

## Statement of Work

**Please note:** Customer approval is required prior to the start of the task or project described herein. The purpose of this Statement of Work (SOW) is to support task or project understanding and completion. For new service implementations (e.g., truResponsive eDocs, Archive, Taxes, Notices, etc.), this SOW represents a service summary, however, an executed Amendment to Service Agreement is required.

CUSTOMER INFORMATION		ADMINISTRATION	
Customer Name:	Mid-Cities Credit Union	Issue Date:	6/9/2021
Primary Contact/Title:	Donya Fields	Version Number:	1.0
Office Phone:	310.638.5147, Ext. 4412	Estimate/Revision By:	Julian Renteria
Mobile Phone:		Account Executive:	Todd Holtzman
Email:	dfields@midcitiesfcu.org	Job Number:	
Task Name/Description:	Implement Responsive eStatement Site & HTML5 Documents	Customer Number:	

BDI CONTACT INFORMATION		ESTIMATING	
Project Leader:	Julian Renteria	Expected Start Date:	Upon agreement of the SOW
Phone (office):	310-695-3543	Targeted Completion:	
Email Address:	jrenteria@businessdatainc.com	Cost Estimate:	\$1,500.00 one time
Customer Support:	Michael Tarr	Includes	15 hours of development and onboarding testing
Phone (office):	310-695-3567	PLUS	
Email Address:	mtarr@businessdatainc.com		

### PROJECT OVERVIEW

BDI to develop and support a new eDocument website, as well as redesigns of the cycled month-end/regular eStatement application to display for better viewing on mobile devices using HTML5 / Responsive Web Design (RWD):

- BDI will setup the new Responsive eDocument website in a test environment:
  - Branded to client's website, color and logo preference
  - Authentication setup to Online Banking (Finastra)
  - Implementation of Administration Controls
  - Enable linked disclosures
- BDI will populate it with a recent cycle's Responsive eDocuments.
- Mid-Cities CU will provide a list of "beta testers", and provide feedback.

Customer Initials





**PROJECT SCOPE**

1	Set Up new Mid-Cities CU Responsive eDocument site.
2	Set up new html5 and .pdf format for month-end statements.
3	Test workflow to ensure that eDocument composition and warehousing placement is correct.
4	BDI to work with OLB vendor (Finastra) to implement Single-Sign-On, to establish the specifics of the SSO protocol, data structure and data parameters.
5	Configure final workflow processing systems for implementation on the agreed "go live" date.


**ADDITIONAL NOTES**

1	Prior to going live, BDI will backload historical documents to be warehoused and accessed on the new eDocument site, so members have history of documents from previous months.
2	Mid-Cities should review their current email templates for all notifications in order to ensure that all templates use Responsive HTML to resize to the viewing platform. BDI can provide initial templates.
3	Mid-Cities will provide BDI with access to test account login credentials so that we can validate the documents in both the Desktop and Mobile environments.
4	

**CUSTOMER ACCEPTANCE AND AUTHORIZATION**

By signing below, I acknowledge and agree that any cost estimate presented herein may vary and does not represent a final determination or final net price to complete the SOW. The cost estimate reflects a good faith determination of anticipated work based on required resources, personnel, facilities, equipment, materials and other specific requirements. It is a minimum anticipated fee and shall be binding upon acceptance. Invoiced amounts will be due and payable net 30 days from the invoice date. Fixed fee engagements may be invoiced in advance and any completed work, including partial work, may be invoiced on a prorated or percentage basis concurrent with your regular monthly invoice. In the event a project is expanded or additional hours are required, a separate SOW will be provided for review and approval. Customer is exclusively responsible for Customer's or its members' data or information provided to BDI for processing, reporting, or presentment via print or web as described herein, including, but not limited to, periodic statement information, notice information, disclosures and payment options, and any procedures, all of which may be required by state and federal privacy and consumer protection laws and their amendments. Customer is further responsible for providing BDI with complete and accurate billing and contact information and notifying BDI of any changes to such information. In addition to the terms and conditions stated herein, a current Service Agreement between the parties, if any, shall govern this SOW.

**MID-CITIES CREDIT UNION**

By:   
Signature  
Donyae Fields  
Name  
Mid Cities Representative  
Title  
6/9/21  
Date

