**Statement of Work #1 – Change Order**

This Change Order is effective as of the date signed below by and between Oya Solutions, LLC (“Oya”) and Siskiyou County (“Siskiyou” or “the Customer”) and is governed by the terms and conditions referenced in the SOW dated December 18, 2020. Specifically, Oya Solutions has been retained to perform certain services described below in “Additional Scope of Services.”

**1.0 Additional Scope of Services**

|  |  |
| --- | --- |
| Oya Solutions will provide the following additional services to the Customer. Since this a time and materials-based contract, hours will be reallocated appropriately as stakeholder needs and requirements demand. | |
| * Requirements Gathering Extension * Template & Intake Form   + Modifications to Original Template Scope * Increase the merge fields from 10 to 100 and incorporate logic to display appropriate fields based on intake form values. * Auto-translate numeric dollar amount to written form for placement in contract.   + Addition of Addendum Template * Up to 75 merge fields and incorporate logic to display appropriate fields based on intake form values. * Auto-translate numeric dollar amount to written form for placement in contract. * Intake Form   + 1 additional Intake form for Addendum consisting of 30-40 fields.   + Exhibits and supporting documents may be uploaded during the intake process and will be routed as individual documents during workflow. * Workflow   + New workflow with “dynamic routing” (see Exhibit 1) | **Customer Deliverables:**   * Provide design sign off and content for build * Complete required testing to support new build and workflows * Assist Oya with cutover and go live planning   **Oya Deliverables:**   * Complete template, intake form, attribute, and workflow configuration build * Advise the Customer technical team on best practice configuration * Configuration of workflow within the dev, UAT sandbox and production * Assist with UAT testing break/fix issue resolution |

**2.0 Assumptions**

* If the scope of the requirements changes, Oya Solutions reserves the right to submit a change request that will outline the material changes to time/cost/schedule.
* This SOW assumes a continuous work effort for each phase. Delays related to software or key personnel availability not within the control of Oya may require a change order. The timing of each phase will be mutually agreed between the Customer and Oya during the scoping sessions.
* Oya implementation resources must have 24/5 remote access to Customer’s environments in which all impacted software components are addressable. If the Customer is unable to provide this level access, the estimated effort and fees in this SOW are subject to revision.
* Customer will provide adequate internal resources that possess the appropriate skills and or have the appropriate level of decision-making authority. Customer will designate project approvers at the start of the project. Oya will obtain all signoffs and approvals from the Customer designated approver(s).
* The implementation will operationalize out-of-the-box functionality, any requirements that are not out-of-the-box are deemed a customization and will incur a change order for additional effort and costs.

**3.0 Out of Scope**

* Oya Solutions will not be providing any additional software integration other than set forth in the Scope of Services.
* Oya Solutions will not provide training on configuration of the software - building/modifying DocuSign CLM workflow, intake forms, templates etc.
* Oya Solutions will not be facilitating a data/document migration as part of this SOW.

**4.0 Fees and Expenses**

Oya Solutions will provide services outlined here on a time and materials basis. Our hourly rate is $175/hour. Time will be tracked and billed for in fifteen (15) minute increments.

Based on our understanding of your needs, we estimate the project hours to be approximately 80 hours and fees to be $14,000. Our fee proposal is exclusive of out-of-pocket expenses which may not be incurred by Oya Solutions unless approved in advance and in writing by Customer.

Customer will pay the amount properly due and payable under each invoice within thirty (30) days after Customer’s receipt of the applicable invoice.

ACCEPTED AND AGREED:

**County of Siskiyou**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RAY A. HAUPT, CHAIR

Board of Supervisors

County of Siskiyou

State of California

ATTEST:

LAURA BYNUM

Clerk, Board of Supervisors

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy

**Oya Solutions, LLC**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Siskiyou County Accounting:

2157-207030-723000: $20,000

1001-101030-723000: $14,000

Total not to exceed: $34,000

**Exhibit 1**

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