

Letter of Engagement for Advisicon, Inc.

**Website SharePoint Back-End Migration**

This Letter of Engagement (LOE) is between Advisicon, Inc. (Advisicon) and The Healthcare Accreditation Colloquium, and may be subject to the terms and conditions of a Non-Disclosure Agreement.

1. Description of Services
   1. Effective Date

The effective date of this LOE is January 16, 2013

* 1. Customer Location

Services will be performed onsite/remotely by Advisicon for The Healthcare Accreditation Colloquium, located at the following address:

The Healthcare Accreditation Colloquium  
3040 Riverside Drive Suite 219  
Columbus, OH 43221  
614.545.3800

**b. Vendor Information**

Advisicon, Inc.

Contact: Stacey Garner, Accounts Receivable

Email: [stacey.garner@advisicon.com](mailto:stacey.garner@advisicon.com)

Phone: 360-314-6702

Fax: 360-258-0616

Business Site Address: 5411 NE 107th Ave., Vancouver, WA 98662

Payment Remit to Address: 5411 NE 107th Ave., Vancouver, WA 98662

* 1. Overview and Shared Objectives

The services’ objective is to provide a member portal back-end to the existing website that will manage member access to webinars, key areas and workgroups and address the ongoing problems with content management and the scalability of the existing Colloquium Health website.

**Profile of The Healthcare Accreditation Colloquium primary goal:**

Colloquium Health needs to be able to share information both internally and externally in a simple, secure, stable and scalable manner. Need information to be available immediately to all members and external users searching the site

**High level objectives identified to meet goals:**

* Deploy a test instance of SharePoint Server as a Proof of Concept
* Create a Shell of the Existing Site (Key Pages to validate look, feel)
* Migrate the Articles, Links & Video Pages and Confirm the nonfunctional issue in Word Press is Resolved
* Upon acceptance by Colloquium, migrate the rest of the current website over (proposal and estimated to be created) to the SharePoint environment for full cut-over and replacement of existing webiste

**Proposed Delivery of Services:**

Advisicon will be working with The Healthcare Accreditation Colloquium to deliver a working instance of Microsoft SharePoint Server with some selected website pages and specific client data entered for purposes of a Proof of Concept.

Project Duration, Scope, and Approach

Table 1: SharePoint Server Solution

|  |  |
| --- | --- |
| **Hours** | **Activity Details** |
| 4 | Setup SharePoint Environment (no charge for software or licensing) on Advisicon Servers |
| 8 | Create Site Map for key pages to be selected and migrated and for final |
| 8 | Select and Create Colloquium Health Pages & Build them in SharePoint |
| 16 | Configure SharePoint Content Management Solution to Mirror Desired Functionality of Existing Links, Articles and Videos in Colloquium Existing Site |
| 1 | Midpoint review with The Healthcare Accreditation Colloquium, signoff of phase 1 |
| 10 | Formatting, Graphics, Text & Content Page Building |
| 1 | Final presentation with The Healthcare Accreditation Colloquium, signoff of Proof of Concept (POC) |
| 4 | Transition of solution to Office365.com environment (Phase 3) |
| 4 | Test Migrated Pilot Site |
|  | Final acceptance and signoff for Pilot to Production |
|  | Final Content Migration Proposal Submitted for remaining pages |
| **56** | **Total Estimated Hours** |

1. Assumptions

The assumptions related to the Services being performed include:

* Hours - Unless after-hours services have been purchased, Services will be provided between the hours of 8:00 AM and 6:00 PM local customer time, Monday through Friday, excluding normally observed holidays. Any work requested / conducted outside these hours may be charged at a premium of time and a half for 2 hours past the normal work hour.
* Upon acceptance of this LOE, Advisicon will schedule the work based on mutual agreement of dates and internal resource availability.
* Advisicon will be responsible for Microsoft SharePoint Server installation in Advisicon’s test environment.
* The Healthcare Accreditation Colloquium will be given remote access to Advisicon’s test environment as part of the Proof of Concept period.
* Only the items stated in Table **1** will be delivered.
* SharePoint customization will employ selected features currently available on customer’s website.
* No SharePoint programming services will be delivered.
* SharePoint will only be customized to the present state of the existing Colloquium Health website back end. New or modified graphics and or customizations is outside the scope of this LOE
* Advisicon will be able to deliver this solution via remote means.
* Payment will be made in USD based on the terms of this LOE.
* Following transfer of solution to Office365.com environment, Microsoft not Advisicon will be responsible for uptime, backups, or other services performed by Office365.com.

1. Needs from The Healthcare Accreditation Colloquium Prior to Kick Off

Additionally before we begin our engagement we would need some clarification/information as per the points mentioned below:

1. Access information for existing Office365.com environment
2. Support on Site Map or Questions as needed for site assembly
3. Pricing Structure

Time and Materials Invoicing

Colloquium Health will pre-pay the estimated time/costs to Advisicon. Advisicon will alert colloquium for this LOE if the hours will exceed before the completion of the work. If any time is remaining from this LOE, it will be held collectively for other work requests or site maintenance extending the services or reducing future prepaid work requests. The Healthcare Accreditation Colloquium on an hourly basis at $75 per hour.

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| --- | --- |
| **Deliverable** | **Estimated Invoice Amount** |
| Build & Configure Pilot Site in SharePoint | 20 hrs - USD $1,500 |
| Migration Selected Sites and Create Desired Functionality in SharePoint | 28 hours – USD $2,100 |
| Transfer of Information to Office365.com | 8 - USD $600 |
| **Estimated Total:** | **USD $4,200** |

1. LOE Termination

Advisicon may terminate this LOE in whole or in part without cause on thirty (30) calendar days’ notice or earlier if milestone payments are missed or client requests/scope changes are impacting delivery.

1. Terms and Conditions

Please review and initial the terms listed below:

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| --- | --- |
| Initial | Term |
|  | 1. Service Period. The Service Period of this estimate shall commence upon approval using a Purchase Order. This estimate dated January 16th, 2013, is valid for approximately 30 days (expires February 16th, 2013). |
|  | 1. As compensation for fulfillment of Advisicon’s obligations outlined in LOE, and detailed in a separate invoice, The Healthcare Accreditation Colloquium shall compensate Advisicon for consulting services and training. |
|  | 1. Hours estimated will be prepaid and Advisicon will provide a monthly statement of budget of hours or will let Colloquium Health know if hours for support requests will or have exceeded the prepaid amount. |
|  | 1. If hours for services are unpaid by 10 days past notification of depletion of prepaid hours, a 1.5% penalty for late payment will be assessed. |
|  | 1. Invoices shall be considered accepted by The Healthcare Accreditation Colloquium as a correct reflection of services rendered unless The Healthcare Accreditation Colloquium notifies Advisicon of a billing dispute in writing within thirty (30) days upon receipt of the invoice. Email notification fulfills agreement. |
|  | 1. The Healthcare Accreditation Colloquium acknowledges receipt of this LOE for Advisicon to provide the services described herein, agrees to be bound herein as described within the contents of this proposal/statement of work, and that the contents of this proposal are confidential and not to be communicated or disclosed to third parties outside of The Healthcare Accreditation Colloquium and Advisicon. |

1. The Healthcare Accreditation Colloquium LOE Acceptance

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| --- | --- |
| Advisicon, Inc. | The Healthcare Accreditation Colloquium |
| By: | By: |
| Printed Name: Tim R. Runcie | Printed Name: Anthony J. Joseph, MD |
| Title: President | Title: President |
| Date: | Date: |