

**Exhibit I**  
**Scope of Project and Budget**  
**Telework Pilot Project**

The CONTRACTOR will develop and implement a Telework Pilot Project in Kitsap County. The purposes of the project are to educate employers about teleworking, develop telework policies and resources for employers, and reduce traffic congestion by encouraging teleworking in the workplace. The CONTRACTOR will complete the tasks described below.

**1. Work Plan and Timeline**

Develop a Telework Pilot Project workplan, budget, and timeline. Submit a final workplan and timeline to WSDOT by June 1, 2008 for review and approval prior to implementing the Telework Pilot Program.

**2. Literature Review**

Review telework best practices and telework resources and policies in Washington State. This literature review will be used as the basis for identifying suitable employer participants, developing an employer's telework toolkit, and creating a template for use by other communities.

**3. Recruit Employers to Participate In the Telework Pilot Project**

Recruit public and private sector employers throughout Kitsap County to participate in the Telework Pilot Project. The participating employers will represent a wide range of different sizes and types of employers and private and public sector employers. The recruitment may be extended to employers outside of Kitsap County which have employees who reside in Kitsap County.

**4. Identify potential work centers in Kitsap County**

Identify and recruit suitable locations throughout Kitsap County to serve as telework centers.

**5. Develop an Employer's Telework Toolkit**

Develop a Telework Toolkit for the participating employers. The toolkit will be provided in user-friendly formats. The toolkit shall include, but is not limited to:

- 5.1. An education package with a description of the different types and levels of teleworking, the characteristics of employees, functions and positions suitable for telework, best practices and case studies in teleworking, and a list of available resources for more information about telework.
- 5.2. Model telework policies suitable for different types of public and private organizations
- 5.3. An interactive telework training program for managers and employees
- 5.4. Resources and tools for organizations to use to ensure data security and accessibility in telework programs.
- 5.5. The benefits and costs of teleworking programs for employers, employees, and communities.

**6. Implement the Telework Pilot Project Implementation and Measurement**

Implement the Telework Pilot Project in accordance with the workplan and timeline approved. Provide WSDOT with an accurate estimate of the surveys needed. WSDOT will provide the CONTRACTOR with surveys needed. Coordinate administer the survey process in accordance with WSDOT survey process.

## **7. Performance Measurement and Evaluation**

Measure the impacts of the telework pilot project. Perform baseline and performance measurement surveys using only those survey tools and methodologies approved by WSDOT. In order to measure the program, the following tasks will be conducted:

- 7.1. A baseline survey of participating employers and employees prior to program implementation,
- 7.2. A weekly diary of telework behavior among participating employers and employees,
- 7.3. A mid-program "check-in" to provide technical support to participating employers to better implement their telework programs,
- 7.4. A performance measurement survey of participating employers and employees no later than April 30, 2009, and
- 7.5. Calculation of vehicle trips reduced, vehicle miles traveled, and other relevant program measurement using comparisons of the baseline and performance measurement surveys.

Evaluate the effectiveness of the telework project for different configurations and locations of employees and employers and the telework centers.

## **8. Create a Telecommuting Template**

Create a telecommuting template that can be used by other communities. The template will include guidance on implementing an area-wide telework program, the resources in the employer toolkit and a summary of the program results and lessons learned.

## **9. Progress Report and Invoices**

Submit progress reports to WSDOT in accordance with Section 7, Project Reports, along with an invoice or reimbursement request for the reporting period. The report will include progress made in implementing the Telework Pilot Project. All invoices will be complete and accurately reflect program expenditures in accordance with Section 5, Reimbursement and Payment of this AGREEMENT.

## **10. Final Report and Invoice**

- 10.1. Final Report: Write and submit a final report describing the results of the Telework Pilot Project, evaluating the program's impacts and effectiveness in different employer types and locations, and providing recommendations and lessons learned for future telework strategies in Kitsap County and the rest of Washington State. Submit the final report to WSDOT for review and approval prior to submitting the report to the Legislature by July 1, 2009.
- 10.2. Final Invoice: Submit a final invoice to WSDOT no later than July 15, 2009. Any invoice received after July 15, 2009 will not be eligible for reimbursement.