

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

**STATEMENT OF WORK FOR A MILESTONE, DELIVERABLE OR SERVICE-BASED PROJECT  
BETWEEN  
STATE OF MISSISSIPPI, Department of Human Services  
AND  
GUIDESOFT, INC., d/b/a KNOWLEDGE SERVICES  
AND  
vTech Solution, Inc.**

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 vendor must design and develop a website to ease navigation by the site visitor. Reorganize and rewrite content to make it easy to understand and appropriate for target audience.

**SCOPE OF WORK**

Provide quick and advanced search with the support of multiple languages and printable contents. Provide password protected access to the intuitive administration panel and allow area availability from any web browser 24/7. Develop a user-friendly comprehensive Content Management System (CMS) with add, edit or delete capabilities in multiple languages. Should allow log files and Google analytics. System must be designed for maintenance and future expansion with capabilities for adding new pages or sections, moving pages from section to section, and deleting pages no longer useful. Develop a password protected administration screen that will give administrators access to all pages on the site. Include an access rights feature so that selected administrators will only be able to modify content under their control.

**PERIOD OF PERFORMANCE**

March 15<sup>th</sup> 2021 - when the last deliverable has been completed

**PLACE OF PERFORMANCE**

Upon fully executed work order and issuance of purchase order, work will be performed in a combination of off-site and on-site activities based upon MDHS approval of scheduled work.

<b>Project Name:</b>	<b>MDHS Website Redesign</b>	<b>Posting ID#:</b>	79269
<b>Project Start Date:</b>	March 15, 2021	<b>Project End Date:</b>	TBD
MILESTONE		MILESTONE COST	
Planning		\$3,000.00	
Design – Project Management		\$4,500.00	
Design – Designer/Developer		\$13,000.00	
Development – Project Management		\$6,000.00	
Development – Designer/Developer		\$8,750.00	
Testing – Project Management		\$750.00	
Testing – UI/UX Designer		\$3,500.00	
Training – Project Manager		\$1,500.00	
<b>TOTAL SOW</b>		<b>\$42,000.00</b>	

*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**

Milestones/Deliverables must be submitted for approval into the VMS dotStaff upon completion. Email, hand delivery, postal service submittals are considered incomplete.

This is a fixed bid Service Project with defined timeline for completion estimated to be two months. Vendor will submit defined milestones upon completion and acceptance of project.

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 Department of Human Services**  
DocuSigned by:  
Nathan Wilson  
 Authorized Signature  
 Nathan Wilson  
 Printed Name  
 Deputy Executive Director for Administration  
 Title  
 3/10/2021  
 Date

vTech Solution Inc.  
**Vendor Name**  
  
 Authorized Signature  
 Anisha Vataliya  
 Printed Name  
 President  
 Title  
 03/12/2021  
 Date

**Guidesoft Inc., d/b/a Knowledge Services – Legal**  
Katie Belange  
 Katie Belange (Mar 15, 2021 11:31 EDT)  
 Authorized Signature  
 Katie Belange  
 Printed Name  
 Corporate Counsel  
 Title  
 Mar 15, 2021  
 Date