

**From:** "James Roark" <James@pei.com>  
**To:** "Kryste Korf-Bartsch" <kkorfbartsch@fcgov.com>  
**Date:** Thu, Sep 11, 2003 10:01 AM  
**Subject:** Re: ACTIVE DIRECTORY DESIGN AND IMPLEMENTATION PLANNINGWORKSHOP

Kryste,

Per your request I have put together a written response to help clarify the points discussed in your email regarding the Active Directory Design and Implementation Planning Workshop.

Per your request we have agreement to change the travel rate from \$135/hour to a single flat rate charge of \$75/ trip from Boulder to Fort Collins.

Your second question was asking about the hourly rate of \$225 if the project exceeds the 44 hours specified in our statement of work, and if 44 hours is enough time to complete the work as described.

I will answer the second half of this question first.

PEI will have no problem completing the work as stated within the 44 hours quoted for this project provided that both parties stay within the scope of work. PEI has successfully completed many of these workshops and will do our very best to keep the project on track, on time, and efficient. How quickly this process is completed is largely determined by how effectively both parties communicate and how quickly the four involved groups within the City of Fort Collins are able to gather and organize the necessary data needed to put the plan in place. PEI will do everything within our influence to positively affect this process by clearly articulating what data needs to be gathered and the most effective way to organize the data according to best practices.

As for our hourly rates, you asked for further clarification.

Our normal hourly rate is \$225 per hour, performed on a Time and Materials basis. Due to our ability to streamline the Active Directory Design and Implementation Planning process, and due to the efficiencies gained by doing a large number of these workshops, we have been able to reduce the rate for the City of Fort Collins to under \$180 per hour. If we are asked to provide additional assistance beyond the defined scope

of work we would be pleased to do so. Any additional work would be clearly defined, and a separate proposal would be provided.

During the workshop a number of documents will be generated based on the initial design to move the first four domains to Active Directory. The documents will include Visio Diagrams, Project Plans, Word Documents, and Excel Spreadsheets. These documents will be delivered in hard copy and electronic format. These documents can be used by the City of Fort Collins staff as templates and a starting point to build plans to move the other NT4 domains. Moving these other domains will be discussed and the workshop will be focused on preparing the IT staff to perform this work.

Building the necessary plans and the associated documents for these other NT4 domains is outside the scope of this workshop.

PEI grants The City of Fort Collins the right to reuse this documentation and its format to assist the other departments in their subsequent implementations.

In short this is a "work for hire" project in which you own the final product and can share, modify, or reuse the product, specifically limited to the City of Fort Collins and its direct agencies, at your discretion.

The last request you had in your email was in regard to references. We are currently in the process of getting permission from our clients to provide you with contact information and will forward you a list as soon as this process is complete.

Sincerely,

Jim Roark

Senior Account Manager