

WORK ORDER

PURSUANT TO A MASTER AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
DATASPLICE LLC

WORK ORDER NUMBER: DS MAX2019
PROJECT TITLE: DataSplice Interfaces between Maximo Applications & Warehouse Inventory Functionality
ORIGINAL BID/RFP NUMBER & NAME: 8354 Maximo Mobile Product and Services
MASTER AGREEMENT EFFECTIVE DATE: January 2, 2017
OWNER'S REPRESENTATIVE: Rick Morford
WORK ORDER COMMENCEMENT DATE: April 1, 2019
WORK ORDER COMPLETION DATE: February 28 , 2020
MAXIMUM FEE: (time and reimbursable direct costs): \$ 187,552.50


PROJECT DESCRIPTION/SCOPE OF SERVICES: Work Order DS MAX2019 is for Datasplice to develop requirements, conduct workshops and prototype sessions for mapping and forms development with the intent and purpose of delivering a configured Datasplice implementation for WFO Water Distribution.

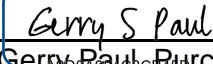
Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

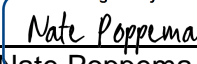
The attached forms consisting of 6 pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

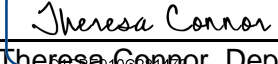
SERVICE PROVIDER: **Datasplice LLC.**


By:  Date: 4/3/2019
DocuSigned by:
0936EE777E744F...
Name: Ryan Hall Title: Contracts Manager

REVIEWED:  Date: 4/3/2019
DocuSigned by:
Pat Johnson
Pat Johnson, Senior Buyer

ACCEPTANCE:  Date: 4/3/2019
DocuSigned by:
Gerry S Paul
Gerry S Paul, Purchasing Director
(if greater than \$60,000)

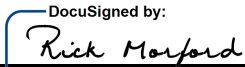
ACCEPTANCE:  Date: 4/3/2019
DocuSigned by:
Nate Poppema
Nate Poppema, Datasplice Project Manager

ACCEPTANCE:  Date: 4/4/2019
DocuSigned by:
Theresa Connor
Theresa Connor, Deputy Director, Utilities

ACCEPTANCE:  Date: 4/3/2019
DocuSigned by:
Coy Althoff
Coy Althoff, Utilities Asset Manager

OWNER'S ACCEPTANCE & EXECUTION:

This Work Order and the attached Contract Documents are hereby accepted and incorporated herein by this reference.

ACCEPTANCE:  _____
Rick Morford, Project Manager

Date: 4/4/2019

ATTACHMENT A

Datasplice Work Order DS_MAX2019: Water Distribution Implementation Scope of Work

Project Objective: DataSplice will configure a Water Distribution Application for the City of Fort Collins. DataSplice will leverage any existing configuration, and other Work Management/Service Request functionality that was configured as part of the other configured DataSplice applications. DataSplice will perform the initial workshops with the selected Managers, Supervisors, Super Users and End Users. DataSplice and Fort Collins will develop a requirements document based on findings and discoveries during this process. DataSplice will finalize the configuration with an Agile Software approach based on feedback and requests received during scheduled Software Sprints. DataSplice has defined the phases and deliverables for the Water Distribution project.

Sub-Task 1:

Initial Workshops and Requirements

1. DataSplice will coordinate with the FCU Water Distribution project team (Subject Matter Expert (SME), Project Manager and DataSplice/Maximo Administrators) to employ standard requirements gathering methods (employee interviewing, crew shadowing, etc.) to determine the mobile user interface designs and other system requirements. DataSplice will interview at a minimum: project sponsor, core team, key stakeholders/Super Users, and FCU IT. DataSplice will create a Requirements document for FCU's approval.

Deliverables:

1. Requirements Document—This list of requirements will be used to trace requirements to on-site testing to ensure all requirements are traceable and all requirements are met from inception to implementation.

Vendor Responsibilities: Coordinate with Fort Collins to perform ride-alongs and workshops. Provide required documentation for FCU's approval.

The City Responsibilities: Participate in meetings and provide feedback/updates as needed. Provide access to the necessary systems required for DataSplice.

Sub-Task 2:

Software Configuration

1. DataSplice will configure the system, in the Development environment, to meet the approved requirements, as determined by the findings in the requirements phase. The configuration of the DataSplice application is expected to include the Work Orders and Forms.
2. DataSplice will modify the default COTS software screens and configuration to interoperate with the specific FCU Maximo instance and its business processes. In addition to the COTS standard currently available features.
3. DataSplice will provide any required and related Maximo configuration to ensure that DataSplice is properly integrating with Maximo. If additional resources are required to perform any Maximo configuration, DataSplice will notify FCU.
4. DataSplice will build up to 6 Forms based on existing templates or newly provided Forms from the City of Fort Collins.

Deliverables:

1. Configured DataSplice Water Distribution Application in Maximo DEV and TRN Environments.

Vendor Responsibilities: Lead final Software Sprint meeting, provide updated documentation.

The City Responsibilities: Participate in meetings and provide updates as requested.

Sub-Task 3:

Software Sprints 1 and 2

1. DataSplice will demo the configured system in the Development and QA/Training environments, based on the finalized/approved requirements. DataSplice will assist with any required and related Maximo configuration to ensure that DataSplice is successfully integrating with Maximo. DataSplice will provide 2 of these "Sprints" to show the software configuration and functionality.
2. DataSplice will modify the current software configuration to interoperate with the City's instance of Maximo and its business processes.

Deliverables:

1. Updated Configuration.
2. 2 Software Sprints

Vendor Responsibilities: Lead 2 Software Sprint meetings, provide updated documentation.

Sub-Task 4:

Final Sprint and Finalize Configuration

3. DataSplice will finalize the configured system in the Development and QA/Training environments, based on the finalized/approved requirements. DataSplice will assist with any required and related Maximo configuration to ensure that DataSplice is successfully integrating with Maximo.
4. DataSplice will modify the current software configuration to interoperate with the City's instance of Maximo and its business processes.

Deliverables:

3. Finalized Configuration.
4. Final Software Sprint.
5. Finalized and locked down DataSplice configuration prior to UAT.

Vendor Responsibilities: Lead final Software Sprint meeting, provide updated documentation.

The City Responsibilities: Participate in meetings and provide updates as requested.

Sub-Task 5:

User Acceptance Testing Support

1. DataSplice will provide support and guidance as required during UAT. DataSplice will be on-site at the designated City of Fort Collins location. Problems identified during UAT will be recorded as "Issues" with the City of Fort Collins project team. All issues will be resolved, canceled, or deferred (by the City of Fort Collins) prior to go-live.
2. DataSplice will have two technical resources available for support. City of Fort Collins will need to have multiple (2-3) functional testers and (2-3) technical support personnel during this phase.

Deliverables:

1. Prepare updated User Acceptance Testing scripts based on any new changes that have been agreed to be included in the finalized configuration.
2. Support User Acceptance Testing on-site and collect reported defects, change

requests and enhancements. Review list with the City of Fort Collins to determine included configuration items

Vendor Responsibilities: Provide finalized UAT scripts, support UAT remotely and on-site based on finalized UAT agenda,

The City Responsibilities: Coordinate UAT resources, provide necessary UAT hardware, determine final UAT planned activities, and execute DataSplice's test scripts, review and prioritize UAT items.

Sub-Task 6:

Training

1. DataSplice will provide End User Training for the Water Distribution Groups. The training will be separated into 3 classes and DataSplice record these training sessions as a reference for follow-up trainings. DataSplice will also provide up to three 2-hour follow-up end user training classes.

Deliverables:

1. Provide Training Documentation (User Guide and Cheat Sheet).
2. Perform End User Training for the City of Fort Collins with the designated personnel to be agreed upon between DataSplice and the City.
3. Provide refresher Training prior to Go-Live to demonstrate any configuration UI changes.

Vendor Responsibilities: Coordinate Training room and Trainees, provide access to DataSplice from a device (handheld, laptop, etc.).

The City Responsibilities: Provide training to selected City of Fort Collins trainees. Provide updated training documentation, record training sessions and distribute to City of Fort Collins.

Sub-Task 7:

Cutover to Production Support

1. DataSplice, working collaboratively with the City of Fort Collins IT staff, will plan and perform the migration of the DataSplice Software Application from the test/TRN environment to the Production environment. The cutover planning will detail required go-live activities, timing, and responsibilities.
2. During go-live, DataSplice, along with key stakeholders, will perform a test of the Production environment using the User Acceptance Test plan/scripts to confirm the success of the migration.

Deliverables:

1. Confirmed Production Environment.
2. Production Cutover Plan.
3. Support the City of Fort Collins in their necessary work processes.

Vendor Responsibilities: Provide Cutover to Production Plan document and support Go-Live activities.

The City Responsibilities: Coordinate DataSplice and Maximo administrator resources and the mobile team, prepare devices for deployment, identify users ahead of time for the initial mobile use.

Sub-Task 8:

Post Production Support

1. DataSplice will provide on-site technical and functional support to the users during the first two days of production. This period of post-implementation support will provide a level of comfort to the team and enable quick responses to end user questions and training needs. During this period, DataSplice will have dedicated technical resources to assist with any technical issues that may arise.

Deliverables:

1. Functional and Technical Support on-site.

Vendor Responsibilities: Provide resources to be on-site, reserve internal technical resources for the Initial Go-Live period. Capture enhancement requests during this period.

The City Responsibilities: Provide feedback and report issues to the City of Fort Collins. Concisely explain the issue so DataSplice can effectively and efficiently reproduce and correct the issue.

Sub-Task 9:

Project Management

1. DataSplice provides project planning and oversight, time reporting, and DataSplice resource coordination. The DataSplice Project Manager works closely with the City Project Manager to ensure a successful outcome.
2. The City provides the lead project management resource effort. The DataSplice project team members participate in weekly project status meetings as scheduled by the City and agreed to by DataSplice. Verbal status reports are delivered during the status meetings. Additionally, written status reports are provided weekly via the City's preferred format.

Deliverables:

1. Bi-Weekly written status reports
2. Participate in Bi-Weekly Status meetings Project schedules.

Vendor Responsibilities: Provide weekly written status reports and participate in weekly meetings.

The City Responsibilities: Participate in meetings and provide updates as requested.

Assumptions:

1. DataSplice will finalize the configuration based on all feedback received through this stage of the project. DataSplice will produce a list that will include the configuration items that will be included in the Go-Live.
2. The Development and QA environments will be refreshed prior to UAT. DataSplice will be performing the majority of the configuration work in the QA environment until the Development is refreshed.
3. DataSplice will not be creating Work Orders on Service Lines.

Exclusions:

1. Additional configuration changes that were identified after the final Prototype meeting.

Sub-Task 10:

Build up to 6 Forms

1. DataSplice will configure up to 6 Forms Water Distribution Forms.
2. DataSplice will prototype the 6 Forms and incorporate feedback into the Forms.

Deliverables:

1. Finalized Forms Configuration for up to 6 Forms
2. Demonstration of the Forms “as built”
3. Configuration migrated to training environment for testing

Vendor Responsibilities: Lead final Forms Prototype meeting, provide updated documentation.

The City Responsibilities: Participate in meetings and provide updates as requested.

ATTACHMENT B

Datasplice Work Order DS_MAX2019: Water Distribution Implementation Project Schedule

DataSplice Water Distribution Schedule



ATTACHMENT C**DatasplICE Work Order DS_MAX2019: Water Distribution Implementation
Project Costs****HOURS BREAKDOWN**

Change Order Tasks	Project Manager - Nate Poppema	Software Engineer - Mike Johnson	Software Engineer – Chris Riess	Totals
Hourly Rate	\$148.75	\$191.25	\$191.25	
Initial Workshops and Requirements and Ride Alongs	4	56	16	76
Software Configuration		206	40	246
Software Sprints 1 and 2	4	32	8	44
Final Sprint and Finalize Configuration	4	96	16	116
User Acceptance Testing Support and Add'l Configuration		64	24	88
Training and Training Documentation		96	24	120
Cutover to Production Support		32	16	48
Post Production Support		40	8	48
Project Management	48	80		128
Build up to 6 Forms		48	32	80
Total Planned Labor	60	750	184	994
Total Cost Breakdown	\$8,925.00	\$143,437.50	\$35,190.00	\$187,552.50

Reimbursable Direct Costs

- Reimbursable direct costs take the form of travel related costs. Total travel costs for the period of performance as defined by Work Order DS_MAX2019 are estimated at \$0.00.

Maximum Compensation

- The maximum compensation for both Labor time and Reimbursable direct costs as a not to exceed is summarized in the table below. This agreement may not be modified, altered or amended except by written instrument duly executed by both parties, prior to work proceeding, for the proposed changes.

Labor	Direct Costs	Total Not to Exceed (NTE)
\$ 187,552.50	\$ 0.00	\$ 187,552.50