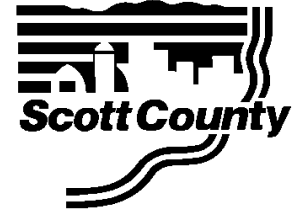


**INFORMATION TECHNOLOGY**

400 West Fourth Street  
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669  
www.scottcountyiowa.com



---

December 11, 2012

To: Dee F. Bruemmer, County Administrator

From: Matt Hirst, Information Technology Director  
Wes Rostenbach, Accounting and Tax Manager  
David Farmer, Budget Manager

Subject: Approval of Time and Attendance Application Upgrade

Scott County has requested and received a quote for an upgrade to the current County time and attendance application, Novatime, from Longley Systems. This upgrade would leverage the investments the County made in Novatime software in 2001 and 2008.

This time and attendance upgrade project would include:

- An upgrade to the latest version of Novatime software
- Novatime professional services for the installation of Novatime 4000
- Longley Systems professional services for system configuration and training at a department level
- The upgrade and replacement of approximately thirty-two (32) clocks.

The quote summary and the Statement of Work (SoW) from Longley for this application upgrade are attached.

It is recommended that the Board approve the quote and SoW for a software upgrade including time clocks and professional services from Longley Systems to Novatime in an amount not to exceed \$110,000. Monies are available in the electronic equipment fund to pay for this project.

Scott County Information Technology currently budgets approximately \$5000 annually for software maintenance for Novatime time and attendance software. These costs would be waived for FY'13 and are anticipated to remain approximately the same when resumed in FY'14.

Enc. (2)

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 20, 2012

APPROVING PURCHASE OF TIME AND ATTENDANCE APPLICATION UPGRADE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The purchase of an upgrade to Novatime 4000 time and attendance application, time clocks, and professional implementation services from Longley Systems in an amount not to exceed \$110,000 is hereby approved.

Section 2. This resolution shall take effect immediately.



Complete Time and Attendance  
Management Solutions

## Longley Systems,

P.O. Box 3607  
Rock Island, IL 61204

309-797-3345 Office  
309-797-3347 Fax

# QUOTATION

Quote Number: 2135  
Quote Date: Dec 4, 2012  
Page: 1

### Quoted To:

SCOTT COUNTY  
SCOTT COUNTY  
400 W. 4TH STREET  
DAVENPORT, IA 52801

### Ship To:

SCOTT COUNTY  
SCOTT COUNTY  
400 W. 4TH STREET  
DAVENPORT, IA 52801

**Subject to terms & conditions of the sale.**

Customer ID	Quote Expires	Payment Terms	Sales Rep
SCOCOUN	12/31/12	50% DEPOSIT/REMAINING PER	JENMIC

Quantity	Item	Description	Unit Price	Amount
1.00	34-NOVA4000EE-S1250	NOVATIME 4000-STAR, 1250 EMPLOYEES/120 USER, LICENSED TO: SCOTT COUNTY	34,250.00	34,250.00
1.00	30-DISCOUNT	DISCOUNT-SOFTWARE FREE NOVATIME 4000 UPGRADE PROGRAM FOR 1000 EMPLOYEES	28,000.00	-28,000.00
1.00	34-NOVA4000WS-S1000	NOVA4000WS-S1000, LICENSED TO: SCOTT COUNTY	6,500.00	6,500.00
1.00	30-DISCOUNT	DISCOUNT-SOFTWARE NOVATIME 4000 UPGRDE PROGRAM FOR 1000 EMPLOYEES	6,500.00	-6,500.00
1.00	23-NOVA4000EE-S1250	SOFTWARE MAINTENANCE AGREEMENT	1,800.00	1,800.00
1.00	23-NOVA4000WS-S1000	SOFTWARE MAINTENANCE AGREEMENT EFFECTIVE DATE	500.00	500.00
-1.00	23-NOVA4000EE-S1250	SOFTWARE MAINTENANCE AGREEMENT - WAIVED UNTIL NEXT BILLING CYCLE 8/1/2013	1,800.00	-1,800.00
-1.00	23-NOVA4000WS-S1000	SOFTWARE MAINTENANCE AGREEMENT - WAIVED UNTIL NEXT BILLING CYCLE 8/1/2013	500.00	-500.00
1.00	24-NOVA4000EE-S1250	ANNUAL LICENSE FEE	2,325.00	2,325.00
1.00	24-NOVA4000WS-S1000	ANNUAL LICENSE FEE	390.00	390.00
4.00	24-NOVA4000S-USR5	ANNUAL LICENSE FEE	30.00	120.00
-1.00	24-NOVA4000EE-S1250	ANNUAL LICENSE FEE WAIVED	2,325.00	-2,325.00

Subtotal	Continued
Sales Tax	Continued
Ship/Handling	Continued
<b>TOTAL</b>	<b>Continued</b>

**Check out our newly updated website at [www.longleysystems.com](http://www.longleysystems.com)**

Quote does not include travel expenses unless indicated above



Complete Time and Attendance  
Management Solutions

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P.O. Box 3607  
Rock Island, IL 61204

309-797-3345 Office  
309-797-3347 Fax

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DAVENPORT, IA 52801

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SCOTT COUNTY  
SCOTT COUNTY  
400 W. 4TH STREET  
DAVENPORT, IA 52801

**Subject to terms & conditions of the sale.**

Customer ID	Quote Expires	Payment Terms	Sales Rep
SCOCOUN	12/31/12	50% DEPOSIT/REMAINING PER	JENMIC

Quantity	Item	Description	Unit Price	Amount
-1.00	24-NOVA4000WS-S1000	UNTIL NEXT BILLING CYCLE 8/1/2013 ANNUAL LICENSE FEE WAIVED	390.00	-390.00
-4.00	24-ADDITIONAL5USER	UNTIL NEXT BILLING CYCLE 8/1/2013 ANNUAL LICENSE FEE WAIVED UNTIL NEXT BILLING CYCLE 8/1/2013	30.00	-120.00
1.00	34-NOVA4000-IT	NOVATIME 4000 INSTALLATION ON CUSTOMER PROVIDED STAR SERVER AND TEST NOVATIME 3000 DATA MIGRATION	2,000.00	2,000.00
1.00	74-NOVA4000-STAR1000	PROFESSIONAL SERVICES TO INCLUDE NOVATIME 3000 DATA MIGRATION LIVE, CONFIGURATION, ADMINISTRATIVE AND DEPARTMENTAL TRAINING AND CONFIGURATION PER S.O.W.	21,000.00	21,000.00
15.00	41-NT450-HI	NT450-HI, HID PROXIMITY BADGE DATA COLLECTION TERMINAL, LICENSED TO : SCOTT COUNTY	1,395.00	20,925.00
15.00	40-DISCOUNT	DISCOUNT-HARDWARE 20%	279.00	-4,185.00
10.00	41-NT450-FP	NT450-FP, BIOMETRIC FINGERPRINT DATA COLLECTION TERMINAL, LICENSED TO: SCOTT COUNTY	1,795.00	17,950.00
10.00	40-DISCOUNT	DISCOUNT-HARDWARE 20%	359.00	-3,590.00
15.00	42-NT6500II-HI BBOX	NT6500II HID/PUSH DATA	2,465.00	36,975.00

Subtotal	Continued
Sales Tax	Continued
Ship/Handling	Continued
<b>TOTAL</b>	<b>Continued</b>

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Management Solutions

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DAVENPORT, IA 52801

### Ship To:

SCOTT COUNTY  
SCOTT COUNTY  
400 W. 4TH STREET  
DAVENPORT, IA 52801

**Subject to terms & conditions of the sale.**

Customer ID	Quote Expires	Payment Terms	Sales Rep
SCOCOUN	12/31/12	50% DEPOSIT/REMAINING PER	JENMIC

Quantity	Item	Description	Unit Price	Amount
15.00	40-DISCOUNT 42-NT6500II-FP BBOX	COLLECTION TERMINAL W/BACKBOX. , LICENSED TO: SCOTT COUNTY DISCOUNT-HARDWARE 20% NT6500II FINGERPRINT DATA COLLECTION TERMINAL W/BACKBOX. LICENSE TO: SCOTT COUNTY	493.00 2,735.00	-7,395.00
	40-DISCOUNT 41-NT6000P2-WIFI	DISCOUNT-HARDWARE 20% NOVAtime NT6000P2 WINDOWS MOBILE WI-FI (802.11b/g) WITH LASER SCANNER PORTABLE PUSH TERMINAL, WITH USB CHARGING CRADLE, LICENSED TO: SCOTT COUNTY	3,396.00	
25.00	40-DISCOUNT 43-NT450-POE	DISCOUNT-HARDWARE 20% POWER OVER ETHERNET HUB, NT450	125.00	3,125.00
10.00	43-NT6500-POEP	NT6500-POE POWER OVER ETHERNET MODULE SOFTWARE MAINTENANCE TO BE PRORATED FOR MONTHS REMAINING IN CURRENT BILLING CYCLE AT TIME OF UPGRADE. PROFESSIONAL SERVICES QUOTED IS AN ESTIMATE BASED	225.00	2,250.00

Subtotal	Continued
Sales Tax	Continued
Ship/Handling	Continued
<b>TOTAL</b>	<b>Continued</b>

Check out our newly updated website at [www.longleysystems.com](http://www.longleysystems.com)

Quote does not include travel expenses unless indicated above



Complete Time and Attendance  
Management Solutions

**Longley Systems,**

P.O. Box 3607  
Rock Island, IL 61204

309-797-3345 Office  
309-797-3347 Fax

**QUOTATION**

Quote Number: 2135  
Quote Date: Dec 4, 2012  
Page: 4

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SCOTT COUNTY  
SCOTT COUNTY  
400 W. 4TH STREET  
DAVENPORT, IA 52801

**Ship To:**

SCOTT COUNTY  
SCOTT COUNTY  
400 W. 4TH STREET  
DAVENPORT, IA 52801

**Subject to terms & conditions of the sale.**

Customer ID	Quote Expires	Payment Terms	Sales Rep
SCOCOUN	12/31/12	50% DEPOSIT/REMAINING PER	JENMIC

Quantity	Item	Description	Unit Price	Amount
		ON UPGRADES OF SIMILAR SIZE AND SCOPE AND MAY INCREASE OR DECREASE BASED ON FURTHER CONVERSATIONS.		

Subtotal	95,305.00
Sales Tax	
Ship/Handling	100.00
<b>TOTAL</b>	<b>95,405.00</b>

Check out our newly updated website at [www.longleysystems.com](http://www.longleysystems.com)

Quote does not include travel expenses unless indicated above

# Statement of Work

Version 1.2 • December 14, 2012

The primary objective of this project is to upgrade Scott County from the NOVAtime 3000 to NOVAtime 4000 Workforce Management solution.

Specific goals include:

- Migrate existing NOVAtime 3000 Data
- Ensure a smooth and trouble free transition to the NOVAtime 4000 system
- Familiarize Scott County personnel with added/enhanced features and functionality
- Provide Training, Configuration, and Implementation services to assist Scotty County with utilizing NOVAtime 4000 to the full extent possible



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## Document History

Paper copies are valid only on the day they are printed. Contact the author if you are in any doubt about the accuracy of this document.

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## Revision History

Revision Number	Revision Date	Summary of Changes	Author

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## Reference Documents

Please see the following documents for more information:

Document Name	Version	Author
LSI Sales Order # 2135	N/A	LSI
04 NTI PROC 4000STAR_INF_2000EE.pdf	N/A	NTI
02 NTI PROC STAR_Install_Surveyv2c.docx	N/A	NTI
STAR Server Provided by Customer Terms Conditions and Agreements.docx	N/A	LSI
SMA Letter-Contract.pdf	N/A	LSI
NOVAtime Software License Agreement.pdf	N/A	NTI
Network Environment Policy.pdf	N/A	LSI
LSI Software Hardware Customization Policy.pdf	N/A	LSI
LSI Existing Payroll Interface Customization Policy.pdf	N/A	LSI
Scott County Remote Access Policy		Scott County

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## Distribution List

This document has been distributed to:

Name	Company	Date	
David Malnar	LSI		
Wes Rostenbach	Scott County		
David Farmer	Scott County		
Matt Hirst	Scott County		
John Malnar	LSI		

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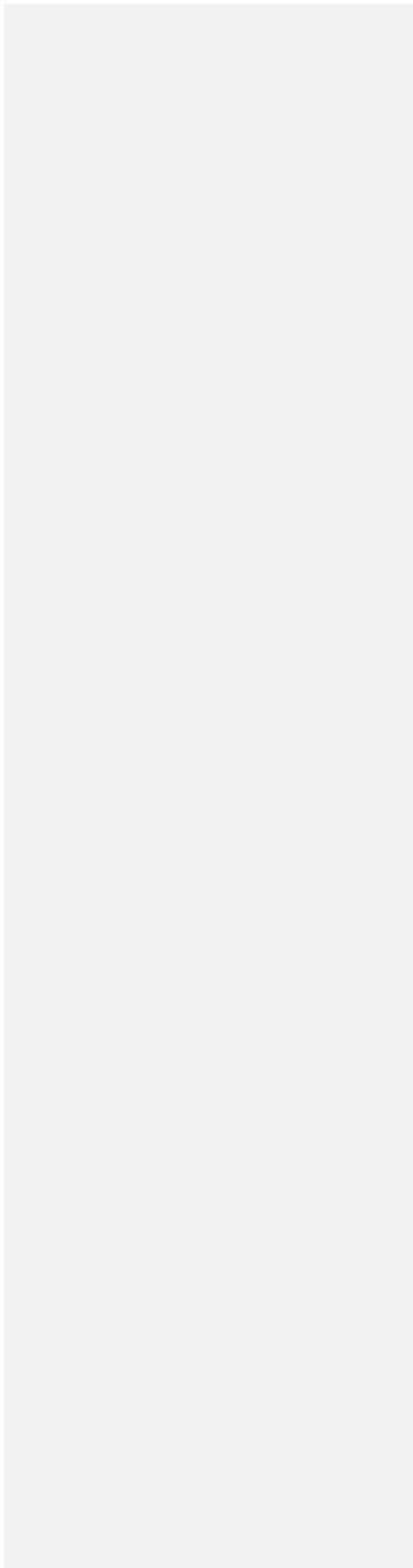
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accepted by LSI\_12142012.docx\_2

[NOVAtime 4000-STAR Upgrade\Scott County]

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Jeff ward	Scott County		
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# 1 Introduction

<b>Scott County</b>	Scott County
<b>Project Name</b>	<b>NOVAtime 3000 to NOVAtime 4000-STAR Upgrade</b>

This project statement of work (SOW) provides a documented basis for making future decisions and for confirming or developing a common understanding of the scope for above project among all stakeholders. During the project lifecycle, the SOW may need to be revised or refined to reflect needed changes to the scope of the project.

## 1.1 Background

### Project Justification:

- It has been a desire of Scott County to exploit their current NOVAtime 3000 Workforce Management solution to expand its utilization throughout the county to more effectively manage their employees' Time and Attendance. After extensive research conducted by their ERP consultants it was deemed that the NOVAtime 3000 product was capable of meeting the county's needs.
- The county's current NT5000-BC Data Collection Terminals (DCT) has been deemed obsolete by the manufacturer. Thus prompting the need to replace those terminals with Data Collection Terminals that utilize the latest technology and will be serviced and support.
- NOVAtime Technology, the manufacturer of NOVAtime solutions, has implemented a "Free Software Upgrade Program" to Scott County.

### Demographics:

- Scott County's comprises of (18) Departments that will utilize the NOVAtime 4000 Workforce Management Solution. The main office is located at; 600 W. 4th St. Davenport, IA 52801, 6<sup>th</sup> Floor. Other Departments are located at 500 W. 4th St. • Davenport, IA 52801, 1100 E. 46th St. • Davenport, IA 52807, and 14910-110th Ave. • Davenport, IA 52804
- Scott County has approximately 500 Full/Part Time and 300 Seasonal Employees



## 1.2 Scope of Work

This Statement of Work shall apply to the term stated in the Sales Agreement.

- The contract goes into effect 12/21/2012
- Longley Systems shall provide these services at a fixed cost outlined in preceding contracts / purchase orders

**Project Description:** (Brief summary of the products and services to be delivered)

This project scope covers the delivery, installation, and configuration of the NOVAtime 4000 STAR product and any identified interfaces. The agreed, fixed-price engagement is \$77,790.00. These fees cover the following:

Product	Employee License Count	User License Count	Requested 'Go-Live' Date
NOVAtime 4000 STAR	1,250	120	1/15/2013
NOVAtime 4000 EWS	1,000	N/A	1/15/2013
NOVAtime 4000 Companion	N/A	N/A	1/15/2013

Interface	Interface Name	Description
HR / EE Census Data	N/A	Data Migration Form NOVAtime 3000
Payroll Bridge #1	Scott County Payroll Bridge	Existing Payroll Interface
Payroll Bridge #2	New Worlds Logos.Net	Future Payroll Interface
NOVAtime Enterprise Web Services Integration (NEWS)	TBD	**Will discuss further upon completion of New World ogos.Net ERP Implementation

Hardware	Quantity	Comments
NT6500II-FP Terminal/POE with Mounting Back Box	0	This is an approximate amount and the actual number is to be determined
NT6500-HI Terminal/POE with Mounting Back Box	15	This is an approximate amount and the actual number is to be determined. Scott County will provide a test badge to verify compatibility with current Access Badges.
NT450-HI/POE	15	This is an approximate amount and the actual number is to be determined. Scott County will provide a test badge to verify compatibility with current Access Badges.
NT-450-FP	10	This is an approximate amount and the actual number is to be determined
NT6000P2/WI-FI Mobile Data Collection Terminal	0	This is an approximate amount and the actual number is to be determined. This unit will utilize Wireless Communication only, Cellular functionality is not included in this model.

Maintenance Contract	Selected Coverage / Plan
Software	Per Annual Software Support and STAR Terms and Agreements
Hardware	N/A

Implementation Services:

This scope covers all required Professional Services done on your behalf by any member of NOVAtime, including phone calls, documentation, and travel time.



### 1.3 Objectives

This section expands of the justification points outlined in Section 1.1. Project objectives typically include budget, schedule, and quality measurements (i.e. reduce errors by 'x%', etc.)

This Statement of Work shall achieve the following specific objectives, for example:

Objective
Support ERP with Novatime data two-way interface
Distribute time and attendance administrative functionality to super users
Increase functionality by tracking comp time and shift differential

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## 2 Deliverables

### Project Deliverables:

The following is a list of the summary-level, sub-tasks / products whose completion and satisfactory delivery marks the completion of the project:

- *SurePath Project SOW* – to be developed and maintained by Scott County and Longley Systems Project Managers
- Project Schedule detailing the project timeline, activities, and resource assignments
- Change and Quality Control Management
- Planning, Coordination, and Performance of Training Requirements
- Installed, configured, and certified NOVAtime 4000 software
- Data Migration and NOVAtime Companion testing
- Installed and configured Data Collection Terminals
- Functional interface(s) as defined within this document

### Project Fiscal Milestones:

Milestone	Percentage	Comments
Contract/Project Initiation	50% of total proposed project amount	To be provided to Longley System no later than 12/30/2012 to take advantage of the "free Software Upgrade" program.
Installation of NOVAtime 4000	Remaining Implementation Monies	Upon successful installation, configuration and data migration test
Data Collection Terminals	Remaining Data Collection Terminal Monies	Upon delivery of Data Collection Terminals. To obtain the highest discount rate all DCT must be ordered at the same time. Subsequent Data Collections Terminals may not be at the same discount rate depending on the quantity being ordered.
Phase 1	20% of remaining Configuration and Training	Upon completion of NOVAtime 4000 Administrator Training
Phase 2	30% of remaining Configuration and Training	Upon completion of Department Overview Sessions
Phase 3	30% of remaining Configuration and Training	Upon completion of Departmental Configuration and Training sessions
Project Completion	20% of remaining	Upon completion of all Departmental Training and acceptance by Scott



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[NOVAtime 4000-STAR Upgrade\Scott County]

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	Configuration and Training	County Project Manager that the implementation is complete.
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### 3 Schedule

The following table estimates the project tasks, duration, deliverables, and estimated resources and fees.

Phase	Key Deliverables	Start Date	End Date
Planning	Statement of Work	12/05/2012	12/20/2012
Product Order	Order/Receive License and Data Collection Terminals	12/21/2012	01/15/2013
Build/Prepare STAR Servers	None, Scott County Responsibility	1/2/2013	1/14/2013
Configure STAR Servers	NOVAtime Solutions to Install NOVAtime 4000	01/15/2013	01/15/2013
Data Collection Terminal Delivery	Deliver Data Collection Terminals	1/15/2013	
Testing	LSI migrates NOVAtime 3000 Data to NOVAtime 4000-STAR, install and test Companion	01/15/2013	01/30/2013
Deployment/Live Application	LSI migrates NOVAtime 3000 Data to NOVAtime 4000-STAR. Install and configure Companion	1/30/2013	1/30/2013
Administrator Training (Phase 1)	Provide Introduction and familiarization to Administrators	1/30/2013	1/31/2013
Departmental Configuration and Training (Phase 2 &3)	Install Data Collection Terminals, provide discovery documents, configure and train Departmental Users. Specific Dates to be determined	2/4/2013	4/30/2013
Review & Summary	Post Implementation Meeting to identify success and completion of upgrade	4/30/2013	4/30/2013
Support Transition	Support Transition Meeting	4/30/2013	4/30/2013

Longley Systems shall maintain a single project schedule from which various project reports shall be produced.

- Deliverables must be provided on the dates specified.



- Changes to the delivery date must have prior approval by the Scott County Project Manager.
- All deliverables must be submitted in a format approved by the Scott County Project Manager.
- If the deliverable cannot be provided within the scheduled time frame, Longley Systems must contact the Scott County Project Manager and highlight the delay and the proposed revised schedule.
- The revised schedule must consider the impact on related tasks and the overall project.
- The revised schedule must be approved by the Scott County Project Manager before placed in effect.

**Proposed Training, Configuration, and Implementation Plan:**

It is the intention of Longley Systems, Inc to provide Scott County with thorough training on use of the NOVAtime4000 Workforce Management Solution in an effort to accomplish the following stated goals:

- 1) Increase capability with current existing features
- 2) Efficiently utilize and understand added features and functionality related to the software upgrade
- 3) Tailor clearly defined training sessions specific to individual departments
- 4) Create department specific "Super-Users" to better manage employees within their department

In order to accomplish the above listed items Longley Systems, Inc will provide training in three phases.

**Phase 1: NOVAtime Administrator Familiarization and Training**

All current and potential NOVAtime Administrators' will be required to attend a (2) day training session which will consist of familiarization of the new features and functionality, review existing processes; identify underutilized features and functionality, and introduction and familiarization with the new Data Collection Terminals to the county with a broad scope.

**Phase 2: Departmental Overview**

Scott County Department Heads or designees will attend a ½ day training session to be familiarized with the enhanced features and functionality of the NOVAtime 4000 and new Data Collection Terminals. At least one NOVAtime Administrator and/or the Scott County Project Manager should be in attendance at these meetings.

**Phase 3: Departmental Configuration and Training**

Scott County Department Heads, or designees, will attend departmental sessions (length and scope will be unique to each department) to review current process and challenges; identify features and functionality to improve efficiency and effectiveness of the system for each department. During this session Longley Systems, may configure the system based on the questions, suggestions and requirements put forth by the Department Head, or designee, or, will confer with the appropriate Scott County representative prior to making any configuration changes. One goal of this session will be to designate a Departmental "Super User".

Upon completion of the configuration of each department, departmental "End Users" will attend training sessions (length and scope will be unique to each department). This training session will consist of a thorough explanation of the usage of the new enhancements at configured based on the Departmental configuration, and the benefit of each added feature. Departmental "Super User" shall be in attendance for these sessions.

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[NOVAtime 4000 Upgrade]

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## 4 Project Status and Expectations

### 4.1 Project Status Reports

- Longley Systems Project Manager and the Scott County Project Manager will meet weekly on Thursday to discuss the progress of the implementation. This meeting shall cover all work performed during the week and identify the work to be performed during the subsequent week, to identify any problems encountered or still outstanding.

### 4.2 Longley Systems Requirements and Expectations

- Scott County will designate a NOVAtime Project Manager to work with Longley Systems' Project Manager to ensure the project is progressing as outlined in this document and to identify and resolve any potential or defined issues.
- Scott County will designate, at a minimum, (2) NOVAtime Administrators who will become the resident "experts" and act as the liaisons between Scott County "End Users" and Longley Systems' Project Manager, Implementation Coordinator, and Support Representatives
- The Scott County Project Manager will provide system access in accordance with company policies, standards, regulations, and rules of conduct.
- The Scott County Project Manager will provide the appropriate procedures, guidelines, standards, reference materials, and technical documentation.
- The Scott County Project Manager will provide access to the appropriate personnel (i.e. management, technical, subject matter expertise, etc.) necessary to fulfill the contract requirements.
- Scott County will ensure personnel required to attend configuration and training sessions are informed of their dates, location, and distribution of discovery and/or training handouts.

## 5 Sensitive and Proprietary Information

- Longley Systems shall return all information assets no longer required to complete project tasks to a designated Scott County representative.
- Sensitive or proprietary Scott County information shall NOT be removed, copied, or otherwise replicated from the Scott County's site or domain without the approval of the Scott County.
- Project deliverables and associated documentation generated by Longley Systems during the project are the property of the Scott County and must be submitted to the Scott County for evaluation, classification, and disposition.
- Use of the Scott County's network, email, and communications shall be considered sensitive and must be appropriately protected. It is Longley Systems' responsibility to ensure that project documentation is not shared, exchanged or shown to unauthorized personnel.
- Project documentation - hard and soft copies – is the property of Scott County. All project documentation will be given to the Scott County during and at the end of the contract.
- Longley Systems will release no information without written permission from Scott County. Any request for information relating to this contract presented to Longley Systems must be submitted to the Scott County Project Manager for a response. .
- Scott County shall not disclose information marked by Longley Systems as 'CONFIDENTIAL' to any 3<sup>rd</sup> party outside of this agreement.
- Longley Systems will inform Scott County of any security breaches of Longley resources which could jeopardize Scott County information.



## 6 Acceptance and Authorization

In order for your Workforce Management Solution to operate at maximum efficiency the functionality of the software must be consistent with the expectations of both the front and back end user to be served. It is thus necessary for LSI to work in conjunction with Scott County to ascertain a clearly defined set of desired outcomes and develop the most effective means to achieve those ends.

LSI utilizes the SurePath methodology, allowing our company to establish any inefficiency inherent with the current method used, set clear outcomes to better achieve the desired results and finally present solutions that are both effective and simple in scope. We are aware that Workforce Management is a focal point for all organizations and strive to present our clients with individually tailored solutions depending upon their specific needs.

This Statement of Work is meant to represent that dedication and create those mutual expectations. As a result it is open to discussion prior to signing and LSI encourages an open dialogue regarding any potential point of contention herein.

### Change management process

Any change to this Statement of Work following the date of signature below will require that a **Change Request Form** be completed through the cooperation of both LSI and Scott County prior to its inclusion as an amendment to, and revision of, this Statement of Work.

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority have executed this Statement of Work.

\_\_\_\_\_  
Scott County

\_\_\_\_\_  
Longley Systems, Inc

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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[NOVAtime 4000 Upgrade]

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