

ORDINANCE NO. 1587

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE AN ANNUAL AGREEMENT WITH MICROSOFT AND ONE-TIME MIGRATION PROJECT WITH CONVERGEONE FOR MICROSOFT OFFICE 365 SOFTWARE FOR THE CITY OF CANBY

WHEREAS, the City of Canby desires to update and consolidate its communications and productivity software;

WHEREAS, an update to the Microsoft Office 365 software suite will remedy several current technical issues in the City as well as align the City of Canby with numerous comparative neighboring municipalities; and

WHEREAS, the City of Canby believes that the implementation of the Microsoft Office 365 software suite will increase productivity and efficiency in the administration of City services.

NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into an annual agreement with Microsoft and a one-time migration project with ConvergeOne for Microsoft Office 365 software. A copy of the Agreement is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be December 16, 2022.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 2, 2022, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 16, 2022, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.



Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 16th day of November 2022, by the following vote:

YEAS 6

NAYS 0



Brian Hodson
Mayor

ATTEST:



Melissa Bisset, CMC
City Recorder

ConvergeOne Statement of Work



City of Canby Microsoft O365 Migration

PREPARED FOR: City of Canby OR

PREPARED BY: Brian Larson
Senior National Account Mngr
BLarson@convergeone.com

Cory Ostroski
Solutions Architect
COstroski@convergeone.com

REFERENCE: Opportunity: OP-000691884
Quote(s): QU-000441963

DATE: August 5, 2022

TABLE OF CONTENTS

1. Scope of Work - Terms and Conditions	3
2. Project Timeline Expectations.....	4
3. Project Overview.....	4
4. Project Scope of Services	4
5. Project Management	12
6. Change Order Process.....	13
7. Milestone and/or Project Acceptance	13
8. Customer Responsibilities.....	13
9. Professional Services Assumptions.....	14
10. Professional Services Pricing and Billing Schedule	16
11. Customer Authorization to Proceed	17

1. SCOPE OF WORK - TERMS AND CONDITIONS

This Statement of Work (SOW) and the applicable Solution Summary; as related to Professional Services for Installation (and any documents attached thereto and incorporated therein by reference) (collectively, this Order) is between ConvergeOne, Inc (SELLER), Inc and City of Canby (CUSTOMER or CITY) as of the date of the last signature (Effective Date). This SOW is made subject to and governed by the terms of Region 14 ESC and the National Cooperative Purchasing Alliance (NCPA) for Advanced Technology Solutions Aggregator awarded to TD SYNEX Contract No. 01-97 (of which, CONVERGEONE, INC is an authorized reseller, (collectively the agreement). The order of precedence shall be as follows for the professional installation services: (i) NCPA 01-97, (ii) Region 14 ESC RFP, (iii) this SOW agreement, (iv) this Order in reference to t professional installation.

Customers signature on this Order (or Customers issuance of a purchase order in connection with this Order) shall represent Customers agreement with each document in this Order.

This Order may include the sales of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller ("Professional Services"); any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications ("Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Any dates and/or time intervals listed in this Order are approximate and for planning purposes only. ConvergeOne will use commercially reasonable efforts to accommodate any requested dates; provided however, projects milestones will be fully discussed and mutually agreed upon between ConvergeOne and Customer after project kickoff.

Products and/or Services not specifically itemized are not provided herein. Any additional applications, technologies, integrations, or other Products and/or Services not specified herein, are not included in this SOW, and may result in additional charges at any time during the project.

Unless signed, this Order will be valid for a period of thirty (30) days following the date hereof. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s). Thereafter, this Order will no longer be of any force and effect.

The outline of deliverables for this Order follows below.

2. PROJECT TIMELINE EXPECTATIONS

Approximately 5 business days after signed acceptance of this SOW, ConvergeOne will assign a project manager that will make contact and start planning a project kick-off meeting. The project kick-off may not take place immediately. Project start times depend on the availability of ConvergeOne and Customer resources.

The expected duration of this project has been budgeted at four (4) weeks from the time of kick-off to completion. If the project exceeds this timeframe, a project change order may be required to extend the engagement, resulting in additional fees.

3. PROJECT OVERVIEW

Thank you for the opportunity to work with you on the City of Canby Microsoft O365 Migration project. This document describes the work to be performed during this engagement and covers the assumptions as the basis for this agreement, the responsibilities of ConvergeOne personnel, and the responsibilities of the Customer.

The City of Canby has two Forests (City & PD), with On-Premise 2016 Exchange environments, and would like to migrate to 1 GCC Microsoft 365 Exchange Online tenant. They have 35 PD and 150 City mailboxes total for the migration. They have SMTP relays for intranet webforms and copiers. Microsoft Azure Multi-Factor Authentication (MFA) will be enabled, and Microsoft 365 Security defaults turned on to add a layer of protection to accounts. The Customer uses Proofpoint for email filtering and will continue to utilize that after the migration to Microsoft 365 Exchange Online.

- 3.1. This statement of work is written with the assumption the customer will provide unfettered/direct access to both the Office 365 tenant and any related on-prem infrastructure to ConvergeOne during the length of this project. Should that not be the case, a Change Request can be completed to account for the estimated 50% increase in time required to successfully complete this project.

4. PROJECT SCOPE OF SERVICES

This section identifies the work that will be performed as part of this project. Below is an initial, high-level list of tasks and assumptions for the project. This schedule may change depending on the Customer's business requirements and other factors. Also, depending on the schedule finally agreed upon at the kickoff meeting, the days worked may not be contiguous. ConvergeOne will conduct a

meeting with the Customer to review and finalize the technical approach, constraints and project schedule. This meeting is intended to ensure that all parties are working with consistent expectations for the project.

4.1. Microsoft

Active Directory

Discovery / Assessment

- Active Directory High Level Health validation on both the City and PD Forests
 - Verify Domain and Forest configuration/functional level
 - Verify Routable UPN
 - Identify Server for AD Connect Express installation
 - Issue remediation recommendations
- GCC Deployment Readiness
 - Verify Authentication requirements for GCC Licensing and Activation
 - Run IDFix to ensure environment is ready for O365 / Azure AD Connect to handle both environments
 - Issue remediation recommendations

Plan and Design

- Gather Technical and Business Requirements for Azure Tenant Build
- Plan how both the City and the PD will connect to the AD Connect
- Prepare for Azure AD Connect Express installation
- Verify Azure Identity configuration requirements to ensure clients will be able to communicate with O365 in order to validate licensing upon deployment

Implementation and Test

- Enable new Azure Tenant and default security configuration based upon Technical and Business Requirements captured above
- Configure Azure AD Connect with password sync utilizing Express configuration
- Create Test user account and validate synchronization
 - Assign license to user and test synchronization

Knowledge Transfer

Provide up to four (4) hours of operations knowledge transfer with the following agenda via online Meeting (Teams, Skype for Business, or WebEx) and record for distribution.

Knowledge Transfer is an informal conference or in-person session(s) wherein ConvergeOne presents and reviews the overall solution and addresses Customer questions regarding the completed design. During the Planning and Design phase of the project, ConvergeOne and the Customer will determine a Knowledge Transfer session(s) schedule, content and participants.

- Active Directory Administration Tools
- Vendor Documentation
- Logging and Troubleshooting
- Patching and Maintenance
- Moves, Adds, Changes
- Top Support Issues

NOTE: Knowledge Transfer is not a formal training class that would otherwise be delivered by a certified vendor learning partner. ConvergeOne can recommend official training classes at Customer's request.

Azure

Multi-Factor Authentication (MFA) for Microsoft 365

- Validate licensing
- Define testing group
- Define production rollout group(s)
- Define up to two (2) conditional access policies
- Create conditional access policies and assign to testing group
- Define triggers for Multi-Factor Authentication (MFA)
- Create trigger for conditional access policy
- Validate MFA configuration with test group
- Modify policies as needed
- Customer to assign conditional access policies to production rollout group(s) to enable MFA

Exchange

Table 4-1

Exchange	
Number of user mailboxes	185
Number of total mailboxes	185
Number of Public Folders to be migrated	21
Number of Exchange Servers to deploy/configure	2
Which migration tool will be used	Hybrid
Number of mailboxes to be migrated	185
Number of small user migration events (less than 500 seats)	2
Number of legacy servers to decommission	2

- Perform an Exchange Online Readiness Assessment to identify potential solution blockers and recommended remediation actions. Customer is responsible for implementing recommended remediation actions discovered during assessment. ConvergeOne may assist with remediation upon completion of a project change order if required.
 - Validate all Office 365 prerequisites
 - Identify UPNs that may need to be changed to match email address
 - Identify mailboxes that are not set to match email address policy
 - Identify AD privileged accounts that are subject to AdminSDHolder configuration
 - Identify accounts with non-routable email domains, or domains that are not used or owned
- Conduct Exchange design sessions covering the following topics:
 - Exchange architecture, features
 - Review 3rd party tool integration (ProofPoint)
 - Infrastructure and network requirements
 - Client support
 - Operational support/management processes
 - Coexistence
 - Mail flow
 - Mailboxes
 - Domain validation
 - MX/SPF/DKIM/DMARC configuration
 - Distribution lists

- Exchange Online Protection (EOP)
- Calendar delegation
- Resource mailboxes
- Compliance and retention requirements
- Mobile devices and policies
- Build Exchange Server(s)
- Configure Office 365 tenant
 - Domain validation
 - MX, SPF, DNS TTL, and secure mail flow configuration
 - Configure Exchange Online
 - Configure Hybrid integration
 - SSL certificate request(s)
 - Validate send/receive connector(s)
 - Validate calendar federation organization relationship
 - Create archiving and retention policies
 - Verify Office 365 licensing
- Configure and validate Exchange components as required based on approved design:
 - Up to one (1) Exchange Online tenant(s)
 - Up to one (1) Exchange Site(s). Exchange site is defined as any location where Exchange Server/Components are installed. Configuration and validation of an Exchange Site includes:
 - up to 2 Exchange Servers (any role)
- Configure Exchange Online Protection (EOP)
 - EOP Bypass
 - Configuring
 - Anti-Spoofing
 - Anti-Phishing
 - Malware
- Cut over Exchange Client Access Services (CAS)
 - Includes one (1) cutover event
 - Cut over may be performed during a maintenance window outside normal business hours

- Production mailbox migration
 - Provide tier-3 support escalation to the support team for up to 1-day after each user cutover event
- Migrate Public Folders
 - Public Folders will be migrated after all mailboxes are migrated.
 - Provide tier-3 support escalation to the support team for up to 1-day after public folder cutover event
- Decommission legacy Exchange server(s)
- Validate and cleanup any Active Directory attribute related to Exchange
- Validate and cleanup any Azure AD Connect attributes related to Exchange

Knowledge Transfer

Provide up to four (4) hours of operations knowledge transfer. Knowledge Transfer is an informal conference or in-person session(s) wherein ConvergeOne presents and reviews the overall solution and addresses Customer questions regarding the completed design. During the Planning and Design phase of the project, ConvergeOne and the Customer will determine a Knowledge Transfer session(s) schedule, content and participants.

- Exchange Administration Tools
- Vendor Documentation
- Logging and Troubleshooting
- Patching and Maintenance
- Moves, Adds, Changes
- Top Support Issues

NOTE: Knowledge Transfer is not a formal training class that would otherwise be delivered by a certified vendor learning partner. ConvergeOne can recommend official training classes at Customer's request.

Security

Additional Security Tasks

Implement Role Based Access Controls (RBAC) to separate the City and PD administrative teams as required

- Workshop with the City and PD to identify who on the administrative team should be able to access which items in the tenant
- Create or assign administrative roles based on the outcome of the workshopping

- Test and validate access upon completion

Knowledge Transfer

Provide up to four (4) hours of operations knowledge transfer with the following agenda via online Meeting (Teams, Skype for Business, or WebEx) and record for distribution.

Knowledge Transfer is an informal conference or in-person session(s) wherein ConvergeOne presents and reviews the overall solution and addresses Customer questions regarding the completed design. During the Planning and Design phase of the project, ConvergeOne and the Customer will determine a Knowledge Transfer session(s) schedule, content and participants.

- Security Administration Tools
- Vendor Documentation
- Logging and Troubleshooting
- Patching and Maintenance
- Moves, Adds, Changes
- Top Support Issues

NOTE: Knowledge Transfer is not a formal training class that would otherwise be delivered by a certified vendor learning partner. ConvergeOne can recommend official training classes at Customer's request.

Out of Scope

- Configuration changes to third-party systems not listed in this proposal.
- Placement of endpoint devices.
- End-user training is not included in this scope
- Troubleshooting issues related to the core deployments of Active Directory, Exchange, existing Lync/Skype for Business infrastructure, Office 365 tenant, and underlying hardware and storage is out of scope of this proposal and will be billed separately on a time and materials basis.
- Troubleshooting issues related to the network infrastructure is out of scope for this proposal and will be billed separately on a time and materials basis.
- Configuration, firmware updates, or troubleshooting of devices purchased through a vendor other than ConvergeOne will be billed separately on a time and materials basis.
- Data Loss Protection (DLP)
- Azure Information Protection - formerly Information Rights Management (IRM)

Active Directory

- Setting up a Network connection to Azure AD Connect.

Exchange

- Mobile Device Management (MDM)/Intune
- Migration of Personal Storage Table (.pst) files
- Configuration of Third-Party multi-factor authentication (MFA).
- Migration of mail archived using a third-party solution
- Configuration of firewall rules for the purposes of email routing and/or user access
 - Configuring Proofpoint with Exchange Online

Deliverables

The following table describes the deliverables included as part of this proposal:

- Project Plan & Schedule - Describes the project tasks dependencies and timeline for a completion of milestone

Azure

- Azure Tenant Design Document - Document with Admin account details and configuration notes
- Azure AD Connect Design Document - Azure AD Connect Documentation

Exchange

- Mailbox Migration Results Report - Excel Workbook documenting the per user results of a mailbox migration event.

Microsoft Modern Workplace Specific Customer Responsibilities

- Verify and complete forms and questionnaires from ConvergeOne consultants or engineers in a timely fashion.
- If requested, provide comprehensive documentation for existing network and system deployments, including physical and logical schematics, prior to service commencement.
- Customer to assist with making changes to Active Directory, ADFS, AAD Connect, Azure Active Directory and the global Office 365 tenant in a timely manner as requested to facilitate ConvergeOne responsibilities based on agreed upon schedule.

- If requested, designate ConvergeOne as the Microsoft Claiming Partner of Record (CPOR) for Office 365 and/or Azure services in scope with this Statement of Work.
- Purchase or provide all required SSL certificates based on approved design, including public certificates where required
- Configuration of multi-function printers (MFPs) and monitoring systems
- Configuration of DNS, MX, mail relay or inbound/outbound mail flow
- Provide server resources for Azure AD Connect computer.
- Provide resource to configure customer's enterprise firewall(s) to rule(s) for mail routing and/or user access to mailboxes.

Microsoft Modern Workplace Specific Technical Assumptions

- Microsoft Active Directory is healthy and configured per Microsoft best practice.

5. PROJECT MANAGEMENT

ConvergeOne will provide Project Management Services to help you effectively manage the project and control risks in the deployment. ConvergeOne will designate a Project Manager who will act as the single point of accountability for all ConvergeOne contract deliverables for the duration of the Project. ConvergeOne follows the Project Management Body of Knowledge (PMBOK) for project delivery. The PMBOK is an adaptable approach that enables technology project success by aligning business and technology goals. Key elements include an iterative delivery process, clear project metrics, proactive risk management, and effective response to change.

5.1. Project Manager

ConvergeOne will designate a Project Manager (PM) responsible for overseeing the project. Once the contract is signed and accepted by ConvergeOne, this individual will act as the Customers single point of contact for all planning and issues related to solution delivery. The ConvergeOne PM will work closely with the Customer to guide the implementation and work on a mutually agreed-upon schedule. The ConvergeOne Project Manager is responsible for the following:

- Conduct internal (ConvergeOne) and joint ConvergeOne/Customer meetings.
- Develop a project plan, including activities, milestones, roles, and responsibilities.
- Schedule and manage required ConvergeOne resources and partners.
- Conduct Issue and Risk Management.
- Provide agenda and meeting notes.
- Track Customer and ConvergeOne project deliverables.

- Manage change orders and any associated billing with the Customer.
- Manage project closeout process, punch list, and Customer acceptance.

6. CHANGE ORDER PROCESS

Despite good project planning, design, and review, project plans often require some degree of change at some point. These changes are handled using change order requests, which must be agreed upon by all parties to the contract before such work can be performed.

Either ConvergeOne or the Customer may initiate a change order for any deliverable, work requirement, assumption, or dependency that is part of the project. All requests must be in writing and handled by the ConvergeOne Project Manager. ConvergeOne will review the change and provide pricing as applicable before proceeding. The ConvergeOne Project Manager may also engage project team members to assess the impact of the change. Agreed changes must be approved in writing by an authorized representative of the Customer, via email, or modified purchase order.

7. MILESTONE AND/OR PROJECT ACCEPTANCE

Upon completion of the services described in this SOW, ConvergeOne shall provide Customer with an Acceptance Form. Upon delivery of the Acceptance Form, Customer has five (5) working days to review and accept. Failure to respond within the designated five (5) day period, signifies the completion of the milestone or project. To refuse acceptance, Customer must both indicate non-acceptance with written notification to ConvergeOne within the five (5) day period noted above and describe why it was not accepted. ConvergeOne shall have up to ten (10) days after the receipt of such notice to correct the error given it is within ConvergeOne scope and control to do so. The period to correct the error may be extended by mutual consent.

8. CUSTOMER RESPONSIBILITIES

8.1. Provide a single point of contact that will be responsible for:

- Understanding the business process impact and technical requirements and who has the authority to make binding decisions on Customer's behalf.
- Working with ConvergeOne Project Manager to develop mutually agreed project schedule, including outside of Normal Business Hours test and cutover windows (if applicable).
- Ensuring all Customer responsibilities are completed in accordance with the project schedule.

- Reasonable notification of schedule and changes for the installation work.
- Attending all project status meetings.

8.2. Ensure availability of appropriate Customer resources that will:

- Assist in the development and execution of applicable test plans.
- Provide accurate documentation for all existing systems and networks.
- Provide all necessary IP addresses, subnet masks, and default gateways.
- Provide a qualified Network Administrator with working knowledge of Customer requirements.
- Provide information on planned changes in the network.

9. PROFESSIONAL SERVICES ASSUMPTIONS

The following assumptions were made to create this Statement of Work. Should any of these assumptions prove to be incorrect or incomplete then ConvergeOne may modify the price, scope of work, or milestones. Any such modifications shall be managed by the Change Order Procedure.

9.1. General Assumptions

- Unless explicitly stated otherwise, all services will be delivered remotely
- All non-service impacting work described in this scope will be performed during U.S. normal business hours defined as 8:00 AM to 5:00 PM local time; Monday through Friday, excluding ConvergeOne designated holidays. "Cutover" for the sites will be completed during business hours unless otherwise stated in this scope of work.
- The Customer must identify any specific requirements for maintenance windows and change control. The Customer retains overall responsibility for any business process impact and any Customer-internal change management procedures and communications.
- All services, documentation, and project deliverables will be provided in English only.
- ConvergeOne will install specific software versions agreed upon at the time of project kickoff. Upgrades to the software are not included in the SOW. ConvergeOne may choose to install an upgrade if required by the manufacturer or to resolve a problem.
- The Customer is responsible for the underlying data infrastructure including network and virtualization. Systems must be capable of supporting the proposed solution. ConvergeOne can supply consulting and remediation services to ensure successful implementation, if not included in this scope, through a change order and billed at an additional fee.
- The Customer is responsible for all communications and scheduling of any contractors or vendors not managed by the ConvergeOne Project Manager.

- Any product or service delivery dates communicated outside of this SOW or the Project Plan, are not to be considered valid or binding.
- If the project extends beyond the timeline specified in the Project Plan due to delays caused by parties other than ConvergeOne and its subcontractors, ConvergeOne may invoice for service performed to date.
- The Customer is responsible to verify and arrange the installation of all applicable network connections and provide a functional network for application deployment.
- Projects requiring multiple site visits and/or intervals of inactivity between events must be noted as such prior to acceptance of this SOW.
- The Customer is responsible for relocation, removal, and disposal of any previously installed Customer-owned equipment or cabling unless specifically agreed otherwise herein.
- The Customer is responsible to notify ConvergeOne if the site requires any specialized access for personnel and/or Union trades for any tasks associated with this SOW. Notification of requirements must take place prior to the quote. Any and all additional costs for post-quote changes or additional site restrictions requiring specialized training or Union Labor shall be chargeable to the Customer.
- The Customer is responsible for managing all 3rd Parties not outlined in this SOW.
- Services not specifically called out in this SOW will be deemed out of scope.
- VPN access will be provided to ConvergeOne resources to allow for work to be accomplished remotely when applicable. If unfettered remote access to the Customer network cannot be provided additional charges will be required.

9.2. Technical Assumptions

- Unless specifically called out, above, no IP address changes are included in the SOW. If requested, additional charges may apply.
- The Customer is responsible to have current licensing, maintenance, and support on the components of the servers, database, storage, and network infrastructure including hardware, software (including operating systems), and any associated costs.
- The Customer is responsible for any operating system patches and anti-virus software installation and support.
- The Customer is responsible to ensure the existing network is free of layer 3 protocol and broadcast errors.
- The Customer is responsible for the cost and acquisition of any 3rd party security certificates necessary for successful deployment. ConvergeOne can provide services for Security Audits and Certificate deployment which can be billed at an additional fee.

- The Customer is responsible for resolving interoperability issues with other vendors not acting as a sub-contractor to ConvergeOne.
- The Customer is responsible for any firmware updates to re-used circuit packs, media modules, or cards not specifically identified within this SOW. ConvergeOne can provide services for the firmware updates through a change order and billed at an additional fee.

10. PROFESSIONAL SERVICES PRICING AND BILLING SCHEDULE

Billing terms for this project supersede any MSA in place and are only applicable to the services stated in this scope of work. Invoices are due within thirty (30) days from the date of the invoice unless otherwise previously agreed between Customer and ConvergeOne credit department. Any change to the Project Pricing and Payment schedule will be managed through the Change Order procedures specified herein. All stated prices are exclusive of any taxes, fees and duties or other amounts, however designated, and including without limitation value added and withholding taxes which are levied or based upon such charges, or upon this SOW (other than taxes based on the net income of ConvergeOne). The Customer shall pay any taxes related to services purchased or licensed pursuant to this SOW or the Customer shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice.

10.1. Project Price and Milestone Billing Schedule

The fixed fee price for this services engagement is below and will be billed with the following milestone schedule:

Total Price: \$24,795.00

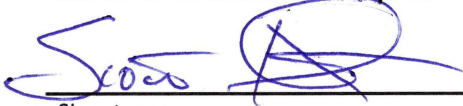
- Milestone 1 (50%) - Project Initiation - Kick Off Meeting, Resource Assignment, Design Completion
- Milestone 2 (50%) - Final Customer Acceptance of the Project

10.2. Project Expenses:

There are no anticipated project related expenses expected for this project above the price included in this SOW. In the event that the need for additional expense arise, a Change Order will be presented by the Project Manager for approval by the Customer in advance. ConvergeOne will make reasonable effort to minimize expenses and will ensure sufficient time is built into the project schedule to maximize efficiency when scheduling site visits.

11. CUSTOMER AUTHORIZATION TO PROCEED

The use of signatures on this SOW is to ensure agreement and understanding on project objectives and assumptions, and the work and deliverables to be performed by ConvergeOne. By signing below, the duly authorized Customer representative signifies their commitment to proceed with the project as described in this SOW.

Customer's Authorized Representative:

Signature

SCOTT ARUTER

Printed Name

CITY ADMINISTRATOR

Title

11/22/22

Date

PO Number

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Melissa Bisset, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 2nd day of November, 2022 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1587 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 4th day of November, 2022, I personally posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

- 1. Canby Civic Building
- 2. Canby Post Office
- 3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and conspicuous places continuously for the period of more than five (5) days and until the very 16th day of November, 2022.

Melissa Bisset
Melissa Bisset, City Recorder

Subscribed and sworn to before me this 2nd day of November, 2022.

Maya Kristine Benham
Notary Public for Oregon
My Commission Expires: 12/23/2023

