

AMENDMENT #3**EDS A27-23-007-A3**

This is an Amendment to the Contract (the "Contract") previously identified as EDS # A27-23-007 entered into by and between the **Indiana Secretary of State (the "State")** and **iLab LLC (the "Contractor")** approved by the last State signatory on **November 11, 2022**.

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree as follows:

1. The Contract is hereby extended for an additional period of 6 months. It shall terminate on December 31, 2024.
2. The consideration including hourly rates and average monthly hours during this extension period is detailed in **Attachment A**. Total additional remuneration for contract work performed during this extension period is not to exceed **Thirty Thousand Six Hundred and Ten Dollars (\$30,610.00)**.
3. Additional specifications for processes and services as detailed in **Attachment A**.

All matters set forth in the original Contract and not affected by this Amendment shall remain in full force and effect.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Amendment other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Amendment, the Contractor attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.**

In Witness Whereof, the Contractor and the State have, through their duly authorized representatives, entered into this Amendment. The parties, having read and understood the foregoing terms of this Amendment, do by their respective signatures dated below agree to the terms thereof.

iLab LLC (Contractor)

By: 

JETHRO LLOYD, CEO
Name and Title, Printed

Date: 21 MAY 2024

Indiana Secretary of State [Indiana Agency]

By: 

Jeroid A. Bonnet, Deputy Secretary of State

Date: 5/21/24



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ATTACHMENT A

Software Quality Assurance Solution

**State of Indiana
Indiana Secretary of State (SOS)**





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1. BACKGROUND

iLAB has been engaged with the Indiana Secretary of State (SOS) on the INBiz project since September 2015 as their Software Quality Assurance (SQA) vendor partner. Over the years, iLAB has delivered testing services across significant system enhancements, upgrades, monthly releases, and defect fixes. Due to the success of this engagement, the Indiana Secretary of State is interested in extending its Software Quality Assurance and Testing partnership with iLAB.

2. UNDERSTANDING THE REQUIREMENTS

Currently, iLAB delivers software quality assurance and testing services for INBiz applications. Based on the current project needs, the Secretary of State project team has asked iLAB to provide one (1) manager and two (2) iLAB SQA resources to support INBiz (Business Services Division), the ADSD (Auto Dealer Services Division), and explore the Securities Division Portal.

Within the last three months, the Indiana Secretary of State's office has added Cloud Migration of ADSD and Cloud Migration of INBiz to the scope of work along with some static pages for web sites that need to be verified. This in turn necessitated additional team members. iLAB is proposing the addition of one (1) Sr. SQA Analyst for the remaining two months of the contract EDS # A27-23-007-A2.

3. ROLES AND RESPONSIBILITIES

Below is a brief description of the roles identified for this Change Request:

Role	Sr. Software Quality Assurance Analyst (GSA / QPA Consultant 4)
Responsibilities	<p>The Sr. SQA Analyst will provide expertise for the manual testing solution, such as:</p> <ul style="list-style-type: none">• Identification of system functions for testing• Identification and extraction of test requirements• Risk analysis, identification, and management• Specification of test data requirements• Develops, maintains, and executes test cases for Smoke, System, User Acceptance, Regression, and End-to-End testing• Develops, maintains, and executes test cases and test scripts for business scenario workflow testing• Integration of test case development• Quality review of test cases and test documentation• Confirmation of test environment readiness• Review of supporting documentation for accuracy• Definition and implementation of test & defect management process• Sequencing, scheduling, and execution of test cases• Logging defects and change requests as requested by the business• Ensures test cases are updated with new functionality• Transfer knowledge to customer and team• Compile test plans and models• Complete Progress and Defect reporting and management• Liaise with Developers and Business Analysts• Recommend areas for process improvement• Identify and Validate Business Process Scenarios and critical business workflows that are paramount to test validation

4. RESOURCING & TARGET INVESTMENT

iLAB will utilize the Federal General Services Administration (GSA) IT Schedule 70 and associated Indiana State QPA #21329 for funding. The iLAB SOS engagement will be based on time and materials; only the hours utilized will be billed.

The table below identifies the iLAB SQA Team Roles currently on the SOS INBiz engagement and the associated GSA Labor Category within the Indiana State QPA.

iLAB Role	Associated GSA Labor Category
Sr. SQA Analyst	Consultant 4 (CON 4)

This Change Request represents the iLAB IN SOS Engagement for the timeframe of May 1, 2024 through June 30, 2024.

Area	iLAB Role	Average Monthly Hours	QPA Hourly Rate	Months	Total Hours	Total Due
M&O	Sr. SQA Analyst / CON 4	169	\$90.56	2	338	\$30,609.28
Total Investment			\$30,609.28			

The total amount for this Change Request is **\$30,609.28**

The resource estimates provided in this SOW Change Request (Statement of Work) are based on anticipated testing efforts. Staffing for the iLAB SQA Team will follow the demands of the engagement and may be adjusted to reflect both workload and budget. In the event additional SQA services are identified, for example, testing of stand-alone SOS projects, iLAB will meet with the State SOS Executive Leaders to determine if additional SQA resourcing is needed.

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The following table identifies the iLAB Roles and Rates per Hour for Indiana State QPA #21329 available on the iLAB GSA contract approved by the Federal Acquisition Service.

Skill Category	GSA Labor Category / QPA Role Category	QPA Hourly Rate
Engineering Roles	Subject Matter Expert 4 (SME 4)	\$174.27
	Subject Matter Expert 3 (SME 3)	\$119.02
	Subject Matter Expert 2 (SME 2)	\$105.99
	Subject Matter Expert 1 (SME 1)	\$97.33
Consulting Roles	Consultant 5 (CON 5)	\$104.13
	Consultant 4 (CON 4)	\$90.56
	Consultant 3 (CON 3)	\$89.95
Management Roles	Project Manager 4 (PM 4)	\$204.23
	Project Manager 3 (PM 3)	\$118.73
	Project Manager 2 (PM 2)	\$106.45
	Project Manager 1 (PM 1)	\$93.45

5. CHANGE MANAGEMENT PROCESS

Testing efforts are estimated based on the information available to iLAB. It is anticipated that these staffing levels will meet project requirements. However, should the testing team need to be modified based on the project needs, the following Change Management Process will be followed:

- a) If either IN SOS or iLAB require a change to the scope or execution of the SOW, beyond the projections agreed to
- b) iLAB shall submit details of the requested change to the SOW in writing as a Change Request. Below are examples which could trigger such an event:
 - A project is expected to require additional testing effort
 - The current iLAB Team does not have the capacity to fulfill the testing needs
 - Several projects running concurrently
 - Development timelines are not met
 - Requirements leave open questions or items for clarification
 - Change in requirements or scope of work
 - Defect resolution turn-around times not adhered to by the development vendor
- c) Any necessary variations to the service charges arising from the Change Request, and if either party submits a Change Request, iLAB shall, within a reasonable time, provide a written estimate to the IN SOS
- d) A Change Request shall become a Change Order when it is signed by the authorized representatives of both parties signifying their approval of the change
- e) Neither party shall be obliged to agree to a Change Request originating from the other party
- f) Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed upon version of the SOW

6. ACCEPTANCE OF THE PROPOSAL

Indiana Secretary of State

iLAB

(sign)

(sign)

(Print name)

Jethro Lloyd

(Print name)

(title)

CEO

(title)

(date)

(date)

Each person signing this proposal represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this proposal. Each party represents and warrants to the other that the execution and delivery of the proposal and the performance of such party's obligations hereunder have been duly authorized, and that the proposal is a valid and legal agreement binding on such party and enforceable in accordance with its terms.