

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

**STATEMENT OF WORK FOR A MILESTONE, DELIVERABLE OR SERVICE-BASED PROJECT
BETWEEN
State of Mississippi, Secretary of State
AND
GUIDESOFT, INC., d/b/a KNOWLEDGE SERVICES
AND
Information Management Systems**

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.

INTRODUCTION

The Mississippi Secretary of State's (MSOS) Office is requesting a qualified vendor to provide Geographic Information System (GIS) support, GIS programming support, and data conversion services.

The MSOS requests a vendor to develop the GIS integration for the 16th Section lands application that is currently in development. This integration will provide a map view of the lease information to not only the MSOS staff but also to the School Districts and the public. The development of the GIS integration falls into two categories. The first category is the internal 16th Section land management piece and the second will be a Public Viewer that will display information that has been marked for public access. The vendor will provide support for this application after development.

The MSOS also desires for this vendor to perform troubleshooting and enhancement development for the GIS integration currently used in the Tax Forfeited Lands module.

The MSOS also requires this vendor to provide data conversion services for the update of the successful Y'all Business application currently in production. The vendor will provide continued support for this application.

The MSOS has contracted with Geospatial Group since October 2010 for development of the GIS integration for multiple applications of the Public Lands Division through a Master Agreement between Geospatial and the MS Department of Information Technology Services (ITS). The current application in development, 16th Section Public Trust Lands, is the third module of the Public Lands project that includes Tidelands, Tax Forfeited Lands, and 16th Section Trust Lands. The Geospatial Group developed the GIS integration for Tidelands and Tax Forfeited and is currently in progress developing 16th Section. However, the contractual relationship with Geospatial and MSOS predates these lands applications.

The MSOS is also in need of troubleshooting and enhancements to the GIS integration with the Tax Forfeited module, developed by Geospatial.

The MSOS is in need of data updates for the Y'all Business website. These updates include data collected from the US Census Bureau, MSOS, and other State and Federal Agencies.

SCOPE OF WORK

The Lands Division is currently developing a 16th Section Lands Management application. This application will be a data management and process control system to for the leasing of public lands as required by State Law. The leases will cover surface, sub-surface, and above-surface leasing. Each of these lease types have unique requirements and geographic coverage.

The MSOS requires the integration of Geographic Information System (GIS) layers into the application currently under development. This integration will provide a map view of the lease information to not only MSOS staff but also Land Managers and the general public.

The GIS integration has two categories. The first category will be the internal 16th Section Lands Management. The second will be a Public Viewer that will display data that has been marked for public access.

The MSOS also desires for this vendor to perform troubleshooting and enhancement development for the GIS integration currently used in the Tax Forfeited Lands module.
 The MSOS also requires this vendor to provide data conversion services for the update of the successful Y'all Business application currently in production. The vendor will provide continued support for this application.

PERIOD OF PERFORMANCE

Approximate start date is April 2019 with an estimated end date of this project is December 31, 2020.

PLACE OF PERFORMANCE

The vendor can work from their workplace but must be available to attend onsite requirements meetings, demos and other meetings requested by the SOS in Jackson, MS. On-site office located at 125 S. Congress St. Jackson, MS 39201

Project Name: Geographic Information System (GIS)		Posting ID#: 60879
Project Start Date: April 2019		Project End Date: December 31, 2020
Milestone/Deliverable or Services Description		Cost
Milestone/Deliverable or Services 1: Finalize and deliver local geodatabase and import of surface, subsurface and above surface lease features after resolving reported UAT issues.		\$ 650.00
Milestone/Deliverable or Services 2: Finalize and deliver the mapping service (hosted at State Data Center) that reads the local geodatabase features after resolving reported UAT issues.		\$ 650.00
Milestone/Deliverable or Services 3: Delivery of the public viewer to UAT for the SOS Project Team.		\$ 4250.00
Milestone/Deliverable or Services 4: Delivery of mapping service with public views to UAT for the SOS Project Team.		\$ 650.00
Milestone/Deliverable or Services 5: Fix issues to bring the GIS section of the Tax Forfeited application fully online and deliver to SOS Project Team for UAT.		\$ 1850.00
Milestone/Deliverable or Services 6: Convert and upload changes, based on the review of existing and available datasets, for each quarter of the year for review and approval by the SOS Project Team		\$ 4250.00
Milestone/Deliverable or Services 7: Resolution of incidents/tasks/new functionality reported in writing by the SOS Project Team to include: - Local geodatabase and lease features import – to be billed as incurred, but not to exceed 47 hours		\$ 4800.00
Milestone/Deliverable or Services 8: Resolution of incidents/tasks/new functionality reported in writing by the SOS Project Team to include: - Public Viewer – to be billed as incurred, but not to exceed 50 hours		\$ 5100.00
Milestone/Deliverable or Services 9: Resolution of incidents/tasks/new functionality reported in writing by the SOS Project Team to include: - Mapping Service – to be billed as incurred, but not to exceed 50 hours		\$ 5100.00
Milestone/Deliverable or Services 10: Resolution of incidents/tasks/new functionality reported in writing by the SOS Project Team to include: - Tax Forfeited mapping service – to be billed as incurred, but not to exceed 78 hours		\$ 7900.00
Milestone/Deliverable or Services 11: Resolution of incidents/tasks/new functionality reported in writing by the SOS Project Team to include: - Quarterly dataset uploads – to be billed as incurred, but not to exceed 625 hours. Quarterly shall mean monthly quarters beginning in January, such that Q1 = Jan – Mar; Q2 = Apr – Jun; Q3 = Jul – Sep; Q4 = Oct – Dec		\$ 63,125.00
Total Project Cost		\$ 98,325.00

A change order will be required for any modifications to the project (including project scope/project cost). The change order must be created by Knowledge Services, based on the approved change order justification received by VENDOR (approved by AGENCY). The change order must be signed by AGENCY, VENDOR, and Knowledge Services prior to the vendor receiving clearance to move forward with the requested changes.

ACCEPTANCE CRITERIA

SOS will have ten working days to review/validate each deliverable and either notify Vendor of acceptance by accepting the deliverable in dotStaff or provide Vendor a detailed list of deficiencies that must be remedied prior to approval of the deliverable. In the event SOS notifies the Vendor of deficiencies the Vendor shall make necessary corrections within five working days unless SOS consents in writing to a longer period of time. SOS has five working days to review and accept or reject the corrected deliverable. If SOS deems the corrected deliverable(s) as not acceptable SOS reserves the right to terminate the SOW contract with selected vendor and payment for the unacceptable deliverable(s) will not be authorized

OTHER REQUIREMENTS

N/A

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.

Mississippi Secretary of State

C. Delbert Norman
Authorized Signature

Printed Name

Secretary of State
Title

5/29/19
Date

Information Management Services

Gary Hennington
Authorized Signature

Printed Name

President
Title

5/30/19
Date

Guidesoft Inc., d/b/a Knowledge Services

Doreen DeLancy
Authorized Signature

Printed Name

Program Manager
Title

May 15, 2019
Date

Guidesoft Inc., d/b/a Knowledge Services - Legal

Katie Belange
Authorized Signature
Katie Belange (May 30, 2019)

Printed Name

Corporate Counsel
Title

May 30, 2019
Date