

**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:****Date:****Expires On:**

Statement of Work

Q-93992-1

3/4/2025 1:54 PM

5/31/2025

**Client:**

City of Stevenson, WA

**Bill To:**

STEVENSON CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kemp Wyatt		kemp.wyatt@civicplus.com		Net 30

## Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -2,249.50

## One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest Standard Implementation	NextRequest Standard Implementation (Virtual Only)	USD 1,500.00

## Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features. Review & Redaction Features. Payments. IT & Compliance Features.	USD 8,998.00

List Price - Initial Term Total	USD 10,498.00
Total Investment - Initial Term	USD 8,248.50

Annual Recurring Services (Subject to Uplift)	USD 8,998.00
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Initial Term	5/19/2025 - 5/18/2026, Renewal Term 5/19 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

**Acceptance of Quote # Q-93992-1**

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

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

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

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)

## Block of Time Price

The total services price for this engagement shall be \$5,341.00 and does not include any hardware, software, or sales tax. The purchase or lease of any hardware or software is independent from this Statement of Work and therefore not contingent on Customer's acceptance of these services performed.

Customer Name:	City of Stevenson
Project Name:	Professional Service Support Block of Time
Deliverable Description:	Support – Block of Time
Block Hours	20
Block Term	12 months
Payment Terms:	Included in Order Agreement

### BOT SOW NOTES:

- All Services must be prepaid with Statement of Work signing and execution.
- All hours must be used within the term of the contract as defined in the block size above where the start date is the date of execution of this contract.
- Services provided by Ricoh will be provided during normal business hours (8:00 am to 5:00 pm) Monday through Friday excluding Ricoh recognized holidays. Required services provided outside of these hours have not been included in the costs.
- Once the block of time has been depleted, additional time can be purchased at the negotiated rate.
- Services are provided remotely unless otherwise indicated.
- Services must be scheduled 48 hours in advance.
- There will be a ½ hour minimum charge for services including email and telephone support.
- This estimate does not include taxes or miscellaneous expenses.

### Payment Schedule

Block hours will be pre-paid. Services amount described above will be payable upon execution of this Statement of Work.