

A
DOCUMENT AUTOMATION PROPOSAL

for the

**Santa Monica Mountains
Conservancy**

by

BusinessWare

Prepared For: Dash Stolarz
Prepared By: Tim Kirby
Date: July 5, 2007



CONSULTING AGREEMENT

TABLE OF CONTENTS

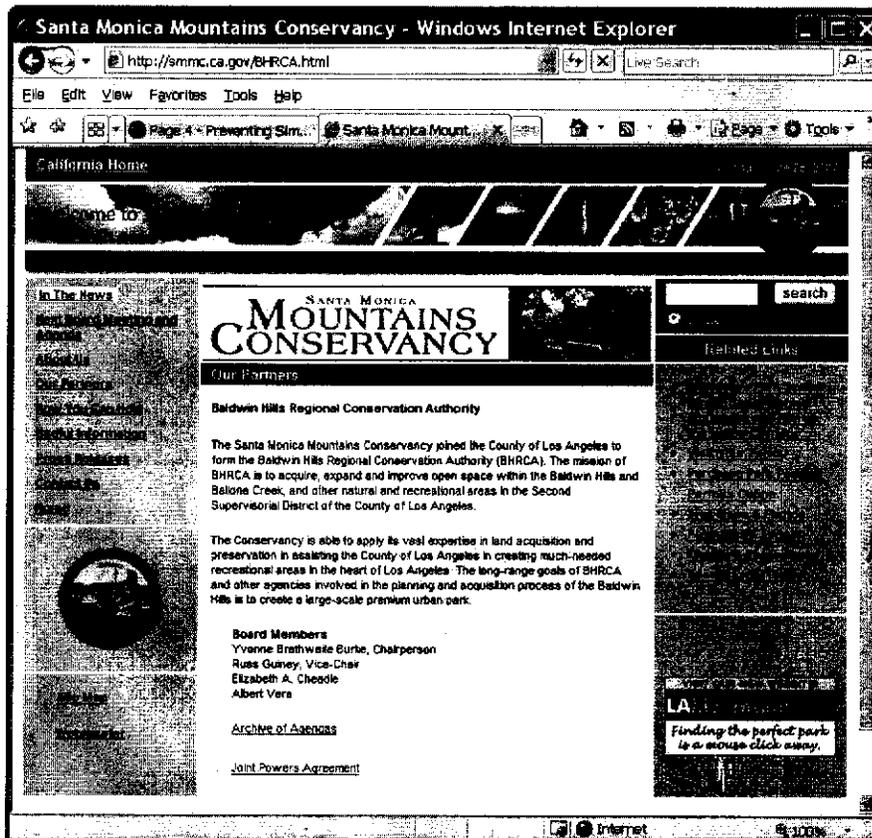
I. FUNCTIONAL REQUIREMENTS.....	3
A. BALDWIN HILLS REGIONAL CONSERVATION AUTHORITY REQUIREMENTS.....	3
1. Board Meeting Document Automation.....	3
2. Statement of Work	4
B. SANTA CLARITA WATERSHED RECREATION & CONSERVATION AUTHORITY	5
1. Board Meeting Document Automation.....	5
2. Statement of Work	6
C. WILDLIFE CORRIDOR CONSERVATION AUTHORITY	7
1. Board Meeting Document Automation.....	7
2. Statement of Work	8
D. DESERT AND MOUNTAIN CONSERVATION AUTHORITY.....	9
1. Board Meeting Document Automation.....	9
2. Statement of Work	10
E. OPEN SPACE PRESERVATION ASSESSMENT DISTRICTS.....	11
1. Board Meeting Document Automation.....	11
2. Statement of Work	12
II. TERMS AND CONDITIONS.....	13
A. COST.....	13
B. PAYMENT TERMS	13
C. NON-DISCLOSURE AGREEMENT	13
D. SIGNATURE	13

I. FUNCTIONAL REQUIREMENTS

A. *Baldwin Hills Regional Conservation Authority Requirements*

1. Board Meeting Document Automation

BusinessWare Inc. will create an administrative function that give staff members the ability to securely post board meeting agendas, minutes, and attachments in real time, and without having to know HTML or other web technologies. Old meeting agendas will be placed in a separate archive page. The functionality and code in the current SMMC agenda page will be leveraged to build this functionality. The landing page will also be dynamic and allow the user to update the board members list.



2. Statement of Work

- Password Secure Administrative Login Page
- New Administrative Page(s) for Meetings, Agendas, Minutes and Board Members
- Convert Static Pages to Dynamic Pages

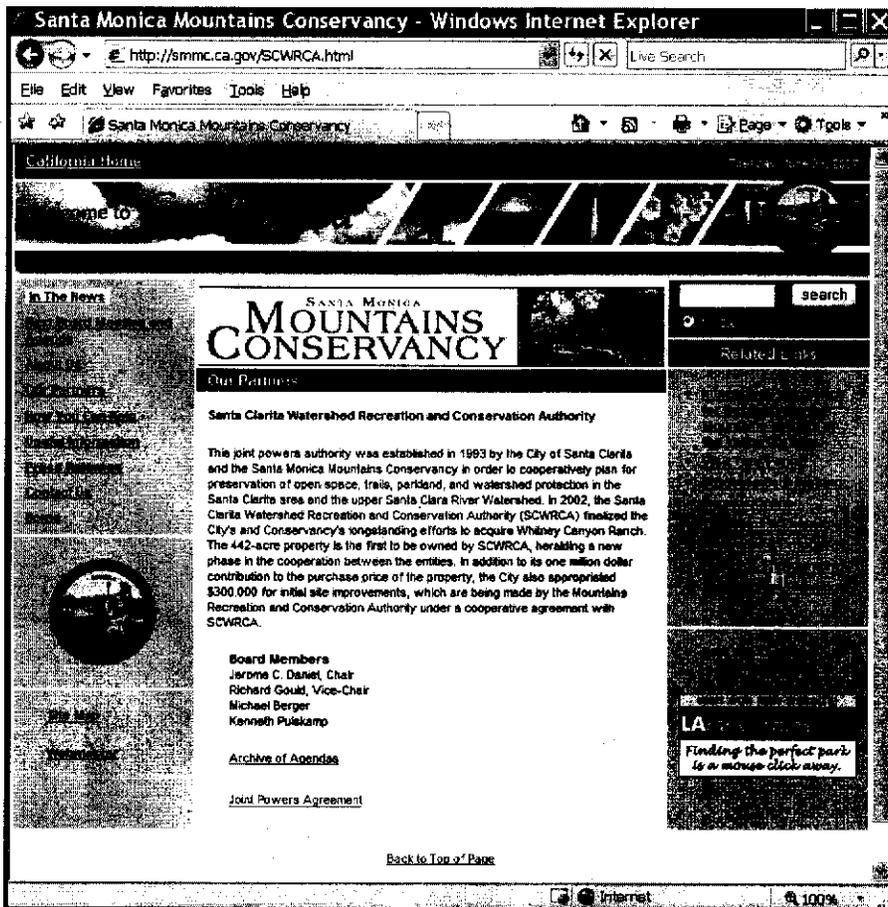
The following static pages will be converted to dynamic pages making use of the new database tables created for this purpose:

- Next Board Meeting and Agenda Page
- Agenda Attachments Page
- Agenda Archive Page
- Landing Page

B. Santa Clarita Watershed Recreation & Conservation Authority

1. Board Meeting Document Automation

BusinessWare Inc. will create an administrative function that give staff members the ability to securely post board meeting agendas, minutes, and attachments in real time, and without having to know HTML or other web technologies. Old meeting agendas will be placed in a separate archive page. The functionality and code in the current SMMC agenda page will be leveraged to build this functionality. The landing page will also be dynamic and allow the user to update the board members list.



2. Statement of Work

- Password Secure Administrative Login Page
- New Administrative Page(s) for Meetings, Agendas, Minutes and Board Members
- Convert Static Pages to Dynamic Pages

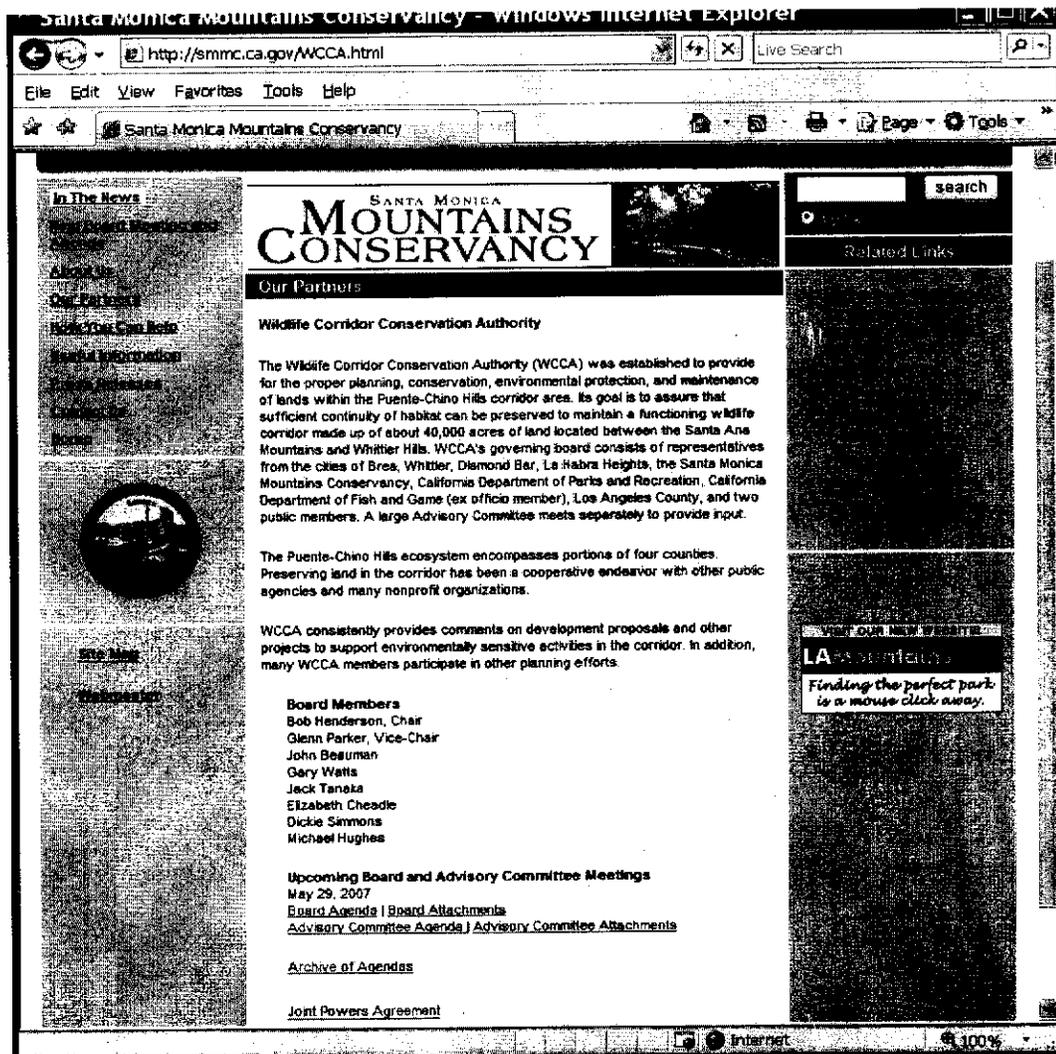
The following static pages will be converted to dynamic pages making use of the new database tables created for this purpose:

- Next Board Meeting and Agenda Page
- Agenda Attachments Page
- Agenda Archive Page
- Landing Page

C. Wildlife Corridor Conservation Authority

1. Board Meeting Document Automation

BusinessWare Inc. will create an administrative function that give staff members the ability to securely post board meeting agendas, minutes, and attachments in real time, and without having to know HTML or other web technologies. Old meeting agendas will be placed in a separate archive page. The functionality and code in the current SMMC agenda page will be leveraged to build this functionality. The landing page will also be dynamic and allow the user to update the board members list.



2. Statement of Work

- Password Secure Administrative Login Page
- New Administrative Page(s) for Meetings, Agendas, Minutes and Board Members
- Convert Static Pages to Dynamic Pages

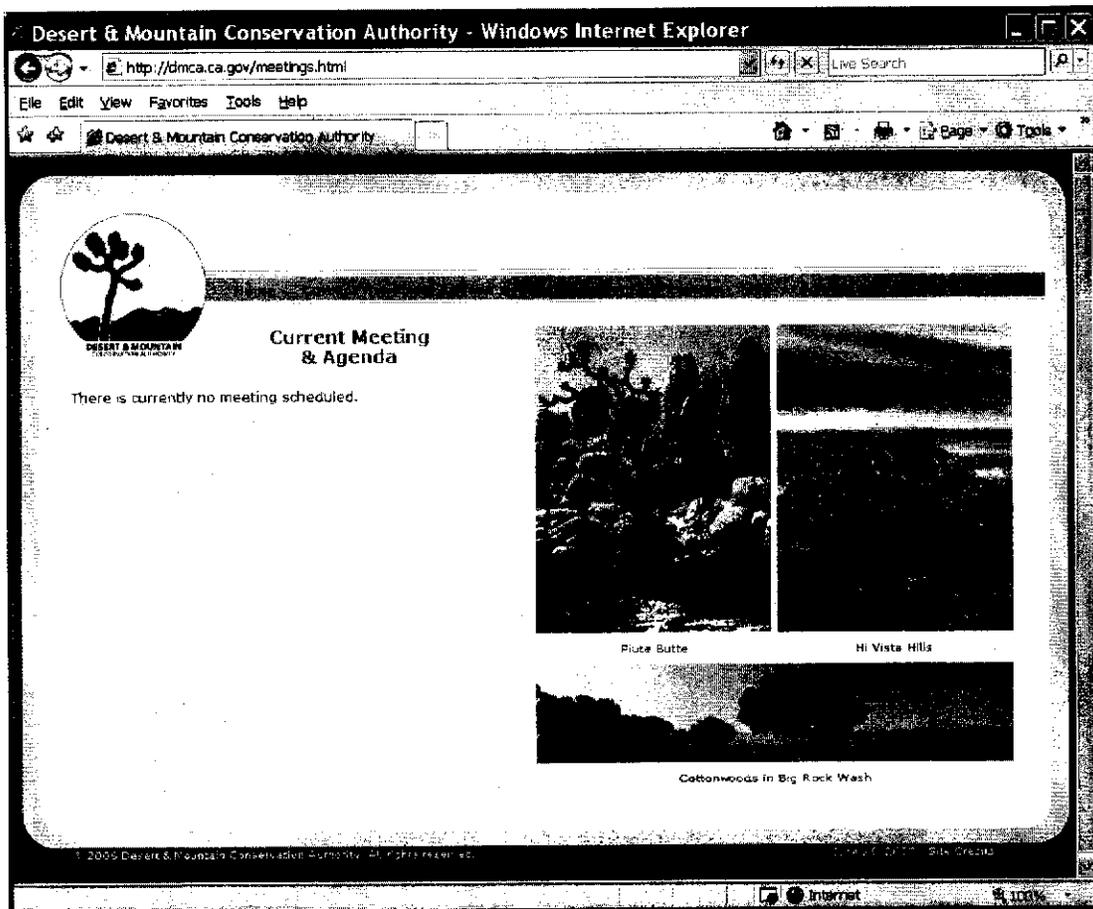
The following static pages will be converted to dynamic pages making use of the new database tables created for this purpose:

- Next Board Meeting and Agenda Page
- Agenda Attachments Page
- Agenda Archive Page
- Landing Page

D. Desert and Mountain Conservation Authority

1. Board Meeting Document Automation

BusinessWare Inc. will create an administrative function that give staff members the ability to securely post board meeting agendas, minutes, and attachments in real time, and without having to know HTML or other web technologies. Old meeting agendas will be placed in a separate archive page. The functionality and code in the current SMMC agenda page will be leveraged to build this functionality.



2. Statement of Work

- Password Secure Administrative Login Page
- New Administrative Page(s) for Meetings, Agendas, Minutes
- Convert Static Pages to Dynamic Pages

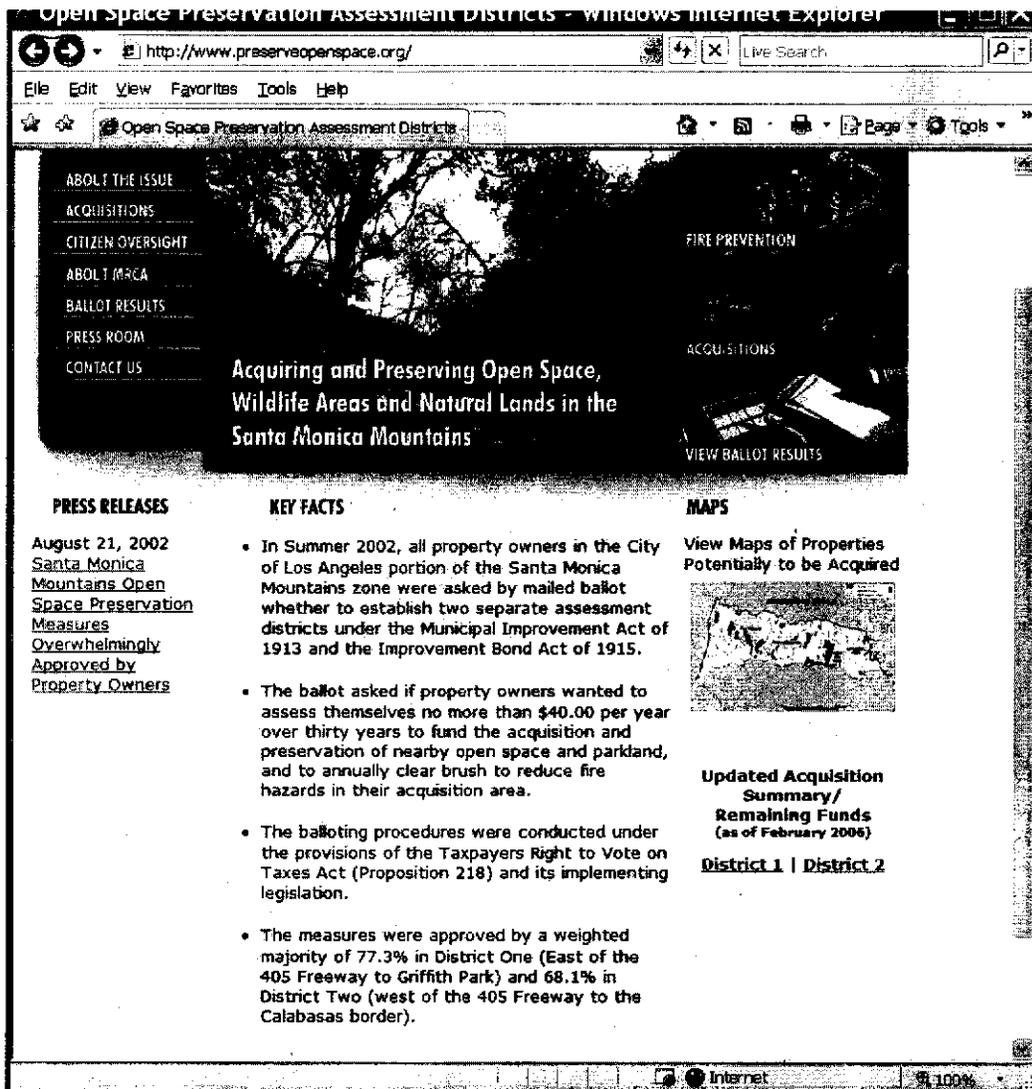
The following static pages will be converted to dynamic pages making use of the new database tables created for this purpose:

- Next Board Meeting and Agenda Page
- Agenda Attachments Page
- Agenda Archive Page

E. Open Space Preservation Assessment Districts

1. Board Meeting Document Automation

BusinessWare will create an administrative function that give staff members the ability to securely post board meeting agendas and minutes without having to know HTML or other web technologies. Meeting agendas will be categorized under District 1 or District 2. New meeting agendas will be listed under a date and displayed in chronological order with the most recent one at the top. Minutes will be attached under each meeting agenda.



2. Statement of Work

- Password Secure Administrative Login Page
- New Administrative Page(s) for Meetings, Agendas, Minutes
- Convert Static Pages to Dynamic Pages

The following static pages will be converted to dynamic pages making use of the new database tables created for this purpose:

- Board Meeting and Agenda Listing Page

II. TERMS AND CONDITIONS

A. Cost

BusinessWare will complete the all items as described in the above Statement of Work for the following amounts.

- Web-based Document Automation Project.....\$ 7,500 _____
Initials

Changes to scope of work typically require adjustment to estimate.

B. Payment Terms

BusinessWare will invoice this application development project according the following schedule:

- 1/2 due at project start
- 1/2 due upon completion

Payments are due upon receipt of invoice. If payments are not delivered in a timely manner, BusinessWare reserves the right to stop work on this project. If client stops work for any reason on this project, BusinessWare reserves the right to collect a proportional fee for all work completed. Late payments are subject to late fees and interest per BusinessWare AR policies.

C. Non-disclosure agreement

BusinessWare agrees not to disclose your trade secrets and confidential company information.

D. Signature

Thank you for choosing BusinessWare. Please sign below to accept this proposal to offer you outstanding consulting services. You may fax the signed document to 818-837-0113.

Timothy Kirby
Director Systems Development
BusinessWare, Inc.

Authorized Signature
SMMC / MRCA

Date