



## Statement of Work | City of Cartersville (GA) Utilities– SSO

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### SUMMARY OF WORK

The purpose of this project is for Invoice Cloud to assist the City of Cartersville (GA) Utilities – BID 737, with the addition of SpryPoint SSO.

### SCOPE OF WORK

The City of Cartersville (GA) Utilities (Biller) is adding SpryPoint SSO (Software Partner) to their Cogsdale CIS.

### TASKS AND DELIVERABLES - TEST

1. InvoiceCloud (IC) will work with Biller and Software Partner to establish a project schedule
2. Software Partner will provide credentials and data, as well as integration requirements
3. IC will code to credentials to populate and verify test portal, as well as troubleshoot issues
4. Biller will certify the test environment

### TASKS AND DELIVERABLES - PRODUCTION

Once testing is certified and SOW is signed and returned, the following activities will be executed:

1. IC will obtain credentials for live system from Software Partner
2. No maintenance window will be needed as IC will update URLs on IC's end and link to Biller's end
3. IC will continue receiving and exchanging data with Software Partner to support full IC functionality
4. Biller will Certify Conversion
5. IC will provide monitoring and oversight during the Conversion and Go-Live processes
  - a. Verify the successful Conversion
  - b. Support conversion until go live date, plus two weeks. Biller Support will manage all other issues by reaching out to [helpdesk@invoicecloud.com](mailto:helpdesk@invoicecloud.com)

### OUT OF SCOPE OF WORK

1. IC will not change any part of the integration that is not expressly listed in this SOW
2. Data conversions of any kind, unless outlined in this SOW
3. Changes to Close batch time
4. IC will not provide any reporting for customer registration, paperless, etc., as these are available in the Biller portal

### PROJECT TIMELINE

The Go Live Date is contingent upon the return of a signed Statement of Work, as well as timely Certification of Testing.

## COST

Services	Cost / Hour	Total Hours	Cost
Project work, coding, test, and production for conversion	\$200	20	\$5,000

## PAYMENT

Upon receipt of the signed SOW, Biller will be invoiced 50%, with payment due in 30 days from receipt of invoice and prior to the start of significant modifications. The remaining 50% will be invoiced upon delivery of services.

## INVOICE CLOUD PROJECT CONTACTS

Name	Title	Email
Kesri Sugrim	Conversion Specialist, Project Manager	ksugrim@invoicecloud.com

## BILLER PROJECT CONTACT

Name	Title	Email
Freddy Morgan	Assistant City Manager	fmorgan@cityofcartersville.org

## CLIENT SIGNATURE (INVOICE WILL BE SENT TO THE AUTHORIZED SIGNATURE BELOW)

By signing below, you agree to and accept this statement of work:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title