



City of Fresno Public Works (extended contract- phase II)

Statement of Work

Laserfiche Design & Development Consultation

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Attachment A

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, workflow and QuickFields design and development

Scope of Work

All dates are estimated from the proposed starting date. The dates below are meant to provide a general timeline to help all stakeholders better understand the time required to complete all of the below tasks. The dates below are subject to change.

Estimated Deliverable Schedule – Laserfiche Installation and Configuration

The current deliverable schedule is estimated based on the assumption that all required hardware is in place.

City of Fresno Public Works - Laserfiche Design & Development Consultation

Milestone	Task	Est. Time Required (ECS hours)	Est. Time Required (Non ECS hours)	Assigned To	Elapsed Time
1	Week 1 – Consultation – Landscape/Medians& Facilities	40	24		
1.1	Design meeting	8	8	ECS	Day 1
1.2	Folder, template & workflow development	8		ECS	Day 2
1.3	Template & workflow review	8	8	ECS	Day 3
1.4	Template & workflow revisions	8		ECS	Day 4
1.5	Training, documentation and revisions, as needed	8	8	ECS	Day 5
2	Week 2 – Consultation – Streets & TSSL	40	24		
2.1	Design meeting	8	8	ECS	Day 1
2.2	Folder, template & workflow development	8		ECS	Day 2
2.3	Template & workflow review	8	8	ECS	Day 3
2.4	Template & workflow revisions	8		ECS	Day 4
2.5	Training, documentation and revisions, as needed	8	8	ECS	Day 5

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3	Week 3 – Consultation – Traffic Data Import Existing Records	40	20		
3.1	Design meeting; workflow development	8	4	ECS	Day 1
3.2	Design & review; workflow development	8	4	ECS	Day 2
3.3	Design & review; workflow development	8	4	ECS	Day 3
3.4	Design & review; workflow development	8	4	ECS	Day 4
3.5	Design & review; workflow development	8	4	ECS	Day 5
4	Week 4 – Training, deployment, debugging	40	20		
4.1	User training; Review results; Revise as needed	8	4	ECS	Day 1
4.2	User training; Review results; Revise as needed	8	4	ECS	Day 2
4.3	User training; Review results; Revise as needed	8	4	ECS	Day 3
4.4	User training; Review results; Revise as needed	8	4	ECS	Day 4
4.5	User training; Review results; Revise as needed	8	4	ECS	Day 5
Total Hours		160	88		

Summary of Installation Hours

ECS – 160 Hours. Hours onsite are utilized in 8 hour increments with a 4 day minimum consecutively.

City of Fresno Public Works – 88 Hours

Estimated Deliverable Schedule – Laserfiche Installation and Configuration

The current deliverable schedule is estimated based on the assumption that all required hardware is in place.

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 3rd 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.

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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 \$1800 per day (travel included). Each week is invoiced once completed.

