**STATEMENT OF WORK**

**IBON PROJECT**

This Statement of Work is executed by and between **Barangay San Juan, Taytay, Rizal** and **Barney and Friends**

This is a Statement of Work referred to in the Master Service Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Agreement”). Terms and conditions of the Agreement are incorporated herein by reference (in all that is not inconsistent herewith) and made an integral part hereof.

**Project Overview**

1. **Project Summary**

This is a web-based application for a secured and automated Organizational system to produce efficient and accurate reports and proper automated file management.

1. **Vendor’s Role in the project**

STSC’s shall implement its proposed solution, including rendering the following services to Barangay San Juan:

1. Admin dashboard Interface

* Total members
* New Members / Latest Member name
* Male / Female Count
* Leaders
* Eagles Acronym
* Announcement
* Incident Report
* Add widget
* Delete widget

1. User Management Interface

* Member List
  + Edit / update member
  + View member details
  + Delete member
* Add / Register Member
  + Member details input form
* User Roles list
  + Add role
  + Edit role
  + Delete role
* Position list
  + Add position
  + Edit position
  + Delete position

1. Announcement Interface

* Announcement list
  + Add announcement
  + Edit announcement
  + Delete announcement

1. Activity Management Interface

* Activity list
  + Add activity
  + Edit activity
  + Delete activity
  + Search Activity

1. Incident Report Interface

* Incident list
  + Add incident
  + Edit incident
  + Delete incident
  + Search incident

1. SMS Blast Interface

* Create SMS
* Search SMS
* SMS History log

1. Finance Interface

* Finance item list
  + Add item
  + Edit item
  + Delete item
  + Search item

1. Location Interface

* Chapter location list
  + Add chapter
  + Edit chapter
  + Delete chapter

1. Report interface

* Report information list
  + Incident Report
  + New member Report
  + Activities Report
  + Export to PDF / Excel Report

1. **Project Milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Milestone | Entry Criteria | Signoff/Acceptance Criteria |
| 1 | Completion of Requirements Analysis and Design | Signed off SOW | Completion of Base System Walkthrough |
| System Functionalities |
| System Technical Design |
| System Look and Feel |
| Signed Contracts | Signed SOW |
| 2 | UAT | UAT Training | Sign off UAT |
| UAT Testing |
| 3 | Data Migration  (Development and Testing) | Data Migration Execution | Sign off Data Migration |
| 4 | System Deployment | Completion of Product/Technical Training for System Admin (implementation, maintenance and support) | Completion of Production  Test |
| 5 | Go Live | Signed off Go-live certificate | Two months warranty period |
| 6 | Project Closure | Expiry of two-month warranty period | Sign-off Project closure |

Testing Defects Hierarchy

|  |  |
| --- | --- |
| **Severity Level of the Defect** | **Description** |
| Severity 1 - Showstopper | Defects that do not allow testers to proceed in the next test case.   * Application abnormal termination (such as but not limited to HTTP errors, exception encountered, application system failure) * Missing functionalities * No workaround (such as but not limited to endless loop, fatal defects or program hang) * Vulnerability and security issues tagged as high risk |
| Severity 2 – High | Defects that allow the testers to execute other test cases/rules to proceed.   * Incorrect application flow * Incorrect value of essential fields in the screen * Defects on reports/extracts/files (such as but not limited to incorrect values indicated the reports/extracts/files which will affect the operations of the organization) * Incorrect default values (values which will affect the processing of the transaction and the judgement of the end user) |
| Severity 3 – Medium | Defects which have an acceptable workaround to address the problem.   * Incorrect value for non-essential fields on the screen, reports and files * Obvious cosmetic defects on screens (such as but not limited to incorrect spelling, wrong color) * Unexpected display of texts |
| Severity 4 – Low | Cosmetic defects or document errors.   * Undeleted texts * Format-related defects * Document discrepancies |

1. **WARRANTY**

***PROGRAM GUARANTEE:***

We provide program functionality guarantee for twelve (12) months. We would require the main server machine to have a DSL internet connection with the ability for us to remotely access this machine for support and maintenance work.

***SUPPORT AND MAINTENANCE:***

* Client must be able to provide us with remote access to the server machine or the client machine, as the case may be.
* We provide email and phone support during regular business days and business hours 9:00 AM to 6:00 PM.
* For any additional installation and setup work outside Metro Manila, we will bill the airfare and accommodations if any is needed.
* All support activities are limited to Philippine business hours 9:00 AM to 5:00 PM on regular business days, excluding weekends, public holidays and any special holidays.
* Troubleshooting via email, phone, and remote access will not be billed, as long as the issue is related to software causes and not due to hardware crash or virus programs.
* Software reinstall due to hardware crash or virus programs will be charged as regular onsite support rate.
* Note that all hardware items are excluded in this software proposal, unless specified. Our software can use your existing PC’s, laptops, tablets, TV’s or Monitors, and any regular POS Printers

SERVICE FEE:

We will only bill for change requests, enhancements and functionalities that are out of scope.

1. **Term**

This Statement of Work No shall take effect on the date hereof and shall remain in effect until all Statement of Work entered into hereunder have been completed or have expired, unless extended by the Parties upon written mutual agreement and unless earlier terminated in accordance herewith. The relevant Statement of Work shall automatically terminate upon the termination or expiration of the applicable Software License Agreement.

**IN WITNESS WHEREOF**, the Parties have caused this Statement of Work to be executed below by their duly authorized representatives effective on the date indicated below:

|  |  |
| --- | --- |
| **Barangay San Juan, Taytay, Rizal**  **Name:**  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Title:** IT Manager  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Solutions Exchange, Inc.**  17th Floor Trident Tower  312 Sen. Gil J. Puyat Avenue,  Makati City, Philippines  **Name:**    **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Title:** Head Of Operations / COF |
|  | **Name:** Gen Borja  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Title:** IT Head | Business Solutions  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |