

EXHIBIT A
SCOPE OF SERVICES AGREEMENT 2026-24 (SOSA)
BridgeView IT, Inc.

THIS SCOPE OF SERVICES AGREEMENT (“SOSA”) is made and entered into this _____ day of _____, 2026, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the “County”), and **BridgeView IT, Inc.**, authorized to do business in Colorado (the “Consultant”). The County and the Consultant are collectively referred to herein as the “Parties”.

RECITALS

WHEREAS, the Parties entered into an active Master Services Agreement dated October 8, 2024, (the “MSA”) for the Consultant to perform services for the County governed and executed through Scope of Services Agreements (SOSA); and

WHEREAS, the County would like the Consultant to provide Support Specialist II services; and

WHEREAS, the County has budgeted and appropriated the necessary funds to satisfy the financial obligations set forth in this SOSA.

NOW, THEREFORE, for and in consideration of the premises and other good and valuable consideration, the Parties agree as follows:

1. **MASTER SERVICES AGREEMENT:** This SOSA is subject and subordinate to the terms and conditions specified in the MSA, executed between the Parties.
2. **CYBERSECURITY REQUIREMENTS:**
 - a. If the Contractor has access to the Douglas County Network systems, the Contractor and its associated personnel shall complete the Douglas County Cyber Security Awareness training prior to the start of work and access to any Douglas County facility or information system. This training is issued up to four (4) times per year. County must notify Contractor in writing which personnel will be required to complete this training, prior to onboarding.
 - b. If the Contractor has access to County facilities or systems that may contain Criminal Justice Information, the Contractor and its associated personnel must pass state and federal fingerprint and background checks prior to the start of work and access to any Douglas County facility or information system. The Douglas County Justice Center, located at 4000 Justice Way in Castle Rock, CO 80109, is an example of a county facility that requires this compliance.
 - c. To complete the required fingerprinting, the Contractor and/or its associated personnel must set up vendor accounts with the Colorado Bureau of Investigations (CBI) at <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/new-accounts>. The Contractor shall be responsible for assigning all associated personnel to the account and complying with the section (b) fingerprint requirements under the CBI process.
 - d. The Contractor agrees and acknowledges it shall adhere to the CJIS security policy.
3. **SCOPE OF WORK:** All services described in Exhibit 1, attached hereto and incorporated herein, shall be performed by the Consultant.

4. **MAXIMUM CONTRACT LIABILITY:** Any other provisions of this SOSA notwithstanding, in no event shall the County be liable for payment under this for any amount in excess of **SIXTY-ONE THOUSAND THREE HUNDRED SIXTY DOLLARS AND ZERO CENTS (\$61,360.00)**. The County is not under obligation to make any future apportionment or allocation to this SOSA. Any potential expenditure for this SOSA outside the current fiscal year is subject to future annual appropriation of funds for any such proposed expenditure.
5. **TERM:** It is mutually agreed by the Parties that the term of this SOSA shall commence as of 12:01 a.m. on **March 30, 2026**, and terminate at 11:59 p.m. on **September 25, 2026**. This SOSA and/or any extension of its original term shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the County's satisfaction with all products and services received during the preceding term.
6. **COUNTY EXECUTION OF AGREEMENT:** This SOSA is expressly subject to and shall not be or become effective or binding on the County, until execution by all signatories of the County.

(Remainder of Page Intentionally Blank)

EXHIBIT 1

I. Description of Services:

Support Specialist II services to be provided on an hourly basis by Kathryn Squyres, Consultant Resource.

The Support Specialist II is responsible for a variety of support efforts related to desktop hardware, operating systems, and applications. This is a go-to position for assisting users in efficient use of County provided hardware and software, resolving any technical issues, document workflow improvement suggestions, and convey feedback to other teams to test and further advance the products.

Job responsibilities to include, but not limited to:

Provide primary computer, peripheral, process, and application support to customers by phone and in person. Diagnose and resolve technical hardware and software problems using multiple troubleshooting techniques and all available resources. Determine the extent of customer reported issues.

- Take ownership of reported incidents and problems, maintaining consistent communications and ensuring resolution.
- Perform initial assessment and prioritization of reported issues.
- Work with other IT personnel to investigate and resolve performance problems with applications and/or systems.
- Perform remote administration of PC's and other devices.
- Provide lifecycle management of the county desktop computing environment. This includes security updates, virus scan reviews, and hardware maintenance as needed.
- Conduct formal and informal training sessions for PC applications.
- Respond to a wide range of procedural questions from the user community.
- Support County users of critical, non-standard systems.
- Create, develop, and maintain functional documentation for applications, hardware, and processes.
- Performs other duties as assigned.

II. CJIS Worksite Location:

Douglas County
100 Third Street
Castle Rock, CO 80104

As a Level 4 Access vendor, Elizabeth Duran Name has executed the CJIS Security Addendum on behalf of the Consultant. Kathryn Squyres, Consultant Resource, has also executed the CJIS Security Addendum for her role as Support Specialist II with Douglas County Government.

III. Fees and Charges:

- Hourly rate – \$59.00 per hour
- Invoicing shall occur Monthly
- Contract to Hire Option

Conversion Time	Conversion Fee
Within the first 180 days of the start of work under the SOSA	No Conversion Allowed prior to 180 days
After 180 days of the start of work under the SOSA	No fee

IV. Additional Terms and Conditions:

All hours will be approved by the County's IT manager on a weekly basis, using the BridgeView Timesheet System. Driving expenses, if incurred, will be approved by the County's IT manager on a weekly basis via email.