

**Recorder's Office Cover Sheet**

**Recording Requested By:**

**Name:** MICHAEL XAVIER

**Department:** COMMUNITY DEVELOPMENT



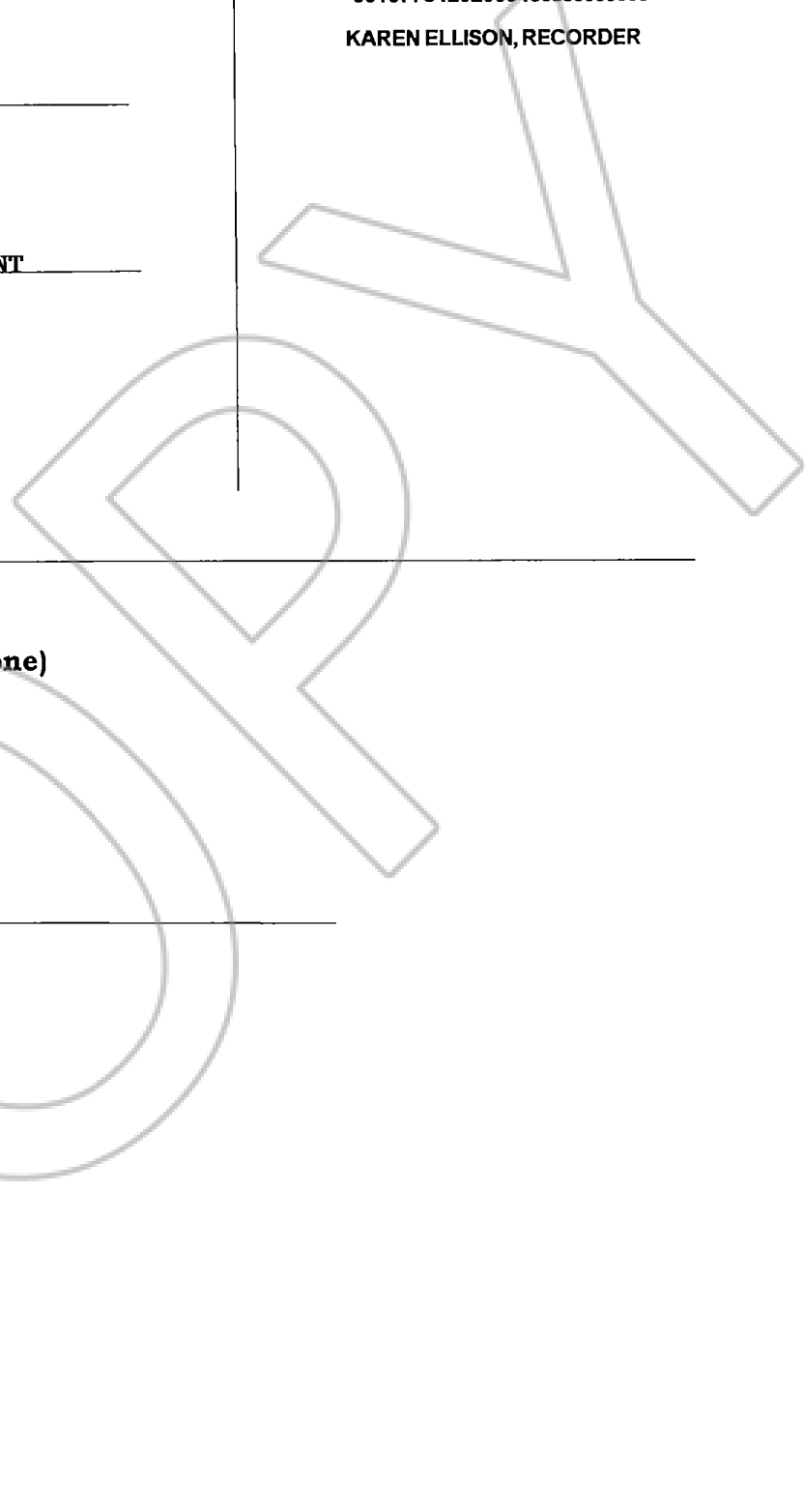
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KAREN ELLISON, RECORDER

**Type of Document: (please select one)**

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other

**specify:** \_\_\_\_\_



# Statement of Work Douglas County, NV Short Term Rentals

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NO. 2020.041  
DATE 3-3-20  
DOUGLAS COUNTY CLERK  
MINDEN, NV  
BY [Signature] DEPUTY

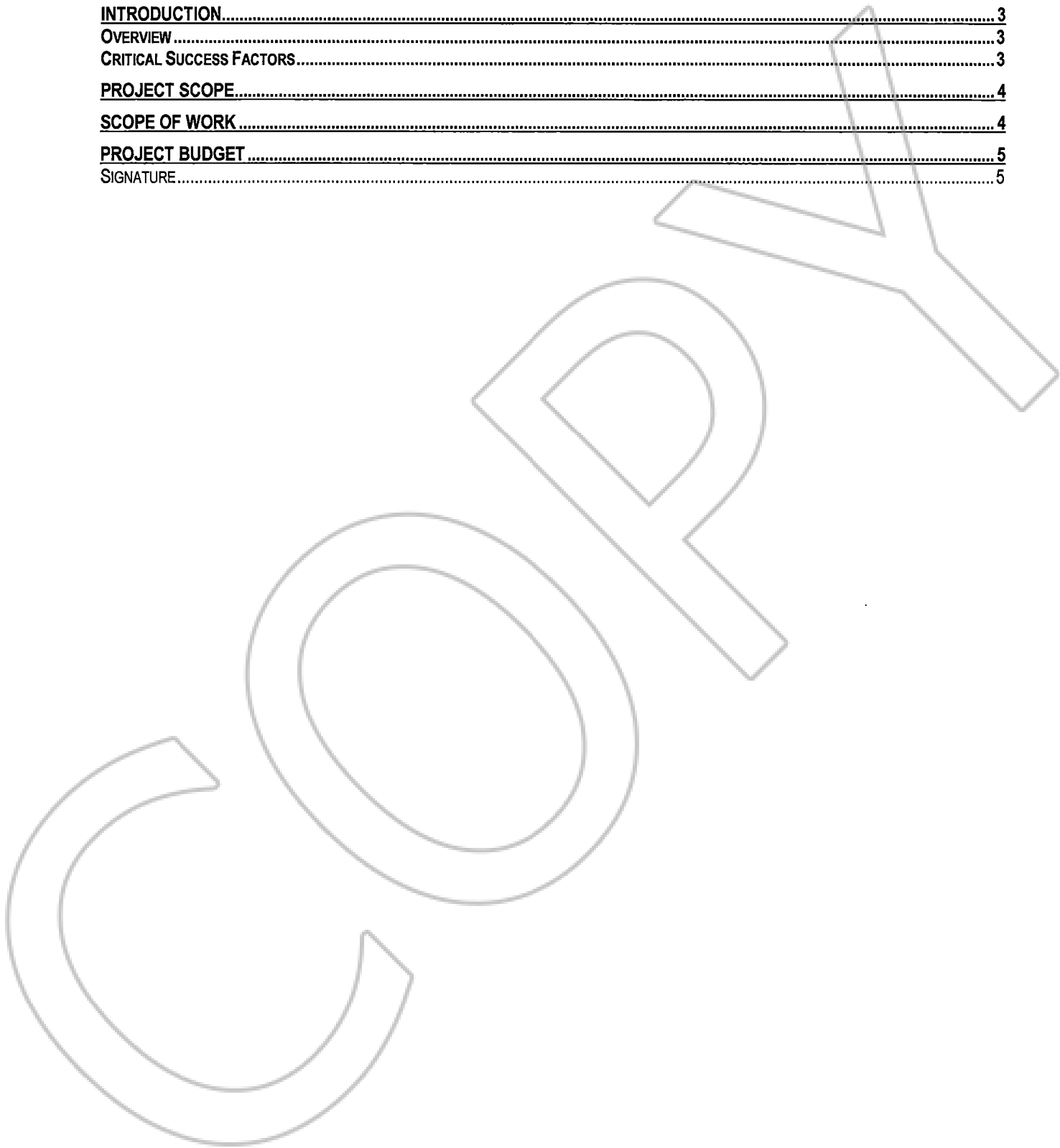


1/12/2020

TruePoint Solutions  
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Suite 100-B  
Loomis, CA 95650  
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## INTRODUCTION

### OVERVIEW

The following Statement of Work will detail how TruePoint Solutions will implement Short Term Rentals Licenses in the Accela Civic Platform.

This Statement of Work ("SOW") sets forth a scope and definition of the consulting/professional services, work and/or project (collectively, the "Services") to be provided by TruePoint Solutions ("TruePoint") to Agency ("Douglas County").

### CRITICAL SUCCESS FACTORS

To successfully execute the services described herein, there are several critical success factors for the project that must be closely monitored and managed by the stakeholders. These factors are critical in setting expectations between the Agency and TruePoint, identifying and monitoring project risks, and promoting strong project communication.

- **Agency Participation** – Agency acknowledges that its staff must be actively involved throughout the entire duration of Services as defined in the agreed upon timeline. TruePoint will communicate insufficient participation of Agency resources through Project Status Reports with real and potential impacts to the project timeline. TruePoint will work with the project sponsors and department leaders to determine appropriate team member involvement.
- **Knowledge Transfer** – It is critical that Agency personnel participate in the analysis, configuration, and deployment of Accela Civic Platform for TruePoint to transfer knowledge to the Agency. Once Postproduction assistance tasks are completed by TruePoint, the Agency assumes all day-to-day operations of Accela Civic Platform outside of the Support and Maintenance Agreement. The Support and Maintenance Agreement does not cover any Agency manipulation of implemented scripts, reports, interfaces, and adaptors. Key knowledge transfer areas could include:
  - Configuration
  - Business Rules Scripting
  - Interfaces
  - Reports and Forms

## PROJECT SCOPE

TruePoint will provide the following implementation services

## SCOPE OF WORK

Short Term Rental Licenses will be implemented for Douglas County in the Accela Civic Platform currently being used by the County.

The scope of work includes:

- Perform additional business analysis for Vacation Home Term Rental Program (VHRP)
- Allow for Application, Payment and Renewal from the Citizen Portal
- Create VHRP Application, License and Renewal records in Accela
- Creating necessary scripting for renewal notifications, renewal processing, late fees and late notices
- Process, access and pay fees
- Create Inspection with checklist
- Create VHRP Certificate and basic statistical reports
- Work with end users to perform testing
- Integrate the application and renewal process into the Accela Citizen Access Portal
- Provide end user training
- Move to Production and Go-live support

### Suggested Timeline

Project Start	1/20/20
Analysis and Prototypes	1/20/20 to 1/25/20
Configuration and Scripting	1/27/20 to 2/7/20
Report Creation	2/10/20 to 2/15/20
Citizen Portal Configuration	2/10/20 to 2/15/20
User Testing	2/17/20 to 2/21/20
Training	
Move to Production	2/2020
Go Live	2/24/20

## PROJECT BUDGET

### Douglas County - Short Term Rentals

Task	Hours	Rate	Amount
Project Management	4	\$165	\$660
Configuration Analysis	8	\$165	\$1,320
System Configuration and Scripting	64	\$165	\$10,560
Report Creation	24	\$165	\$3,960
User Testing	8	\$165	\$1,320
Citizen Portal Configuration	12	\$165	\$1,980
Move to Production	8	\$165	\$1,320
Training	4	\$165	\$660
Post Go Live Support	8	\$165	\$1,320
<b>Service Totals</b>	<b>140</b>		<b>\$23,100</b>
		<b>Total Project Budget</b>	<b>\$23,100</b>

## SIGNATURE

Agency acknowledges that it has read this SOW, understands it and agrees to be bound by its terms and conditions. The parties agree that this Agreement cannot be altered, amended or modified, except in writing that is signed by an authorized representative of both parties.

Accepted Douglas County, NV	Accepted TruePoint Solutions
By: <i>William B. Penzel</i>	By: <i>Kent Johnson</i>
Print Name: <i>William B. PENZEL</i>	Print Name: Kent Johnson
Title: <i>CHAIRMAN</i>	Title: CEO
Date: <i>2-18-20</i>	Date: 01-15-2020

Douglas County

State of Nevada

### CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

*3<sup>rd</sup>* day of *February*, 20*20*

By: *[Signature]* Deputy