



SANTA ROSA CITY SCHOOLS

Statement of Work for Proposal # 31468

Statement of work for "Development Group, Inc. (DGI) CMAS and PEPPM contracts supporting Classroom Technology Upgrades - Phase III Rollout"

06/06/2024
VERSION 2

Prepared by

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Project Work Summary

Development Group, Inc. (the “Company”) will unbox, build, integrate and manage logistics for the various components of this solution. Customer desires to have one completed interactive flat panel (IFP) assembly delivered to each classroom identified in this Statement of Work. Each assembly will consist of one each of a Mobile Cart, IFP, power strip and audio amplifier.

PEPPM Contracts & California Multiple Award Schedule(s)

The following PEPPM Contracts & California Multiple Award Schedule(s) are hereby incorporated by reference into this Statement of Work.

1. PEPPM Contract No. 535122-193 (ViewSonic)
2. PEPPM Contract No. 535122-105 (Lightspeed Technologies)
3. CMAS 3-19-70-2686Y, GSA base contract GS-35F-0505U (Exp 07/31/2023)

Project Plan, Scheduling and Payments

Project Plan

The major milestones, related tasks and resulting schedule for this project will be developed based on the total effort and cost required to complete the work items contained in this Statement of Work. Development of the milestones, tasks, and schedule for this project will be completed within ten (10) business days following the receipt of a fully executed contract, signed Statement of Work and acknowledgement of product orders by our supplier(s).

Company will conduct regular project status meetings with appropriate project stakeholders, and other interested third parties, weekly or as otherwise agreed to by both parties. The Company will record meeting minutes, maintain an issues list, and list action items for subsequent meetings. Meeting minutes and supporting documentation will be distributed to attendees, project stakeholders and third-parties at the conclusion of each meeting.

Scheduling

Company will maintain a master task list and schedule of all project milestones and work items. Customer understands and agrees that the master task list and schedule maintained by the Company will be the definitive document set by which the project will be managed.

Any delay in the performance of the Company's obligations to the Customer that is caused by the Customer, its other contractors or suppliers shall be treated as an extension and the project schedule and time for performance shall be extended for a period reflecting the delay caused by the extension or suspension. The Company shall resume any suspended work at the earliest possible opportunity when directed to do so by the Customer, considering its obligations to other customers and the availability of qualified personnel to perform the work.



Payments

Invoicing, and subsequent payment, for all products related to this project will be done in accordance with the terms and conditions of the governing CMAS contract. Generally, this means that a customer will be invoiced for product when it ships.

An invoice for twenty percent (20%) of the value for the services described in this Statement of Work will be submitted to the Customer at contract signing and shall represent financial consideration for the mobilization of project management and engineering resources. Subsequent invoicing for services performed on this project will be submitted to the Customer every two (2) weeks, in arrears, for services performed during the preceding two (2) week period. Prompt payment of services invoices is guaranteed by the Customer and will be made in accordance with the terms and conditions of the governing contract.

Professional Services

The professional services value for this Statement of Work is **Thirty-Nine Thousand Two Hundred dollars and 00 cents (\$39,200.00 USD)** which is broken down amongst two (2) labor categories included in CMAS contract 3-19-70-2686Y

The services were quoted as prescribed by the Santa Rosa City School Project Stabilization Agreement (PSA) utilizing corresponding DIR wage classifications.

Development Group, Inc - DIR #1000025757

Product

The product value for this Statement of Work is **Three Hundred Fifteen Thousand Eight Hundred Sixty - three dollars and 37 cents (\$315,863.37 USD)** which includes California sales tax of 9.25%.

Company Contacts

Name	Project Role	Contact Information
Casey Bauguess	Project Manager	cbauguess@development-group.net mobile: (530) 262-5680 office: (530) 646-3674
Jason Jones	Sales Manager	jjones@development-group.net mobile: (530) 949-7366
Greg Drake	Services Manager	gdrake@development-group.net mobile: (530) 941-3606

Customer Contacts

Name	Project Role	Contact Information
Adrian Bica	Director of Technology	abica@srcs.k12.ca.us (707) 528-5411
TBD		



Company Escalation Plan

Name	Position Responsibilities	Contact Information
Greg Drake Services Manager	Responsible for staffing and coordination of on-site work	gdrake@development-group.net mobile: (530) 941-3606
Dan Lockwood President	Final decision-making authority for project escalations	dlockwood@development-group.net mobile: (530) 949-4225

Installation Site Address(es)

Location	Local Site Contact
20 sites as outlined in email from Adrian Bica on 6/5/2024	TBD

Data Sources Used and Related Documents

This Statement of Work is based on the following data sources and related documents:

1. Microsoft Excel file created by the Company for the purpose of documenting the specific locations and general work required, necessary materials and labor estimates.

General Terms and Conditions

General

1. All changes to this Statement of Work, whether requested by the Company or the Customer, will be executed via the attached Change Request Form.
2. Any quantity of pre-allocated hours including, but not limited to, end-user training, administrative training and/or project management which are not consumed during the execution of this Statement of Work may not applied to other work efforts and shall not obligate the Company to further work beyond the conclusion of this Statement of Work.
3. Unless specified in this Statement of Work, no additional software will be configured. In some cases, proposals may include licenses for software to which the customer is entitled but which are not scoped to be configured.
4. Prior to installation, Company will inspect all equipment to ensure there are no signs of damage, that the environment is suitable for operation and that there will be sufficient clearance around the equipment for service. Company will notify the Customer of any instances where the environment is not suitable for the equipment intended to be installed at that location.



5. Testing for the presence and/or removal of any hazardous materials is excluded from this Statement of Work. Company assumes that no hazardous materials are present at the Customers site(s).
6. This Statement of Work assumes that all necessary devices will be delivered to SRCS Warehouse in one central location. Access to each campus will be scheduled prior to commencement of deployment.

Documentation

1. Company will test all installed hardware and software for proper operation using a detailed test plan which will be developed jointly by the Company and the Customer.
2. Company will clear all work areas of shipping cartons, packaging and debris created by the Company at the conclusion of each workday.
3. All test results will be provided to the Customer and all manufacturers' warranty (if any) will be registered for the benefit of the Customer.

Installation Services

General

1. Connection(s) to the network will be made in accordance with the network topology drawing(s) (or other related specification documents) associated with this Statement of Work.
2. Company will de-install and return to the manufacturer all items that have been identified as "trade-in" equipment per the terms of the sales agreement. The Company will not be responsible for removing any low voltage cabling, station cabling, Ethernet patch cords, power cords or any furniture or fixtures unless specifically stated elsewhere in this Statement of Work. The Company will invoice the Customer for the difference in the purchase price of the project for any equipment which has not been returned to the Company within thirty (30) days of the end of the project.
3. For any equipment to be installed on a wall, Company assumes there is sufficient space to install the specified equipment and that the designated installation location is free from any obstructions to installation; e.g. posters, whiteboards, wall coverings, etc.
4. Affix asset tag(s) to each component per Customer specifications. Record the asset tag number, device serial number and related information and provide the resulting dataset to the Customer at the conclusion of the project.

Company will install the following equipment

1. Up to one hundred fifty (150) ViewSonic IFP7550-E2 interactive flat panel (IFP) displays. Each IFP will be installed on the included Mobile Cart. Each Mobile Cart will have a power strip and microphone charging station affixed to the cart per Customer specifications. Each assembled unit will be tested and delivered to a classroom per Customer supplied location schedule.



2. Up to one hundred twelve (112) Lightspeed Redcat audio amplification systems. Each Redcat unit will be installed in the Customer specified wall location. Wall location needs to be clearly identified prior to commencement of on-site work. Each Redcat unit will be connected to an available power receptacle using the included power cord and tested for proper operation.

Professional Services

General

For each IFP assembly, Company will perform the following configuration:

1. Perform a power on self test (POST)
2. Connect the IFP to the WiFi network
3. Upgrade the software to the most current recommended software version
4. Set the hostname of the IFP according to Customer's naming standard

Customer Responsibilities

1. It is the responsibility of the Customer to maintain current backups of all stored data. Company assumes no responsibility and/or liability for the loss of any Customer data.
2. Upon the presentation of a Work Acceptance Certification document, the Customer will either agree to the completion of the work described therein or provide a detailed, written account of the work items in dispute. If neither the Work Acceptance Certification document nor a valid dispute are returned to the Company within five (5) business days, the work items described in the Work Acceptance Certification document shall be deemed to have been accepted by the Customer.
3. Customer is responsible for any configuration of client devices which may be necessary to use services activated by the completion of this Statement of Work. Examples of client configuration include, but are not limited to, association to a new SSID, deployment of a Group Policy, deployment of a certificate or certificate trust list, etc.
4. Customer will designate a single individual that will be the primary point of contact for this Statement of Work. At a minimum, this person must be available to meet weekly with all project stakeholders. The Customer representative must have authority to incur charges and make decisions that will affect the successful execution of the Statement of Work and must be able to provide (or otherwise arrange) physical access to all areas of the facility(ies) which will receive installed equipment as part of this project.
5. Provide accurate scale drawings of the Customer's facility(ies) as may be required for the execution of this Statement of Work.
6. Provide all station cabling, Ethernet patch cords, additional necessary power cords and any other necessary cables unless included elsewhere in this Statement of Work or associated proposal(s).



7. Provide laborers to move furniture and fixtures that may be required as part of this project; Company will not move any furniture or fixtures. All obstructions from cart deployment and redcat installation need to be removed prior to commencement of on-site work.
8. Provide a meeting place appropriate to the size of the audience and content presented (room, furniture, seating, etc.) for all training sessions and/or other presentations that are to be made by the Company.
9. If a height exceeding twelve (12) feet is required to install any equipment, a lift will be provided by the Customer or the cost of obtaining one shall be invoiced to the Customer.
10. Unless otherwise specifically stated elsewhere in this Statement of Work or associated proposal(s), the Customer shall provide all electrical circuits, UPS(es), PDU(s) and HVAC required to support active electronic equipment being installed by the Company as part of this project.
11. Coordinate installation schedules with Company; all work shall be scheduled during normal business hours. If non-business hours are required to complete the project (beyond those explicitly listed elsewhere in this Statement of Work), overtime charges of 1.5x standard rates will be charged to the Customer. Changes to the project timeline that are the result of work, or lack thereof, by the Customer and/or Customer's agents may result in additional charges.
12. Provide an on-site authorized Customer representative at all times when Company staff is engaged in work at a Customer's facility and/or co-located datacenter space. The on-site Customer representative must be able to provide physical access to all areas of the facility(ies) which will receive installed equipment as part of this project including disabling any burglar alarm system(s) and/or unlocking any doors. ***Physical access restrictions dramatically reduce work efficiency and will result in additional costs being assessed to the Customer.***
13. Company reserves the right to assess additional change charges to the Customer for indirect expenses due to missed appointments. This includes the absence of an authorized Customer representative during on-site work. These may also include the associated standby time for Company personnel, travel time/costs for return visit, and/or additional equipment shipping costs.
14. The Customer shall, at its own cost and expense, obtain all federal, state and local governmental permits, licenses, approvals and other authorizations required with respect to or for the performance of any of the work at its facilities. When the Company begins work on any computer or other system of the Customer, the Customer shall provide the Company all applicable passwords and other information required for the Company to access such systems and perform services thereon or with respect thereto. The furnishing of any such password or other information shall be conclusively deemed to include the authorization and approval of any federal, state or local governmental agency or authority for the Company to access and work on the systems.
15. Notify the Company of any defects with the installation services described herein within thirty (30) days after the date of the system cutover. In the event of multiple cutover dates (e.g.



multi-site deployment), a thirty (30) day period will apply to the services provided during each individual cutover. Any defects reported by the Customer to the Company beyond thirty (30) days after the conclusion of this project will be deemed to be a separate work effort outside of this Statement of Work and will be undertaken at the direction of the Customer for additional cost.

16. Execute changes to any existing IT or facility system which is not specifically included in this Statement of Work but which may be necessary for the successful implementation thereof.
17. Provide copies of all existing network and related documentation including but not limited to diagrams, templates, documents, spreadsheets, invoices, licenses and databases.
18. Provide a list of all IT services and/or applications that will be included in the project test plan including the following information:
 - a. What is the application or service?
 - b. How is it used by the organization (or users)?
 - c. What is the business impact of the application or service? Customer will provide a list of all applications and services in the environment; items will be listed in order of the greatest business impact.
 - d. Who is the application or service owner? What is their contact information?
 - e. How is the application or service tested? E.g. using a web browser, FTP, login credentials, special software required, etc.
 - f. What is the expected result of the application tests? E.g. run a report, command output, execute payment transaction, etc.; provide a sample for each expected result.
 - g. Does the application or service have any dependencies on other IT services or applications? E.g. Active Directory, storage subsystem(s), VMWare, RADIUS, database server(s), etc.
 - h. Does the application or service have any special network infrastructure requirements? E.g. jumbo frames, MTU, ALCs, firewall configuration, etc.?
19. If Customer is providing patch cords or power cords for installation as part of this Statement of Work, customer will be responsible for removing patch cords, or power cords, from all packaging and "twist-ties".



Statement of Work Agreement

Date: _____

I authorize the foregoing Statement of Work for Proposal #30157 & 30158, version 1, dated May 3rd, 2023 and direct the Company to immediately begin the fulfillment thereof.

IN WHITNESS WHEREOF, the duly authorized representatives of the parties hereto have caused this Statement of Work to be fully executed.

"CUSTOMER"

Santa Rosa City Schools

Print Name: _____

Signature: _____

"COMPANY"

Development Group, Inc.

By: _____

Daniel Lockwood
President



Project Change Request Form (Sample)

Date: _____

In reference to the Statement of Work for Proposals 30157 & 30158 executed between Development Group, Inc., (the "Company"), and Santa Rosa City Schools, (the "Customer") regarding Project # TBD, both parties hereby certify, by the signature of an authorized representative, this Change Request Form will amend and be fully incorporated into the existing Statement of Work (SoW), version 1, dated 05/02/2023.

1. Change request number for this project:
2. Reason for this Change Request:
3. Description of changes to the SoW:
4. Project schedule impact:
5. Project cost impact:

6. Purchase order issuance (if applicable): Customer shall issue a written Purchase Order to Company or shall issue an amendment to its original Purchase Order pertaining to this SoW for the total amount of _____.

Except as changed herein, all terms and conditions of the SoW remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representative of the parties hereto have caused this Change Request to be fully executed.

"CUSTOMER"

"COMPANY"

Santa Rosa City Schools

Development Group, Inc.

Print Name: _____

By: _____

Daniel Lockwood
President

Signature: _____



Work Acceptance Certification (Sample)

Date: _____

Project Name:

Project Number: #####

Project Manager:

Customer:

Description of the work completed:

<input type="checkbox"/> Project complete	<input type="checkbox"/> Phase complete	<input type="checkbox"/> Major deliverable complete
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In reference to the “Master Service Agreement” executed between Development Group, Inc., the (“Company”), and Santa Rosa City Schools the (“Customer”), both parties hereby certify, by the signature of an authorized representative, that this project, project phase, or major deliverable meets or exceeds the agreed-upon performance standards for scope, quality, schedule and cost. The Customer further agrees that documentation for all relevant security, legal and regulatory requirements have been furnished by the Company and/or have been reviewed by the Customer.

Additional remarks:

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have caused this Work Acceptance Certification to be fully executed.

“CUSTOMER”

Print Name: _____

Signature: _____

“COMPANY”

Development Group, Inc.

Daniel Lockwood

President