

Project Change Order

CHANGE ORDER DESCRIPTION			
Request Date:	May 1, 2017	Change #:	CO-2017-02
Client / Project:	Village of Oak Park, IL	Valid Until:	May 31, 2017
Requestor:	Tammie Grossman	Created By	Susan McCormick
Description of the Requested Change			
<p>The Village of Oak Park is requesting CityView's assistance to restore their Production environment to a functioning state, including: lookups tables, business rules, and workflow returned to the state they were in at the time when we began implementation of Change Order #9 (~November 9, 2016); and, reconfiguration of fees to match latest approved fee schedule (for the CityView Permits & Inspections module only), with minimum changes as required to configure the new fee schedule.</p> <p>The goals are:</p> <ul style="list-style-type: none"> To be able to deliver a functioning environment back into Production asap; To be able to have fees calculating in accordance with latest approved fee schedule; To be able to return the environment to a state that allows the Change Order #9 work to be merged into the Production environment once it is ready for deployment; and, To minimize the amount of work to accomplish the above. <p>The Village will assist CityView by: delivering a fresh backup of Production to our secure FTP site on the day that this change order is signed; and, answering questions, as necessary. Once the database backup is taken, ALL configuration of any kind will stop except in the CityView-hosted development database on OrionV. If emergency changes are required, the Village will seek CityView's assistance to determine what the change needs to be, so that the change can be made in both environments (Production and Development).</p> <p>CityView will make every attempt to return the environment to its November 9th state (i.e. lookups, business rules, workflow) and then re-configure the fees to match the new fee schedule. The result will be most accurate if the Village can provide us with a backup of the Production database from this time period (after the latest CityView delivery into Production but before any configuration changes were made by Oak Park staff.)</p>			
Impact Assessment: Estimated impact to budget, work effort and schedule			
<p>This work is estimated to take no more than 80 hours. In the interest of time, money and resources, if it can be done more efficiently than that, it will be. The cost to the Village is on a Time & Materials basis at \$165/hour, not to exceed \$13,200.</p>			
Total Estimated Cost:	\$13,200	Planned Delivery Date:	ASAP (est. May/2017)
Payment Terms:	<p>Hours worked will be invoiced starting on May 10th and continuing every two weeks thereafter until the work is deemed complete or the \$13,200 maximum is reached (and work has stopped).</p>		



CHANGE ORDER APPROVAL			
	PRINT NAME	SIGNATURE	DATE
Customer Signatory:			
CityView Signatory:			

THIS DOCUMENT IS PROPRIETARY AND CONFIDENTIAL