



State Board of Administration of Florida Statement of Work Align Monthly Annuity Amount

April 27, 2020

Prepared by:

**Mubeen Bolar, Project Manager
Rimpi Mathur, Sr. Developer**

Presented to:

Walter Kelleher, Director of Educational Services

Table of Contents

1. Project Scope	3
2. Project Deliverables	3
3. Project Team	4
4. Engagement Schedule	4
5. Assumptions	4
6. Services Fees and Expenses	6
7. Approval	7

This Statement of Work (the "**SOW**") is entered into and executed pursuant to the Contract for MyFRS.com Systems Integration and WebPortal Administration Agreement (the "**Agreement**") dated as of **July 1, 2015**, by and between State Board of Administration of FL ("**SBA**") and TekStream Solutions, LLC ("**TekStream**"), the terms and conditions of which Agreement are incorporated herein by reference. All defined terms used herein but not otherwise defined herein shall have the meanings assigned to them in the Agreement. In the event of a conflict between the terms of the Agreement and this SOW, the terms of the Agreement will govern.

1. Project Scope

This statement of work covers:

- The effort associated with developing the functionality for receiving and loading a monthly Flat File from Alight, and using this information to update the Custom Home Page for an Investment Plan member with the Annuity Factor received in the file from Alight

2. Project Deliverables

The project will include the following deliverables

1. HTML Changes to Custom Home Page
2. DB Table Changes
3. Code Development
4. File Parsing & Loading
5. Testing - SIT
6. Testing - UAT
7. Deployment – Project Implementation
8. Project Oversight

3. Project Team

To achieve the Services outlined in this SOW, TekStream will provide resources consisting of the following roles:

Role	Primary Responsibility
Technical Lead	<ul style="list-style-type: none">Evaluates the functional and technical requirements and designProvides technical guidance to the team, including pro-active thought leadership on design and development best practices
Developer	<ul style="list-style-type: none">Designs and develops assigned tasks per mutually-agreed to scopeRegression tests MyFRS.com website and ensures that site features work as intended pre and post-deployment.
Project Manager	<ul style="list-style-type: none">Manages all project related activities on a daily basisManages the scope of work and budgetAdheres to the change control processProvides project status reportsManages risk and resolve issuesManages the project team
Engagement Director	<ul style="list-style-type: none">Maintains executive-level delivery relationships with the customerPoint of escalation for project issue resolution

4. Engagement Schedule

The engagement between the SBA and TekStream will be scheduled on mutually-agreeable dates and times. Work is estimated to be completed by June 30, 2020

5. Assumptions

- SBA will ensure all vendors under contract with the SBA provide all necessary access for TekStream team members to allow the requested work to be completed as a continuous stream of work. This includes, but is not limited to:
 - The appropriate access to all the hosts in question to TekStream resources (VPN and Host Level Access)

SBA Aight Monthly Annuity Amount - SOW

- SBA will provide TekStream employees with appropriate access to SBA employees and subject matter experts for gathering information and reviewing solutions.
- Remote / network access (VPN), along with the associated security access.
- Desk phone, Internet access and access to a network printer when working onsite.
- Access within facilities as required to complete the tasks within this SOW.
- The access items listed above do not apply to the SBA organization or IT network. No VPN, Host Level Access, facility access, or any other access will be permitted of SBA resources.
- SBA will provide a single point of contact for TekStream employees to facilitate all functions regarding the proposed project.
- A Project Change Request (PCR) will be the vehicle for communicating project change. Any additional hours required to perform steps not outlined in this document will require a PCR
 - The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
 - The designated Project Manager of the requesting party will review the proposed change and determine whether or not to submit the request to the other party.
 - Both Project Managers will review the proposed change and approve it for further investigation or rejection. TekStream will specify any charges for such investigation. If the investigation is authorized, the Project Managers will sign the PCR that will constitute approval for the investigation charges. The investigation will determine the effect that the implementation of the PCR will have on price, schedule, and other terms and conditions of the agreement.
 - A written PCR must be signed by both parties to authorize implementation of the investigated changes.
- SBA will assist in coordinating onsite interview activities and schedules.
- SBA will provide TekStream with all accurate and pertinent information required for valid assessment of current systems, integrations and future design. Any inaccurate or disclosed information (previously withheld) resulting in an impact on the estimated effort and timeline, TekStream in consultation with SBA's Project Manager will submit a PCR.
- SBA will ensure that the right SBA resources are available to provide requested information and details.
- TekStream is responsible for the determination of the skills required to perform the Services as outlined in this SOW.
- In case there is a delay caused by a dependency on SBA or any of the partners involved including not having access to application or systems, team members not available for meetings or delay in reviewing and providing the necessary sign off, resulting in an impact on the estimated effort and timeline, TekStream in consultation with SBA's Project Manager will submit a Project Change Request.

6. Services Fees and Expenses

Based on the Services outlined herein, TekStream will provide the necessary resources on a Fixed Fee basis for a total of \$16,448. SBA will be invoiced on a monthly basis for the percentage of work incurred during the previous month.

Invoices for fees will be paid in accordance with Article 3, Exhibit 3 of the Agreement. All approved travel and living expenses associated with the project will be invoiced and paid in accordance with Article 3, Exhibit 4 of the Agreement.

7. Approval

IN WITNESS WHEREOF, the Parties have executed this Statement of Work by their duly authorized representatives.

TekStream Solutions, LLCSignature: 

Print Name: Robert C. Jansen

Title: Chief Executive Officer


Date: May 5, 2020

State Board of Administration of FLSignature: 

Print Name: Ashbel C. Williams

Title: Executive Director & CIO

Date: May 6, 2020

APPROVED AS TO LEGALITY: 
RUTH A. SMITH
ASSISTANT GENERAL COUNSEL

Monthly Annuity Amount Tasks	Days	Resources	Hours	Rate	Amount
HTML Changes to CustomHome Page	1	1	8		
DB Table Changes	1	1	8		
Coding	5	1	40		
File Parsing and Loading	3	1	20		
SIT/UAT testing	3	1	24		
Deployment	1	1	6		
Meetings	1	1	6		
Oversight	2	1	8		
Project Management	1	1	8		
Total	18		128	\$128.50	\$16,448