



Dekalb County School District

**SharePoint Classic to Modern Upgrade
Statement of Work**

SOW Delivery Date: 6/26/2026

SOW Expiration Date: 9/30/2026

Submitted By: Monica Davis

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CONFIDENTIALITY NOTICE: This document may include confidential information that belongs to the Service Provider. It is legally privileged and intended only for the use of the Client. The Client may not distribute this information to any third party without the written consent of BlueAlly Technology Solutions.

1. Introduction

Statement of Work

This Statement of Work (SOW) is effective as of June 26, 2026, between Dekalb County School District (Client) and BlueAlly Technology Solutions, LLC (Service Provider). The parties agree as follows.

Client:	Dekalb County School District
Client Contact:	Dr. Kermit Belcher
Project Name:	SharePoint Classic to Modern Upgrade
Statement of Work ID:	BA20244773-3
Statement of Work Investment Summary:	\$19,375
Statement of Work Date:	June 26, 2026
Statement of Work Expiry Date: (if not executed by all Parties)	September 30, 2026
Service Provider Contact:	Monica Davis

2. Services to be Provided

2.1. Project Objectives

Client has identified the following as the primary objectives of the SharePoint Classic to Modern Upgrade project initiative:

- Migrate the Intranet SharePoint Online Classic Site to a Modern Site (<https://dcsd.sharepoint.com>)
- Migrate Subsites from Classic Sites to Modern Sites

2.2. Services

Service Provider will perform the following Services under this SOW:

Task: Project Initiation

Once an agreement is signed and executed by and between Client and Service Provider, the Project Initiation task is scheduled. Service Provider will assign a project manager, a technical lead, and subject matter experts as Service Provider deems necessary to Client's engagement.

During the Project Initiation task, Service Provider will coordinate activities with Client, draft a communication plan, develop a preliminary Project Schedule, and on-board project resources.

The Project Initiation task concludes with a Project Kickoff meeting. At this meeting, Client and Service Provider will:

- Identify the project team contacts
- Review the project scope
- Establish a communication plan
- Establish a regular project meeting schedule
- Review the preliminary Project Schedule and discuss establishing the Project Schedule baseline
- Review Client pre-requisite tasks in preparation for the Discovery and Requirements Review task

Service Provider will create and manage the project schedule per the terms under the Period of Performance.

Task: Discovery and Requirements Review

The purpose of the Discovery and Requirements Review task is to identify and document the functional and non-functional requirements for the project. In addition, Service Provider will document gaps and risks that need to be addressed by Client in a timely manner that supports the Period of Performance in order to successfully execute the project.

The following activities are conducted during this task:

- Gathering and reviewing existing documentation artifacts
- Conduct discovery workshops with key stakeholders
- Analyze existing sites, subsites, pages, web parts, and content including the main site and the associated active subsites
- Document what needs re-creation or mapping
- Assessment and planning

This task concludes with a discovery review session with Client's project sponsor and technical lead. During this review session, Service Provider and Client project team members will review assumptions, risks, gaps, and recommendations.

Task: Build

The following activities are conducted during this task:

- Create new modern sites for the main site and each subsite
- Rebuild pages manually using modern web parts and layouts
- Reconfigure navigation, permissions, and site settings
- Migrate document libraries, lists, and other content
- Validate content integrity and permissions
- Test functionality of pages, web parts, and content
- Adjust issues or formatting inconsistencies

Task: Project Closeout

As part of the Project Closeout task, Service Provider will conduct a Project Closeout meeting with Client. During this meeting, Service Provider will conduct a final review of the Schedule of Deliverables with Client and identify any outstanding items that need to be addressed prior to closing out the project.

Following the Project Closeout meeting, Service Provider will address all identified outstanding items that are within the scope of this SOW or any subsequent Change Order, as determined by Service Provider. The target date for completion of all outstanding items will be identified by Service Provider during the Project Closeout meeting.

3. Engagement Terms and Conditions

3.1. Engagement Contacts

	Service Provider Contact	Client Engagement Contact
Contact name	Monica Davis	Dr. Kermit Belcher
E-mail address	mdavis@blueally.com	Kermit_Belcher@dekalbschoolsga.org
Phone number	(404) 316-3565	(678) 676-1188
Mailing address	3475 Piedmont Road NE, Suite 900 Atlanta, GA 30305	701 Stephenson Rd. Stone Mountain, GA 30087

3.2. Services Fees

These services will be provided at a fixed price of \$19,375. Client will be invoiced based on milestones completed by Service Provider, as determined by Service Provider, and reported to Client. Acceptance of each task will be indicated through email from the Project Manager. The milestones and associated billing schedule are noted in the table below:

Milestone Name	Description	Invoice Amount
Milestone 1	Project Initiation	\$3,000
Milestone 2	Discovery	\$3,650
Milestone 3	Implementation	\$9,950
Milestone 4	Project Closeout	\$2,775
TOTAL:		\$19,375

Service Provider assumes most tasks will be completed during normal business hours mutually agreed upon at the Project Kickoff (typically Monday through Friday, 8:30 AM to 5:30 PM). Unless specifically noted, any Client-required, scheduled work hours outside of normal business hours, as well as holiday hours, are considered after-hours and will be charged at 1.5 times Service Provider's normal hourly rate.

Invoices will be payable with Net 30 terms.

3.3. Place of Performance

The work as described in this SOW will be performed remotely.

3.4. Period of Performance

The Period of Performance for the work as described in this SOW is limited to eight (8) weeks from the date of Project Kickoff. The Period of Performance and the level of effort defined in this SOW are based on the information provided by Client at the time of this SOW; changes to that information will result in a Change Order. Definitive staffing by Service Provider and scheduling of Project Kickoff will not be undertaken until this SOW is executed by both Client and Service Provider.

4. Special Provisions

4.1. Travel

No travel expenses are included in this SOW. If, during the course of executing the project, Client or Service Provider determines that travel is required, Client will remain responsible for all expenses related to travel where necessary and all materials required for services. Out-of-pocket expenses are billed at

actual. Automobile mileage is billed at the then current IRS allowable rate. Service Provider's travel expense policy is available upon request.

In order to minimize costs, Service Provider strives to minimize airfare and other travel related costs by booking travel at least seven (7) days prior to the scheduled project start date. When projects are rescheduled without seven (7) days' advance notice, non-refundable charges will be added to the total out-of-pocket charges.

4.2. Progress Reports

Service Provider's Project Manager/Management function will provide regular reports to Client on a weekly basis. These may reflect a description of the Services rendered, and a description of problems or issues encountered, as appropriate.

4.3. Core Systems

The scope of work outlined in this SOW is limited to the following Client systems specific to this SOW. Work on any system or component not specifically listed below is considered out of scope with respect to this SOW.

- Microsoft SharePoint Online
- Microsoft 365 Tenant

4.4. Project Assumptions

Service Provider makes the following assumptions in submitting this SOW:

- Client provides assistance and guidance in researching questions and issues pertaining to any business or functional requirement.
- Client functional area SMEs and technical personnel are available for necessary meetings and communication and respond in a timely manner to requests to review and approve the documentation.
- If Client stakeholders request additional functionality beyond the scope of this SOW, then Service Provider will issue a Change Order, and upon Client approval, Service Provider will issue a revised schedule and integrate the Change Order into the project.
- This effort will be limited to the main Intranet site collection and active subsites of this site only: <https://dcscd.sharepoint.com>.
 - Service Provider will work with Client to determine a list of Subsites that will be moved to modern sites.
- All other classic SharePoint Online sites are not included as part of this effort and will require a separate SOW.
- Client does not require that Service Provider solicit, collect, or build product quotes or Bills of Materials (BOMs) as part of the scope of this project.

4.5. Service Provider Responsibilities

- Keep functional requirements in scope as defined.
- Coordinate meetings and schedule interviews with Client stakeholders, keeping Client's point of contact informed and involved to the degree requested.
- Obtain approval of the functional requirements.

4.6. Client Responsibilities

In addition to those Client Obligations set forth elsewhere in this SOW, the following are the responsibilities of Client:

- Provide current documentation, as requested by Service Provider, and necessary for Service Provider to perform their responsibilities herein within one (1) week of the Project Kickoff Meeting.
- Client will have project stakeholders and resources available during discovery as lack of representative participation will elongate the project and require additional hours under a Change Order.
- Client will provide network access to all Core Systems, as appropriate, for Service Provider to fulfill their obligations during the execution of the project.
- Client will provide remote network access, as appropriate, to all Service Provider delivery team personnel using secure, stable, and reliable access technology.
- Associate BlueAlly as the Partner of Record either using Partner Admin Link (PAL) or Designated Partner of Record (DPOR) for the workloads that are included as part of this effort.
- Provide timely response to Service Provider inquiries and recognize Client dependencies to enable Service Provider to complete its responsibilities per the schedule under the Period of Performance and scope of this SOW, without requiring a Change Order for delays beyond Service Provider's reasonable control. Given Service Provider's inability to redeploy staff on short notice, Service Provider staff will charge time against this SOW under a Change Order, if not informed by Client at least a week in advance of Client's inability to complete key tasks upon which Service Provider is dependent.
- Provide a review of documentation and feedback on requested changes and accepted content.
- Approve and accept deliverables.

4.7. Intellectual Property

Service Provider retains intellectual property rights in all of its pre-existing materials, software, and information used in connection with providing the Services hereunder. While Client will have the right to use such pre-existing materials, software, and information, if needed, solely in connection with the Deliverables hereunder, nothing in this Agreement transfers or grants any right, title, or interest in such pre-existing materials, software, and information.

4.8. Change Management Process

In the event unforeseen factors change this Services scope of work and/or impact the term and cost of Service Provider provided Services, Client and Service Provider may mutually revise the Agreement, and Service Provider shall provide Client with an estimate of the impact of such revisions to the fees, payment terms, completion schedule, and other applicable provisions of the Agreement. If the parties mutually agree to such changes, a written description of the agreed change ("Change Order") shall be prepared, incorporating such changes to the Agreement, and shall be signed by both parties. The terms of a Change Order prevail over those of the Agreement.

5. Terms and Conditions of Engagement

Client agrees to purchase from Service Provider those services specified in the SOW attached hereto. In addition to the terms and conditions set forth in the SOW, Client agrees that all services provided by Service Provider to Client will be subject to the following terms and conditions:

1. **Billing.** Payment for services rendered by Service Provider shall be billed and invoiced by Service Provider on a periodic basis. Client agrees to pay all invoiced amounts within thirty (30) days of the date of invoice. All out-of-pocket expenses incurred by Service Provider in the performance of

services to Client shall be billed as incurred. Client shall pay all such expenses as promptly as practicable after receipt thereof. All taxes incurred by Client, resulting from the performance by Service Provider of the services specified in the SOW, shall be the responsibility of Client.

2. No Solicitation. During the term of the services provided by Service Provider to Client and for a period of twelve (12) months thereafter, Client shall refrain from soliciting for hire any current or future Service Provider employee, provided that nothing shall prevent Client from general solicitation for hire of employees through public advertisement.
3. Termination. Client may terminate the transactions contemplated by the SOW and this agreement upon the material breach or non-performance by Service Provider of the terms and conditions set forth in the SOW or this agreement, provided that Service Provider fails to cure such breach or non-performance within thirty (30) days of Service Provider's receipt of notice thereof. Service Provider may terminate the transactions contemplated by the SOW and this agreement upon the material breach by Client of the terms and conditions set forth in the SOW or this Agreement, or the failure by Client to pay any amounts due or to become due under the terms hereof or thereof. Client shall remain liable for payment of all fees and expenses incurred by Client up to the date of termination.
4. Limitation of Liability. Client's sole and exclusive remedy for all claims, damages, losses, costs, fees, expenses, or similar items arising from the transactions contemplated by the SOW, including the provision of services by Service Provider, shall be limited to termination by Client of the services set forth in the SOW in accordance with the terms set forth above. In no event shall Service Provider be liable for any incidental, consequential, or punitive damages, including any damages resulting from the loss of data or its use, lost profits, or claims asserted against Client by a third-party. Service Provider DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
5. Access. Client shall afford Service Provider access to such Client technical matter, data, information, operating supplies, and computer system(s), as may be reasonably required by Service Provider to perform the services set forth in the SOW (including, providing Service Provider with a primary point of contact).
6. Service Provider Personnel. Service Provider retains sole discretion to assign such Service Provider personnel as it deems necessary or appropriate to perform the services set forth in the SOW. Service Provider will provide Client with a primary point of contact for inquiries regarding the services.
7. Confidentiality. Any information (whether written or oral) designated as confidential at any time by either party shall be held in strict confidence by the receiving party and may be used by the receiving party only for the purposes set forth in the SOW and the terms of this agreement. Except as required by law, no confidential information, including the terms of this agreement and the SOW, shall be disclosed by either party without the prior written consent of the party designating the information as confidential. Confidential information shall not include any information, which is in or becomes part of the public domain through no fault of the recipient, is already known to the recipient, has been developed independently, or is received from a third party without similar restriction and without breach of this or a similar agreement. Nothing contained in this agreement or the SOW shall prevent Service Provider from publicizing its business relationship with Client or the nature of the services it provided to Client.
8. Interpretation. In the event of a conflict between the terms and provisions of this agreement and the SOW, any purchase order or other document authorizing the work or services covered by this agreement and the SOW, the provisions of this agreement, and the SOW shall govern.

6. Acceptance and Authorization

The terms and conditions of the Statement of Work apply in full to the services and products provided under this Statement of Work.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

BlueAlly Technology Solutions, LLC.

Dekalb County School District

By:

By:

Name: Jason Schroeder

Name:

Title: SVP, Services

Title:

Date:

Date: