



Axis Camera Installations

Statement of Work

By and Between

GTS Technology Solutions
9211 Waterford Centre Blvd. Ste. 275
Austin, TX 78758

In Partnership With

City of Killeen

Submission Date: 02/13/2024

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EXECUTIVE SUMMARY

PURPOSE

GTS has been requested to provide Axis Camera installations for the Municipal Court for the City of Killeen.

SCOPE

This section articulates the activities and services that will be considered in scope for the Contractor team during this project.

IN SCOPE

The following items are in scope during this Contract:

ON-SITE

CAMERA INSTALLATION

- Installation of 29 Indoor 5 MP dome cameras.
- Installation of 8 Outdoor dome cameras with wall mount and pendant kit.
- Installation of 2 Domed Smoked for Outdoor Cameras.
- Installation of 7 Digital Microphones.
- Provide and install Cat6e cable drops.
- Provide and install Core sleeved penetrations.

OUT OF SCOPE

The following items are out of scope during this Contract:

- Any services not included in the In Scope section of this document.

ROLES AND RESPONSIBILITIES

CONTRACTOR WILL PERFORM THE FOLLOWING

- Contractor will be responsible for accomplishing assigned activities within project scope and schedule for the negotiated price.
- Contractor will lead/develop requirements gathering sessions specific to document management and workflow as needed with active participation from relevant staff.
- Contractor will manage risks to ensure project quality and schedule adherence.
- Contractor will provide a weekly status report to the CUSTOMER project manager.
- Contractor will appoint a point of contact to communicate with CUSTOMER.
- Contractor point of contact will escalate issues and needed changes to CUSTOMER project manager as appropriate.
- Contractor will review and acknowledge in writing CUSTOMER Computer usage, confidentiality and non-disclosure policies.

- Contractor will invoice CUSTOMER upon completion and CUSTOMER acceptance of each deliverable.

CUSTOMER WILL PERFORM THE FOLLOWING

- CUSTOMER will appoint a project manager (PM) as the primary contact for the Contractor
- CUSTOMER will be responsible for final acceptance of deliverables
- CUSTOMER will identify and assemble necessary CUSTOMER resources
- The PM will assist the Contractor with business related activities and decisions, as necessary.
- The PM will baseline all deliverables provided by the Contractor.
- The PM will assist the Contractor with the coordination of technical resources
- The PM will review and make comments on Contractor's progress and ensure that the deadlines, work items, reporting, and invoicing are being met and accomplished as described in the SOW
- The PM will assist with budget and procurement issues, as needed.

DELIVERABLES

- The following deliverables will be developed during the term of the Contract.

No.	Deliverable	Description	Completion Criteria
1	Deployment Signoff	Signoff sheet by onsite contact confirming deliver and installation of units has been completed	Onsite contact signs document

ASSUMPTIONS

- Customer is responsible for all software licenses.
- The Customer Project Manager shall obtain and provide project requirements, information, data, decisions and approvals according to the project plan unless both parties agree to a different response time and provided the information is available from the customer.
- The Customer shall provide GTS Project personnel with reasonable and safe access to the project site and adequate office space, as required.
- Scope of this project is based on information gathered to-date and is subject to re-scoping in the event additional tasks or technical issues arise. Any time spent beyond the projected project hours will be billed to the customer at the project staff standard Time and Material (T&M) hourly rate. Hourly work will not be performed without written approval from the customer.
- An elevator shall be available to transport equipment between floors
- Service Hours:
 - Business Hours – Monday through Friday 8:00am to 5:00 pm local time (excluding State of Texas and nationally-observed holidays).
 - Outside Business Hours – (Monday – Friday) – (may incur an additional charge)

- Weekends – (may incur an additional charge)
- Holidays – (may incur an additional charge)

REPORTS AND MEETINGS

The Contractor assigned Project Manager will work with CUSTOMER's assigned personnel to create the deliverables for this project.

- Contractor will document milestone completion status, issues, risks and open action items in weekly status reports to CUSTOMER
 - Weekly status reports and associated information will be considered accepted by CUSTOMER if not objected to in writing within 3 business days
- Contractor will conduct weekly project meetings with CUSTOMER
 - Additional meetings may be requested by CUSTOMER or Contractor
- Contractor will conduct any meetings required to determine the best solution forward for an issue or risk

PERIOD OF PERFORMANCE

The term of this contract begins upon full execution of this document and continues until project completion. Contractor estimates it will take approximately 1 week to complete this project.

PRICING

Notes:

PAYMENT ADDRESS

GTS Technology Solutions
DEPT. 6877
P.O. Box 4264
Houston, TX 77210-4264

PROJECT ACCEPTANCE

CHANGE MANAGEMENT

When the Contractor or CUSTOMER determines that a change is necessary to refine a process, procedure, or specific responsibility identified in this SOW, the party proposing the change will document the request using the change request form provided in Appendix A. The request will be presented in a change management meeting where both parties will mutually agree to accept or reject the change request. This change management meeting will be within 5 business days of the request. A conference call between both parties that addresses the change request will be considered a change management meeting as long as both parties are present.

The receiving party will review the proposed Change Request and determine whether the change is acceptable or requires modifications. Both parties will review the proposed Change Request and will (i) approve it, (ii) agree to further investigation, or (iii) reject it ("Change Management Process"). When the

parties agree to the change, they will sign the Change Request, which upon signing by both parties will constitute authorization to implement the change.

ACCEPTANCE

CUSTOMER shall either accept or reject the Contractor's Services or Work Product within a reasonable number of days from performance. For this Project SOW, Services or Work Product shall be accepted or rejected within 25 days from performance. Services or Work Product will be deemed acceptable to CUSTOMER if it conforms in all material respects with Services described in this SOW.

- The Contractor will have full responsibility for the deliverables and the tasks listed in this SOW.
- All work products will be submitted to the CUSTOMER PM for acceptance and approval. The CUSTOMER PM may request that a deliverable outline be submitted for approval prior to work commencing on the deliverable. All correspondence and documentation will be delivered in both paper and electronic format unless otherwise agreed to by the Contractor and the CUSTOMER PM.
- CUSTOMER will complete a review of each submitted deliverable within five work days from the date of receipt. CUSTOMER feedback which indicates revisions to a deliverable are required will be addressed and re-submitted by the Contractor within ten work days unless approval (in writing) for a different length of time is obtained from the CUSTOMER PM or designate.
- CUSTOMER will either accept or reject the Contractor's Services or Work Product within a reasonable number of days from performance. For this Project SOW, Services or Work Product will be accepted or rejected within 5 days from performance completion date. Failure to provide acceptance or rejection within 5 days will be considered acceptance of the deliverable.
- If CUSTOMER gives notice of rejection, then the Contractor will have an additional ten (10) days, within which to cure any deficiencies identified in writing by CUSTOMER.

PROJECT COMPLETION CRITERIA

The project will be considered complete when all deliverables described in the SOW have been accepted and approved by the CUSTOMER PM.

PAYMENT TERMS

CUSTOMER agrees to be invoiced based on completion and acceptance of each deliverable. CUSTOMER upon receipt of the invoice(s) agrees to a net payment term of (30) days.

TERMS AND CONDITIONS

The Terms and Conditions of this SOW will be in accordance with those of DIR-CPO-4754.

AUTHORIZATION AND ACCEPTANCE

By signing below, both GTS and the Customer agree to the Terms and Conditions of this SOW.

GTS Technology Solutions		City of Killeen	
Signature:	<div><div>DocuSigned by:</div><div>Tracie Simental</div><div>6E7E35CA09C4473...</div></div>	Signature:	
Name:	Tracie Simental	Name:	
Title:	GTS Technology Solutions	Title:	
Date:	3/22/2024	Date:	

Upon execution, please submit signed document to Juli.Primeaux@gts-ts.com

APPENDIX A – CHANGE REQUEST FORM

Change# 001	Between:	GTS	CUSTOMER	Priority (select one)	Low, Medium, High
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Client Name		Date	
Change Manager		Related Issue #	

CONTACT INFORMATION							
Prepared by				Phone	Email		
Change Owner				Phone	Email		
Client/Contractor Contact				Phone	Email		
DESCRIPTION OF EXISTING STATE ↓							
Details:							
REQUESTED CHANGE ↓	IMPACT → Cost		Schedule		Quality or Quantity	Related SOW Section	
Details:							
IMPACT ↓							
Details:							
Total Cost of this Change		Paid By → (keep all that apply)			CUSTOMER	GTS	
GTS			CUSTOMER				
Signature			Signature				
Name			Name				