

WYOMING LEGISLATURE
LEGISLATIVE SERVICE OFFICE

CONTRACT FOR CONSULTANT SERVICES WITH
MCS SOFTWARE SOLUTIONS, L.L.C.

1. **Parties.** The parties to this Contract are the Wyoming Legislature, through the Legislative Service Office (hereinafter referred to as "LSO" or the "Agency") under the direction of the Wyoming Management Council, and MCS Software Solutions LLC, (hereinafter referred to as "Contractor").
2. **Purpose.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall provide consulting services necessary to continue development of the Wyoming Legislature's legislative management system, interim committee system, members application and voting system.
3. **Term.** This Contract is effective when all the parties have executed it (Effective Date). The term of the Contract is from the Effective Date through July 30, 2024. All services shall be completed during this term.

This Contract may be extended twice by agreement of both parties in writing and subject to the required approvals. Each extension shall not exceed two (2) years. There is no right or expectation of extension and any extension will be determined at the discretion of the LSO.

4. **Payment.**

A. Total payment under this Contract shall not exceed one hundred twenty-five dollars (\$125,000.00). Payment shall be made when services are completed as contained in a Work Order executed in accordance with Section 4.B. of this Contract. Billing invoices shall be submitted to the LSO in accordance with Section 8.O. of this Contract. Invoices shall be promptly processed for payment not later than fifteen (15) days after receipt by the LSO.

B. Contractor shall provide services under this Contract in accordance with Work Orders authorized and approved by the LSO. The Contractor and the LSO agree to negotiate in good faith regarding all Work Orders. Work Orders may be modified by written amendment signed by all parties to this Contract. No work shall be performed pursuant to a Work Order unless the Work Order has been signed by both parties. Work Orders signed by the LSO and the Contractor are incorporated by this reference and shall be subject to all terms of the Contract.

D. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency.

E. The Contractor shall pay all costs and expenses, including travel, incurred by Contractor or on its behalf in connection with Contractor's performance and compliance with all Contractor's obligations under this Contract.

5. **Responsibilities of Contractor.** The Contractor agrees to:

A. Prepare and submit proposed Work Orders as required under Section 4.B. of this Contract. Each Work Order shall: 1) be numbered sequentially, e.g. A1, A2, A3, etc. and specifically reference this Contract; 2) include a detailed description of the work to be performed; 3) identify the hourly rate for the work to be performed, with identification of the Contractor's personnel to complete the tasks; and, 4) provide a total budget for the tasks described.

B. Carefully analyze the scope of work required under each Work Order and request clarification by the LSO before proceeding with any directive that is unclear.

C. Any work performed shall reasonably serve the purpose intended by the LSO as described in an approved Work Order.

D. Maintain hourly records of time worked by its personnel and expense documentation to support submission of invoices in accordance with approved Work Orders and any audits the LSO may require.

E. Submit invoices in accordance with Section 4.A. of this Contract.

6. **Responsibilities of LSO.** The LSO agrees to direct the work of the Contractor through approved Work Orders and pay the Contractor in accordance with Section 4 of this Contract.

7. **Special Provisions.**

A. **Authority to Sign.** The Director of the Legislative Service Office is empowered to be the signatory on all contracts, agreements or modifications pertaining to this project on behalf of the LSO. The Chief Executive Officer of MCS Software Solutions, L.L.C., is empowered to be the signatory on all contracts, agreements or modifications pertaining to this project on behalf of the Contractor. Such agreements, etc., not bearing these signatures or that of a designee are invalid insofar as contractual relations between the LSO and Contractor are concerned.

B. **Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, the LSO may, at its discretion, terminate this Contract without liability to the LSO, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

C. **Monitoring Activities.** The LSO shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.

D. Restrictions on Communication. In performing its responsibilities under this Contract, the Contractor agrees to obtain approval of the LSO in advance with respect to all communications with legislators and all other Wyoming state and local government officials under this Contract. The Contractor shall not communicate with the media or any other member of the public under this Contract without the prior approval of the LSO, except to acknowledge that a contract with the LSO for the performance of services does exist and to describe the structure of the Contract.

8. General Provisions.

A. Amendments. Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.

B. Applicable Law, Rules of Construction, and Venue. The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

C. Assignment Prohibited and Contract Shall Not be Used as Collateral. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the LSO.

D. Audit and Access to Records. The LSO and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately, upon receiving written instruction from the LSO, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the LSO.

E. Availability of Funds. Each payment obligation of the LSO is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, legislative or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the LSO at the end of the period for which the funds are available. The LSO shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the LSO in the event this provision is exercised, and the LSO shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

F. Award of Related Contracts. The LSO may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the LSO in all such cases.

G. Compliance with Laws. Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.

H. Confidentiality of Information. All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by Contractor in the performance of this Contract will be kept confidential by Contractor until publicly released by the LSO or until written permission is granted by the LSO for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify the LSO within ten (10) days of such request and not release such information to a third party unless directed to do so by LSO.

I. Entirety of Contract. This Contract, consisting of seven (7) pages, represents the entire and integrated agreement between the parties and supersede(s) all prior negotiations, representations, and agreements, whether written or oral.

J. Extensions. Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be initiated by the LSO and shall be accomplished through a written agreement between the parties entered into before the expiration of the original Contract or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Contract.

Any agreement to extend this Contract shall include at minimum: 1) an unambiguous identification of the Contract being extended; 2) the term of the extension; 3) the amount of any payment to be made during the extension or a statement that no payment will be made during the extension; 4) a statement that all terms and conditions of the original Contract shall, unless explicitly delineated in the exception, remain as they were in the original Contract; and 5) if the duties of either party will be different during the extension than they were under this Contract, a detailed description of those duties.

K. Force Majeure. Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision will become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision will not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

L. Indemnification. The Contractor shall release, indemnify, and hold harmless the State, the LSO, and their officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's failure to perform any of Contractor's duties and obligations hereunder or in connection with the negligent performance of Contractor's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's negligence or other tortious conduct.

M. Independent Contractor. The Contractor shall function as an independent contractor for the purposes of this Contract, and shall not be considered an employee of the State of Wyoming or the LSO for any purpose. Consistent with the express terms of this Contract, Contractor shall be free from

control or direction over the details of the performance of services under this Contract. Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by Contractor in fulfilling the terms of this Contract, and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Contract. Nothing in this Contract will be interpreted as authorizing Contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the LSO, or to incur any obligation of any kind on the behalf of the State of Wyoming or on behalf of the LSO. Contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to State of Wyoming employees will inure to the benefit of Contractor or Contractor's agents and/or employees as a result of this Contract.

N. Nondiscrimination. The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. §27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. §12101, *et seq.*, and the Age Discrimination Act of 1975 and/or any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.

O. Notices. All notices arising out of, or from, the provisions of this Contract shall be in writing and given to the parties at the address provided under this Contract, either by regular mail, e-mail, or delivery in person. Notice provided by e-mail will be delivered as follows:

LSO: Jamie Schaub
 jamie.schaub@wyoleg.gov
 200 W 24th Street
 Cheyenne, Wyoming 82002

Contractor: Sameer Bhandari
 sameer@mcsssoftwaresolutions.com
 10315 Grandview Sq
 Johns Creek, GA 30097

P. Notice and Approval of Proposed Sale or Transfer. Contractor shall provide the LSO with the earliest possible advance notice of any proposed sale or transfer or any proposed merger or consolidation of the assets of Contractor. Such notice will be provided in accordance with the notices provision of this Contract. If the LSO determines that the proposed merger, consolidation, sale, or transfer of assets is not consistent with the continued satisfactory performance of the Contractor's obligations under this Contract, then the LSO may, at its option, terminate or renegotiate this Contract.

Q. Ownership of Documents. The LSO is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information and documents to the LSO in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon the LSO's verified receipt of such information, Contractor agrees to physically and electronically destroy any residual LSO-owned data, regardless of format, and any other storage media or areas containing such information. Contractor agrees to provide written notice to the LSO confirming the destruction of any such residual LSO-owned data.

R. Patent or Copyright Protection. The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the LSO for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

S. Publicity. Any publicity given to the projects, programs or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for Contractor, will identify the LSO as the sponsoring agency and will not be released without prior written approval from the LSO.

T. Severability. Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract will continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

U. Sovereign Immunity. Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and the LSO expressly reserve sovereign immunity by entering into this Contract and specifically retain all immunities and defenses available to them as sovereigns. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract will not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity will be construed in favor of sovereign immunity.

V. Subcontractors. On and after the effective date of this contract, the Contractor shall not enter into any subcontracts for any of the work contemplated under this Contract without prior written notice to the LSO. The LSO shall have ten (10) days following written notification of the use of any subcontractor, outside associate or consultant to perform any portion of this Contract to object to the subcontractor, outside associate or consultant, or perform the services itself if the LSO determines it can provide the services. If reasonable grounds for the objection exist, the LSO and the Contractor shall then negotiate in good faith for the selection of an alternative party.

W. Taxes. Contractor shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to federal and social security taxes, workers' compensation, unemployment insurance and sales taxes.

X Termination of Contract. This Contract may be terminated, without cause, by LSO upon thirty (30) days written notice. This Contract may be terminated by the LSO immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.

Y. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract will not be construed so as to create such status. The rights, duties and obligations contained in this Contract will operate only between the parties to this Contract, and will inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.

Z. Time is of the Essence. Time is of the essence in all provisions of the Contract.

AA. Titles Not Controlling. Titles of sections and subsections are for reference only and will not be used to construe the language in this Contract.

BB. Waiver. The waiver of any breach of any term or condition in this Contract will not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach will not constitute a waiver.

CC. Counterparts. This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the LSO. Contractor's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to the LSO within five (5) business days shall be considered a material breach and may result in immediate termination of this Contract by the LSO.

9. Signatures. The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The Effective Date of this Contract is the date of the signature last affixed to this page.

AGENCY:
Legislative Service Office

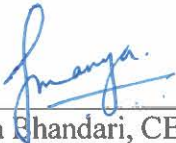


Matt Obrecht, Director



Date

CONTRACTOR:
MCS Software Solutions LLC



Manya Bhandari, CEO

8/10/2022

Date

STATE OF WYOMING
LEGISLATIVE SERVICE OFFICE

AMENDMENT NUMBER ONE TO THE CONTRACT FOR CONSULTANT SERVICES WITH
MCS SOFTWARE SOLUTIONS, L.L.C.

1. **PARTIES.** The parties to this Amendment Number One (Amendment One) are the Wyoming Legislature, through the Legislative Service Office, 200 West 24th Street, Cheyenne, Wyoming 82002 (Agency) under the direction of Management Council, and MCS Software Solutions, L.L.C. (Contractor).

2. **PURPOSE OF AMENDMENT.** This Amendment One shall constitute the first amendment to the Contract between the Agency and the Contractor executed on August 10, 2022. The purpose of this Amendment is to extend the term of the Original Contract through June 30, 2026, and amend the responsibilities of the Contractor. The total contract amount shall remain unchanged by this Amendment One.

The Original Contract, effective August 10, 2022, with an expiration of July 30, 2024, for a total contract amount of one hundred twenty-five thousand dollars (\$125,000.00), required the Contractor to provide consulting services necessary to continue development of the Wyoming Legislature's legislative management system, interim committee system, members application and voting system, and to provide services in accordance with Work Orders authorized and approved by the Agency. The Original Contract authorizes extension beyond the original term initiation of the Agency and requires any extension or amendment be reduced to writing and executed by all Parties to be effective.

3. **TERM OF THE AMENDMENT.** This Amendment One shall commence upon the date the last required signature is affixed hereto and shall remain in full force and effect through June 30, 2026.

4. **AMENDED RESPONSIBILITIES OF THE CONTRACTOR.** The Contractor shall submit invoices monthly, including a description of the tasks completed, the date the work was completed, and number of hours worked on each task.

5. **PAYMENT AND DUTIES.** Except for items explicitly delineated in this Amendment One, all terms and conditions of the Original Contract between the Agency and the Contractor, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.

6. **ENTIRETY OF AGREEMENT.** This Amendment One, consisting of one (1) page, and the Original Contract, consisting of seven (7) pages, represent the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

7. **SIGNATURES.** In witness thereof, the Parties to this Amendment One, either personally or through their duly authorized representatives, have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.



Manya Bhandari, CEO
MCS Software Solutions, L.L.C.

Date: Apr 30, 2024



Matt Obrecht (Apr 30, 2024 11:09 MDT)

Matt Obrecht, Director
Agency

Date: Apr 30, 2024

AMENDMENT NUMBER ONE TO THE CONTRACT FOR CONSULTANT SERVICES WITH
MCS SOFTWARE SOLUTIONS, L.L.C

WORK ORDER

Number 2024.A01

1. Incorporation of Primary Contract.

This work order is entered into pursuant to the Contract (Primary Contract) between the Legislative Service Office (Agency) and MCS Software Solutions, (Contractor) effective August 10, 2022. The Primary Contract is by this reference incorporated herein and this work order is subject to all terms and conditions of the Primary Contract.

2. Work Order Time Period.

This work order will be effective from January 15, 2024, through April 1, 2024.

3. Description of Work to be Performed.

The Contractor shall continue enhancement of Legislative Request System (LRS) to include linking the intake form to the term store, updating the date on the template to month date, year, a custom webpart that has a custom ribbon with search and advance search capabilities, and create, edit, approve and custom filter buttons or links for the LRS. The results of the search shall show a grouping of the memo with all associated documents. The work shall ensure the ability to insert supporting documents to the intake form. Upon completion of not more than one hundred and sixteen (116) development hours, the Contractor shall deliver an initial prototype that includes the elements described in this paragraph for review and testing. Contractor shall provide support on bug fixes. Contractor shall meet with WY LSO personnel at the end of the month to provide detailed status update on the project. Contractor cannot substitute personnel on work related to this Work Order without prior approval from Agency.

4. Compensation.

Compensation for work performed under this work order shall be payable upon invoice by Contractor. The invoice shall include itemization of hours and dates worked for each approved area of the Work Order identified above in section 3 and shall specify the work was completed pursuant Work Order 2024.A01. The Agency shall pay the following hourly rates based on the terms of the Primary Contract: Sameer Bhandari: One hundred thirty dollars (\$130.00)

per hour. Contractor is authorized to work one hundred and sixteen hours (116) for the project.

5. Documentation.


Technical and design documentation shall be provided to Agency to assist in the future support of the Legislative Request System. Contractor shall also provide a monthly status report detailing the progress on the project and notify Agency if there have been any delays in the project that will affect the project schedule.

6. Signatures; Effective Date.

The parties certify that they have read, understood and agreed to the terms and conditions of this work order.

AGENCY

Legislative Service Office



Matt Obrecht (Jan 11, 2024 14:06 MST)

Matt Obrecht, Director

Jan 11, 2024
Date

CONTRACTOR

MCS Software Solutions


Manya Gautam Bhandari (Jan 11, 2024 16:18 EST)

Manya Gautam Bhandari, CEO

Jan 11, 2024
Date

WORK ORDER

Number 2024.A02

1. Incorporation of Primary Contract.

This work order is entered into pursuant to the Contract (Primary Contract) between the Legislative Service Office (Agency or LSO) and MCS Software Solutions, (Contractor) effective August 10, 2022. The Primary Contract is by this reference incorporated herein and this work order is subject to all terms and conditions of the Primary Contract.

2. Work Order Time Period.

This work order will be effective from April 22, 2024, through June 30, 2024.

3. Description of Work to be Performed.

The Contractor shall continue enhancement of the Legislative Request System (LRS) to include the ability to publish additional documents to the members application and create a library within the members application to hold the documents. The Contractor shall continue to enhance the advanced search by adding views for requestor, assigned to, related LSO number, year, and keywords. The Contractor shall write a script to convert the existing legal memos to text documents and then extract the metadata from the legal memos. Metadata will include, memo subject, memo date, requestor, assigned to, and keyword (statute) and bill draft number when available. The documents will be moved into the Legal Memo library when complete. The Agency shall provide the Contractor access to Adobe Pro for two (2) months for the migration. The Contractor shall provide the Agency with a list of legal memos that were not successful with migration. Upon completion of not more than one hundred and eighty (180) development hours, the Contractor shall deliver the work that includes the elements described in this paragraph for review and testing. The Contractor shall provide support on bug fixes. The Contractor shall meet with the Agency at the end of the month to provide detailed status update on the project. The Contractor shall not substitute personnel on work related to this Work Order without prior approval from the Agency.

4. Compensation.

Compensation for work performed under this work order shall be payable upon invoice by Contractor. The invoice shall include itemization of hours and dates worked for each approved area of the Work Order identified above in Section 3 and shall specify the work was completed pursuant Work Order 2024.A02. The Agency shall pay the following hourly rates based on the terms of the Primary Contract: Sameer Bhandari: One hundred thirty dollars (\$130.00) per hour. Contractor is authorized to work one hundred and eighty hours (180) for the project.

5. Documentation.


Technical and design documentation shall be provided to the Agency to assist in the future support of the LRS. The Contractor shall also provide a monthly status report detailing the progress on the project and notify the Agency if there have been any delays in the project that will affect the project schedule.

6. Signatures; Effective Date.

The parties certify that they have read, understood and agreed to the terms and conditions of this work order.

AGENCY

Legislative Service Office


Matt Obrecht (Apr 19, 2024 09:48 MD)


Matt Obrecht, Director

04/19/2024

Date

CONTRACTOR

MCS Software Solutions



Manya Gautam Bhandari, CEO

04/19/2024

Date

WORK ORDER

Number 2024.A03

1. Incorporation of Primary Contract.

This work order is entered into pursuant to the Contract (Primary Contract) between the Legislative Service Office (Agency or LSO) and MCS Software Solutions, (Contractor) effective August 10, 2022. The Primary Contract is by this reference incorporated herein and this work order is subject to all terms and conditions of the Primary Contract.

2. Work Order Time Period.

This work order will be effective from October 2, 2024, through December 31, 2024.

3. Description of Work to be Performed.

The Contractor shall make enhancements to the MCS Voting System to include the ability to view roll call votes real-time on the legislative chambers televisions. This work will involve the following tasks: (1) Create a messaging service to exchange messages between display screen and controlling system like vote and admin screen; (2) Update voting system to send notification on change when voting occurs; (3) Create a display screen for multiple display type and deployment; (4) The display screen shall include a calendar template, votes display template and an announcement template. Upon completion of not more than one hundred and twenty (120) development hours, the Contractor shall deliver the work that includes the elements described in this paragraph for review and testing. The Contractor shall provide support on bug fixes. The Contractor shall meet with the Agency at the end of the month to provide detailed status update on the project. The Contractor shall not substitute personnel on work related to this Work Order without prior approval from the Agency.

4. Compensation.

Compensation for work performed under this work order shall be payable upon invoice by Contractor. The invoice shall include itemization of hours and dates worked for each approved area of the Work Order identified above in Section 3 and shall specify the work was completed pursuant Work Order 2024.A03. The Agency shall pay the following hourly rates based on the terms of the Primary Contract: Sameer Bhandari: One hundred thirty dollars (\$130.00)

per hour. Contractor is authorized to work one hundred and twenty hours (120) for the project.

5. Documentation.

Technical and design documentation shall be provided to the Agency to assist in the future support of the LRS. The Contractor shall also provide a monthly status report detailing the progress on the project and notify the Agency if there have been any delays in the project that will affect the project schedule.

6. Signatures; Effective Date.

The parties certify that they have read, understood and agreed to the terms and conditions of this work order.

AGENCY

Legislative Service Office



10-3-2024

Matt Obrecht, Director

Date

CONTRACTOR

MCS Software Solutions



10 - 4 - 2024

Manya Gautam Bhandari, CEO

Date

WORK ORDER

Number 2024.A04

1. Incorporation of Primary Contract.

This work order is entered into pursuant to the Contract (Primary Contract) between the Legislative Service Office (Agency or LSO) and MCS Software Solutions, (Contractor) effective August 10, 2022. The Primary Contract is by this reference incorporated herein and this work order is subject to all terms and conditions of the Primary Contract.

2. Work Order Time Period.

This work order will be effective from September 30, 2024, through October 11, 2024.

3. Description of Work to be Performed.

The Contractor shall continue enhancement of the Legislative Request System (LRS) to include the ability to publish additional documents to the members application and create a library within the members application to hold the documents. The Contractor shall write a script to convert the existing legal memos to text documents and then extract the metadata from the legal memos. Metadata will include, memo subject, memo date, requestor, assigned to, and keyword (statute) and bill draft number when available. The documents will be moved into the Legal Memo library when complete. The Contractor shall provide the Agency with a list of legal memos that were not successful with migration. Upon completion of not more than ten hours (10) development hours, the Contractor shall deliver the work that includes the elements described in this paragraph for review and testing. The Contractor shall provide support on bug fixes. The Contractor shall meet with the Agency at the end of the month to provide detailed status update on the project. The Contractor shall not substitute personnel on work related to this Work Order without prior approval from the Agency.

4. Compensation.

Compensation for work performed under this work order shall be payable upon invoice by Contractor. The invoice shall include itemization of hours and dates worked for each approved area of the Work Order identified above in Section 3 and shall specify the work was completed pursuant Work Order 2024.A02. The Agency shall

pay the following hourly rates based on the terms of the Primary Contract: Sameer Bhandari: One hundred thirty dollars (\$130.00) per hour. Contractor is authorized to work ten hours (10) for the project.

5. Documentation.

Technical and design documentation shall be provided to the Agency to assist in the future support of the LRS. The Contractor shall also provide a monthly status report detailing the progress on the project and notify the Agency if there have been any delays in the project that will affect the project schedule.

6. Signatures; Effective Date.

The parties certify that they have read, understood and agreed to the terms and conditions of this work order.

AGENCY

Legislative Service Office

Matt Obrecht
Matt Obrecht (Oct 11, 2024 17:04 EDT)
Matt Obrecht, Director

10/11/2024
Date

CONTRACTOR

MCS Software Solutions

Manya Gautam Bhandari
Manya Gautam Bhandari (Oct 4, 2024 10:38 EDT)
Manya Gautam Bhandari, CEO

10/04/2024
Date

WORK ORDER
Number 2024.A05

1. Incorporation of Primary Contract.

This work order is entered into pursuant to the Contract (Primary Contract) between the Legislative Service Office (LSO) and MCS Software Solutions, (Contractor) effective August 10, 2022. The Primary Contract is by this reference incorporated herein and this work order is subject to all terms and conditions of the Primary Contract.

2. Work Order Time Period.

This work order will be effective from November 25, 2024, through April 18, 2025.

3. Description of Work to be Performed.

The Contractor shall continue enhancement of Legislative Request System (LRS) to include a template for whitepapers within the Legal site, and 4 templates for the Research site, including fact sheet, research memo, issue brief, and short report. The intake form for Research shall be modified to include the additional fields: Title, Confidentiality, Delivery Method, Research Questions and Interim Topic. The research intake form shall also generate a disclosure and appendix for each document and included as supporting documents. The Contractor shall update the view of the database to download a small size of documents first to give the appearance it is loaded while the rest of the documents continue to load. The Contractor shall continue to enhance the search by adding functionality that will allow searching within the documents. In addition, keyword shall be modified to subject on the intake form and column. The Contractor shall continue to work with LSO staff to extract metadata from the legal memos. Metadata shall include, memo subject, memo date, requestor, assigned to, and keyword (statute) and bill draft number when available. The documents shall be moved by the Contractor into the Legal Memo library when complete. The Contractor shall create a report to match up supporting documents for the legal memos. The documents shall be in pdf format and once the document match is confirmed by the LSO, the documents will be moved by the Contractor to attached documents area within the form. The Contractor shall update workflows for chairmen. Upon completion of not more than three hundred and twenty (320) development hours, the Contractor shall deliver an initial prototype that includes the elements described in this paragraph for review and testing. Contractor shall provide support on bug

fixes. Contractor shall meet with LSO personnel at the end of each month to provide detailed status update on the project. Contractor cannot substitute personnel on work related to this Work Order without prior approval from the LSO.

4. Compensation.

Compensation for work performed under this work order shall be payable upon invoice by Contractor. The invoice shall include itemization of hours and dates worked for each approved area of the Work Order identified above in section 3 and shall specify the work was completed pursuant Work Order 2024.A05. The LSO shall pay the following hourly rates based on the terms of the Primary Contract: Sameer Bhandari: One hundred thirty dollars (\$130.00) per hour. Contractor is authorized to work three hundred and twenty-eight hours (328) for the project.

5. Documentation.

Technical and design documentation shall be provided to the LSO to assist in the future support of the Legislative Request System. Contractor shall also provide monthly status reports detailing the progress on the project and notify the LSO if there have been any delays in the project that will affect the project schedule.

6. Signatures; Effective Date.

The parties certify that they have read, understood and agreed to the terms and conditions of this work order.

AGENCY

Legislative Service Office

Matt Obrecht
Matt Obrecht (Nov 19, 2024 14:16 MST)
Matt Obrecht, Director

11/19/2024
Date

CONTRACTOR

MCS Software Solutions

Manya Gautam Bhandari
Manya Gautam Bhandari (Nov 20, 2024 17:34 EST)
Manya Gautam Bhandari, CEO

11/20/2024
Date