



Marketplace Implementation Statement of Work

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Statement of Work

This Statement of Work (SOW), between Dekalb County School District and EqualLevel is an addendum to the Master Subscription Agreement (“the Agreement” or “MSA”) entered into by and between Dekalb County School District and EqualLevel as of the last signature date (effective date) on the initial Order Form that references this agreement.

The SOW is intended to be a planning and control document, not the detailed requirements or design of the solution.

1.1 Purpose

The purpose of this document is to identify the services to be delivered to Dekalb County School District for EqualLevel marketplace solution, the scope of these services, the associated fees for these services, and the milestones on which the services will be delivered. This document also sets forth the roles and responsibilities of both Dekalb County School District and EqualLevel in the execution of this SOW.

1.2 Services

The project scope will address the Milestones described in Exhibit 1. Changes to scope will be made by creating an addendum to this SOW.

1.3 Term

The effective date is as of the last signature date (effective date) on the initial Order Form that references this agreement. The SOW will expire on the marketplace go live.

1.4 EqualLevel Objectives

The primary objective of the project is to configure and implement the EqualLevel Solution.

- Define ‘to-be’ business processes.
- Configure marketplace environment.
- Integrate external systems and services.
- Test implementations
- Conduct User Acceptance Testing (UAT)
- Train administrators and users

1.5 Implementation Scope

EqualLevel will configure the following marketplace features and functions:

- User Access and Management
 - Walkup user access
 - Punchout user access
 - Optional Single Sign-On access for non-ERP punchout users
 - Marketplace Administrator role

- Full marketplace administration functionality
- Administer users, shopper roles, and views
- Site Content
 - Single level creation of custom home and category landing page banner
- Shopping Cart Configuration
 - Quote-to-cart: for specified contracts
 - Define Categories and hierarchy.
 - Define Potential Custom Quote Request forms for targeted contracts.
 - Real-time search when available for comparison shopping
 - Define Transfer cart process to support non Punchout users.
 - Cart and supplier level messages, max and min checkout
 - Supports payments via Purchase Order or Credit Card/Pcard
- Wave 1 Catalog Management
 - Support suppliers in the loading and management of initial catalogs
 - Support Third Party Punchout supplier connections
 - EqualLevel GO vendor catalog connection
- Supplier Onboarding and Transaction Management
 - cXML punchout supplier connections
 - EqualLevel GO cXML punchout store connection for catalogs of 50 or more items

As a part of the Marketplace implementation service, the following tasks will be delivered by EqualLevel.

- Support To-be Business Process Design
 - Provide support in establishing future state design, spec and blueprint
 - Establish integration flow diagram
- Marketplace Configuration
 - Configure Marketplace
 - Configure users and business groups.
 - Define integration points to Dekalb County School District Financial System
- Integration
 - Establish cXML punchout connection between Dekalb County School District Financial System and Marketplace
 - Test and verify data exchange between Dekalb County School District Financial System and Marketplace
- User Acceptance Testing Support
 - Support UAT scripting effort
 - Provide support during UAT phase
 - Address any issues found during UAT phase.
- Training Support
 - Provide Marketplace Admin training support to Dekalb County School District designated resources.
- Supplier Onboarding (Wave 1)

- Assist in assessing supplier eCommerce capability.
- Punchout capable suppliers onboarding
- Migrate existing customer managed catalogs and Punchout connections.

Exhibit 1 - Milestones

Milestone Date	Event	Completion Criteria
	Implementation Kick-Off	EqualLevel and Dekalb County School District project members and stakeholders introduced. Project scope, deliverables, timeline explained.
	Marketplace Admin training delivered	Training of Dekalb County School District Admins
	Marketplace environment configured	Dekalb County School District project team members have access to the test/staging marketplace environment
	Integration testing completed	If external system integration is in scope, integration is in place and working per specification.
	Wave 1 Supplier Onboarding completed	Dekalb County School District has signed off on the Wave 1 Suppliers onboarding effort.
	Marketplace implementation verification completed	Dekalb County School District confirm that configuration meet defined Business Requirements
	User Acceptance Testing (UAT) completed	Dekalb County School District validation against the in-scope requirements is complete.

EqualLevel and Dekalb County School District roles and responsibilities include but are not limited to the following:

1.6 EqualLevel Responsibilities

- Coordinate and lead all meetings, workshops, and training sessions per the attached project plan.
- Provide up to two web-based training sessions to Client’s full-time Administrative employees.
- Provide project management, including coordination and management activities, issue tracking, and bi-weekly status reporting to Client.
- Coordinate Client acceptance testing.
- Provide configuration options to the Client offering configuration choices.
- After initial training is completed, prepare the Solution for go-live.
- Provide issue resolution according to the severity levels and response times as outlined in the Agreement.
- Provide overview of Level II and III support to Dekalb County School District

1.7 EqualLevel Key Personnel

Name	Role	Email
Carrie Russell	EqualLevel Management Representative	crussell@equallevel.com
Ryan Libunao	Project Lead	rilibunao@equallevel.com
Kelly Sullivan	Supplier Enablement Lead	ksullivan@equallevel.com
Jawanza Manteen	Integration Lead	jmanteen@equallevel.com

1.8 Dekalb County School District Responsibilities

Dekalb County School District agrees to undertake at its sole expense, the following responsibilities:

- Assignment of an internal dedicated project manager to manage the internal deliverables during implementation.
- Assignment of Marketplace Administrator(s).
- Support as required for all buyer implementation calls.
- Provide technical and functional access for integration to third party systems.
- Develop and implement test scripts for client acceptance.
- Plan, coordinate, and participate in training sessions.
- Plan and direct the production deployment (Go-live).

1.9 Assumptions

- To be defined

1.10 Risks

The project risks will be identified and tracked to closure during the implementation phase.

Ref #	Risk Rating (W- Watch, M- Mitigate, A – Address)	Risk Description	Description of Impact	Impact/ Probability Rating	Mitigation Plan

Marketplace Implementation Cost

One time only, initial marketplace implementation cost for set up and integration of the Dekalb County School District Guided Buying marketplace.

Description	Price	Notes
Marketplace Implementation & Integration		
Marketplace Setup and Configuration	\$14,500	Fixed Price Delivery
Marketplace Integration to ERP	\$3,500	Fixed Price Delivery
Single Sign On	\$3,000	Fixed Price Delivery
Training		
Administrator Training	Included	Online webinar session
Launch Day Webinars	Included	One hour webinar session
Additional End User Webinars	\$500 per	One hour webinar
ODC		
Travel and Lodging	NA	

Optional Support and Services Work

EqualLevel provides optional support and services work to meet customer needs beyond the initial scope of the marketplace implementation.

Description	Price	Notes
Marketplace Customization Work	\$175/hour	Custom development and integration work. Statement of Work (SOW) shall be provided to Dekalb County School District prior to starting work.