**EXHIBIT A: STATEMENT OF WORK**

1. Bidder will provide a Cloud-Based Project Management Tool that includes, but is not limited to, the following minimum requirements:
	1. Operations
		1. Track and manage inventories
		2. Manage Software Updates
		3. Manage Recurring Invoices
		4. Manage Vendors
		5. Help Desk Integrations
	2. Workload Management
		1. Project Tracking
		2. Project Planning
		3. Resource Planning
		4. Customizable Dashboards/Reports
		5. Project Automation
	3. Time Management
		1. Time Tracker
		2. Resource Scheduler
		3. High Level Planning
	4. Collaboration
		1. Collaborate with Cross Departmental Teams
		2. Reminders/Notification for Important Dates
		3. Team Task Lists
		4. Knowledge Center
	5. Features
		1. Program Access
			1. Web App
			2. Mobile App
			3. API Availability
		2. Ability to Integrate with Existing Tools
			1. Service Now
			2. Microsoft Power BI
			3. Microsoft Teams
			4. SharePoint
			5. OneDrive
			6. Microsoft Outlook
	6. Security
		1. Active Directory Federation Services
		2. Data Encryption for stored data as well as in flight data
		3. Multi-Factor Authentication
		4. US Based Data Storage
		5. Logging and Auditing capabilities
		6. Data Security Controls (PCI, NIST, etc…)
		7. 99.9% Uptime SLA
	7. Maintenance and Support
		1. All production upgrades free of charge during each term of the agreement.
		2. Bidder will maintain their services, equipment, software or any other part of their system so that they operate in accordance with specifications herein and industry standards.
		3. Bidder will respond to the Court within four (4) hours after the Court requests technical support on all business days.

*End of Exhibit A*