this proposal shall not be disclosed outside the **Tooele County** and shall not be duplicated, used or disclosed, in whole or in part, for any purposes other than to evaluate the proposal.

SOW Change Management

All changes to this SOW must be amended through a Project Change Request, Addendum A. Any change request may result in modifications to the project's original responsibilities, charges and scope.

All requested changes to this document will be submitted to the **Summit Partners** project manager by email. Change control information documentation will be stored in the documentation section of Summit's project management software application, Zoho.

Project Overview & Scope

Tooele County has requested Summit Partners to install Veeam Backup Software to their current environment. Once the installation is complete, Summit Partners will configure and validate a sample backup job.

Analysis and Approach

Summit Partners will use the following approach to meet Tooele County objectives.

Initiation – Summit Project manager will work with the Tooele County Project Sponsor to initiate the project. This phase will include an installation schedule, identify project participants, necessary documentation and related tasks to complete the project.

Deliverables – All deliverables are reviewed with Tooele County before being finalized.

Project Task List

The table below contains the foundational components of the Veeam Installation implementation.

Task	Scope
- Install Veeam	- Software installation on designated server
- Configure Backup job	- Windows Virtual Machine
- Configure Backup job	- Linux Virtual Machine
- Configure Backup job	- Physical Server
- Configure Backup job	- NAS Share
- Validate	- Backup was completed successfully
- Provide Knowledge transfer	

Project Assumptions

- Tooele County will assign a Project contact to assist in project planning and identifying key project participants.
- Tooele County will provide the Summit engineer with adequate workspace and connection to the Internet while working onsite if necessary.
- Tooele County will provide functional credentials for the Summit engineer during the implementation of the project.

Project Roles and Responsibilities

Project Management Responsibilities

In support of the Services provided hereunder, both Summit Partners and Tooele County shall:

- Conduct project review meetings if necessary, at a mutually agreed upon time to review the project status, open issues, and any requirement changes with staff from both partners.
- Coordinate any SOW change requests with Tooele County Project contact and Summit Project manager using the Summit Project Change Request Form (**ADDENDUM A**).
- Coordinate any schedule changes and re-deploy resources expeditiously to minimize delays beyond the control of either party.

Tooele County Project Responsibilities

Tooele County acknowledges that its timely provision of and access to office accommodations, facilities, equipment, assistance, cooperation, complete and accurate information, and data from Tooele County officers, agents, and employees, and suitably configured computers are essential to the success of the services set forth in this SOW.

Tooele County acknowledges that Summit's ability to perform the services and any related financial compensation depends upon the project tasks listed in this SOW.

- Summit Partners will work to align our resources with the Tooele County' schedule, allowing optimized contact with Tooele County personnel. The appropriate Tooele County and Summit Partners staff will establish this schedule at project kickoff.

Project Roles

Summit Partners

Based on the requirements, **Summit Partners** will provide the following to support the project. **Summit Partners** may need other members to contribute to the project if needed. The roles anticipated for this engagement:

- Project Manager/Technical Resource



Proposed Pricing

Summit Partners is pleased to provide this SOW to Tooele County to complete the Veeam Installation Services project, cost as follows:

Professional Services	Invoice Amount
Services Fixed Fee	\$2,400
Total Amount	\$2,400

Proposed by: **Summit Partners**

Signature

Christopher Moon

Name

1/25/2021

Date

Accepted by: **Tooele County**

Signature

Denise Lawrence

Name

01/07/2021

Date