



**Consulting Services Work Authorization**  
 Authorization to Proceed



**August 20, 2020**

*Prepared by: Jonathan Monroe*

**Full Sail Partners Ltd  
 Gayner Engineers  
 <client address pending>**

***Scope of Services: FSP - Gayner Engineers - FMS to Vantagepoint Migration***

***Data Consulting - FMS:*** Convert FMS database to Vision database and upgrade to Vantagepoint for both a test and go-live pass. CCG offers a turnkey conversion tool for our FMS to Vision clients. The FMS to Vision conversion process consists of several components:

- **Project Management**
- **Data Mapping:** Meeting involving the client and CCG consultant. The meeting is held via WebEx working on the client's cross reference documentation. During the session the Vision data mapping spreadsheet will be populated to reflect how the client's FMS data is to be converted into Vision.
- **Test Conversion:** Processed by the CCG data consultant shortly after the completion of the data mapping meeting. The converted Vision database is returned to the client for proofing, testing and training purposes.
- **Pre-Final Data Mapping:** Held shortly before the data is submitted for the live conversion. The purpose of this meeting is to ensure the mapping tool is up to date and that any adjustments needed based on testing and training are incorporated into the process.
- **Live Conversion:** Processed by CCG data consultant to bring FMS data into Vision format. All FMS data entry ceases once data has been supplied for live conversion.
- **Upgrade Vision to Vantagepoint:** after each conversion of the FMS data, CCG will upgrade the resulting Vision database to Vantagepoint.
- **Post Conversion Scripts \*\*\*Optional\*\*\*:** This optional component would allow for configurations set up in the Vision/Vantagepoint test database to be scripted over into the live database to avoid repeating the setup. Items that can be scripted using Microsoft SQL include security, billing terms, custom fields, reports options and favorites, etc. A list of available scripting options will be provided if requested prior to the live conversion.

***General Considerations:***

- (1) Fee and retainer amount(s) to be remitted prior to work commencing. The retainer will be applied to the final invoice for the contracted work. If there is any retainer amount remaining after the final invoice, this amount will be refunded unless already noted within the work authorization description of services.
- (2) To minimize rework and avoid additional costs, carefully review the preceding specification and ensure that it accurately captures your intended design and operation. A change to this scope before, during, or after work has started will likely cause delay and change the cost of the customization.
- (3) It is important to test any changes and/or customizations thoroughly before releasing them into your live database. Untested items can produce unexpected and undesirable results, cause delay, and add to the cost.
- (4) Changes and/or customizations can be version specific. Changes in the application version could cause these items to no longer operate and/or operate incorrectly. It is your responsibility to test to your satisfaction the operation of the database with each application update before applying that update in production.



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**Consulting Services Fee Schedule:**

<b>Proposed Service</b>	<b>Billing Type</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>
1. Project Management	Hourly	6 - 8	\$1,200.00 - \$1,600.00
3. Data Mapping and Test Migration	Hourly	28 - 32	\$5,600.00 - \$6,400.00
5. Go-Live Migration	Hourly	20 - 24	\$4,000.00 - \$4,800.00
6. Post Go-Live Support ***As Needed***	Hourly	T&M	\$200.00/hr.
<b>Estimated Totals</b>		<b>54 - 64</b>	<b>\$10,800.00 - \$12,800.00</b>

**Notices:**

1. Unless otherwise noted services are being provided on a time-and-materials basis and depending on specific client requests and circumstances, actual time and costs maybe greater or less than estimated.
2. Out-of-town out-of-pocket expenses incurred will be reimbursed as detailed in your Letter of Engagement.
3. Method of delivery may be a combination of offsite and onsite as appropriate.
4. Consulting fees and reimbursable expenses will be invoiced following the delivery of those services.
5. Consulting, training or other services will be taxed where required and applicable by law.
6. This is a singular event. No ongoing maintenance is included or implied in this estimate.

**Change/Cancellation Policy**

You may, at your sole discretion, terminate any Work Authorization, or any portion thereof, upon five (5) working days' advance written notice to CCG. Upon receipt of such notice, we will advise you of the extent to which work has already been completed through such date. We expect to be paid for all work performed and all commercially reasonable out-of-pocket expenses (including any reservations or reservation change fees which cannot be cancelled, changed or otherwise refunded) incurred through the date of termination. In the event a Work Authorization is terminated without the five-day prior written notice, a cancellation charge equal to 50% of the total value of the cancelled Work Authorization will be assessed.

To accept the above scope, please sign and return this proposal:

Client Authorized Signature:   
 Printed Name: Scott Seal 085C9846A864471... Date: 9/8/2020

This proposal includes proprietary and confidential information that shall not be disclosed outside the recipient of the proposal and shall not be duplicated, used or disclosed – in whole or part – for any purpose other than to evaluate this proposal.



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**Central Consulting Group**  
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Minneapolis, MN 55425  
866.511.5710  
[accounting@centralconsultinggroup.com](mailto:accounting@centralconsultinggroup.com)

**Full Sail Partners Ltd**  
**2020**

**August 20,**

**Full Sail Partners Ltd.**  
Box 774000-368  
1815 Central Park Drive  
Steamboat Springs, CO 80477

To accept and reserve time on our consulting calendar, please review, sign, and return this proposal and send the required retainer payment. Work cannot be scheduled until the retainer has been received unless stated otherwise in the scope of work above. Time and Materials will be billed on a monthly basis. The retainer balance will be held until the completion of the project and applied to the final invoice. Any remaining retainer balance will be returned upon project completion.

**Retainer for FSP - Gayner Engineers - FMS to Vantagepoint Migration**

**Total Due**

**\$3,200.00 USD**



**Retainer Due**

Payment(s) may be made via check, credit card, or electronic transfer and should be sent to the contact information below:

Central Consulting Group  
7900 International Drive, Suite 300  
Minneapolis, MN 55425  
Phone: 952-891-5710 or 866-511-5710  
Fax: 952-400-5960  
Email: [accounting@centralconsultinggroup.com](mailto:accounting@centralconsultinggroup.com)