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**COMMUNITY DEVELOPMENT  
MEMORANDUM**

**Planning,  
Zoning,  
Building Safety,  
Construction Inspection Services,  
Public Health,  
Housing Inspections,  
Code Enforcement**

**To:** Mayor & City Councilmembers  
**From:** Jodi Royal-Goodwin, Community Development Director  
**Cc:** Greg Jenkins, Interim City Administrator  
**DATE:** August 20, 2020  
**RE:** Request to Approve Contract with Dude Solutions for SmartGov Software

**INTRODUCTION:** Currently the Community Development Department uses 6 software systems to perform daily and routine tasks required for building inspections, nuisance inspections, and rental registrations. We are requesting Council approve a contract with Dude Solutions to move most of these operations to the SmartGov platform, which will address department needs and establish a user friendly public portal for property owners, contractors, and landlords.

**BACKGROUND:** In 2018 the City was informed by the rental inspection software provider that the system would no longer be available after December 31, 2020. What was not communicated at that time was that licenses expiring within 12 months of the end date would not be allowed to renew at all, and in early 2020 access to all mobile services was lost. The current building software provider indicated we would be able to transition the rental housing activities to that system. However, after trying to set up the current system to fill the void it was determined the rental module of the current software is not functional for our rental market. The system does not efficiently support inspections of multi-unit properties and we are at the limit of custom fields available within the system and are unable to even add landlord names and contact information.

The current system is also operationally inefficient for other department activities. Daily activities require the use of other software systems to complete tasks increasing the time required and potential for errors. A simple example of these inefficiencies is getting photos into the electronic file, which requires the inspector to e-mail the photo to themselves from the mobile device, upload it to the computer and then transfer it into the case file. The most extreme example of this inefficiency is monthly invoicing for abatements which requires looking up cases in the current software, verifying ownership in Beacon, creating an invoice in QuickBooks, mailing a copy of the documentation to the property owner and retaining a second copy, tracking payments in QuickBooks and, if not paid, sending a second notice and ultimately processing the assessment in FileMaker after verifying the property owner has not changed in Beacon. A similar

"I remember Muscatine for its sunsets. I have never seen any  
on either side of the ocean that equaled them" — Mark Twain

process is used for rental registration invoicing. These activities alone account almost half of a work week each month.

In addition, there is no streamlined mechanism of creating a complete case record for building or nuisance inspections within the current system. Inspectors cannot pull up the history of a property to verify permits issued, nuisance history or e-mail photos uploaded to the system to a property owner for reference in making repairs. This slows approval processes and complicates communications with clients. Internal discussions identified these and other inefficiencies causing us to review not only software for the rental registration and inspection processes but also systems that would streamline operations throughout the department.

Christa Bailey, the Community Development Office Coordinator and internal technical expert, led this process and reviewed more than 45 software alternatives, including standalone rental housing options and alternatives for comprehensive software to serve the entire department. Based on a summary of features and costs, staff from the Community Development Department, Public Works and Muscatine Area Geographic Information Consortium (MAGIC) participated in a demonstration of SmartGov. Finally, Ms. Bailey was provided with live demonstrations of the program from two comparable communities currently using the software for substantially the same range of services.

The proposed annual subscription for SmartGov was \$22,700; however, working with the software provider the total first year fee will be \$7,570.04 after the subscription is prorated and application of a 6 month concession. There is a cost for set up and implementation services, \$23,599, which will include map connector with Beacon, parcel configuration, migration and set up of data, establishing payment portals, and staff training. The total first year cost to purchase and implement SmartGov is \$31,169.13.

We understand that this is a significant investment, especially amidst the current public health crisis; however, this program will provide improved customer service, significant operational efficiencies, and address immediate technology needs while improving processes. First, contractors, landlords and residents will have access to a user-friendly online portal for applications, payments and communications.

Second, there will be a major time savings internally. Cumulatively we anticipate saving the equivalent of .25 to .5 FTE, from improved processes for invoicing to those random tasks that take 10 minutes or so for each inspector and administrative staff throughout the day.

Finally, purchasing of SmartGov will fill the immediate need to purchase a standalone software program for the rental housing program at approximately \$6,000 to have an appropriate system in place by December 31 while minimizing the immediate costs to affect the transition. One comprehensive program will negate the need for four other software systems for community development functions and allow us to combine all rental inspections, market and voucher, into one system. To facilitate this coordination, the Voucher program will assist with a portion of the

conversion cost now and with the annual subscription. To have a system to support rental housing inspections by December 31 we will need to proceed with a new system quickly.

This is an unbudgeted purchase but the cost will be covered through staff savings (from current and future vacancies) with some funding from the Housing Choice Voucher Program. Per quarter the Department is currently saving approximately \$19,500 for the vacant Planner I position and \$6,875 for the vacant part-time Inspector (Nuisance and Rental) position. These positions have been vacant for 8 and 6 months, respectively, for cumulative savings of \$65,750 to date. We will have additional vacancy savings until these positions are backfilled with the City Administrator's approval and when the Senior Building Inspector Retires October 31 (approximately \$3,800 per month).

The annual subscription cost for SmartGov will not have a significant impact on the budget after reallocation of funds for other current or necessary software. Funds for the following will be redirected to SmartGov in FY22:

|   |              |
|---|--------------|
| Current Building Software                     | \$11,288     |
| Necessary Rental Software                     | 6,000        |
| <u>Voucher Inspection Software</u>            | <u>2,800</u> |
| Balance to Cover SmartGov Annual Subscription | \$ 2,622     |

**RECOMMENDATION:** It is recommended Council move to approve the contract with Dude Solutions for SmartGov software.

**SUPPORTING DOCUMENTS:** Contract with Dude Solutions



**PREPARED FOR**

City Of Muscatine

Jodi Royal-Goodwin  
Community Development Director  
215 Sycamore  
Muscatine, IA 52761

**PREPARED BY**

Dude Solutions, Inc.

**PUBLISHED ON**

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Q-179520

This SOW has been defined to leverage DSI's experience, while optimizing the use of resources, thereby maximizing cost efficiencies on behalf of Client.

Based on our current understanding of the complexity and scope of this effort and the expected involvement of the DSI team resources, the current estimated Fixed Price for this engagement is shown in the Investment table. This estimated cost breakdown is as follows:

**Pricing is based on Population and includes Unlimited Users and the Online Public Portal**

| Solutions - Subscription                 |                              |
|--|------------------------------|
| SmartGov - Enterprise                    |                              |
| - SmartGov Permitting                    |                              |
| - SmartGov Code Enforcement              |                              |
| - SmartGov Business License              |                              |
| SmartGov Connector Merchant              |                              |
| <b>Subscription Term:</b> 10 months      | <b>Subtotal:</b> \$7,570.04  |
| 6 months included at no additional cost  |                              |
| Implementation & Services                |                              |
| Web-Based Training                       |                              |
| Merchant Connector Configuration         |                              |
| Fees Configuration (Pages)               |                              |
| Department Types / General Configuration |                              |
| Map Connector Configuration              |                              |
| Parcel Connector Configuration           |                              |
| Portal Configuration                     |                              |
| Project Management                       |                              |
|  | <b>Subtotal:</b> \$23,599.09 |





|                                 |                        |
|---------------------------------|------------------------|
| <b>Total Initial Investment</b> | <b>\$31,169.13 USD</b> |
|---------------------------------|------------------------|

Subscription Pricing includes 21% Sourcewell Member Discount and Implementation and Services includes 5% Sourcewell Member Discount (Dude Solutions Member ID# 110515-SDI)

Pricing for the First Renewal Term is \$22,710.00.

The above level of effort and associated pricing is based on the SMARTGOV package selected by City Of Muscatine and is subject to change based on defined client requirements that may be discovered during project delivery. Any identified project scope or requirements changes will be addressed via DSI Change Control Authorization ("CCA") process.



Software for Smarter Operations



## Introduction

Dude Solutions, Inc. ("DSI") is pleased to submit this Statement of Work ("SOW") to City Of Muscatine for SmartGov Professional Services. SmartGov streamlines permitting, planning/zoning, Inspections, code enforcement, and business licensing, providing efficiency for your jurisdiction and enhanced customer service for your citizens. The package City Of Muscatine has chosen for implementation of SmartGov will be implemented using proven processes and methodologies managed by an experienced project manager dedicated to delivering a successful project.

DSI looks forward to the opportunity to deliver these services and the ever-lasting development of a strong business partnership.

## Definitions

In addition to the terms defined elsewhere in this SOW, the following terms have the following meanings:

**"Change Control Authorization"** or "CCA" means any request by the client to modify the scope of work, schedule, or costs will require preparation of a Change Control Authorization ("CCA" or "change order") form detailing the work to be performed, as well as the associated costs and schedule impact. Additional work will be performed only after both parties have duly executed the CCA. Scope of work changes will impact the project schedule which will be updated to reflect such changes upon CCA approval.

**"Closing Phase"** means the phase that represents the completion of a project where all metrics are finalized, all deliverables are complete and accepted by client, and all remaining billing/invoicing takes place prior to project closure and acceptance.

**"Deliverable Acceptance Form"** means the form that is a standard PMO form used for client to agree to accept a deliverable as complete and final.

**"Escort"** means the client provided resource/person to take Dude Solutions, Inc. ("DSI") resources around client facilities and provide access to restricted areas agreeable between client and DSI as needed.

**"Executing Phase"** means the phase of the project where deliverables are developed and completed.

**"Fixed Price/Fixed Fee/Fixed Price Project"** means the project pricing includes all services, tasks, and expenses associated with the client project.

**"Monitoring and Controlling Phase"** means the phase for measuring project progression and performance and ensuring that everything happening aligns with the project management plan.

**"Onsite Services Completion"** means onsite services have been completed and when necessary, the Deliverable Acceptance form will be used to document the completion of deliverables provided during the onsite services visit.

**"Orientation Call" or "Project Kick-Off Call"** means the call/meeting which begins the project and proper expectations are set between DSI and the client.

**"Output Documents"** standard or custom documents generated from SmartGov "e.g. permits, Certificates of Occupancy, violation letters, business licenses, receipts"

**"Orientation Call Completion"** means the Orientation Call or Project Kick-Off Call has been completed and the project has begun and proper expectations have been set between DSI and the client.

**"Professional Services or Services"** means professional, technical, consulting and/or other services.

**"Project Completion"** means the project completion occurs when all deliverables of the project have been completed and accepted by the client via the Project Completion Acceptance Form.

**"Project Completion Acceptance Form"** means the form that is a standard PMO form used for client to agree to accept a project as complete and final.

**"Project Management Methodology"** means the manner and process used to deliver services projects.

**"Project Management Office"** or "PMO" means the office that provides the oversight and standardized processes to consistently deliver projects in a concise, consistent, and standardized manner. The PMO manages and maintains the processes and standard templates utilized to manage DSI projects.

**"SmartGov Modules"** means the Permitting Module (permits for all departments), the code Enforcement Module, the Business Licensing Module, and the Recurring Inspection module.

**"Software Component Configuration"** means the components within the software have been configured per client specifications.

**"Statement of Work Acceptance"** means the signing and accepting of the terms of the Statement of Work document by client.

**"Support Engagement"** means the point in the project where implementation services end and product support begins.

**"System Configuration Completion"** means the configuration items within the software have been configured per client specifications.

**"System Level Configuration Items"** standard configurable items that are applied across departments and case templates.

**"Training Completion"** means the onsite or virtual training has been completed and when necessary, the Deliverable Acceptance form will be used to document the completion of deliverables provided for completion of the onsite or virtual training services.

**"User Acceptance Testing - UAT"** means that after the system is configured the client will have an opportunity to perform user level testing based on client developed test scripts. DSI will correct issues as documented and presented during this process.



## Project Scope and Approach

### Implementation Process Overview

In order to successfully implement the SmartGov application, DSI will work with City Of Muscatine to understand requirements necessary to configure and set up the SmartGov application to streamline processes related to permitting, planning/zoning, inspections, code enforcement and business licensing for your jurisdiction and citizens. Once the City Of Muscatine has reviewed, and approved these requirements and processes, DSI will configure and setup the application to support the City Of Muscatine's unique business rules.

Following the configuration and modeling work, DSI will train the City Of Muscatine's team using its jurisdiction-specific configuration. After training, DSI will work with City Of Muscatine to test the work performed and provide the necessary updates to successfully implement the solution. The system will then be ready to go live in production. If the City Of Muscatine purchases "Go-Live Support" packages, DSI will provide support for the period of time defined in the statement of work.

## Customer Implementation Engagement Sessions ("CIES")

Client project team representatives and DSI project team representatives will dedicate time to meet in person or via teleconference to maintain communication and conduct coordination of project activities and tasks.

### Deliverables

Dude Solutions will provide the following task deliverables:

- Project Management Meeting Schedule
- Data Migration and Technical Design Meeting Schedule
- Configuration Meeting Schedule
- Meeting notes or recordings for all scheduled meetings

The client will provide the following resources or task deliverables:

- A complete project team roster, including email addresses, phone numbers, and roles / titles
- Necessary communication / information to allow all project schedules to be finalized
- Timely response to task-related emails or phone calls to enable on-time completion of all assignments
- A minimum of 24-hour notice if all minimum required members for any scheduled meeting cannot attend the meeting. This will allow the meeting coordinator sufficient time to cancel or re-schedule the meeting as necessary

### Assumptions and Constraints

- Initial proposed meeting plans from DSI will reflect the minimum recommended frequency, duration, participants (by job title or role), topics, and action items to address the full SOW
- Final meeting plan will be approved by the client key sponsor(s)
- Coordination and integration of the PM meeting, data migration, technical design meeting, and configuration meeting will align with the scope of the project, client organizational structure, and assigned resources
- The Client will provide dedicated knowledgeable technical resource available for questions

- The Client will provide a dedicated knowledgeable resource for mapping analysis
- The Client will provide read only access and screen shots for various permits/case types to provide context to DSI data migration specialists
- The Client will provide resources for validation throughout the process
- Client will provide side-by-side data entry for 2 weeks prior to go-live
- Response time for questions is one business day
- DSI may require up to 3 backups of data for each database throughout the process

## Planning, Initial Set Up & System Level Configuration

Configuration begins with planning and analysis necessary to establish the overall configuration approach. After planning, and once the approach is documented and agreed to, DSI will set up the SmartGov environments to support implementation. DSI Consultants begin configuration with system level items or items that apply generally across all departments and types of configuration items.

Setup of environments to support SmartGov implementation and configuration of core items in each SmartGov module that are specific to City Of Muscatine 's requirements. These core items are defined/configured at the client level [i.e. these are configurable items that will be standard or shared across all departments and configuration types].

### Deliverables

Dude Solutions will provide the following task deliverables:

- A Configuration Plan document that includes:
  - Identified current and future state business processes to be supported by the final product via the configuration work effort
  - Recommended approach to configuration that supports the identified business processes and activities
  - Configuration details for all permit, inspection, license, and code enforcement types to be configured in SmartGov. All templates required for creating the configuration types will be created in SmartGov based on requirements gathered in meetings with the client
- SmartGov Environments to support the implementation process including:
  - Configuration (Dude Solution access only for configuration)
  - Validation (client has access for testing, can be refreshed with configuration copy upon request)
  - Training
- Weekly configuration status reports (in PDF format) generated from the client specific configuration instance of SmartGov. These reports serve as the primary source to demonstrate core configuration elements, status, and needs
- Jurisdiction configuration, per Configuration Plan, to include as needed:
  - Parcel and/or address information management
  - Contact information management
  - Contractor license information management
  - Receipt/transaction information management
  - Inspection scheduling information management
  - Configurable screen display settings



- User configuration per Configuration Plan, to include as needed:
  - Individual User Rights
  - Available Departments
  - Available Distribution Groups
  - Available Inspection Qualifications
  - Available Security Groups
- Job configuration per Configuration Plan, to include as needed:
  - Default list of available queued jobs
  - Queued job parameters
- Administrative & shared configuration rules per Configuration Plan, to include as needed:
  - Administrative processing rules where available in the configurable Jurisdiction Values list
  - Standard status options for cases, submittal items, workflow steps, step actions, inspection types, inspection actions, accounts, and intervals
  - Standard expiration rules
  - Standard online processing rules [for the portal]
  - Standard reports available across all case types

#### **Assumptions and Constraints**

- The Configuration Plan will be based on information delivered to, or collected by, the DSI Consultant within a specified time frame established at the project kick-off
  - During the development of the Configuration Plan, the client provides representatives for all work units with work activity to be supported by the final delivered product
- Client will provide access to the appropriate leaders and/or subject matter experts to ensure meaningful engagement at all required meetings and to ensure on-time completion of assigned action items
- Client will provide access/links to any public, or private, web sites or operating systems, if needed, to gather complete business requirements
- The Configuration Plan can meet client requirements and can be fully executed within existing product design in all modules
- The Configuration instance will be solely owned by the DSI Implementation team and serves as the primary source for the final delivered product design
- The Validation instance will be sole source used by the client to complete all assigned configuration UAT tasks
- The Training instance will be used solely by members of the client project team to assist in understanding SmartGov functionality. It will contain default data sets and serves as a temporary "sand box" for assigned users.
- The client will designate one person on their project team to serve as the final decision-maker for all system level configuration elements. These are configured settings that are shared across SmartGov modules, and/or are settings common to all departments / divisions / users

- When configuration tasks, or related work effort, requires information to be submitted to the DSI Implementation team in a specific file format or within specified parameters, the client is able to comply with these stated requirements
  - Note: If the client cannot provide information in the DSI standard format, the assigned Project Manager will determine if a formal Change Request or additional contracted SOW is needed to provide assistance in developing or converting the information into the desired format

## Module Case / Department Types

SmartGov implementation activities include the set up of case templates in one or more of these modules: Permitting, Licensing, Code Enforcement and Recurring Inspections. These case templates must be used to create records in SmartGov in each module. Your DSI Consultant will provide specific information about the minimum required elements to be configured for the case templates in each module; these required case template elements do vary by module.

### Deliverables

Dude Solutions will provide the following task deliverables:

- Case template baseline elements, per the Configuration Plan, to include as needed:
  - Case record reference information
  - Template specific expiration, renewal or interval rules
  - Template specific default submittal list
  - Template specific details (custom attributes) that are required for any of the following: application intake, workflow step completion, inspection completion, fee calculation, or mandatory regulatory reporting
  - Template specific default workflow steps for Admin, Review, and Final work lists
  - Template specific default inspection list
  - Template specific list screens such as Bonds, Fixtures, Valuations, Violations, Citations, Lien, or Items
- Once baseline case template configuration is completed, any expanded configuration beyond baseline must be discussed during Configuration Meetings with the Consultant and approved by the assigned PM. Expanded configuration elements, if approved, may include
  - Non-essential custom attributes
  - Work step dependencies and due dates
  - Step actions and Inspection actions
  - Default Parent-Child case linkages
  - Workflow cycling feature
  - Template specific tab appearance
  - Standard note types and note codes
  - Standard condition types and conditions
  - Standard code references
  - Template specific report links

The client will provide the following resources or task deliverables:



- Specific lists of all types of applications, forms, or other documents that describe all services to be supported by SmartGov at the time of project "Go Live"
  - This list should be inclusive of all in-scope departments
  - This list should conform to requested formatting and scope instructions, as communicated by DSI
- A PDF or Word version of all customer-facing documents (forms, letters, cards, etc.) expected to be generated by SmartGov
- A publicly accessible URL, or electronic copies of reference information, that provide all pertinent state, county or local regulatory information that are known to impact business operations to be supported by SmartGov
- A fully approved version of the template validation workbook
- Approval via email or other written correspondence of any other identified forms, as requested by the Consultant

### Assumptions and Constraints

- The scoped number of department templates for this SOW are 27 types. If the number of department types identified during the configuration work effort exceed the number of types scoped for this SOW, the additional types may be introduced into the scope of the project via the DSI CCA process once signed and approved by the DSI Project Manager and the client Project Manager.
- Case template configuration will be completed within existing product design in each module.
- DSI will configure each application or request type in the SmartGov module that best supports the associated workflow. The primary goal of configuration of case templates is to optimize SmartGov capability
  - Note: This assumption means that recommended case template configuration may or may not align with current internal customer naming convention or legacy system design
- The total number of case templates to be configured across all modules will be stated in the Configuration Plan. This total may vary from the initial sales order, where applicable, if approved by the DSI Project Manager
- A complete list of case templates to be configured across all modules will be approved by the client key sponsor, or their delegate, no later than the third Configuration Meeting
- Baseline configuration for case templates identified in the Configuration Plan will be completed before any expanded template configuration work will be done
- Baseline configuration for case templates listed in the Configuration Plan will support the end-to-end work steps that correspond to each default SmartGov Process State in the applicable module.
- If case templates or department types are identified during the configuration work effort, that are not documented in the original Configuration Plan or exceed the number of types scoped for this SOW, the additional templates or types may be introduced into the scope of the project via the DSI CCA process once signed and approved by the DSI Project Manager and the client Project Manager.
- Super Admin training will include how to maintain or update case templates

### Financial Setup and Fees Pages

Configuration of GL Accounts and Fee Codes as needed to support financial transactions for any business activity to be supported by SmartGov.

### Deliverables

Dude Solutions will provide the following task deliverables:

- A weekly Fee List Report that reflects all configured active fees and their associated GL Accounts
- Configuration of permitting module fee codes necessary to support all configured case templates
- Configuration of Licensing module fee codes necessary to support all configured case templates
- Configuration of Code Enforcement module fee codes necessary to support all configured case templates
- Configuration of Recurring Inspection module fee codes necessary to support all configured case templates
- Configuration of other fee codes required to support routine transaction activity including NSF ("Non-Sufficient Funds") fees, administrative fees, fines, regulated surcharges, convenience fees, and the like
- Configuration of fast track fees, deferred fees, and tax exempt fees within current product design.
- Configuration of the timing during the workflow process that each fee will be assessed and may have payment applied against the fee within current product design
- Configuration elements as needed to support online [ SmartGov portal] payments
- Setup and definition of Fees Pages

### The client will provide the following resources or task deliverables:

- A copy of all current fee schedules for all in-scope departments and business functions
- A current list of GL Accounts
- The last two monthly or quarterly relative financial reports
- A copy of any other operating document that contains pertinent information regarding any assessed charges, surcharges, potential fines, etc
- Contact information for one or more subject matter experts in the appropriate finance departments. This is to facilitate efficient information gathering from both operating and finance departments / divisions

### Assumptions and Constraints

- All fee codes will be configured within existing product design
- A GL Account list approved / authorized by the client's finance department is provided to the DSI Consultant. This GL Account list will be limited to accounts associated to fee codes to be configured in SmartGov
- GL Accounts and Fee Codes will be configured with product design parameters
- All configured fee codes will be derived from documented fee schedules or comparable client documentation provided to the DSI Consultant. Updated fee schedules or related documents that are provided after the initial versions may be incorporated into the final configuration if there is no adverse impact on the project schedule
- Fee codes will be configured to optimize SmartGov capability, and therefore may not be identical to legacy system fees
- Determination of the specific fee codes to be defaulted within each module case template will be determined by the designated client project team member
- Validation of case templates will include validation of fee code functionality
- User security rights will address fee code management within current product capability
- Super Admin training will include instructions for maintenance of GL Accounts and configured fee codes



## Portal Configuration Setup

Configuration of required elements to enable in-scope functionality associated with the SmartGov online portal, as stated in the Configuration Plan.

### Deliverables

Dude Solutions will provide the following task deliverables:

- A Portal Validation site to demonstrate and test Portal configuration
- Information regarding Portal set up options
- A Portal set up workbook template

The client will provide the following resources or task deliverables:

- A fully completed and approved Portal Set up workbook
- Any written content to be visible in portal that is not configurable
- Resources to test Portal configuration

### Assumptions and Constraints

- The client will be responsible for taking steps to integrate the SmartGov portal into existing online sites
- Online payments will not be enabled without also purchasing the Merchant Services connector
- The client will be able to determine the level of online integration with their business processes, within existing product design
- Portal configuration will occur along with configuration of module case templates.
- Validation tasks will include distinct tasks to approve Portal set up
- Portal user security will be defined using existing product functionality
- Super Admin training will include information about options for the client to maintain / update portal configuration

## Parcel Connector Setup

The parcel connector is an optional feature that is used to keep the parcel repository in SmartGov up to date. Parcel data that is typically maintained in a county assessor's system is used as the primary reference for modules in the SmartGov application. Parcel profile information, such as Parcel Number, Site Addresses, Current Owner, Legal Description, Section, Township, Range, Quarter, Subdivision, Block, Lot, and Neighborhood, is accommodated in standard data fields. Additional attribute data may also be stored in our custom detail area. Additionally, if the associated latitude and longitude data is available, those coordinates can be added to the parcel record to allow users to geographically locate information on the map.

### Deliverables

Dude Solutions will provide the following task deliverables:

- A tested, working parcel connector along with a list of unresolvable errors to be addressed

### Assumptions and Constraints

- Parcel Connector required fields supplied

## Map (GIS) Connector Setup

The Map (GIS) connector allows for the display and viewing of a geographical map based on parcel data provided in SmartGov. The Map (GIS) connector will display layers on the SmartGov map based on the clients current Geo-database.

### Deliverables

- Map layers configured and available for display on the SmartGov map
- Parcel layer registered in SmartGov for use with SmartGov popup
- Ability to turn layers on and off
- Training to configure layers going forward

### Assumptions and Constraints

- Client will provide URL to ArcGIS REST Service with layers for SmartGov to consume and display on the map
- Layers are required to be hosted on an ESRI server
- Layers must be available via HTTPS
- Server must have valid security certificate issued by a digital certificate authority (not self-signed)
- Layer formats supported:
  - Map Services
  - Feature Services
  - Tiled Services
  - Web Map Service (WMS)

## Merchant Service Connector Setup

SmartGov's public portal can be configured to interface with 3rd party payment gateways to accept credit card transactions. SmartGov does not store any credit card information or other sensitive information relating to credit card transactions processed via the portal. Most payment gateway providers will transition the user from the SmartGov site to their own secure site in order to complete the transaction before redirecting the user back to SmartGov. This allows the payment gateway provider to maintain the secure information and pass only necessary information, such as a confirmation or transaction reports, to SmartGov.

The first step to implement the connector is for DSI to build the interface between SmartGov and the selected payment provider. If the provider is new, DSI will first need to build the technical backend process to enable electronic transactions to/from SmartGov. Once the initial backend setup is complete, SmartGov can be configured to process payments.

Each payment gateway provider has different sets of specifications that they require to be sent to their system to authenticate payment information. When DSI builds a connector to a payment gateway provider, a new option will become available in the Payment Vendor drop down menu on the Administration Portal Payment Configuration page. If a payment gateway provider does not have a connector to SmartGov, no option will be available in the drop down menu. The payment gateway provider should provide the necessary information to the jurisdiction in order to complete the setup process. Administrators may be asked to provide additional URLs to SmartGov pages for navigation purposes.

### Deliverables



- Configure the Merchant Service connector to process payments for client services and transactions processed in SmartGov
- Configure the 3rd party payment gateway to accept credit card transactions

#### **Assumptions and Constraints**

- SmartGov does not store any credit card information or other sensitive information relating to credit card transactions processed via the portal
- Merchant Services Gateway Payment Provider Partners include:
  - ACI Universal (Official Payments) – Integrated Level 1 Payment Process - Postback v2.4
  - Authorize.NET Service Integration method (SIM)
  - BridgePay
  - ETS Corporation – Hosted E-Com Payment Page Service v1.50<
  - First Data Global Gateway Connect v1.3
  - First Data Global Gateway E4
  - FISGlobal – PayDirect Web
  - GovPay
  - PACE Technology Engine
  - PayPal – Pay Flow Pro
  - Point & Pay – Parameter Passing v3.0
  - PayGov
  - Paymentus
  - Reliant Pay
  - TransFirst
  - US Bank – E-Payment Service v12.1 (Elavon)
  - Wells Fargo
  - XpressBillPay

#### **Standard Reports (70 Reports Included)**

DSI will provide the client reports (reports and output documents) that includes 70 standard reports. Normal modifications to these reports to entail updating client specific information and logos not related to data output.

- Custom Reports: SmartGov comes with 70 standard reports and output documents. Using tools in SmartGov, client staff can add the client's logo and modify header and footer information.

#### **Deliverables**

- 70 standard reports
- Edits will be made to add client specific logo and information i.e. company name, address, phone

#### **Assumption and Constraints**

- Modification to standard reports will be related to Client branding and logos

## Post Go-Live Support

DSI will provide the client with "Post Go-Live Support" which includes additional training, configuration support, reporting assistance, transaction based support, and work with the client on basic production related issues or questions for utilizing the system.

### Deliverables

Provide production related post go-live support for 30 days after go-live date.

### Assumptions and Constraints

- System configuration and all implementation tasks have been completed and client is using the SmartGov system in production

## User Acceptance Testing "UAT"

DSI will work with the client to conduct User Acceptance Testing ("UAT") upon the completion of configuration and development tasks to confirm SmartGov functionality using the client's UAT Test scripts, developed by the client. The client will execute their test scripts and communicate the results of the test scenario as either pass or fail. DSI will review the UAT test log for issues and will assign these issues to the appropriate resource for resolution. DSI will have up to ten (10) days to correct any functional item that fails a test, or provide a mutually acceptable written explanation of when the failed item will be corrected. In the event a bug is identified, the bug issue will be assigned to the DSI Engineering Team for assessment. DSI Engineering will then provide an estimated time frame for resolution. The client has the right to conduct additional UAT Testing for items within project scope.

### Deliverables

#### DSI will provide the following task deliverables

- SmartGov Validation environment ready for system User Acceptance Testing
- Review any discrepancies found by the client during UAT Testing
- Correct any functional item that fails a test within 10 days, or provide a mutually acceptable written explanation of when DSI will correct the failed item
- Identified software bugs will be addressed by DSI Engineering for assessment. DSI Engineering will then provide an estimated time frame for resolution
- Provide tools for documenting UAT test scripts in the UAT testing Plan and issue tracking log as needed, client may use their own UAT Testing Plan document if available

#### The client will provide the following resources or task deliverables

- Create a User Acceptance Test Plan with scenario based test scripts to include end-to-end system and client business process functionality, system workflow, system configuration, data migration, interfaces, reports, etc
- Execute UAT Testing Plan
- Track and document test results

- Written acceptance of System User Acceptance Testing complete via the DSI Deliverable Acceptance Form

### **Assumptions and Constraints**

- The client will develop a UAT Test Plan
- The client will provide resources for User Acceptance Testing throughout the process
- The client will track and document test results in a mutually agreed format
- DSI will provide resources to address discrepancies

Upon successful completion of UAT Testing, Client will sign a DSI Deliverable Acceptance form, provided by the DSI Project Manager, to document their acceptance of UAT Testing and acknowledgement that UAT Testing has been completed successfully

## **Project Management / Engagement Management**

The Project Manager's primary goal is to deliver the project within defined constraints through planning, scheduling, and controlling those activities required to achieve the project's objectives and meet customer expectations. The Project Manager strives to deliver on schedule, within budget, within scope, and at the desired performance level.

DSI assigns a professional Project Manager and/or a professional Engagement Manager for every consulting engagement. DSI's Project Management Office ("PMO") and Project Management Methodology provides Project Managers with a formal framework that is used in initiating, planning, managing (executing, monitoring, and controlling), and closing DSI's customer projects. DSI's Project Manager will have the primary responsibility for coordinating all activities for this SOW including scheduling resources, confirming project activities and that all project deliverable and defined activities are executed within the scope of this SOW. DSI's Project Manager will serve as the single point of contact for the project related to this SOW.

DSI's Project Management Methodology provides a defined set of phases and deliverables per Project Management Institute Best Practices which include a series of planning phase activities, including initial alignment meetings to prepare for the kickoff meeting to enable all project participants to understand the project scope, project plan, and objectives. The project kickoff meeting will allow all participants to be introduced, review and understand the delivery methodology, define team roles and responsibilities, review the communications and risk management plans, review documentation templates, review the SOW and project schedule. The Executing phase allows DSI Project Managers to direct and manage project progress through task execution, distribute project related information per the Communications plan, Quality Assurance per the SOW guidelines, project team development and coaching, and checkpoint meetings to review project progress during each work week, and weekly status meetings. The Monitoring and Controlling phase provides the DSI PM with the toolset to manage the triple constraint triangle of scope, cost, and schedule through integrated change control, quality assurance, deliverable validation, risk monitoring and control, performance monitoring to plan and schedule, and initiating corrective action measures. In the Closing phase, the Project Manager will verify product and deliverable acceptance, perform final financial audits, lessons learned, project archive delivery and updates, and formal project completion acceptance from the customer.

Project Management activities include:

- Project planning and kickoff meetings

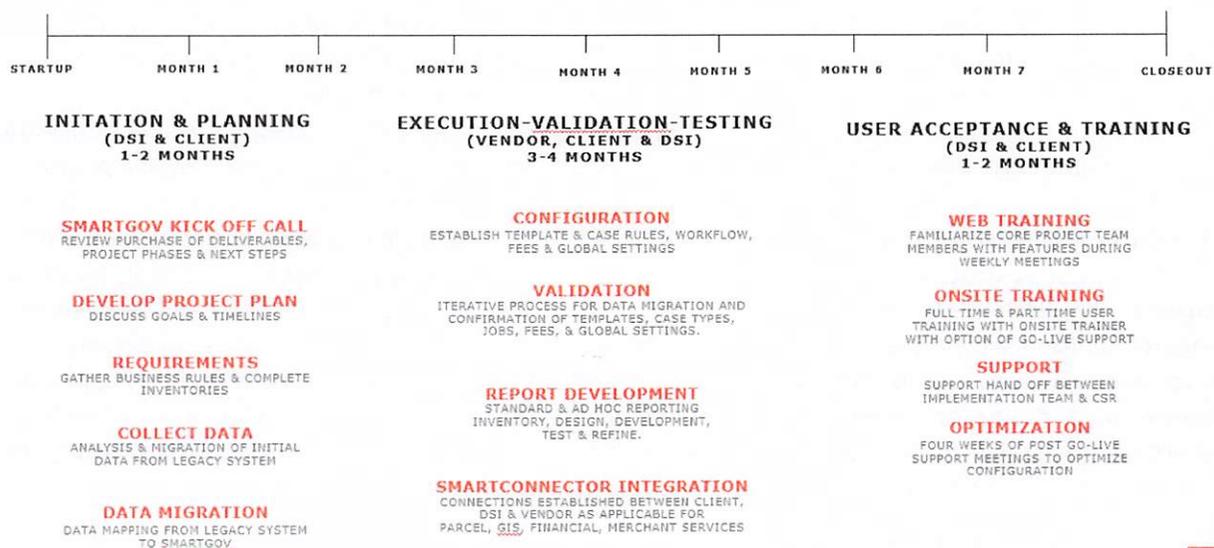
- Project schedule developed per SOW tasks, deliverables, and resource assignments
- Status reporting and status meeting
- Continuously communicating, planning, and scheduling updates
- Schedule and budget monitoring, and scope management
- Risk Management planning to continuously identify, analyze, and mitigate risks
- Action Item and decision tracking, as well as resolving and escalating issues
- Quality Control
- Change control management
- DSI project resource management
- Work product completion and deliverable acceptance management
- Project Completion Acceptance execution

### Project Timeline

DSI anticipates commencing this project on a mutually agreeable start date upon receipt of an executed SOW acceptance page ("Acceptance") found at the conclusion of this document. Within two weeks of the Orientation Call, the DSI Project Manager will schedule a mutually agreeable date and time for the project kick-off meeting. As a deliverable of the kick-off meeting, the DSI Project Manager will develop a project schedule to be shared with the clients' project manager for review and agreement. As a deliverable of the kick-off meeting, the DSI Project Manager will develop a project schedule to be shared with the clients' project manager for review and agreement.

The following generic process will be followed for the implementation of this project. Below is a depiction of the generic process the DSI Project Manager/Engagement Manager will follow for the implementation, DSI reserves the right to modify this process to reflect the scope of this project.

## SMARTGOV High Level Process



## Professional Services Invoicing / Billing

### Invoicing Terms

DSI will generate project invoices when the above product codes are completed for the value of the product code as shown in the Investment table.

### Travel Expenses

**Travel expenses are inclusive in Dude Solutions pricing for your project.**

DSI understands there are extenuating circumstances that require a change in scheduling. DSI will make every attempt to accommodate cancellation/rescheduling requests on an as-needed basis. Rescheduling requests will be subject to resource availability and every attempt will be made to meet requested timeframes and timelines, however, no guarantee can be made for requested dates or times. Client accepts that DSI will reschedule based upon our resources' next availability that meets the project duration requirement to complete the scope of work.

### Cancellation Policy

**Cancellation and Rescheduling requests will be managed per the below policy:**

**Cancellation/Rescheduling Fees:** In the event that the Client requests to reschedule their onsite work date(s), Client must reschedule 14 days in advance of the scheduled onsite work. Any requests for rescheduling onsite work within the 14-day window prior to the scheduled onsite date, will require the Client to reimburse DSI the full cost of any **Cancellation Fees** and **Re-booking Fees** incurred.

#### Definitions:

- **Cancellation Fees:** Any actual fees incurred by DSI from its travel providers which are the result of the Client canceling work for scheduled date(s) which are not immediately rescheduled, including, but not limited to fees charged for airfare, train, rental car, and hotel.
- **Re-booking Fees:** Any change fees associated with changing travel arrangements to accommodate a rescheduled date requested by Client including, but not limited to, any difference in reasonable travel costs (airfare increase, hotel increase, rental car increase) incurred when re-booking for requested dates.
- **Force Majeure:** Client will not be held liable for Cancellation or Re-booking Fees incurred by DSI as a result of an act of God, such as an earthquake, hurricane, tornado, flooding, winter super storm, winter weather that shuts down a facility, or other natural disaster, or in the case of war, action of foreign enemies, terrorist activities, labor dispute or strike, government sanction, blockage, embargo, or failure of electrical service within a facility's power grid.

## DSI Project Team Roles and Responsibilities

The roles listed below comprise the DSI team supporting this project. The team brings a wealth of experience and knowledge that will provide you with the highest caliber of expertise, thought leadership, and project management. *Due to the size and scope of the project, one person may play multiple roles, to be determined by DSI as appropriate.*

- **Senior Implementation Consultant:** The Senior Technical Consultant ("STC") will develop and deploy the solution and ensure that it meets the business requirements for the project. The STC's goal is to deliver a responsive system that complies with the functional specification. The STC defines, designs, and implements the features or products that meet the client's functional expectations.
- **Implementation Consultant:** The Implementation Consultants ("IS") primary role is to provide project implementation support by setting up a client's account, performing system configuration as defined in the scope of the project, creating/modifying templates as defined in the scope of the project, and creating or modifying standard or custom reports as defined in the scope of the project or requirements discovered during requirements gathering sessions.
- **Project Manager / Engagement Manager:** The Project Manager's ("Project Manager" or "PM") / Engagement Manager's ("Engagement Manager" or "EM") primary role is to deliver the project within the project's defined constraints through planning, scheduling, monitoring progress, controlling scope, and managing client expectations. The PM/EM manages the process to release the correct product on schedule and within budget.

## Project Assumptions and Constraints

DSI has made the following general assumptions in this SOW to derive the estimated cost for this project. It is the responsibility of City Of Muscatine to validate these assumptions and responsibilities before signing the Acceptance. Deviations from these assumptions may impact DSI's ability to successfully complete the project and will be addressed via a CCA process, as appropriate. Any changes in scope, schedule, or costs will be documented via the CCA process, whether there is a cost impact or not. Zero dollar CCA's will be used as mutual agreement documentation for scope and schedule changes.

## Project Assumptions

- Client business stakeholders must be available for onsite visits and working phone conversations.
- DSI resources will be onsite as planned and scheduled.
- Prerequisite data gathering, related to an orientation call or requirements gathering session onsite, must be completed prior to scheduled onsite or orientation call date in order to maximize onsite consulting time and resource productivity.
- DSI is not responsible for delays caused by missing data or other configuration information that is required to be available prior to the onsite visit. Having the requested data and configuration information available prior to the onsite visit may minimize delays so progress can be made quickly.

- Regarding requested enhancements or new feature development, the request will be fully documented and delivered to the DSI software engineering team for review for product inclusion, definition, development, prioritization, and sprint release development and confirmation.

## General, Administrative, and Cost

- DSI must be in receipt of this SOW, signed by an authorized Client representative, prior to initiation of services including orientation calls or onsite visits.
- As applicable, designated deliverables must be approved in writing using the *DSI Deliverable Acceptance form*.
- Upon satisfactory completion of project, Client must provide project sign-off using the *DSI Project Completion Acceptance form*.
- DSI is not responsible for delays caused by Client, its contractors, or any third party vendors or third party service providers.
- All project documentation will be prepared in DSI standard format in Microsoft Word, Excel, PowerPoint, Project, Visio, and/or PDF.
- This document could include technical inaccuracies and/or typographical errors.
- **Any request** by City Of Muscatine to modify the scope of work, schedule, or costs will require preparation of a CCA form detailing the work to be performed, as well as the associated costs. Additional work will be performed only after both parties have duly executed the CCA. Scope of work changes will impact the project schedule which will be updated to reflect such changes upon CCA approval.
- All on-site work will be conducted at Client's physical location. As required, appropriate Client personnel will be made available either at that location or via alternate means (e.g., conference call) for in-person meetings, tours, and ad-hoc meetings with appropriate personnel for additional fact finding, data gathering, and reiteration demos.

## Client's Support

- Client will provide the needed input, resources, and documentation to support the tasks contained herein.
- Client will assign a project manager/leader to coordinate activities, reviews, and the collection of information in support of this project and to act as a point of contact.
- Client team members will be identified and be part of the decision-making process as it relates to changes in process, applications, technology, etc.
- Client will provide assistance in the development of functional requirements and will confirm those requirements meet the project's overall business objective.
- Client business and technical staff must be available for team workshops, requirements gathering, data gathering, and/or consulting sessions.

- Client will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, jurisdictions, management teams, or other necessary resources required for the success of this project.
- Client will provide access to resources in a manner consistent with the proposed schedule and provide suitable designees in the absence of required resources.
- Client will provide adequate working facilities (i.e., desk, computer, telephone, contractor identification, access badge, parking pass, etc.) for DSI to perform any portion of this project that must be conducted at Client's facility and access to all applicable software, databases, tools, and systems at their facilities.
- Client will ensure that the consultant(s) are granted access to the facilities and/or systems required to conduct the necessary work defined in this SOW.
- Client will provide a knowledgeable Escort for data gathering, requirements gathering, tours, and access to restricted personnel as necessary.
- A minimum of 24-hour notice if all minimum required members for any scheduled meeting cannot attend the meeting. This will allow the meeting coordinator sufficient time to cancel or re-schedule the meeting.
- Advance notice if there is to be any additional incurred travel expenses above and beyond the contract. DSI will confirm approval of all travel dates and expenses in email from the appropriate project sponsors prior to being on site.

### Client Engagement Responsibilities

The below table demonstrates the anticipated client engagement responsibilities and level of effort involvement to ensure the success of the project.

| Role | Time<br>(% FTE) | Responsibilities |
|------|-----------------|------------------|
|------|-----------------|------------------|



|  |        |  |
|--|--------|--|
| <b>Implementation Project Lead</b>       | 30-40% | <ul style="list-style-type: none"> <li>• Serve as primary Person of Contact</li> <li>• Work with Dude PM to plan and schedule client resources</li> <li>• Manage the scope of the paid services in SOW</li> <li>• Coordinate Client staff assignments</li> <li>• Manage Client activities to meet schedule commitments</li> <li>• Mitigate all implementation risks</li> <li>• Define requirement/layouts of reports purchased</li> <li>• Identify requirements for any connectors purchased</li> <li>• Sign-off on completion of all implementation services delivered</li> </ul> |
| <b>Subject Matter Experts (Multiple)</b> | 40-60% | <ul style="list-style-type: none"> <li>• Attend Implementation/configuration meetings</li> <li>• Define and provide input into configuration</li> <li>• Attend User Acceptance and validation Training</li> <li>• Validate data and configuration</li> <li>• Develop UAT Test Scripts</li> </ul>   |
| <b>IT Lead</b>                           | 5-10%  | <ul style="list-style-type: none"> <li>• Manage infrastructure changes to support SmartGov</li> <li>• Provide the data to be migrated from systems</li> <li>• Mitigate any technical issues</li> <li>• Coordinate technical assignments required to implement</li> <li>• SMARTConnectors, including GIS and parcel data</li> </ul>   |
| <b>Data Validator / UAT Testing</b>      | 20-30% | <ul style="list-style-type: none"> <li>• Validate all data migrated</li> <li>• Comprehend the data in the prior system and how it translates to Community Development</li> <li>• Verify the data that was validated</li> <li>• Participate in UAT Testing, execute test scripts and provide feedback</li> </ul>  |



|                             |              |  |
|-----------------------------|--------------|--|
| <b>System Administrator</b> | 10-15%       | <ul style="list-style-type: none"> <li>• Manage SmartGov Configuration</li> <li>• Create user accounts</li> <li>• Handle user access/privileges</li> <li>• Reset passwords</li> <li>• Supervise organization information changes</li> <li>• Regulate system values</li> <li>• Customize attributes</li> <li>• Generate ad hoc reports</li> <li>• Support internal usage of SmartGov</li> </ul> |
| <b>Training Coordinator</b> | 10%          | <ul style="list-style-type: none"> <li>• Manage data within SmartGov, specifically:</li> <li>• Accreditations</li> <li>• Task lists</li> <li>• Training Tracks</li> <li>• Assessments</li> <li>• Training Items</li> <li>• Training Location (conference room, off-site, etc.)</li> </ul>  |
| <b>User</b>                 | Case-by-Case | <ul style="list-style-type: none"> <li>• Participate in SmartGov training</li> <li>• Participate in UAT Testing, execute Test Scripts</li> </ul>   |

## Change Control Authorization Process

In order to maintain a positive relationship with our clients and to complete all services and deliverables of a project on a timely basis, all facets of the project must be agreed upon, and any changes to the project must be requested and evaluated for impacts. Change control is an essential mechanism to monitor and document all project changes and deviations from the original scope and objectives of the project. All project changes must be requested via the project CCA process. The basic steps for a change are:

- The client team or DSI team discovers a need to change the project.
- The authorized client project manager or DSI Project Manager is notified and a CCA is initiated.
- The written project change request is reviewed by all necessary parties and either accepted or rejected.
- If rejected, the change request is maintained in the project file for reference purposes.
- If the written change request is accepted, then:
  - All necessary signatures are recorded on the change request
  - All affected documentation is revised to reflect the change(s)

- Any adjustments to schedule, scope, and/or cost are made to the overall project plan
- Signatures are required for all change requests
- Copies of the official approved and signed CCA are forwarded to the customer project manager and DSI Project Manager for the documentation archive. DSI will forward a copy to the Project Accounting Team in the office to update the project information and budget (if necessary).

**Change Control Authorizations Process Steps**

| Step | Type        | Description   |
|------|-------------|---|
| 1    | Request     | A request is made for a change to the agreed upon scope baseline. The request may be internally or externally generated, must be formally written and communicated to the project manager, and may have been prompted by any number of reasons or events.   |
| 2    | Evaluate    | The project manager facilitates an evaluation to confirm that the requested change is in fact a change to the agreed upon scope baseline. If so, the project manager implements the request as described below.   |
| 3    | Assess      | If the request is in fact a change to the scope baseline, the project manager assesses the impact on project schedule, budget and work products, using a similar approach as the original project planning process, utilizing team member expertise as needed.  |
| 4    | Document    | The project manager documents the project impact and other critical information in a CCA form. A summary of the change is recorded in a change order log. This log is required, and is a very useful tracking tool, and is included in the project status report.   |
| 5    | Decide      | The change order is presented to the project's governing authority, typically a steering committee, stakeholder's, or equivalent. In some cases, the project may have a separate change management board to process change requests. The governing authority decides whether or not to implement the change, and obtains approval for any needed additional resources (if it does not itself have the authority to authorize resource changes). |
| 6    | Incorporate | The project manager incorporates changes into the project's scope baseline in the form of such artifacts as contracts, statements of work, project plans, requirements and design documents per the approved CCA document.  |
| 7    | Implement   | The project team implements the changes.  |

**Proposal terms**

- Proposal has been prepared for City Of Muscatine ("Subscriber")
- Proposal expires in sixty (60) days
- Initial Term: 10 months

**Order Form terms**

- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- The Effective Date of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.

**Additional information**

- DSI fees do not include any taxes, levies, duties, or similar government assessments for which Subscriber may be responsible. Tax exemption certifications can be sent to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-179520 on any applicable purchase order; address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.



## Signature

Presented to:

Q-179520

July 27, 2020, 1:36:06 PM

Accepted by:

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**Printed Name**

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**Signed Name**

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**Title**

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**Date**

