Statement of Work Estimate

Prepared by: PaulNet Group, LLC

Prepared for: City of Vergas

Project Title: Custom Form Module for CityCMS

Date: April 10, 2025

1. Project Overview

The City of Vergas has requested a custom form module for their municipal website, which is hosted and maintained by PaulNet Group, LLC using the CityCMS content management platform. The module will allow city staff to create, publish, and manage custom web forms that accept submissions, notify appropriate staff, store submission data in a secure database, and optionally collect payments via Stripe.

2. Scope of Work

PaulNet Group, LLC will design and implement a Custom Form Module with the following features:

Form Builder Interface

- Admin UI within CityCMS to create/edit/delete custom forms.
- Drag-and-drop or field selection interface for creating fields (e.g., text, dropdown, checkboxes, file upload).
- Optional required field settings.
- Ability to specify if payment is required and the amount.

Form Frontend Display

- Display of form on designated public-facing pages.
- Responsive design for mobile and desktop use.
- Real-time validation and error handling.

Form Submissions

- All submissions stored securely in the CityCMS database.
- Admin interface to view/export submissions (CSV/Excel format).
- Email notification to city office upon each submission (configurable email address).

Stripe Payment Integration

- Option to enable payment on a per-form basis.

- Integration with Stripe for secure payment collection.
- Configurable payment amount (static or dynamically based on form input).
- Payment status tracking with each submission.

3. Assumptions

- Stripe account is already set up by the City of Vergas and API keys will be provided.
  - CityCMS includes user authentication and role-based access (assumed to restrict form creation/editing).
  - Payment-related forms will follow PCI-compliance standards using Stripe's hosted payment elements (PaulNet will not store card data).
  - City staff will enter their own content and configure new forms after the module is deployed.

4. Timeline Estimate

Phase	Duration
Requirements Finalization	1–2 days
Module Design	1–2 days
Form Builder Development	3–5 days
Submission + Database	2–3 days
Email Notification Logic	1 day
Stripe Integration	2–3 days
Admin Interface (Submissions)	2 days
Testing & QA	2–3 days
Deployment & Training	1–2 days

Estimated Total Time: 2.5 – 3.5 weeks

5. Estimated Cost

Task Area	Est. Hours	Subtotal
Planning & Communication	4	
Module Development	35	
Stripe Integration	10	
Testing & QA	6	
Deployment & Support	4	
Estimated Total	59 hrs	$1,700
Monthly Charges?		-included in subscription-

* This is a non-binding estimate and subject to change based on client-requested revisions or new requirements. *

6. Deliverables

- Fully integrated custom form module in CityCMS.
    - Stripe payment integration.
    - Admin access to view and export submissions.
    - Email notification configuration.
    - Documentation for City staff on form setup and use.
    - Up to 1 hour of post-deployment support.

7. Acceptance Criteria

- Forms can be created and displayed via CMS.
    - Submissions are recorded and viewable in admin.
    - Email notifications are received by designated staff.
    - Stripe payments are processed successfully.
    - Module passes internal QA and client sign-off.