



**County of Spotsylvania**  
**Procurement Division**  
8800 Courthouse Road (P.O. Box 215)  
Spotsylvania, VA 22553  
Ph. 540/507-7586 Fax 540/582-6304

# PURCHASE ORDER

PURSUANT TO  
VIRGINIA CODE §2.2-4343.1,  
SPOTSYLVANIA COUNTY DOES NOT  
DISCRIMINATE AGAINST FAITH-  
BASED ORGANIZATIONS

**P.O. NUMBER 18148**

P.O. number must appear on all related correspondence, shipping papers, and invoices:

**To: Superion, LLC**  
**1000 Business Center Drive**  
**Lake Mary, FL 32746**

**Ship To: Spotsylvania County Information Services**  
**9104 Courthouse Road**  
**Spotsylvania, VA 22553**

**Attn: Tracy Bierman**

Attn: Rich Maidenbaum

		SHIP VIA	F.O.B. POINT	TERMS	
August 14, 2018			Destination	Net 30 Days	
QTY	UNIT	DESCRIPTION		UNIT PRICE	TOTAL
1	EA	TRAKiT 9 Migration- Superion will transfer the license & maintenance from the current TRAKiT product to TRAKiT9.			
1	EA	Professional Services		\$192,600.00	\$192,600.00
1	EA	License Fees		\$62,500.00	\$62,500.00
		License/Subscription Fee Discounts		(\$25,000.00)	(\$25,000.00)
Contract documents consist of:					
1. Spotsylvania County Purchase Order #18148 dated August 14, 2018 and Spotsylvania County Purchase Order General Terms and Conditions dated June 4, 2018;					
2. Superion Exhibit 1 – Scope of Work TRAKiT9 Migration Spotsylvania County, VA dated January 25, 2018;					
3. Superion Quote Number Q-00000954 dated July 27, 2018;					
4. Email from John Carrozza to Donna Beasley dated Superion June 4, 2018 accepting Spotsylvania County's Terms and Conditions approved by Spotsylvania County Attorney's office.					
				TOTAL	\$230,100.00

If there are any questions concerning this purchase order, please contact Ms. Donna Beasley – Spotsylvania County Procurement Division. Ph. 540/507-7586; Fax: 540/582-6304

1. Please send one copy of your invoice.
2. In accordance with the prices, terms, delivery method, and specifications, including warranties, pursuant to any IFB and bid documents, or referenced Terms & Conditions delineated above.
3. Delivery constitutes acceptance of all terms and conditions.
4. Please notify us immediately if you are unable to ship as specified.
5. Send all invoices to:  
Spotsylvania County Information Services  
P O Box 865  
Spotsylvania, VA 22553
6. Pursuant to Virginia Code §2.2-4311.1, seller warrants that during the performance of this contract, it will not employ unauthorized alien workers, as defined by the Immigration Reform and Control Act of 1986.

**FOR OFFICIAL USE ONLY**

**Requisitioning Department: Information Services**

Requisitioner: Rich Maidenbaum

Mark B. Taylor  
County Administrator

Deputy County Attorney

This standard Purchase Order form has been previously APPROVED AS TO FORM by the Office of the Spotsylvania County Attorney for small purchases. Any deviations from the County's customary form must be reviewed and approved by the County Attorney.



## SPOTSYLVANIA COUNTY PURCHASE ORDER GENERAL TERMS AND CONDITIONS

1. All prices unless otherwise specified are F.O.B. Destination with transportation charges prepaid.
2. If shipment is made by freight or express and charges added to invoice, the original bill of lading properly received shall accompany invoice. All charges must be prepaid.
3. Deliveries against this order must be free of excise, transportation, or state sales taxes. State sales and use tax certificate of exemption form will be issued upon request.
4. Purchase Order number shall be shown by Contractor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
5. Invoice terms are Net 30 days.
6. The CONTRACTOR providing services to the County under this Purchase Order Agreement represents and warrants to the County that it is:
  - A. Conforming to the provisions of the Civil Rights Act of 1964, as amended, as well as the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the Virginia Public Procurement Act, and where applicable, to the Virginia Fair Employment Contracting Act of 1975, as amended, and the Virginia Human Rights Act, as amended.
  - B. Not employing illegal alien workers or otherwise violating the provisions of the Immigration Reform and Control Act of 1986 and Virginia Code § 2.2-4311.1;
  - C. Complying with federal, state and local laws and regulations applicable to the performance of the goods and services procured, the work performed pursuant to the Agreement shall conform to all professional principles generally accepted as standards of the industry in the Commonwealth, the CONTRACTOR'S work performed shall be free of defects, and any new materials and equipment furnished under this Agreement shall be of good quality and in working condition; and
  - D. In full compliance with the Virginia Conflict of Interest Act.
7. CONTRACTOR'S performing work for the County shall maintain at a minimum, the following insurance coverage, if the work is performed by any type of corporation, partnership, or licensed business. An Automobile liability policy may be under a personal policy for a sole proprietor.

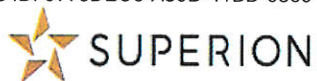
**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:**

  - A. Worker's Compensation – Statutory requirements and benefits
  - B. Employers Liability - \$100,000
  - C. Commercial General Liability - \$1,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence. These coverages are to include Products/Completed Operations, Personal & Advertising Injury, and Independent Contractor's Liability
  - D. Automobile Liability \$1,000,000.
  - E. Professional Liability, if required, under Professional Services.

The County, Board of Supervisors and employees, shall be named as additional insured on Auto and General liability Policies. The County reserves the right to require the Contractor to provide evidence of required insurance coverage.
8. During the performance of this Agreement, CONTRACTOR agrees that:
  - A. It will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor that such Contractor is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement; and
  - B. It will include the provisions of the foregoing paragraph in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each sub-CONTRACTOR or CONTRACTOR.

9. During the performance of this Agreement, the CONTRACTOR agrees to:
- A. Provide a drug-free workplace for the CONTRACTOR'S employees; and comply with the Federal Drug Free Workplace Act.
  - B. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the CONTRACTOR'S workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - C. State in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR that the CONTRACTOR maintains a drug-free workplace; and
  - D. Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each SUBCONTRACTOR or CONTRACTOR.
  - E. For the purposes of this section, "drug-free workplace" means any site at which the performance of work is done in connection with this contract awarded to the CONTRACTOR, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
10. The parties agree that this Agreement is governed by and shall be interpreted in accordance with the laws of the Commonwealth of Virginia, and that proper venue, in the event of litigation concerning this matter, shall be in the Circuit Court of Spotsylvania County, Virginia. The parties agree that any litigation involving this Agreement shall be brought only in such court. In the event of any action brought by either party against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, each party shall pay their own attorney's fees, costs and expenses.
11. Pursuant to Section 2.2-4354 of the Code of Virginia, (1950, as amended), the CONTRACTOR covenants and agrees to:
- A. Within seven (7) days after receipt of any amounts paid to the CONTRACTOR under the Agreement, (i) pay any subcontractor for its proportionate share of the total payment received from the COUNTY attributable to the work under the Contract performed by such subcontractor, or (ii) notify the COUNTY and the subcontractor, in writing, of its intention to withhold all or part of the subcontractor's payment and the reason therefore;
  - B. Provide its federal employer identification number or social security number, as applicable, before any payment is made to the CONTRACTOR under the Agreement;
  - C. Pay interest at the legal rate or such other rate as may be agreed to in writing by the subcontractor and the CONTRACTOR on all amounts owed by the CONTRACTOR that remain unpaid after seven (7) days following receipt by the CONTRACTOR of payment from the COUNTY for work performed by the subcontractor under the Agreement; and
  - D. Include in its contracts with any and all subcontractors the requirements of 1, 2, and 3 above.
12. CONTRACTOR shall indemnify, defend and hold harmless the COUNTY and its representatives from any and all claims, suits and actions for injury or damage sustained by any person or property from any act or omission by CONTRACTOR and/or its CONTRACTORS or employees, or anyone else for whom CONTRACTOR is or may be responsible. CONTRACTOR's liability is capped at the amount equal to one hundred percent of total contract value actually paid by Customer to CONTRACTOR under the Agreement. This section shall survive the termination of this Agreement.
13. Spotsylvania County reserves its rights of ownership to all material given to the Contractor by Spotsylvania County and to all background information, documents, and computer software and documentation developed by the Contractor in performing any Contract resulting from this procurement.
14. Spotsylvania County shall have the right to terminate at Spotsylvania County's convenience, with or without cause, any contract resulting from this Purchase Order by specifying the date of termination in a written notice. In this event, the Contractor shall be entitled to just and equitable compensation for any authorized satisfactory work done or any items/materials accepted by Spotsylvania County.
15. CONTRACTOR acknowledges that the Spotsylvania County Procurement Policy is applicable to this Agreement. The Spotsylvania County Procurement Policy governing this Agreement may be accessed at: <http://www.spotsylvania.va.us/content/20925/20963/21966/20995/23291/default.aspx>





## Add-On Quote

Superion, LLC. 1000 Business Center Dr. Lake Mary, FL 32746

Quote Number: Q-00000954      Valid Until: 8/31/18

### Quote Prepared For:

Jerry Revell, Division Director of PMO/APPS/GIS  
 Spotsylvania County  
 8800 Courthouse Road  
 Spotsylvania, VA, 22553  
 (540) 507-7504

### License Fees & Maintenance

Product Name	Quantity	License Fee	Maintenance
TRAKiT GIS Professional Engine	1	\$25,000.00	\$5,000.00
Bluebeam Server API for TRAKiT	1	\$12,500.00	\$2,500.00
iTRAKiT Inspect	1	\$12,500.00	\$2,500.00
iTRAKiT Code	1	\$12,500.00	\$2,500.00
Total		<u>\$62,500.00</u>	<u>\$12,500.00</u>

### Professional Services Installation & Configuration

Product Name	Amount
1x to create Production and Test Environment	\$2,100.00
Bluebeam Server API for TRAKiT Services	\$3,500.00
Total	<u>\$5,600.00</u>

### Development & Conversion

Product Name	Amount
60 hrs - TRAKiT Database 3x	\$27,600.00
Inspection Reassignment	\$12,000.00
DPOR	\$16,000.00
Tax Map Number	\$24,000.00
GeoTRAK Update Routine	\$6,000.00
Python parcel overlay script	\$15,800.00
Total	<u>\$101,400.00</u>

### Technical Services

Product Name	Amount
TRAKiT GIS Professional Engine Services	\$39,200.00
iTRAKiT Services	\$8,000.00
Total	<u>\$47,200.00</u>

### Consulting

Product Name	Amount
Bluebeam Server API for TRAKiT Services	\$640.00
2 TRAKiT Consultants for 2 Days Onsite Go Live Support	\$5,120.00
Total	<u>\$5,760.00</u>

### Training

Product Name	Amount
Include onsite and web training	\$11,520.00
TRAKiT GIS Professional Engine Services	\$640.00
TRAKiT9 Administrator/Report Writing Training	\$3,840.00
iTRAKiT Services	<u>\$640.00</u>

<b>Total</b>	<b>\$16,640.00</b>
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## Project Management

Product Name	Amount
80 hrs. PM Services	\$12,800.00
GeoTRAK Update Routine	\$3,200.00
<b>Total</b>	<b>\$16,000.00</b>
<b>Total Prof. Services</b>	<b>\$192,600.00</b>

## Summary

Product/Service	Amount
License Fees	\$62,500.00
Professional Services	\$192,600.00
<b>Subtotal</b>	<b>\$255,100.00</b>
License/Subscription Fee Discounts	\$25,000.00
<b>Total</b>	<b>\$230,100.00</b>
Net Maintenance	\$12,500.00

### Product Notes:

Bluebeam Server API for TRAKiT Services. Includes up to 4 hours of remote consulting to explain the Bluebeam integration with TRAKiT suite. Does not include overview of Bluebeam product. Additional training can be obtained through Bluebeam separately.

Payment terms will be as illustrated in the following milestone payment table:

Milestone	Contract Execution (CE)	30 Days after CE	90 Days after CE	120 Days after CE	10% Completion of Project Plan	15% Completion of First Installation	15% Completion of First Training	15% Go-Live	30% 30 Days After Go-Live
License Fees	\$9,375.00	\$9,375.00	\$9,375.00	\$9,375.00					
Professional Services	\$28,890.00				\$19,260.00	\$28,890.00	\$28,890.00	\$28,890.00	\$57,780.00
<b>Totals</b>	<b>\$38,265.00</b>	<b>\$9,375.00</b>	<b>\$9,375.00</b>	<b>\$9,375.00</b>	<b>\$19,260.00</b>	<b>\$28,890.00</b>	<b>\$28,890.00</b>	<b>\$28,890.00</b>	<b>\$57,780.00</b>

License fees are due upon execution and payable based on the above milestone payment table.

The date of delivery is the date on which Superion delivers, F.O.B. Superion's place of shipment, the Software licensed programs to Customer or by electronic delivery by posting it on Superion's network for downloading.

\*First Installation refers to Superion software being installed on Customer's server.

\*\*First Training refers to the completion of Superion's first Customer training session.

\*\*\*Professional services are subject to Acceptance of Services. Customer will notify Superion in writing of its acceptance or non-acceptance of the applicable service identified above within twenty (20) days after date of invoice. If Customer fails to give written notice within the specified timeframe, the services will be deemed accepted. Any notice of non-acceptance must be based solely upon non-performance of the particular service.

Superion Application Annual Support: Customer is committed to the initial term of Maintenance and Support Services for which the support fee is included in the License fee(s) and begins upon execution of this Quote and extends for a twelve (12) month period. Subsequent terms of support will be eligible for renewal for successive twelve (12) month periods, commencing at the end of the prior support period. Support fees shown are for the second term of support for which Superion is committed and which shall be due prior to the start of that term. Fees for subsequent terms of support will be due prior to the start of each term at the rate set forth in the below Annual Support Schedule. Subsequent terms will be eligible for renewal until such time as either party declines to renew. Customer will be invoiced, and payment is due, upon execution of renewal agreement.

Following Year 6, Superion may increase the maintenance fees based on the Consumer Price Index +2%.

Annual Support Schedule	
Support/Maintenance Fees	
Year 2	\$ 12,500.00
Year 3	\$ 13,125.00
Year 4	\$ 13,781.25
Year 5	\$ 14,470.31
Year 6	\$ 15,193.83

**Additional Terms:**

This Quote is related to an existing prior agreement by and between Superior, as successors to CRW Systems, Inc., and Customer, consenting to such assignment. Except as otherwise provided herein, all terms and conditions of the prior Agreement are incorporated herein. Superior is the sole owner of the Source Code, design specifications and associated documentation herein which relate to Superior's licensed programs and which constitute the proprietary information and trade secrets of Superior and are protected under the terms of the Agreement. If applicable, any code created hereunder will be licensed to Customer under the terms of the Agreement.

The Superior Application Software warranty shall be for a period of one year after delivery. There is no testing and acceptance period on the Licensed programs herein. The date of delivery is the date on which Superior delivers, F.O.B. Superior's place of shipment, the Software licensed programs to Customer.

Applicable taxes are not included, and, if applicable, will be added to the amount in the payment of invoice(s) being sent separately. Travel and living expenses shall be governed by the Superior Travel and Expense Guidelines.

Except for the Spotsylvania County Purchase Order and the Spotsylvania County Purchase Order General Terms and Conditions as modified by Superior and attached hereto and incorporated herein, preprinted conditions and all other terms not included in this Quote or in the Agreement, stated on any purchase order or other document submitted hereafter by Customer are of no force or effect, and the terms and conditions of the Agreement and any amendments thereto shall control unless expressly accepted in writing by Superior to Customer.

Annual maintenance is not included in any Custom Modification fee above and is not being provided. Customer is responsible for the cost for Superior to retrofit the Modification into new releases.

**Appropriation of Funds.** Customer states that funds have been appropriated to pay Superior for all fees set forth in the Milestone Payment Table. To the extent this Agreement contemplates the County purchasing other products and services from Superior, such purchases are contingent upon Customer's appropriation of funds. Customer hereby covenants and agrees that it will make appropriate requests for budget appropriations for the future fiscal years, in amounts as specified in this Exhibit 1, before requesting additional Agreement products or services from Superior. Customer further agrees that said funds, once appropriated, will be maintained and expended for the expressed purpose of acquiring from Superior the services set forth in this Exhibit 1.

In the event sufficient funds are not appropriated, budgeted or are otherwise legally unavailable, Customer shall immediately notify Superior in writing of such occurrence and Superior will respond with an amendment that this Agreement or the appropriate executor portions thereof, is terminated. Superior shall not be obligated to provide any services for which payment has not been appropriated.

Superior will be covered at all times during the Term of the Agreement by such insurance as it deems adequate in its reasonable judgment, which shall in any event consist of not less than the following types and minimum amounts of coverage with a reputable insurance company(ies): (a) commercial general liability insurance covering claims for personal injury and property damage, with limits of not less than US \$1,000,000 per occurrence; (b) commercial crime coverage/fidelity bond insurance, with limits of not less than US \$1,000,000 per occurrence; (c) workers compensation coverage as required by the statutes of the jurisdiction in which the services are being performed covering all personnel employed by Superior in the performance of their duties who are required to be covered by the statutes of the applicable jurisdiction; and (d) errors and omissions insurance with a reputable insurance company, with limits of not less than US \$5,000,000 per claim and aggregate. Upon the reasonable request of Customer, Superior shall furnish Customer with a certificate of insurance as specified in this Agreement. Maintenance of insurance as specified in this Agreement shall in no way be interpreted as relieving or increasing Superior's responsibilities or liabilities under this Agreement; and Superior may carry, at its own expense, such additional insurance as it deems necessary, including self-insurance.

**Comments:**

The County is interested in upgrading its existing TRAKIT.Net solution to Superior's latest platform, TRAKIT9, upgrading to TRAKIT GIS Professional along with the GeoTRAK Update Routine and provide with a Python parcel overlay script to process 29 GIS data layers' spatial joins with parcel features into a resulting parcel overlay GIS data feature class. The County is also interested in adding iTRAKIT Inspect, iTRAKIT Code, and the Bluebeam Server API for TRAKIT. This quote has been prepared in response to the County's request.

Please refer to Updated 1.25.2018 Exhibit 1 for scope of work. Please refer to TRAKIT Technical Specifications.

Any additional products and/or services will need to be quoted separately. Proffers programming is not included and is not being handled as part of this upgrade. The Bluebeam integration does not include any Bluebeam named user licenses. Travel and Living Expenses will be billed as incurred.

**Spotsylvania County**

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** Mark Taylor, County Administrator

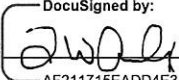
**Date:** \_\_\_\_\_

**Superior, LLC.**

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** Tom Amburgey, General Manager

**Date:** 7/27/2018

DocuSigned by:  
  
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## Exhibit 1 – Scope of Work

### TRAKiT9 Migration – Spotsylvania County, VA

#### **TRAKiT 9 Licensing Terms**

The following software is currently licensed by the Client and will be replaced during the migration process:

##### TRAKiT 9 Software

Superion will transfer the license & maintenance from the current TRAKiT product to TRAKiT9. Modules currently licensed by the Client include:

- 999 End User Licenses
- GeoTRAK (formerly LandTRAK)
- PermitTRAK
- ProjectTRAK
- CodeTRAK
- LicenseTRAK
- CRM TRAK
- GIS Standard Version (support for ArcGIS Server 10.1 and above only)

Superion shall provide maintenance service, technical support, and software updates. Covered software does not include hardware, hardware vendor operating systems and other system software, CLIENT-developed software, or third-party software.

##### eTRAKiT Software

Superion will ensure that current eTRAKiT settings are maintained and connected properly to the new TRAKiT9 database.

##### MobileTRAK Software

Superion will install iTRAKiT Inspect and iTRAKiT Code. This is a replacement for the County's previous licenses for TRAKiT PDA and LaptopSync which will be cancelled. The County understands that TRAKiT PDA and LaptopSync software must be removed from the County's servers and devices.

#### **Installation & Migration Assistance**

Superion will migrate all Client data contained within TRAKiT and confirm that primary system functions are available. Client understands that some functions/features are different and that any previous paid for customization by the Client will not be included as part of the software upgrade. If the customization is still required, the Client will be charged to add them to the software. Please refer to Comparison: TRAKiT.Net & TRAKiT9 for description of high level differences.

##### Installation Assistance

Superion will provide the TRAKiT 9 software and assist the County in installing it on a local server.

Server must have access to the agency's TRAKiT database. Software installation will be done one (1) time to create the Client's Production and Test Environments. The Client will be charged for any moving and/or reinstallation of the software.



Agency understands that the migration is for the existing TRAKiT configuration as provided to Superior on November 8, 2017. No Business Process Review or Workbook Analysis meetings are budgeted for this implementation.

#### Data Migration

Superior will migrate the Client's existing TRAKiT database into the TRAKiT 9 data structure. Price includes two (2) conversion routines:

1. Migration will occur at the initial delivery for Client testing. Any issues with migrated data must be reported to Superior at the conclusion of the initial testing period, which will be defined by the Project Schedule that will be negotiated by the County and the Superior project manager.
2. Just prior to the Go Live event. The TRAKiT database must be provided to Superior by no later than 9:00 AM PST on the scheduled conversion date.

Any alterations made to the TRAKiT database by the Client during migration will result in additional charges to correct.

#### Agency Responsibilities

The Agency agrees to the following:

- Fully test the system and host the site live per the project schedule that the Superior Project Manager will present/negotiate to the County.
- Client will be responsible for providing remote network access to Superior.
- Any delays in the project schedule caused by the County may result in additional charges.
- The client must track any alterations made to their production TRAKiT database while testing TRAKiT9, and apply those changes (as needed) to the TRAKiT9 database with the guidance of Superior. Any alterations made to the TRAKiT database by the Client during migration will result in additional charges should Superior need to correct.
- Client will provide IT support, as requested by Superior, to affect changes to the client environment in support of this project.
- Any delays in the negotiated project schedule caused by the County may result in additional charges.

#### **Report, Document, & Customization Migration**

TRAKiT Reporting has been updated from Crystal Reports (SAP) to SQL Server Reporting Service (Microsoft SSRS) standards. Client understands that the format/details of the TRAKiT9 reports may vary from the TRAKiT.Net reports. The following custom reports, documents, forms, and customizations will be delivered as part of the migration. Any reports not identified on the list below will result in additional fees, if Superior needs to correct any errors.

#### TRAKiT 9 Standard Reports – None Identified

#### Agency-Specific Custom Reports/Forms

1. ACCT10\_INFO
2. BLD NOV-NTC
3. CODE40\_BY VOTINGDISTRICT
4. DAILY CASH FEE SUBFEE WCNT
5. DAILY CASH RTP – TOT BYRECEIP
6. DAILY CAH RPT\_EFT





# SUPERION

7. PRJ-BONDS
  - *Sort by Account Number, Descending*
  - *Sum Totals by Account Number*
  - *Select "All" or Select specific Account Numbers*
8. QTR SRCHGFEE-RPT-STATE
9. SC\_CODEINVOICE: (This will come from the print menu and not actually invoice)
10. UNSAFE STRUCTURE
11. ZON\_NOV-NTC
  - *Add additional user's Signature (Chantz Ballard)*
12. [BOND110 SELECT SECURED BY]
13. [BOND110 SELECT BOND HOLDER]
14. [BOND110 SELECT CONTRACTOR]
15. [BOND110]
16. [SPOTS\_BOND\_RELEASE]
17. [BONDS\_RELEASED]
18. [INSPE45\_WITHFEES\_FIX]
19. [DAILY CASH REPORT W CASHCODES]
20. [SC\_INSP\_ESF\_RPT]
21. [PRJ-BONDS\_ExcelFmt2]
22. PERM61 w all contacts COPY
23. PERM101
24. PROJ115

## Agency Customizations/Enhancements

1. Inspection Reassignment (Stored Procedure)
  1. *Set all Building Inspections to default to a bucket "Building Inspector Bucket" (TRAKiT Setting)*
  2. *Set all Erosion Inspections to default to a bucket "Erosion Inspector Bucket" (TRAKiT Setting)*
  3. *Set a cap for the bucket to 110 (TRAKiT Setting)*
  4. *Set a cap for the Erosion Bucket to 80 (TRAKiT Setting)*
  5. *Set the IVR and eTRAKiT for Inspection cut-offs to be at 4pm (TRAKiT Setting)*
  6. *At 4:01 pm fire off a **Stored Procedure** to distribute the inspections automatically*
    - a. *The S.P. will re-assign the Inspections assigned from the "Building Inspector Bucket" and "Erosion Inspector Bucket" automatically.*
      - i. *The Inspections will be distributed to Inspectors based on their Area via Geo Location.*
    - b. *If an inspection cannot be reassigned based on Geo Location it will remain assigned to the bucket inspector.*

### **Things to take into account:**

- *Geo Location*
2. Superior will create a Python parcel overlay script to process 29 GIS data layers' spatial joins with parcel features into a resulting parcel overlay GIS data feature class. The 29 layers are identified in the ParcelViewSources.xlsx.



## **User Training**

Training will be conducted onsite at the Client's location.

### Upfront Webinar Training

- Superior will perform up to an eight (8) hour webinar training at the beginning of the project.
- Training will be performed remotely.

### Upfront Power User Training

- Superior will perform three (3) days of onsite training at the beginning of the project.
- One trainer to accommodate up to eight (8) students.

### Superion Training

- One trainer to accommodate up to eight (8) students.
- Provide all necessary training material for students.
- Training will be broken into 4 hour (half-day) segments for each class. Students must be able to attend the full training session.
- Provide five (5) full onsite days of training.

### System Administrator and Report Writing Training

- 3 Days of Onsite System Administrator Training and SSRS Report Writing Training

### Client Responsibility

- Provide an adequate training space to accommodate trainees.
- Provide eight (8) workstations/laptops for each individual to be trained.
- Workstation environment must connect directly to the Client's Live/Production database.
- Students will have sufficient basic knowledge of Client's business processes and basic MS-Windows functions.
- Workstations must be compatible with Internet 11 or Microsoft Edge.

## **Technology Requirements**

Please refer to TRAKiT Technical Specifications