

City of Pittsburgh

Calendar/Scheduling Integration with DA's Case Management Statement of Work

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Document Control

Change Record

Date	Author	Version	Change Reference

Distribution

Date	Name	Position/Organization

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**Calendar/Scheduling Integration
Statement of Work
City of Pittsburgh**

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Statement of Work Allegheny DA

This Statement of Work will contain three major sections:

- (1) An Executive Summary that provides a summary of major contract points in a concise format;
- (2) Contract Terms for the Engagement;
- (3) The Appendices provide detailed information in support of other contract terms.

1 Executive Summary

This section outlines the methodology CDI and CoP will employ for this engagement, along with the scope of the project, a description of the project deliverables, and responsibilities for all parties.

1.1 Summary of Project Approach

At a high level, the overall project approach will consist of the following components. Detailed descriptions will be provided in Project Scope of Work:

Modifications of current PMS Application in order to capture data required for Subpoena scheduling with InTime Solutions. Development of services to comply with InTime Solutions API including but not limited to: Get Employees, Get Employee Schedule, Add/Edit/Delete Schedule

Implementation of PMS modules and Web Services

Maintenance of integrations services and PMS Scheduling Modules

Support of Scheduling Application and InTime Solutions Services

1.2 Review of CDI Roles and Responsibilities

This section outlines the responsibilities of CDI.

- CDI will assign a project manager that will govern the project.
- CDI will conduct the work in an efficient and timely manner.
- CDI will provide ongoing support and maintenance of the system.
- CDI will provide additional support/development as requested by Allegheny DA which falls outside this SOW at a rate of \$150 per hour or an agreed upon project rate. The stated rates are valid through the first full year of contract (December 31, 2023)

1.3 Review of City of Pittsburgh Roles and Responsibilities

This section summarizes CoP responsibilities.

- CoP will provide access to API documentation for development, testing and production deployment.
- CoP will provide detailed information when requesting additional enhancements. Enhancements outside this SOW and contracted support will require the purchase of additional support upon request of Allegheny DA.
- CoP will submit all payments invoiced upon successful implementation of Scheduling Application and Services and upon each contract renewal - Net 30 Days

2 Contract Terms for the Engagement

2.1 Project Scope

This engagement will focus on the following high-level activities:

#	High-Level Activity	Scope Description
1.	Modifications	<p>Will consist of making changes to the current PMS Application to meet the needs of CoP and Allegheny County DA</p> <ul style="list-style-type: none"> • Additional data elements needed for information exchange • Development of web services based on InTime Solutions API, specifically: <ul style="list-style-type: none"> ○ createRequest

		<ul style="list-style-type: none"> ○ cancelRequest ○ rescheduleRequest ○ getEmployeeDetail (If needed) ○ getEmployeeDetailList ○ getUnavailability ● Testing API calls and PMS enhancements
2.	Implementation	Will consist of deploying the application on the Allegheny County DA County Server and staff training.
3.	Maintenance	Will consist of periodic checks of the PMS Application and Services when necessary.
4.	Support	Will consist of answering end user questions, training as requested which will be delivered via web sessions, and any issues that may arise over the course of contract period that impact the use of the scheduling application or Services.

2.2 Roles and Responsibilities

2.2.1 Allegheny DA Project Team Responsibilities

The following table identifies various roles and responsibilities for the project.

Role	Description	Name
CoP Project Manager(s)	The CoP Project Manager is responsible for overseeing the progress of the Scheduling Application and Services.	Eric A. Baker, Sergeant eric.baker@pittsburghpa.gov (330) 705-6908 1203 Western Ave. Pittsburgh, PA 15233
District Attorney Project Manager(s)	The DA Project Manager is responsible for overseeing the progress of the Scheduling Application and Services within the PMS application.	TBD

2.2.2 CDI Responsibilities

Prior to the delivery of any products or services defined in this Statement of Work, CDI will designate a Project Manager who will serve as the primary point of contact for all communication. The Project Manager will also have the final authority in all issues/items requiring clarification on behalf of CDI.

Role	Description	Name
Web Services Project Manager	The Web Services Project Manager is responsible for overseeing the implementation of JNET CCE and E-Filing	Brian Steuhl bsteuhl@btmssoftwaresolutions.com 908-421-0742
PMS Project Manager	The PMS Project Manager is responsible for overseeing the implementation of the PMS application.	Jim Beck jbeck@corrdev.com

2.3 Project Timeline

Project will commence once the contract is executed by both parties. It is anticipated that this can be completed prior to December 31, 2022 and is contingent upon a contract with the District Attorney office for the Prosecutor Management System.

1. No later than Jan 11, 2023: A kickoff meeting will be scheduled once the contract is executed
2. No later than Jan 11, 2023: Access to InTime Sandbox with test credentials provided to CDIBTM
3. Jan 2023 - Feb 28, 2023: CDIBTM will develop web services to load officer information and unavailability in the PMS database. CDIBTM will develop web services to schedule, cancel, and reschedule a hearing,
4. Jan 2023 - Feb 28, 2023: CDIBTM will develop interfaces in PMS to schedule, cancel and reschedule a hearing
5. March 2023: CDIBTM, CoP and District Attorney Office will test use cases for schedule,, cancel and reschedule a hearing
6. April 3, 2023: Tentative Production Release Date

2.4 Contract Terms

These contract terms and fees are valid through December 31, 2023.

Upon successful implementation of the Scheduling Application, an invoice in the amount of \$20,000.00 will be submitted to the City of Pittsburgh in addition to prorated annual maintenance fee. The contract will then renew each year beginning January 1.

A one-time fee for development, implementation, configuration, training and application design meetings of \$20,000.00

An annual maintenance fee of \$5,000.00 for support and maintenance of integration. The annual maintenance fee in year 1 will be prorated based on the production release date to December 31, 2023.

No additional or extra services shall be performed and no additional or extra goods shall be provided without the written consent of the City of Pittsburgh.

The City of Pittsburgh shall have the right to terminate this Agreement on thirty (30) days written notice to the provider. If the provider is terminated by the City of Pittsburgh, the provider will be paid for undisputed goods furnished by the provider and for undisputed and verified expenses in the event of early termination by the City of Pittsburgh, the City of Pittsburgh shall be entitled to a prorated refund of any amounts paid in advance for services under the Agreement.

This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. The venue for any disputes involving this Agreement shall be in the Court of Common Pleas of Allegheny County, Pennsylvania.

The City of Pittsburgh is exempt from Federal Excise Tax and Pennsylvania Sales Tax, therefore these taxes shall not be charged to the City of Pittsburgh.

The City of Pittsburgh approves all agreements and contracts at public meetings. All agreements and contracts are public information to the extent required by the Right-to-Know Act.

This agreement contains the entire understanding between the parties and supersedes all prior agreements and understandings related to the subject matter hereof.

No provision of this Agreement may be amended or waived unless such amendment or waiver is agreed to in writing and signed by the parties.

Each provision of this Agreement shall be considered severable such that if any one provision or clause conflicts with existing or future applicable law, or may not be given full effect because of such law, this shall not affect any other provisions which can be given effect without the conflicting provision or clause.

The provisions of this Agreement shall inure to the benefit of and be binding upon the parties and their respective representatives, successors and assigns. Neither party shall assign this Agreement without the express written consent of the other.

3 Signature Block

Corrections Development Inc.

X

James Beck
President

Dated

City of Pittsburgh

X

Benjamin Smith
Assistant Solicitor

Dated

4 Appendices

4.1 Appendix A: Project Change Control Procedure

If a change is rejected, the reason for rejection is recorded with the Change Request. At any point within the project, the scope will be as defined in the Statement of Work plus approved change requests.

Records of all Change Requests will be maintained by the PMS Project Manager, which will ensure that records are current and available for project status meetings.