Legislative, Rules & Governmental Operations

Information Technology

March 22, 2022

Committee Members: STROUGH, Driscoll, Conover, Frasier, Thomas, McDevitt and Seeber

Information Submitted by: Michael Colvin

Action Agenda/New Business

Request Resolution:

Request new contract with software vendor for custom programming at a cost of $32,700.

Rationale:

Currently not able to fill the open programmer position with an experienced programmer and need to get a project completed.

Request Resolution:

Transfer money from salaries to cover the expense of new contract (if approved) in the amount of $32,700.

Rationale:

Use the unused salary to complete a specific programming project.

RESOLUTION REQUEST FORM NO. 3

Request for _New_ Contract

DEPARTMENT NAME: Information Technology

DATE: March 22, 2022

(a)   Is this a Result of a Bid or Request for Proposal? **No**

(b)   Purpose of Contract: **Custom Programming for DSS**

(c)   Name of Contractor: **Alpha Software**

(d)   Address of Contractor: **70 Blanchard Road, Burlington, MA 01803**

(e)   Contractor's Contact Person and Telephone Number: **Greg Bohling 781-229-4500 x40**

(f)   Has or will the Contract be provided, if so, please attach: **yes**

(g)   Commencement Date of Contract: **Upon execution**

(h)   Termination Date of Contract: **Upon completion**

(i)   Payment Provisions: i) lump sum amount **$32,700**
                            ii) hourly rate amount
                            iii) total amount not to exceed
                            iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **per schedule**

(j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: **A1680.470**

   Sample: A.1010 470 Legislative Board – Contract $xx.xx
   Capital Project No. H289.9550 480 – Old Jail Renovations $xx.xx

*as listed in budget and LOGOS

Exhibit A – Statement of Work

This Statement of Work ("SOW") is attached to and forms part of the Master Services Agreement ("MSA") between Alpha Software Corporation (hereinafter referred to as "Alpha") and Warren County (hereinafter referred to as "Customer") dated 12/28/2021, as it may be amended in writing (the "Agreement") and is subject to the terms of the Agreement. In case of any conflict between the terms of this SOW and the Agreement, the Agreement shall govern. Capitalized terms not defined herein shall have the meanings set forth in the Agreement. This SOW shall be effective as of the last signature date as noted in the signature block of this SOW.

Revision History

Version	Date	Comments
1.0	12/28/2021	Initial Version

Description of Services

Redevelopment of Customer's existing FoxPro-based social services money manager system to a browser-accessed system running on the latest version of Alpha Anywhere.

Alpha will develop and test the system as a stand-alone tabbed UI application. Once complete Alpha will deliver the components to the Customer who will be responsible for integrating the components into their "master" system and implementing security.

Deliverables

- Solution Development (see appendix for requirements listing)
- System Testing & Development Support
- Project Management

Assumptions

Alpha's obligation to perform under this SOW is contingent upon Customer's timely, ongoing performance of the following tasks and assumptions:

1. Customer shall provide Alpha Software access to any required technical information regarding design changes, feedback on project status checkpoints.
2. Customer shall work with Alpha Software on an ongoing basis to refine application requirements.
3. Customer shall provide Alpha Software with any current technical documentation.
4. Customer shall provide Alpha Software with access to Customer's technical resource personnel.
5. Time and schedule estimates are based on experience with similar services requests in the past and information available at the time of preparing the estimates. Final delivery time and dates may vary due to accuracy, completeness and timeliness of information and responses provided by Customer, change requests, system issues or other events beyond Alpha's reasonable control.

6. Estimates are based on using Alpha Anywhere's rapid application development tools, leveraging default components, code genies and stylings. Design revisions that require custom coding may incur additional effort and will be addressed via the Change Management process.
7. Alpha will fulfill requests on a timely basis subject to appropriate staff availability. Final resource requirements will be adjusted as necessary based on the project needs. Customer will provide as much advanced notice for requests as feasible to assist with scheduling.
8. Project management time is a function of project duration. Changes to the project schedule may necessitate additional project management time via the Change Management process.
9. Customer will be responsible for migrating all data into the new system.
10. Customer will add security components to the system once delivered.
11. Customer will be responsible for all reporting features.

If Customer fails to perform any of these tasks or the stated assumptions are not correct, then Alpha shall notify the Customer of the discrepancy within a reasonable time after it has actual knowledge of the failure to perform or incorrect assumption. If the Customer does not or cannot perform the task or render the assumption correct, then Alpha may terminate this SOW and Customer shall pay only for the Services performed to the time of termination.

Change Management

Additional Services, including functionality, deliverables and consulting time outside the scope of this SOW may be added to the SOW only by submitting requests for changes in scope to Alpha who will prepare a Change Order detailing the nature and impact of the proposed changes, including increased costs. Requested changes shall be added to the scope of this agreement once both parties have signed the Change Order.

Project Team

The team for this engagement will consist of the following roles:

- **Business Analyst**
  Document requirements, test planning, quality assurance
- **Technical Architect**
  Determine requirements, estimate effort, design solution, direct development
- **Application Developer**
  Develop and test solution
- **Project Manager**
  Manage deliverables, coordinate resources, track budget, maintain schedule, provide regular status reports and calls

alpha Software®

Pricing

Project will be developed on a Time and Materials basis based on the following hourly billing rates:

Role	Hourly Rate (USD)
Sr. Technical Architect	$200
Project Manager	$200
Business Analyst	$200
Application Developer	$100

Task	Effort (Hours)	Offshore Effort (Hours)	Cost
Initiation	0	4	$400.00
Solution Development	0	251	$25,100.00
System Testing & Dev Support	24	0	$4,800.00
Project Management	12	0	$2,400.00
TOTAL	36	212	$32,700.00 USD

Travel expenses including, but not limited to, airfare, lodging, ground transportation and meals will be invoiced as incurred. Expenses will be reasonable and customary and in accordance with Alpha Software's expense policy. No travel will be made without Customer's prior approval.

Payment

Payment will be made on the following schedule:

- Initial payment of $10,900.00 upon execution of agreement
- Monthly payments of actual time incurred each month after completion of 33% of project, as determined by Alpha in the exercise of its professional judgment
- Balance due at completion of SOW

Acceptance

COMPANY: Warren County   Alpha Software

Signed By: _____   Signed By: _____

Name: _____   Name: _____

Title: _____   Title: _____

Date: _____   Date: _____

Appendix – Requirements Listing

ID	Process	Functional Requirement	Implementation Details
1	Receipts	Record receipt of funds from various sources.	- Receipt header and receipt distribution table - UX with up to 12 field for receipt header and list to show associated receipt distribution records. Records can be added to list via detail view of up to 7 fields. - UX has some dynamic lookup fields and some client-side logic.
2	Receipts	Search for receipts	Search for receipts by up to 8 fields. Include quick-search option. Return list of receipts from which user can open receipt UX
3	Receipts	Clone receipt distribution record (Add Similar)	Option to replicate currently select record
4	Receipts	Post selected receipts distribution records to state system	- Ability to select one or many receipt distribution records within a certain receipt. - Specify state and county revenue codes and apply codes to selected receipt distribution records.
5	Receipts	Automatically approve receipt depending on user	If auto-approve flag is True for current user, new receipt status will be set to Approved.
6	Receipts	Ability to approve receipts	Option on receipt UX that, when selected will set receipt status to Approved. Will be available based on security
7	Receipts	Ability to void receipts	Option on receipt UX that, when selected will set receipt status to "V" and void date = current date. Will be available based on security.
8	Receipts	Mass receipt approval	- Present list of unapproved receipts. - Allow user to select one or many rows. Need select all and clear all options - Button that when clicked, will flag all selected receipts as approved and reload list.
9	Receipt Sources	Track additional information about receipt sources	- Table of up to 18 fields - UX with up to 18 fields for receipt source and list to show linked accounts - Accounts can be linked to and unlinked from receipt source
10	Accounts - T54	Track T54 accounts and activity	- UX with account detail info of 6 to 10 fields and 9 fields summarizing data from related receipts and payments. Include lists of related receipts, vouchers, notes, and payments. Some client-side logic
11	Accounts - T54	Search for T54 accounts	Search for T54 accounts by up to 10 fields. Include quick-search field. Return list of records from which user can open T54 account UX
12	Accounts - T54	Add/Delete vouchers to/from account	Use list detail view to allow user to add/update vouchers directly on the voucher list on the T54 account UX. Add delete button as well
~~13~~	~~Accounts - T54~~	~~Approve voucher~~	~~Button to approve current voucher. Will change status of voucher. Will be available based on security.~~
~~14~~	~~Accounts - T54~~	~~Reject voucher~~	~~Button to reject current voucher. Will change status of voucher.~~
15	Accounts - T54	Stop request (voucher)	Button that when clicked changes the voucher status to "S". Button should be disabled if voucher has been paid.
16	Accounts - T54	Void payment	Clicking the Void button will open a window to allow the user to select the new status for the voucher linked to the voided payment. See "T54 - Payments - Void" worksheet for details
17	Accounts -T53	Track T53 accounts and activity	- UX with account detail info of 6 to 10 fields and 9 fields summarizing data from related receipts and payments. Include lists of related receipts, notes, and payments

ID	Process	Functional Requirement	Implementation Details
18	Accounts -T53	Search for T53 accounts	Search for T53 accounts by up to 10 fields. Include quick-search field. Return list of records from which user can open T53 account UX
19	Accounts - T53	Void payment	Button. Clicking button will change the status to "V" and populate the void date with the current date.
20	Voucher	Case workers need to know about their rejected vouchers and have an opportunity to fix an issue and resubmit	Create searchable voucher list with detail view to allow user to search for their rejected vouchers and open the T54 project UX to make updates.
21	Voucher	Mass voucher approve/reject	Searchable list of vouchers. Search by voucher date range, T54 Account #, Cin #, Recipient Type (include all option), Requestor (include all option) List will include editable Approve, Reject, and Reject Reason columns to allow user to enter status info for each row. Also need select all and clear all for Reject and Approve options. Button to post the updates for all the records at once.
22	Payments	Record payments to clients and to DSS or WC Treasurer	- Payment master and payment detail tables - Payment UX with up to 16 fields and editable payment detail list
23	Payments	Search for payments	Search for payments by up to 8 fields. Include quick-search option. Return list of payments from which user can open payment UX
24	Payments	Void payment	Button on payment UX to void payment. Clicking the button will set the payment status to "V" and the void date = current date If the payment sub-system = T54, call the same functionality as in requirement 16.
25	Payments	Stop payment	Button on payment UX to stop payment. Clicking button will set the payment status to "S" and then clone the current payment (header/detail) but leave the payment status blank.
~~26~~	~~Payments~~	~~Add T54 Payment by Authorization Lookup Per Jeremy: This is not needed.~~	~~Button on payment UX. Will be available based on security. Need detail~~
27	Payments	Mass Add Payments - T54	Searchable list of approved vouchers. Search by voucher date range, T54 Account #, Cin #, Recipient Type (include all option), Requestor (include all option) User can select one or many vouchers from the list. Need select all and clear all options. Then clicks button to add payment records for selected vouchers in batch process.
28	Payments	Mass Add Payments - T53	Searchable list of receipts. Search by various fields. Client Amount column is editable. User can select one or many receipts from the list. Need select all and clear all options. Click "Add Pay Record..." button to create payment records for selected receipts.
29	Payments	Mass Add Payments - T53 - preview report	Run report against the mass add payment list changes before the create payment records process is run.
30	Payments	Post checks and generate Logos file	UX to enter batch name, select sub-system and voucher date range (T54 only). The process generates a CSV file of check info that is used in another system to create checks. It also updates the payment records to show that they have been processed.
~~31~~	~~Payments~~	~~Mass Add Support Collection Payments Per Jeremy: This is not needed~~	~~Mass add process~~

ID	Process	Functional Requirement	Implementation Details
32	Payments	Stop and reissue a check	Searchable list of payments. Search by check # or Payee. Select one or many rows and click button to update select records, setting status to 'S'.
33	Payments	Stop check (no reissue)	Searchable list of payments. Search by check # or Payee. Select one or many rows and click button to update select records, setting status to 'V'.
34	Abstract	Create abstract	- UX with abstract detail info of approx. 6 fields. Include abstract detail list with detail view to edit records. Allow add/delete of abstract detail
35	Abstract	Search for abstract	Search for abstract by up to 5 fields. Return list of records from which user can open abstract UX
36	Interest Log	Track interest income by month/year	- Simple UX with list - List has detail view to edit records. - Allow add/edit/delete records.
37	ACH Income Log	Track ACH amount by month/year	- Simple UX with list - List has detail view to edit records. - Allow add/edit/delete records.
38	ACH Income Log	Track ACH distribution. Add multiple records under ACH Income record	Detail records under ACH Income record. Could be editable grid on ACH Income detail view.
39	Supporting data	State revenue code lookup	- Table with 5 fields - Simple UX with list, no quick-search field. - List has detail view to edit records. - Allow add/edit/delete records.
40	Supporting data	County revenue code lookup	- Table with 5 fields - Simple UX with list, no quick-search field. - List has detail view to edit records. - Allow add/edit/delete records.
41	Supporting data	Cash type lookup	- Table with 3 fields - Simple UX with list, no quick-search field. - List has detail view to edit records. - Allow add/edit/delete records.
42	Supporting data	Receipt type lookup	- Table with 3 fields - Simple UX with list, no quick-search field. - List has detail view to edit records. - Allow add/edit/delete records.
43	Supporting data	Voucher type lookup	- Table with 7 fields - Simple UX with list, no quick-search field. - List has detail view to edit records. - Allow add/edit/delete records.
44	Supporting data	Vendor lookup	- Table with 18 fields - Simple UX with list with 2 searchable fields - List has detail view to edit records. - Allow add/edit/delete records.
45	Supporting data	Sub-system lookup	- Table with 7 fields - Simple UX with list, no quick-search field. - List has detail view to edit records. - Allow add/edit/delete records.
46	~~Data import~~	~~Import Account and supporting data~~	
47	Testing Framework	Create tabbed UI	- Tabbed UI - General Environment Setup

ID	Process	Functional Requirement	Implementation Details
48	General	All record updates must include Edit User and Edit DateTime	
49	General	All record inserts must include Create User and Create DateTime	
50	Account	Show actual and projected account balances on T53 and T54 account forms	Create database view(s) to calculate current account balances
51	Account	Monthly account balances must exclude voided payments and voided receipts based on void date. See 'Void Date' worksheet for details	This requirement will impact the current account summary values on the T54 and T53 screens. Historic monthly totals will appear in reports to be created by Warren County. System will populate void date when payments or receipts are voided (captured in requirements above) This date can be used to exclude voided records when providing historic account balances in reports.
52	Audit trail	Ensure audit trail is captured for all changes.	Per Jeremy: "I believe we can use Alpha's built-in functionality to create an audit table to record changes. I already have that in place. So when your components are added to my project they will automatically log the transaction changes made via grids and lists"
53	General	Transactions need to capture the name of the client and their information as of the date of the transaction. If they later change their name/address, records from that point forward will have the new name.	Add fields to Receipts and Receipt Details tables to store name and address info of the related receipt source record

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Information Technology

SIGNED: Michael Colvin   DATE: March 22, 2022

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1680 110	Salaries	A.1680 470	Contracts	$32,700

Please state reason for transfers requested: Custom Programming Needs.

CONTINGENT FUND TRANSFER REQUESTS

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.