

## INFORMATION TECHNOLOGY

400 West Fourth Street  
Davenport, Iowa 52801-1104

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



Item #11

8/22/17

August 14, 2017

To: Mahesh Sharma, County Administrator  
From: Matt Hirst, Information Technology Director  
ECM Steering Committee  
Subject: ECM Project – Phase 2

In March of last year, the Enterprise Content Management (ECM) Steering Committee recommended and the Scott County Board of Supervisors approved Hyland OnBase and professional implementation services from DataBank IMX for an Enterprise Content Management solution. Phase 1 of this ECM implementation completed in June of this year.

ECM implementation began at Scott County in June of 2014 when the ECM Steering Committee was created which today includes representatives from most County Offices and Departments to identify County records management needs. Current members include: Mahesh Sharma, Sara Skelton, Jon Burgstrum, David Farmer, Pam Brown, John Heim, Tim Huey, Matt Hirst, Jeremy Kaiser, Roger Kean, Peter Kurylo, Stephanie Macuga, Marc Miller, Tammy Speidel, Mary Thee, Amy Thoreson, Barb Vance, Cathy Voelkers, Cheri Sexton, and Kathy Walsh. In January of 2015, the ECM Steering Committee solicited a record inventory from County Offices and Departments. The inventory process identified over two hundred and fifty (250) record sets. The inventory was used to provide detail to a County issued RFP in November of 2015.

The initial RFP resulted in fifteen (15) responses from potential solution providers which were ranked and narrowed to the three (3) best responses for vendor on-site demonstrations of application capabilities and implementation strategies. The ECM Selection Team found OnBase as proposed by the Value Added Reseller (VAR) DataBank to be the solution which clearly best met the needs of Scott County and Board approved contracts were signed which included Phase 1 implementation work as well as Phase 2 project discovery.

Phase 1 ECM implementation projects completed in June of this year and included:

- Cannon ImageWARE migration to OnBase (more than 2 million records)
- Volume Scanning
- Accounts Payable records
- JDC Case Management records
- ECM Phase 2 discovery

Phase 2 discovery conducted by DataBank and Information Technology and reviewed by the ECM Steering Committee evaluated several high profile record sets managed at the County. At this time, the ECM Steering Committee recommends Phase 2 ECM to address Human Resource records and future project discovery as detailed in the attached contract. Phase 2 project costs total \$38,845 and includes professional services. No additional software is required for this phase.

It is recommended the Board approve the project contract with DataBank IMX for Phase 2 implementation services and for the IT Director to sign document(s) for this project on behalf of the Board. Budget dollars are available in the Capital Improvement Program budget to fund the cost of this project.

Cc: ECM Steering Committee  
Encl: (1)



# **Statement of Work**

SCOTT COUNTY, IOWA

PHASE II IMPLEMENTATION

(HUMAN RESOURCES PROJECT – PHASE ONE)

8/15/2017

Prepared by:  
DataBank IMX

[www.databankimx.com](http://www.databankimx.com)

# Table of Contents

**VERSION CONTROL**..... 1

    DOCUMENT ATTRIBUTES ..... 1

    REVISION HISTORY ..... 1

    RACI CHART ..... 2

**INTRODUCTION/OVERVIEW** ..... 3

**OBJECTIVE** ..... 3

**SCOPE OF SERVICES** ..... 3

**PRICING BREAKDOWN**..... 5

    PROFESSIONAL SERVICES FEES (ESTIMATE) – TIME AND MATERIALS..... 5

*Phase II Implementation (Human Resources – Phase One)* ..... 6

*Future Project Discovery and Evaluation* ..... 6

    TOTALS ..... 6

**NON-STANDARD TIME POLICY**..... 7

**PREREQUISITES**..... 7

**SERVICES RENDERED AND TIMELINE ESTIMATION**..... 7

**COMPENSATION AND PAYMENT SCHEDULE**..... 7

**CHANGE ORDER AUTHORIZATION** ..... 8

**PROJECT ASSUMPTIONS** ..... 8

    REQUIRED DOCUMENTATION ..... 8

    PRE-DEPLOYMENT ..... 8

    DEPLOYMENT ..... 8

    PROJECT MANAGEMENT..... 9

    SOLUTION SPECIFIC ASSUMPTIONS ..... 10

**BINDING AFFECTS AND AGREEMENTS** ..... 10

**ACCEPTANCE OF SOW** ..... 11

**APPENDIX A – UAT ACCEPTANCE FORM** ..... 12

**APPENDIX B – WORK ACCEPTANCE FORM** ..... 13

## Version Control

### Document Attributes

<b>Document Name</b>	Statement of Work
<b>Document Identifier</b>	Scott County Iowa Phase II Implementation (Human Resources Project – Phase One)
<b>Publish Date</b>	06.13.2017
<b>Current Revision Number</b>	1.3

### Revision History

Version Number	Date	Responsibility (Author)	Description
1.0	05.11.2017	Daryl Eller	Initial draft
1.1	05.23.2017	Daryl Eller	Updated: <ul style="list-style-type: none"> <li>• RACI Chart (page 1)</li> <li>• Scope of Services (pages 2-3)</li> </ul>
1.2	05.31.2017	Daryl Eller	Accepted changes to: <ul style="list-style-type: none"> <li>• RACI Chart (page 1)</li> <li>• Scope of Services (page 2 – 3)</li> </ul> Updated: <ul style="list-style-type: none"> <li>• Pricing Breakdown (pages 5-6)</li> </ul>
1.3	06.13.2017	Daryl Eller	Accepted changes to: <ul style="list-style-type: none"> <li>• Project Name (pages 1, 3, 6)</li> <li>• RACI Chart (page 2)</li> <li>• Scope of Services (page 4)</li> <li>• Pricing Breakdown (page 6)</li> <li>• Project Assumptions (page 10)</li> </ul> Updated: <ul style="list-style-type: none"> <li>• Scope of Services (page 4)</li> </ul>

**RACI Chart**

<b>Name</b>	<b>Position</b>	<b>*</b>	<b>R</b>	<b>A</b>	<b>S</b>	<b>C</b>	<b>I</b>
Jason Engen	DataBank – Sales Director, Central Region	X		X	X		X
Adam Herrmann	DataBank – Director of Professional Services			X	X		X
Alan Givens	DataBank – Regional Manager of Professional Services				X		X
Lee Meyerdirk	DataBank – Senior Solutions Consultant				X		X
Jessica Gilson	DataBank – Project Manager				X		X
Daryl Eller	DataBank – Business Analyst		X		X		X
Mahesh Sharma	Scott County - Project Sponsor						X
Matt Hirst	Scott County - Project Sponsor	X				X	X
Mary Thee	Scott County – Project Sponsor						X
John Heim	Scott County - Subject Matter Expert					X	X
Stephanie Macuga	Scott County - Project Manager					X	X
<b>Column Key</b>	* – Authorize: This individual has ultimate signing authority for any changes to the document and will be responsible for signing the Master Agreement R – Responsible: Person responsible for creating this document. A – Accountable: Person accountable for accuracy of this document. S – Supports: Individuals providing supporting services in the production of this document. C – Consulted: Individuals providing input (interviewee, etc.). I – Informed: Individuals who must be informed of any changes.						

---

## Introduction/Overview

Scott County Iowa, (hereinafter “Customer”) is seeking to leverage OnBase ECM (Enterprise Content Management solution) for their Human Resources (HR) record set. Customer is taking a phased approach with implementing the HR record set. With this Statement of Work (SOW), phase one will set the foundation focusing on HR document storage, security, and retrieval. Additional phases, which will be scoped in future SOWs, will build upon HR document processes, such as on-boarding and off-boarding.

Customer will be leveraging DataBank IMX (hereinafter “Vendor”) to design, implement (where indicated), and support the solution.

## Objective

The objective of this document is to present the project scope, deliverables, assumptions, and professional services estimate for implementing the solutions outlined in this SOW for Customer. It will also serve to solicit approval from Customer to move ahead with the described activities upon receipt of a signed copy.

## Scope of Services

The scope of this project is limited to planning, analysis, implementation (where indicated), testing, and training activities associated with the delivery of the proposed solutions. Installation and/or configuration of OnBase components that are not listed in the quote will require an approved change order.

Department/functional areas included in this Statement of Work include:

### I. Phase II Implementation (Human Resources – Phase One)

- **HR Document Taxonomy**  
Customer will define desired HR Document Taxonomy (Document Groups, Document Types, and Keywords). Once defined, Vendor will consult Customer to confirm desired taxonomy aligns with best practices and provide recommendation. Once defined, Customer will implement HR Taxonomy within OnBase.
- **HR Employee Document Access Security**  
Vendor will consult Customer to define solution for granting Customer’s Employees access to specified document types. Access will be based on the Employee’s Number and Active Directory login. Once defined, Vendor will assist Customer with OnBase implementation.
- **HR Document AutoFill Keyword Set**  
Vendor will collaborate with Customer to define an HR AutoFill Keyword Set (AFKS) with pre-determined New World ERP metadata. This HR AFKS will improve End User efficiency and accuracy with indexing HR documents. Once defined, Vendor will assist Customer with OnBase implementation.
- **HR File Cabinet and Foldering**  
Vendor will collaborate with Customer to design the HR File Cabinet and Foldering structure as well as the Folder creation process. Once designed, Vendor will implement and test solution with Customer.

Vendor will provide technical review session with Customer following solution development regarding HR File Cabinet and Foldering implementation and support.

## II. Future Project Discovery and Evaluation

Vendor will work with Customer project sponsors, functional managers, Subject Matter Experts (SME), and IT department personnel to discover the current process, define the requirements, high level design, and plan the implementation and budget for possible future projects.

The scope of this initiative will be limited to the following activities:

Activity	Description
Project Initiation/Planning	<ul style="list-style-type: none"> <li>▪ Internal project review and team assignment</li> <li>▪ Schedule Kick-off meeting with customer</li> <li>▪ Project Kick-off Meeting</li> <li>▪ Project planning documentation               <ul style="list-style-type: none"> <li>○ Project Plan if applicable</li> <li>○ Project Schedule if applicable</li> </ul> </li> </ul>
Solution Discovery	<ul style="list-style-type: none"> <li>▪ Current process review</li> <li>▪ Review and refine business requirements</li> <li>▪ Identify future state</li> <li>▪ DataBank analysis of discovery notes</li> </ul>
Solution Design	<ul style="list-style-type: none"> <li>▪ DataBank internal solution design workshops</li> <li>▪ Create Solution Design Document (SDD)</li> <li>▪ SDD review and signoff</li> </ul>
Solution Development	<ul style="list-style-type: none"> <li>▪ Configure Document Access               <ul style="list-style-type: none"> <li>○ Customer will generate a formatted data file which references Employee Number and related Active Directory.</li> <li>○ File is updated on a scheduled basis for automated OnBase import.</li> </ul> </li> <li>▪ Configure HR Autofill Keyword Set (AFKS)</li> <li>▪ Configure Foldering               <ul style="list-style-type: none"> <li>○ Up to (2) Parent folders</li> <li>○ Up to (10) Child folders</li> </ul> </li> <li>▪ Modifications per Unit Testing (if required)               <ul style="list-style-type: none"> <li>○ Change Order process if applicable</li> </ul> </li> </ul>
Testing	<ul style="list-style-type: none"> <li>▪ Customer to provide test scripts and test data</li> <li>▪ Unit Testing</li> <li>▪ Support User Acceptance Testing (UAT)</li> </ul>
Training	<ul style="list-style-type: none"> <li>▪ End user training               <ul style="list-style-type: none"> <li>○ Administrative Training</li> <li>○ Capture Training (if applicable)</li> </ul> </li> </ul>
Client Meetings	<ul style="list-style-type: none"> <li>▪ Demonstration</li> <li>▪ Technical Review</li> <li>▪ Weekly Status</li> <li>▪ Ad Hoc</li> </ul>

Activity	Description
Production Deployment	<ul style="list-style-type: none"> <li>▪ Migration of solution to Production</li> <li>▪ Go-live support</li> <li>▪ Create client system information document</li> <li>▪ Formal review and hand-off to National Support Team               <ul style="list-style-type: none"> <li>○ Transfer of on-going support</li> </ul> </li> </ul>
Project Management	<ul style="list-style-type: none"> <li>▪ Assessment Planning</li> <li>▪ Resource Planning</li> <li>▪ Issue Management</li> <li>▪ Risk Management</li> <li>▪ Change Management</li> <li>▪ Status reports</li> <li>▪ Manage schedule</li> <li>▪ Manage budget</li> </ul>

The following items may or may not have been discussed but are considered **out of scope** for this project:

Activity	Description
Implementation of other OnBase solutions	Activities related to the implementation of other OnBase solutions other than those listed in the Statement of Work are out of scope and will require an approved change order.
Data Conversion	Work outlined in this SOW does not include data conversion from existing or legacy systems to OnBase. Out of scope items would include, but not limited to: data related to integration, content stored in other repositories, etc. If this is desired, an approved change order will be required.
Custom Interfaces	Standard OnBase interfaces will be leveraged for this project. Customized web front-ends, applications, or web services are not in scope and will require an approved change order.
Integrations	Application integrations with OnBase will require a change order.
Activities not listed	Activities not listed in the in scope statement will require a change order.
Software procurement	Software procurement is referenced in a separate agreement

## Pricing Breakdown

### Professional Services Fees (Estimate) – Time and Materials

The following is a summary of the estimated costs for professional services by project. The services provided under this SOW will be delivered on a time and materials basis. DataBank shall invoice the Customer monthly for services performed.



### Phase II Implementation (Human Resources – Phase One)

Estimate reflects effort for the Vendor to design, implement (where indicated), and support the in scope Human Resources –Phase One solution.

Phase	Estimated Hours	Rate	Total PS Estimate
Project Initiation/Planning	12	\$165.00	\$1,980.00
Solution Discovery	8	\$165.00	\$1,320.00
Solution Design	12	\$165.00	\$1,980.00
Solution Development	32	\$165.00	\$5,280.00
Testing	8	\$165.00	\$1,320.00
Training	8	\$165.00	\$1,320.00
Client Meetings	26	\$165.00	\$4,290.00
Production Deployment	20	\$165.00	\$3,300.00
Project Management	26	\$165.00	\$4,290.00
<b>Sub-Total</b>	<b>152</b>	<b>\$165.00</b>	<b>\$25,080.00</b>
Contingency Reserve (10%)	15	\$165.00	\$2,475.00
<b>Grand Total</b>	<b>167</b>	<b>\$165.00</b>	<b>\$27,555.00</b>

### Future Project Discovery and Evaluation

Estimate reflects effort for the Vendor to work with Customer project sponsors, functional managers, Subject Matter Experts (SME), and IT department personnel to discover the current process, define the requirements, high level design, and plan the implementation and budget for possible future projects.

Phase	Estimated Hours	Rate	Total PS Estimate
Discovery	32	\$165.00	\$5,280.00
Documentation	20	\$165.00	\$3,300.00
Travel & Expenses – Two Resources, Two Days			\$2,710.00
<b>Grand Total</b>	<b>52</b>	<b>\$165.00</b>	<b>\$11,290.00</b>

All estimates of fees or time required to complete the project are provided for convenience only and are approximations of the anticipated amount of time needed to complete the project. Customer will be invoiced based on the amount of time actually required to complete the project. Vendor will bill monthly for services performed.

It is important to note that scope can change throughout the lifecycle of a project, requiring the use of DataBank's change order process. Customer should plan on some degree of scope change for internal budget planning purposes.

### Totals

Projects	Total:
Phase II Implementation (Human Resources – Phase One)	\$27,555.00
Future Project Discovery and Evaluation	\$11,290.00
<b>Professional Services Total:</b>	<b>\$38,845.00</b>

---

## **Travel & Expense Policy**

The travel & expense estimates included above are based on the following expenses which will be itemized on the invoice and billed as incurred for amounts not to exceed without customer approval as detailed below:

### **Trip Charge**

Charges associated with travel to and from Customer site(s) are invoiced as a flat-rate trip charge. The standard trip charge will be \$650.00 per resource regardless of the method of travel and/or distance (i.e., mileage, airfare, etc.).

### **Estimated Expenses**

Other recoverable expenses such as lodging, meals, car rental, and parking will be billed back to Customer based on the following estimated rates:

Hotel	\$120 per night
Meals	\$45 per day
Car Rental	\$70 per day
Parking	\$10 per day

## **Non-Standard Time Policy**

Professional Services are considered non-standard time if they belong to one of the following situations:

1. Work is being performed in the same time zone as DataBank Headquarters (CST) and the work falls outside of the standard business hours (Monday – Friday, 8:00 AM – 5:00 PM).
2. Work is being performed in a different time zone other than that of DataBank Headquarters (CST) and the work falls outside the hours of (Monday – Friday, 8:00 AM – 5:00 PM) in said time zone.

In certain circumstances, DataBank will perform work outside of normal business hours. DataBank will only charge a premium when Client has requested that work be performed outside of standard business hours (see above for location and/or hours details). Premium rates are billed at 1.50 times the quoted services rate.

## **Prerequisites**

1. Purchase Orders in place for minimum Discovery Services
2. Signed Statement of Work

## **Services Rendered and Timeline Estimation**

The parties agree that any services described in this SOW that have been performed prior to the execution of this SOW by the parties nevertheless shall be covered by all terms and conditions of this SOW.

## **Compensation and Payment Schedule**

Vendor will charge and bill services fees to Customer for the deployment services provided under this SOW in the following manner:

1. Time and Materials will be billed monthly

Other than when payment terms are specifically delineated in a Master Services Agreement, Customer agrees to pay for all Services and Products within forty-five (45) days of receipt of an invoice from Vendor.

---

## Change Order Authorization

In the event that additional services are required outside the scope of this SOW a change order will be generated. The change order will contain the details of the extension to this SOW and will contain Time and Cost estimates. Once the change order has been executed by both parties a new SOW will be generated to cover the items listed in the change order.

## Project Assumptions

After the purchase order has been received, the vendor will follow a standardized set of procedural, deployment, and project management business processes. These defined project processes and assumptions will expose the Customer to the Vendor's proven methods to a successful deployment. These processes will also help define specific Vendor/Customer responsibilities in order to minimize project confusion as defined below:

## Required Documentation

1. An approval to bill (purchase order, contract, existing block time, master service agreement, etc.) is received by Vendor prior to scheduling development and deployment.
2. A signed Solution Design Document is received by Vendor prior to scheduling development and deployment.
3. If applicable, a Pre-Installation form is completed in full prior to deployment.

## Pre-Deployment

1. A project kick-off meeting has been held with all applicable project members prior to commencing of implementation activities.
2. All applicable System Servers are installed, tested, and properly working prior to deployment.
3. All applicable Operating Software is installed, tested, and working properly prior to deployment.
4. All applicable OnBase Software is downloaded and placed in a directory on the server(s) it will be installed on.
5. A network account with full administrative rights to the network and hardware is set up and made available to the Vendor for both onsite and remote work.
6. Customer will provide project staff with access to all printed and electronic information relevant to this project at the beginning of the project.
7. An up-to-date test environment that closely resembles the production environment is in place prior to deployment. If the customer chooses not to establish a test environment, they understand that the system/solution will be deployed into their production environment.

## Deployment

1. Remote access is established and made available to Vendor during the deployment process.
2. Vendor will deploy the solution as agreed upon in the formal Solution Design Document.
3. Vendor will deploy the solution in the customer test environment, unless agreed upon by both parties prior to deployment.
4. Vendor will test the system to assure that it performs within the project requirements prior to training.
5. Vendor will provide a solution Performance Validation demonstration prior to formal training. Any issues or project gaps must be identified and documented at that time. Issues not identified as part of the Solution Design Document will be subject to a formal Change Order process, which may result in schedule changes and/or additional charges.
6. Vendor will provide end user training.
7. Customer Test system will reflect permissions, system restrictions, user accounts, etc. identical to those implemented in the production environment.

8. Customer will test the deployed solution as defined within the Solution Design Document. Vendor will provide formal testing support as defined in the Solution Design Document.
9. During Client testing, the only issues that will be considered to be addressed are those that impact system performance. All other changes will be evaluated at the completion of testing.
10. Customer will document all issues/change requests as part of the testing process. Vendor will only make changes during the testing process for issues that affect system performance. All other changes will be made as a single effort upon completion of testing by the customer.
11. Vendor will deploy the system into production once it is accepted by the customer as functioning per the Solution Design Document and any negotiated Change Orders.
12. Vendor will provide up to 1 day of Go-Live support once the system is put into production. This support will be via remote access unless other requirements are agreed upon by both parties prior to acceptance of the Solution Design Document. Additional Go-Live requirements are subject to applicable Project Management fees.
13. Vendor assumes Customer is current on software maintenance, thus being eligible to receive the upgrade software per the OnBase maintenance agreement. If Customer is not current on software maintenance, they must work with their DataBank account manager to resolve.
14. Vendor assumes no liability or responsibility for any changes made in the production environment that are not made by a DataBank employee.
4. The PS Estimate includes a 10% contingency budget to account for change orders and additional requests. If the contingency is not used, Customer will not be invoiced for the added 10%.
  - The contingency can be used to fulfill additional requirements found during the project lifecycle.
  - The contingency plan is in place to cover Change Orders and keep the project moving fluently.
  - An official Change Order will be created and signed prior to using hours from the contingency plan.
15. Customer has up to fifteen (15) days from the Go-Live date to “Accept” the deployed solution. In the absence of documented exceptions or a signed Work Acceptance document, the solution will be deemed accepted 15-days subsequent to delivery of the Acceptance document. Any issues not identified within 15 days will be treated as Support Issues and fall under the Vendor Hardware/Software Maintenance agreement terms and conditions.
16. Software Manufacturers occasionally publish a schedule that indicates which versions or functionality is no longer supported or being phased into an end-of-life status. DataBank assumes that the Customer is taking responsibility for monitoring such end-of-life, deprecation, or sunset schedules and taking necessary precautions. If DataBank encounters a condition in the course of its project work that requires action or modification to resolve such an issue, it may result in a change order.

### **Project Management**

1. Vendor will assign the appropriate resources in order to meet all milestones/requirements as defined within the Solution Design Document.
2. Customer will assign applicable resources in order to meet all milestones/requirements as defined in the Solution Design Document.
3. Vendor will manage/schedule its own resources as part of the deployment process.
4. Customer will manage/schedule its own resources as part of the deployment process.
5. Vendor will attend up to 1 Project Status meeting per week during the deployment process. Attendance will be via remote conference call unless other requirements are agreed upon by both parties prior to acceptance of the Solution Design Document. Additional Project Status requirements are subject to applicable Project Management fees.

6. Formal Change Orders will be utilized for all scope changes not specifically stated in the in-scope section of this document. This includes billable and un-billable project changes. Purchase Orders will be required for all mutually agreed upon billable changes.
7. Any Change Orders that are agreed upon during the deployment phase can affect the project schedule. The Project Schedule will be updated and approved by the customer as part of the Change Order Process.
8. Vendor will update the Project Schedule throughout the project duration as necessary adjustments are identified and agreed upon by both parties.

**Solution Specific Assumptions**

1. HR Document Taxonomy
  - Customer will consult with Vendor prior to implementing HR Document Taxonomy.
  - Customer will implement HR Document Taxonomy.
  - Vendor will not be implementing HR Document Taxonomy.
2. HR Employee Document Access
  - Customer is able to generate a formatted data file which references Employee Number and related Active Directory. File is updated on a scheduled basis for automated OnBase import.
  - Vendor will assist Customer with implementing HR Document Access.
3. HR Document AutoFill Keyword Set
  - Customer is able to generate a structured, scheduled Employee metadata file. File is updated on a scheduled basis for automated OnBase import.
  - HR Document AutoFill Keyword Set implementation will occur after HR Document Taxonomy has been implemented.
  - Vendor, with Customer assistance, will implement HR Document AutoFill Keyword Set.
4. HR File Cabinet and Foldering
  - HR File Cabinet and Foldering design and implementation will occur after HR Document Taxonomy has been implemented.
  - Vendor, with Customer assistance, will implement HR File Cabinet and Foldering.

**Binding Affects and Agreements**

This SOW shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns. Neither party may assign its rights or obligations under this SOW, in whole or in part, to any other person or entity without the prior written consent of the other party. Any change in control resulting from an acquisition, merger or otherwise shall constitute an assignment under the terms of this provision. Any assignment made without compliance with the provisions of this section shall be null and void and of no force or effect.



**Acceptance of SOW**

This SOW represents Vendor’s offer to perform the project on the terms set forth herein; and this offer shall be accepted only upon Customer signing and delivering this SOW to Vendor within 30 days from the date of this document (the “Acceptance Deadline”). Vendor may withdraw this offer at any time prior to acceptance by Customer. In any event, this offer shall be void, and shall for all purposes be deemed to have been withdrawn by Vendor, if this offer is not accepted, in the manner provided above, by Customer on or before the Acceptance Deadline.

For purposes of this SOW, a signed copy delivered by facsimile or electronically shall be treated by the parties as an original of this SOW and shall be given the same force and effect.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have executed this SOW as of the date(s) set forth with their respective signatures below.

DataBank IMX

Scott County, Iowa

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

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

---

**Appendix A – UAT Acceptance Form**

- Customer acknowledges that User Acceptance Testing (UAT) has been completed and that the solution has met the specifications identified within the solution design document and any subsequent, mutually-signed change orders. No further solution changes will be required before the migration of the solution to the production environment.

Exceptions:

Comments/Reason:

---

Company Name ("Customer")

---

Project Sponsor Name (Print)

---

Project Sponsor Signature

Date

---

**Appendix B – Work Acceptance Form**

Date Submitted      \_\_\_ / \_\_\_ / \_\_\_

Company: \_\_\_\_\_

Project Name \_\_\_\_\_

Deliverable/Milestone \_\_\_\_\_

Exceptions:

- Accept Deliverable
- Decline Deliverable

Comments/Reason:

---

Company Name ("Client")

---

Project Sponsor Name (Print)

---

Project Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_



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

August 24, 2017

APPROVING ECM PROJECT PHASE 2

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

Section 1. The authority of the IT Director to sign a statement of work with DataBank IMX for ECM project phase 2 in the amount of \$38,845 is hereby approved.

Section 2. This resolution shall take effect immediately.