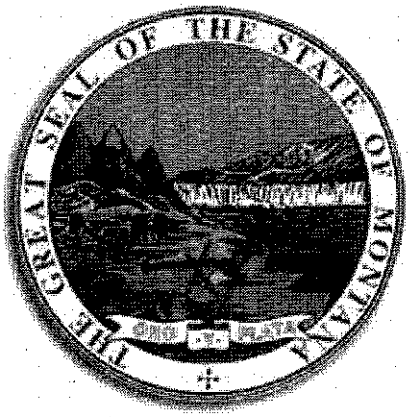
Statement of Work



For

CPP Maintenance and Support

AGENCY:
COMMISSIONER OF POLITICAL PRACTICES

CONTRACTOR:
StoneRiver, Inc.

Between: *Commissioner of Political Practices*

and: **StoneRiver, Inc.**

Prepared by: Mary Baker

Effective Date: July 1, 2013

Under Contract #: 06-1263B

Statement of Work

Introduction

Project Title: CPP Lobbyist Registration

StoneRiver, Inc. will provide the resources for maintenance and enhancement support to the Montana Commissioner of Political Practices, including technical support, maintenance, and enhancements for Montana Commissioner of Political Practices systems (variously, "Montana Commissioner of Political Practices" or "Agency").

This Statement of Work (SOW) is made and entered by and between the Montana Commissioner of Political Practices and StoneRiver, Inc. This SOW incorporates by reference the terms and conditions of Contract Number 06-1263B in effect between the State and StoneRiver, Inc. In case of any conflict between this SOW and the Contract, the Contract shall prevail. The Agency and Contractor agree as follows:

Staffing Roles and Responsibilities

Staffing

Project Manager – Contractor
The Contractor's Project Manager is:

Name:	Mike Walsh
Address:	44 W. 6th Avenue
City:	Helena
State & Zip	Montana 59601
Phone:	406-443-6198
Cell:	406-459-6413
Fax:	406-457-9364
Email:	mike.walsh@stoneriver.com

Project Developer – Contractor
The Contractor's Project Developer is:

Name: Stacey Darragh
Address: 44 W. 6th Ave. #100
City: Helena
State & Zip: MT, 59601
Phone: 406- 443-6198
Cell: 406-439-8185/406-431-3662
Fax: 406-457-9364
Email: stacey.darragh@stoneriver.com

Project Manager – Agency
The Agency's Project Manager is:

Name: Mary Baker
Address: 1205 8th Ave.
City: Helena
State & Zip: MT, 59601
Phone; 444-7416
Cell: 406-461-3129
Fax: 406-444-1643
Email: mabaker@mt.gov

Project or Task Objectives

The work to be performed under this SOW is to provide maintenance, enhancements and technical support on Agency systems. The duties include all required analysis, specification writing and review, coding, and testing.

Scope of Work, Deliverables and Acceptance Criteria
The Contractor will provide Services and staff necessary for the performance of the Services, as set forth below:

StoneRiver, Inc. will provide Services for development including, but not limited to analysis, design, programming, troubleshooting, testing, and implementation. Timelines for assigned work will be mutually determined by Montana Commissioner of Political Practices and Contractor for each task assigned.

Contractor tasks pursuant to the written Montana Commissioner of Political Practices work requirements are as follows:

- Assist in modeling of business processes.
- Develop coherent designs for business system functionality including business processes, system flows, business rules, user interfaces, and data conversion.
- Develop clear, comprehensive, complete and accurate design specifications, applicable for both business users and the development team.
- Analyze and produce updates to requirements and designs as the result of mutually agreed scope changes.
- Provide input to project estimation process.
- Code software.
- Code and execute unit tests.
- Assist in software design, debug code, make and test code fixes.

Contractor Staff, Roles and Responsibilities

Contractor will provide services directly to the Montana Commissioner of Political Practices and will provide reasonable maintenance, support and enhancement of systems as part of the services provided. Mike Walsh or other designated Contractor staff will be responsible as Contractor's first point of contact for dispute resolution.

Agency Staff, Roles and Responsibilities

Mary Baker, Montana Commissioner of Political Practices Program Supervisor, will oversee management of systems maintenance and support as well as provide project management and task management of the aforementioned systems. Mary Baker or other designated staff will be responsible as Contractor's first point of contact for dispute resolution.

Timeline and Period of Performance

The period of performance for this project will start on or before July 1, 2013 and the work tasks are estimated to continue through June 30, 2014. The State has the right to extend or terminate this SOW at its sole discretion.

Compensation and Payment Schedule

Agency shall pay Contractor an amount not to exceed $30,600.00 (twenty thousand dollars) for the performance of all work as set forth in this SOW. Contractor's compensation for services rendered shall be based on Contractor's prices at $85 per hour.

All activities are expected to take place in the greater Helena, Montana area, thus no travel expenses are expected or authorized. Payment will be made according to the following schedule:

Payment Schedule

Payment will be paid within 30 days of invoice receipt based on hours worked each month. Invoices will be cut on the last day of every month.

The hours will be validated and signed off by the Agency project manager prior to the invoice being paid.

Agency shall reimburse Contractor for travel and other expenses as identified in this SOW, or as authorized in writing, in advance by Agency. No payment of travel expenses will be made to Contractor for routine travel to and from Agency's location. Contractor shall provide a detailed itemization of expenses as requested by Agency. The amount reimbursed to Contractor is included in calculating the "not to exceed" amount specified above.

Contractor Performance Assessments

Assessments

The State may do assessments of the Contractor's performance. Contractors will have an opportunity to respond to assessments, and independent verification of the assessments may be utilized in the case of disagreement.

Record

Completed assessments may be kept on record at ITSD and may serve as past performance data.

Past performance data will be available to assist agencies in the selection of IT service providers for future projects. Past performance data may also be utilized in future procurement efforts.

Additional Terms and Conditions Specific to this SOW

The contractor will submit invoices for completed work to the Montana Commissioner of Political Practices, Mary Baker.

Contractor invoices shall identify hours by task ID, resource role, and deliverables. Invoices will be paid after the tasks and deliverables are accepted by the agency.

Execution/Signature Block

In Witness Whereof, the parties hereto, having read this SOW and the Master Contract for IT Services, Distributed Applications category [Contract Number #SPB 06-1263B] in its entirety, do agree thereto in each and every particular.

1) Start Date: **July 1, 2013**	2) End Date: **June 30, 2014**	3) Est. Hours: **360**	4) Hourly Rate: **$85.00**

5) Contractor Assessment Program will be utilized on this project? ☐ *(ITSD only)*

The contractor is notified that pursuant to 2-17-514, MCA, the Department of Administration retains the right to cancel or modify any contract, project or activity that is not in compliance with the Agency's Plan for Information Technology, the State Strategic Plan for Information Technology, or any statewide IT policy or standard.

	7/2/13		
Agency Signature	Date	Contractor Signature	Date
Jonathan R. Motl	Commissioner		
Agency Representative Name	Title	Contractor Representative Name	Title
ITSD Signature	Date	Name	Title

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Reviewed and Approved by:
Information Technology Services Division
Montana Department of Administration,
per MCA 2-17-512:

_____ Date: _____

CIO (or Agency Designee for Delegated IT Authority)