

Statement of Work
E-Forms Data Interaction and 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 Interaction and Integration Planning Workshop.
Each Statement of Work will be customized for an Agency's specific needs.*

Section 1 E-Forms Data Interaction and Integration Planning Workshop

In general, Forms Factory provides the complete e-Forms environment and controls the user experience. The user experience can span from a simple form with basic fill-in and field verification capabilities to advanced, interactive forms to TurboTax-style interview forms. The user experience is a significant factor in the way in which Forms Factory integrates with an Agency's other business applications.

Interactive e-Forms typically include capabilities such as in-line verification of entered data, pre-filling of form fields and real time data look-ups. These interactive e-Forms require a dynamic, bidirectional integration between Forms Factory and the Agency's business applications.

The E-Forms Data Interaction and Integration Planning Workshop covers the integration, planning and design for these interactive e-Forms that require bidirectional data integration. This more robust type of user experience and associated Forms Factory to Agency integration must take into account additional considerations related to reliability and availability. If, for any reason, the Forms Factory link to the Agency is down, then the user experience is compromised and it may not be possible for a user to complete a form.

This workshop is used to discuss, plan and document this integration. This workshop will include documenting the specifications of the data integration and then determining the price of the e-Forms effort based on those specifications.

The Agency is responsible for providing a venue that must include, at a minimum, a PC with Internet access and PC projector. A Forms Factory representative will provide a laptop with PowerPoint and the presentation materials. The seminar 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. Approximately two weeks' advance notice is required for scheduling purposes.

Section 2 Cost of Services

The E-Forms Data Interaction and Integration Planning Workshop costs \$3,200.

Section 3 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 specified E-form. 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

AUTHORIZED SIGNATURE

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Scott E. Smith

NAME

NAME

E-government Program Manager

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EDS, Inc.

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Shannon Glasscock

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EDS Client Delivery Executive

Forms Factory Project Manager

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