

Exhibit A
Statement of Work

1. Scope of Work/Services to be performed

1.1 Introduction

This SOW is between **Information Control Corporation (ICC)** (Company) and **The City of Columbus** (Client) in accordance with the Proposal, expressly incorporated herein, dated December 19, 2013, in response to solicitation SA005133, and covers the performance by Company of the following:

1.2 Project Approach

The client and company will begin a project to upgrade client's SharePoint 2003 environment to SharePoint 2013. The upgrade is to include a comprehensive assessment of the current SharePoint environments and the development of a plan for redeploying SharePoint 2013 and migrating legacy content to the new SharePoint 2013 environment.

1.3 Project Functionality

The Company will review the current documentation and provide a Roadmap which specifically identifies SharePoint Sites, Content, Search, and Communities components as necessary to satisfy client's projected needs.

The Company team will work in conjunction with the client team, will deliver a SharePoint 2013 implementation that improves the collaboration capability between departments, agencies and client entities; improves the unstructured information management capabilities; supports the integration of tools and data and provides access to outside entities via a secure extranet site.

The Company will provide the following services in support of the SharePoint 2013 Migration project:

- Overall Project Management
- SharePoint Design Services
- Functional Requirements Documentation
- Governance Plan
- Technical Architecture
- Training Plan
- SharePoint Build
 - System Installation and Configuration
 - Supporting Documentation
- SharePoint Deployment
- SharePoint Migration and Development
- Site Migration Plan
- Migrate Department of Technology SharePoint Sites
- Develop Department of Public Utilities Legislation Automation SharePoint Site

2. Responsibilities

2.1 Company Responsibilities

The company will provide the following services in support of the SharePoint 2013 Migration project:

- Overall Project Management
- SharePoint Design Services

Exhibit A
Statement of Work

- Functional Requirements Documentation
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2.2 Client Responsibilities

- Stakeholder communication and project buy-in
- Meeting coordination
- Stakeholder input to requirements & design
- Project deliverable review and approval
- Providing necessary security access as needed to existing servers, SharePoint farms, file shares, etc. as deemed necessary by the Company for successful completion of the project deliverables.
- Installation and configuration of all server hardware, operating system software, and networking devices.
- Procurement of all software licenses required for successful completion of project deliverables.

3. Assumptions

- Our proposal does not include any of the costs associated with the hardware and storage requirements necessary for the creation of the SharePoint 2013 platform. We are assuming that the client will use existing hardware or procure the equipment outside of this RFP.
- The Client will provision server and storage platforms as specified in the Technical Architecture. Server platform includes hardware, operating system, network connectivity and standard agents (e.g. security, monitoring, backup, etc.). Storage platform includes drives and connectivity to support storage of structured and unstructured data.
- We have viewed the Client's main intranet page and we understand that we are not required to migrate all Client content as part of this project effort.
- Client employees must be made available for activities assigned to the Client within the specified dates and timelines outlined in the final project plan. Such activities include but are not limited to deliverable review, requirements gathering meetings, testing, training, and status meetings.
- All development and production activities and data will reside on Client owned, leased or managed environments. ICC will use remote connectivity services provided by Client for access to the Client's business development and production machines, if required.
- This proposal assumes appropriate ICC associates will have all rights and privileges needed on Client's non-production systems. (for example: SharePoint Farm Admin)
- This proposal assumes that Client maintains or will acquire appropriate licensing for all of the technologies required for the solution.
- Client will be responsible for the creation of all test data, automated scripts or other artifacts required for any and all infrastructure related testing.

Exhibit A
Statement of Work

- Client will provide security clearance and access to facilities, as applicable. This includes badges, passwords, access cards, parking privileges.
- In order to meet the schedule outlined in this proposal, Company sign off on deliverables within 3 business days of presentation of each item to Client. Failure to sign off within the given timeframe may cause project delay and may impact both schedule and costs.
- Client has identified a Project Sponsor who will act as the primary decision maker on all project issues.
- Client will coordinate the involvement of business resources to facilitate the time that their involvement is required according to the proposed schedule. Company will provide as much notice as possible to facilitate the business resources schedules.
- Client resources will respond to all issues and provide access to any information and personnel within a timeframe that will not adversely impact the project timeline/schedule.
- Client will provide access to staff members who are knowledgeable about applications, hardware, operating systems and third party software packages, telecommunications, and business area experts.
- Performance requirements must be mutually agreed upon between Company and Client. If performance requirements cannot be mutually agreed upon, industry standard performance metrics will be used as the performance standard of record.
- Company assumes that over the course of the testing period, the Client will provide feedback to the Company in the provided format so that any issues that are identified can be resolved in a timely manner.
- Company assumes that the Client will provide any brand guidelines for the Company team to review prior to kick-off. Digital assets such as photography, logos, videos and illustrations are to be provided.
- Any delays with the Client providing assets and/or deliverables to the Company may result in additional costs, delayed launch and potential reassignment of team members. In this case, new team members may be ramped up at Client expense.
- Delay occurring longer than 2 weeks will result in closure of SOW with payment made for all work incurred to date. When project is "re-activated", a new SOW will be scoped and signed.
- Client will provide a list of key resources for affected areas by the project to the Company Project Manager prior to the project kick-off, including: Name, Title, and Responsibility, Phone & E-mail wherever possible.
- Company assumes that no more than 5 Masterpages will be developed or required for this phase of the "MyCOC" portal. Additionally no more than 2 custom page layouts will be designed or developed for this phase.

4. Duration

This SOW shall commence on the date of a certified purchase order, and shall continue through December 31, 2014 or until the work is deemed complete. If work continues beyond December 31, 2014, then Company and Client must agree to all schedule and cost changes before the work (as specified in the project schedule) can continue.

5. Resources

Company shall provide a consulting team that will be comprised of the following team members:

ICC Team Role	Allocation of Hours	Project Phase
Project Manager	392	All
SharePoint Architect	140	All
Sr. SharePoint Engineer	800	All
Sr. SharePoint Developer	688	All
SharePoint Business Analyst	712	All
SharePoint Developer	280	All

Exhibit A
Statement of Work

SharePoint Engineer	296	All
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Client shall provide access to the following resources as indicated:

Role	Allocation	Project Phase
Project Manager	At Client's discretion based on DoT PMO requirements	All
SharePoint Application Owner	50%	All
Windows Server Administrator	10%	Discovery & Development
SQL Server DBA	25%	Discovery & Development
SharePoint Administrator	50%	All
Network/Firewall Engineer	10%	Discovery & Development
Active Directory/Security Engineer	10%	All
SharePoint / .Net Application Developer	25%	All
Corporate Communications Marketing	10%	All
Functional Business Stakeholders	25%	Discovery & Development
Test Lead	50%	Development
Training	25%	Discovery & Development

6. Work Location

The work occurring under this SOW will be accomplished through efforts being conducted at both the Company and Client locations during the projects duration. The actual location where work occurs will be determined by the specific requirements of the projects tasks.

Exhibit A
Statement of Work

7. Cost and Payment

Client agrees to pay Company on a Phase Deliverable basis. The fees for each phase are calculated by the time and materials employed during the completion of each phase. The basis at the Hourly Rate listed below for the Services described herein, net thirty (30) days from receipt of invoices. Company will invoice the Client at the completion of each phase. The costs itemized below include up to \$50,000 for development of the Department of Public Utilities Legislation Automation SharePoint Site. Billable amounts for work on this development task will be itemized separately on invoices to Client.

Resource Category	Hours	Hourly Rate	Total
Project Manager	392	\$80	\$31,360
SharePoint Architect	140	\$115	\$16,100
Sr. SharePoint Engineer	800	\$85	\$68,000
Sr. SharePoint Developer	688	\$85	\$58,480
SharePoint Business Analyst	712	\$76	\$54,112
SharePoint Developer	280	\$65	\$18,200
SharePoint Engineer	296	\$65	\$19,240
Total	3308		\$265,492

This Hourly Rate shall be in effect until December 31, 2014. A normal week will have at least forty (40) working hours per Company resource. Overtime work, if any is needed, will be pre-approved by the Client and invoiced at the same Hourly Rate listed above.

The table below provides a breakdown of the billable phases for this project:

Deliverable	Hours	Estimated Invoice Amount
Discovery <ul style="list-style-type: none"> • Re-base lined project plan • Current environment assessment • Business Requirements specification • Functional Requirements specification • Technical Requirements specification • Test Plan 	716	\$57,464
Design <ul style="list-style-type: none"> • Information Architecture • Site Map • SharePoint Architecture • User Interface Design • Site Template Design • Migration Strategy • Governance Plan Enhancements • Training Plan 	1,276	\$102,409

Exhibit A
Statement of Work

Development <ul style="list-style-type: none"> • SharePoint Installation and Configuration • Supporting Documentation • System Configuration Document • User Interface Enhancements • Site Templates • Content Migration Testing & Remediation • Production Deployment • Functional Testing Validation 	1,152	\$92,457
Deployment <ul style="list-style-type: none"> • Go Live • Knowledge Transfer Completion • Operation Monitoring & Support (5 days) • Training 	164	\$13,162
Total All Phases	3308	\$265,492

8. Expenses

The hourly rates presented above are all inclusive and cover out-of-pocket expenses, including travel expenses within the greater Columbus area. Expenses for travel outside of the greater Columbus area, associated with the performance of this Statement of Work, are not included. No such travel is anticipated in the execution of this SOW.

Company will invoice the Client upon approval of project deliverables within each project phase. Invoices shall be due and payable net thirty (30) days.

Should there be a need for scheduling after hours or weekend work, there will be a 15% surcharge in the rates published by role above. After hours work must be pre-approved by the Client project manager.

**Accepted:
Client**

**Accepted:
Company**

(Authorized Signature)

(Authorized Signature)

Name (Printed)
Title

David Dieterle
Vice President, Government Services

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Date: _____

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