

EXHIBIT A: SCOPE OF WORK

This Scope of Work is attached to and made part of the GSA Federal Acquisition Services contract 47QRAA21D008D, between Levy County and DATAMARK, the public safety division of Michael Baker International, Inc.

This scope includes Managed Services, Address Comparison and Evaluation (ACE), Boundary Assessment Facilitation, GIS Data Remediation, Strategic Planning and Implementation Plan, and GIS Data Support, described in detail below.

Managed Services

As a participating county within Florida Region 3, Levy County will provide local NG9-1-1 data to the regional GIS repository. DATAMARK's managed services include ongoing management of VEP Aggregator described below. DATAMARK will ensure participating counties submit data to the regional repository in accordance with a schedule defined by Florida Region 3. DATAMARK's managed services include all activities associated with creating a regional repository and ensuring participating counties have unlimited access to regional GIS data. DATAMARK will perform data aggregation on a weekly basis.

VEP Aggregator

VEP Aggregator provides regional public safety GIS stakeholders with solutions for consolidating GIS data from multiple sources into a single database, performing cross-jurisdictional validations on the aggregated dataset, identifying anomalies in the data, and exporting the dataset. After anomalies are identified, before they are exported, they are sent back to the original jurisdiction for review, correction, and resubmission.

Centralized, regional management and ongoing validation of the aggregated GIS dataset streamlines its use across public safety platforms, including legacy 9-1-1, NG9-1-1, Computer-Aided Dispatch (CAD), and others.

VEP Aggregator does not require the purchase of additional software or tools and includes VEP's validation and provisioning features. Consolidating and synchronizing local and regional databases is a seamless process using Aggregator from the VEP system dashboard. As local jurisdictions submit data into the aggregated dataset, regional GIS administrators supporting the database can use Aggregator to perform the following tasks:

- Input local GIS data to an aggregated database
- Perform validations focused on boundary, address point, and road centerline data
- Identify anomalies in the data including boundary gaps, overlaps, and other anomalies

- Export aggregated data in the NENA NG9-1-1 GIS schema

Aggregator is provided to regional or statewide GIS stakeholders managing multi-jurisdiction implementations and includes VEP’s validation and provisioning features. Aggregator is not meant to replace VEP Validator or Editor for the management of individual local or regional datasets. Clients who currently use VEP to manage local GIS data can efficiently and easily submit their GIS into the aggregated dataset.

CLIENT TASKS/RESPONSIBILITIES

- Ensure local GIS data is marked Ready for Aggregation

DATAMARK DELIVERABLES

- Management of the regional GIS data repository
- Perform scheduled data aggregation
- Provide data to participating counties, when requested

Address Comparison and Evaluation (ACE)

The DATAMARK team will perform an Address Comparison and Evaluation (ACE) to compare a master address source to other sources containing address records and identify potentially missing address data. DATAMARK will verify Levy County address data against highly accurate location data, returning a report of the results and a table of missing addresses with the data.

The team will work with Levy County to identify which address sources are the best fit for use in the analysis. Levy County may provide up to five (5) data sources such as parcel or utility databases, waste management records, etc. for the DATAMARK team to compare to their master address dataset. ACE will be supplemented by a commercial list, provided by DATAMARK.

During the ACE, DATAMARK assigns a Weighted Confidence Score to each address in the master address source, based on its recurrence across the supplementary data sources and validation against commercial location data. This score allows us to assess the validity of address candidates identified as missing from the master address database.

After completing the ACE, DATAMARK provides a summary report of the results of the ACE and a table of potentially missing address candidates in tabular or spatial format. This table includes sub address information (i.e. apartment, suite, etc.) identified in the analysis. DATAMARK will review the table to provide a breakdown of their confidence levels to prioritize investigation and placement within the master address database by Levy County. Placement of missing address point candidates in the master address database is not included with the ACE service.

CLIENT TASKS/RESPONSIBILITIES

DATAMARK DELIVERABLES

- Provide report of the ACE process and summary of findings
- Review ACE results and report on missing address candidates
- Provide feature class or tabular list of potentially missing address candidates, including subaddress data
- Procure additional commercial data to supplement ACE if necessary, following discussions with Client



Boundary Assessment Facilitation

The DATAMARK team will facilitate individual workshops between Levy County and five (5) neighboring PSAPs to discuss the placement of PSAP, Provisioning Boundary, and Emergency Service Boundaries (ESB). The workshops must include responsible parties who have the authority to make NG9-1-1 call routing decisions. The DATAMARK team will act as a neutral participant.

At the conclusion of the workshops, DATAMARK will provide a report summarizing action items and/or decisions made as it related to the placement of the NG9-1-1 boundaries. At the conclusion of boundary workshops, DATAMARK will perform final data edits to PSAP and ESB boundaries at the borders with neighboring counties.

Virtual Kickoff Meeting

Discuss the approach of the facilitated workshops, identify the role each participant will play, and what information is required, from whom, and when. The neighboring Counties involved in the boundary workshops include:

- Dixie County, FL
- Gilcrest County, FL
- Alachua County, FL
- Marion County, FL
- Citrus County, FL

Data Collection and Assessment (Prior to Workshop)

The DATAMARK team will request from each participating County the following GIS files three weeks prior to the workshop:

- Existing/Proposed PSAP boundary
- Existing/Proposed ESB/ESN/ESZ boundaries
- Existing/Proposed Provisioning boundary
- Street centerlines
- Address points (best available)
- Municipal Boundary (in GIS format, if available)

The DATAMARK team will notify the Client within one week if the requested data is not received. The DATAMARK team will accept GIS files until two working days prior to the workshop. Upon receipt of the data, DATAMARK will compile the collected data into a map for review and discussion during the Facilitated Workshop(s).

Facilitated Workshop: PSAP Boundary and Data Maintenance Authority – Decision Making Process The DATAMARK team will present to the group the maps prepared during the Data Collection and Assessment Phase. DATAMARK's role during the workshop is to operate the map, display areas of boundaries disagreement, provide best practice guidance, facilitate a workable solution,

and document areas of interest during the meeting. Documentation, including best practice instruction, is provided back to the Client after the facilitated workshop(s). It is the discretion of the Client, and the neighboring Counties, to use the documentation to create an agreeable boundary. At the completion of workshops, DATAMARK will perform final edits to the PSAP, Provisioning, and Emergency Service Boundaries where those boundaries meet adjoining counties. This does not include boundaries which are located on the interior portion of the county.

Summary Boundary Facilitation Report

The Facilitated Workshop process is an important learning process for all participants. It is recommended each participating PSAP conduct a similar exercise with each of their adjoining neighbors. A Summary Report delivered to the Client will provide an opportunity to review the decision-making assistance process as well as lessons learned. As part of the Summary Report, the DATAMARK team will prepare a document that details each step in the process and the outcome of each Facilitated Workshop.

CLIENT TASKS/RESPONSIBILITIES

- Provide the names and contact information of participating PSAPs/Counties to DATAMARK
- Host the workshop(s) and find a suitable location(s)
- Provide Client GIS data for use in facilitated workshop(s)
- Accept final report

DATAMARK DELIVERABLES

- Facilitate a virtual project kickoff
- Facilitate sending workshop invitations and requesting GIS data of participating PSAPs/Counties
- Facilitate workshop(s)
- Send meeting minutes after each workshop
- Provide summary report with compiled documentation from each workshop(s)

Strategic Planning and Implementation Plan

DATAMARK's Strategic Planning services evaluate your current public safety, addressing, and GIS data environment, enabling us to deliver future state recommendations and create an implementation plan for developing accurate, reliable GIS workflows, addressing and data.

Strategic Planning services are delivered in phases. First, DATAMARK performs a Current State Assessment and Gap Analysis of our client's addressing and GIS data, data environment, and management processes to assess GIS data readiness for Next Generation 9-1-1 (NG9-1-1). The results of this assessment are then used to create and document Future State Recommendations to achieve the client's GIS data objectives, data management goals, and NG9-1-1 GIS data readiness. Following completion of the Strategic Planning services, DATAMARK formally reviews the results of the Current State Assessment and Gap Analysis and Future State Recommendations with the client.

DATAMARK's experienced GIS and addressing professionals will then develop a comprehensive

Implementation Plan for clients requiring a detailed plan to implement the Future State Recommendations provided by our team. The Implementation Plan identifies the key stakeholders, resource staffing requirements, addressing and GIS technologies, processes, workflows, and deliverables to successfully put Future State Recommendations into action.

Phase 1: Current State Assessment and Gap Analysis

The Current State Assessment and Gap Analysis evaluates Levy County's GIS data, GIS and addressing workflows, processes, and the GIS environment to provide an accurate Gap Analysis and needs assessment of Levy County's GIS data and GIS data objectives.

Current State Assessment

The DATAMARK team conducts interviews with technical staff, internal stakeholders, and external stakeholders to develop a comprehensive understanding of the addressing and GIS data environment, and management processes. During the Current State Assessment, DATAMARK compares data management practices and workflows to NENA standards to determine readiness for deployment in current/legacy 9-1-1 and NG9-1-1 environments.

Gap Analysis

DATAMARK performs a Gap Analysis on NG9-1-1 related data to determine NG9-1-1 readiness and adherence to NENA NG9-1-1 standards. We assess Levy County's GIS and public safety data, including MSAG and ALI, for data quality using a comprehensive series of validations.

DATAMARK conducts a formal review of the results of the Current State Assessment and Gap Analysis. This review will include the findings of the Current State Assessment and the results of the data validations performed during the Gap Analysis.

The results of the Current State Assessment and Gap Analysis are used to develop Future State Recommendations. We will work with Levy County to discuss how the results impact your GIS

data objectives and how they may be presented to support your GIS data objectives, data management goals, and NG9-1-1 GIS data readiness.

CLIENT TASKS/RESPONSIBILITIES

- Provide copy of current GIS data to DATAMARK for validation checks
- Provide documentation of GIS data workflows, address management, and public safety applications
- Provide introductions to key personnel for DATAMARK outreach
- Accept report of the Current State Assessment

DATAMARK DELIVERABLES

- Conduct interviews with client and stakeholders
- Perform validations on client GIS data
- Deliver Current State Assessment to Client

Phase 2: Future State Recommendations

DATAMARK develops Future State Recommendations based on the Gap Analysis and needs assessment, interviews, and data validations performed during the Current State Assessment. DATAMARK will work with the project stakeholders to document GIS data objectives and data management goals. Recommendations are clearly defined and align to the GIS data objectives, specifically addressing the GIS stakeholders' goals, management processes, workflow, and quality issues. Recommendations are documented and reviewed with project stakeholders prior to release of the final report.

Future State Recommendations can be used to justify funding and grant requests, define deliverables for GIS data projects, determine needs for additional staffing, and develop the scope of services for location data projects and RFPs. DATAMARK's recommendations clearly identify the steps needed to resolve issues identified in the Current State Assessment, define the solutions and services that will improve the GIS data environment, and optimize data management workflows.

DATAMARK provides clients and stakeholders with a report which concisely details each of the Future State Recommendations for developing reliable high-quality public safety GIS data and creating efficient, consistent, and GIS data management processes.

Future State Recommendations require the completion of a Current State Assessment and Gap Analysis and are required to develop the Implementation Plan.

CLIENT TASKS/RESPONSIBILITIES

- Complete a Current State Assessment and receive results from DATAMARK
- Accept final report of Future State Recommendations

DATAMARK DELIVERABLES

- Deliver Future State Recommendations to Client

Phase 3: Implementation Plan

DATAMARK will create an Implementation Plan that clearly defines the stakeholders, resources, deliverables, technologies, processes, and project schedule necessary to implement the documented Future State Recommendations. The Implementation Plan is developed in close coordination with Levy County personnel and any external stakeholders. DATAMARK conducts hands-on workshops with client team members and project stakeholders to prioritize the most important needs, identifying:

- Resourcing required to implement each stage of the plan and responsible entities
- Technology resources required to support the plan
- Deliverables and timing for each stage of the implementation

Implementation Plan objectives are based on the Future State Recommendations and developed following the SMART philosophy. Each objective is Specific, Measurable, Assignable, Realistic, and Time-related. The Implementation Plan will also consider:

- Client requirements
- Time constraints
- Other critical projects
- Resource availability

DATAMARK conducts follow-up meetings with Levy County team members and project stakeholders to review the Implementation Plan and project schedule.

Development of an Implementation Plan requires the completion of both the Current State Assessment and Gap Analysis and Future State Recommendations.

CLIENT TASKS/RESPONSIBILITIES

- Complete and receive results of the Current State Assessment and Future State Recommendations services
- Accept completed Implementation Plan

DATAMARK DELIVERABLES

- Facilitate workshop sessions with client staff and external stakeholders
- Deliver completed Implementation Plan to Client
- Formal review of the Implementation Plan with the Client

PROJECT MANAGEMENT

A DATAMARK project manager will be assigned to the implementation of the proposed solution. The project manager will provide hands-on contact with Levy County and oversee all aspects of the project scope, schedule, and budget.

Project Kickoff

The DATAMARK team will set up the project for budget management and perform internal project startup tasks. The DATAMARK team will conduct a project kickoff meeting with key Levy County staff overseeing the project and other stakeholders deemed appropriate for the kickoff meeting by Levy County to establish a solid understanding of the project goals, timeline, and approach. Team members will be introduced at the kickoff meeting, and their project roles and responsibilities will be defined. The project schedule will be presented, with focus on the dates for key milestones, and the project management approach will be discussed. The DATAMARK team, in partnership with Levy County, will initiate the project and begin execution of the Scope of Work within 15 business days of receiving a fully executed purchase order from Levy County..

Approach

The DATAMARK team will outline the project management approach, techniques, and tools. The project management approach adheres to Michael Baker's practices for managing project finances, contracts, operations, and schedule.

Scope/Schedule/Budget Tracking

The DATAMARK project manager will perform ongoing tracking and monitoring of the scope, schedule, and budget to keep the overall project on track. This involves regular communication to the DATAMARK team on project status to keep the team focused and working efficiently.

Project Reporting

The project manager will provide project status reports to Levy County on a schedule to be determined during the kickoff meeting.

Project Invoicing

The project manager will provide invoices to Levy County on a monthly basis or by project milestone, as agreed to with Levy County.

CLIENT TASKS/RESPONSIBILITIES

- Participate in project kickoff meeting
- Review, comment on (as necessary), and approve monthly invoices

DATAMARK TEAM DELIVERABLES

- Project kickoff meeting
- Schedule project status calls and reports with the client
- Deliver invoices to the client

EXHIBIT B: COMPENSATION AND PAYMENT

DATAMARK will invoice Levy County on a monthly basis for services as they are rendered, not to exceed the total fixed price shown below.

Service	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Managed Services	\$21,940	\$23,037	\$24,189	\$25,398	\$26,668	\$121,232
Address Comparison & Evaluation	\$18,608	\$0	\$0	\$0	\$0	\$18,608
Boundary Facilitation	\$30,583	\$0	\$0	\$0	\$0	\$30,583
Strategic Planning Services	\$39,000	\$0	\$0	\$0	\$0	\$39,000
	\$110,131	\$23,037	\$24,189	\$25,398	\$26,668	\$209,423

GSA Labor Category: Managed Services	Hours	Hourly Rate
Management Consultant XI	96	\$140.17
Discipline/Project Manager XI	61	\$137.28

GSA Labor Category: Address Comparison	Hours	Hourly Rate
Administrative Support VIII	16	\$100.37
Technician XII	121	\$80.71
Management Consultant VIII	20	\$102.48
Management Consultant XI	11	\$140.17
Discipline/Project Manager XI	27	\$137.28

GSA Labor Category: Boundary Facilitation	Hours	Hourly Rate
Administrative Support VIII	8	\$100.37
Technician XII	55	\$80.71
Management Consultant XI	97	\$140.17
Discipline/Project Manager XI	85	\$137.28

GSA Labor Category: Data Strategic Planning	Hours	Hourly Rate
Administrative Support VIII	10	\$100.37
Technician XII	49	\$80.71
Management Consultant XI	165	\$140.17
Discipline/Project Manager XI	80	\$137.28

IN WITNESS WHEREOF, the parties hereto have executed this Scope of Work is attached to and made part of the GSA Federal Acquisition Services contract 47QRAA21D008D, between Levy County and Michael Baker as of the provided effective date:

**MICHAEL BAKER INTERNATIONAL,
INC.**

LEVY COUNTY

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____