

SERVICES PROPOSAL

PROJECT FUNDAMENTALS

Project Name:		Requested By (Sales): Damian Gonzalez 312-705-9512 damigon@cdwg.com
Customer Name:	Lake County	
CDW Affiliate:	CDW Government LLC	
Effective Date:	November 21, 2024	(Principal FSA / Sr. SS): Dave Winkelmann, Abby Munn
Version:	1.0	

CUSTOMER-DESIGNATED LOCATIONS

Location(s)	Service(s)		
Site #1 Remote	<input type="checkbox"/> Assessment <input checked="" type="checkbox"/> Configuration <input checked="" type="checkbox"/> Design <input type="checkbox"/> Implementation	<input type="checkbox"/> Knowledge Transfer <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Reconfiguration <input type="checkbox"/> Reinstallation	<input type="checkbox"/> Staff Augmentation <input type="checkbox"/> Support <input type="checkbox"/> Training <input type="checkbox"/> Custom Work
Site #2 Remote	<input type="checkbox"/> Assessment <input checked="" type="checkbox"/> Configuration <input checked="" type="checkbox"/> Design <input type="checkbox"/> Implementation	<input type="checkbox"/> Knowledge Transfer <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Reconfiguration <input type="checkbox"/> Reinstallation	<input type="checkbox"/> Staff Augmentation <input type="checkbox"/> Support <input type="checkbox"/> Training <input type="checkbox"/> Custom Work

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Seller will provide the following:

Site 1:

- Initial Kick Off Meeting (IKOM)
- Customer Kick Off Meeting (CKOM)
- Planning and Design
 - Verifying port configurations
 - Reviewing switch configurations

Site 2:

- Planning and Design

RESPONSIBILITIES

As part of this engagement, Customer is responsible for providing the following:

- [REDACTED]

As part of this engagement, Seller is responsible for the following:

- Manage any support issues which may arise throughout the duration of the service

PROJECT ASSUMPTIONS

- Seller is not responsible for modifications beyond the initial configuration engagement.
- [REDACTED]
- Project management and site readiness tasks will be performed remotely.

ENGAGEMENT PLANNING & MANAGEMENT

These tasks will ensure that project completion meets all requirements outlined in the scope of services. It includes the following activities:

- Internal Project Technical Planning
 - Solution and Technical Architecture Review and planning
 - Clearly define project scope, objectives, risks, and approach
 - Develop a Work Breakdown Structure and Develop a Project Plan

- Develop Communication and Escalation Plan
- Identify project resources, roles, and responsibilities
- Confirm site readiness and documentation
- External Project Meeting
 - Introduce key participants, stakeholders, and project teams
 - Verify hardware delivery and specifications
 - Solution, requirements, and logistics Review
 - Review and approve project plan
- Project Management
 - Task and resource scheduling and assignment
 - Administration, Financial and Team management
 - Escalation and communication management
 - Change control and management
 - Status meetings and reporting

OUT OF SCOPE

Tasks outside the statement of work include, but are not limited to:



Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

This Services Proposal is valid for 30 days from the above “Effective Date”.

ITEM(S) PROVIDED TO CUSTOMER

Table 1 – Item(s) Provided to Customer

Item	Description	Format
[REDACTED]	Project design and planning documentation	Word
Vendor procedural documentation	Review online Vendor Procedural documents	URL
[REDACTED]	[REDACTED]	PDF

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule (“**Anticipated Schedule**”) based on Seller’s project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

TOTAL FEES

The total fees due and payable under this SOW (“**Total Fees**”) include both fees for Seller’s performance of work (“**Services Fees**”) and any other related costs and fees specified in the Expenses section (“**Expenses**”). Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein.

Seller will invoice for the Total Fees.

SERVICES FEES

Services Fees hereunder are **FIXED FEES**, meaning that the amount invoiced for the Services will be \$5,316.00.

The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone, as specified in Table 2.

Table 2 – Services Fees

Project Milestones	Percentage	Fees
Completion of Work	100%	\$5,316.00
Totals	100%	\$5,316.00

EXPENSES

All services under this SOW will be performed remotely; therefore, neither travel time nor direct expenses will be billed for this project.

The parties agree that there will be no travel required for this project.

NOT FOR SIGNATURE

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