

re=lativity, inc.

Relativity, Inc.
Statement of Work

Version 1.0
11.05.2008

Presented by:
Dillon Watkins

Time and materials

<i>Client name</i>	Jonesboro Police Department
<i>Client's administrator</i>	Chief Michael Yates
<i>Project name</i>	JPD Website
<i>Begin date</i>	January 1, 2009
<i>End date</i>	December 30, 2009

Schedule of Rates

<i>Item description</i>	<i>Delivery schedule (Business days)</i>	<i>Cost (estimate)</i>
JPD Core Website	30	\$5000
Sex Offender Mapping	60	\$5000
Gang Database	60	\$5000

Payment Terms

<i>Phase</i>	<i>Completion date</i>	<i>Payments due</i>
1	Feb. 1, 2009	\$5000

Statement of Work

Objective

This Statement of Work (this "Agreement") is made and entered into as of November 5, 2008, by and between Relativity, Inc. (Relativity), and the Jonesboro Police Department (JPD) with respect to the development and implementation of a website for the Police Department. This Agreement is intended to (i) describe these various roles that Relativity has agreed to perform for JPD, (ii) set forth Relativity responsibilities with respect to each specific role, and (iii) establish the terms that will govern the relationship between Relativity and JPD with respect to each such role.

Assumptions

Relativity, Inc. will provide website design, development, and implementation. JPD will be responsible for all hardware, network, or any other third party software needed to complete the project. Additionally, JPD will provide website content and agency specific graphics or photos as needed. JPD will provide support personnel with access to servers and any other hardware needed to complete the implementation. Relativity, Inc. will coordinate with Jonesboro Police Department in scheduling responsibilities for implementation.

Professional Services (Relativity Responsibilities)

Website Development & Implementation

Relativity will develop, design, and implement a website for the Jonesboro Police Department containing the following specific website items and functions:

Basic Website:

Page	Sub Page(s)	Function
Index / Home		Home page with Chief's welcome and links to other sections of the site
About Us		Basic Department information
	Report Drug Activity	Form to report known drug activity to JPD
	Report Wanted Person	Form to report a wanted person to JPD
	Report a Crime	Form to report general non-emergency crime to JPD
911 Dispatch		Information on 911 Center
Careers		Information on available positions, requirements, and how to apply
Contact Us		General contact information
Administrative Services		
	Administrative Services	Basic Department information
	Citizens Complaint	Information on how to file a complaint
	Accreditation	Information on accreditation standards and processes
	Records	Basic Department information and instructions on how to obtain department records
Criminal Investigations		
	CID	Basic Department information
	Sex Offenders	Basic Department information
Special Services		
	Special Services	Basic Department information
	Warrant Division	Basic Department information
	Traffic Enforcement	Basic Department information
	Training Unit	Basic Department information
	Drug Task Force	Basic Department information
	DARE	Basic Department information
	Gang Unit	Basic Department information
	PROWL	Basic Department information
Support Services		
	Code Enforcement	Basic Department information
	Chaplain	Basic Department information
	Parking	Basic Department information
	Animal Control	Basic Department information
	Adopt a Pet	Post pictures and information about animals available for adoption

Patrol Division	Report Abuse	Form to report animal abuse to JPD
	Patrol Division	Basic Department information
	K9 Unit	Basic Department information
FAQ		Answers to basic questions about the department and procedures
Newsroom		Listing of all current JPD news
Missing Persons		Information and pictures on missing persons
Most Wanted		Information and pictures on most wanted

Sex Offender Mapping:

The sex offender mapping feature will allow JPD to update a google map displayed on the website with information entered into the RPS Sex Offender Tracking program. As information is updated or changed, JPD will be able to update the website at their discretion.

Gang Database:

Relativity, Inc. will provide JPD with a Gang database that will allow for collection of the following information:

Section	Information
Photos	
Agency	Agency Agency Name Agency Address Agency Phone
Gang	Gang Gang Name Gang Operation Region Gang Description Gang Symbol Description
Persons	Prefix Name Given Name Middle Name Sur Name Suffix Name Maiden Name Full Name Address Home Phone Cell Phone Birth Date Birth Location Age

Driver's License
Information
SSN or ID Number
Race
Sex
Height
Weight
Hair Color
Eye Color
General Description
Employer Name
Employer Phone
School Name
School Grade
Gang Affiliation

School

School
School Name
School Address
School Contact
Contact Office Phone
Contact Cell Phone
Contact Email Address

Project Management

Relativity has assigned **Dillon Watkins** and **Heather Bristow** as Project Managers for the this project. In that capacity the Project Manager will provide the following project management services:

1. Function as the primary point of contact for Relativity by maintaining regular project communications with the Project Manager designated by JPD;
2. Coordinate and document the project deliverables timeline, change control mechanisms, and other elements of the Project Timeline;
3. Monitor and direct progress of the implementation according to the Project Timeline;
4. Resolve any conflicts with or deviations from the Project Timeline with representatives from JPD through the use of the Change Order procedure;
5. Provide direction to the resources assigned to this project in accordance with this Agreement and the Project Timeline; and
6. Keep JPD informed about the progress of the project.

Jonesboro Police Department Responsibilities

Customer Responsibilities

1. The Jonesboro Police Department (JPD) is responsible for ensuring that the project manager or a secondary representative of Customer is available for consultation with Relativity, Inc. (Relativity) regarding the Services during regular business hours. In the event a JPD representative is not available for consultation, the time for completion of the services may be delayed.
2. JPD is responsible for supplying Relativity, on a timely basis, with such information and documents as are required by Relativity to perform the Services. This includes:
 - a. Website content
 - b. Agency specific graphics or photos
 - c. Approval of design and layout

In the event that such information, data, or documents are not delivered in a timely fashion, the scheduled completion date may be delayed as well.

3. JPD shall perform such work and make all necessary arrangements that may be necessary for Relativity to be able to perform its work as set forth in the acceptance document.
4. JPD is responsible for procurement and maintenance of a web server to host the website.

Project Manager

The Jonesboro Police Department's Project Manager will act as a single point of contact during project implementation. The Project Manager is responsible for maintaining lines of communication within JPD. The Project Manager monitors project status through acceptance as defined in this Agreement. **Captain Lynn Waterworth** will serve as Project Manager for the project with **Chief Michael Yates** providing backup project management. The Project Manager's duties include:

1. Function as the primary point of contact for JPD by maintaining regular project communications with the Relativity Project Manager;
2. Aid in the development of any additional procedural standards/documentation that may become necessary throughout the project;
3. Facilitate the evaluation and adjustment of the Project Timeline in conjunction with the Relativity Project Manager;
4. Ensure compliance with the Change Order procedure to resolve any conflicts or deviations from the Project Timeline with the Relativity Project Manager;
5. Provide direction to JPD resources assigned to this project in accordance with this Agreement and the Project Timeline; and

6. Review the Project Timeline with the Relativity Project Manager at regular intervals.

System Administration

The Jonesboro Police Department is responsible for assigning and providing training for a system administrator. The system administrator will be responsible for the following:

1. Original setup and ongoing maintenance of the web server and security preferences for the JPD client-server network;
2. Design and ongoing maintenance of a regular systems back up plan;
3. Ensure that all system are adequately protected from power surges, spikes, and outages through the use of Uniform Power Supplies and backup power sources;
4. Monitor all systems equipment and coordinate maintenance when required;
5. Act as the single point of contact for systems related issues; and
6. Ensuring that Relativity has secure remote access available 24/7 so they can provide rapid reaction support to the users as needed.

Website Administration

The Jonesboro Police Department is responsible for assigning and providing training for a website administrator. The website administrator will be responsible for the following:

1. Maintaining and updating website content as needed; and
2. Act as the single point of contact for website maintenance support.

Change Management Process

Included in the project packet is Relativity's Change Control Request Form. All material changes to the terms and conditions of the agreement between the Jonesboro Police Department and Relativity, Inc. will require the execution by the parties hereto of an appropriate Change Control Request Form or must be evidenced by another written instrument executed by both parties.

Payments

In consideration for the services and software to be rendered, the Jonesboro Police Department has agreed to pay Relativity, Inc. an amount indicated on the accepted quotation. The Jonesboro Police Department shall also pay an additional amount equal to any and all taxes or handling fees.

Engagement Related Expenses

All expenses for the project have been previously outlined in the quote given to the Jonesboro Police Department. If unexpected expenses occur, it will be determined at the time of the occurrence the party that will be responsible for the cost.

Limitation of Liability

THE LIABILITY OF RELATIVITY TO THE JONESBORO POLICE DEPARTMENT FOR ANY REASON AND UPON ANY CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT IS LIMITED TO THE FEE PAID BY THE JONESBORO POLICE DEPARTMENT TO RELATIVITY HEREUNDER. IN NO EVENT WILL RELATIVITY BE LIABLE FOR ANY CONSEQUENTIAL, EXEMPLARY, INCIDENTAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Invalidity

In the event that any provision of this Agreement is found to be invalid or unenforceable for any reason, such provision shall be deemed to be severable and shall not invalidate any other provision of this Agreement, and this Agreement, less such invalid or unenforceable provision, will remain in full force and effect, as modified.

Amendment

This Agreement may not be altered, amended, or modified except in writing. A waiver of the right to enforce any right or obligation under this Agreement will not be construed as a waiver of any subsequent right to enforce such right or obligation.

Acceptance and Authorization

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

Jonesboro Police Department

Relativity, Inc.

Full name

Full name

Title

Title

Signature

Signature

Date

Date