

**EXHIBIT A**  
**SCOPE OF SERVICES AGREEMENT 2026-10 (SOSA)**  
**Computronix USA - Application Sustainability Services**

**THIS SCOPE OF SERVICES AGREEMENT** (“SOSA”) is made and entered into 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 **COMPUTRONIX (U.S.A.), 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 July 16, 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 POSSE support and database administration activities 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:** 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 information system. This training is issued up to four (4) times per year.
- 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 THOUSAND DOLLARS AND ZERO CENTS (\$60,000.00)**. 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 **June 1st, 2026**, and terminate at 11:59 p.m. on **October 31st, 2027**. 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.

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# **Exhibit 1**

## **Scope Of Work**

### **BACKGROUND**

The POSSE product suite is a large, integrated software suite extensively utilized by the Department of Community Development and the Department of Public Works Engineering for managing the workflow for a broad range of jobs. These workflows that were developed are configured to meet the specific business needs of the County using the low-code POSSE platform tools. The software platform is designed to allow configuration updates as business processes change.

There is a SOSA in place, within the same MSA, that covers support for the core product platform, along with annual licensing. That agreement does not cover site-specific configuration changes, which are covered under warranty for 60 days after County acceptance. This SOSA will address issues/changes as needed to these site-specific configurations along with support for some other items as called out below.

### **PROFESSIONAL SERVICES**

This Scope of Work sets forth the professional services Consultant shall perform under this agreement. The Consultant shall work with the County to provide consulting services to support implementation of feature sets, specifically around the POSSE suite of modules and application integrations, along with analysis work to help clarify approach and design for future project work. Product backlog items assigned to Consultant will be clearly tagged as an "Application Sustainability" item to allow proper tracking of invoices against deliverables identified as part of this SOSA.

### **Guidelines**

This Scope of Work is based on the following key guidelines:

- All work shall be pre-approved by County Authorized Representative.
- County staff with key business domain knowledge will be available as needed throughout the request.
- Consulting staff shall perform services at County facilities as deemed necessary by the County Authorized Representative. Remote access to the County's network will be provided to Consultant staff.
- Consulting staff shall be experienced in POSSE configuration including site-specific configurations for the County domain and can complete requests with minimal supervision.

### **Primary Deliverables**

The following captures the primary deliverables that Consultant will be engaged to deliver:

- POSSE product suite configuration set
- Support for integrated external applications
- Updates to support directly integrated modules
- Technical analysis documentation
- Project analysis and proposal documentation
- Troubleshooting and resolution of site-specific configuration issues

## **Exhibit 2 Method of Payment**

### **Consultant Services**

Consultant agrees to a fee structure as set forth in the Master Services Agreement – Exhibit B, Computronix Consultant Services. The hourly rate for this Scope of Work is established at one hundred ninety-seven dollars and zero cents per hour (\$197/hour).

This agreement includes the following assumptions:

- All time spent on Douglas County identified work items shall be logged in the Computronix time-tracking system and invoiced monthly. Time-tracking shall be identified against specific work items in the backlog.
- Work hours are defined as remote or onsite effort that is directly related to County work assignments, including meetings, phone calls, sending/reading emails, infrastructure set-up, and travel time beyond the employee's normal commute.
- Travel between Computronix and County offices is considered work time. Travel time beyond the employee's normal work commute shall be considered work time, if the employee is traveling between his/her home and County offices. Travel costs (i.e., mileage reimbursements) are embedded in the engagement rate.

Consultant shall provide invoices to the County, attention County Authorized Representative.

**At no time shall the Consultant invoice the County for items in either Exhibit 1 or 2 in an amount that would exceed the Maximum Contract Liability in the amount of sixty thousand dollars and zero cents (\$60,000.00) allowed as specified in Section 3 of this SOSA. Such changes in scope would require either a new SOSA or an amendment to this SOSA.**