



Grayson County Juvenile Services

Youth Tracking and Management System SOW

/// Introduction

The Grayson County Juvenile Services has contracted with Guardian RFID in an Agreement to provide a new Youth Tracking System and assist Grayson County Juvenile with the implementation of this system. This SOW is attached to and governed by the Agreement between the Parties. This SOW defines the principal activities and responsibilities of the Grayson County Juvenile and Guardian RFID (collectively known as “Parties”) for the implementation of a Youth Tracking System (“YTS”) for Grayson County Juvenile facilities.

This SOW documents the primary responsibilities and activities for the implementation of YTS, the major implementation requirements, major implementation tasks, sets the Parties’ task completion expectations, and identifies the completion criteria for each task.

/// Project Scope

This SOW defines Guardian RFID’s products, services, and activities along with supporting Grayson County Juvenile activities that are required to implement YTS to meet the goals and objectives.

The primary goal of the Project is to implement Wi-Fi Coverage at the Grayson County Juvenile facilities and to implement Guardian RFID’s cloud-based youth tracking solution in a way that:

- Enables Grayson County Juvenile to manage its population effectively and efficiently.
- Ensures that Grayson County Juvenile will be able to produce reports related to tracking out-of-room time, program and activity participation, wellness checks and other common events, actions, and other routine custody functions.
- Meets the operational needs of Grayson County Juvenile by providing the ability to accurately and consistently track the following events while ensuring the safety of the youth population and the Grayson County Juvenile staff:
 - youth movements,
 - youth locations,
 - youth durations inside facility locations, work sites and other related program locations,
 - youth activity and program participation,
 - attendance at nurse’s call
 - facility security checks,
 - attendance at mental health and medical appointments
 - youth welfare checks,
 - youth behavior observations
 - other functions as determined by Grayson County Juvenile .
- Includes the discovery and definition of work processes for how Grayson County Juvenile will use the YTS to address each of the functions/workflows described above, including configuring the Guardian RFID’s software and devices to support each required workflow.



- Includes the specification development, and the development and testing of the following YTS interfaces:
 - Current Grayson County Juvenile Youth Management System (“YMS”) – data import of housing and youth information. This interface will be accomplished via an SFTP process.
 - Identity photo data import. (Optional) This interface will be accomplished via a Secure File Transfer Protocol (SFTP).
- Includes the development and delivery of end-user, supervisor, and system administrator training for all Grayson County Juvenile personnel, including the development of training materials and training aids which have been tailored to reflect Grayson County Juvenile ’s specific context, work processes and SPARTAN “workflows”.
- Includes the delivery, configuration, and installation of:
 - Guardian RFID’s proprietary mobile devices,
 - Guardian RFID’s proprietary mobile software,
 - wall-mounted RFID tags,
 - youth-worn RFID wristbands/ID Cards,
 - equipment necessary to produce or manage the RFID wristbands and ID cards,
 - youth RFID ID cards used by a subset of youth in lieu of, or in addition to wrist bands,
 - RFID ID cards used by deputies to automatically log on to SPARTAN devices,
 - cloud hosted SaaS applications, and
 - other Guardian RFID-provided components required for a working YTS.

/// Guardian RFID Solution Description

This Project will implement the Guardian RFID's solution for YTS. The YTS solution is a Software-as-a-Service (SaaS) platform available to Grayson County Juvenile staff through standard internet browsers and via Guardian RFID's SPARTAN devices. As such, the Guardian RFID's SaaS platform does not require any Grayson County Juvenile servers or software to provide functionality. The solution does require Grayson County Juvenile computers running standard browsers. The Guardian RFID SAAS platform will support the most recent versions of standard browsers.

The solution consists of the following components and capabilities:

- Mobile Command – software that will be used via Guardian RFID's SPARTAN handheld devices to execute data collection, identification, and intelligence-gathering tasks in real-time.
- The SPARTAN devices will be used to scan and identify three types of RFID tags:
 - Hard Tags – passive RFID devices that do not require power and are wall-mounted (drilled or otherwise attached) to Grayson County Juvenile facility walls.
 - Youth-worn RFID tags, known as Clincher Extra-Wide, contain a passive RFID chip which is imbedded into plastic laminate wristbands that are firmly attached to youths. The wristbands do not require power or batteries.
 - Youth RFID ID cards that are used by youths temporarily released from custody for various reasons. The RFID ID cards will also be used by Grayson County Juvenile YTS end users to login to SPARTAN Devices.
- The Command Cloud-based application which can be accessed by any Grayson County Juvenile -approved desktop or mobile browser, including Microsoft Edge, Chrome, Firefox, and Safari.

///GENERAL PROJECT ASSUMPTIONS

The following assumptions apply to the Project.

Work Location and Performance

- Guardian RFID's implementation work for the Project will be performed both onsite and remotely, as determined by the Guardian RFID's.
- Guardian RFID shall be solely responsible for travel costs and other out of pocket expenses associated with onsite work.
- Guardian RFID will provide the services described in the SOW during normal business hours, 8:00 AM to 5:00, Central Time Monday through Friday, excepting official Federal Holidays.
- Grayson County Juvenile will provide location and logistical support for meetings and other onsite activities.
- Grayson County Juvenile will ensure participation by appropriate Grayson County Juvenile resources in Project meetings.
- Grayson County Juvenile will provide onsite workspace for Guardian RFID's implementation team members on an as-needed basis.

Data Exchanges and Interfaces

- To ensure data currency within Guardian RFID's youth tracking system, youth demographics, statuses and housing assignment data will be uploaded from the YMS and Identify photo system to Guardian every 2-5 minutes.
- Guardian RFID's SFTP process or other methods, by mutual agreement between the Parties, will be used to upload and download data between other Grayson County Juvenile systems and YTS.
- Guardian RFID will collaborate with Grayson County Juvenile to develop procedures to properly handle interface/integration transmission errors.
- All data exchanges and created interfaces must be configured securely with the use of encryption.

YTS Data Integrity and Ownership

- All the data captured by YTS devices is owned by the Grayson County Juvenile .
- Guardian RFID and Grayson County Juvenile will collaborate (work together) to ensure YTS data availability, usability, consistency, integrity, and security.

DELIVERABLE 1

///Project Kickoff Meeting

Task Description:

A Project kickoff meeting will be held involving Grayson County Juvenile and GUARDIAN RFID after Standard Terms and Conditions has been executed by both parties.

The objective of this task is to ensure that all Project assumptions are valid, the Parties have discussed the draft Project schedule and can mutually agree to it at the meeting or shortly thereafter, and all requirements and expectations are understood prior to beginning any significant work.

GUARDIAN RFID Deliverables:

The following deliverables are included in this task:

- Updated Project schedule (if required).
- Kickoff meeting notes.
- Development of Acceptance of testing and exit criteria, utilizing the Project Deliverable Acceptance form.

Task Prerequisites:

The following items must be completed prior to beginning this task:

- The Standard Terms and Conditions, associated Task List and this SOW must be executed/signed by both parties.
- GUARDIAN RFID has assigned a Project Manager and named a Project team.
- GUARDIAN RFID's Project team members have successfully passed Grayson County Juvenile background checking process.
- The Task list/SOW has been distributed to the Grayson County Juvenile and GUARDIAN RFID's Project teams.
- Grayson County Juvenile has provided the GUARDIAN RFID with appropriate plans and facility layouts, which the GUARDIAN RFID can reference during and after the familiarization tour.

Task Assumptions:

The following assumptions apply to this task:

- The Grayson County Juvenile Project Manager will conduct the Kickoff meeting at a local facility.
- The GUARDIAN RFID's Project Manager will participate in the Kickoff meeting and cover appropriate topics during the meeting.
- The GUARDIAN RFID's Project Manager and key team members will attend the Kickoff meeting. If mutually beneficial an onsite Kickoff meeting may be required. Some members of the GUARDIAN RFID's Project team may participate remotely.
- The Grayson County Juvenile will leverage the GUARDIAN RFID's onsite presence to conduct a physical tour of each correctional facility, which will focus on helping the GUARDIAN RFID understand the layout of each facility in order that the GUARDIAN RFID can advise on Hard Tag placement.
- The Project schedule will be discussed, further elaborated, and updated as required during the meeting.

GUARDIAN RFID's Responsibilities:

- Review the Project organization, roles, and responsibilities with Grayson County Juvenile .



- Provide an overview of the solution, solution components and implementation process, including a thorough review of the SOW to set expectations and to answer any questions regarding the Project’s implementation approach.
- Work with Grayson County Juvenile to identify and document potential Project risks and action items that affect the Project schedule and resources.
- Provide Grayson County Juvenile with detailed technical information regarding any network access requirements for the YTS system to function.

Grayson County Juvenile Responsibilities:

- Command Staff provides Contact Gathering information.
- Participate in deployment discussions, including any risks or issues presented.
- Describe Grayson County Juvenile network capabilities and requirements.
- Describe Grayson County Juvenile Wi-Fi along with its capabilities.
- Participate in scheduled discussions.
- Include Security Operations, including but not limited to command staff, training staff, and compliance staff.

Task Completion Criteria:

This task is considered complete upon:

- Acceptance of the updated Project schedule and kickoff meeting notes by the Grayson County Juvenile Project Manager.
- Testing and Acceptance Criteria forms labeled “Project Deliverable Acceptance Forms | Task” are created and agreed upon.



DELIVERABLE 2

///Software (Cloud Platform license)

SaaS Cloud Platform License Installation, Configuration and Grayson County Juvenile Access

During this task, the GUARDIAN RFID will set up, configure, and tailor GUARDIAN RFID's SaaS platform, for Grayson County Juvenile use based on information provided by Grayson County Juvenile . Platform will be the most current stable version of the Guardian RFID youth tracking platform.

Task Prerequisites:

Deliverable #1

Software Platform Task Description:

This task is intended to inform GUARDIAN RFID of the required information to create Grayson County Juvenile database. The completion of this task will involve information gathering, coordination with both teams' project management groups and necessary stakeholders to accomplish desired configuration.

GUARDIAN RFID Deliverables:

GUARDIAN RFID Project manager will share a common document/s with Grayson County Juvenile PM to create necessary framework to configure Grayson County Juvenile database. Information will include:

1. list of housing assignments,
2. a spreadsheet of Hard Tag mappings,
3. list of staff,
4. list of predefined text for room checks,
5. list of predefined text for movements, and
6. list of predefined text for supplies.
7. Fill out user stories for acceptance testing.

Meeting reviewing the website release and educational discussion on user configurability and function.

Task Assumptions:

Grayson County Juvenile will appoint a member of the correctional staff to this deliverable. GUARDIAN RFID and Grayson County Juvenile PM will coordinate and share best/legal based practices for deployment in coordination. All necessary staff are involved as this new system will require new policy and procedure considerations, specifically impacting compliance requirements and staff workflow.

GUARDIAN RFID's Responsibilities:

- GUARDIAN RFID will gather database information from the Grayson County Juvenile . Information will include housing assignments, hard tag locations, staff lists, etc..
- GUARDIAN RFID will build database and configure based upon best/legal based practices and guidance provided by Grayson County Juvenile .

- GUARDIAN RFID will set up a release meeting with Grayson County Juvenile to ensure all areas of the platform are explored and understood.

Grayson County Juvenile Responsibilities:

- Command Staff provides a complete list of permanent youth housing locations/assignments.
- Command Staff provides a complete list of temporary youth movements/assignments.
- Participate in deployment discussions, including any risks or issues presented.
- Meet with GUARDIAN RFID PM to receive credentials and access the platform.

Task Completion Criteria:

- Initial testing acceptance criteria based on Project Deliverable Acceptance form. Accepted by both project managers.



DELIVERABLE 3 // Hardware (non-mobile device)

Task Description:

GUARDIAN RFID will package, and ship all quoted, non-mobile-device hardware to the Grayson County Juvenile and help Grayson County Juvenile with any setup, testing, training, and guidance on deployment.

GUARDIAN RFID Deliverables:

Guardian RFID will complete the following activities as part of this deliverable:

- This includes hardware such as Hard Tags, laminators, printers, and RFID Wristband/ID/Fob Activators.
- Lead remote workshops that explain the available formats and types of data contents that are typically included in the production of youth-worn, RFID wristbands. Guardian RFID will review with Grayson County Juvenile SMEs industry best practices that should be followed with the RFID wristbands.
- Configure the youth RFID wristband printers that will be used to print youth wristbands, if purchased from GUARDIAN RFID.
- Guardian RFID will provide Hard Tag installation guidelines/documentation.

Task Prerequisites:

- Deliverable #1 completion.
- This deliverable may be satisfied during Deliverable #2 to allow for end user testing of equipment soon after Deliverable #2 to be most time efficient.

Task Assumptions:

- An itemized list of this deliverable is stated in the billing section of this SOW.
- This deliverable is considered complete upon receipt from Grayson County Juvenile that GUARDIAN RFID's place of business.
- Grayson County Juvenile facilities crews will be solely responsible for installing all Hard Tags, to include mounting hardware.
- Grayson County Juvenile will appoint members of the correctional staff to assist in the data gathering, validation and completion of this deliverable.
- Hard Tag installation will meet Guardian RFID's specifications/installation guides provided.

GUARDIAN RFID's Responsibilities:

- Provide tracking information for shipped equipment.
- Guardian RFID will package and ship the Hard Tags identified during completion of the System Architecture and RFID Hardware Refinement deliverable.
- Guardian RFID will provide industry best practices Hard Tag installation guide / documentation.
- Guardian RFID will provide Grayson County Juvenile with documentation describing the procedures required to test the configuration and installation of Hard Tags.
- Guardian RFID will assist Grayson County Juvenile in verifying the accuracy of hard tag locations as required.

- Guardian RFID will respond in a timely manner to questions and other requests from the Grayson County Juvenile Hard Tag installers.
- Provide instructional information to test equipment specific to each type of equipment.
- Provide RMA information or Replacement to any damaged equipment identified by Grayson County Juvenile .
- Remote assistance with set up and configuration of wristband printers and other Equipment, if purchased.

Grayson County Juvenile Responsibilities:

- Install the RFID Hard Tags per the design contained in the System Architecture and RFID Hardware Refinement deliverable, specifically the Hard Tag location spreadsheet.
- Develop naming conventions for how locations will be described in the Guardian system. This is the description which will be displayed on the SPARTAN handheld device when it is scanned.
- Input the location description for each of the hard tags into the On-Demand system.
- Manually scan each hard tag with a SPARTAN device to verify that each hard tag location is correct.
- Contact Guardian RFID regarding any installation questions and issues.
- Test the installation and repair as necessary.
- Test RFID hardware provided by Guardian RFID.
- Provide any list of damages, faults or errors involving received equipment.

Task Completion Criteria:

- Grayson County Juvenile acknowledges receipt of hardware.
- Grayson County Juvenile completes hard tag installation

DELIVERABLE 4 //YMS interface

Task Description:

Grayson County Juvenile will create a software service on its servers that sends data to the GUARDIAN RFID's server. GUARDIAN RFID will create a software service on its servers to process Grayson County Juvenile data for its platform workflows. The data will consist of youth identification (e.g.: name, housing, mugshot). Technical documentation will be provided to the Grayson County Juvenile upon request.

GUARDIAN RFID will grant Grayson County Juvenile access to its API. Grayson County Juvenile will access the GUARDIAN RFID API to gather data for its YMS workflows. The data will consist of staff logs (e.g.: room checks, headcounts, supply passes). GUARDIAN RFID is not responsible for how this data is applied to the Grayson County Juvenile YMS. Technical documentation will be provided to Grayson County Juvenile upon request.

GUARDIAN RFID Deliverables:

- Development and successful testing of the in-scope integrations



Task Prerequisites:

The following items must be completed prior to beginning this task:

- Acceptance by Grayson County Juvenile of Interface Control Document deliverables.
- Any required NDAs between Guardian RFID and third-party vendors are Executed/signed.

Task Assumptions:

- Youths that are marked as Released from the YMS will not be available for youth-specific workflows within the GUARDIAN RFID platform. If youths are marked Released in the YMS but remain in the facility for a significant time, then both parties will agree on the necessary database triggers or the Grayson County Juvenile will resort to updating its data entry policy.
- Each youth must be assigned to a specific housing location, for the room checks process. If youth housing assignments are managed centrally then Grayson County Juvenile will need to decentralize or streamline the housing assignment process.
- Grayson County Juvenile will coordinate any required interactions with third-party vendors for the development and testing of the interfaces.

GUARDIAN RFID's Responsibilities:

- GUARDIAN RFID Project Manager provides YMS interface requirements
- GUARDIAN RFID Project Manager evaluates/tests interface setup
- Participate in each interface's acceptance testing and adjustment as necessary.

Grayson County Juvenile Responsibilities:

- Command Staff orders YMS interface from YMS account manager or completes in house.
- Provide SMEs as required to collaborate with Guardian RFID.
- Manage any third-party interface coordination as needed.
- Provide the network connectivity required to support each interface.
- Coordinate the installation and testing of the Grayson County Juvenile side of each interface.
- Participate in each interface's acceptance testing and adjustment as necessary.

Task Completion Criteria:

Grayson County Juvenile sends email to GUARDIAN RFID project manager confirming that new bookings are appearing in OnDemand.

DELIVERABLE 5**///Software (mobile device licenses)****Task Description:**

Guardian RFID will configure SPARTAN device software to match Grayson County Juvenile configuration, network configuration, and workflows.

GUARDIAN RFID Deliverables:

GUARDIAN RFID will load the following software components onto the mobile devices:

1. the most stable version of its mobile software
2. its mobile device management software,
3. its enterprise lock-down technology onto the Grayson County Juvenile mobile devices.

Task Prerequisites:

GUARDIAN RFID will not ship out mobile devices until Grayson County Juvenile provides Wi-Fi configurations. GUARDIAN RFID will send Grayson County Juvenile a Wi-Fi configuration questionnaire shortly after Execution of System Agreement.

Task Assumptions:

Grayson County Juvenile technicians will be solely responsible for updating their local area network and firewall to accommodate the GUARDIAN RFID's mobile devices. GUARDIAN RFID will provide thorough documentation shortly after contract execution.

GUARDIAN RFID's Responsibilities:

- Guardian RFID will configure the required number of SPARTAN devices purchased by Grayson County Juvenile .

Grayson County Juvenile Responsibilities:

- None

Task Completion Criteria:

GUARDIAN RFID project manager sends email to Grayson County Juvenile confirming that all mobile devices are provisioned.

DELIVERABLE 6**///Hardware (Mobile Devices)****Task Description:**

Guardian RFID will configure the SPARTAN devices to contain the workflows and other relevant Grayson County Juvenile -specific information identified during the Configuration Phase deliverables; specifically, the workflows identified in the Workflow configuration deliverable.



After the configuration is complete, Guardian RFID will ship the SPARTAN devices identified in the System Architecture and RFID Hardware Refinement deliverable to Grayson County Juvenile .

GUARDIAN RFID Deliverables:

The following deliverables are included in this task:

- Delivery to Grayson County Juvenile facilities of the required number of SPARTAN devices.
- Delivery to Grayson County Juvenile facilities of the required number of SPARTAN charging/docking stations.
- Completion of factory testing of the SPARTAN devices.
- Completion of SPARTAN configuration testing.
- Delivery of SPARTAN operators and maintenance manuals.
- Delivery of a simple staff user guide sheet.

Task Prerequisites:

The following items must be completed prior to beginning this task:

- Acceptance by Grayson County Juvenile of the System Architecture and RFID Hardware Refinement deliverable and BOM.
- Acceptance by Grayson County Juvenile of the Workflow Configuration deliverable.
- Acceptance by Grayson County Juvenile of the Wristband Configuration and Training deliverable.
- Any required Agreement amendments related to SPARTAN devices are either complete or substantially complete.

Task Assumptions:

The following assumptions apply to this task:

- An itemized list of the SPARTAN mobile devices is included in the System Architecture and RFID Hardware Refinement deliverable.
- Guardian RFID will provide operators and maintenance manuals for each SPARTAN device shipped to Grayson County Juvenile .
- Grayson County Juvenile will distribute the SPARTAN devices to appropriate Sheriff's Office staff to support user acceptance testing, training, and Cutover activities.

GUARDIAN RFID's Responsibilities:

- Provide tracking information for shipped equipment.
- Guardian RFID will complete the following activities as part of this deliverable:
- Guardian RFID will provide Grayson County Juvenile with the power and environmental requirements for the SPARTAN charging/docking stations.
- Guardian RFID will configure the number of SPARTAN devices identified during completion of the System Architecture and RFID Hardware Refinement deliverable.
- Guardian RFID will configure the SPARTAN devices to contain the Grayson County Juvenile -specific workflows and related information compiled during the Project's Configuration Phase.
- Guardian RFID will provide operators and maintenance manuals for each SPARTAN device shipped to the Grayson County Juvenile .
- Guardian RFID will respond in a timely manner to questions and other requests from the Grayson County Juvenile regarding the delivery of the SPARTAN devices.

Grayson County Juvenile Responsibilities:

- Inventory and tag the delivered SPARTAN devices.
- Ensure that power and related requirements of the SPARTAN charging/docking stations are installed, tested and operational.
- Test the SPARTAN devices to ensure they meet Original Equipment Manufacturers' (OEM's) specifications.
- Test the configuration of the delivered SPARTANS to ensure that they are properly configured to meet Grayson County Juvenile YTS requirements.
- Store the SPARTAN devices until required for user acceptance testing, training, and Cutover.
- Distribute the SPARTAN devices to appropriate Grayson County Juvenile personnel to support user acceptance testing, training, and Cutover.
- Contact Guardian RFID in a timely manner regarding any questions and issues related to the SPARTAN device delivery.

Task Completion Criteria:

Grayson County Juvenile sends email to GUARDIAN RFID project manager confirming the arrival of all packages.



DELIVERABLE 7**///Hardware (peripherals / consumables)****Task Description:**

Guardian RFID will ship the hardware peripherals included in the System Architecture and RFID Hardware Refinement deliverable to Grayson County Juvenile . Grayson County Juvenile will install and test the hardware peripherals at their designated locations.

GUARDIAN RFID Deliverables:

The following deliverables are included in this task:

- Delivery to Grayson County Juvenile facilities of the hardware peripherals identified in the System Architecture and RFID Hardware Refinement deliverable.
- Provision to Grayson County Juvenile of OEM and Guardian RFID-provided installation documentation.
- Successful installation of the identified hardware peripherals.

Task Prerequisites:

The following items must be completed prior to beginning this task:

- Acceptance by Grayson County Juvenile of System Architecture and RFID Hardware Refinement deliverable and BOM.
- Acceptance by Grayson County Juvenile of Guardian RFID's Project Schedule.
- Any required hardware peripheral Agreement amendments are either complete or substantially complete.

Task Assumptions:

The following assumptions apply to this task:

- An itemized list of the hardware peripheral equipment is included in the System Architecture and RFID Hardware Refinement deliverable.
- Original Equipment Manufacturers' (OEM's) documentation is included with all the hardware peripheral provided by Guardian RFID.
- Guardian RFID will provide installation specifications/guidelines that are not included in the OEM documentation that are required to support YTS functionality.
- Grayson County Juvenile will install Guardian RFID provided hardware peripherals according to OEM and Guardian RFID's specifications/installation guides.

GUARDIAN RFID's Responsibilities:

Guardian RFID will complete the following activities as part of this deliverable:

- Guardian RFID will package and ship to Grayson County Juvenile the hardware peripherals identified during completion of the System Architecture and RFID Hardware Refinement deliverable.
- Guardian RFID will provide any additionally required documentation and instructions to enable the hardware peripherals to be fully operational within YTS.



- Guardian RFID will respond in a timely manner to questions and other requests regarding the installation and configuration of the hardware peripherals.

Grayson County Juvenile Responsibilities:

- Install hardware peripherals per the information contained in the System Architecture and RFID Hardware Refinement deliverable.
- Install the hardware peripherals per OEM documentation and additional installation and configuration instructions provided by Guardian RFID.
- Contact Guardian RFID regarding any installation and configuration questions and issues.
- Test the installed hardware peripherals and repair as necessary.

Task Completion Criteria:

Grayson County Juvenile sends email to GUARDIAN RFID project manager confirming the arrival of all packages.

DELIVERABLE 8**/// Professional Services (On-Site Training)****Task Description:**

GUARDIAN RFID will strive to maximize the number of individually trained staff members prior to go-live.

Over the years, the GUARDIAN RFID has found a positive correlation between the percentage of individually trained staff members and long-term Grayson County Juvenile satisfaction.

GUARDIAN RFID Deliverables:

Guardian will provide trainer staff to provide onsite training and job shadowing with project go live.

Task Prerequisites:

- All other deliverables completed.
- System is ready for go live.

Task Assumptions:

The following assumptions apply to this task:

- Guardian RFID will collaborate with Grayson County Juvenile to establish the most effective and non-intrusive training method.
- Guardian RFID and Grayson County Juvenile will collaborate and mutually agree on the timing and length of each training class type provided by Guardian RFID.
- Grayson County Juvenile is able to video record Guardian RFID's training for future use.
- Guardian RFID provided training will be led by Guardian RFID's training staff onsite at Grayson County Juvenile facilities.
- Grayson County Juvenile will provide and equip appropriate training facilities for the training.
- The types of training identified in the updated training plan will be provided including, but not limited to:
 - Workflow configuration – how to add, delete and modify YTS workflows.
 - RFID wristband and identification card production – how to prepare and produce wristbands and RFID identification cards.
 - Report writing training – individual training of the Grayson County Juvenile report writing SMEs.
 - System administrator – individual training of the Grayson County Juvenile system administrators.
 - End user – individual training of the Grayson County Juvenile YTS end users .
- Each day of training must contain at least one of the following activities:
 - an on-site instructional class conducted by an authorized GUARDIAN RFID trainer, or
 - an on-site shadowing session conducted by an authorized GUARDIAN RFID trainer.

GUARDIAN RFID's Responsibilities:

Guardian RFID will complete the following activities as part of this deliverable:



- Guardian RFID will meet onsite with Grayson County Juvenile correctional SMEs to review the Grayson County Juvenile correctional policies and procedures impacted by YTS.
- Guardian RFID will meet with Grayson County Juvenile technical and correctional SMEs to review and discuss the types of administration activities required by YTS.
- Guardian RFID will prepare training agendas and training materials for the types of training identified in the training plan based on these meetings.
- Guardian RFID will provide the Grayson County Juvenile with a set of draft training agendas and training materials for the types of training identified in the training plan.
- The Guardian RFID's and Grayson County Juvenile Project Managers will collaborate and mutually agree upon the location and timing of Guardian RFID-provided training classes.
- Guardian RFID will provide the training identified in the training plan onsite at Grayson County Juvenile facilities.

Grayson County Juvenile Responsibilities:

- Grayson County Juvenile will arrange for maximum staff participation in training.
- Grayson County Juvenile will assign correctional SMEs to review and discuss the policies and procedures impacted by YTS with Guardian RFID's SMEs.
- Grayson County Juvenile will assign technical and correctional SMEs to review and discuss the types of administration activities required by YTS.
- Grayson County Juvenile will review the draft training agendas and training materials provided by Guardian RFID and transmit to Guardian RFID any changes required by the Grayson County Juvenile .
- Grayson County Juvenile will prepare and equip training facilities to host all training sessions.
- Grayson County Juvenile will provide each trainee with their own electronic copy of the training agendas and materials.
- Grayson County Juvenile will schedule training sessions for personnel and ensure attendance at each session.

Task Completion Criteria:

Training and subsequent shadowing period is completed.

/// Pricing

See Master Systems Agreement