**EXHIBIT A - Statement of Work**

MINDSOURCE Documented Quote

Website Hosting, Support, Maintenance, and Graphic Design

**Organization Name:**

**Primary Contact:**

**Address:**

**Phone:**

**Email:**

* + 1. **Scope of Work**

1. The awarded vendor is required to provide a detailed description of their approach to supporting the program and its staff in content management through design, website management, technical assistance, training, and support. If WordPress is not the intended platform, descriptions of alternative platforms must also be provided.
   1. Please explain or describe how your response will fulfill this section of the proposed scope of work.
2. The awarded vendor must provide ongoing website maintenance, hosting, and support which includes: ongoing domain renewal of [MindsourceColorado.org](https://mindsourcecolorado.org/) and [MindYourBrainCO.org](http://www.mindyourbrainco.org/), other domains owned by MINDSOURCE, ongoing hosting renewal of website’s server, and secure sockets layer (SSL) Renewal and Set Up. Confirm how your organization will be able to provide ongoing website maintenance, updates, hosting, and support of the website(s). Include any transfer fees needed in the budget via Exhibit F.
   1. Please explain or describe how your response will fulfill this section of the proposed scope of work.
3. The awarded vendor shall provide comprehensive miscellaneous website support, design, and updates as required. All support will be provided in writing and through virtual meetings. Vendors must confirm their organization's capability and commitment to providing such miscellaneous website support and updates on an as-needed basis.
   1. Please explain or describe how your response will fulfill this section of the proposed scope of work.
4. The awarded vendor must agree to provide training to the program about how to make minor edits and updates.
   1. Please explain or describe how your response will fulfill this section of the proposed scope of work.
5. The awarded vendor must utilize a staging site for website updates and ensure MINDSOURCE staff approve of changes before they are published or go live.
   1. Please explain or describe how your response will fulfill this section of the proposed scope of work.
6. The awarded vendor must maintain subscriptions to stock image websites for use of projects as needed.
   1. Please explain or describe how your organization gains access to stock images in this section of the proposed scope of work.
7. The awarded vendor will support the existing monthly data dashboard, which is displayed using Tableau, and can support new data dashboards as requested.
   1. Please explain or describe your organization’s experience using Tableau to display integrated data dashboards.
   2. Please explain or describe your organization’s understanding and experience creating, displaying, and maintaining tailored data dashboards.
8. The awarded vendor will ensure that the program’s websites maintain accessibility functionality in line with all applicable provisions of §24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.
   1. Attest that your organization will maintain accessibility functionality in line with the current State of Colorado Office of Information Technology (OIT) policies outlined on the Technical Standards and Policies site: <https://oit.colorado.gov/standards-policies-guides/technical-standards-policies>.
   2. Please explain or describe how your organization will maintain compliance with Colorado accessibility laws and standards in the event of ongoing updates.
9. The awarded vendor must agree to the terms and conditions listed in Exhibit D - CDHS Purchase Order Terms and Conditions and Additional Terms & Conditions for IT, as well as adhere to the current State of Colorado’s Office of Information Technology (OIT) Cyber Security Policies outlined on the Technical Standards and Policies site: <https://oit.colorado.gov/standards-policies-guides/technical-standards-policies>, and ensure the program’s websites and any uploaded content or graphic designs maintain accessibility functionality in line with the current OIT policies. These will be included in the final award/purchase order/contract.
   1. Please attest that your organization will comply and adhere to all OIT Technical Standards and Policies and OIT terms and conditions.
10. The awarded vendor must confirm their ability to accommodate special projects involving data visualization, graphic design, and website design on an as-needed basis.
    1. Please explain or describe how your response will fulfill this section of the proposed scope of work.
11. Exhibit B - HIPAA Business Associate Agreement. The awarded vendor must attest that their organization will comply with the provisions listed in this agreement.
    1. Please review Exhibit B – HIPAA Business Associate Agreement and include your attestation as part of your response.