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**DEC 12 2024**

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**EXHIBIT A-1  
Statement of Work Template**

**STATEMENT OF WORK FOR A MILESTONE, DELIVERABLE OR SERVICE-BASED PROJECT  
BETWEEN  
Mississippi Department of Environmental Quality (MDEQ)  
AND  
GUIDESOFT, INC., d/b/a KNOWLEDGE SERVICES  
AND  
ClearView Digital Conversions**

**Project Overview**

The Mississippi Department of Environmental Quality (MDEQ) would like to continue contracting with a vendor to perform scanning and digitizing of documents accessible through Optical Character Recognition (OCR). This may be an ongoing project with additional scanning projects identified later.

**Background**

MDEQ has documents located on shelves in the file rooms at their Amite Street Building, Jackson that need to be converted into electronic records to make physical space for additional documents. There are also other documents at this and other MDEQ locations (State Street Building, Jackson; Geology Field Office, Jackson; Central Regional Office and Lab, Pearl; North Regional Office, Oxford; and, South Regional Office, Biloxi;) that may need to be converted.

**Required Experience**

Vendors will be required to scan large volumes of documents. Must be able to use auto color scanning and conversion of micrographics, slides, photos, and indexing to PDF to upload to MDEQ SharePoint or other locations. In addition, the vendor needs to have at least 10 years of experience in managing, scanning, digitizing and transporting sensitive documents.

**Scope of Work & Deliverables**

The vendor will scan and index documents located in several areas within several MDEQ buildings. MDEQ officials will have the option to cull this amount down based on the age of the records being scanned or other criteria. It is unknown the exact number of pages that will be scanned for the entirety of the project. An official with MDEQ will flag these files and begin the process of putting the files into the boxes provided by the vendor. MDEQ estimates the vendor should pick up an average of 15 boxes per week until the project is complete. Once MDEQ is satisfied with the scanned documents, MDEQ will advise the vendor to destroy the documents.

Vendor is responsible for providing materials/boxes needed to transport documents along with transportation of documents to and from their facility. Documents will be categorized, organized and boxes tagged by MDEQ prior to pick up. The vendor is responsible for removing staples, paperclips, etc and keeping the documents organized. These documents must be securely retrieved, transported, and stored and made available to MDEQ in a timely manner if needed.

For simplicity, quotes should include only two lines with a cost per document per line. The first line is for those documents that fall under regular size and include auto color 300dpi scanning, conversion of micrographics, slides, photos and indexing to pdf and uploaded to MDEQ SharePoint or other locations. The second line should be for those

documents that fall under oversize and include auto color 300dpi scanning, indexing to pdf and uploaded to MDEQ SharePoint or other locations. Oversized documents are defined as any document larger than 12" x 18". Any additional cost such as transport to and from MDEQ, for storage at the vendor's facility or destroying of documents should be included as part of the cost per document.

#### **Environment / Other Requirements**

Detailed project plan included to meet scanning requirement goals.

Destruction of documents needs to be done by shredding. This can be accomplished through the vendor or through a third-party vendor.

The vendor must provide confirmation document/certificate that documents have been destroyed.

Staffing resumes to include the name and credentials of the contact person for the project.

Provide three references to include company name, address, contact person, email address and telephone number.

#### **Place of Performance**

Provide the location including city and state where the documents will be scanned.

#### **Period of Performance**

Five years

#### **Acceptance Criteria**

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

MDEQ will have 15 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. MDEQ 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 MDEQ notifies the vendor of deficiencies, the vendor shall make necessary corrections within five working days unless MDEQ consents in writing to a longer period of time. MDEQ has 15 working days to review and accept or reject the corrected deliverable. If MDEQ deems the corrected deliverable(s) as not acceptable MDEQ 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, MDEQ, 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 MDEQ best interest to do so.

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: <b>Document Scanning</b>	Posting ID#: <b>129714</b>
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State Agency: Mississippi Department of Environmental Quality Vendor Name: ClearView Digital Conversions

Estimated Project Start Date: December 1, 2024

Estimated Project Completion Date: June 30, 2029

Deliverable/Services Description	Cost
Total project cost not to exceed \$275,000 for the 5 year term of this agreement. Vendor will provide Knowledge Services with monthly invoices to encompass all document scanning completed in the previous month. Knowledge Services will establish milestone(s) for the work completed, vendor must submit milestone in dotStaff for MDEQ approval and invoicing. Payment terms from Vendor MSA apply.	\$275,000.00
Project will be billed at per image / box count	Total Project \$275,000.00

*Total Project Costs are not to exceed amount submitted/proposed. Price must be ALL INCLUSIVE, including, but not limited to, any and all travel and delivery costs.*

In the event of any inconsistencies between this Request for Services Work Order (Exhibit A-1) and the terms of the Master Services Agreement, the following order of precedence shall be:

1. Master Services Agreement; and
2. Request for Project Services Work Order (Exhibit A-1)

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.

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.

**Agency Name -** Mississippi Department of Environmental Quality

*Adrienne Brantley*  
Authorized Signature

for Chris Wells

Printed Name

Executive Director

Title

12/20/2024

Date

**Vendor Name**

Authorized Signature

*James Phillip Cothren, Jr.*  
Printed Name

Printed Name

President

Title

12-12-2024

Date

**Guldesoft Inc., d/b/a Knowledge Services - Legal**

*Katie Belange*

Authorized Signature

Katie Belange

Printed Name

General Counsel

Title

12/12/2024

Date

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