

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

Dorger Software Architects

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 STAR Application Services, STAR application .NET development, and associated prescribed integrations.

The MSOS requests a vendor to develop appropriate STAR application workflows for the STAR applications currently deployed in production for the following MSOS divisions – Finance, Business Services, Charities, Securities, Elections, Regulation and Enforcement, and Public Lands.

The MSOS also desires for this vendor to perform troubleshooting and enhancements development for the STAR applications and workflows used in the appropriate STAR modules.

The vendor will provide continued support for the STAR applications, further integrations with respective application requirements, and ongoing workflow changes.

SCOPE OF WORK

The MSOS has identified the following development activities to be performed utilizing the standard Knowledge Services contract:

1. Reporting to the specified MSOS representative and project manager for all development hours, tasks, and approved STAR application software development changes.
2. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR Corp and UCC filings applications, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, and other MSOS STAR applications.

3. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR RevRoom application, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, Mississippi's Accountability System for Government Information and Collaboration (MAGIC), the MSI Payment Portal, and other MSOS STAR applications.

4. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR 16th section, Tidelands, and Tax Forfeited applications, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, and other MSOS STAR applications. The Public Lands applications contain customized STAR .NET elements, as well as specified GIS integrations.

5. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR Securities application, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, BlueExpress, and other MSOS STAR applications.

6. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR Charities application, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, and other MSOS STAR applications.

7. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR Lobbyist filing application, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, and other MSOS STAR applications.

8. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR Campaign Finance application, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, and other MSOS STAR applications.

9. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR Pre-Need Funeral Services and Perpetual Care Cemetery applications, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, and other MSOS STAR applications.

10. Providing STAR Application .NET software development, database design and maintenance, and Microsoft Windows server support for the STAR Business Regulation application, associated workflows, as well as any prescribed MSOS integrations, such as payment portals, specified external applications, and other MSOS STAR applications.

11. applications. LAP contains customized STAR .NET elements and contains three modules – Tidelands, 16th Section, and Tax Forfeited lands, as well as specified GIS integrations.

12. Providing STAR application forms using a prescribed forms library, Dorger Forms.

13. Providing the BFOCUS business filing application team immediate access to a Help Desk during business hours from 8:00 am to 5:00 pm Central Standard Time (CST), Monday through Friday, during certain seasonal periods when the filing volume is escalated. This occurs during the months from January through May for business annual report filing and September through October for business dissolutions filings. The vendor must schedule and perform all system upgrades and other deployments after business hours or over weekends to prevent disruption of services.

14. Providing an online customer support issue tracker which can be used by all the divisions to report and track bugs and issues and by the vendor to record and track fixes, modifications and enhancements made to the applications.

15. Providing development for STAR related services that are hosted by various cloud platforms, such as, but not limited to, Amazon Web Services or Microsoft Azure.

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.

PERIOD OF PERFORMANCE

July 1, 2022 through June 30, 2023.

PLACE OF PERFORMANCE

Work will be performed remotely.

ACCEPTANCE CRITERIA

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

MSOS will have 10 working days to review/validate the deliverable and either notify Vendor of acceptance in writing or provide Vendor a detailed list of deficiencies that must be remedied prior to approval of the deliverable. MSOS reserves the right to take additional time to review submitted deliverables if it's in the best interest of the department to do so.

In the event MSOS notifies the Vendor of deficiencies, the Vendor shall make necessary corrections within five working days unless MSOS consents in writing to a longer period of time. MSOS has 10 working days to review and accept or reject the corrected deliverable.

If MSOS deems the corrected deliverable(s) as not acceptable MSOS reserves the right to terminate the SOW contract with selected vendor and payment for the unacceptable deliverable(s) will not be authorized.

While this procedure allows a Vendor two opportunities to correct deliverable deficiencies, MSOS, at its sole discretion, may choose to allow the Vendor an additional correction cycle if the deficiencies are not substantial or if it is in MSOS's best interest to do so.

OTHER REQUIREMENTS

All project requirements were detailed in the SOW request provided to the Vendor.

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.

Project Name: STAR Application Services		Posting ID#: 99408
State Agency: Mississippi Secretary of State	Vendor Name: Dorger Software Architects	
Estimated Project Start Date: July 1, 2022	Estimated Project Completion Date: June 30, 2023	
Deliverable/Services Description		Cost
Role 1: Support Analyst (2) / Familiar with STAR system configuration, STAR Workflow, Crystal Reports and SQL)		
Role 2: ASP.NET MVC (Dorger Forms, LANDS)		
Role 3: .NET Windows Forms Developer (STAR System)		
Role 4: Senior Technologist		
Total Project Not to Exceed \$125.00 per hour and 4,000 Total Hours between July 1, 2022 through June 30, 2023		Not to Exceed \$500,000.00
<p>In the event of any inconsistencies between this Request for Project Services Work Order and the terms of the Master Services Agreement, the following order of precedence shall be:</p> <ol style="list-style-type: none">1. Master Services Agreement; and2. Request for Project Services Work Order <p>Until the contract is approved and fully executed, any actions you take in reliance of contract approval are at your own risk. Therefore, it may be unwise to expend funds or incur expenses in anticipation that contract negotiations will be successful, and a tendered contract will be approved.</p> <p>All project milestones, deliverables, tasks, or other such project activities shall be entered and approved in the dotStaff VMS by the State. Vendor acknowledges and agrees that Knowledge Services' payment to the Vendor is contingent upon approval by the State and receipt of payment from the State by Knowledge Services. The State is solely responsible for approval and payment of all project activities, and Knowledge Services is not responsible or liable to Vendor for non-approval or non-payment by the State.</p>		

All project milestones, deliverables, tasks, or other such project activities shall be entered and approved in the

Vendor Authorized Signature	Vendor Printed Name	Date
	Scot M Dorger	5/20/22
Agency Authorized Signature	Agency Printed Name	Date
	Michael Watson	5/10/22
MSP Authorized Signature	MSP Printed Name	Date
Katie Belange	Katie Belange	5/20/2022

