

**Recorder's Office Cover Sheet**

**Recording Requested By:**

**Name:** BOBBIE WILLIAMS

**Department:** JUDICIAL SERVICES

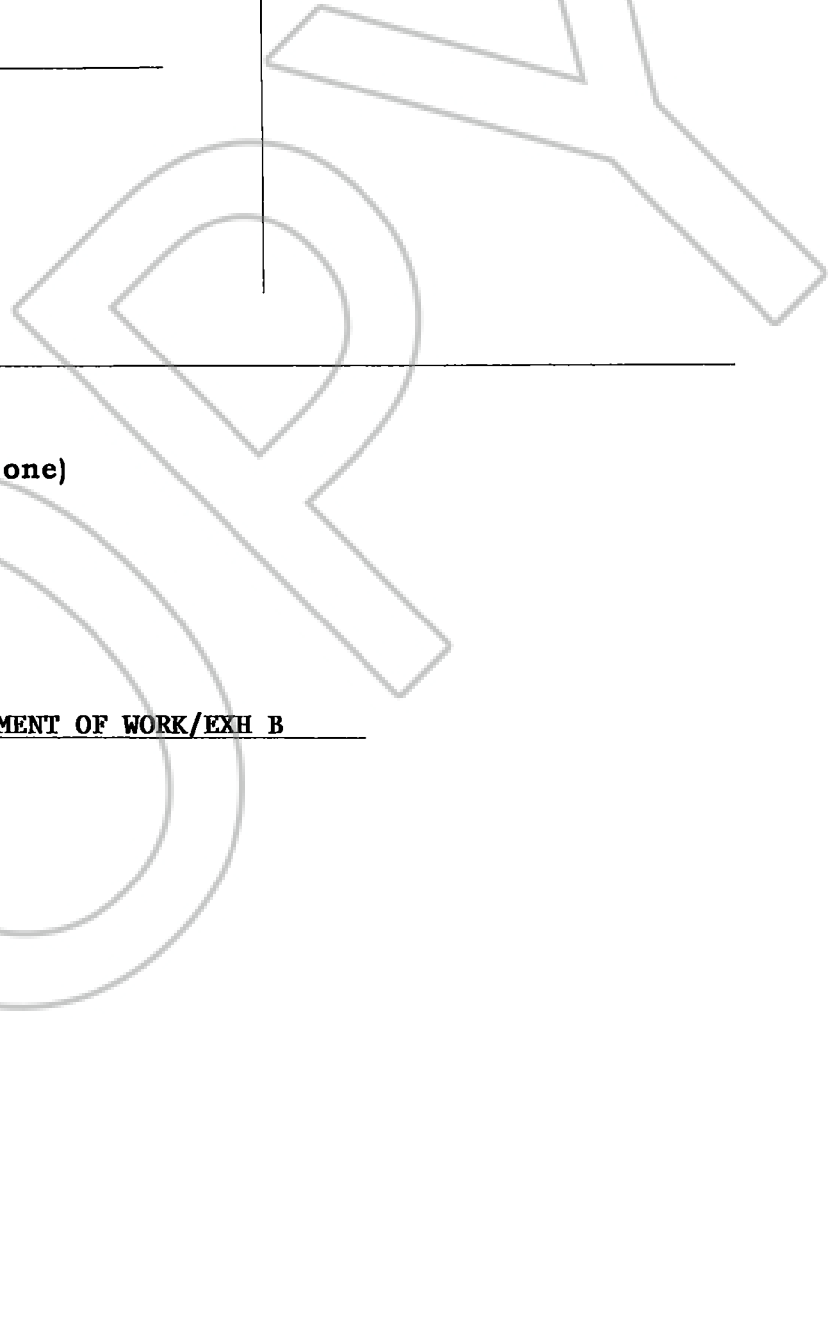


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KAREN ELLISON, RECORDER

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

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other specify: STATEMENT OF WORK/EXH B



FILED

NO. 2021-041

3-23-21  
DATE

DOUGLAS COUNTY CLERK  
MINDEN, NV

BY [Signature] DEPUTY

**Exhibit B**  
**Statement of Work**  
**(Project Workplan)**

Douglas County Justice Courts

and

Journal Technologies, Inc.



## JTI Project Phases and Plan

eCourt is installed as a functional configuration of Folder Views, Add and Update forms, selected workflows, and Searches. Journal Technologies (“JTI” or “We”) will work with designated Client project managers, business analysts, subject matter experts, and IT staff to configure eSeries. The availability of the Client personnel will be a critical factor in timely meeting the project goals herein.

JTI’s implementation strategy assumes that the Douglas County Justice Courts (“Client” or “You”) will use a combination of the Journal Technologies Baseline (“JTB”) and Douglas County District Court (“DCDC”) eCourt configurations as its baseline, except as noted, with minimal changes. We are not trying to recreate JustWare or CourtView and many things work differently in eCourt, namely: Financials, Scanning, Document Storage and Filing Cabinet, Task and Work Queues, Data Partitioning and Security, and Email Tracking. With these different concepts in eCourt, business rules and automation, security, partitioning, tasks, possibly reports and other items from JustWare and CourtView will not transfer over and will work differently in eCourt, however, eCourt will achieve the equivalent of what was achieved in the District Court implementation.

We are sensitive to being able to complete your project in a timely manner. We are not proposing a custom build. Here we are providing a quote based on you adopting and using JTI’s baseline as described herein.

JTI’s assumptions are:

- The JTB configuration contains the baseline configuration needed for the Justice Courts.
- All case types and structure configuration from the JTB and DCDC will be reused. JTI will perform the following configuration modifications:
  - a) Update the layout of existing fields on specific add/update forms as needed for the Douglas County Justice Courts but expect to use the same case structure and forms overall. Justice Courts have different case types, Traffic, Small Claims and Evictions for example. These case types will be accommodated to remain compliant with State Reporting and USJR.
  - b) Change location-specific configurations, which includes updates to searches, conditions, validations, etc.
  - c) Configure Client specific Statutes, Violations, and/or Infractions
  - d) Configure financials to meet the local rules and jurisdictions requirements.
  - e) Train the Client project teams on the existing workflow processes in the configuration and configure up to 20 additional workflow specific to each Justice Court, for a total of 40 additional workflows. Workflows that are modified from the District Court configuration are not considered “additional” workflows. Douglas County may then be provided training to configure additional workflows.
  - f) Existing reports and searches in DCDC will be reused with updates to headers only. JTI will configure up to 5 additional reports for each Justice Court, for a total of 10 reports, 10 searches for each Justice Court, for a total of 20 searches, and provide training for the Court to write any additional needed.

- Core eCourt functionality will be used for sentencing (i.e.: disposition widget or standard add of a sentence record).
- JustWare and CourtView Business Rules will NOT be transferred.
- JTI is responsible for end user training as this training typically occurs simultaneously with Administration and Judges because of the size of the Courts, however, due to configuration, the Client will prepare and assist with documentation.
- Client specific automation, notifications, or configuration will be handled through the Change Control Process and an additional statement of work may be necessary.
- All Workflow and Screens will be the same for both East Fork and Tahoe courts, with the exception that both Justice Courts have different workflows because each Court operates differently. East Fork Justice Court has the Misdemeanor Treatment Court and Mediation whereas, the Tahoe Justice Court does not, at this time. So these differences will be taken into consideration with regard to workflows.
- Screens, Lookup Lists, Directory, Financials, Security, will be configured into the existing DCDC database. The JTI configuration management tool will be used to merge this configuration into production.
- a) Administrators can see all lookup lists, financials, workflow – **NO PARTITIONING IS REQUIRED OR REQUESTED IN SYSTEM ADMINISTRATION**
  - USJR will need to be set up for each court, but configuration can be shared.
  - For online payments Client will use Point and Pay. In its discretion Client may alternatively select to use ePayIt or one of the Payment Providers JTI already works with. JTI will not require Client to change their current provider from Point and Pay.
  - Configuration will be provided for both courts in one central location.

## **Project Phases and Plan**

JTI and Client will work together under these general phases to implement the system.

### ***A. Project Planning and Initiation***

During this phase, the project schedule will be solidified, JTI/Client personnel (including staff that will be a part of the Client Help Desk) will be assigned tasks. For on-prem installations, the Client IT department will setup necessary instances of the system for purposes of Configuration, Conversion, Testing and Production etc. Initiating and other documents and tools will be provided, and the foundation for communication and requirements gathering will be established. For the avoidance of doubt, the project schedule shall be tolled during, and the anticipated Go Live dates for each case type set forth in the Project Work Plan shall be equitably extended for, any period following the initial project kick-off meeting during which either party's performance of its obligations under the Agreement or the Project Work Plan is prevented from or restricted or delayed in being performed as a result of the COVID-19 pandemic.

### ***B. Case Structure***

The purpose of this phase is to ensure that the Client can capture all of the case data required in the system.

- JTI will install the system and demonstrate the system to the Client.

- Client and JTI will identify the adequate number of sample cases to enter in the system to identify missing data elements.
- Client will enter the cases in the system, identify missing data elements, and report back in a requirements document.
- JTI will update the system to capture the missing elements per the requirements document.
- Client will verify and report any instances where the system does not meet the requirements specified in the requirements document within 20 workdays. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
- JTI will fix all issues reported and the Client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.

### ***C. Financial Structure (if applicable)***

In this phase, the Client's fines and fees are set-up to distribute according to statute, and for the Client to test to verify that all fines and fees are distributing correctly.

- Statute Table
  - JTI will train Client personnel on statute management.
  - JTI will provide statute table spreadsheet to Client personnel.
  - Client will complete statute table spreadsheet.
  - JTI review statute table spreadsheet with Client, and Client will update as needed.
  - JTI will replace the baseline system statutes with the Client's statutes.
  - Client will thereafter maintain its statute table.
- Financials
  - JTI will discuss fines and fees distribution configuration and the disposition widget with Client to obtain an understanding of the requirements.
  - Client will provide chart of accounts and written breakdown of assessments.
  - JTI will document the proposed configuration of financials and receive approval from the Client before configuration.
  - JTI will load statutes, chart of accounts, and distributions.
  - JTI will configure assessments and update statutes based on assessments.
  - Client will test all financial configuration and report back any issues where the configuration does not match the requirements within 20 workdays. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
  - JTI will fix all issues reported and the Client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.

### ***D. Data Conversion***

For each database there will be a maximum of three full conversion iterations plus the Go Live iteration.

### **Source System Information**

The Client will either extract the data from the legacy database and load the data in an interim database structure, that JTI will provide to the Client or to understand the legacy system and its data structure, the Client will provide a legacy system data description document, which will include:

- Technical environment (operating system and database platform)
- Database type (relational or hierarchical)
- Data elements
- Data formats and standards
- Data volume
- Images
- Vendor or other relevant contact information
- Data dictionaries (ER Diagrams)
- Screen/Field Mapping specification. Each screen of the legacy system will be listed and each data element on the screen will be mapped to the corresponding field in the legacy database.

#### Data Mapping

- Client, with JTI assistance, will map the data to the target system data elements.
- Client, with JTI assistance, will map the documents
- Client, with JTI assistance, will determine the logic for financials

#### Data Conversion Development

- JTI will develop data conversion logic
- JTI will convert data
- JTI will complete initial conversion testing

#### Data Conversion Test

- JTI and Client will identify a sample set of Cases for which data conversion will be tested. This sample set of cases will not change during the data conversion process.
- After each conversion, Client will test conversion and within 20 workdays report issues that are not in compliance with the mapping specification and requirements. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
- JTI will fix any issues and the Client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.
- If financial conversion is performed, then the Client will verify that remaining balances on invoices are distributed correctly

#### ***D) Interfaces – Spillman, Brazos, JAVS, DMV(MCIJIS)***

- For each interface, Client will provide Interface Specification Document. The document will include all information necessary to develop the interface, including:
  - File layouts, sample files to be used in testing, existing specification documents, and will assist JTI with the data element mappings between the two systems.
  - Other requirements such as filtering, throttling, queuing, transaction record retention period, and resending/republishing of messages.

- Frequency/trigger information, specification of data transport mechanism requirements, port and firewall rules, and secure networking requirements.
- Monitoring and reporting requirements, identification of exception types and processing of transactions, and bandwidth requirements based on expected transaction volumes.
- JTI will develop the interface to the requirements in the Interface Specification Document.
- Client will test the interface and report issues where the interface does not match the requirements specified in the Interface Specification Document within 20 workdays. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
- JTI will fix any issues and the client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.
- There will be a maximum of 3 iterations of testing

#### ***E) Document Templates***

- Client will provide list of document templates, including samples and specifications.
- Client and JTI will configure the document templates.
- Client will test configuration meets the requirements and report issues where the configuration does not meet the requirements within 20 workdays. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted. All testing will be completed prior to Go Live.
- Client and JTI will fix any issues and the Client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.
- There will be a maximum of 3 iterations for testing.

#### ***F) Workflow Processes***

- Client will document configuration requirements with JTI's assistance.
- JTI and Client will identify changes and will finalize the new workflows.
- JTI will configure the new workflows in the system.
- Client will test if the configuration meets the requirements and report issues where the configuration does not meet the requirements within 20 workdays. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
- JTI will fix any issues and the Client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.
- There will be a maximum of 3 iterations for testing.

#### ***G) Searches and Reports***

- Client will provide a list of searches and reports, including samples, specifications and distributions.
- JTI and Client will determine the searches and reports needed in the future system.
- Client will document the search/report requirements with JTI's assistance.
- Client and JTI will configure the searches and reports.



- Client will test configured search/reports within 20 workdays and report any issues. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
- JTI will fix the issues and the Client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.
- There will be a maximum of 3 iterations for testing.

#### ***H) Public Portal***

- JTI will demonstrate the functionality to the Client's IT staff and Administration for evaluation.
- Client will provide JTI a set of written use cases that they want the Portal to support.
- JTI and Client will determine the use cases to be implemented in the portal.
- JTI will implement the necessary Portal configuration to support the use cases.
- Once JTI completes the initial configuration, Client will begin acceptance testing against the functionality defined in the use cases.
- Client will report issues where the configuration does not match the specification within 20 workdays to JTI and the appropriate configuration changes will be made. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
- JTI will fix any issues and the client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.
- There will be a maximum of 3 iterations for testing.

#### ***I) Full system testing***

- Client and JTI will develop a testing plan.
- Client will conduct full system testing per the testing plan report issues where the configuration does not match the specification within 20 workdays to JTI and appropriate configuration changes will be made. If no issues are reported within 20 days, then the system configuration will be deemed to be accepted.
- JTI will fix any issues and the client will test again. The 20 day timer will reset on the delivery of each iteration from JTI to Client.
- There will be a maximum of 3 iterations for testing.

#### ***J) Cutover Plan, Implementation Training and Deployment***

- Client and JTI will determine the deployment plan and schedule.
- Client, with JTI's assistance, will develop a training plan.
- JTI will assist Client with end user training. Training may be recorded for future use.
- JTI will create a deployment plan with Client's assistance.
- Go-Live for each Justice Court will not occur at the same time.
- No later than Go Live for the second of the two courts, Client will sign a formal acceptance that the system configurations fulfill its requirements and will pay fees outlined in the Professional Services Agreement and License, Maintenance and Support Agreement.



- Final conversion and deployment will bring the system live in the production environment. JTI will be on-site for Go-Live.

## Project Cost and Billing

### Cost

JTI will bill the Client \$892,500 for the Implementation of the East Fork and Tahoe Justice Courts. For the avoidance of doubt, this amount shall be in addition to the implementation, data conversion and interface fees set forth in Exhibit A of the Professional Services Agreement (the "Agreement") at the time of its execution, June 7, 2018.

	<u>One-Time Cost</u>	<u>Additional Annual License and Maintenance Fees</u>
	(in thousands)	
<b>eCourt</b>		
Professional services, including expenses		
Implementation services	\$ 640	
Data Conversion	\$ 200	
Interfaces		
Spillman	\$ 30	
Brazos	7.5	
JAVS	7.5	
DMV (MCIJIS)	7.5	
Additional licenses, maintenance, upgrades and support (Douglas County Distrcit Court purchased up to 77 users previously)		\$ 0
	<u>892.5</u>	<u>\$ 0</u>

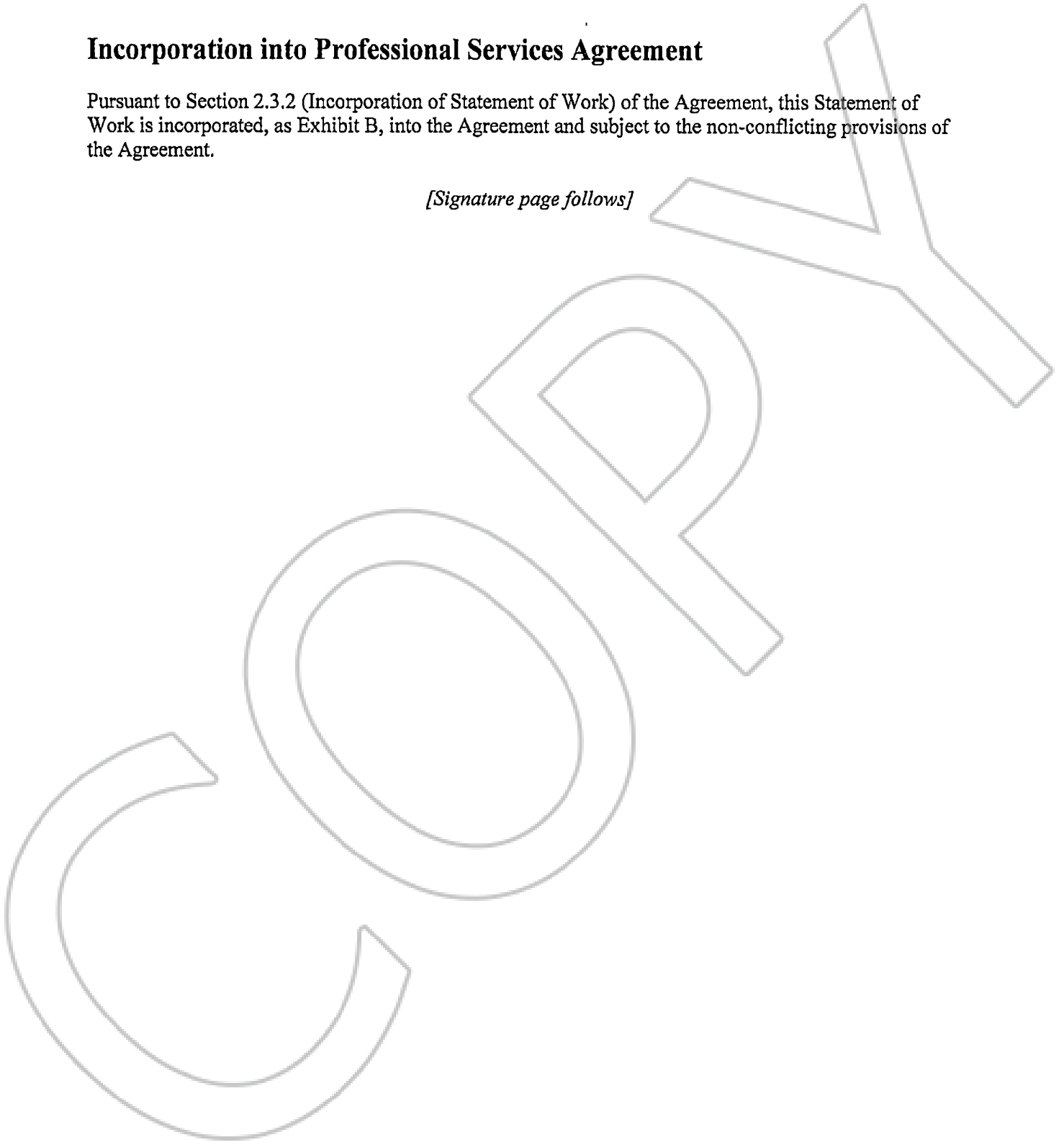
### Billing

\$140,000 of the total one-time fee (which amount comprises \$40,000 in implementation services related to the project planning stage, plus one-half (1/2) of the overall data conversion fees) will be billed when JTI finalizes and the Client approves of the Project Work Plan. The remaining \$752,500 will be billed upon Go-Live of the second of the two courts to Go Live and shall be paid in accordance with the terms and conditions of the Agreement.

## **Incorporation into Professional Services Agreement**

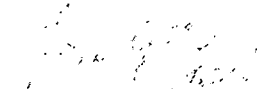
Pursuant to Section 2.3.2 (Incorporation of Statement of Work) of the Agreement, this Statement of Work is incorporated, as Exhibit B, into the Agreement and subject to the non-conflicting provisions of the Agreement.

*[Signature page follows]*



## Signatures

IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed as of the date last written below.



John Engels  
Chairman  
Board of County Commissioners  
P.O. Box 218  
Minden, Nevada 89423

3/18/21

Date



Danny Hennani, Director of Implementations  
Journal Technologies, Inc.

3/22/2021

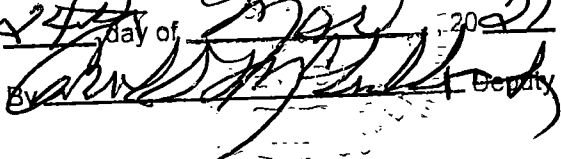
Date

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

24<sup>th</sup> day of May, 2021  
By  Deputy