

EXHIBIT A

Statement Of Work (SOW)

To be considered as part of the Contract between



and

Watertown Fire Department



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Section 1 – General Provisions

1. Life Safety Inspection Vault (LIV) is a proactive, web-based solution provided to fire departments that collects, organizes, and stores fire and life safety system reports pertaining to inspection, testing, and maintenance. Fire departments will be able to view all reports submitted within their jurisdiction in one centralized, online location. Additionally, deficiencies, impairments, systems that are past due for inspection, and companies performing work in the jurisdiction are all viewable. From the inspection reports, the LIV system generates valuable metrics for the fire department to use a data-driven approach to prioritize fire prevention efforts and quantifies the number of fire and life safety systems that are in the jurisdiction.
2. LIV sends notifications to each business location alerting them of any past due, missing, or deficient inspections. Designed with simplicity, the LIV system is no cost to the fire department, streamlines the inspection reporting process, and generates data for the department. A partnership with LIV will help create a safer community.
3. A customized LIV account will allow fire departments to view all registered inspection companies registered with LIV and submitting reports within their jurisdiction. The fire department will also be given edit capabilities that allows a user, among other things, to add or update AHJ information, comment on inspection reports, and edit premise data, as needed.
4. The fire department will have the capability to pull a variety of reports including past due and deficient inspections, upcoming reports submitted per company, and/or inspections by system type.

Section 2 – Deliverables

1. Training – LIV will provide ongoing training to all users. Training comes at no cost and will be available throughout life of contract.
2. Mapping – Mapping components are integrated into the LIV system, utilizing Google mapping features and structure identification tools.
3. Customer Support – All users of will be provided 24/7 customer support throughout the life of the contract. Contact info is as follows: #1-855-225-4822, or emailed at info@livsafe.com
4. Payment Processing – Through a secure source LIV electronically collects and processes all fees from inspection companies submitting reports to LIV's web application.
5. Contractors – Any inspection company performing inspections, testing, or maintenance will ONLY be able to see reports that were submitted by their company. Contractors will have limited view capabilities and will have some edit capabilities.
6. Report Types – LIV has the ability to track any of the system types listed below. If there are additional systems that are desired to be tracked, it must be mutually agreeable with LIV. Intervals of inspection, testing, and maintenance are determined by the AHJ's and adopted fire code. All reports will be stored and retained for the entirety of the active agreement.

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Fire Alarm	Fire Hydrant	Standpipe	Elevator
Fire Sprinkler	Fire Pump	Dry Chemical Suppression	Emergency Generator
Sprinkler 5 Year	Hood Suppression	Clean Agent	Backflow
Fire Extinguishers	Hood Cleaning	Active Smoke Control	

7. Notifications – Notifications related to inspection and maintenance of the fire system will be communicated to the business location by regular mail or email, where possible. Notifications can be sent on behalf of the fire department and may state the system name, details of the deficiency (if applicable), and the name of the last service company that performed the inspection. LIV will design the notifications and get approval from the AHJ on all verbiage prior to the Effective Date.
 - a. Contractors – An informational letter will be sent to all known contractors performing work within the jurisdiction. LIV will inform the contractors about the process and offer ongoing training and support during the life of the contract.
 - b. Past Due Notice – A courtesy reminder will be sent by LIV on behalf of the AHJ to notify the building that the fire and life safety system inspection is past due.
 - c. Deficiency Notice – If a report is submitted stating that there were deficiencies found during the last inspection, the AHJ will have the option to send a letter to inform the premise that they must rectify the reported deficiencies. This notice will not automatically be sent but is ready for the AHJ to send with the click of a button.

8. Hosting/Security – Industry best practices, Included the following:
 - a. Security monitoring
 - b. Password protection
 - c. Disaster recovery
 - d. Data protection at a secure data center
 - e. SSL encrypted
 - f. Network protection
 - g. Hacker prevention

Section 3 – Fire Department Responsibilities

Throughout the life of the contract, it will be the fire department’s responsibility to have, provide, or require the following:

1. Contractors to submit all system inspections through LIV’s web portal.
2. All adoption of local fire code, ordinances, or other relevant information.
3. Any equipment needed to access the web portal.
4. Any reports that are sent directly to the fire department must be returned to the contractor and given direction to upload the report(s) to the LIV web portal.
5. At least one designated contact person for LIV.