

**STATEMENT OF WORK**  
**FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

This Statement of Work (SOW) is issued on **February 11, 2026** (SOW Date), by and between Solano County's Department of Information Technology (DoIT) and **vTech Solution Inc.** (Contractor). This SOW is subject to the terms and conditions of the Master Agreement executed by the Contractor and Solano County on behalf of DoIT and those terms and conditions shall govern Contractor's services under this SOW.

- A. **Services.** Contractor shall assign an expert consultant to perform the following limited term and/or fixed scope IT services:

**CalAIM PATH-JI Round III (DMND0001902)** - The County is implementing CalAIM PATH-JI Round III a State-mandated initiative designed to expand Enhanced Care Management (ECM) and Community Supports for Medi-Cal members with complex medical and social needs. The County's role is to coordinate across health, housing, behavioral health, and justice systems to ensure that services are integrated, equitable, and accessible.

**B. Responsibilities/Deliverables:**

The project consists of below high-level milestones and expected deliverables/outputs, list is not all inclusive:

- **Business Requirements Document (BRD)** – Develop Business Requirement Document (BRD), through requirement gathering session facilitation with program and IT business stakeholders. Identify As-Is and To-Be processes, reports and data flows, highlighting the gaps and areas of improvement. Define the business needs of project, define definition of done/success criteria, including the scope of the project, user requirements, and functional specifications.
- **Functional Requirements Document (FRD):** Outline the functional requirements of the system, including what the system must do and how it should operate.
- **Use Case Diagrams:** Define and illustrate the various scenarios that the business user will expect when using the system.
- **Vendor Statement of Work (SOW) Development:** Collaborate with product vendor, where necessary, in the development of the system implementation SOW. Includes providing functional and Non-functional requirements and validating content aligns with customers defined success criteria.
- **User Acceptance Testing Scripts:** Develop specific User Acceptance Testing scripts to align with testing strategy for the system, including the scope of the testing, test cases, acceptance criteria, defect severity ratings and instructions for documenting and reporting results.
- **Data Mapping Document:** Develop data mapping document mapping the data elements from one system to another, this ensures data is correctly translated between systems.
- **Process Flow Diagrams:** Develop Process flow diagrams illustrating the workflow and processes of the system, identify potential bottlenecks or issues, and translate “As-Is” process flow to “To-Be” process.
- **Job-Aides & Training Material:** Develop & Define training content and artifacts (e.g. End-User Job-Aides, Training PowerPoints, Process Guides) requirements for both end-users and IT support groups.

**SOW AGREEMENT #: s\_80000011382232616**

Work effort requires the Business Systems Analyst contractor to assess the County's current business processes, systems, and data needs in support of CalAIM initiatives. The Contractor will be responsible for eliciting and documenting stakeholder requirements, identifying workflow and integration gaps, and translating program and reporting needs into clear functional specifications aligned with County standards. The Contractor will support solution evaluation and validation, develop business process and end-user artifacts, and ensure requirements traceability to operational dashboards, outcome tracking, and State-mandated CalAIM reporting.

- C. **Location.** Work shall be performed either remotely (within the United States) or In-person at County Administrator's Office 675 Texas St., Suite 6500, Fairfield, CA 94533 *Note: When requested and professionally appropriate, additional onsite/in person workdays would be required.)*
- D. **Category(ies).** Expert consultant assigned to perform limited term and/or fixed scope IT services shall be qualified in the following subject matter area(s):
- IT Business Systems Analysis     IT Project Management     IT Service Management  
 IT Data Management     Network Management     Other \_\_\_\_\_
- E. **Qualifications and Certifications.** Contractor certifies that the expert consultant assigned to assist with the limited term and/or fixed scope IT work effort has the following level of experience and/or certifications:
- Experience: 5+ years as a Business Systems Analyst supporting IT-enabled program and process initiatives.
  - Requirements & Documentation: Proven ability to elicit and document business/functional requirements, workflows, and acceptance criteria.
  - Stakeholder Facilitation: Experience leading sessions with program, IT, leadership, and partners and translating needs into actionable deliverables.
  - Testing & Validation: Experience supporting test planning/UAT readiness, requirements traceability, and definition-of-done validation.
  - Required Certification: At least one active certification (e.g., ECBA/CCBA/CBAP, PMI-PBA, CSM/CSPO, ITIL Foundation, Lean Six Sigma) or County-approved equivalent.
- F. **Consultant.** If known, the name and contact information of the assigned expert consultant is:  
Name: Samanvitha Swamy Email: [samanvitha.swamy@gmail.com](mailto:samanvitha.swamy@gmail.com) Contact: 913-954-9211
- G. **Project Duration.** Work under this SOW shall commence on **February 11, 2026**
- H. and shall conclude on **July 31, 2026.**
- I. **Compensation.** Contractor shall be compensated for expert consultant services at an all-inclusive hourly rate of **\$ 92.80,** for a total SOW amount not-to-exceed: **\$177,840.00.**
- J. **Funding.** This SOW may be void and unenforceable if all or parts of funding applicable to this Agreement later become unavailable to the County. If applicable funding is reduced, County may require the renegotiation of compensation with the Contractor.
- K. **Liability and Responsibility.** Contractor accepts all liability and responsibility for the assigned expert consultant.

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**COUNTY**

Name: Timothy Flanagan

Title: Chief Technology Officer (CIO)

Signature:

Date:

**CONTRACTOR**

Name: Anisha Vataliya

Title: President, vTech Solution Inc.

Signature: Anisha Vataliya  
Anisha Vataliya (Jan 25, 2026 14:53:33 EST)

Date: 01/25/2026