

# Statement of Work



For

## FWP Mobile App Development

Between: Fish, Wildlife and Parks

and: [Contractor name]

Prepared by: Erin LaFromboise

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

Under Contract #: \_\_\_\_\_

Under Contract Name: \_\_\_\_\_

\_\_\_\_\_

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## STATEMENT OF WORK

### 1.0 Introduction

#### 1.1 Project Title.

This work is being performed under the Master Contract for IT Services for augmented staffing to further develop and enhance FWP's MyFWP mobile app.

This Statement of Work (SOW) is made and entered by and between Montana Fish, Wildlife and Parks (FWP) and [\[Vendor\]](#). This SOW incorporates by reference the terms and conditions of Contract Number [\[#\]](#) in effect between the State and [\[Vendor\]](#). In case of any conflict between this SOW and the Contract, the Contract shall prevail. The Agency and Contractor agree as follows.

#### 1.2 Background

Montana Fish, Wildlife & Parks has a mobile app (MyFWP) that allows hunters and anglers to display their current licenses and permits. If the customer selected digital carcass tags, they can validate their carcass tags within the app. MyFWP has an API that connects it to our Automated Licensing System (ALS). FWP's core business system ALS, it tracks all the agency's license sales and revenue.

Application owners are prioritizing the requests for the agency's mobile app and FWP's Deputy Director aligns new project requests with our agency's strategic plan and works through the prioritization process. Work accomplished through this project will expand the functionality of FWP's mobile app.

#### 1.3 Objectives

The objective of this effort is to continue to improve the overall efficiency, data integrity, and functionality of FWP's mobile app to support the ongoing management of diverse FWP programs and provide the level of customer service expected by the hunters and anglers in Montana.

#### 1.4 Reference to other applicable documents

N/A

### 2.0 Staffing Roles and Responsibilities

#### 2.1 Staffing

##### **Project Manager – Contractor**

The Contractor's Project Manager is: Contact will be provided on contract award.

Name:  
Address:  
City:  
State & Zip MT  
Phone:  
Cell:  
Fax:  
Email:

**Project Manager – Agency**

The Agency's Project Manager is:

Contact will be provided upon contract award

**2.2 Roles and Responsibilities Matrix****Contractor Staff, Roles and Responsibilities**

Tasks	Contractor Staff	Hours	Rate	Cost
Detailed analysis, design, development, testing, and implementation tasks necessary to develop requested enhancements, system interfaces, queries, and reports		1900	\$150/hr	\$285,000
<b>Total</b>				\$285,000

**Agency Staff, Roles and Responsibilities**

Function/Task	Agency Staff	Primary Responsibilities
Project management – Agency	Contact will be provided upon contract award	<ul style="list-style-type: none"><li>• Project decision-making authority</li><li>• Change management</li><li>• Risk management</li><li>• Acceptance of status reports</li><li>• Coordination between Contractor and FWP project staff</li><li>• Project documentation</li><li>• Acceptance of deliverables</li><li>• Project monitoring and internal reporting</li></ul>
DevOps System Architect	Contact will be provided upon contract award	<ul style="list-style-type: none"><li>• Technical oversight and decision-making authority</li><li>• Technical environment and process lead</li><li>• Technical standards adherence</li><li>• Code reviews</li><li>• Production development assistance</li><li>• Domain knowledge</li><li>• Contractor performance assessment and feedback</li></ul>

Contract management – Agency	Contact will be provided upon contract award	<ul style="list-style-type: none"> <li>Review/process vendor invoices</li> <li>Project Management oversight</li> </ul>
Application Development Chief	Contact will be provided upon contract award	<ul style="list-style-type: none"> <li>FWP developer resource assignment</li> <li>Production deployment assistance</li> </ul>
Business Analysis	Contact will be provided upon contract award	<ul style="list-style-type: none"> <li>Domain knowledge</li> <li>Business requirements definition</li> <li>Requirement's traceability documentation</li> <li>Unit and integration testing / verification that delivered software meets business requirements</li> </ul>
Quality Assurance	Contact will be provided upon contract award	<ul style="list-style-type: none"> <li>Quality assurance</li> <li>Unit and integration testing / verification that delivered software meets business requirements</li> </ul>

### 3.0 Key Assumptions.

- FWP Division staff can dedicate the necessary time to provide input and guidance to projects.
- FWP Projects staff can continue to work far enough ahead in gathering enhancement requirements for each ticket, so the Contractor isn't held up waiting for requirements.
- FWP system documentation is sufficient to not require significant technical research to identify system change and/or interfacing requirements.
- FWP will make every effort to provide resources to conduct project activities in a timely manner.

### 4.0 Risks.

There are always inherent risks associated with software development projects. However, since there are development standards already in place, the risk is low. Nonetheless, FWP will actively monitor and manage any risks.

### 5.0 Scope of Work

The scope of this project includes enhancements to existing mobile app, or new development of a new mobile app (if applicable). Work may include user interfaces, database design/modification, batch jobs, reports, queries, or other such technical work as is necessary to accomplish a functional component. The following list is in an initial priority order. However, priorities will be assessed regularly, per use of an Agile development methodology, which will line out specific deliverables for each period throughout the term of this contract. This approach will help ensure the highest priority/highest value work is accomplished first.

Following is an initial list of work objectives.

- MyFWP mobile app enhancements and development**

- Work to be identified and prioritized by the FWP Project Manager
- Work will be assigned to the contractor through Jira tickets

### 5.1 Inclusions

This statement of work includes all work within the stated categories notes in section 5.0.

### 5.2 Exclusions

Tasks outside the scope of software development for FWP are excluded from this statement of work.

### 5.3 Deliverables

- Required enhancements to MyFWP
- Fully functional user interfaces meeting the requirements as outlined by FWP staff
- Fully functional queries and reporting capabilities, as required
- Working database tables, as required
- Working source code that adheres to FWP's design, development, and security standards
- Thoroughly tested and production-ready code (i.e. deployable code)
- Documented code changes

### 5.4 Milestones

N/A

## 6.0 Work Approach

FWP uses the Agile methodology, Scrum framework for all development projects. This includes daily stand-up meeting, sprint planning, sprint reviews, and sprint retrospectives. FWP uses the Agile methodology, Kanban for all product support.

## 7.0 Completion Criteria and Final Acceptance Criteria

### 7.1 Completion Criteria

FWP staff will perform user acceptance testing (UTA) and document all detected defects using baseline testing criteria. Defects will be prioritized for fixing and given to the Contractor to remedy. Contractor will fix priority defects. FWP staff will retest and approve software. Once software has been approved, Contractor will coordinate with FWP staff to deploy the software into the appropriate environment.

### 7.2 Final Acceptance

Deliverables in section 5.3 conform to the acceptance and adequacy standards as determined by FWP.

## 8.0 Schedule

Contractor will begin work on TBD and will continue for twelve (12) months until date?.

## 9.0 Project Management (if applicable).

This project will be managed internally by FWP's Project Manager.

**10.0 State Policies Standards and Computing Environment.** State Policies, Standards and Computing Environment can be found on the state Web site at:

Environment - [Citizen Knowledge - Acceptable Use](#)  
Policies - [Citizen Knowledge Home - Citizen \(servicenowservices.com\)](#)  
Secure Coding - [Citizen Knowledge - Secure Coding](#)

## 11.0 Timeline and Period of Performance.

The period of performance for this project will start on [\[start date\]](#) and the work tasks are estimated to continue through [\[end date\]](#) for a period of one year. Contract may be extended at the sole discretion of FWP. Contractor is expected to begin work within two weeks of contract execution. The State has the right to extend or terminate this SOW at its sole discretion.

## 12.0 Compensation and Payment Schedule

The Contractor will bill at an hourly rate. The Contractor will submit a monthly invoice for each contracted resource detailing the actual time spent on assigned work tickets at the rate noted in the SOW. The invoice will be submitted to the Contract Manager named in section 2.2.

FWP shall pay the Contractor an amount not to exceed Two Hundred and Eighty-Five Thousand dollars (\$285,000) for the performance of all activities necessary for or incidental to the performance of work set forth in this SOW.

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. No travel expenses are expected. FWP will provide equipment, space, and materials needed to complete the work. Free parking is available at the work location. In person work is preferred but remote or hybrid work may be considered. Work location is 1625 11<sup>th</sup> Ave, Helena Montana.

## 13.0 Miscellaneous

N/A

## 14.0 Appendices

N/A.

### Execution/Signature Block

In Witness Whereof, the parties hereto, having read this SOW Mobile App Development to Contract Number [\[XXX-XXX-XXX\]](#) in its entirety, do agree thereto in each and every particular.

Approved

Approved

*[Agency]*

[Contractor]

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Signature

---

Signature

---

Print or Type Name

---

Print or Type Name

---

Title:

---

Title:

---

Date:

---

Date:

*[Use this space for other applicable agency signatures]*

Approved as to Form:

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Procurement Officer

(Date)

State Procurement Bureau

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.

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

\_\_\_\_\_  
CIO (or Agency Designee for Delegated IT Authority)

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