

ORDER FORM

Customer Billing Information

Customer Name: Contra Costa County
Address: 40 Muir Road, 2nd Floor
Martinez, CA, 94553

Billing Contact: Carolyn Halstenson
Phone Number: (925) 957-2497
Email Address: carolyn.halstenson@pw.cccounty.us

Contract and Payment Details

Contract Term: 1 Year(s)
Contract Start: 2024-10-01
Contract End: 2025-09-30
Options:

Payment Method: Check
Payment Terms: 30 days
Billing Method: Electronic Invoice
Billing Frequency: Annual

Services and Fees

Description	Qty	Amount	Discount	Per Unit Pirce	Total
Source- Invoice issued annually starting on October 1, 2024	1	60,000	5%	\$57,000	\$57,000
Total Implementation Fee					
Bid/Vendor Management Implementation					\$0
Bid Evaluation Implementation					\$0
Qualifications Implementation					\$0
Year 1 Amount					57000*
*Annual SaaS increase of 3%					

Payment Terms for Annual Fees:

- Customer agrees to pay annual fees upon access to system environment.

All payments shall be made in accordance with the terms and conditions of the Master Agreement. All pricing is in USD dollars and does not include any taxes that may apply. Any such taxes are the responsibility of the Customer.

Implementation Professional Services

Project Timeline

- A Project kick off will be initiated within 2 weeks of signed Order receipt. This project is budgeted for a duration estimated at weeks from the project kick off meeting to the transition to customer support. A project schedule will be refined two weeks after kickoff meeting and agreed to within 5 business days. Subsequently resources will be allocated to successfully meet the project deadlines and control costs.

Project Assumptions

- Services will be delivered through 100% offsite resources and meetings.



- Solutions will be implemented using the product baseline, configuring to customer needs where product configuration is supported.
- Product enhancements are changes to product functionality that require new software development and that the company adopts as part of the product offering. No customizations or enhancements are included in this project.

Customer Responsibilities

- Assign a project Manager that makes decisions on Customer's behalf with respect to schedule, configuration decisions and setting up meetings.
- Ensure adequate representation and participation of Customer staff in implementation services to ensure successful configuration decision making and knowledge transfer.
- Coordinate participation in all meetings and training and make required staff and resources available.
- Confirm the configured solution meets the Customer's needs and requirements through a comprehensive testing and validation process.
- Work to resolve deviations from project schedule.
- Coordinate and conduct User Acceptance Testing.
- Plan and implement required business process and policy changes.
- Customer will be responsible for managing and delivering datasets for entry to the service in templates/formats prescribed by us. Datasets will be provided in the timeline outlined by the project schedule.
- Provide, upon request, accurate and current information about business requirements, data, and third-party software, as needed, to support the project. If the information provided by the Customer is inaccurate or incomplete (e.g., a business process flow was not identified or ends up being significantly different than what was provided by you) and results in additional time expended above what the project budget calls for to deliver the task item, the hours beyond the budget will be considered outside the scope of the project and a additional Order will be required.
- The Customer is expected to provide the requested input and feedback consistent with the project schedule. Failure to do so may result in change orders affecting the project schedule and/or cost.

Company Responsibilities

- Assign a project manager to implement this Project.
- Manage company resources.
- Provide the personnel needed to support the project.
- Oversee the planning and scheduling of work, coordinate schedules and our resource assignment based on the agreed project schedule.
- Assist the Customer in the development of Test Plans, the analysis of test results and remediation of material defects.
- Ensure the configured solution meets the testing and validation requirements.
- Coordinate our participation in all meetings and training and make required staff and resources available, as required.



- Manage the overall Project by monitoring and reporting on the status of the tasks and actual versus projected progress. Identify and manage deviations with Customer’s Project Manager, document all such deviations in accordance with the established change control procedures.

Service Description and Implementation Details

Vendor Management

- Vendor Management provides:
 - Vendor self-registration 24/7
 - Managing information such as company information, onboarding, performance management, risk management etc.
 - Ability for vendors to upload promotional and product information.
 - Managing vendor information
 - Managing vendor documents (corporate registration, quality certificates, financials, etc.)
 - Managing risk data (legal, data security, etc.)
 - Tracking compliance data (insurance, contractual requirements, etc.)

Bid Evaluation

- The Bid Evaluation service allows authorized users to evaluate bids online. Administrators can create a standard a library of standard questions. Managers can set up evaluations and invite evaluators as well as set up the process and track until completion.
- Implementation service provided:
 - Discovery of requirements (1 hour)
 - Configuration in production environment
 - Remote Training – Admin and User (2 hours)

Certification and Qualification Management

- The Certification and Qualification Management service facilitates supplier qualification by applying your own prequalification and certification criteria. Build and monitor your supplier database, including any diversity requirements, and limit follow-up costs.
- Implementation service provided:
 - Discovery of requirements.
 - Configuration in production environment of form, maximum of 1 form with 10 criteria
 - Remote Training – Admin and User (2 hours)



IN WITNESS WHEREOF, the Parties have caused this Order to be executed by their duly authorized representatives.

International Data Base Corp (DBA Bidnet)

By:

Name:

Title:

Contra Costa County Purchasing

By:

Name:

Title:

