

**EXHIBIT A-1  
Statement of Work Template**

**STATEMENT OF WORK FOR A MILESTONE, DELIVERABLE OR SERVICE-BASED  
PROJECT  
BETWEEN  
Wildlife, Fisheries, & Parks (MDWFP)  
AND  
GUIDESOFT, INC., d/b/a KNOWLEDGE SERVICES  
AND  
Geocent**

**INTRODUCTION**

**Background**

The Mississippi Department of Wildlife, Fisheries, and Parks, contracted with RJ Young in July 2011 to build the framework of a turnkey document imaging system, referred to as the MDWFP Paperless Office System. MDWFP has implemented several paperless modules on this platform. The agency desires to build additional modules to streamline processes and provide better efficiency within different bureaus of the agency.

**Project Purpose and Objective**

The State of Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP) is seeking qualified vendors to design, build, and implement modules integrated with their existing paperless office system. This system will contain applications to assist MDWFP with management of On-Site Inspections and Nuisance Animal Control Permitting.

**SCOPE OF WORK**

MDWFP desires to add an Inspection Module as an additional function of the Paperless Office system to facilitate on-site inspections with tablet devices that allows collaboration at many levels of the agency from site managers to executive leadership to maintain clean, safe, and enjoyable attractions for the public. The Inspection Module will cover the full software development lifecycle from requirements, design, testing, and implementation. The Inspection Module will allow MDWFP inspectors to schedule on-site inspections, handling all scheduling between managers and inspectors via a web-based tool. Once scheduled, the mobile-based inspection tool will allow inspectors to grade all aspects of a locations cleanliness, grounds upkeep, safety and compliance, and location specific issued property. All completed inspections will be available to MDWFP stakeholders via a web application to perform desktop reviews, to allow review of historical trends of specific areas of an inspection. The Inspection Module must be integrated with the Paperless Office system and will guide the process from beginning to end and handle all automatic report generation and notifications required of the Inspection business processes.

MDWFP desires to add a Nuisance Animal Module as an additional function of the Paperless Office system to facilitate nuisance animal reporting, permitting, and remediation. Currently, the MDWFP processes to handle nuisance animal complaints rely upon on-site visits of a conservation officer and manual paperwork required to initiate the permitting process. MDWFP would like to build upon the Paperless Office system to enable a public facing application to collect the required information and automate the review and creation of permits to handle nuisance animal complaints. The Nuisance Animal Module release will cover the full software development

lifecycle from requirements, design, testing, and implementation. The Nuisance Animal Module will allow MDWFP to expose public facing applications to file nuisance animal complaints and allow users to upload images (e.g. crop damage, etc.) The Paperless Office system will automate the approval workflow of requests and allow the automatic generation of approved permits for nuisance animal remediation.

**PERIOD OF PERFORMANCE**

Start date: January 8, 2018 – End date (approximate): April 13, 2018

**PLACE OF PERFORMANCE**

Vendor must have a local Systems Architect within the greater Jackson metro area to oversee the project and attend on-site meetings as required.

**SCHEDULE/MILESTONES/HOURS**

<b>Milestone/Deliverable or Services 1:</b> Initiation Phase Closeout: • Inspection: Business/Functional Requirements • Animal Nuisance: Business/Functional Requirements	<b>\$ 14,530.00</b>
<b>Milestone/Deliverable or Services 2:</b> Critical Design Review: • Inspection: Conceptual Design • Animal Nuisance: Conceptual Design	<b>\$ 15,600.00</b>
<b>Milestone/Deliverable or Services 3:</b> Animal Nuisance: Module Implementation	<b>\$ 31,200.00</b>
<b>Milestone/Deliverable or Services 4:</b> Inspection Module: Module Implementation	<b>\$ 33,150.00</b>
<b>Milestone/Deliverable or Services 5:</b> Animal Nuisance Module: Documentation	<b>\$ 7,800.00</b>
<b>Milestone/Deliverable or Services 6:</b> Inspection Module: Documentation	<b>\$ 7,800.00</b>
<b>Total Project Cost</b>	<b>\$ 110,080.00</b>

**ACCEPTANCE CRITERIA**

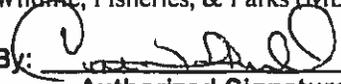
Not provided in this bid

**OTHER REQUIREMENTS**

No security requirements or IT access restrictions/requirements were provided in this bid.

For the faithful performance of the terms of this Statement of Work, the parties hereto have caused this Statement of Work to be executed by their undersigned authorized representatives.

Wildlife, Fisheries, & Parks (MDWFP)

By:   
Authorized Signature

Printed Name: Curtis Thornhill

Title: Director of Business Services

Date: 3-7-18

GuideSoft, Inc., d/b/a Knowledge Services

By: Katie Belange  
Authorized Signature

Printed Name: Katie Belange

Title: Corporate Counsel

Date: 03/09/2018

**EXHIBIT A-2  
Statement of Work Template**

**STATEMENT OF WORK FOR IT CONTINGENT WORKERS  
BETWEEN  
INSERT CUSTOMER AGENCY  
AND  
GUIDESOFT, INC., d/b/a KNOWLEDGE SERVICES**

Date

Supervisor/Manager Name  
Agency Name  
Agency Address  
Agency City, State & Zip

Authorization for work performed pursuant to this Statement of Work ("SOW") is granted under the terms of the Master Consulting Services Agreement between GuideSoft, Inc. d/b/a Knowledge Services and Mississippi Department of Information Technology Services.

- **Knowledge Services Posting Number:**
- **IT Contingent Worker Name:**
- **Position Title:**
- **Regular Hourly Bill Rate: \$**
- **OT Hourly Bill Rate (if applicable): \$**
- **Knowledge Services Not To Exceed Rate: \$**
- **Number of Hours to be worked:**
- **Total Cost of SOW: \$**
- **Start Date of Service:**
- **End Date of Service:**
- **Work Location:**

**Name of Vendor providing IT Contingent Worker:**

For the faithful performance of the terms of this Statement of Work, the parties hereto have caused this Statement of Work to be executed by their undersigned authorized representatives.

**Insert Customer Agency Name  
Services**

**GuideSoft, Inc., d/b/a Knowledge**

**By:** \_\_\_\_\_  
**Authorized Signature**

**By:** *Katie Belange*  
Katie Belange (Mar 9, 2018)  
**Authorized Signature**

**Printed Name:** \_\_\_\_\_

**Printed Name:** Katie Belange

**Title:** \_\_\_\_\_

**Title:** Corporate Counsel

**Date:** \_\_\_\_\_

**Date:** 03/09/2018