

**SERVICE AGREEMENT
BETWEEN SANTA FE COUNTY AND
HEALTHCARE PERSPECTIVE, LLC**

THIS AGREEMENT is made and entered into this 19th day of January 2017, by and between **SANTA FE COUNTY**, hereinafter referred to as the "County" and **HEALTHCARE PERSPECTIVE, LLC**, whose principal address is **1037 E. Cooke Road, Columbus, OH 43224** hereinafter referred to as the "Contractor".

WHEREAS, pursuant to NMSA 1978, Section 13-1-125, the County issued a Letter of Interest (LOI No. 2017-0117-CSD/KE) to solicit the services of a contractor to assist the County Community Services Department (CSD) as a consultant to assist with the selection of an IT coordination software system for the County's Health Care Assistance Program; and

WHEREAS, based upon the evaluation criteria established within the LOI for the purpose of selecting the most qualified Offeror, the County has determined the Contractor as the most responsive and highly rated Offeror; and

WHEREAS, the County requires the services of the Contractor and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW, THEREFORE, it is agreed between the parties:

1. SCOPE OF WORK

The Contractor shall:

1. Determine system requirements;
2. Develop the scope of work for the Request for Proposal (RFP) for an IT coordination software system for the Healthcare Assistance Program;
3. Assist the County in selecting a qualified vendor; and
4. Help implement the selected software system.

For the Health Care Assistance Program's IT System, the Contractor shall perform services in two phases:

PHASE ONE – PREPARATION OF THE RFP:

1. Review CSD's current business processes and data capturing capacity so the software system will enhance rather than duplicate existing capacity and/or allow a simple connection to, or migration of data.
2. Review with CSD staff the strategy, approach, and goals of the software system.
3. Conduct meetings to determine requirements with CSD and County IT.
4. Meet with stakeholders as directed by CSD staff to discuss current capabilities, possible requirements and obstacles for providers who will be required to utilize the software system.
5. Draft requirements and system specifications in consultation with CSD.

6. Draft a scope of work, qualifications, and evaluation criteria for the software selection RFP, review and consult regarding final RFP language.
7. Make recommendations for a vendor and proposed software system.
8. Assist CSD with answering any questions or providing any responses to vendor questions.

PHASE TWO – VENDOR SELECTION AND IMPLEMENTATION:

1. Assist CSD with pre-screening of vendor proposals to help assure minimum requirements are met.
2. Consult with CSD and County IT to plan appropriate on or off site demonstration processes.
3. Participate in any vendor demonstration processes and advise CSD regarding pros and cons and potential problems for implementation.
4. Assist CSD with development of scoring sheets, scoring of offeror, and any requested reference checks.
5. Assist and advise CSD with contract negotiations.
6. Assist with development of implementation strategy and consult/advise CSD as implementation unfolds.

DELIVERABLES:

1. Report on stakeholder meetings and results.
2. Prepare requirements based on business process review with team and stakeholders.
3. Assist CSD to complete the RFP.
4. Complete a pre-screening report.
5. An assessment of offeror responses.
6. An updated assessment of offeror responses.
7. A final report.

2. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Section 1 (Scope of Work), of this Agreement shall be completed in full, to the satisfaction of the County, in accordance with professional standards and for the amount set forth in Section 3 (Compensation, Invoicing and Set-off), of this Agreement, and for no other cost, amount, fee or expense.

B. The County may from time to time request changes in the scope of work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in a written amendment to this Agreement.

3. COMPENSATION, INVOICING AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) The Contractor shall invoice monthly based on work performed for each month and the invoice shall accompany a monthly progress report. The invoice shall describe the service(s) provided and identify the individual(s) who performed the service(s) and provide receipts for all reimbursable items described in Exhibit A. The County shall pay to the Contractor in full payment for services satisfactorily performed. (See attached Exhibit A and Contractor's Cost Proposal)
- 2) The total amount payable to the Contractor under this Agreement shall not exceed **\$54,596.00 inclusive** of New Mexico gross receipts tax.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County will notify the Contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the deliverables for which payment is sought.

- 1) The County's representative for certification of acceptance or rejection of contractual items and services shall be the Community Services Department, Michael Spanier, 505-992-9830 or such other individual as may be designated in the absence of the County representative.
- 2) The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual services or deliverables.
- 3) Within 30 days of the issuance of a written certification accepting the services or deliverables, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within 30 days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

4. EFFECTIVE DATE AND TERM

The effective date of this Agreement shall be the date of last signature by the parties. The term of this agreement is one year from such date, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the term in one-year increments not to exceed four years in total.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective 30 days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within 30 days, the breaching party shall have a reasonable time to cure the breach, provided that, within 30 days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than 15 days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1 (Scope of Work), of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the

grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

C. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
Attn: Santa Fe County Manager
102 Grant Avenue
P.O. Box 276
Santa Fe, New Mexico 87504-0276

To the Contractor: Healthcare Perspective, LLC
Attn: Rebecca Novak, Managing Partner
1037 E. Cooke Road
Columbus, OH 43224

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with Contractor's state of incorporation on Contractor's behalf.

C. Contractor is legally registered and is properly licensed by the State of Ohio to provide the services anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

27. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. Santa Fe County shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Professional Liability Insurance. The Contractor shall procure and maintain Professional Liability Insurance during the life of this Agreement.

E. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

28. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

29. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure form approved by the County.

31. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS

The Contractor hereby irrevocably appoints **Joseph McBreen, High Desert Corporate Filings, LLC, 530-B Harkle Road, Suite 100, Santa Fe, NM 87505** as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

32. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first written above.


SANTA FE COUNTY



Cm. Katherine Miller
County Manager

1-17-17
Date

Approved as to form



Gregory S. Shaffer
County Attorney

1-12-17
Date

Finance Department

Don D. Moya

Don D. Moya
Interim Finance Director

1-17-17
Date

CONTRACTOR:

Rebecca Novak
(Signature)

1/18/17
Date

Rebecca Novak
(Print Name)

Managing Partner
(Print Title)

HealthCare Perspective, LLC
(Print Company Name)

Finance Department

Don D. Moya

Don D. Moya
Interim Finance Director

1-17-17

Date _____

CONTRACTOR:

See Attached

(Signature)

Date _____

(Print Name)

(Print Title)

(Print Company Name)

EXHIBIT A

COMPENSATION

Total Phase I Services	\$24,640.00
Total Phase II Services	\$20,160.00
Sub Total Amount	\$44,800.00
Tax on Services @ 5.125%	\$ 2,296.00
TOTAL	\$47,096.00
REIMBURSABLES	
Travel:	
Phase I	\$ 3,000.00
Phase II	\$ 4,500.00
Total Reimbursable Amount (Not to exceed)	\$ 7,500.00
TOTAL CONTRACT AMOUNT	\$54,596.00

HCP Cost Proposal

Items	HCP Resource Title	Discounted Rate* per Day/Hour	Estimated Days	Total
Services	Hilary Hamlin - Project Manager/Senior Consultant	\$1,120/\$140		
	Deliverable 1		8	\$8,960
	Deliverable 2		5	\$5,600
	Deliverable 3		7	\$7,840
	Deliverable 4		5	\$5,600
PHASE I	Days/Hours		25d/200 hrs	\$28,000
	Deliverable 5		5	\$5,600
	Deliverable 6		7	\$7,840
	Deliverable 7		3	\$3,360
PHASE II	Days/Hours		15d/120 hrs	\$16,800
Sub-Total	Services		40d/320 hrs	\$44,800
GRT/Services	Gross Receipt Tax @5.125%			\$2,296
Travel Expense				
PHASE I	Estimated travel expenses – 2 trips @ \$1500 per trip			\$3,000
PHASE II	Estimated travel expenses – 3 trips @ \$1500 per trip			\$4,500
Sub-Total	Travel		5 Trips	\$7,500

(*rate discounted from \$1500/\$187.50 per day/hour)

Estimated Total Project Cost (inclusive of GRT)	\$54,596.00
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This is an estimated cost though our approach is to charge only for work performed and agreed to by the client. Any changes must be in writing. Travel will be billed at actual cost (except meals at a \$45 per diem) and are subject to the constant changes of the airline industry.

Projected Timeline – Estimated from January - June 2017

Possible Dates	Tasks	Estimated Days
Phase I Week 1	Phone call with Team to plan/strategize/schedule 1 st onsite meetings <ul style="list-style-type: none"> Plan and schedule requirements meetings with representatives of all facilities to gather requirements – organize by type, program as needed 	1
Week 3 Onsite	Meeting with major Stakeholders to review RFP strategy, approach and overall project goals <ul style="list-style-type: none"> Meet with management, project team and staff to review strategy and review project Conduct requirements meetings (approximately 14 stakeholders) <ul style="list-style-type: none"> Discuss data needed/data available Review related business processes Discuss As Is and To Be in order to achieve enhancement of data capacity Identify barriers 	7
Deliverable 1 – Report on Stakeholder meetings and results		
Week 4	Draft requirements (offsite) & Schedule review meetings with team	3
Weeks 5-6	Review & refine requirements with team (offsite) Plan RFP strategy - Due date, evaluation, review team, vendor demos, selection process Compile vendor list	2
Deliverable 2 – Requirements based on business process review w/team & stakeholders		
Week 7	Draft RFP Scope of Work based on requirements (offsite) <ul style="list-style-type: none"> Complete the requirements, vendor qualification and evaluation sections Create RFP schedule for vendors Perform review of Draft RFP for SF County 	3
Week 9	Review RFP and strategy with team (offsite) - Plan RFP release <ul style="list-style-type: none"> Plan and schedule necessary reviews/approvals – purchasing, legal, as needed 	2
Week 10 Onsite	Finalize RFP Scope of Work (onsite) <ul style="list-style-type: none"> Compile feedback from RFP review team Facilitate final review 	2
Deliverable 3 – Completed RFP Scope of Work		
Week 12	Release RFP	
Week 13	Q & A process via email (offsite)	2
Week 15	Receive RFP responses/Responses due (specify time of day due)	
Week 16	Pre-screen responses – assure minimum requirements (offsite) (number of days depends on number of responses received)	2-3
Deliverable 4 – Pre-screening report		
	Phase I Sub-total – Days/Hours – up to 25 days/200 hours	

Phase II Weeks 17-18	Detailed response review by team with deadline <ul style="list-style-type: none"> Review RFP responses and abstract responses for presentation Review the results with the selection committee/team 	3
Week 19 Onsite	Response review meeting – narrow down list of vendors (onsite) Decide on demo strategy – team (onsite) <ul style="list-style-type: none"> Draft on-site demo agenda and finalize Schedule and coordinate software demonstrations Prepare basic scripts/scenarios for vendors to present 	2
Deliverable 5 – Pros and Cons Report of Vendor Responses		
Week 19	Notify vendors & Schedule on-site demonstrations (may need two week lead time)	
Week 21 Onsite	Conduct vendor demonstrations (onsite) (number of days depends on number of vendors asked to do demos)	2-4
Week 21	Demo evaluation (onsite)	1
Week 21-22	Narrow down selection – team (onsite/same trip as evaluation above) <ul style="list-style-type: none"> Assist committee make a final scoring based on demos and site visits Identify final list of critical questions for vendor Vendor reference checks Facilitate the group discussion leading to a recommendation Prepare recommendation report to management for final approval 	2
Deliverable 6 – Updated Pros and Cons Report		
Week 24	On-site visit to vendor client, if possible (<i>optional, <u>not</u> included in cost proposal</i>) <ul style="list-style-type: none"> Schedule and facilitate site visits Prepare agendas and specific critical questions to be addressed by vendor 	(3)
Week 26 Onsite	Final selection (onsite) Develop/Discuss Contract negotiations strategy - Review terms and conditions <ul style="list-style-type: none"> Review Vendor contract terms including support agreements Make recommendations to legal resources regarding contract issues Develop implementation strategy and kick-off timeline Final report due at end of March	3
Deliverable 7 – Final Report		
	Phase II Sub-total – Days/Hours (no optional time) – 15 days/120 hours	
	Total Days/Hours – 40 days/320 hours	

