

**User Acceptance Test Developer
Centralized Alabama Recipient Eligibility System Project
(CARES Project)**

STATEMENT OF WORK (SOW)

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| Agency Name: | Multiple Agency Engagement |
| Agency Project Name: | Centralized Alabama Recipient Eligibility System Project (CARES Project) |
| Agency Project Sponsor: | Shannon Crane CARES Program Director |
| Agency Project Manager: | Shannon Crane CARES Program Director |
| SOW Period of Performance: | Estimated Start Date: 11/3/2014 Estimated End Date: 9/30/2016 Note: The timeframe above is the expected duration of the project. SOWs will renew annually and the rate table will reflect a standard 2080 hour year. |
| Contractor Name: | |
| Contract or Purchasing Vehicle: | Universities or State of Alabama State Wide Contract T013, Solicitation No. 2236181 |
| Professional Service to be Provided: | User Acceptance Test Developer |
| Description of Services to be Provided: | <ul style="list-style-type: none"> ● Serve as a liaison on SA&D and Development projects to ensure a clear UAT process ● Work with BAs and SMEs to create a documented test suite that ensures the product of a development project meets the needs of the supporting programs ● Work with the O&M team to manage the UAT and deployment process in accordance to the ALM management plan ● Other tasks as assigned by the Project Sponsor and Manager |
| Scope of Services: | <p>Provide the following duties:</p> <ul style="list-style-type: none"> • Design user acceptance testing procedures |

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| | <ul style="list-style-type: none"> • Participate in design and requirements reviews • Implement the user acceptance tests and report accurately on their results • Review requirements, specifications, user documentation, help files, and other project documentation to assure quality of the products and tests to be developed. • Ensure proper version control and configuration management of user acceptance test objects developed and test environments used. • Trace test cases and results back to specific requirements and quality risks. • Other duties may be assigned. |
| <p><i>Project Deliverables:</i></p> | <p>Provide the following deliverables per direction of and assignment by the Agency Project Sponsor and/or the Agency Project Manager:</p> <ul style="list-style-type: none"> • Report accurately on test results • Report the impact of proposed changes to product definition on the testing process. • Other deliverables as identified & assigned |
| <p><i>User Acceptance Test Developer Minimum Requirements:</i></p> | <p>The User Acceptance Test Developer provided shall, at a minimum, meet the following requirements or possess an equivalent combination of education and experience:</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 6 years’ experience in user acceptance testing environment <p>Skill/Technology:</p> <ul style="list-style-type: none"> • Experience developing software tests for functional, performance and regression testing that include User Acceptance, ad-hoc, and manual testing elements. • 2+ years of hands on experience at least one languages: Javascript/Java/C# • Hands on experience in building and managing User Acceptance Test Frameworks such as Gherkin and Specflow • In-depth knowledge of testing Web-based applications. • Experience working in an Agile development environment - SCRUM is a plus • Ability to break down prioritized requirements into individual sprints <p>Education/Certification:</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited four-year college or university with advance education in fields related to position |

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| | <p>or equivalent experience.</p> |
| <p>User Acceptance Test Developer Assignment:</p> | <p>The Agency Project Sponsor and/or Agency Project Manager reserve the right to approve or disapprove all User Acceptance Test Developer resources assigned to this SOW in advance.</p> |
| <p>User Acceptance Test Developer Termination:</p> | <p>Termination of this SOW may occur upon the delivery and acceptance of all services due under this SOW, regardless of the number of remaining hours on the SOW. The Contractor shall be given a written notice 30 days prior to an early termination in part or whole of the SOW.</p> <p>The Agency Project Sponsor reserves the right to terminate an individual assigned as the User Acceptance Test Developer under this SOW in whole or in part at any time. The Contractor shall be provided with a 15 day written notice if the User Acceptance Test Developer is terminated.</p> <p>The resignation of the User Acceptance Test Developer from this SOW or the Contractor’s staff, or the termination of employment by the Contractor, requires that the Contractor provide a notification in writing to the Agency Project Sponsor within five business days (Monday through Friday, excluding State Holidays).</p> <p>Replacement of a terminated or resigned User Acceptance Test Developer is at the discretion of the Agency Project Sponsor. If a replacement for the User Acceptance Test Developer is requested by the Agency Project Sponsor, the Contractor must submit résumés of proposed User Acceptance Test Developer replacements within ten business days after receiving a written termination notice from the Agency Project Sponsor or a resignation of the User Acceptance Test Developer. The Agency Project Sponsor shall have up to seven business days after receiving the Contractor’s candidate résumés in which to make a selection or to request a new set of résumés if a User Acceptance Test Developer replacement is not selected from the submitted résumés.</p> <p><u>Mutual consent of both parties is required to extend any of the time-frames as specified above.</u> If new résumés are requested, the time for the Contractor’s submission and the Agency Project Sponsor’s response shall begin as previously defined in this section of the SOW.</p> <p>The Agency Project Sponsor shall notify the Contractor in writing when a replacement User Acceptance Test Developer is selected from the submitted résumés. The replacement/new User</p> |

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| | <p>Acceptance Test Developer shall begin work on site at the Agency within seven business days after the Contractor receives the Agency's written notification of a selection.</p> <p>The Contractor shall be required to provide updated project information to the replacement/new User Acceptance Test Developer prior to his/her arrival for work.</p> <p>The User Acceptance Test Developer services shall be automatically terminated by the exhaustion of all of the total hours (Maximum Billable SOW Hours Per Year) and/or total dollars allocated (Total Contract Amount) under this SOW. The Contractor shall not be reimbursed for hours expended beyond the total hours allocated under this SOW.</p> <p>The Contractor shall track hours used and dollars expended for the User Acceptance Test Developer resource. When the remaining hours on the SOW fall <u>below an 80 hours threshold</u> on the Maximum Billable SOW Hours Per Year, the Contractor shall submit a written alert to the Agency Project Sponsor informing him/her of the remaining billable hours that are left. The Contractor shall monitor the remaining hours burn rate to ensure that the hours used do not exceed the Maximum Billable SOW Hours Per Year.</p> <p>Amendments to this SOW must be made in writing by the Agency Project Sponsor. The terms and conditions of the amendment must be agreed to by both the Agency Project Sponsor and the Contractor and formally signed-off on by the Agency Project Sponsor and an authorized authority of the Contractor. Terms and conditions of the signed amendment to the SOW shall supersede the original SOW terms and conditions where applicable.</p> |
| <p>Key Assumptions:</p> | <p>The Agency Project Sponsor is ultimately responsible for the creation and interpretation of this SOW, and its management or execution.</p> <p>The Agency Project Manager will provide the day-to-day oversight, direction, and management to the User Acceptance Test Developer.</p> <p>The User Acceptance Test Developer will provide ample knowledge transfer to CARES staff.</p> |
| <p>Responsibilities of Both Parties:</p> | <p>The spirit of this engagement is one based on mutual advantage and partnership. In keeping with this and in order to achieve success, the Contractor will provide a single point-of-contact to coordinate activities of the engagement.</p> |

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| | <p>CARES Program shall designate the identified Agency Project Sponsor as specified in this SOW with responsibility and authority for review and approval of deliverables under this agreement. This individual will also be the main point-of-contact to escalate problems, issues or risks related to the engagement.</p> <p>In order to accomplish the tasks outlined in this SOW and to provide the deliverables in accordance with an approved schedule, the Contractor and the Agency Project Sponsor must agree upon the provisions described in the Key Assumptions section.</p> |
| Work Environment: | The User Acceptance Test Developer allocated under this SOW will work on site at the CARES office located in Montgomery, Alabama. Any exceptions to this requirement must be approved in advance by the Agency Project Sponsor and/or Agency Project Manager. |
| Agency Provided Resources: | Office, desk, chair(s), computers, printers, office supplies, access to copy and fax machines, network IDs, email accounts, security software as designated by the Agency, identification badges and Cardkey access as needed, Internet access, parking (subject to availability and approval) and desktop software. Additional equipment or software may be provided if required and approved by the Agency Project Sponsor. |
| Regular Working Hours: | <p>The User Acceptance Test Developer will work the same regular working hours as other Agency personnel or as defined in writing by the Agency Project Sponsor. Agency personnel regular working hours are 8:00 AM to 5:00 PM Monday through Friday including a one hour lunch break and two fifteen minute breaks.</p> <p>Unless otherwise directed or approved in advance, the User Acceptance Test Developer will not work on weekends or State holidays.</p> <p>The Agency Project Sponsor may provide additional working hours guidance and/or policy to be followed.</p> |
| Overtime Hours: | Any work in excess of 40 hours a week for User Acceptance Test Developer assigned to this SOW must be approved by the Agency Project Manager and/or Agency Project Sponsor <u>in advance</u> . Excess hours will be billed at the normal hourly rate as defined under this SOW. |