



City of Fort Bragg, CA Legacy Conversion- SOW

1/18/2025

Table of Contents

I. Vendor Background & Qualifications	3
TruePoint Company History	3
II. TruePoint Staff	3
III. Project Scope.....	3
Conversion scope:	3

I. Vendor Background & Qualifications

TruePoint Company History

TruePoint Solutions LLC is a privately held software and solutions company based in the Sacramento region. We bring an unparalleled level of experience designing, developing, implementing, and supporting complex government IT solutions. Our team has an average of 16+ years of public sector IT experience.

TruePoint Solutions was established in 2004 and became an Accela certified implementation partner in early 2005.

II. TruePoint Staff

TruePoint will assign talented staff that have in-depth knowledge of the Accela Civic Platform.

Keith Hobday will be the main point of contact for this engagement and ultimately responsible for all members of the TruePoint team.

III. Project Scope

The city would like to convert Legacy permit data into the Accela Civic Platform.

Conversion scope:

Conversion of data from 2003 to present.

1. Permits from 2003 to Q2 of 2022.

Create:

- Permit Record
- Property Address information
- Parcel (APN)
- Contact Information
- Custom Data Fields (up to 10)

Sample Data:

2007 BUILDING PERMIT TRACKING																		
LAST NAME	FIRST NAME	PROPERTY ADDRESS	DESCRIPTION OF PROJECT	APN	DATE RECEIVED	DATE ROUTED	PUBLIC WORKS	FIRE	DATE ROUTED TO PLANNING	FORWARDED TO BUILDING	DATE APPLICANT CONTACTED	LETTER SENT:	FEES PAID	DATE PERMIT ISSUED	General Plan	Maintenance fee	Business License	Building Permit
																		Surcharge
WESTERLING	GORDON	401 N MAIN ST	REPAIR TRUSS	008-055-02	12/3					12/3			12/3	12/3	37.50	1.00	25.00	
KATE ERICKSON/ GARY RILEY		413 FIR ST	KITCHEN, BATH, LAUNDRY REMODEL	008-086-13	3/19	3/20				3/20	3/29		3/29	3/29	675.00	18.00	450.00	
CITY OF FORT BRAGG		416 N FRANKLIN ST	REMODEL CITY HALL	008-092-05	8/20	8/20	X	X	9/4	9/4			N/A	9/19				
DIMOCK	CHARLIE	435 N WHIPPLE	SITE IMPROVEMENTS	008-096-13	3/30	4/3	X		5/1	5/2			5/11	5/11	750.00	20.00	500.00	

- Permits from Q3 2022 to present. This information will come from Springbrook and be conveyed in a spreadsheet with similar quantities of data and average annual permit.

The city will be responsible for presenting all data to be converted in XLS format.

Tasks	Hours	Rate	Total	Comment
Business Analyst	72	\$165	\$11,880.00	
			\$0.00	Travel is not required
Total			\$11,880.00	

Services will be billed monthly on a T@M hourly basis for actual hours work is performed.

SIGNATURE

Agency acknowledges that it has read this SOW, understands it and agrees to be bound by its terms and conditions. The parties agree that this Agreement cannot be altered, amended or modified, except in writing that is signed by an authorized representative of both parties.

Accepted City of Fort Bragg, CA.	Accepted TruePoint Solutions
By:	By:
Print Name:	Print Name: Keith Hobday
Title:	Title: Implementation Director
Date:	Date: