

**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:

- **Project Planning** – Create Project Plan/Charter, Technical Prerequisite Planning and Execution, Vendor & Stakeholder Alignment, Defined RACI/RAID, Performance monitoring, all other pertinent artifacts required for leading project management engagement.
- **Risk Assessment and Mitigation:** Create RAID document to identify potential risks and issues that may arise during the project and develop a risk management plan. Monitor risks throughout the project and implement mitigation strategies as needed.
- **Vendor Contract & Relationship Management** - In collaboration with business and IT lead and manage the development of vendor contracts (MSA, SOW, etc.). Manage both vendor and business relationships.
- **Project Governance** - Develop project governance structure and critical components for establishing controls and process for project lifecycle. Establish and manage project committee inclusive of key stakeholders across the county.
- **Technical Documentation** - Maintain comprehensive project documentation, including project plans, meeting minutes, technical specifications, and other relevant documents.
- **Testing and User Acceptance** - Oversee the testing phase of the project to ensure that all systems and components are thoroughly tested before deployment. Coordinate user acceptance testing to gather feedback from end-users.
- **Deployment and Implementation** - Plan and execute the deployment of IT systems or solutions, ensuring a smooth transition from development to production

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- **Production & Closeout** - Conduct Retrospect, Develop Executive Summary, Provide Process Maturity Plan/Roadmap.

Work effort requires end to end execution of project management lifecycle and alignment with Solano IT Delivery Framework. The assigned IT Project Manager (IT PM) will be responsible for leading project team inclusive of IT representatives. Responsible for stakeholder/executive leadership engagement, project governance, development of critical project and end-user artifacts, data migration planning, certifying deliverable acceptances, obtaining, and validating definition of done statements.

- 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:
- Senior Level IT Project Manager with 6+ years' experience working within an IT environment.
  - Advanced knowledge and experience in Vendor & Contract Management.
  - Advanced knowledge and experience in managing Agile and SCRUM project implementations.
  - Required Certifications: Project Management Professional (PMP), Certified ScrumMaster (CSM) and/or Agile Certified Professional, Certified Scrum Product Owner (CSPO)
- F. **Consultant.** If known, the name and contact information of the assigned expert consultant is:  
Name: Kanwar Ali      Email: khawara723@gmail.com      Contact: 443-889-0769
- G. **Project Duration.** Work under this SOW shall commence on **February 11, 2026** and shall conclude on **July 31, 2026**.
- H. **Compensation.** Contractor shall be compensated for expert consultant services at an all-inclusive hourly rate of: **\$ 108.50**, for a total SOW amount not-to-exceed: **\$227, 240.00**.
- I. **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.
- J. **Liability and Responsibility.** Contractor accepts all liability and responsibility for the assigned expert consultant.

**COUNTY**

Name: Timothy Flanagan  
Title: Chief Technology Officer  
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