

## EXHIBIT A

### STATEMENT OF WORK

#### Statement of Work No. 1 Sprint 0

This Statement of Work No. 1 (“**Statement of Work**” or “**SOW**”) is appended to and made a part of the Master Services Agreement (“**Agreement**”) dated September 27, 2021 between City of San Leandro (“**City**”), and **Visionary Integration Professionals LLC (“VIP”)**, effective upon the second signature below (“**SOW Effective Date**”). Except as specifically agreed herein, the terms of the Agreement shall apply to the work anticipated by this Statement of Work.

#### 1. OVERVIEW

The City has engaged VIP to support the Accela Remediation Project (which, together with all other tasks, duties, obligations, responsibilities, deliverables and other activities of VIP set forth in this SOW, shall be collectively referred to as the “**Services**”).

#### 2. SERVICES

VIP shall perform the Services for City, as outlined in this SOW Section 4 - Deliverables.

#### 3. TERM

3.1 Term. The term of this SOW will commence on the SOW Effective Date and shall continue ten (10) weeks (“**SOW Term**”) past the SOW Effective Date.

#### 4. DELIVERABLES

In connection with VIP’s performance of the Services, VIP shall deliver the following deliverables to City by the due dates and in the formats listed and described below (the “**Deliverables**”):

	<b><i>Deliverable (and/or Phase)</i></b>	<b><i>Format / Description / Acceptance Criteria</i></b>	<b><i>Output</i></b>	<b><i>Due Date</i></b>
4.1	Item 1 - Initial Project Schedule	A high-level schedule will be developed for Phase 1 of the Remediation Project. Schedule will include sprints, UAT, training, and other activities to support Phase 1 of the project.	MS Project Schedule	End of Week 1
4.2	Item 2 – Project Kickoff Meeting and Development of Materials	A project kickoff presentation will be developed and presented. The kickoff will include an introduction to the project, as well as an overview of the project methodology and high-level project activities.	PowerPoint presentation used to present various topics to the project team and executives during the project kickoff meeting.	End of Week 2

4.3	Item 3 – Setup of Project Tools (JIRA, Confluence)	The necessary agile software tools will be set up for the City and training will be provided for the project team. Software licenses for specified users will also be setup.	The setup and configuration of JIRA and Confluence. Additionally, at least one training session for each of the tools will be held with project resources to understand how the products will be utilized within the project.	End of Week 8
4.4	Item 4 - Accela Core Team Training	Accela Core Team Training will be provided to the project team members that will be involved in the analysis and configuration sessions and are working with the Functional team to make product decisions.	Multi-day training course for the product team members.	End of Week 3
4.5	Item 5 – Initial Sprint Roadmap Analysis	Working with the City, an initial product roadmap will be developed. This activity includes identifying high level product requirements, arranging the product requirements into logical groups, estimating requirement effort at a high level and prioritizing requirements.	Initial product backlog in JIRA.	End of Week 8
4.6	Item 6 - SOW #2	Scope the work contained in the next SOW.	MS Word document defining SOW #2	End of Week 7
4.7	Item 7 – Project Management	General project management and reporting tasks for the project.	Weekly project status meetings with status reports in Confluence	End of Week 8

4.8 Acceptance Criteria: Upon City's receipt of a Deliverable from VIP, City shall have three (3) business days to provide VIP with written notice (e-mail will suffice) either (i) approving the Deliverable or (ii) rejecting the Deliverable and providing instructions to correct any deficiencies ("Acceptance Period"). Upon receipt of the latter, VIP shall then have two (2) business days to correct any deficiencies in accordance with City's instructions and to resubmit the Deliverable to City, commencing a new Acceptance Period. If City fails to provide VIP with written notice within any Acceptance Period, the applicable Deliverable will be deemed accepted by City.

## 5. COMPENSATION

### 5.1 Fees

In consideration of VIP's full and complete performance of the Services, City shall pay to VIP the following fees ("Fees") as defined in the below SOW Cost Table.

The Cost Table identifies the project role, estimated hours, hourly rate, and estimated total cost. It is expected that each individual staff person could work greater or fewer hours than as designated below.

**SOW Cost Table**

<b>Role</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Estimated Cost</b>
Engagement Manager (Remote)	18	\$205.00	\$3,690.00
Project Manager Support (Remote)	82	\$115.00	\$9,430.00
SCRUM Master (Remote)	10	\$195.00	\$1,950.00
Technical Lead (Remote)	10	\$195.00	\$1,950.00
Functional Lead (Remote)	223	\$195.00	\$43,485.00
Senior Data Conversion Consultant (including Reports) (Remote)	17	\$195.00	\$3,315.00
<b>Subtotal</b>	<b>360</b>		<b>\$63,820.00</b>
10% Unanticipated Task Funding	36		\$6,382.00
<b>Total</b>	<b>396</b>		<b>\$70,202.00</b>

VIP will be compensated based on the above hourly rates. Each Vendor Role has an associated hourly rate, which VIP will multiply by the number of hours of Services actually completed in order to determine the amount of fees to invoice monthly. The Vendor Roles and the respective hourly rates are set forth above. Also included in the total funding is a line for 10% Unanticipated Task funding, to be utilized with prior project authorization.

5.2 Invoices

Invoices shall be submitted and paid in monthly based upon the actual work performed. In lieu of timesheets, each monthly invoice shall include a 10% fee withhold to be released upon final SOW completion approval. This invoicing method has been utilized successfully and gives product owners control of final SOW approval (i.e. sprints) before the withhold is paid.

5.3 Maximum Amount of Compensation

**VIP's total compensation for all Services performed and Deliverables delivered under this SOW, including all Fees and expenses, shall not exceed Seventy Thousand Two-hundred and Two Dollars (\$70,202.00), except by an amendment to this SOW signed by both parties.**

6. **RESERVED.**

**IN WITNESS WHEREOF**, the parties have caused this Statement of Work No. 1 to be subscribed as of the SOW Effective Date.

**City of San Leandro (“City”)**

**Visionary Integration Professionals  
 (“VIP”)**

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_