

# Statement of Work

This document defines the scope of work to be provided to **Monterey Peninsula Water Management District (MPWMD)**. This document may be refined, modified, cancelled, and/or terminated in whole or in part by mutual agreement.

## Job Description

At high level, ETech Consulting will assist MPWMD with parcel document conversion.

During the original implementation, all legacy documents were uploaded to parcels. While documents exist on parcels and staff is able to access those, parcel documents cannot be accessed via Citizen Access portal.

ETech will lead the conversion effort and specifically assist in the following areas:

1. Assessing Parcels with Documents that do NOT have associated Base Premise Record
2. Develop and Execute Batch script to create (shell/empty) Based Premise record for the parcels assessed.
3. Develop script to convert existing parcel documents to be documents under base premise records.

## Assigned Personnel

- Georgiy Sichinava – Business Analyst
- Erich von Trapp - Senior Technical Consultant

## Assumptions

- The agency will provide Subject Matter Experts (SMEs) to identify desired solution functionality.
- Record Types within Civic Platform are fully configured to meet the needs of Data Conversion processes.
- Acceptance of all deliverables shall occur within 14 calendar days after delivery.
- UAT will take place throughout the implementation.
- ETech Consulting, LLC will assist with documentation and communication of Accela Support related issues.
- ETech Consulting, LLC is not responsible for delays caused by the Accela environment or Accela support.

## Expected Timeline

April 10 – April 30,2023

## Payment Terms

Invoicing shall be submitted on a monthly basis for the work performed based on the hours actually worked. Payment to ETech Consulting, LLC shall be mailed or made via ACH within thirty (30) days of receiving the invoice. If the thirty (30) day period falls on a weekend or holiday, payment shall be issued the following business day.

## Expenses Covered

None

## Work Location

Remote

# Service Estimate

## ETech Consulting, LLC

160 Liberty Street Suite 111  
Salem, OR 97301

Date: April 10, 2023

To:

## Monterey Peninsula Water Management District

Attn:

## Service Description

ETech Consulting will provide consulting and technical services related to Data Conversion of Environmental Health Records

Item	Qty	Rate	Amount
Technical Management	20	175	4,800
<b>Total</b>			<b>\$4,800</b>

*Thank you for your business!*

ETech Consulting, LLC

MPWMD

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date