

**Statement of Work  
E-Forms Data Integration Planning Workshop**

CCR/WO #: FFSR-<XX>-<XXXX.00>



Department of [XXX]  
Division/Unit: [XXX]

*This document is an example of the Statement of Work Template  
for the E-Forms Data Integration Planning Workshop.  
Each Statement of Work will be customized for an Agency's specific needs.*

# Section 1 E-Forms Data Integration Planning Workshop

## 1.1 Workshop Description

Forms Factory offers a customizable combination of services that can be used to meet an agency's specific business need. This workshop covers extracting data from an e-form and integrating the information into agency business systems.

The user experience is a significant factor in defining the way in which Forms Factory integrates with an agency's business applications. In the use case for this workshop, a user fills out an e-form and submits it electronically. Forms Factory receives the submitted form and extracts the data from the form. At that point, Forms Factory can deliver two things to the agency:

- The extracted form data in one of several format options
- An image of the filled in form in PDF format

The way in which these two data objects are delivered to the agency is the foundation of the integration of Forms Factory with the agency's business applications. The E-Forms Data Integration Planning Workshop focuses on how to transfer these data objects to the agency.

Delivering the form image and form data to an agency involves a network connection, a transport protocol, and appropriate security and application-level handshaking. This is a one-way integration — the form data and the form image flow from Forms Factory to the agency. This workshop provides the framework to discuss, plan and document this integration.

The workshop is approximately four hours in length and includes ample time for interactive discussion and question and answer. It must be conducted in a contiguous four-hour session on a single day. This workshop will be facilitated by Forms Factory staff whose experience and expertise match the customized needs of the agency. Approximately two weeks' advance notice is required for scheduling purposes.

## 1.2 Deliverables

The deliverables of this workshop include documentation of the following:

- The specifications of the data integration
- The price of the e-forms effort based on those specifications

## 1.3 Participant Responsibilities

The agency is responsible for providing a venue that must include, at a minimum, a projector and a PC with Internet access. A Forms Factory representative will provide a laptop with PowerPoint and the presentation materials.

It is important for the agency to make available appropriate technical and business staff who know the technical issues involved and the business processes affected. In the absence of appropriate staff, it may not be possible to maximize the benefit of this workshop.

## 1.4 Cost of Services

The E-Forms Data Integration Planning Workshop costs \$2,400.

## 1.5 Agency Information

Agency Name: Department of [XXX] Agency #: \_\_\_\_\_  
Division/Unit Name: \_\_\_\_\_ Agency Acronym: \_\_\_\_\_  
PCA/Program Name: \_\_\_\_\_ CCR/WO#: \_\_\_\_\_

### Contact:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Section 2 Signature Page

EDS/E-government will provide the Agency with the management and consulting services described in this Statement of Work to assist in the creation of the e-form data integration specifications. This Statement of Work shall be subject to the terms and conditions of E-government and the Agency Agreements, as applicable. Each of the signatories agrees that the complete agreement between the parties about these services consists of (1) this Statement of Work and (2) the E-government and the Agency Agreement.

**Department of [XXX]**

**Oregon E-government Program**

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AUTHORIZED SIGNATURE

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AUTHORIZED SIGNATURE

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Scott E. Smith

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NAME

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E-government Program Manager

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**EDS, Inc.**

**Saber Software, Inc.**

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Shannon Glasscock

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EDS Client Delivery Executive

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