

## Exhibit 1 – Scope of Work

### TRAKiT9 Migration – City of Salinas, CA

#### **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:

- 30 End-user licenses
- GeoTRAK (formerly LandTRAK)
- PermitTRAK
- ProjectTRAK
- CodeTRAK
- LicenseTRAK
- CRM TRAK

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 ensure that current MobileTRAK settings are maintained and connected properly to the new TRAKiT9 database. This includes migration for the following modules:

- iTRAKiT Inspect and iTRAKiT Code

#### **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 or have been removed from previous versions of TRAKiT.

##### Installation Assistance

Superion will provide the TRAKiT 9 software and assist the City 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 and must be installed in Client's live environment. 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 Superion on February 9, 2018 with follow-up report review from LicenseTRAK BPR on February 22, 2018. No Business Process Review or Workbook Analysis meetings are budgeted for this implementation.

#### Data Migration

Superion 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 Superion at the conclusion of the initial testing period, which will be defined by the Project Schedule that will be negotiated by the City and the Superion project manager.
2. Just prior to the Go Live event. The TRAKiT database must be provided to Superion 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 Superion Project Manager will present/negotiate to the City.
- Client will be responsible for providing remote network access to Superion.
- Any delays in the project schedule caused by the City 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 Superion. Any alterations made to the TRAKiT database by the Client during migration will result in additional charges should CRW need to correct.
- Client will provide IT support, as requested by Superion, to affect changes to the client environment in support of this project.
- Any delays in the negotiated project schedule caused by the City 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 Superion needs to correct any errors.

#### TRAKiT 9 Standard Reports

Standard Reports are included at no cost to the client. The following list of Standard Reports are in current use by the Client and will be migrated to TRAKiT9:

FileName	Title	Report
ACCT132B	Assessment (by Selected Account) - Summary	Account Activity Summary or Account Activity by Module
ACCT140	Payments (by Accounts) - Summary	Account Activity Summary or Account Activity by Module
ACCT180	Payments (by Receipt Number)	Payments by Receipt Number
ACCT25	Outstanding Fees in Case Opened date range	Outstanding Case Fees
ACCT60	Payments (by Account) – Selected Account	Payments by Account by Module

ACCT90	Payments (by Account) – Selected Account	Payments by Account by Module
ACCT95	Payments by Account	Account Activity Summary

#### Agency-Specific Custom Reports/Forms

File Name	Title	Notations
ACCT10Assessed	Assessed Fees for PERMITS in Assessed date range	
ACCT10KP	Outstanding Fees for PERMITS prefix date range	
ACCT130	Payments (by Account) - Summary	
ACCT25 resoLETTER	KP Tax Resolution Letter	
ACCT25ALLASSESSED	All Assessed Fees (Paid or Not)	
ACCT25assessed	kp Modified Outstanding FEES Choice	
ACCT25assessedONLY	kp Modified Assessed FEES Choice	
ACCT25choice	kp Modified Outstanding FEES Choice	
ACCT25posthearingLETTER	KP Modified Assessed FEES Tax Roll	
ACCT25taxroll	KP Modified Assessed FEES Tax Roll	
ACCT25taxrollLETTER	KP Modified Assessed FEES Tax Roll	
ActiveDistrictandFees	Cases w/Assessed Fees (by date range, officer, council or PD)	
Admin	Admin Permit Signatures	
Adminpermit	Admin Permit	
BLDCEInvoice	Building Code Invoice	
BuildingRecordNEW	Building Record Request	
CE compliance order template	CE compliance order template	Mail Merge document
CE Closed for Letters	Close Cases for Letters	
CE Inspection Letter Template	CE Inspection Letter Template	Mail Merge document
CECodeInvoice	Salinas CE Code Fees Due	
Citation SHORT	Citation (Code Enforcement)	
Citation LONG	Citation Long (code enforcement)	
CitationLONGbld	Citation Long Building	
CitationLONGStormWater	Citation Long Storm Water	
CitationNEWFireLongPicklist	Citation Long Fire	
CitationNEWFirePicklist	Citation Fire	
CitationSHORTBldg	Citation (Building)	
Code Research	Code Research	
CodeInvestigationReport	Code Enforcement Activities Report	
Cofo	City of Salinas Commercial Job Card	
Correction Notice	Correction Notice Building	
CorrectionNoticeSWPPP	Correction Notice SWPPP	
CourtesyNotice	Courtesy Notice	The envelope portion would be placed after a page break because the violation portion is dynamic and can grow
CSG Route Slip	CSG Route Slip	Mail Merge document
DistrictNotClosed	Cases Opened NOT CLOSED (by date	

	Range, Officer, Council or PD)	
DistrictsClosed	Summary Cases Closed (by district)	
DistrictOpenend	Summary Cases Opened (By District)	
Encroachment	Encroachment	
ENVCodeInvoice	Salinas Fire Code Fees Due	
ENVCompliance Order	Environment Compliance Order	Mail Merge document
ENVstyrocompliance	ENV Styro Compliance Letter	Mail Merge document
ESTIMATE	ESTIMATE	
EstimateLegal	ESTIMATE (LARGE LEGAL SIZED)	
FIRE Correction Notice	Fire Correction Notice	TRAKiT9 does not use TEMPDATA
FIRE Correction Notice Code	Fire Correction Notice Code	TRAKiT9 does not use TEMPDATA
FireActPermit	Fire Activity Permit	
FireBLDInvoice	Fire Invoice Permit TRAK	
FireCodeInvoice	Fire Invoice Code TRAK	
FireConstructionPermit	Cityof Salinas Commercial Job Card	
FireInspectionCertificate	Fire Inspection Certificate	
FirePermitNOV	Fire Permit NOV	
FirePermitNOVShort	Fire Permit NOV Short version	
FireRenewable	Fire Renewable Permit	
FireRenewalHydrant	Fire Renewable Hydrant	
Grading Permit	Encroachment	
INSPECTION LETTER	Inspection Letter	
INSPECTION LETTERSpanish	Inspection Letter	
LegalInvoice	Salnas Legal Fees Due	
Multi_Receipt	MultipayReceipt	TRAKiT has a standard Cash Receipt that is used as the multi- receipt too. No custom multi-receipt is included.
NOVLong	NOV Long	
NOVLongBLD	NOV Long Building	
NOVLongBLDStormWater	NOV Long Storm Water BLD	
NOVnewFIRELongpicklist	NOV Fire Long Picklist	
NOVnewFIREpicklist	NOV Fire Picklist	
NOVShort	NOV Short	
NOVShortBLD	NOV Short Building	
PermitStormWaterNOV	Permit Stormwater NOV	
PermitStromWaterSTOPWORK	Permit Stormwater Stop Work	
PLAN12kp	Goal Date Permit Routing (For Selected Reviewtype)	
Plan12kpSTATUS	Status OTC Permit Routing (for selected reviewtype)	
PLAN21GOAL2	PROJECT Goal Routing (for selected dicipline)	
Project_Invoice	Salinas Project Fees Due	

Research	Research	
Research with Projects	All Records Research	
Salinas (Backflow)	City of Salinas Backflow Job Card	
Salinas (Code)	City of Salinas Code Job Card	
Salinas (Commercial)	City of Salinas Commercial Job Card	
Salinas (Demo)	City of Salinas Demolition Job Card	
Salinas (Electrical)	City of Salinas Electrical Job Card	
Salinas (Fire)	City of Salinas Fire Job Card	
Salinas (Mechanical)	City of Salinas Mechanical Job Card	
Salinas (Plumbing)	City of Salinas Plumbing Job Card	
Salinas (Re-Roof)	City of Salinas Reroof Job Card	
Salinas (Residential)	City of Salinas Commercial Job Card (new)	
Salinas (Residential) SOLAR	City of Salinas Residential Job Card	
Salinas_BuildingPermit	City of Salinas Building Permit	
Salinas_Cases Active by District	Active Cases (by Date Range, Officer, Council or PD)	
Salinas_Cases Closed by District	Cases Closed (by date range, officer, council or pd)	
Salinas_Cases Opened by District	Cased Opened (By Date Range, Officer, Council or PD)	
Salinas_Code_Receipt	Code Enforcement Receipt	TRAKiT has a standard receipt but does not provide for individual receipts per module. The Standard Receipt is being provided.
Salinas_Multi_Receipt	Multi Pay Receipt	TRAKiT has a standard Cash Receipt that is used as the multi-receipt too. No custom multi-receipt is included.
Salinas_PERM155BMPicklist	Commercial Records Research	
Salinas_PERM155BMPicklistlong	Commercial Records Research	
Salinas_PermitReceipt	City of Salinas Permit Receipt	TRAKiT has a standard receipt but does not provide for individual receipts per module. The Standard Receipt is being provided.
SALINAS_Proj_Receipt	City of Salinas project receipt	TRAKiT has a standard receipt but does not provide for individual receipts per module. The Standard Receipt is being provided.
SalinasENCFeesDue	Salinas Permit Fees Due	
SalinasPmtFeesDue	Salinas Permit Fees Due	
School Fee Form	City of Salinas Commercial Job Card (new)	

SWPPPNOV	SWPPP NOV	
SWPPPStop Work	SWPPP Stop Work	
tcofo	City of Salinas Commercial Job Card	
TIMETRAKCODE	Time Trak for specific code case	
TIMETRAKPERMIT	Time Trak for specific permit	
Transmittal Letter	Transmittal Letter	Mail Merge document
Vendor2015SpanEng	City of Salinas Residential Job Card	
Violationpermit	City of Salinas Building Permit	
Garage Sale Permit		
SUBA Invoice		The layout will resemble the SUBA invoice form. This report will have the parameter to select which numbered requests this is (i.e. 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> ) and based on this parameter it will increase the total fee amount by a percentage.
Business Renewal Notice		
Business Delinquent Notice		This report will have the parameter to select which numbered requests this is (i.e. 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> ) and based on this parameter, it will increase the total fee amount by a percentage.
Business License Certificate		

#### Agency Customizations/Enhancements

- None requested

#### **User Training**

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

##### Power User Training

- Superion will perform up to a two (2) days of onsite training at the beginning of the project.
- One trainer to accommodate up to eight (8) students.

##### End User 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 three (3) full onsite days of training/go live support

System Administrator/Report Writing Training

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

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.

**Technology Requirements**

Please refer to TRAKiT Technical Specifications.

