

EXHIBIT A-1
Statement of Work Template

STATEMENT OF WORK FOR A MILESTONE, DELIVERABLE OR SERVICE-BASED PROJECT
BETWEEN
Mississippi State Department of Health
AND
GUIDESOFT, INC., d/b/a KNOWLEDGE SERVICES
AND
Maximus US Services, Inc.

PROJECT OVERVIEW

The Mississippi State Department of Health WIC Program (MSDH WIC) is seeking a project management consultant to lead the planning and implementation of WIC online ordering. The project management consultant will coordinate and oversee all project management activities related to the implementation of WIC online ordering.

Background

The MSDH WIC Program secured funding via the WIC Shopping Experience Improvement Grant to implement WIC online ordering. The Blueprint for WIC Online Ordering Projects and any other guidance for WIC Online Ordering and transactions should be used.

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides nutritious foods, nutrition education, and referrals to pregnant, breastfeeding, and postpartum women, infants and children up to 5 years of age who are determined to be at nutritional risk and meet income guidelines. The program is designed to positively impact prenatal nutrition, infant birth weight, iron deficiency anemia, early childhood nutrition, and cognitive development. WIC must comply with Federal and State guidelines and reporting requirements.

The WIC Program is funded by the United States Department of Agriculture (USDA), governed by Federal Regulations contained in the Federal Register 7CFR Part 246, and is generally administered by state governments. The Food and Nutrition Services (FNS) of the U.S. Department of Agriculture provides funds to the Mississippi State Department of Health for food benefits, nutrition services, and administration of the Program. Eligibility in the WIC Program is based upon four criteria: categorical eligibility, nutrition risk, income, and residency in a specific service area.

Mississippi provides WIC services to approximately 70,000 participants monthly. Clinic services which include health screenings, program eligibility determination, and issuance of WIC food instruments, nutrition education and referral occur through about 205 clinics statewide. Food delivery services for WIC participants are through approximately 296 WIC- authorized vendors, including grocery stores and pharmacies.

Mandatory Requirements | Scope of Work & Deliverables

Each Contractor must discuss its ability to perform the following project management tasks. The project is divided into the following phases, with corresponding deliverables:

Project Planning

Develop a Preliminary Project Management Plan (PMP) and Master Work Schedule, submitted as part of proposal, must be updated once initiation information has been obtained and be submitted to the Vendor Management Director within three weeks of the start of the contract. The Vendor Management Director and State WIC Director shall be updated as changes to processes occur over the project period. The PMP shall include at a minimum:

- Scope Management
- Budget Management
- Quality Management
- Risk Management
- Schedule Management
- Change Management/Control
- Issue Management
- Communication Management/Coordination
- Resource Management
- Stakeholder Engagement Management

The Master Project Management Plan must be exportable to Microsoft Excel.

The Master Project Management Plan must be accompanied by an integrated Master Work Schedule (project schedule) that is created and will be maintained in MS Microsoft Project and must be exportable to a PDF or Excel for the project team to review.

Project Scope Planning must be approached with recognition that there are separate entities performing the project activities during the project. The job of the Contractor is to ensure that the various groups have identified any dependencies for other stakeholder groups that need to be exposed in the Master Project Work Schedule.

Business Requirements Analysis

In addition, the Contractor will:

- Organize project activities and designate state staff needed to support these activities in coordination with State staff.
- Initiate communication with stakeholders.
- Develop additional plans and update existing plans as needed. Review and identify materials, policies and procedures, communication approaches, and training methods used by other states who have successfully implemented WIC Online Ordering and make recommendations to the State staff.
- Develop an integrated communications plan to be used through planning, implementation, and maintenance.
- Review, collect, and consolidate comments from the review of documents
- Product/Application/System Design or Configuration Roadmap
- Schedule meetings with the EBT Processor, vendors, and other identified stakeholders to become familiar with their project schedule, deliverables, dependencies, and roadmap.

Schedule Milestones and Tracking

In addition, the Contractor will:

- Maintain the Master Project Schedules and track the completion of all project deliverables and hold the EBT Processor and other stakeholders accountable for their deliverable schedules.
- Incorporate and maintain tasks, subtasks and assignments for all other WIC stakeholder groups associated with the project. This includes and is not limited to meetings, business change processes, and training based on the dependencies from the other stakeholder schedules.

Section Risk Management

In addition, the Contractor will:

- Define, address, assign, and mitigate Risks that impact the project and schedule. This includes escalation and updates to Master Project Work Schedule and holding appropriate stakeholder groups accountable for resolution.
- Define the process needed when Change Management from one stakeholder group impacts another stakeholder group and how to manage the schedules for dependencies.
- Mitigate project risks in coordination with identified stakeholders, including system defect classification and severity with the Vendor Management Director.

Issue Management

In addition, the Contractor will:

- Define the process needed when Change Management from one stakeholder group impacts another stakeholder group and for managing the schedules for dependencies.
- Define, address, assign, and mitigate risks that impact the project and schedule. This includes escalation and updates to Master Project Work Schedule and holding appropriate stakeholder groups accountable for resolution.

Implementation and Rollout Plan

While there may be unknowns about the final steps of the project, implementation and rollout planning should not wait until the end stages of the project. There are many activities along the life cycle of the project that will require preparation and pre-planning prior to the implementation phase of the project.

In addition, the Contractor will:

- Support facilitation of retailer enablement
- Assist in the development of training materials for clinic staff, vendors, and participants
- Assist in the development of marketing materials for clinic staff, vendors, and participants
- Assist in scheduling of training
- Support EBT Processor, vendors, and identified stakeholders to ensure WIC Online Ordering readiness.
- Ensure clinic, vendor, and identified stakeholder readiness.

Post-Production Support Plan

In addition, the Project Manager will:

- Ensure that necessary support contracts are in place or amended to cover the additional WIC Online Ordering support
- Ensure that any unresolved issues, risks, bugs, and work-arounds have been recorded and routed for follow-up based on the Vendor Management Director evaluation and decisions

Communication Management

In addition, the Contractor will:

- Maintain and utilize a SharePoint document repository over the life of the contract to house and maintain deliverables and other necessary project documentation
- Develop and execute an integrated communications plan to be used through pilot, rollout, and project closure
- Ensure appropriate handoff of all files and materials at project close-out

Project Meetings and Reporting

In addition, the Contractor will:

- Facilitate existing and any additional WIC Online Ordering project meetings, which include ongoing project management processes, deliverable acceptance expectations, schedule reviews, requirement reviews, outstanding action items and identification of actions to be taken.
 - Facilitation of these meetings will commence within ten days of contract approval
- Attend or facilitate regular meetings of stakeholders to a successful implementation of WIC Online Ordering
 - When facilitating, agendas shall be provided at least two days prior to meetings or calls unless the meeting or call is to be facilitated by another entity or is an emergency meeting.
 - Meeting notes shall be provided within five business days of each meeting and within two business days of any status or technical call or webinar.

Weekly/ Monthly Reporting

In addition, the Contractor will:

- Submit weekly written project status reports to the Vendor Management Director.
- Status reports shall provide a clear and trackable understanding of the project's progress, including but not limited to:
 - Activities completed during the past week
 - Activities to be undertaken over the coming week or continued from the previous week
 - Status of equipment and materials ordered and delivered
 - Stakeholder deliverables, concerns, upcoming dependencies for other project team members and stakeholder groups
 - Issue identification and resolution progression
 - Risk assessment and mitigation strategy
 - Updated integrated project schedule

Monthly Report

In addition, the Contractor will:

- Update the WIC Online Ordering Project Monthly Status report
- Review and prepare grant reports to FNS following template and time guidelines.
- Review the Budget for actual versus planned expenses

Staffing Management

In addition, the Contractor will:

- Review any staff changes versus contract obligations
- Implement a process to keep the Vendor Management Director apprised with potential implications and resource shortage
- Ensure that staff turnover processes are in place for knowledge transfer and bringing replacement staff up to speed

Stakeholder Management

In addition, the Contractor will ensure that stakeholder engagement and communication processes are in place.

In addition to the Project Management Plan requirements, the following must be addressed:

Financial Management

Financial Management will need to include, but is not limited to:

- Review all invoices with the Vendor Management Director and/ or WIC Finance and Accounting Director for accuracy and return for corrections, if necessary. The Contractor will provide completed invoices to the Vendor Management Director for final approval.
- Coordinate timely and accurate final approval of contractor deliverables as needed. When applicable, feedback shall be provided to the State WIC Director, Vendor Management Director, and project team during the review process.
- Monitor project budget with the Vendor Management Director and WIC Finance and Accounting Director.

Contract Management

Contract Management will need to include, but is not limited to:

- Work with the MSDH staff to monitor related contracts to ensure statement of work, proposals, and performance standards are efficiently, accurately, and effectively followed throughout the contract periods as related to the state's WIC Online Ordering implementation plan.
- Prepare and review state specific documentation, including, but not limited to FNS 901 Handbook, Blueprint for WIC Online Ordering, and other related documents.
- Prepare all FNS status and finance reports following template and time guidelines.

Project Execution and Maintenance

In addition, the Contractor will:

- Represent the project at meetings on behalf of the agency in coordination with the Vendor Management Director.
- Assume and maintain responsibility for all aspects of the project.
- Monitor identified risk and mitigation.
- Monitor project budget with the Vendor Management Director and WIC Finance and Accounting Director.
- Monitor technological enhancements and development as related to WIC Online Ordering functionality.
- Execute User Acceptance Testing (UAT) Plan, assess results, and provide onsite support during UAT.
- Conduct Pilot Initiation Meeting and provide meeting minutes as needed.
- Execute pilot, assess results, and provide onsite support during Pilot as needed.
- Conduct rollout initiation meeting and provide meeting minutes as needed.
- Execute rollout, assess results, and provide onsite support during rollout as needed

Project Closing and Hand-Off

In addition, the Contractor will:

- Conduct a post implementation meeting with MSDH WIC staff and other stakeholders.
- Ensure external SharePoint document repository contains final documentation.
 - The repository shall be maintained for six (6) months after project roll-out is complete.
 - The repository design shall allow for controlled access and shall include security and safeguards to prevent unauthorized access.
 - The Contractor will obtain MSDH WIC Program approval before access is granted to any personnel of the MSDH WIC Program and other stakeholders.
 - The MSDH WIC Program shall retain ownership of all materials stored on the site.

- Compile and document knowledge gained, or best practices learned from project with stakeholders.
- Complete knowledge transfer to State WIC Director and Vendor Management Director.

Other Requirements

- The Contractor must disclose if any of the personnel proposed for this project are independent consultants, subcontractors, or acting in a capacity other than an employee of the Contractor submitting the proposal.
- The Contractor must describe previous implementations of similar scope and size with other governmental entities. Contractor must include information regarding adherence to schedule, budget, and quality.
- The Contractor must provide a list of current governmental clients.
- The Contractor must provide a description of the organization with sufficient information to substantiate proven experience in the services being proposed. Information to be specified includes but is not limited to:
 - Disclosure of any company restructurings, mergers, and acquisitions over the past three years that have impacted any products the Contractor has included in this proposal;
 - The location of principal office and the number of executive and professional personnel employed at this office;
 - The number of years the Contractor has been in business;
 - The number of years developing and marketing the technologies specified herein;
 - The Contractor must describe any previous experiences of a similar nature and complexity in scope, and responsibility as what is described in this Project;
 - The organization's size (e.g., employees, offices, locations) and structure (e.g., state, national, or international organization); and;
 - Whether the Contractor is based locally, regionally, nationally, or internationally as well as its relationship to any parent firms, sister firms or subsidiaries.
 - If incorporated, the Contractor must provide the name of the state of incorporation.
- The Contractor must provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel.
- Along with a detailed organizational chart, the Contractor should describe the following:
 - How services of the contract will be managed, controlled, and supervised to ensure satisfactory contract performance.
 - Total Personnel Resources - The Contractor must provide information that documents the depth of resources to ensure completion of all requirements on time and on target.
 - If the Contractor has other ongoing contracts that also require personnel resources, the Contractor should document how sufficient resources will be provided to the State of Mississippi.
- The Contractor must describe their issue resolution and escalation process that will be used within the Contractor's organization to resolve any problems or issues that may arise during the course of this project.
- Contractor must provide a list summarizing pending litigation, any civil or criminal judgments, any bankruptcy proceedings, etc., that could affect the Contractor's ability to perform. Failure to list such litigation may result in rejection of the proposal or in termination of any subsequent contract.
- Contractor should document the company's financial solvency in a manner that is acceptable for public review. Audited financial statements for the last two years will provide such documentation; however, the statements will become public information. The Contractor should also present any additional information, which reasonably demonstrates the financial strength of the proposed Contractor's company/organization. If the Contractor is a subsidiary, also provide the documentation for the parent company.
- The Contractor must provide documented proof of your companies' experience related to the WIC program; an example of documented proof must include a reference letter from a State Government that includes a list of the deliverables completed as part of the project.

- The Contractor must provide documented proof of your companies' experience generating USDA specific documents Implementation Advanced Planning Document (IAPD), APDU, and Quarterly Status reporting, etc.); an example of documented proof must include a reference letter from a State Government that includes a list of the deliverables completed as part of the project.
- Contractor must name the staff that will be assigned to complete this project, including their role(s).

Federal Procurement Requirements

The responder must be in compliance with the following federal contract procurement requirements:

Equal Employment Opportunity

Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order

11375, and as supplemented by the Department of Labor Regulations (41 CFR Part 60): The Executive Order prohibits federal contractors and federally-assisted construction contractors and subcontractors who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

Clean Air Act

The Clean Air Act, Section 306 stipulates:

- a. No Federal agency may enter into any contract with any person who is convicted of any offense under section 113(c) for the procurement of goods, materials, and services to perform such contract at any facility at which the violation which gave rise to such conviction occurred if such facility is owned, leased, or supervised by such person. The prohibition in the preceding sentence shall continue until the Administrator certifies that the condition giving rise to such a conviction has been corrected. For convictions arising under section 113(c)(2), the condition giving rise to the conviction also shall be considered to include any substantive violation of this Act associated with the violation of 113(c)(2). The Administrator may extend this prohibition to other facilities owned or operated by the convicted person.
- b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a).
- c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's air, the President shall, not more than 180 days after enactment of the Clean Air Amendments of 1970 cause to be issued an order (1) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and (2) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption. The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7606]
- e. The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7606].

Clean Water Act

The Clean Water Act, Section 309 stipulates:

a. No Federal agency may enter into any contract with any person who has been convicted of any offense under Section 309(c) of this Act for the procurement of goods, materials, and services if such contract is to be performed at any facility at which the violation which gave rise to such conviction occurred, and if such facility is owned, leased, or supervised by such person. The prohibition in preceding sentence shall continue until the Administrator certifies that the condition giving rise to such conviction has been corrected.

The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a) of this section.

In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's water, the President shall, not more than 180 days after the enactment of this Act, cause to be issued an order:

1. requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and
2. setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.

The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.

The President shall annually report to the Congress on measures taken in compliance with the purpose and intent of this section, including, but not limited to, the progress and problems associated with such compliance.

(1) No certification by a contractor, and no contract clause, may be required in the case of a contract for the acquisition of commercial items in order to implement a prohibition or requirement of this section or a prohibition or requirement issued in the implementation of this section.

(2) In paragraph (1), the term "commercial item" has the meaning given such term in section 4(12) of the Office of Federal Procurement Policy Act (41 U.S.C. 403(12)).

Anti-Lobbying Act

The Anti-Lobbying Act prohibits the recipients of Federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative branches of the Federal government in connection with a specific contract, grant, or loan. As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grantor cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be include in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that

all sub-recipients shall certify and disclose accordingly.

Americans with Disabilities Act

This Act (28 CFR Part 35, Title II, Subtitle A) prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public and State and local governments, except public transportation services.

Drug-Free Workplace Statement

The Federal government implemented the Drug Free Workplace Act of 1988 in an attempt to address the problems of drug abuse on the job. It is a fact that employees who use drugs have less productivity, a lower quality of work, and a higher absenteeism, and are more likely to misappropriate funds or services. From this perspective, the drug abuser may endanger other employees, the public at large, or themselves. Damage to property, whether owned by this entity or not, could result from drug abuse on the job. All these actions might undermine public confidence in the services this entity provides. Therefore, in order to remain a responsible source for government contracts, the following guidelines have been adopted:

- a. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.
- b. Violators may be terminated or requested to seek counseling from an approved rehabilitation service.
- c. Employees must notify their employer of any conviction of a criminal drug statute no later than five days after such conviction.
- d. Contractors of federal agencies are required to certify that they will provide drug-free workplaces for their employees.

Transactions subject to the suspension/debarment rules (covered transactions) include grants, subgrants, cooperative agreements, and prime contracts under such awards. Subcontracts are not included. Also, the dollar threshold for covered procurement contracts is \$25,000. Contracts for Federally required audit services are covered regardless of dollar amount.

Debarment and Suspension

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections

85.105 and 85.110.

The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Royalty-Free Rights to Use Software or Documentation Developed

The federal government reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a contractor purchases ownership.

Civil Rights Assurances

The Contractor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq); and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By providing this assurance, the Contractor agrees to compile data, maintain records and submit records and reports as required to permit effective enforcement of the nondiscrimination laws, and to permit Department personnel during normal working hours to review and copy such records, books and accounts, access such facilities, and interview such personnel as needed to ascertain compliance with the non-discrimination laws. If there are any violations of this assurance, the Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

This assurance is binding on the Contractor, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Contractor.

Place of Performance

The PM is not required to be on-site full time at the central Mississippi office locations but will be required to work on-site at a yet to be determined location in Mississippi with State WIC staff, contractors, and project stakeholders. The PM will be expected to travel to no fewer than project kick-off meeting, UAT, Pilot, and Post-Implementation meeting. Please note that deliverable/ milestone prices must be all inclusive, including, but not limited to, any and all travel and delivery costs.

Period of Performance

Estimated project completion is September 30, 2025

Acceptance Criteria

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

MSDH WIC Program will have 10 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. MSDH WIC Program 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 MSDH WIC Program notifies the Vendor of deficiencies, the Vendor shall make necessary corrections within five working days unless MSDH WIC Program consents in writing to a longer period of time. MSDH WIC Program has 10 working days to review and accept or reject the corrected deliverable. If MSDH WIC Program deems the corrected deliverable(s) as not acceptable MSDH WIC Program 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, MSDH WIC Program, 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 MSDH WIC Program 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: PM for WIC Online Ordering	Posting ID#: 119637
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State Agency: Mississippi State Department of Health

Vendor Name: Maximus

Estimated Start Date: Upon receipt of fully executed work order

Estimated Completion Date: September 30, 2025

Deliverable/Services Description	Cost
Milestone/Deliverable 1: Project Kick-Off Meeting	\$9,910.00
Milestone/Deliverable 2: Project Management Plan (PMP)	\$21,950.00
Milestone/Deliverable 3: Master Work Schedule and Task Plan	\$18,590.00
Milestone/Deliverable 4: Report of Identified Risk and Risk Mitigation	\$13,720.00
Milestone/Deliverable 5: Monthly Reports (billed monthly)	\$184,620.00
Milestone/Deliverable 6: Conduct Initial User Acceptance Testing (UAT) Session and provide a Memorandum of Meeting Results of the UAT Session	\$58,530.00
Milestone/Deliverable 7: Pilot Initiation Meeting	\$21,950.00
Milestone/Deliverable 8: Final Report of Pilot Activities	\$39,320.00
Milestone/Deliverable 9: Rollout Initiation Meeting	\$18,790.00
Milestone/Deliverable 10: Final Report of Rollout Activities	\$31,400.00
Milestone/Deliverable 11: Post-Implementation Meeting	\$10,750.00
Milestone/Deliverable 12: Project Closeout	\$10,970.00
Milestone/Deliverable 13: Project Material Transfer	\$6,400.00
Total Project Costs:	\$446,900.00

A change order will be required for any modifications to the project (Including project scope/project cost). The change order must be created by Knowledge Services, based on the approved change order justification received by VENDOR (approved by AGENCY). The change order must be signed by AGENCY, VENDOR, and Knowledge Services prior to the vendor receiving clearance to move forward with the requested changes.

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

Daniel Edney, MD

Authorized Signature

Daniel Edney, MD

Printed Name

State Health Officer

Title

6/26/2024 | 4:52 PM CDT

Date

Vendor Name: Maximus US Services, Inc.

Jennifer Galletta

Authorized Signature

Jennifer Galletta

Printed Name

Counsel-Contracts

Title

6/25/2024

Date

Guidesoft Inc., d/b/a Knowledge Services - Legal

Katie Belange

Authorized Signature

Katie Belange

Printed Name

General Counsel

Title

Jun 26, 2024

Date