



Contract Amendment: 9

RFP Number: 07-13DW

Amendment Date: 4/19/2023

Title: CMMS System

Contractor: Applied Data Systems

It is mutually agreed between Snohomish County and Applied Data Systems., that the contract will increase by \$61,332.00 starting May 1, 2023 to include additional Real Property and Lease Administration Activities to the existing installation of the ARCHIBUS Software, Subscription and professional services for implementation and training on these new activities per Schedule A attached.

TYPE	PRICE	REQUIRED
Archibus Software License	\$32,938.00	Yes
Archibus Annual Software Subscription	\$4,518.00	Yes
Project Management	\$1,490.00	As Needed
Data Gathering	\$1,490.00	As Needed
Business Process	\$11,920.00	As Needed
Training	\$5,400.00	As Needed
Technical Support	\$3,576.00	As Needed
TOTAL	\$61,332.00	

All other terms and conditions of the RFP shall remain unchanged.

“COUNTY”

“CONTRACTOR”

Signature: _____

Signature: John Digitally signed

Name: Filippi by John Filippi

Title: _____ Date: _____

Date: _____

Date: 2023.04.20
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SCHEDULE A

Snohomish County, WA STATEMENT OF WORK #04

Date: May 9, 2023

Project: Portfolio, Lease and Cost Administration Software & Implementation

Project date: May 1st, 2023 – June 31st, 2023

Contract: 07-13DW

This SOW is subject to the terms and conditions of the Master Services Agreement between ADSI and Snohomish County dated _____.

1. Executive Summary

Archibus is the global leader for managing facilities, infrastructure, and real estate. Our industry leading IWMS provides organizations the ability to gain full insights into their built environments to reduce costs, optimize operations, and elevate their employee experiences. Our solutions are designed to offer enterprise-level asset management, reporting, data and infrastructure management in a single system.

Web-based Archibus Portfolio Management helps streamline data collection and analysis by accurately aggregating individual portfolio items to create a consolidated portfolio view. The application tracks current and projected holdings, leased versus owned space, building cost performance data, and more, to enable insightful planning and execution. Drill-down capabilities, graphical and geographic dashboards, KPI charting, and personalized views also help users visualize and analyze data to make fact-based decisions on the portfolio's ability to fulfill the organizational mission.

Organizations with extensive lease portfolios are faced with the daunting task of tracking numerous leases with varying expiration dates and equally variable terms of tenancy.

Archibus Cost Administration provides proactive real estate managers and lease administrators with a Web-based solution that centralizes and streamlines the definition, allocation, and approval of portfolio occupancy costs. It can reduce administrative overhead and improve decision making. The application also features an intuitive Wizard that tracks lifecycle costs at the invoice- or summary-level until final cost allocations are issued, as well as sophisticated filtering for multidimensional cost analysis, and more.

Applied Data Systems has been a business partner with ARCHIBUS, Inc. for more than two decades. In addition to providing clients with the ARCHIBUS product line, ADSI provides a full range of services including consulting, training, customization, and support. In addition, ADSI also provides organizations with the option to host the ARCHIBUS Application in our data center.

2. Project Summary

The project consists of adding additional Real Property and Lease Administration Activities to the existing installation of the ARCHIBUS Software, Subscription and professional services for implementation and training on these new activities.



3. Project Scope

A. ARCHIBUS Software

The ARCHIBUS Software activities are outlined in section 3 Scope Deliverables, which includes: Portfolio, Lease and Cost Administration activities.

- A document provided by ARCHIBUS "Packing List" that reflects the ARCHIBUS configuration.

For each additional non-production Web Central environment, ARCHIBUS charges an additional licensing cost. This cost is calculated based on the current ARCHIBUS configuration and is renewed with your Annual ARCHIBUS Software subscription renewal date.

B. ARCHIBUS Software Subscription

Along with the ARCHIBUS Software, ARCHIBUS has an Annual Software Subscription, which allows you to receive updates to the application. Software Subscription **does not include** the labor to perform the upgrade. Software subscription may be prorated to the current renewal date, which is due on **December 31st, 2023**, where the full subscription amount is invoiced for the year. Subscription costs may increase on an annual basis and determined by ARCHIBUS.

- A document provided by ARCHIBUS "Packing List" that reflects the ARCHIBUS configuration.

ARCHIBUS Software licensing is set the MFR, and has a typical annual increase of approx. 5-7%

*Labor to perform the upgrade to the current version is out scope and will be priced separately in a Statement of Work.

C. Professional Services – Project Management

Project Management and communication is a significant component of successful projects. We have an estimated allocation of time for regularly scheduled meetings, communication, and project schedules. ADSI may have different resources to attend these meetings from time to time, as the agenda requires. However, a single point of contact is assigned to ensure continuity.

- Project conference calls to review the status of items on the project schedule and to identify any at-risk items.

Production go-live determines the completion of professional service for this statement of work.

D. Professional Services – Data Gathering

Data Gathering consists of obtaining existing data, reports, and files for use on the project. This information, along with requirements meetings, is used to define the functional requirement in the project.

- Obtain a copy of the Production Web Central files and Database
- Obtain and review existing data
- Obtain and review existing reports
- Obtain and review existing workflow



E. Professional Services – Business Process

The Business Process phase supports the implementation of the project and the findings from the Data Gathering phase. BPA includes Security and VPA, with Roles and Page Navigations. Project Implementation support includes workflows, building or converting data from various existing sources.

- Configure Roles
- Configure Processes, Assignment to roles and Security
- Implementation support for the project.

F. Professional Services – Development

The Development Phase has three parts in the development cycle. A technical specification defines the requirements such as data structure, User Interfaces, and Business logic requirements. When the technical specification is approved, the development team uses this document to modify and customize the application per the specification. Development then builds a deployment package that supports user acceptance and QA of the customizations. Upon approval of these customizations, a production deployment is scheduled.

The functional customizations for this project include:

- Out of Scope

G. Professional Services – Installation and Configuration

IT supports the Installation and Configuration of the application, customizations, and updates which are needed to maintain an optimal state for an on-premise installation. The ADSI IT team will coordinate with your IT Team to deploy the customized packages.

- Update License File to the existing installation

H. Professional Services – Training

ADSI provides both On-Site or On-Line training options. The On-Site training is scheduled in half-day or full-day sessions, where On-Line training is in 2-hour increments. Each activity typically can be completed within one or two-day sessions. On-Site classes are limited to 10 attendees per instructor. For larger classes with more than 10 attendees, additional instructors are needed. The On-Line classes are limited to 20 attendees. Training Materials consist of the On-Help. Custom training manuals or how-to documents are not provided. Instead, a syllabus outlines the training format and objectives, either a role, activity, or a combination of the training sessions.

- Portfolio Administration
- Lease Administration
- Cost Administration

I. Professional Services – Technical Support

Project technical support applies both during and post-production deployment of this work scope and is in addition to an existing support contract. Unless specified as to which statement of work technical support hours are applied. To submit a technical support issue, send an email to support@adsi-fm.com, where a support ticket is created, and updates to your support issue are sent via email and through the support portal <https://sd.adsi-fm.com>. Please provide as much information and screen captures as possible. Each ticket is triaged and assigned to an ADSI team member. We triage tickets into three categories Critical, High, and Low business impact. A "critical business impact" is where the production environment is inoperable. A "high business impact" is where the software may operate but is severely restricted. A "low business impact" is where the majority of the functions are still usable. However, some circumventing may be required to provide service.

- Block of hours post-go-live support



4. Scope Deliverables:

The deliverables for this project consist of professional services. Line items with QTY of "0" are out of scope for the project.

A. ARCHIBUS Software Licensing

Description	QTY	UNIT	EXTENDED
Portfolio and Lease Administration	1	\$ 20,392.00	\$ 20,392.00
Cost Administration	1	\$ 12,546.00	\$ 12,546.00
	0	\$ -	\$ -
		<i>Sub Total</i>	\$ 32,938.00

B. ARCHIBUS Annual Software Subscription to 12/31/2023

#	Description	QTY	UNIT	PRORATED	EXTENDED
1	Portfolio and Lease Administration	1	\$ 3,012.00	12	\$ 3,012.00
2	Cost Administration	1	\$ 1,506.00	12	\$ 1,506.00
3		0		0	\$ -
			\$ 4,518.00	<i>Sub Total</i>	\$ 4,518.00

**Annual Software Subscription Pricing Subject to Change and PACP license are renewed annually.
**New orders are prorated to the Annual Software Subscription Renewal date.*

C. Professional Services – Project Management

#	Description	QTY	UNIT	EXTENDED
1	Meetings & Correspondence	6	\$ 149.00	\$ 894.00
2	Project Schedules and Documents	4	\$ 149.00	\$ 596.00
		10	<i>Sub Total</i>	\$ 1,490.00

D. Professional Services – Data Gathering

#	Description	QTY	UNIT	EXTENDED
1	Obtain Files, Data and Reports	2	\$ 149.00	\$ 298.00
2	Requirements	8	\$ 149.00	\$ 1,192.00
3	Findings Document	0	\$ 149.00	\$ -
		10	<i>Sub Total</i>	\$ 1,490.00

E. Professional Services – Business Process

#	Description	QTY	UNIT	EXTENDED
1	Solution Architecture	0	\$ 250.00	\$ -
2	Implementation	40	\$ 149.00	\$ 5,960.00
3	Data building / Database	40	\$ 149.00	\$ 5,960.00
4	Business Process Document	0	\$ 149.00	\$ -
		80	<i>Sub Total</i>	\$ 11,920.00

F. Professional Services – Development

#	Description	QTY	UNIT	EXTENDED
1	Specifications	0	\$ 149.00	\$ -
2	Programming	0	\$ 149.00	\$ -
3	QA	0	\$ 149.00	\$ -
		0	<i>Sub Total</i>	\$ -



G. Professional Services – Installation & Configuration

#	Description	QTY	UNIT	EXTENDED
1	Installation	0	\$ 149.00	\$ -
2	Configuration	0	\$ 149.00	\$ -
		0	<i>Sub Total</i>	\$ -

H. Professional Services – Training

#	Description	QTY	UNIT	EXTENDED
1	Training Documentation	0	\$ 225.00	\$ -
2	Training Instructor	24	\$ 225.00	\$ 5,400.00
		24	<i>Sub Total</i>	\$ 5,400.00

I. Professional Services – Technical Support

#	Description	QTY	UNIT	EXTENDED
1	Support Hours	24	\$ 149.00	\$ 3,576.00
		24	<i>Sub Total</i>	\$ 3,576.00

5. Deliverables Summary

Deliverable	Delivery Date	Total
One-Time	N/A	\$ 32,938.00
Subscription Prorated to Renewal date.	N/A	\$ 4,518.00
Implementation	Per Project Schedule	\$ 23,876.00
Cloud Hosting	Monthly *12	\$ -
	Air, Hotel, Meals, Trans	\$ -
	SOW Total	\$ 61,332.00

The amounts shown for professional services are hourly estimates. Hours can be applied within or between phases where the hourly rate is the same. Only actual hours expended under Professional Services are invoiced. Change orders are issued when hours exceed the estimates.

6. Not Included In this SOW:

ADSI has made every effort to be as inclusive as possible in this statement of work. However, during the project, additional deliverables may be identified. Therefore, the pricing shown is only for the specific items identified in this scope of work. Items excluded from this project are Deliverables are not noted explicitly within this SOW.

- ARCHIBUS Application Software Subscription.
- Sales Tax is not included.
- Training Manuals are not developed or provided.
- Travel expenses are not included.
- PAAS Hosting Services



7. Assumptions:

There are some assumptions in developing the scope and pricing of the Statement of Work. These assumptions include:

- This statement of work is good for 30 days of submission.
- Pricing is based on 2020 rates for ADSI Professional Services.
- If travel is required, then travel will follow the actual costs for hotels, airlines, and rental cars. Meals and incidentals will follow a per diem rate.
- Professional Services are based on an estimated allocation of time unless noted otherwise. Only time used within this SOW is invoiced. If scope changes, time may exceed the original estimate, and a change order is issued.

8. Change Management

Any additions or changes to the scope of work identified during the project are handled through the change management process, which includes identifying the change, pricing, and acceptance. A signed change order is required to begin changes.

9. Client Obligations:

Snohomish County, WA and Applied Data Systems, Inc. will perform on time to expedite the progress of this time-sensitive project.

Commencement of work is contingent upon the acceptance of this Statement of Work and Signed by both parties.

10. Signatures

Applied Data Systems, Inc.

Snohomish County, WA

(Signature)

(Signature)

John Filippi

(Name)

Executive Vice President

(Title)

(Date)

(Date)

Digitally signed
by John Filippi
Date: 2023.05.09
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John Filippi