### EXHIBIT A – SCOPE OF WORK

**Contract Number:***

**Agency Name:** ShareSquared, Inc.

**Project Name:** Microsoft SharePoint Design and Development

**Project Length:** 12 months

**Contract Period:** 4/1/2013 – 4/1/2014

**Revision Date:**

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<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</td>
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**Project Section 1 – Discovery and Requirements**

- Conduct up to 15 stakeholder interviews with IT, executives, and departmental stakeholders
- Assess environment and make recommendations
- Elicit and document business, technical, and functional requirements
- Assess back-end LOB systems and viable integrations for phase 1
- Assess cloud technology fitness/viability for this project

ShareSquared architect, Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects.

**Estimated Hours:** 177

  1. Interviews
  2. Assessments
  3. Documentation

**DUE:** 5/3/2013

**Project Section 2 – Creative Design and Branding**

- Creative Design Discovery – 2 iterations
- Implementation of creative design concept
- Creative design review and refactoring

ShareSquared architect, ShareSquared designer, Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects.

**Estimated Hours:** 88

  1. Design discovery
  2. Implementation
  3. Review and refactor

**DUE:** 5/24/2013

**Project Section 3 – Information Architecture**

- Site hierarchy and content organization
- Site column and custom content types
- Wireframe development
- Taxonomy and term set development
- Governance Plan development

ShareSquared architect, Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects.

**Estimated Hours:** 80


**Materials:**
- Governance Plan

**DUE:** 5/3/2013

- Requirements definition documentation
- Assessment recommendations
- Architectural Design
- Detailed work breakdown structure

**DUE:** 5/24/2013

- Published IA
- Metadata and site column strategies
- Governance plan
- Governance plan template ($1,000)
## EXHIBIT A – SCOPE OF WORK

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</table>
| **Project Section 4 – Installation and Configuration** | • Design server topology, DR plan, load balancing, other elements  
  • Review AD and design and configure security and identity settings  
  • Install SharePoint and configure and deploy two SharePoint Farms (QA and Production) | ShareSquared architect(s), Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects. | 6/10/2013 – 6/21/2013  
  **Estimated Hours:** 64 | • Fully prepped and configured SharePoint environment  
  DUE: 6/21/2013 |
| **Project Section 5 – Solution Implementation** | • Implement agency home page and 15 departmental pages  
  • Implement standard document and records management  
  • Implement enterprise search with up to 5 scopes  
  • Implement social networking features including MySites and other capabilities  
  • Implement 2 forms and 5 workflows  
  • Deployment, testing, QA, UAT, refactor | ShareSquared architect(s), Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects. | 6/24/2013 – 8/9/2013  
  • Portal  
  • Doc mgmt.  
  • Social  
  • Search  
  • Forms/WF  
  • QA/UAT  
  **Estimated Hours:** 286 | • First 5 LA solution deployed  
  • First 5 LA review and acceptance  
  DUE: 8/9/2013 |
| **Project Section 6 – Content Migration** | • Assess content and develop migration plan  
  • Content migration (utilizing Metalogix or equivalent)  
  • Testing, UAT, refactor | ShareSquared architect(s), Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects. | 8/12/2013 – 8/16/2013  
  **Estimated Hours:** 40  
  **Materials:**  
  Metalogix Content Matrix - $9,000 | • Content migration plan  
  • Migration of ~85k documents  
  • Acceptance by First 5 LA  
  • Metalogix Content Matrix Software ($9K)  
  DUE: 8/16/2013 |
| **Project Section 7 – Post-Deployment Services** | • Document project and farm information  
  • Develop and deliver training to Power Users, Content Owners, and System Admins | ShareSquared architect(s), Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects. | 8/19/2013 – 8/23/2013  
  **Estimated Hours:** 28  
  **Materials:**  
  Farm documentation  
  Training materials  
  Training sessions  
  Online CBT Training Videos | - 2 - |
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</table>

**Project Section 8 – Project Management**

- Develop and publish project charter
- Ongoing project monitoring, oversight, and weekly status reports
- Twice weekly scrum calls

ShareSquared architect(s), ShareSquared project manager, Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects.


Estimated Hours: 112 (delivered across the whole project)

- Project charter and project plan

DUE: 8/23/2013

**Project Section 9 – KnowledgeLake ECM Implementation**

- Validation of requirements for KL implementation
- Design of KL architecture and topology
- Install, test, and acceptance:
  - KL Imaging Server
  - KL Imaging Client
  - KL Connect Client
  - KL Capture Client
- Development of Capture Processes

ShareSquared architect(s), Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects.

4/1/2013 – 8/9/2013

Estimated Hours: 180

**Materials:**
- KL Suite ($52,446.90)
- KL Imaging Server
- KL Experience CAL (Imaging and Connect x75)
- KL Capture (x5)
- Annual Maintenance

- KL requirements documentation
- KL architecture and topology
- Full implementation and acceptance of KL suite
- KL software as listed ($52,446.90)

DUE: 8/9/2013

**Project Section 10 – As-needed Services Contingency**

- Activities or investments as directed by First 5 LA

ShareSquared architect(s), Daniel Su, Roozbeh Hamouni, other internal staff associated with First 5 LA projects.


Estimated Hours: 96

- Activities and deliverables as directed by First 5 LA

Due: 8/23/2013

SharePoint End-User Training Videos - $3,000
SharePoint Power-User Training Videos - $3,000

DUE: 8/23/2013
# Deliverables Based Budget - Exhibit B

**Agency:** ShareSquared, Inc.

**Project Name:** MS SharePoint Project

<table>
<thead>
<tr>
<th>TASKS (Add Additional rows as necessary)</th>
<th>STAFF A</th>
<th>STAFF B</th>
<th>STAFF C</th>
<th>STAFF D</th>
<th>STAFF E</th>
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</table>

**DIRECT COSTS**

| Governance Plan Template                        | $1,000  | $1,000  | $1,000  | $1,000  | $1,000  | $1,000          |
| Metalogix Content Matrix                        | $6,000   | $6,000   | $6,000   | $6,000   | $6,000   | $6,000          |
| SP Video Training - End User                    | $3,000   | $3,000   | $3,000   | $3,000   | $3,000   | $3,000          |
| SP Video Training - Power User/Admin            | $3,000   | $3,000   | $3,000   | $3,000   | $3,000   | $3,000          |
| KL - Imaging Server x1                          | $17,435  | $17,435  | $17,435  | $17,435  | $17,435  | $17,435         |
| KL - Experience CAL x75                        | $20,250  | $20,250  | $20,250  | $20,250  | $20,250  | $20,250         |
| KL - Capture x5                                 | $4,535   | $4,535   | $4,535   | $4,535   | $4,535   | $4,535          |
| KL - Maintenance                               | $10,427  | $10,427  | $10,427  | $10,427  | $10,427  | $10,427         |
| **TOTAL DIRECT COSTS**                          | $68,447  | $68,447  | $68,447  | $68,447  | $68,447  | $68,447         |

**TOTAL HOURS (All Tasks):** 1151

**TOTAL LABOR COSTS (All Tasks):** $201,425.00

**TOTAL OTHER DIRECT COSTS (All Tasks):** $68,447.00

**TOTAL COST (All Tasks):** $269,872.00

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**Fiscal Contact Person**

David Kruglov, CEO

**Fiscal Contact Person name**

David Kruglov, CEO

**Agency Authorized Signature**

David Kruglov, CEO

**Additional supporting documents may be requested**