



# Scope of Work

**TCM Contract # 2021-545**

Client:

**University of North Texas**

Project Title:

**UNT: Tuition Calculator**

Date Prepared:

**July 26, 2021**

*Prepared for:*



*Prepared by:*



This Scope of Work (SOW) describes expected project specifications and details (Deliverables) as well as other important information for this project. In short, it describes what TradeMark Media Corporation DBA Mighty Citizen (MC) plans to provide to your organization (Client).

Please read through the deliverables carefully. All major deliverables should be accounted for in this SOW. If a major deliverable is not mentioned in this document, then it falls outside of the scope and will likely increase project cost and timeline.

By signing below, both parties acknowledge and agree that the following are proposed Deliverables that may change if mutually agreed by both parties. The final product shall contain only such Deliverables that are approved and accepted by Client.

## Project Overview

UNT will provide prospective and current students with an online web-based calculator to estimate tuition rates based on their class, location, and other factors. UNT has architected the look and feel, as well as the data structure of the calculator. Mighty Citizen will assist with coding the calculator in a format that can be placed in the content management system and allows for UNT faculty to update the rates as needed.

## Deliverables

***Client Onboarding, Account Setup, and Project Kickoff***

MC will onboard this project, set up accounting, and facilitate a Project Kickoff meeting.

- MC will set up this project in the Teamwork online project management system. This includes setting up all of the tasks, custom milestone calendar, and documentation needed for the project.
- MC will set up invoices based on the project's installment schedule, and will work with your organization's accounting team to include the necessary information on all invoices to ensure efficient processing.
- MC will onboard the internal project team through an internal handoff and knowledge transfer.
- MC will facilitate a Project Kickoff meeting that will be attended by both Client and MC. The purpose of this meeting is to:
  - Discuss and educate Client on the project process
  - Train Client on Teamwork, our online project management system
  - Review the project timeline, milestones, deliverables and people involved
  - Review assets required by Client to complete this project

### ***Project Management***

MC will perform all general project management duties throughout this project. MC will use Teamwork project management software ([www.teamwork.com](http://www.teamwork.com)) to manage the milestone calendar, tasks, messages, and files related to this project. Client is expected to use Teamwork for all correspondence and file uploads. If Teamwork is not used, additional costs for project management may apply.

### ***Tuition Calculator Development***

MC will build a tuition calculator based on the information and data architecture that has been provided by the Client. The calculator will allow prospective UNT students to estimate their tuition depending on the provided values in an input form. UNT will be able to update the values in their database tables with new tuition and fees that will be used for calculations within the calculator. An input form and results page will be created using standard html, css, and javascript for the front-end interface.

- Any server-side functionality required to pull data will be developed by MC in PHP (version will be provided to MC by UNT).
- MC will not be responsible for CMS integration.
- UNT will provide access and set up the relevant environments so that MC can create and update the required files as needed.

MC will need to begin the development of the calculator in order to verify the time estimated to complete the work. MC agrees to spend up to 100 hours of work on the project within this scope of work. The Project Manager will monitor the hours for the project and will notify UNT immediately if additional hours may be required. If the deliverables above are not complete once the estimated hours are exhausted, work will stop until more hours are approved.

## ***Input Form Specifications***

- Overview
  - Basic form styling of inputs that works responsively on mobile and tablet devices
  - Basic form validation for required fields
  - Pulling relevant data from database
  
- Input fields
  - Academic Year
    - Pull distinct values from the database tables
  - Residency
    - Hardcoded options
  - Degree Level
    - Hardcoded options
  - Location of classes
    - Hardcoded options
  - Majors
    - Filterable by the user
    - Dynamic based off of previous inputs
  - Hours
    - Min/max hardcoded
  
- Parameters passed via url preselect input options (in order to allow the user to update form inputs when the “Change” link is clicked from the results page)

## ***Tuition Estimate Results***

- Overview
  - Pulling relevant data from database
  - Basic styling of results that works responsively on mobile and tablet devices
  - Ability to change # of hours from results page
  - Parameters passed via url preselect input options
  
- Output

- Calculations
  - Total semester cost
  - State tuition
  - Board designate tuition
  - Graduate board designate tuition
  - Exception for online
  - Differential tuition
  - Mandatory fees
  - Program fees
  - Distance ed fee
  - Total year cost
  - Proportionate adjustment for tuition
- Static values
  - Housing
  - Parking
  - Dining
  - Textbooks
- Conditional/dynamic display
  - Explanation of tuitions and fees
  - Save and soar
  - Paying for college
- Static text
  - Additional fees not included
  - Summer semester info
  - Housing

- Disclaimer
- Alert text

## Assumptions

- All expected calculations, exemptions, and functionality have been listed in corresponding documents.
- Results from the database are accessible in the structure shown in the provided example tables.
- Access to the database from both the initial form and results environments is set up to query via PHP.
- All of the values seen in the document are accessible from within the database tables. MC will be given a spreadsheet to confirm all calculations for all form variations including exemptions.
- Development environment access will be provided with any relevant permissions assigned. Access to create new files and assets in any relevant server environments will be provided and will be accessible via FTP.
  - Code editing / development will either be done in real-time with access to the data or there will be a mechanism for developing with data locally e.g. provided placeholder JSON files.
- Standard HTML, javascript and CSS will be used. jQuery and Tailwind may be used if they are already available.
  - For static template assets like header and footer, UNT will provide mechanisms for including them seamlessly from within the code that MC develops.

## Post Launch Support

Any additional support or coding adjustments necessary after the handoff of the approved coding will be scoped separately.

# Risks

The cost and timeline of this project is based on a fixed price. Risks to the successful completion of the project can be mitigated by agreement on some assumptions that are made to ensure an effective partnership.

Those assumptions are:

- **Communication**  
Timely and effective communication is key to the success of this project. MC will be proactive in communicating project needs. MC expects that Client will likewise work to do the same.
- **Timeline**  
The timeline of the project is dependent on both MC's delivery of project deliverables and the Client's delivery of communication, feedback, approvals, and necessary assets (branding materials, content, etc.). Both parties will commit to the timely delivery of these components. If timely delivery isn't possible, both parties commit to open communication with one another about the impact of the delay.
- **Access to the Development and Production Servers**  
Client agrees to give MC necessary server access in order to efficiently complete the deliverables described above.

# Payment Terms

## Project Price Breakdown

MC agrees to spend up to 100 hours of work on the project within this scope of work. If the deliverable below is not complete once the estimated hours are exhausted, work will stop until more hours are approved.

Service Offering	Price
Tuition Calculator Development	\$19,500
<i>Subtotal</i>	<i>\$19,500</i>
<i>Discount (DIR 15%)</i>	<i>\$2,925</i>
<i>Sales Tax (6.6%)</i>	<i>\$0.00</i>
<b><i>Grand Total</i></b>	<b><i>\$16,575</i></b>

### Total Project Price: \$16,575.00 (includes sales tax if applicable)

Client is sales tax exempt:  Government ( DIR Contract)  Nonprofit  Out of State  Reseller

Client agrees to make payment for the Deliverables described in this SOW in U.S. currency as follows:

- **Payment 1.** Non-refundable payment of \$7,800 within 30 days of the signing of this SOW (or upon Project Kickoff, whichever comes sooner).
- **Payment 2.** Non-refundable payment of the remaining balance due upon delivery of the finalized coding or when 100 hours of work has been completed.

Estimated Date of Completion: **60 days** from the Project Kickoff as described above (For example, if Kickoff occurs on August 2, 2021 then we estimate that the project will be complete on October 1, 2021).

- The Estimated Date of Completion (EDC) is only an estimate and will depend, in part, on Client's cooperation during all stages of the project.

## Pricing Expiration

The Total Project Price described above was calculated using a variety of factors including hours of effort, current workload, value of solutions provided, any discounts offered, etc. It is important that this SOW be approved in a timely manner in order for MC to offer this project at the price quoted.

**Pricing Expiration Date: 30 calendar days from date listed at the top of this SOW.**

## Other Terms

### ***Project Delays Caused by Either Party***

Both parties agree to work in good faith to complete all milestones and responsibilities in order to meet a reasonable project completion timeframe, as indicated above as the Estimated Date of Completion. Client understands that if one of their responsibilities is significantly delayed (i.e., input, approval, or payment) MC will need to place the project on hold and move resources to other projects. In this situation, MC will only be able to reschedule the project based on current workload and availability.

### ***Previous Information***

This SOW was prepared based on information received by MC from Client during previous conversations. MC reserves the right to alter this SOW, including deliverables, cost and timeframe, if MC becomes aware of new information that was not discussed prior to drafting this SOW. MC will notify the client if this becomes a possibility.

### ***Rounds of Revisions***

Unless otherwise described, Client is limited to no more than 2 rounds of revisions to any presented deliverable described above, including architecture deliverables, Design Concepts, the Specifications Document and other deliverables. Additionally, any Client team member who has approval authority over creative deliverables shall attend planning sessions and presentations. Lack of participation may result in additional rounds of revisions. If more rounds of revisions are requested, the work may be considered outside this scope at the sole discretion of MC.

### ***Change Orders***

Services requested by Client that are not described in this SOW may be incorporated into this project through a Change Order signed by Client. Once a change order has been approved, there is no option for cancellation.

### ***Cancellation***

This project can be canceled only if mutually agreed upon in writing by both parties.

### ***Approval Process***

Client shall notify MC in writing of its rejection of a Deliverable according to the agreed-upon milestone schedule, stating the specific reason for rejection (which reason must be within the SOW). If Client does not reject a Deliverable by the date agreed upon, such Deliverable is deemed approved and accepted by Client. Upon MC's receipt of Client's rejection of a Deliverable as defined above, MC will use commercially reasonable efforts to revise such Deliverable until the Deliverable has been accepted by Client. The feedback and revision period for a Deliverable must comply with the agreed upon milestone schedule in order to meet the Estimated Date of Completion.

## ***Administrative Access***

If Client requests administrative access to a Content Management System or root level access to website files (through file transfer protocol, virtual private network or otherwise), Client is responsible for all changes that Client makes to the website and related Deliverables. Client must pay MC its then current hourly rate to correct or restore any changes made by Client (if correction or restoration of changes is possible) and Client understands that no technical support or troubleshooting will be performed without charge by MC if such access is granted.

## ***Graphic Design Services***

MC will provide general graphic design services necessary to complete the deliverables described above. Unless provided specifically as a deliverable within this SOW, the creation of custom icons, manipulation of Client's logo or other branding marks or the creation of custom and specific graphics requested by Client may be considered in addition to this SOW at the sole discretion of MC.

## ***Technology Utilization***

MC plans to use a variety of technologies during the development of this project. Brief descriptions of these technologies follow.

If Client provides hosting for this project, Client agrees to provide reasonable access to the web server(s), as needed by MC to fulfill the terms of any SOW. Reasonable access will include access to the web server(s) through SSH and SFTP and access to work with the database(s) as needed.

## ***Formatting Languages***

MC plans to utilize HTML5, CSS3, and JavaScript to format and display all web page layouts and page content. In addition, other formatting languages may be utilized as needed.

## ***Programming Languages***

MC may utilize a variety of programming languages during the development of this project including, but not limited to, PHP: Hypertext Preprocessor (PHP), C#, Structured Query Language (SQL), and JavaScript.

## ***Databases***

MC may utilize a variety of database technologies during the development of this project including, but not limited to, MySQL, Microsoft SQL Server, MariaDB, and PostgreSQL.

## ***Other Terms***

This SOW is governed by the terms of the:

- Master Services Agreement between the parties (MSA)
- Department of Information Resources contract DIR-TSO-4216





All terms not defined in this SOW have the meanings ascribed to such terms in the master agreement. This SOW and this agreement constitute the entire agreement between the parties, and supersede all prior or contemporaneous negotiations, agreements and representations, whether oral or written, related to this subject matter. No modification or waiver of any term of this agreement is effective unless both parties sign it.

By signing below, both parties accept the deliverables and terms described within this SOW. If changes to this SOW occur during the development process, additional charges may apply.

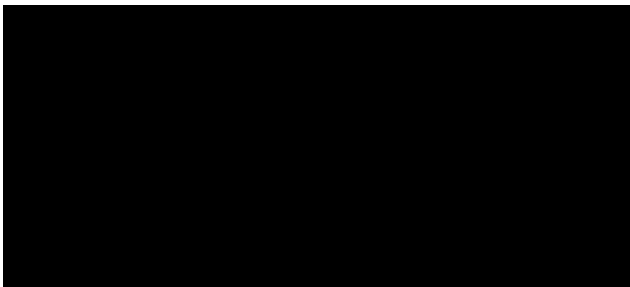
# Agreement

**CLIENT:**

University of North Texas  
1155 Union Circle #311277  
Denton, Texas 76203-5017

**MC:**

TradeMark Media Corporation DBA Mighty Citizen  
2400 Webberville Road, Building B  
Austin, Texas 78702



8/26/2021

*Date*

8/26/2021

*Date*



**BILLING INFORMATION** |  Billing information on file

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Billing Contact Name: University of North Texas System

Billing Contact Email: Invoices@untsystem.edu

Billing Contact Phone: 940-369-5500

Billing Address: 1112 Dallas Dr. Ste. 4000, Denton, TX 76205

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## Trademark Media Corporation DBA Mighty Citizen

<b>Vendor ID</b>	1200213624500	<b>DIR Contract Number</b>	DIR-TSO-4216
<b>URL</b>	<a href="#">Vendor Website</a>	<b>Contract Term End Date</b>	7/26/2022
<b>HUB Type</b>	Non HUB	<b>Contract Exp Date</b>	7/26/2022
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<b>Contact Trademark Media Corporation DBA Mighty Citizen</b>		<b>Contact DIR</b>	
<b>Contact</b>	<a href="#">Mighty Citizen</a>	<b>Contact</b>	<a href="#">Tara Lindgren</a>
<b>Phone</b>	(512) 459-7000	<b>Phone</b>	(512) 475-4963
<b>Fax</b>	N/A	<b>Fax</b>	(512) 475-4759

### Contract Overview

Trademark Media Corporation DBA Mighty Citizen offers Comprehensive Web Development and Managed Services through this contract, including: Accessibility, Business Analysis Services, General Consulting and Related Services, Hosting Services, Hosting Services, Maintenance, Training, and Support, Project Success Training, Research and Discovery, Turnkey Solutions, Web Content Management, Website Design, Website Development. Customers can purchase directly through this DIR contract. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. Resellers are not available for this contract. DIR has exercised the automatic renewal option for this Contract. This renewal extends the contract through 07/26/2022.

### Contract Documents

### How To Order

1. For product and pricing information, visit the [Trademark Media Corporation DBA Mighty Citizen](#) website or contact [Mighty Citizen](#) at (512) 459-7000

[Show more](#)

### Available Brands (1 total)

Services:

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### Available Products & Services (1 total)

Comprehensive Web Development and Management Services

[Show more](#)

### Commodity Codes (14 total)

208-54 - Internet and Web Site Software for Microcomputers  
 209-54 - Internet and Web Site Software for Main Frame Computers

[Show more](#)

**Certificate Of Completion**

Envelope Id: 16F163AC74BB4422A9AAD7944B35D975  
 Subject: Please DocuSign: Mighty Citizen 243433.pdf  
 Source Envelope:  
 Document Pages: 11  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelope Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 UNT System Contracts Team  
 1112 Dallas Drive  
 Suite 4000  
 Denton, TX 76205  
 BSC.CONTRACTS@untsystem.edu  
 IP Address: 199.188.157.82

**Record Tracking**

Status: Original  
 8/26/2021 10:49:46 AM  
 Holder: UNT System Contracts Team  
 BSC.CONTRACTS@untsystem.edu  
 Location: DocuSign

**Signer Events**

**Signature**

**Timestamp**

		Sent: 8/26/2021 11:00:09 AM Resent: 8/26/2021 1:43:06 PM Viewed: 8/26/2021 1:59:28 PM Signed: 8/26/2021 2:06:09 PM
Mighty Citizen Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 136.49.226.28	

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/26/2021 1:59:28 PM  
 ID: d138fe9c-e7e6-4138-9c24-3160550d2f07

		Sent: 8/26/2021 2:06:10 PM Viewed: 8/26/2021 2:41:23 PM Signed: 8/26/2021 2:41:51 PM
University of North Texas System Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 129.120.67.216	

**Electronic Record and Signature Disclosure:**  
 Accepted: 2/9/2021 9:50:43 AM  
 ID: 5baca34-fb3f-40b4-8b1a-a21b16bbb3f0

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/26/2021 11:00:09 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Certified Delivered	Security Checked	8/26/2021 2:41:23 PM
Signing Complete	Security Checked	8/26/2021 2:41:51 PM
Completed	Security Checked	8/26/2021 2:41:51 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**