



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006982**  
**Purchase Order Change Notice (# 1)**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **I** Date: **06/05/19** PO Method: **CP** Dispatch: **Dispatch Via Print** Rev Dt: **07/18/19**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** CATAPULT SYSTEMS INC.  
 1221 S MO PAC EXPY  
 THREE BARTON SKYWAY - SUITE 350  
 USA  
 AUSTIN TX 78746-6819  
**United States**

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1200547052 6

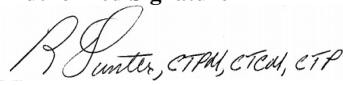
**Purchaser:** Ron Dale Hunter  
**Phone:** 512/465-5808  
**Fax:** 512/465-5641  
**Email:** Ron.Hunter@TxDMV.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**  
 POCN 1, JULY 18, 2019; REVISED BY DROSAS  
 PO LINE 1 CHANGED: FROM 1 QUANTITY TO 16,000, AND PRICE FROM \$16,000 TO \$1.00  
 PO LINE 2 CHANGED: FROM 1 QUANTITY TO 15,000, AND PRICE FROM \$15,000 TO \$1.00  
 PO LINE 3 CHANGED FROM: 1 QUANTITY TO 12,000, AND PRICE FROM \$15,000 TO \$1.00  
 PO TOTAL AMOUNT DID NOT CHANGE  
 REASON: AS PER ATTACHED QUOTE AND CONTRACT

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Discovery - Interview Session: Up to eight (8) 45 minute to 1 hour in-person interviews. Interviews inform the as-is state and provide essential information for the Vision Session.	918/30	<b>16000.0000</b>	EA	<b>\$1.00000</b>	<b>\$16,000.00</b>	06/05/2019
						<b>Schedule Total</b>	<input type="text" value="\$16,000.00"/>
						ReqID: 0000007587	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$16,000.00"/>

**Authorized Signature**  
  
 Ron Dale Hunter, CTAM, CTEM, CTP  
 07/19/2019

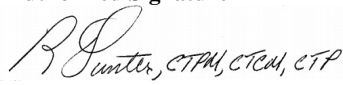


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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Design - Vision Session to include a facilitated full-day design session wherein the desired analytical processes, information needs, and priorities are outlined and agreed upon by the agency stakeholders.	918/30	15000.0000	EA	\$1.00000	\$15,000.00	06/05/2019
						<b>Schedule Total</b>	\$15,000.00
						ReqID:	
						0000007587	
Vision Theme Document to include a document that captures the agencies analytical and data vision and outlines key themes that will guide the work planned in each iteration. The Vision Theme document provides a succinct method to communicate vision and direction.						<b>Item Total for Line # 2</b>	\$15,000.00
3- 1	Onboarding - Technical Platform Readiness - BAR Platform: This is the Microsoft Azure Cloud based customized BAR Platform instance for CLIENT containing the subset of analytical features defined and requested through the Design Sessions.	918/30	12000.0000	EA	\$1.00000	\$12,000.00	06/05/2019
						<b>Schedule Total</b>	\$12,000.00
						ReqID:	
						0000007587	
						<b>Item Total for Line # 3</b>	\$12,000.00
						<b>Total PO Amount</b>	\$43,000.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

**Authorized Signature**  
  
 P. J. Jumper, CTAM, CTEM, CTP  
 07/19/2019

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**Authorized Signature**

*R Junter, CTAM, CTEM, CTP*

**07/19/2019**

Client: Texas Department of Motor Vehicles

Project Title: Catapult BAR Platform with Agile Analytics

**Pricing**

The following are one-time Agile Analytics Jumpstart Services requested by Texas Department of Motor Vehicles TxDMV:

One-time Services	Description	Output	Duration	Low Estimate	High Estimate
Discovery	<ul style="list-style-type: none"> <li><b>Interview Session:</b> Up to eight (8) forty-five (45) minute to one (1) hour in-person interviews. Interviews inform the as-is state and provide essential information for the Vision Session</li> <li>Profiling of source systems identified in the interviews and vision session. Outputs of profiling activities are used to estimate Azure costs and identify ease/difficulty in data movement and analysis needs</li> </ul>	<ul style="list-style-type: none"> <li>Data Profile Reports</li> <li>Interview Notes</li> <li>Process diagrams</li> </ul>	Estimated < 2 weeks	\$12,000	\$16,000
Design	<ul style="list-style-type: none"> <li><b>Vision Session:</b> A facilitated full-day design session wherein the desired analytical processes, information needs, and priorities are outlined and agreed upon by the agency stakeholders. Discussions and output from the Vision Session are captured in the Vision Theme Document</li> <li><b>Vision Theme Document:</b> A document that captures the agency's analytical and data vision and outlines key themes that will guide the work planned in each iteration. The Vision Theme document provides a succinct method to communicate vision and direction.</li> </ul>	Vision Theme Document	Estimated < 1 week	\$13,200	\$15,000
Onboarding - Technical Platform Readiness	<ul style="list-style-type: none"> <li><b>BAR Platform:</b> This is the Microsoft Azure Cloud based customized BAR Platform instance for CLIENT containing the subset of analytical features defined and requested through the Design Sessions</li> </ul>	Microsoft Azure Cloud Hosted Bar Platform Environments	Estimated < 1 week	\$8,800	\$12,000
Estimated Cost	Time and Materials estimates based on the agreed upon One-time Services and rate schedule below			<b>\$34,000</b>	<b>\$43,000</b>

**Jumpstart Payment Schedule:** Invoices will be made on a Time and Materials basis based on the hours worked by the Roles and Rates specified below at the hourly rates. Payments are due according to the terms of the DIR Microsoft Technical Services (MTS) Contract [DIR-TSO-3774](#).

Roles provided by Catapult with pricing according to the [MTS Contract Appendix C Pricing Index](#):

Microsoft Technical Services Role	Abbreviation	DIR MTS Maximum Hourly Rate	TxDMV Engagement Rate
Engagement Managing	MEM	\$184.50	\$180.00
Architectural Technician	MAT	\$211.50	\$200.00
Principal Technician	MPT	\$189.00	\$180.00
Senior Technician	MST	\$175.50	\$170.00
Microsoft Technician	MT	\$166.50	\$160.00
MS Project Manager	MPJM	\$175.50	\$165.00

#### List of Appendices

The following Appendices are attached to and incorporated herein for all purposes.

Appendix	Appendix Description
Appendix A	Jumpstart and Configuration Scope and Assumptions
Appendix B	Service Definitions

#### Acceptance

**Catapult Systems, LLC**  
 1221 S MoPac Expressway, Three Barton  
 Skyway #350, Austin, TX 78746

**Texas Department of Motor Vehicles**  
 4000 Jackson Ave., Building 5  
 Austin, TX 78731

Signature	
Printed Name	Jim Booth
Title	V.P., Gulf Coast Region
Date	

Signature	
Printed Name	
Title	
Date	

**Appendix A: Jumpstart and Configuration Scope and Assumptions**Agile Analytics Jumpstart Scope

1. Jumpstart
  - a. Data Source survey document provided, and information collected
  - b. User/Persona survey document provided, and information collected
  - c. Conduct up to eight (8) interview sessions. Interviews will occur prior to the Vision Design Session
  - d. Catapult will conduct a full day Vision Design Session; the design sessions is an in-person contiguous meeting designed to quickly identify and prioritize outcomes, features, analytics strategies, and constraints for the business and team.
  - e. Catapult will document the findings from the interviews and Design Session and a Vision Theme Document.
2. Product Success Management
  - a. Catapult will document and provide Client with a Roles and Responsibilities Matrix. This Matrix goes beyond the key Stakeholders mentioned in this contract, outlining critical roles and individuals integral to the quality and successful delivery of the applications in scope.
  - b. Catapult will build and document a Communication Plan.
  - c. Test Approach documentation: this documentation outlines how Catapult will present features to the client for validation and testing.
  - d. Promotion Policy Document: Catapult will be building a technical delivery pipeline that can automate application deployments. This document covers how those deployments are approved and the expected cycle for deployments to production.
  - e. Backlog and Lifecycle Management preparation: Catapult will build out, or in the case of existing application – transition, the backlog into Visual Studio Online (unless otherwise noted).
3. Technical Platform Configuration
  - a. Development Pipeline: Catapult will configure all source control environments, document the branching strategy, provide the Client Stakeholders with a document describing the software development life cycle specific to the analytics in scope, and provide a release strategy document. Unless otherwise specified, all environments and tooling will be Microsoft Azure based.
  - b. Analytical Environments: Catapult will configure the development, testing, and production environments, automate the deployment pipeline, and integrate the testing suite. All of these environments will be in Microsoft Azure.
  - c. Client will receive an Azure Architecture Configuration Document for the initially deployed services and architectures.
  - d. Catapult will conduct a four (4) hour platform introduction post deployment and configuration.

Outputs from Jumpstart

1. Vision Theme Document: This document captures the main analytical opportunities/challenges for the Client. Priorities and analytical needs will be captured here.
2. RACI Matrix: Documentation of responsibilities between Catapult and CLIENT team members
3. Promotion Policy Document: Scoped to technical deliverables to be developed within the Azure pipeline, this document describes how items are promoted to production
4. Testing Approach Document: Describes testing approaches and when to use automation
5. Azure Environment Deployed and Configured: CLIENT Azure subscription for this analytics effort deployed and configured for use

Application Services Onboarding Assumptions

1. Client will provide Catapult the rights to provision services or virtual machines necessary for the applications in Microsoft Azure. Provisioning will need to be in cooperation with and constrained by the Data Center Services (DCS) rules and regulations with regard to Azure service requests and provisioning.
2. Development, Test, and production environments or services must be Microsoft Azure based.
3. Catapult will have administrative access to the Azure subscription where the infrastructure and services are hosted (as allowed by the rules and regulations of the DCS program).
4. Catapult will have access to all environments via service accounts or other for deploying code and configuration changes (as allowed by the rules and regulations of the DCS program).
5. Client will provision all development licenses such as MSDN Subscriber licenses.
6. Client will provision a connection to the Azure environment utilizing the DCS VPC or a Site to Site VPN with sufficient bandwidth to provide appropriate performance for the solution. Bandwidth requirements will be determined through the Jumpstart engagement
7. Pricing is inclusive of any required travel.
  - This Statement of Work (SOW) is subject to the terms and conditions of the Department of Information Resources (DIR) Microsoft Technical Services (MTS) contract [DIR-TSO-3774](#)
    - a. Capitalized terms not defined in this SOW shall have the meaning ascribed to them in the Agreement.
    - b. To the extent that there is any conflict between this SOW and the PO, this SOW shall prevail.

**Appendix B: Service Definitions**Application Services Term Definitions

1. **Story Points:** A story point is a metric used in Agile/Continuous Delivery engagement management and development to represent the effort to deliver a user story. Valid story point assignments within this engagement are: one (1), two (2), three (3), five (5), eight (8), and thirteen (13). Any user story larger than a thirteen will need to be broken down into separate distinct user stories.
2. **T-Shirt Sizes:** Small, medium, Large, Extra Large, XXL, and Infinity. New user stories or user stories that are still in the grooming process may be assigned T-Shirt sizes to assist the client's Product Manager and Executive Owner to prioritize features they desire to be delivered. T-Shirt sizes are a rough order of magnitude, aimed at giving the business an idea of potential cost and effort directionality.
3. **Approved User Story:** Approved User Stories are user stories that have requirements and acceptance criteria that have been reviewed by the Catapult technical team and then assigned a story point value. For Approved stories, the point value assignment is Catapult's commitment to that work effort and price. An Approved user story may only be pulled into the Sprint Backlog if it has been in the Approved state at least two business days prior to the sprint start. Approved User Stories represent a two-way commitment: Catapult commits to the work effort and the client commits to the definition of done (acceptance criteria).
4. **Rogue User Story:** User stories in the backlog that are requested to be worked on, but do not have acceptance criteria and a committed story point value. These may also be stories that have acceptance criteria but were given a story point estimate less than two business days prior to the sprint start. Rogue user stories that are requested to be part of a sprint will be given a story point range, and the actual value updated once delivered. Rogue stories should represent critical issues. Rogue stories will be assigned story points upon completion. If any story requested in a sprint is larger than the Medium T-Shirt size, it will be assigned to the Research Spike so that the team can break it down, gather acceptance criteria, and estimate it.
5. **Research Spike:** Technical investigation into new technology or the existing code base to inform the user acceptance criteria, create a delivery plan, and increase estimating precision. Research Spikes will result in user stories placed on the backlog. Common reasons research spikes are part of sprints are due to rogue stories, stories on the backlog (not sprint backlog) that have T-Shirt sizes larger than Medium, and User Stories that are thirteen (13) Story Points or greater as are of a size that requires coordination above and beyond the individual resource.
6. **Sprint Backlog:** The sprint backlog represents the user stories that are moved from Approved to Committed for the current sprint (unless it is a rogue story).
7. **Pulled User Story:** A pulled user story is a story that is pulled from the sprint backlog once a sprint has started and no work on the story has begun. If pulling a story before work has been done drops the sprint below the minimum capacity, the minimum capacity will still be billed.
8. **Planned Sprint:** A sprint that is loaded to the team's committed capacity with Approved User stories and where unplanned work or rogue user stories does not exceed 10% of the team's capacity.
9. **Actual over Plan:** Run rate of story points delivered each sprint versus the planned baseline user story velocity.
10. **# of Approved Sprints:** this is a key partnership KPI. It takes the total of the story points on Approved user stories and divides it by the planned sprint baseline capacity. Directionally higher is better. Below two (2) means the pace of innovation is in danger and Catapult will utilize the unplanned capacity to build out the backlog and take user stories from their unaccepted state to Accepted.
11. **% Rogue Story Points:** Catapult anticipates a certain amount of rogue user stories; this metric tracks how much rogue/unplanned work the team is taking on sprint over sprint. This metric gives a window into the health of business planning and prioritization.
12. **User Story States:**
  - a. **New:** Brand new user story, epic, feature, whatever... just an idea written down.
  - b. **Grooming (doing):** A Product Owner, or Business Analyst is actively gathering requirements and obtaining and building acceptance criteria
  - c. **Grooming (done):** The User Story is ready to be estimated by the delivery team. It is a complete story with all its User Acceptance Criteria (UAC), and User Centered Design (UCD), and User Centered Experience (UCX) assets needed to actually implement the story. (if a story is not ready or has issues during estimating it is pushed back to Grooming (doing) or New by the team).
  - d. **Approved:** Story has been estimated by the team and has an effort assigned to it.
  - e. **Committed:** The story has been pulled into the current sprint. This is the work of the current sprint.
  - f. **In Dev:** A developer has started work on the User Story (Test, if separate, may have also started writing test cases)
  - g. **In Test:** Developer believes the story is complete and deployed to the Test environment. Test can execute test cases on the story in the Test environment. If the story has issues, it is pushed back to In Dev.
  - h. **In UAT:** Test has signed off on the functionality and the story has been deployed to the User Acceptance Testing (UAT) environment (if separate from Test). The Stakeholders and the business can evaluate the story to make sure it meets the intention of the story. If the business does not approve the story, it may go all the way back to New, Grooming (Doing), or In Dev depending on the severity of the issue with the story.
  - i. **Done:** Story has met all of the acceptance criteria and passes its automated tests (skipped if the User story doesn't have any deployment assets, like research, or documentation). At this juncture, the story will be marked as Ready to Deploy or Not Ready to Deploy. User stories that are code oriented and marked as Ready to Deploy are then merged back into trunk. Stories may be marked as Not Ready to Deploy will be maintained in a separate branch, so trunk is always able to be deployed. A new user story will be created to manage the work effort to merge this story back into trunk at a future date.