

EQuIS Implementation Proposal

Executive Summary

EarthSoft is pleased to submit this proposal for EQuIS Implementation services to Client. Based on each client's specific requirements, the overall implementation process may include three separate tracks. The tasks outlined for each track are typical steps in an EQuIS Implementation, and the level of effort estimated represents an average for each track and related task(s).

The EQuIS implementation project will begin as specified in the final Statement of Work (SOW) and will consist of the following component(s):

TRACK 1 – Routine implementation services

- Valid value review and loading
- Workflow requirements implemented
- Applications configured (Field forms, task management, dashboard views, reports setup...)
- Training
- User acceptance testing
- Go live

TRACK 2 – Historical Data Migration Evaluation and Data Transformation/Migration

Historical Data Migration Evaluation

- Determine current data status
- Plan database mapping
- Mid-stream assessment
- Develop time/effort costs

Data Transformation/Migration

- Begin to convert client databases into an EQuIS format for migration to the new EQuIS system
- Use the EQuIS Link data transformation tool to map and convert client databases
- Review of the schema and valid values is a key part of this process

TRACK 3 – System Integration and/or Web Development Work

- This will be initially outlined as its own plan
- Development team will interact with client using an Agile framework to guide the final product
- Estimated six-month development cycle to UAT

If the proposed implementation fits this average, the costs estimated should cover completion of that task. If, however, further review process reveals complexities or other unanticipated obstacles, EarthSoft will summarize the status of the track/task and provide an updated estimate based upon the knowledge and state of the implementation at that time. The Needs Assessment task will tailor the suggested scope, schedule, and budget to the organization's specific needs and refine the task list appropriately. A refined cost estimate will be provided after all requirements are defined.

When placing a Purchase Order please refer to this Price Quotation.

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Summary of Estimated Costs*

TRACK 1	HOURS	AMOUNT (USD)
EQiS Implementation Kickoff Meeting**	32	\$5,760
Data Management Plan	60	\$10,800
EQiS Workflow Documentation	20	\$3,600
EQiS Configuration	240	\$43,200
EQiS Online Training	68	\$17,000
TRACK 2	HOURS	AMOUNT (USD)
Historical Data Migration Evaluation	56	\$10,080
Data Transformation/Migration		TBD
TRACK 3	HOURS	AMOUNT (USD)
System Integration and/or Web Development Work		TBD
PROJECT MANAGEMENT	HOURS	AMOUNT (USD)
Project Management (total for all tracks)	95	\$17,100
Total EQiS Implementation Services**:		\$107,540

Note: All costs are stated in USD.

*Costs provided in this example implementation plan are non-binding, are based on prior estimates for small-scale implementations and are provided in this document for informational purposes.

**Total estimate is exclusive of data transformation/migration costs.

TRACK 1: ROUTINE IMPLEMENTATION SERVICES

Task 1: EQiS Implementation Kickoff Meeting

To commence the EQiS Implementation as effectively as possible, the EarthSoft team will meet online with the client to evaluate current-state environmental data workflows (including field forms and required reports), identify future-state EQiS workflows, and discuss project plans and schedules. The Implementation will be broken down into tasks, and roles and responsibilities for all Implementation team members will be reviewed. Data management workflow(s) to meet client requirements will be finalized. Sources and locations of key data sets needed to configure the EQiS reference tables will be identified. Milestones, key dates, and task assignments will be determined. Refinement of the cost for this task will be adjusted and provided prior to the meeting once the EarthSoft team is formed and location of the meeting is determined and scheduled.

The following project areas will be discussed during the Kickoff Meeting to inform the revised Scope of Work (SOW):

- Project Contacts
 - EarthSoft contacts, client contacts, internal stakeholders, laboratory contacts, subject matter experts (SMEs)
- IT/Security
 - Discuss cloud hosting requirements, desired Azure region, number/type of user, required levels of access
- Current & Future State Workflow
 - Map out current and future state workflow and desired improvements
- Reporting & Visualization
 - Identify required internal and external reports, discuss appropriate level of automation, define integration points with other systems (e.g., Power BI, ArcGIS Pro, etc.)

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- Historical Data Migration
 - Identify existing data sources, discuss cost vs. value of historical data, identify legacy data required for “field-to-field” migration, review reference values and naming conventions, discuss plan to migrate gap data
- Field Data Collection
 - Discuss current field forms, review out-of-the-box EQUiS Collect forms, identify field devices/equipment desired for integration
- Sample Planning
 - Identify sample plans to be configured in EQUiS SPM, discuss pre-population of field forms vs. ad-hoc data collection
- Electronic Data Deliverable (EDD) Formats
 - Identify current Electronic Data Deliverable (EDD) formats provided by laboratories and contractors, review out-of-the-box EQUiS EDD formats for historical and ongoing data import
- Data Qualification
 - Discuss data qualification requirements, identify data review routines fit for automation in EQUiS DQM
- Training
 - Determine training frequency and format (e.g., regional, site-by-site, etc.)
- User Acceptance Testing (UAT)
 - Determine process and staff for UAT, discuss functional requirements to be tested, define “completeness”

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
EQUiS Implementation Kickoff Meeting (Two days, two Implementation Team members)	Senior Project Manager	32	\$180	\$5,760
Subtotal:		32		\$5,760

Total Estimated Task Cost: \$5,760

Task 2: Data Management Plan

The Data Management Plan (DMP) is the overall guidance document for managing data using EQUiS. This task involves research and inquiry into current data management procedures to identify where activities can or should be modified to best fit a new, optimized data management process. The DMP will be based on client-specific requirements relative to the collection, management, and reporting of both field and analytical data.

The DMP will include a detailed description of tasks including steps to be followed that will comply with the data management process. The document will also include any identified specifications or standard operating procedures (SOPs), which may include:

- Sample planning
- Field data collection
- Chain of Custody (COC) preparation and submission of data to the laboratories
- Laboratory reporting
- Data checking and loading
- Reporting

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Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
Data Management Plan	Senior Project Manager	60	\$180	\$10,800
Subtotal:		60		\$10,800

Total Estimated Task Cost: \$10,800

Task 3: EQUIS Workflow Documentation

The client will use EQUIS as the corporate data management system to manage field and analytical data. EQUIS consists of the EQUIS Professional and EQUIS Enterprise applications, the relational database model (Schema) itself, and several modules supporting the data workflow, including the EQUIS Data Processor (EDP), Sample Planning Module (SPM), and EQUIS Data Gathering Engine (EDGE) and/or EQUIS Collect. Other optional modules include EQUIS Live for real-time data logger data and EQUIS Alive for biological/ecological data.

The purpose of the Workflow Documentation is to provide a visual representation of how each piece of the EQUIS software will be implemented and integrated. The workflow documentation may identify client staff or groups responsible for operating and maintaining EQUIS.

The client's workflow will be mapped out and documented appropriately. This documentation is part of the Data Management Plan. Detailed workflows will be generated to illustrate individual sections of the EQUIS implementation, and to provide more accurate detail and understanding of the EQUIS data management process.

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
EQUIS Implementation and Workflow Document	Senior Project Manager	20	\$180	\$3,600
Subtotal Estimated Cost:		20		\$3,600

Total Estimated Task Cost: \$3,600

Task 4: EQUIS Configuration

EQUIS Configuration is the stage that applies the definitions, requirements, and procedures defined in the Data Management Plan. Specifically:

- EQUIS Software will be deployed
- Facilities will be created in the EQUIS database as defined in the DMP
- Locations and coordinates will be reviewed and loaded
- Method Analyte Groups (MAGs) will be reviewed and loaded
- Action Levels will be reviewed and loaded
- Reference values for matrix, location type, analytical method, fraction, and test type will be reviewed and loaded
- Other reference value sets, as required and appropriate, will be reviewed and loaded
- Groups (analyte, location, facility, and others as needed) will be defined and implemented
- User types will be defined, and members identified
- Input forms (within scope) will be produced, specifically EDGE and/or Collect
- Reports will be configured
- Dashboard views will be created as prescribed within the scope
- User Acceptance Testing (UAT) defined

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Because of the magnitude and complexity of this effort, individual tasks will be prioritized and may be phased. The end result of EQiS Configuration is that EQiS will be operational as required by the client. Data will be loadable, viewable, and reportable.

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
EQiS Configuration	Senior Project Manager	240	\$180	\$43,200
Subtotal:		240		\$43,200

Total Estimated Task Cost: \$43,200

Task 5: EQiS Online Training

Throughout the EQiS implementation, EarthSoft will conduct EQiS training sessions for the project team including data managers, users, and consultants. These training sessions will cover the use of EQiS while focusing on the client Data Management Program in conjunction with project-specific data management SOPs.

While the training will be arranged to best fit the schedule and needs of those attending, the recommendation is to have the first round of online training sessions (24 hours) for Power Users soon after the completion of the Data Migration. This provides an opportunity to review and discuss the migration and also, hopefully, to use client data for training purposes. As a populated database already exists, this session could be held as soon as practical within the scheduling constraints of both EarthSoft and the client.

For consultants and laboratories, one day (typically two half-day sessions) is appropriate.

Approximately 3 to 4 months into the project and following the first sessions, a second round of online training (24 hours) would be conducted to train new staff, reinforce, and clarify concepts already discussed, and explore other facets of EQiS use not previously covered.

Twenty-four hours of training for up to 10 people is estimated at \$250/hour. (For 10 or more people, a session is required at additional cost.) Consultant and Laboratory Training is taught consecutively with the Introductory Training.

Line Item	Unit	Quantity	Unit Cost	Amount
EQiS Training – Introductory	Hour	24	\$250	\$6,000
Focused Product Training (Online)	Hour	12	\$250	\$3,000
Consultant and Laboratory Training	Hour	8	\$250	\$2,000
EQiS Training – Follow-up	Hour	24	\$250	\$6,000
Subtotal:		68		\$17,000

Total Estimated Task Cost: \$17,000

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Track 1: Project Management

Project Management includes regular meetings to discuss project goals, planning, schedules, deliverables, and administration. Estimated level of effort is three hours per week for an EQuIS implementation approximately three to six months in duration.

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
Project Management	Senior Project Manager	84	\$180	\$15,120
Subtotal:		84		\$15,120

Total Estimated Task Cost: \$15,120

TRACK 2: Historical Data Migration Evaluation & Data Transformation/Migration

Historical Data Migration Evaluation

In most cases, historical data must be migrated into EQuIS from legacy systems or other data repositories. Data migrations are frequently the largest source of effort uncertainty in an EQuIS implementation and often the largest overall task in terms of level of effort and time required for completion. For this reason, it is impossible to predict how much effort will be required to 'complete' the data migration. The EarthSoft team will work with the client to review historical data, discuss concerns regarding the data, and consider recommendations. The data migration objectives will be weighed against the budgeted allowance and if gross discrepancies exist, a change in scope or in budget will be considered.

Where practical and reasonable, the data migration will be completed in two steps: Design and Implementation. Design consists of a detailed inventory of the source data and mapping the source data to the EQuIS structure. Implementation refers to developing the queries and tools that will extract the data into an importable format, executing these queries and tools to extract the data, and then performing the actual data loading. We will estimate a separate level of effort / cost for Design (inventory / mapping) and for Implementation (queries and tools / data loading), which allows the client to consider the value of migrating the data based on EarthSoft's design mapping.

The process for estimating and completing the historical data migration is as follows:

- 1) Determine current data status.
 - a. How many databases, Excel spreadsheets or other source data?
 - b. Determine data volume and complexity
 - i. How unique and / or variable are the databases, Excel spreadsheets or other source data? (Two different databases can be twice the work of two databases that are identical.)
 - c. What is the current state of the data to be migrated?
 - i. SQL Server database that is highly normalized? Data dictionary is not available, making mapping more difficult?
 - d. How are the data accessed—on a server, individual hard drives, CD, paper?
 - e. How many records are to be migrated? How will the data be divided into manageably sized Electronic Data Deliverables (EDDs)? Will Enterprise EDP be implemented?

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- 2) Plan database mapping.
 - a. Create a spreadsheet with the EQUS and client database mapping.
 - b. Discuss, review, revise, and update mappings, and obtain client approval.
 - c. Edit or customize EQEDD format for data migration. This will not necessarily be the final client format. The format may only be used for data migration.
- 3) Mid-stream assessment.
 - a. Reassess at the midway point to confirm validity of the preliminary assessment and assumptions.
 - b. If necessary, adjust the process and reassess the level of effort.
- 4) Adjust the Time and Effort costs. EarthSoft will provide the client with revised costs for approval before proceeding.
- 5) Complete the mapping and data loading.

The Data Migration - Design delivery will include:

- 1) Assumptions Document – to be reviewed and accepted by the client; includes scripts, queries and assumptions made during the migration.
- 2) Mapping Document – Excel spreadsheets containing the mapping from the original data source to EQUS.
- 3) Reference Value EDDs – for import to the client database.
- 4) Modified EQEDD (or similar) format – typical migrations require that some of the conditional checks are removed or modified.
- 5) Data migration EDDs consistent with the modified EDD format for archival.

The tasks described are intended to be a one-time activity. However, the migration EDDs will be provided in case a re-migration is ever necessary. Once EarthSoft receives the source data and the migration is started, the client may not enter any new data into the source database(s).

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
Historical Data Migration Evaluation Allowance	Senior Project Manager	56	\$180	\$10,080
Subtotal:		56		\$10,080

Total Estimated Task Cost: \$10,080

Project Management (Historical Data Migration Evaluation)

Project Management includes regular meetings to discuss project goals, planning, schedules, deliverables, and administration. Estimated level of effort is three hours per week for an EQUS implementation approximately three to six months in duration.

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
Project Management	Senior Project Manager	11	\$180	\$1,980
Subtotal:		11		\$1,980

Total Estimated Task Cost: \$1,980

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Data Transformation/Migration (Design and Implementation)

In most cases, historical data must be migrated into EQuIS from legacy systems or other data repositories. Data migrations are frequently the largest source of effort uncertainty in an EQuIS Implementation and often the largest overall task in terms of level of effort and time required for completion. For this reason, it is impossible to predict how much effort will be required to 'complete' the data migration. The EarthSoft team will work with the client to review historical data, discuss concerns regarding the data, and consider recommendations. The data migration objectives will be weighed against the budgeted allowance and if gross discrepancies exist, a change in scope or in budget will be considered.

Costs provided for this task are estimated probable costs and are based on representations made rather than the product of the detailed Mapping outcome of the Design phase. The level of effort estimate represents a budget estimate average based on experience with similar projects. These numbers do not reflect the simplest or most complex Data Migrations. If the proposed migration fits this average, the costs estimated should cover completion of this task. If, however, performance of this task reveals complexities or other unanticipated obstacles, EarthSoft will summarize the status of the task and provide an updated estimate based upon the knowledge and state of the migration at that time.

EarthSoft separates Data Migrations projects into three phases: Evaluation, Design, and Implementation. This approach has been developed based on years of experience in performing data migrations. EarthSoft starts each data migration effort with imperfect knowledge of the source data and specifics on how this source data will map into the EQuIS data structure. EarthSoft can often estimate the effort for the first phase, Evaluation, accurately based on representations from the client. The level of effort for Design and Implementation, by contrast, is unknown until we complete Evaluation.

The second phase, Design, uses the Client provided or developed Inventory of data, creates a preliminary mapping from the source client data structure to the EQuIS data structure, reviews reference values, as well as checks for referential integrity and data anomalies. There are several checkpoints in this phase where level of effort is analyzed. These checkpoints address the representations made on the data for the price quotation versus the reality of what is received, the complexity of understanding and mapping that data, and presentation to the Client of logical subsets for processing and related costs. EarthSoft will coordinate with the Client to finalize the scope of the Implementation phase based on Client choices from this estimate. EarthSoft recognizes that not all data has future value. The Design provides the Client tools to make decisions regarding the costs and benefits of migrating subsets of the source data. The final step of the Design phase is for the Client to make selections from the Inventory of data to migrate and EarthSoft to refine the estimate for the Implementation phase based on those selections.

The third phase, Implementation, entails effort to process the selected source client data into Electronic Data Deliverable (EDD) files based on the Design. It is not possible to provide an accurate estimate for this phase until Design is complete. EarthSoft is providing a budget or allocation value that will likely be modified at the completion of Design. This phase, upon Client approval for the refined budget, will process source data in to EDDs, load into a test EQuIS environment, assess for correctness and completeness based on the specifications of the client, and provide access for Client acceptance.

Gap Data

At the outset of the data migration project, the Client and EarthSoft will define a bright line for what data will be included in this project. There should be a clear plan to handle 'gap' data – data that is added to the Client's legacy data system after the source data for the migration has been delivered to EarthSoft. The Inventory and Mapping document detail what data are in scope. All data not included in these documents are out of scope.

Considerations for how to handle the gap data technically will be included but actual effort to migrate that data is not. Once the initial defined inventory migration is complete, better details on the Gap Data will be available for addressing the required level of effort.

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The Data Migration is a collaborative and iterative process between the client and EarthSoft. We work closely with a client representative(s) who are knowledgeable and can make decisions regarding the data.

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
Phase 2 Design – Inventory and Mapping	Senior Project Manager	TBD	\$180	\$TBD
	Quality Assurance III	TBD	\$150	\$TBD
Phase 3 Implementation – EDD Creation, Testing and Loading	Senior Project Manager	TBD	\$180	\$TBD
	Quality Assurance III	TBD	\$150	\$TBD
Total EQUIS Data Transformation/Migration:		TBD		\$TBD

TRACK 3: System Integration and/or Web Development Work

EarthSoft will work with the client to review system integration and custom development requirements. A level of effort (LOE) will be developed based on discussions with the client end-users and IT team.

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
System Integration & Web Development	Senior Project Manager	TBD	\$180	TBD
Subtotal:				TBD

Track 3: Project Management

Project Management includes regular meetings to discuss project goals, planning, schedules, deliverables, and administration. Estimated level of effort is three hours per week for an EQUIS implementation approximately three to six months in duration.

Line Item	Service Classification	Effort (hrs)	Rate (\$/hr)	Amount
Project Management	Senior Project Manager			TBD
Subtotal:				TBD

Total Estimated Task Cost: \$TBD

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Conditions and Schedule to Complete Proposed Services

The client will provide EarthSoft with all relevant information pertaining to the specific objectives and priorities and will generally assist us in accurately and efficiently completing the requested services. EarthSoft will complete the above-described deliverable(s) to the client according to a project plan schedule proposed separately. The client is responsible for final testing and will have 15 business days after EarthSoft provides the final deliverable(s) to complete acceptance testing. Modifications or changes to scope will require a signed Change Order.

Terms of Service

These Terms of Service constitute a legal agreement between Client and EarthSoft; therefore, please review these terms of service carefully. By referring to this Price Quotation when placing a Purchase Order (PO), you contractually agree to these Terms of Service as the first order of precedence.

EarthSoft hereby agrees to provide for Client the above EarthSoft services at our standard hourly rates for the actual effort used to perform these services, and not to exceed the Total Budget Amount as stated above (exclusive of travel expenses) without further written authorization. EarthSoft retains all rights of authorship, ownership, and use of all Intellectual Property created, developed, or derived by EarthSoft during the performance of EQUS support services. Additional EarthSoft services are available to Client at EarthSoft's current prices.

Payment Terms

EQUS Software, Support, and Services fees are quoted to Licensee net to EarthSoft, Inc., 9455 Pensacola Boulevard, Suite B, Pensacola, FL 32534-1237, and are exclusive of any and all taxes and fees of every sort. Licensee is solely responsible for all sales tax, use tax, value-added tax, property tax, withholding tax, duties, customs, tariffs, shipping, handling, and every other charge that may be lawfully assessed on this transaction at this time or anytime hereafter.

Payment is due within 45 calendar days of the date of each Progress Invoice. All fees are payable in US currency; currency conversions are calculated on the day the EarthSoft Invoice is prepared. A four-percent convenience fee will be added to credit card payments. For proper billing, please see, complete, and return *Appendix D Client Billing Address and Other Information* with your signed quote and purchase order.

The prices listed may change at any time after expiration of price quotation in 45 calendar days.

Acceptance and Authorization Signature

Dan Alexander, Vice President

February 2, 2022

SIGNATURE

PRINTED NAME/TITLE

DATE

EARTHSOFT, INC.

DAKOTA COUNTY

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