Confidentiality

All communication regarding the project is for the sole use of the intended recipients and Capitol Tech Solutions. All information is considered confidential and privileged, and any unauthorized review, copy, use, disclosure, or distribution is prohibited. All data, images, and documents that are used for the project are proprietary and are owned exclusively by the client. They will not be shared or transferred without your written consent. Capitol Tech Solutions has the rights to the IP of the application, and has the right to use the application as they see fit.

Contract Agreement

Applicant Name: _____ Telephone # _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

The applicant hereby agrees with the Above Proposal, and verifies that the above information is correct. The applicant agrees to the charges of $4,000 for application development.

I certify under penalty of perjury, under the laws of the State of California, that all of the above information is true and correct.

Applicant Signature: _____ Date: _____

Print Name: _____

Make Check payable to:
Capitol Tech Solutions
2831 G Street #110
Sacramento, CA 95816

For inquiries, contact:
Bobby Reed
Office: 916.443.5395
Fax: 916. 270.2353
bobby@capitoltechsolutions.com

ORIGINAL

AGREEMENT FOR SERVICES #521-S1710
AMENDMENT I

This Amendment I to that Agreement for Services #521-S1710, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Capitol Tech Solutions, a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 2831 G Street, Suite 110, Sacramento, CA 95816, and whose Agent for Service of Process is Adam C. Brown, 11140 Fair Oaks Blvd, Ste. 100, Fair Oaks, CA 95628; (hereinafter referred to as "Contractor");

RECITALS

WHEREAS, Contractor has been engaged by County to develop a software scope of work for the Victim Witness application, in accordance with Agreement for Services #521-S1710, dated May 15, 2017; incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to revise the scope of services of said Agreement to include software development services for the Victim Witness application, hereby amending **ARTICLE I - Scope of Services**; and

WHEREAS, the parties hereto have mutually agreed to increase the not to exceed amount of said Agreement by $64,000 for a new not to exceed amount of $68,000, hereby amending **ARTICLE III - Compensation for Services.**

NOW THEREFORE, the parties do hereby agree that Agreement for Services #521-S1710 shall be amended a first time as follows:

ARTICLE I
Scope of Services: Contractor agrees to furnish the personnel and equipment necessary to provide services as outlined in Exhibit "A" attached hereto and incorporated herein by reference.

Contractor agrees to furnish the personnel and equipment necessary to provide software development services for the Victim Witness application to modernize the application for staff and improve business processes. Services shall include, but not be limited to, those described in Exhibit "B," marked "Statement of Work," incorporated herein and made by reference a part hereof.

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, monthly in arrears and within forty-five (45) days following the County's receipt and approval of itemized invoice(s) identifying services rendered.

For the purposes of this Agreement, the billing rate shall be $4,000 for the development of a software scope of work for the Victim Witness application.

For services initiated on or after July 18, 2017, the billing rate shall be $100 per hour to provide software development services for the Victim Witness application. Payment shall be made after completion of each Key Deliverable in accordance with Exhibit "B."

Total amount of this Agreement shall not exceed $68,000, inclusive of all expenses.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number on their faces and on any enclosures or backup documentation. Copies of documentation attached to invoices shall reflect Contractor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
District Attorney
515 Main Street
Placerville, CA 95667

or to such other location as County directs.

In the event that Contractor fails to deliver the documents or other deliverables required by the individual Work Orders issued pursuant to this Agreement, County at its sole option may delay the monthly payment for the period of time of the delay, cease all payments until such time as the deliverables are received, or proceed as set forth herein below in Article XI, Default, Termination, and Cancellation.

Except as herein amended, all other parts and sections of that Agreement #521-S1710 shall remain unchanged and in full force and effect.

Requesting Department Head/Contract Administrator Concurrence:

By: V. R. Dated: 7/13/17

Vern Pierson
District Attorney
District Attorney's Office

IN WITNESS WHEREOF, the parties hereto have executed this first Amendment to that Agreement for Services #521-S1710 on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____ Dated: 7/25/2017

Purchasing Agent
Chief Administrative Office
"County"

SHAWNE CORLEY
ASSISTANT CAO

-- CONTRACTOR --

CAPITOL TECH SOLUTIONS
A CALIFORNIA CORPORATION

By: _____ Dated: 7/12/13

Robert M. Reed
Chief Executive Officer
"Contractor"

By: _____ Dated: 7/12/13

Corporate Secretary

mma

521-S1710, Amd I

El Dorado County District Attorney

STATEMENT OF WORK (SOW)

Victim Witness Module (VWM)

05 2017

Version 0.1

EXHIBIT "B"

Document Overview

This Statement of work is for an updated Victim Witness Module (VWM) for the El Dorado County District Attorney's office. This application will replace the current outdated Victim Witness Module in Damion.

VWM Manager

Richard Pesce

richard.pesce@edcgov.us

1. VWM Scope of Work

2. Introduction

The El Dorado County District Attorney's Office (EDCDA) is upgrading their Victim Witness Module to streamline operations and provide for more flexibility for their internal staff. The primary goal of this application is to streamline operations which will result in improvements in efficiency and potential cost savings.

The new system will be built on the latest web based software development standards, meet industry performance standards, and provide state-of-the-art technology enhancements to improve user experience and minimize service disruption.

This Statement of Work (SOW) issued by EDCDA describes the goals expected to be achieved with regard to executing the transition of current Victim Witness Module to the new application.

3. Background

The El Dorado County Victim Witness Program has been a unit of the El Dorado County District Attorney's Office (EDCDA) since 1980 with a mission to provide advocacy and victim services to all crime victims. Throughout the program's history, the tracking of victim data, services, tracking, and reporting had been done manually and through the current system, Damion. In order to have a more integrated data collection, stat tracking and reporting system, and to meet the requirements of the Cal OES OVCMPT reporting system, it is essential that these functions be captured and available in the current EDCDA system Gabriel. A comprehensive VWM within the Gabriel system will allow for more efficient and stable data and reduce the amount of data entry.

4. Current Environment

The existing system, Damion, is technologically outdated and needs to be redesigned with the EDCDA staff in mind. The system is not easy to navigate for all parties, and has many functions that are un necessary that slow down the data entry process.

5. Objectives

The objective of this SOW is to acquire a new Victim Witness Module built for EDCDA's specific needs.

EDCDA has outlined objectives that the proposed VWM solution will achieve, including business, technical, security, migration, and integration objectives.

5.1. Business Objectives

EDCDA is seeking an integrated cloud-based system that improves business performance, increases employee productivity. Create and produce a performance measures report, a California state required report.

5.2. Technical Objectives

The VWM solution shall achieve the technical objectives to achieve a high degree of confidentiality, integrity, reliability and availability.

5.3. Security Objectives

The VWM solution shall be secure with proper encryption for sensitive data.

5.4. Migration Objectives

The VWM solution shall enable the *EDCDA* to conduct a seamless and expedited transition from the current Damion system to the web based system with minimal disruption to business operations while insuring data integrity.

5.5. Integration Objectives

The VWM solution shall provide necessary integration services to extend the VWM solution to related applications, including Damion and Gabriel.

6. Scope

The scope of this SOW is to identify the applicable features, data, and user functionality required to deliver the VWM to EDCDA, deployment model(s), and agency-specific needs in support of awarding a Task Order based on the requirements identified in the VWM BPA.

7. Specific Requirements

7.1. User Login

First thing users do is login to the application. This will be the open ID process from Gabriel. Users must login to Gabriel first, click a link to the VWM, and validation will occur. Initial users will need a temporary password to map to the user in Gabirel. Documentation will be provided to EDCDA to implement the OpenID SSO process.

7.2. Home Screen

The home screen will be the primary dashboard when a user logs into the system. It will have the following buttons

7.2.1. New Victim Case

- Take to another screen to add a new Case

7.2.2. Search For a Victim\witness\case

Must support wild cards support. Will have a field for search, and a dropdown down for field type. By default, search all.

- Search for the person or case
    - Last Name
    - First Name
    - Middle name
    - DOB
    - SSN
    - Case Number

Search results show:

- Name
- DOB
- Age
- DL No
- SSN
- CII
- Type
- Is Alias

If no results, check Damion to see if a person is in there. If not, ask if they want to add a person

7.2.3. Create a Case Button to go to a new page.

7.2.4. Top Menu

- Menu on the top

- Settings
  - Accessible by people that have permission.
- Reports

7.3. Person Profile Page (New Person)

Requirements: Need the ability to prevent certain users from viewing certain people. Need to state Denied Access.

There will be a onetime upload of the person data from Damion at launch. After launch, we will have a button that will look for new people that have been added to Damion, and import them in. Access to the backend of Damion is required.

On the Person profile page, the top will have buttons for Enter new, or Search. Once a person's details are pulled up, it will have the following:

- Show personal details we have. This will be linked to from the search.
- Photo
- VW Case History
  - Case #
  - Advocate
  - Crime Type
  - ~if (DA Number/Docket Number)
  - Grant
  - Suspects/Defendants
    - Suspect comes from Gabriel Can be multiple.

8. VW Case Page

8.1. Data Entry based on fields (Listed Below)

Need the ability to prevent certain users from viewing certain cases. The top of the page will have the data entry fields displayed.

8.2. Functions

8.2.1. Create Documents (Documents to be Provided)

- Victim Compensation

  This is a word document template. It will populate the details based on the person information.

- Restitution

  This is a word document template. It will populate the details based on the person information.

- Memo

  This is a word document template. It will populate the details based on the person information.

8.2.2. View Archive _ Link to Gabriel

8.2.3 Enter "Pink Details"

See "Pink form"

- Data entered into Gabriel Database

8.2.3. Edit VW Details

8.2.4. Find another case details

8.3.Case Details – Can only have 1

Clicking on the case will open it up in Gabriel.

- DA Log No
- Advocate
- Advocate Name

8.4.VW Case Services

Create a tab for the Services that have been provided to the Victim or Witness. The page will have the items listed below.

- VW Case #,
- VW Name
- Enter New Service
  - Date
  - Contact Type
  - Advocate
  - Grant
  - Contact Type
  - Service Type
    - Ability to select multiple services types.
    - Need to track number of minutes.

9. Settings

9.1.Manage Drop Downs

9.1.1.Each Dropdown needs a section to manage the contents of the dropdown.

The dropdown will contain a value and a key. The key is a 3 character code.

9.2.Manage User Permission

Require the ability to lock someone out of a victim case. By default, all users can see all cases, but there are times when locking a user out is a requirement.

10. Reports

10.1. Primary State Report - Performance Measures Report

This report fulfills the requirements that must be provided by the state. The HTML file is attached. Entry options: Need Dates as options. Option for data broken down by location, age range, new vs continuing vs all.

All cases by Advocate, with Victims Name

Four additional (to-be-defined) reports will be created by Week 14.

11. Key Deliverables, Milestones and Estimated Schedule

Key Deliverables are provided at the rate of $100 per hour.

1. Database structure Development – Week 1 - 20 hours
2. Wireframes provided for UI Design – Week 1 - 20 hours
3. User Integration with Gabriel – Week 2 – 40 hours
4. Data Migration of People – Week 3 – 38 hours
5. Final UI Screen Layouts Approved - Week 3 – 2 hours
6. Initial application setup, settings to add and manage users – Week 4 – 40 hours
7. Implement UI – Week 5 – 40 hours
8. Search for Victim – Week 6-7 – 60 hours
9. Ability to Add A New Person – Week 7-9 – 80 hours
10. Ability to Add A New Case – Week 9-12 – 120 hours
11. Ability to add a new case service - Week 12-13 – 60 hours
12. Reports – Week 14 – 120 hours

11.1. Government Furnished Equipment/Information (GFE/GFI)

- The contractor shall be furnished current task pertinent information, and other documentation or materials as required for conducting the tasks described hereunder. Access to the data in Gabriel and Damion is required, along with VPN access during the development process.

11.2. Other Pertinent Information/Special Considerations

12. Constraints

Contract Type

EDCDA has received approval from the California Governor's Office of Emergency Services to use Victim/Witness Assistance Program Subaward VW16350090 grant funding for the software development and determined that these services shall be performed in accordance with Section 3710 of the 2017 Subrecipient Handbook (Exhibit "B" attached hereto and incorporated herein).

13. Data Structure

Users: Username, temp pass, first name, last name, email, type, code

People

- ID
- Last Name
- First Name
- Middle Name
- Suffix
- Gender
    - M
    - F
    - Other
- Race
    - Drop Down
- DOB
- SSN
- DL #
- DL State
    - Dropdown
- FBI Number
- CII No
- CDC
- Country of Citizenship
    - USA
- Height
- Weight
- Eye Color

    - Drop Down
- Hair Color
    - Drop Down
- Complexion
- Damion ID
- Deceased – Date
- Person Type
    - Law Enforcement
    - Person
- Disability
    - Drop Down
- External ID
- Comment
- Log – Who entered,
- Date Updated
- Date Added

Address

- Address ID
- Primary
- Type
    - Mail
    - Home
    - Work
- Address
- Address 2
- City
- State
- Zip
- Effective Date
- End Date
- Confidential
- Comment
- ExternalID

Contact Table

- ContactID
- Type
    - Home
    - Cell
    - Work
- Phone

- Ext
- Date Started
- Date Ended
- Comment

Alias

- Last Name
- First Name
- Middle Name
- Suffix
- DOB
- DL State
- DL Number
- SSN

Photo

- Photo ID
- PersonID
- Date Uploaded
- Date Taken

VW Case

- VWCaseID
- Case Number
- Date Entered
- Date Opened
- PersonID
    - Dropdown of name suggestions
- Office
    - Dropdown
- Relationship
    - Dropdown
- Crime Date
- Special Need
    - Drowdown – Multiple – Need Relationship Table
- Crime Type
    - Dropdown – Multiple – Need Relationship Table
- Type
    - Victim
    - Witness
- Grant
    - Dropdown

- Advocate
    - Dropdown
- Team Name
- Victim Restituion Letter Sent
- Victim Restitution Letter Date
- Phone Follow Up #2
- Phone Follow Up #2 Date
- Exclude for reporting
    - Only Admins can do this
- Comments

VW Case Contacts

- CaseContactID
- VWCaseID
- Date
- Contact Type
    - Drop down
- Advocate
    - Drop Down
- Grant
    - Drop Down
- Comment – Needs to be a large field

Service Contacts

- CaseContactID
- ServiceContactID
- Service Type
    - Code
    - Category
    - Description
- Service Type Contact
- Time Spent

EXHIBIT "B"

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

   El Dorado County*

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

   4th District*
   Represented by Congressman Tom McClintock

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

   State Assembly Districts are split between the 6th State Assembly District and 5th State Assembly District*
   5th State Assembly District represented by Frank Bigelow*
   6th State Assembly District represented by Beth Gaines

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

   1st State Senate District*
   Represented by Ted Gaines

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

   El Dorado County Population 184,452