



## Supplemental Statement of Work

Pursuant to and in accordance with Sections 1.2 of that certain GIS Consortium Service Provider Contract dated Last January 1, 2026 (the “Contract”) between the Village of Oak Park, an Illinois municipal corporation (the “Municipality”) and Municipal GIS Partners, Incorporated (the “Consultant”), the parties hereby agree to the following SUPPLEMENTAL STATEMENT OF WORK, effective January 1, 2026 (“SSOW”):

In consideration of the mutual covenants and agreements hereinafter set forth the Municipality and the Consultant agree to:

### General Purpose

The Consultant will perform all or part of the Village of Oak Park (the Municipality) Microsoft™ business application configuration, development, and maintenance as directed by the Municipality. In addition to supporting the business applications, the Consultant will identify opportunities for business process improvement.

### Terms

#### Agreement Period

January 1, 2026, through December 31, 2026

#### Fees

The fee for the staffing allocation set forth above is \$4,933.33 per month. The total contract value for the agreement period is \$59,200.00. Such fee does not include taxes or any reimbursable out-of-pocket expenses that may be incurred by the Consultant.

### Included Services

This section identifies the outcomes and business structures included in this service agreement. The Municipality is responsible for identifying and prioritizing the aspects of the services that are most important. The Consultant is responsible for implementing those priorities and communicating progress.

Services consist of the following:

1. Staffing
2. Quarterly goals and reporting
3. Training and support

## **Staffing**

The Consultant provides all the requisite staffing and skillsets required to manage the Municipality Microsoft™ business applications including:

- Business Analysts that consult and improve business processes.
- Technical professionals that develop, maintain, and support process improvements.

## **Team Access During Normal Working Hours**

The Consultant typically works Monday through Friday 8:00AM to 5:00PM. The Municipality has direct access to the staff assigned to the Municipality. Alternatively, the Municipality can call the Consultant's general telephone number or submit an email to Consultant's service desk for service.

## **Municipality Representative**

The Municipality agrees to designate a Representative who will serve as the primary point of contact. The Representative shall be part of the administration function and possess influence and visibility of all organization operations.

## **Quarterly goals and reporting**

The Consultant agrees to set, deliver, and report on quarterly goals during the term of this Agreement. Each quarter will focus on enhancing the Municipality's business processes and supporting these enhancements within the Microsoft 365 environment as prioritized by the Municipality.

## **Quarterly Goal Planning**

At the start of each quarter, the Consultant and the Municipality will agree on a set of measurable outcomes aimed at improving specific business processes. The outcomes will include:

- Identified business process enhancements.
- Configurations or customizations required in Microsoft 365 to support these enhancements.
- Delivery and implementation deadlines.
- Training and documentation.

## **Quarterly Goal Execution**

During the quarter, the Consultant will:

- Analyze the business process identified in the outcome plan.
- Develop and configure Microsoft 365 features to support the business process enhancement.
- Test and deploy the configurations within the Municipality's Microsoft 365 environment.
- Provide necessary training to personnel to use the new features effectively.
- Report progress as directed by the Municipality.

## **Quarterly Goal Review**

At the end of each quarter:

- The Consultant will present a report summarizing the accomplishments, including business process improvements and the corresponding Microsoft 365 enhancements.
- The Municipality will review the work and accept delivery based on identified measurable outcomes.

### **Training and Support**

Training will occur when significant changes are made to the Microsoft 365 environment or when new functionalities are introduced. The Consultant will provide ongoing support as needed.

#### **Training**

Upon completion of each quarterly outcome, the Consultant will provide training and support materials to the Municipality.

#### **Support**

The Consultant will remain current and to the best of their ability prevent issues or bugs with Microsoft™ business applications.

### **Additional Out-of-Scope Services**

MGP can provide services that are beyond the scope of this agreement as requested by the Municipality. Add-on services include but are not limited to:

#### **Data Management**

- The Consultant will not migrate, create, or manage data intended for the business applications.

#### **Full System Development**

- The Consultant will deliver a separate Supplemental Statement of Work for a full system design, development, and implementation.

MGP will provide a scope of services including cost proposal based on the work requested.

Additional Services Rate: \$185.00 per hour

***SIGNATURE PAGE FOLLOWS***

*Signature Page to Supplemental Statement of Work*

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of

\_\_\_\_\_, \_\_\_\_\_.

ATTEST:

VILLAGE OF OAK PARK

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST:

CONSULTANT:

MUNICIPAL GIS PARTNERS, INCORPORATED

By: Donna J. Thomey  
Name: Donna Thomey  
Its: Management Support Specialist

By: Thomas A. Thomey  
Name: Thomas A. Thomey  
Its: President and General Manager