

Intellitec Solutions

Statement of Services Intacct Implementation



APHL | Association of Public Health Laboratories

Signature Page

This Statement of services (SOS) is made pursuant to the Master Services Agreement effective as of 11/5/2014, by and between the undersigned Client ("you") and the undersigned Intellitec representative ("we," "us," or "our"). The terms of the project are incorporated herein by this reference. Any terms not otherwise defined herein will assume the meanings set forth in the Master Services Agreement. This statement of services is comprised of this cover page and the services terms below, which are incorporated herein by this reference.

Client Invoice Information			
Name of Client	Association of Public Health Laboratories	Contact Name	(This person receives invoices under this SOS)
Street Address	8515 Georgia Avenue, Suite 700	Contact E-mail Address	
City	Silver Spring	State/Province	MD
Postal Code	20910	Phone	
		Fax	
Invoicing			
We will invoice you for services performed and expenses incurred. Our invoices for payment will be directed to your representative for payment at the address shown above. Please indicate a Purchase Order No. (if any):			
Commencement Date			
This statement of services will commence on <u>11/15/15</u> or the date we begin providing the services, which ever is earlier. This statement of services will expire on <u>11/15/15</u> or the date we conclude the services, which ever is later.			

By signing below the parties acknowledge and agree to be bound to the terms of the agreement and this statement of services.

Client
Name of Client (please print) Association of Public Health Laboratories (APHL)
Signature 
Name of person signing (please print) CARA CLARK
Title of person signing (please print) COO
Signature date 9.15.15

Reference

Intellitec Solutions proposes the following implementation services package for APHL (the “client”). This Statement of Work (“SOW”) hereby incorporates by reference and is subject to the relevant definitions, terms, and conditions of the Master Services Agreement.

Objectives

The objective of this project is to implement the Intacct product for Association of Public Health Laboratories (APHL), otherwise known as (The Client), in a manner consistent with the RFP criteria, Intellitec’s presentation of Intacct to the Client, and the follow up answers provided to the Client.

Areas Within Scope

The scope of this project is to implement this solution for The Client.

Application Software

This SOW includes implementation for the following areas from Intacct:

1. General Ledger and standard budgeting
2. Payables Management
3. Purchasing
4. Order Entry
5. Receivables Management
6. Cash Management
7. Reporting/Dashboards
8. Global Consolidations
9. Project Accounting
10. Multi-currency

There will also be some third party modules as part of this implementation:

1. Fixed assets from Joseph Eve
2. Positive Pay from Brittenford
3. Wire Transfers from BTerrell
4. Advanced allocations from Clifton Larson Allen

Third party products will be implemented by the software manufacturer consulting estimates included in software pricing spreadsheet.

Scope of Project

The services and deliverables the Intellitec Solutions’ team will be delivering for this project are shown below.

Core Financials System

Intellitec Solutions will provide the following services related to core financials within each transactional entity:

Shared Intacct Company

Setup and Configuration

- Create one (1) Shared Intacct Company with single base currency (USD)
- Create eight (8) transactional business entities that are 100% owned, share Chart of Accounts, and use the same accounting calendar structure

Shared Intacct Global Consolidations ("IGC") Company

Setup and Configuration

- Create one (1) Shared Intacct IGC Company with capability for multi-base currencies
- Create multiple transactional business entities as necessary that are 100% owned, share Chart of Accounts, and use the same accounting calendar structure

Core Financials System

Intellitec Solutions will provide the following services related to Core Financials within all transactional entities:

Company

Setup and Configuration

- Configure Company general information, security, preference, accounting, and display settings
- user/role creation process and permission options. Create one (1) role or user with permission designations. Client is responsible for creating additional role and user permission designations, and assigning permissions to users.
- Create entities and configure inter-entity relationships so that automated inter-company entries can occur.
- Enable Accrual basis accounting method Review
- Enable fiscal structure with fiscal periods equal to calendar months
- Create Dimension groups
- Create document numbering system

Data Loading

- Hierarchical design as identified during analysis phase.
- Up to 2 user defined dimensions may be added

General Ledger

Setup and Configuration

- Configure application and application behavior preference options
- Deploy QuickStart financial reports and enable Financial Report Writer
- Create transactional and statistical journals
- Create sample template journal entry and recurring journal entry.

Data Loading

- Chart of Accounts
- Statistical Accounts
- Statistical account beginning balances as of Go-live date
- Budgets

Accounts Payable

Setup and Configuration for all companies

Approvals and workflows to be determined during analysis phase of project

- Configure application and application behavior preference options
- Configure transaction batch settings
- Create AP Terms
- Create default AP aging periods
- Create sample recurring bill if required.
- Configure quick checks and pre-payments
- Create vendor groups
- Assign bill payment approval levels
- Based on requirements gathering during analysis, create necessary custom fields and smart rules.

Data Loading

- Vendors
- Vendor 1099 opening balances at Go-live
- Open AP Bills at go-live

Purchasing

Intellitec Solutions will configure application per discovery in our requirements gathering phase of implementation: Using the demo as a base, we will add functionality as discovered in our requirements gathering phase. Custom fields and smart rules are native to the product so there are no additional software charges for these fields. Intellitec Solutions will provide the following services related to enabling the Purchasing application within each transactional entity:

Setup and Configuration

- Configure application and application behavior preference options
- Deploy Purchasing QuickStart Workflow selected by Client or enable Advanced Purchasing processing with creation and configuration of up to six (6) transaction documents enabling Client to process transactions through the full Intacct Sales Lifecycle (Purchase Requisition, Purchase Order, Receiver, Vendor Invoice/Bill, Purchase Return, and Vendor Debit)
- Configure one user defined book that will be used to track encumbrances.

Data Loading

- Items which are required for Purchasing type transactions
- Information relating to grants and contracts that is needed in the system before go live will be identified during requirements gathering phase and will be mapped to the appropriate module (i.e. Project Accounting, Purchasing, Order entry) for data loading

Accounts Receivable

Setup and Configuration

- Configure application and application behavior preference options
- Configure transaction batch settings
- Create AR Terms
- Create default AR aging periods
- Create account labels
- Create recurring invoices as necessary
- Configure quick deposits and advances
- Create customer groups

Data Loading

- One (1) set of Customers
- Open AR Invoices at Go-live

Order Entry

Intellitec Solutions will provide the following services related to the Order Entry application within each transactional entity:

Setup and Configuration

- Create transaction definition for invoicing process which will be the mechanism for billing out of project.
- Configure billing templates for revenue contracts, milestone, percent complete, etc.

Data Loading

- Open orders (if necessary)
- Determine all other uploads during requirements gathering

Cash Management

Intellitec Solutions will setup and configure all necessary accounts, which can be one or a combination of checking, savings, or credit card accounts. Intellitec Solutions will work with the Bank to create templates to import bank statement activity (debits/credits) for automated bank reconciliation. Intellitec Solutions will set-up and configure checking accounts with either of the following two check printing options:

1) Check Printing with Pre-printed Checks

- Intellitec Solutions will configure checking account for printing checks with pre-printed check stock provided by Client.

2) Check Printing with Blank Check Stock

- Intellitec Solutions will configure checking account for printing checks with blank check stock provided by Client.

Intellitec Solutions will also assist with of printing alignment correction, defined as reviewing Client-provided feedback to resolve Intacct configuration issues after submission by Client test check to Client's bank.

Account Reconciliation

Intellitec solutions will deliver to Client a guide to assist with the account reconciliation process. Intellitec Solutions will provide guidance and advice on account reconciliation. This will be part of the initial training.

Dashboards

Setup and Configuration

- Enable Dashboards application and deploy available pre-packaged Dashboards
- Create one or two custom dashboards
- Train APHL on how to create custom dashboards

Reporting Center

Setup , configuration, and training

- Enable Reporting Center application
- Create Report Groups

Customization Services

Setup and Configuration

- Enable Customization Services application for access to the following functionalities and tools: Custom Reports, Custom Documents, Custom Fields, Smart Rules, and Smart Events
- Create smart rules as needed to address Client requirements.
- Create custom fields as needed to address Client requirements.

Global Consolidations

Intellitec Solutions will provide the following services related to Global Consolidations:

Setup and Configuration

- Create consolidation book(s) within Client's IGC Company for multi-entity consolidated processing and reporting
- Create elimination entity (ies) as needed
- Enable financial reports to be viewable through the consolidation book
- Enable financial reporting account groups as KPIs based on Client input on Key Performance Indicators (KPIs) from the standard set of KPIs provided with the product
- Client agrees to provide the most recent year-end complete trial balance by entity and native currency with Client's consolidated trial balance and exchange rates
- Training agenda will include creation of one APHL consolidation book with assistance as needed on additional books.

Multi-Currency

Intellitec Solutions will provide the following services related to Intacct Multi-Currency:

Setup and Configuration

- Enable multi-currency transactional processing within Client Intacct Company
- Configure all applications for multi-currency transactional processing and capabilities. Updates are automated based on transaction date with ability to override.
- Enable the currencies specified by Client to be available for selection on transactions

Time and Expense (Expense only)

Intellitec Solutions will provide the following services related to the Expense Entry portion of the Time and Expense application within each transactional entity:

Setup and Configuration

- Configure application for Expenses and application behavior preference options
- Create Expense Report Terms
- Create expense types
- Assign expense approval process flow

- Assign expense reimbursement approval levels

Data Loading

- Employees
- Employee 1099 opening balances at Go-live
- One (1) set of Open Employee Expense Reports at Go-live

Project Accounting

Intellitec Solutions will provide the following services related to enabling standard and advanced Project Accounting application functionality within each transactional entity:

Setup and Configuration

- Configure application and application behavior preference options
- Create Project Types and Statuses
- Create project profiles with beginning and ending dates, manager assignments, and other attributes
- Link project to customer
- Configure Order Entry transaction definition for Project-based billable transaction invoice creation and GL posting
- Enable Purchasing, Order Entry, and Expenses for billable transaction entry
- Enable project accounting and generating project-based invoices excluding the use of billing templates or transaction rules. (see order entry)
- Configure billing templates within Order Entry available for assignment to projects enabling advanced billing (milestone, percent complete)
- Deploy Projects report package
- Assign account groups for Project Summary
- Enable labor cost posting within Project Accounting
- Create earning types for assignment to employees to determine labor cost rates
- Enable Resource Management within Project Accounting
- Enable Holiday and Out of Office features for Client population to enable resource planning

Data Loading

- Projects
- Tasks for each uploaded Project

Approach

Intellitec uses a multi-phase implementation methodology with the following phases:

- Analysis
- Design
- Development
- Deployment

■ Go live

For this project to achieve its targeted budget and deadline, it is essential that all deliverables be reviewed, approved and accepted in a timely manner. Project decisions must also be made in a timely manner. Failure to meet these requirements or delayed responses will result in project deadlines being missed as well as change orders in relation to timing of events or budget.

Following are details of the activities expected during the duration of services specified in this Statement of Work:

Analysis

The Analysis phase represents the official start of the implementation. This phase defines the activities required to initiate and effectively plan the entire project.

During the Analysis phase, gathering and documenting the customer's business requirements is the most important set of activities that must be undertaken when implementing Intacct. This will be accomplished by meeting with key team members from the client and creating the roadmap for the project.

As part of this phase, the consulting team captures the functional requirements, quality and testing standards, interface and integration requirements and the data migration requirements. This forms the basis of the scope for the implementation.

Key deliverables from this phase include the following:

- ✓ Project plan
- ✓ Preliminary Functional requirements document
- ✓ Data migration templates
- ✓ Integrations identified (if any)
- ✓ Issues/gaps documented

Design

The goal of the Design phase is to define how to implement the business requirements. This phase includes configuring the overall Intacct solution that is needed to satisfy business requirements identified during the Analysis phase. The Design phase builds on the previous Analysis phase by acting on the deliverables that result from the requirements workshops previously conducted.

The Design phase culminates with the completion of the Functional Design Document and documentation of the integrations as well as the setup of the pilot system based on these documents.

Key deliverables from the design phase includes:

- ✓ Provisioning of database
- ✓ Setup of users
- ✓ Training for core team members
- ✓ Preliminary data migration
- ✓ Pilot system

Development

The goal of the Development phase is to test and modify the system components defined and approved in the design specifications, including finalizing the customizations, integrations and interfaces. The major deliverables include the complete system configuration as well as the completion and freezing of code for customizations and integrations and interfaces.

Key deliverables from the development phase includes:

- ✓ Finalized customized reports (if any)
- ✓ Completed testing
- ✓ Completed integrations

Deployment

The Deployment phase is where all the efforts of the project team come together for a successful transition to the new Intacct solution. Key activities in this phase include moving the testing environment to the production environment and completing all training.

Key deliverables from the deployment phase includes:

- ✓ Finalization of production environment
- ✓ Final data migration
- ✓ Cutover to production

Go live

The “Go Live” phase is the final activity of this implementation. Intellitec will be available via phone to ensure that any post go-live support issues are resolved quickly as well as to ensure that the end users are comfortable with the processing. This phase also includes the transition from our project team to your internal support teams.

Project Management

Project Management is necessary throughout the entire process of this engagement. This will include assembling paperwork, managing schedules, managing resources, and managing the project budget.

TOTAL ESTIMATED HOURS:

Estimate: 400 hours

Assumptions for this estimate

- Client will work closely with Intellitec Solutions to assist with data conversion.
- Included with this implementation is access to Intacct University and access to community sites and videos for on-demand self-paced training.
- Formal training will be provided as well. This will occur during the design phase of this project and will be held on site for approximately three days.

- Financial reporting is limited to the standard reports included in the QuickStart Financials™ package. Financial reports, including Balance Sheet and Income Statement, will be provided via the General Ledger application and are limited to the data and formats available via the General Ledger Financial reporting tool. Any custom reports required may significantly increase the estimated hours.
- Dashboard creation is limited to the standard application, financial, and ad-hoc reports available.
- Prior to the agreed Go-live date, if requested by Client, Intellitec Solutions will create and configure custom fields as necessary.
- Prior to the agreed Go-live date, if requested by Client, Intellitec Solutions will create and configure up to one (1) sample custom ad-hoc reports. Ad-hoc reports are created via the Customization Services application and address additional data mining options beyond the standard reports included within each application. Ad-hoc reports do not include financial reports. Ad-hoc report creation is limited to the data and formats available via the Customization Services ad-hoc reporting tool.
- System configurations and approval workflows are limited to the configuration options available within the standard (out-of-the-box) Intacct product. Intellitec and/or Intacct could make more customized configurations if needed, but this would be out-of-scope for this proposal. If any gaps are identified during the Analysis phase of this project, we will identify these gaps and suggest some third party software solutions or customizations as required with their associated costs.

Responsibilities

Intellitec

- Intellitec agrees to provide a weekly status report.
- Intellitec will designate a single point of contact to serve as the Intellitec Project Manager, and to be Client's primary contact with Intellitec. The Intellitec Project Manager will be responsible for the overall project delivery including:
 - Management of scope
 - Planning, Scheduling, and Project Controls
 - Conducting Status Meetings
 - Preparing Status Reports
 - Complete Intellitec's activities as specified in this Statement of Work

Client

- Client will assign a dedicated project team that will remain intact for the life of the project. The project team should include Subject Matter Experts (SMEs) that will contribute to the system design and system configuration validation. The project team should also include a single point of contact to that will function as Client's Project Coordinator and be Intellitec's primary contact with Client. Client's Project Coordinator will have full authority to act on behalf of Client with respect to:
 - Decision and signatory authority
 - Complete Client's activities as specified in this Statement of Work including managing Client's deliverables for the project and reviewing, accepting, and approving project deliverables
 - Authorizing payments
 - Facility and meeting coordination at Client's site (if required)



- Interfacing with Intellitec to ensure there is an efficient exchange of Information and that important and timely decisions are made
- Client is responsible for creating all Intacct Users, including establishing permission assignments.
- Client is responsible for performing all data cleansing and legacy system data mapping, accurately populating all data templates for uploading into Intacct. Intellitec will assist APHL with validation and feedback until file loads successfully. If repairs to the file need to be done, it is expected that the client will handle this responsibility.
 - It is the client's responsibility to validate the accuracy of the imported data.
- Client is responsible for business process documentation and Client-specific user documentation.
- Client agrees that their end users will complete the Intacct computer based training courses available via Intacct University and other available resources before planned onsite training: Intellitec will guide APHL on prerequisites to onsite training.
- Modifications to the QuickStart Financials™ reports as well as unlimited additional custom financial reports may be created by Client.
- Client is responsible for performing all account reconciliations in the Cash Management application and agrees to complete a minimum of one (1) account reconciliation within 30 days after system go-live.
- Client is responsible for the accuracy and completeness of all information and transactions entered into, imported into, processed by and reports provided by the Intacct system.

Client Sign-offs

The following are critical Client sign-offs on a project. Sign-off is required before proceeding on a project:

- **Project Start and Go-live Date Agreement** – Mutually agreeable dates to begin the project and go-live on Intacct. First version of the detailed project plan is created by Intellitec based upon these dates. Client sign-off is acknowledgement that these dates are acceptable and Client will complete project plan tasks as scheduled.
- **Detailed project plan** – To be created by Intellitec Project Manager at beginning of the project and refined upon conclusion of the Define phase.
- **Populated data templates** – Client is responsible for populating Intacct data templates with clean data for upload into Intacct. Providing templates to Intellitec signifies sign-off on the data.
- **Analysis Phase Deliverables Agreement document** – Client is responsible for validation and sign off of Deliverables Agreement document at the conclusion of the Analysis phase. Deliverables Agreement document captures the specific Client requirements to be configured. Changes after sign-off may require additional professional services fees.
- **Go-Live Acknowledgement** – Upon go-live, Client provides sign-off that the system has been configured and set-up as mutually agreed throughout the project. Client acknowledges that they are ready to proceed on Intacct.



- **Project Completion** – Client agrees that the project has been completed and is ready for transition to support.

Pricing Summary

Software licenses are detailed in the APHL spreadsheet that was provided with the RFP response. The effort defined in this Statement of Work will be performed and billed on a Time and Materials basis as follows:

Rates: \$200 per hour

Expected cost of implementation: \$80,000

Software Annual Subscription costs are due in advance.

Terms

Invoices will be prepared and mailed weekly as work progresses. Questions or issues related to any invoice presented must be made in writing within 10 business days after the date you receive the invoice. Our mutual goal is to resolve any disputed invoices in good faith. Any Invoice unpaid after 30 days of the date you receive that invoice is subject to a 1 1/2% monthly finance charge. Unless otherwise specified in the invoice, you will pay us within 30 calendar days of the date you receive our invoice. We are under no obligation to continue to provide services if our invoices are past due.

As part of this implementation, we expect to be on site several times, especially for the analysis portion and for some training. For this travel, we will charge the client ½ of our travel time (from Wilmington DE) along with any reasonable expenses for transportation, hotel, and food.

