Scope of Work (Envisioned)

This scope of work contains information on how IDALS envisions the system will function and the components that will be part of the system. IDALS provides this SOW as an informational aid as contractors develop their proposals and does not expect that contractor proposals will necessarily contain all of the same components or processes. IDALS is open to contractor proposals that may provide additional or enhanced features or benefits. State reserves the right to negotiate final Scope of Work with awarded contractor.

- The proposed solution will be web-based, user friendly and intuitive; requiring a minimal amount of training for system users.
- The proposed solution will be smart phone compatible.
- The proposed solution will be capable of authenticating all users through the State's Enterprise Authentication and Authorization (Enterprise A&A) Web service.
- The proposed solution will be GIS enabled and linked so locations within a field can be easily identified on a map.
- The proposed solution will provide the ability for electronic authorization of contracts or claim payments.
- The proposed solution will allow administrators to manage accounts and financial transactions such as funding deposits, obligations, recalls, and payments. This will include, but not be limited to financial accounting from high level accounts --> mid level accounts --> low level accounts --> end recipient of financial incentives. Ability to manage (in a virtual sense) account transactions from these accounts with a reliable, accurate, pleasant and understandable user interface.
- The proposed solution will allow for program management. This will include flexible built in validation requirements by program area. Programs should be able to be turned on or off without losing data (public facing or hidden) and allow modification, perhaps with changes to validation requirements.
- The proposed solution will have built in process controls/validation. X before Y before Z. In some instances this will include electronic authorization before transactions are made. The proposed solution will have the ability to move forward or backward within a process.
- The proposed solution will be expandable and allow administrators to create and edit accounts and programs.
- The proposed solution will provide data collection and storage. Fields for data may utilize lists, drop down boxes, check boxes and in some instances free form entry of data. The proposed solution will have the ability to add or delete content in data fields or the data fields themselves.
- The proposed solution will provide data migration of 100,000 records from the current system into the new system.
- The proposed solution will be easily expandable to accommodate additional programs and accounts.
- The proposed solution will collect and record data for each record with the ability to expand the type of data collected by adding fields. It will allow for reporting on all data stored in the system either through pre-determined reports or on an ad hoc basis for any data in the system.

- The proposed solution will provide public users
    - Information on the various financial incentive programs available.
    - A hassle free platform for managing applications which can be accessed at anytime from anywhere (smartphone compatible with integrative geographic information systems).
- The proposed solution will provide district/regional users
    - Ability to manage applications and associated funding.
    - Ability to manage financial incentive accounts including, but not limited to maintaining ledgers for each program. Ledgers will show pending applications, obligated funds, spent funds and unobligated funds.
- During the development of the proposed solution, system testing will need to be included as part of project and will be conducted by both the developer and IDALS staff.
- Verification of process flow, validation of calculations, testing of installed authentications and validations, ability to store and retrieve data, are among the things which will need to be tested extensively prior to the system being made available for use by the public and staff.

SYSTEM USERS

<table>
<tr><td>Public Users</td><td colspan="2">User(s)</td><td rowspan="7">Limited access to only associated accounts. Can edit. An edit would update all records with most current information. Would need means to reestablish lost user account info (username, password).</td></tr>
<tr><td></td><td>Unique User</td><td>Unique User But Multiple Accounts (doing business as another entity)</td></tr>
<tr><td></td><td>Identifying Info</td><td>Identifying info of user and associated accounts</td></tr>
<tr><td></td><td>Name</td><td>Name</td></tr>
<tr><td></td><td>Address</td><td>Address</td></tr>
<tr><td></td><td>Phone</td><td>Phone</td></tr>
<tr><td></td><td>Email</td><td>Email</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td>District or Regional User</td><td colspan="2">District or Region Users (These users will manage district or regional accounts, perhaps more than 1. Also, 1 or more District or Region Users could manage a single District or Regional Account) **Note these accounts are created and modified only by higher level state users.</td><td rowspan="7">Can assist in the creation of public user accounts or edit these accounts. Would need means to edit district information. Ability to add or remove district/regional users that act in this role **with authorization from high level account user</td></tr>
<tr><td></td><td>Unique user(s) *perhaps more than 1 per district/region</td><td>Unique user</td></tr>
<tr><td></td><td>Name of District or Region</td><td></td></tr>
<tr><td></td><td>Address of District or Region(s)</td><td></td></tr>
<tr><td></td><td>Phone of Address or Region</td><td></td></tr>
<tr><td></td><td>*Name of user(s) associated with district or region</td><td></td></tr>
<tr><td></td><td>*Email of user associated with district or region</td><td></td></tr>
</table>

High Level State User (Accounting, Program Staff)	High Level State Users (These users will manage State level accounts, primarily. These users will also establish and remove district/regional accounts. They will also be able to authorize or deny access to district/regional users and district or regional accounts.		
	Unique user(s) with full access **might consider a read only or restricted access to limit roles of some staff**		
	Physical Address of Iowa Department of Agriculture and Land Stewardship		
	Email of main contact at IDALS		
	Phone of main contact at IDALS		

Administrative – High Level Account Users

- Create, Name, Edit line of business and high level accounts - tie to the appropriate I-3 accounts (Integrated Information for Iowa – State budget & accounting system)
    - IFIP for example. WQI for example.
- Create, name and edit - districts or other regional managers of accounts.
    - Polk SWCD for example, Four Mile Creek WMA for example
    - Would need ability to select and hide inactive districts/regional managers of accounts
- Create, Name, Edit and associate subaccounts under high level accounts.
    - IFIP to Cost share for example, IFIP to POL for example, WQI to WQI statewide for example
- Associate subaccounts to district or other regional account holders
    - Polk Cost Share Account, Four Mile Creek WMA Account for example.
- Establish tables with data used in drop down menus (practice type, practice category, unit of measurement, expense type)
- Establish users and assign privileges for other users (sub account users and high level account users). Associate these users to one to many districts or regional accounts.
- Create, name and edit data fields available on application (adding toggle button, text box, list box) for example
- Inactivate or activate accounts. Data would continue to be stored, but would have ability to select and hide inactive accounts, districts or other regional account holders
- Manage transactions into lines of business, from high level state accounts to sub account level. Funds could move to or from accounts within a line of business, but must always remain within a line of business.

Administrative – District or Regional Account managers

- Once an application has been entered into the system, the district/regional account user:
    - Does I-3 verification (if not automatic) between applicant and I-3 web service
    - Selects the appropriate subaccount that will be used to fund practice
    - Selects or verifies practice type (note that each practice will have an association with a high level account/district account – these will have predetermined associations with unit type of work (for example - feet, acres))
    - Identifies participants that will be paid and stake of the funds each participant will be paid

  - Provides a web-based map with work location and any practice locations related to a project
  - Cost estimates and amount of funding that will be obligated
- Date stamped approval (this coincides with action taken at official meetings)
  - Technical
  - Board or Committee authorized to obligate funding
  - Sequence of approval dates important
  - Funds obligated (transaction in FARMS system)
- Updating information about the work that has been approved
  - If certain data fields change substantially, a second board/committee approval date stamp will need to be recorded (this coincides with action taken at official meetings)
- Entering expense information when work is complete
  - Expense data based on actual invoices from contractors
  - Technical and board/committee date stamp - approval to pay a claim based on actual expenses and completed project
  - Validation of all data fields system check – I-3 submittal

Application Workflows

Applicant Account Creation

1. Account created. (public user)
2. Public user login
   a. Application entered into system (public user)
   b. Name, address, email, phone
   c. Description of work they'd like to do
   d. General location of project or work stored in the system using longitude and latitude
      i. User should be able to enter address and have location delineated on a map or;
      ii. User should be able to click on a map and have the location delineated on a map
   e. Type of work they'd like to do (from a drop down menu)
3. User validation with I3 system

District or Regional User

1. District or regional user login
2. Review and update application entered by public user
3. Assign application to a specific district/regional account (from a drop down menu)
4. Select type of work to be done (from a drop down menu)
5. Select primary resource concern being addressed (from a drop down menu – this would be linked)
6. Using a web-based map or other mobile collection tool, record the locations of practices and their attributes. Practice types will be tied to specific geometry type (points, lines, or areas)

Application Status - (Carried Out by District or Regional User)

1. Pending Technical Review
   a. Enter cost information related to work to be done
      i. Total Estimated Costs
      ii. Total Cost Share Amount (this is the transaction that relates to district/regional account)
      iii. Other Funding (if any)
      iv. Verify type of work (drop down list)
      v. Assignment of a specific district/regional account
      vi. Verify location of project or work recorded using longitude and latitude from a web-based map

vii. Location longitude and latitude should automatically populate tier, range, section, and any other descriptive information as determined by project leads.
viii. Add public users that might also be receiving payment as part of this account

2. Pending Board Approval (pending fund obligation)
3. Work in Progress (funds obligated – would appear like a pending check out of a subaccount until paid)
4. Completed
    a. Technical checkout (date entered)
    b. Board approved final costs (date entered)
    c. When “a” and “b” are complete, awaits action/approval by high level user
5. Paid/Closed (if amount paid is different than what was obligated, difference is applied back to subaccount)
    a. Validations
    b. I-3 submittal
    c. Check cut to end user