05/23/17

Statement of Work

Project Title

Document Conversion Project

Client

San Leandro Unified School District

Overview

SyTech Solutions, Inc. (SyTech), a certified small business, has been engaged to provide San Leandro Unified School District (SLUSD) with conversion services for an estimated 500 boxes. Scanning will take place at SyTech's Elk Grove facility. The project will be complete in 60-90 days. A full description of the project is provided in the Project Proposal dated May 22, 2017, and hereafter referred to as attachment A.

SyTech Deliverables

SyTech will provide SLUSD with scanning services and a complete electronic deliverable formatted for import into Laserfiche software.

Client Representative

Prior to the delivery of any services defined in this Service Request Form, SLUSD will designate a representative. The representative will be the person whom all SyTech communications will be addressed, and the person who has the authority to act for SLUSD in all aspects of the project.

Client's Representative:

Kaitlyn Lundell
Human Resources Technician
835 E. 14th St. Ste 200
San Leandro CA 94577
510.667.3525

Resource Team

Project Manager: Casey Morris 916.381.3010 ext. 224
Services/Technical Engineering: Sam Velasquez 916.381.3010 ext. 222

Pricing

SyTech will charge $181 per box, including scanning and shredding, with a maximum amount of $86,880. This price is based on the estimated volume of 480 boxes of HR and Payroll records.

Changes to SOW

Any changes to the scope of services shall be requested and approved by both parties in writing.

Terms & Conditions

Payment is due 30 days after the final completion of the deliverables.

Signature

_____	_____	_____	_5/22/2017
SLUSD Representative	***Date***	***SyTech Representative***	***Date***

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