



# ***City of Fresno Public Works Phase III***

## **Statement of Work**

### **Laserfiche Design & Development Consultation**

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## Project Statement

Provide design and development consultation for the City of Fresno Public Works Department for selected divisions.

## Scope Definition

The following scope of the project includes:

- General project management from ECS
- Generate folder structure, template fields, Workflow and QuickFields design and development

## Scope of Work

All estimated days and hours are outlined below by Division. The tasks below are meant to provide a general overview to help all stakeholders better understand the time and document type involved to complete all of the below tasks. The days allocated per Division below are subject to change.

**City of Fresno Public Works - Laserfiche Design & Development Consultation**

Group	Activity	Days	Notes
<b>Accounting</b>	Automate Vouchers	1	majority of work completed
<b>Accounting</b>	Automate Time Sheets	1	
<b>Accounting</b>	Automate Journals	1	
<b>Accounting</b>	Automate Purchase Order	1	
<b>Accounting</b>	Automate Daily Receipt Report	1	
<b>CM</b>	Automate Change Order	2	pending review of actual file locations
<b>CM</b>	Automate Contract	2	pending review of actual file locations
<b>CM</b>	Automate Recap	2	pending review of actual file locations
<b>CM</b>	Automate Weekly	2	pending review of actual file locations
<b>Capital</b>	Import Grant Documents	2	pending review of actual documents
<b>Capital</b>	Automated Email - E76	1	
<b>Capital</b>	Automated Email - CalTrans	1	
<b>Capital</b>	Automated Email - RFA	1	
<b>Traffic</b>	Import Right of Way docs	3.5	pending review of actual documents
<b>Traffic</b>	Import Timing Cards	3.5	pending review of actual documents
<b>Traffic</b>	Additional template(s)	2	separate Transportation Permits, etc
<b>Entitlements</b>	Clean up imported Entitlement data	3	remainder of Louise's files
<b>All Divisions</b>	Consulting to identify final scope.	5	Depends on errors or additional features identified by users
	Fix or modify, as needed		
		<b>35</b>	

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## Summary of Installation Hours

ECS – 35 Days/ 280 Hours. Hours onsite are utilized in 8 hour increments with a 4 day minimum consecutively.

## Estimated Deliverable Schedule – Laserfiche Configuration

The deliverable schedule will be determined at a later time based on availability of City of Fresno Divisions and ECS Project Staff. The project is planned to start after October 1, 2017.

## Items out of Scope

Items beyond scope are those items which are not included in the Statement of Work. They include but are not limited to:

- Costs associated with troubleshooting OS or hardware issues related to the workstations or servers
- Resolving any issues not related to Laserfiche, including but not limited to Windows permissions, network permissions, network hardware, server or client hardware, or other 3<sup>rd</sup> party infrastructure hardware or software

\*Any items out of scope will be considered as separate labor from the services agreed upon for this project and may require additional approval and review before proceeding. The project's primary requirements take precedence over any additional items requested that are out of scope to maintain the project timeline and ensure deliverable expectations are met.

## Location of Work

Work will be completed both on site at the City of Fresno site and at ECS Corporate Offices.

## Payment Details and Terms

Payment is based on the terms included in the original quote at a rate of \$1,800 per day (travel included). Each week is invoiced once completed or in 40 hour increments approximately.