



P.O. Box 275 Kimberly, WI 54136
Phone (920) 570-2750

QUOTE

DATE: JUNE 29, 2020

To: Sauk County

For: IMS/21 – Tax roll Import

Dorton Technology Solutions, LLC (Dorton) welcomes the opportunity to assist you with your information systems technical support requirements. We offer a full service approach to information systems services.

Dorton will provide consulting and technical assistance in the following areas under the direction of the technical specialist(s) assigned by Dorton. The scope of the services provided may include, but is not limited to, the items indicated below. The deliverables of our services will consist of advice, recommendations, and/or documentation, when appropriate, on a best effort basis.

If authorized by you, we propose to provide up to 8 to 12 hours of technical services, at a rate of \$150.00 per hour, in the form of projects as detailed in the boxes below. Travel time is billed at the rate of \$75.00 per hour. Expenses (travel time, mileage, hotels and meals) will be billed at actual and reasonable rates. Services and Expenses will be invoiced on a monthly basis, as they are performed and incurred. You will only be invoiced for the actual number of service hours provided.

Should the cost of the project required to complete the Tasks and Activities or to provide the Deliverables exceed the estimate by more than 10%, Dorton will not perform nor invoice for Professional Services in excess of the 10% limitation until and unless such additional services are agreed to in a Change Order approved in writing by the parties. An email will be accepted as an approved method for change order approval

This project(s) will be in effect for 2020 or until we have provided all of the Services specified in the boxes below and Addendum A of this document, whichever comes first.

Project #	Description
20200629A	IMS/21 – Tax roll Import

The total funding for technical services for this project is estimated in Addendum A of this document.

Agreed to by both parties as follows:			
Sauk County		Dorton Technology Solutions, LLC PO Box 275 Kimberly, WI 54136	
Signature:		Signature:	
Print Name:		Print Name:	Chad Dorton
Date		Date	July 01, 2020
PO # (if required)		Customer #	
		Project #	20200629A



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ADDENDUM A – Projects 20200629A

Project ID	20200629A
Project Description	IMS/21 – Tax roll Import
Estimated Time/Cost	\$ 1,200 – 1,800
Estimated Expenses	\$ n/a – project will be completed remotely

Project Summary

The purpose of this project is to setup the IMS/21 Auto import utility to import previously scanned tax roll PDFs into IMS/21 and train users how to import documents within the utility. We estimate this project to be 8 to 12 hours total.

Professional Services

To complete this project, we will perform the following tasks:

- Project Management Services.
- Meeting with department to discuss documents and workflow.
- Setup IMS/21 structure.
- Setup IMS/21 Auto Import Utility and perform test import.
- Knowledge transfer and training to the Client project manager.

Standard Project Terms

- A Project Manager will be assigned to manage and/or perform the tasks associated with this project. Client will in turn, assign a Project Manager to act in a decision making role for the company. Tasks requested by the Client's Project Manager deemed by either party to be outside the scope of this project will be covered under a separate project.
- If necessary, we may need to access Vanguard System's technical support under your contracts with them. Any resulting expenses are not covered by this agreement. If any expenses would be incurred, the Project Manager will discuss this with the Client's project manager for approval before proceeding.
- Client will be charged round trip mileage from Appleton at the rate currently mandated by the Federal government, if travel is required for the project.
- Portions of this project may be performed remotely. Client will need to provide remote access to a server (such as VPN) for the consultant.
- Training is performed using a "train the trainer" approach. Additional training may be included; however additional training may increase overall estimates.
- Warranties and license terms are those of the software/hardware manufacturer.