

AURARIA HIGHER EDUCATION CENTER



DOCUMENTED QUOTE COVER SHEET

Date: 6/19/2026	Quote Number: AHEC-27400-D
Return all Quotes to: Auraria Higher Education Center, Procurement Services See Section 1.8	Purchasing Agent: Brenda Ruiz
Quote Due Date: 7/20/2026	Quote Due Time: 2:00PM Mountain Time

All Quotes Shall be Quoted F.O.B. Destination Unless Otherwise Specified

*Auraria Higher Education Center Online Ticketing and Tour booking system
for Golda Meir House Museum*

Per the attached specifications, terms and conditions

F.E.I.N.: _____	Payment Terms: _____
Delivery Date: _____	(Minimum of Net 45) _____
Authorized Signature: _____	
Typed/Printed Name: _____	
Title: _____	
Company Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Phone Number: _____	Fax Number: _____
Contact for Clarifications: _____	
Title: _____	
Phone Number: _____	Email Address: _____

The purpose of this coversheet is to fully identify respondents so they may be considered, to quickly identify the costs and billing terms, and to provide basic information applicable to all solicitations. Submissions must contain: this coversheet (completed and signed), cost pages(s), supporting descriptive/technical literature for substitutes where applicable, and any other enclosures requested in or relevant to this solicitation. In submitting an offer, you are acknowledging acceptance of the related documents.

Vendor note: Emailed quotes are acceptable as long as they are received by the DATE/TIME due. Vendors are urged to read the solicitation document thoroughly before submitting a quote.

Vendors are required to submit Federal Employer Identification Number (F.E.I.N.).

THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH RESPONSE.

I. GENERAL INFORMATION

1.1 ColoradoVSS and BidNet Registration

The State of Colorado has transitioned to a financial management system called the Colorado Operations Resource Engine (CORE). All solicitations issued by the Auraria Higher Education Center (AHEC) either on its behalf, or on behalf of the Institutions we serve, will be posted on the following websites:

ColoradoVSS: <https://prd.co.cgiadvantage.com/PRDVSS1X1/Advantage4> and the Rocky Mountain E-Purchasing System (aka BidNet): <https://www.bidnetdirect.com/colorado>

Solicitation details for goods and services, as well as construction notices on ColoradoVSS and BidNet, are public. Registration is not required for ColoradoVSS; however, registration for BidNet is required and there is no cost unless the “push” notification option is selected.

During the solicitation process, all official communication with vendors will be via notices on ColoradoVSS and BidNet. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning vendor. **It is incumbent upon vendors to carefully and regularly monitor ColoradoVSS or BidNet for any such notices.**

1.2 Scope

It is the intent of the Auraria Higher Education Center (AHEC) Procurement Services Office to receive quotes on behalf of Golda Meir House Museum for an online ticketing and tour booking system.

1.3 Costs

Quoted costs must remain firm for 90 days from quote due date.

1.4 Term

The term will be for the full engagement to include implementation, training, etc., and one (1) year of software licensing.

1.5 Optional Pre-Bid Meeting

To ensure sufficient information is available to vendors preparing quotes, an optional pre-bid conference via Zoom has been scheduled. The intent of this conference will be to discuss the full scope of the project and to have AHEC staff available to discuss the project.

When: June 24, 2026 1:00 PM Mountain Time (US and Canada)

<https://us04web.zoom.us/jc/71484867637>

Meeting ID: 714 8486 7637

Passcode: 2N0NQ7

1.6 Standard Purchase Order

Awarded Vendor must be willing to agree to the Purchase Order Terms and Conditions. A purchase order (PO) may be used for services totaling less than \$250,000.00 however, it is at the discretion of AHEC as to whether a purchase order is adequate. See attachment labeled, **Attachment A - PO Terms and Conditions** to this DQ.

Vendors must clearly identify any exceptions to the contractual terms and conditions described in this solicitation, and the attachments, and must provide justification and alternative language in their quote. Vendors are strongly encouraged to seek advice from legal counsel regarding such contractual exceptions.

Vendors should not assume any term or condition in this Documented Quote, or the Purchase Order Terms and Conditions is negotiable. In the event the parties are unable to negotiate terms that are fully satisfactory to AHEC within a reasonable period of time, at AHEC's sole discretion, AHEC may elect to enter into negotiations with another vendor within the competitive range. If an "Award" has been issued, and the parties are unable to enter into a contract that is fully satisfactory to AHEC within a reasonable period of time, via AHEC, may elect to cancel the "Award" and issue an "Award" to another vendor within the competitive range and commence negotiations with such vendor.

1.7 Number of Awards

AHEC intends to award a contract to the vendor capable of fulfilling the anticipated volume needs for AHEC's Golda Meir House Museum; however, should AHEC determine at any time during the term of the resulting contract that the awarded vendor is not adequate to properly fill these needs, AHEC reserves the right to make awards to vendors who submitted responses to the original solicitation but were not awarded, or to re-issue the solicitation and make additional awards as necessary.

1.8 Solicitation Submission and Questions

The quote, including cover page complete with signature, must be received via email, or submitted electronically via BidNet, no later than the quote due date and time specified on the coversheet of this solicitation. **Emailed responses are acceptable – email to: Brenda.ruiz@ahec.edu, or submit electronically through BidNet.**

Vendor assumes full responsibility for any costs related to this solicitation including express delivery, parcel post, packing, cartage, insurance, license fee permits or cost of bonds.

All questions regarding this solicitation are to be emailed to Brenda.Ruiz@ahec.edu. Answers will be posted on ColoradoVSS and BidNet. **No questions will be accepted after: July 7, 2026 at 2:00 PM Mountain Time.**

1.9 Cost and Award Information

Vendors shall submit their cost information on attached Cost Sheet. All cost information shall be provided according to the instructions in this solicitation. NO modifications to the Cost Sheet(s) will be accepted. Cost must include all software, installation, one-time costs, and recurring costs.

Cost must remain firm for the first 12 months of the project. Any unique changes or modifications to the contract will be negotiated on a case-by-case basis ONLY, with final determination made by AHEC.

AHEC reserves the right to reject all quotes and re-solicit at any time prior to contract start date. AHEC reserves the right to cancel this solicitation in its entirety at any time without penalty. All prices and notations shall be printed in ink or type written on the solicitation documents. Illegible quotes or writing may be deemed non-responsive and may not be evaluated. A quote with missing, or inconsistent information may be considered non-responsive and may not be evaluated. Do not qualify your quote nor alter the solicitation format. AHEC will be the sole judge in determining the acceptability of an offer. AHEC also reserves the right to reject any or all quotes in part, or in whole, and to waive technicalities as allowed in the Procurement Rules. AHEC reserves the right to make multiple awards from this solicitation if in the best interest of AHEC's Golda Meir House Museum.

1.10 Presentation/Demos

Vendors may be asked to make presentations or provide a demonstration. Such presentations or demonstrations will be at the vendor's expense. Evaluation Committee members have the right to modify a vendor's evaluation based on information provided in presentations and/or demonstrations. Presentations and demonstrations may be considered in determining the successful vendor.

1.11 Performance

Awarded vendor shall comply with the requirements as to performance, timeframes, etc. If the winning vendor fails to perform, AHEC reserves the right to take remedial action, including canceling the contract (with 30 day written notice) for cause (default). Cause is defined as failure to meet requirements of the written specifications and conditions or correct deficiencies upon receipt of notice. Failure to maintain satisfactory performance after notice will be sufficient cause for immediate cancellation of the award. In the event of default, AHEC may make an award to another vendor in the competitive range or re-solicit at its discretion.

Invoices for services shall be submitted to the ordering department for authorization to pay. Order department addresses must be taken from the purchase order.

Vendors guarantee that they understand and agree to the terms and conditions of the solicitation; guarantee a continuing supply and consistent quality of the service offered; and that they will not default from performance by virtue of a mistake or misunderstanding.

1.12 Responsibility of Vendor

Vendors must be able to demonstrate their ability to perform according to the terms of this solicitation. AHEC may require additional information of the apparent successful vendor to determine their ability to perform. This information may include, but is not limited to, previous experience of company; years in business; quality and condition of equipment; financial condition; references as to size and scope of work done in the past. AHEC reserves the right to make its vendor responsibility determination at any time in this solicitation process and may not make a responsibility determination for every vendor.

AHEC reserves the right to request further information as it deems necessary to determine the vendor's responsibility. If the vendor fails to supply the requested information, AHEC shall base the determination of responsibility upon any available information or may find the vendor non-responsible.

1.13 Insurance

Vendor must provide insurance information in accordance with **Attachment D**. Awarded vendor must submit correct certificate of insurance within ten (10) business days of award, and prior to performance of any services.

1.14 Sex Offender Registration Information Requirements

Auraria Higher Education Center is a State of Colorado Higher Education Campus. Awarded vendor(s) must comply with the following laws in order to have employees on a State of Colorado Campus:

Colorado Revised Statutes, Title 16-22-103, et seq.
Code of Federal Regulations, 34 CFR 668.46
Jeanne Clery Act 20 USC 1092 (f)

1.15 Public Employees Retirement Association (PERA)

AHEC is a Colorado Public Employees Retirement Association (PERA) affiliated employer. Pursuant to Colorado Revised Statutes, AHEC is requiring the vendor to notify AHEC's Accounting Office at accountspayable@ahec.edu within fifteen (15) calendar days from the date of resulting contract or purchase order if the services provided are being or are to be performed by a PERA retiree.

1.16 Cooperative Purchasing

Successful vendor(s) shall make available to other Colorado State agencies or political subdivisions ("Participating Entity") any and all items specified herein at the contract prices established herein. If a Participating Entity exercises this option, it shall be understood and agreed that such an arrangement does not bind either the Participating Entity or the successful vendor(s) to the terms, conditions or prevailing awards generated through this DQ; nor does it preclude any Participating Entity from pursuing a purchase or purchases through their own contracting methods with another vendor.

It shall be further understood and agreed that AHEC is not a legally binding party to any contractual agreement made between a Participating Entity and the successful vendor(s) as a result of this DQ. Each Participating Entity which determines to enter into a contractual arrangement with the successful vendor(s) shall establish its own contract, place its own orders, issue its own purchase orders, be invoiced separately and make its own payments, and issue its own tax exemption certificates as required by the successful vendor(s).

II. SCOPE OF SERVICES

2.1 Background

This Documented Quote outlines the provision, implementation, and support of an online ticketing and tour booking platform designed to enable customers to browse, reserve, and purchase tickets and tours through a web-based interface for the Golda Meir House Museum. The vendor shall provide all labor, materials, equipment, and services necessary to deliver and support an online ticketing and tour booking platform.

2.2 Platform Features for Visitor Experience

- Easy online ticket sales and tour reservations (for guided tours, group tours, school visits, and special events)
- Clear tour descriptions, dates, times capacity limits, and pricing
- Real-time availability and scheduling of tours
- Secure payment processing integration
- Mobile-friendly and intuitive user interface
- Automated booking confirmations, receipts and reminders
- Easy access to directions, parking information, accessibility details, and tour expectations
- Reporting and analytics dashboard

2.3 Payments & Donations

- Secure online payment processing connected directly to AHEC-specified bank account
- Ability to accept credit and debit cards (and option for digital wallets)
- Required functionality for the following items:
 - Paying for tours and events
 - Adding an optional donation during checkout
 - Making standalone donations

2.4 Museum Operations & Staff Needs

- Visitor data collection stored in a secure, searchable database
- Ability to export data and integrate with email marketing or CRM systems is preferred. Compatibility with commonly used nonprofit CRM and email marketing systems (such as Salesforce, Bloomerang, DonorPerfect, Mailchimp, or Constant Contact) would be viewed favorably for future scalability.
- Visitor pre-screening through required registration and customizable questions
- Administrative controls to review, flag or approve bookings, as applicable
- Real-time tour calendar visible to AHEC staff and docents
- Access to attendee lists, notes, accessibility needs, and security considerations
- Role-based permissions for administrators, staff, docents, and volunteers

2.5 Administrative & Reporting Needs

- Easy setup and management without technical expertise
- Intuitive administration dashboard for managing tours, pricing, availability and cancellations
- Built-in reporting for attendance, revenue, and donations
- Exportable reports for board, grant, and impact reporting
- Scalability to support future growth, recurring tours, and special events

2.6 Technical, Security & Accessibility Requirements

- System must meet PCI DSS Version 4.0.1 requirements for processing credit card transactions
 - Vendors must provide current Attestation of Compliance (AOC)
- Software should be WCAG 2.1 AA compliant
 - Vendor must provide a VPAT (Voluntary Product Accessibility Template) demonstrating compliance
- Secure data storage, reliable uptime and ongoing system support

2.7 AHEC Responsibilities

AHEC shall:

- Designate a primary point of contact
- Supply required content, including but not limited to:
 - Tour descriptions
 - Event details
 - Pricing structures
 - Branding assets (logos, style guidelines)
- Review and approve system configurations, testing results, and deliverables in a timely manner
- Ensure availability of staff for training sessions
- Obtain and maintain a merchant account or approve payment processor, if applicable
- Review system and materials for compliance with AHEC IT, security, and accessibility requirements (e.g., Americans with Disability Act (ADA) compliance standards)
- Provide timely feedback during implementation to avoid project delays
- Be responsible for ongoing operational use of the system, including:
 - Managing inventory and schedules
 - Customer service related to bookings
 - Content updates post-launch

2.8 Project Timeline

The vendor shall provide a proposed implementation timeline, including the estimated number of weeks from issuance of the purchase order to full system go-live. The proposed timeline should identify the anticipated duration for each implementation phase, including setup and configuration, testing and review, training (if applicable), and go-live. The timeline provided by the vendor will be used as part of the evaluation of the vendor's implementation approach and project schedule.

2.9 Payment

Vendor shall submit invoices to AHEC after delivery of software licenses, implementation services, training, support services, or as otherwise agreed.

Invoices must include:

- 2.9.1 Purchase Order Number
- 2.9.2 Description of products and services provided
- 2.9.3 Software license fees, including license term and quantity, if applicable
- 2.9.4 Implementation and setup fees
- 2.9.5 Training fees, if applicable
- 2.9.6 Annual maintenance, support, or subscription fees, if applicable

AHEC payment terms are Net Forty-Five (45) from receipt of correct and acceptable invoice

III. QUALIFICATIONS AND SUBMISSION REQUIREMENTS

Vendors are required to submit the following information to be considered for this project:

- 3.1** Provide a cover Letter and Company overview and qualifications – A brief introduction summarizing the vendor’s interest in the project, company background, and primary contact information.
- 3.2** Vendors should provide a detailed description of their qualifications and capabilities to complete the scope of work associated with the purchase and installation of the ticketing and booking system platform (Section II).
- 3.3** Demonstrate the ability to implement secure, scalable, and user-friendly platform.
- 3.4** Provide knowledge of payment processing standards (PCI compliance).
- 3.5** **References** - Provide references from at least three (3) clients within the last two years, with similar platform has been provided and installed – please include the following information:
- Entity Name
 - Contact name(s)
 - Email Address(es)
 - Phone Number
 - Description of the work performed
- 3.6** Provide a description of the vendor’s approach to installation, including anticipated schedule, site preparation requirements, coordination with AHEC staff, and testing procedures.
- 3.7** Costs (submit Cost Sheet provided). Costs must be all inclusive and clearly specify if something is not included.
- 3.8** Provide a detailed description of the proposed platform system, including product specifications, integration capabilities, and compliance with applicable federal, state, and organizational standards governing the acquisition, installation, and operation of software for the State of Colorado.
- 3.9** Vendors must submit a current Voluntary Product Accessibility Template (VPAT) with their quote. The VPAT must describe the product’s conformance with applicable accessibility standards (e.g., WCAG 2.1, Section 508). VPAT documentation will be reviewed by AHEC to verify compliance. Failure to provide a VPAT may result in the quote being deemed non-responsive.
- 3.10** Vendor must submit a current Payment Card Industry Data Security Standard (PCI DSS) Attestation of Compliance (AOC) with quote.
- 3.11** Submit a sample certificate of insurance with response (requirements are listed in **Attachment D**).

Incomplete quote submissions or those missing documentation may be deemed non-responsive and excluded from further consideration.

IV. GENERAL CONDITIONS

- 4.1** AHEC will award this quote on an all-or-none basis. Quotes must be completed; no partial quotes will be accepted. An award will be made on the basis of the quote most beneficial to AHEC.

- 4.2** DO NOT attach a quote to your response. Cost will NOT be considered if not listed on the provided form. Additional vendor terms and conditions will not be considered. Costs must include shipping, handling and all delivery charges, unless required to be listed separately.
- 4.3** No work shall commence until a fully executed Purchase Order is issued.
- 4.4** Any amendments to the scope, schedule, or costs must be documented in writing and approved in writing by AHEC via an approved Change Order to the Purchase Order.
- 4.5** The vendor agrees to comply with the letter and the spirit of all applicable state and federal laws respecting discrimination and unfair employment practices.
- 4.6** This Documented Quote does not obligate AHEC to pay any costs incurred in the preparation or the submission of such quotes, or to purchase, or contract for materials, or services from such solicitation if not in the best interest of AHEC.
- 4.7** The quoted price shall be exclusive of any Federal or State taxes from which the AHEC is exempt.
- 4.8** ANTI-KICKBACK ACT of 1986. Vendor represents that they have not provided or attempted to provide any kickback to any employee or agent of AHEC. All reports of possible kickback shall be submitted in writing to AHEC Procurement Services.

V. EVALUATION

Quotes will be evaluated using the following criteria as outlined in this solicitation:

- Cost & Overall Value
- Platform Functionality & Visitor Experience
- Ease of Administration & Reporting
- Implementation Plan & Ongoing Support
- Security, Accessibility & Compliance
- Vendor Qualifications & References

AHEC will award, in whole, to the vendor who is most responsive to AHEC's needs, cost and other factors considered. AHEC reserves the right to reject any or all quotes.

VI. VENDOR INFORMATION

6.1 W-9 and Vendor Mailing Address Form

AHEC is required to have a W-9 on file for every company it does business with. Please attach a completed W-9 (**Attachment B**) and the Vendor Mailing Address Form (**Attachment C**) to your quote.

VII. COSTS

All costs must be listed on attached Cost spreadsheet. DO NOT attach a quote. Costs must remain firm for 90 days from Documented Quote due date.

ATTACHMENT A

Auraria Higher Education Center (AHEC) Purchase Order Terms and Conditions

1. **Offer/Acceptance.** This Purchase Order, together with these terms and conditions (including, if applicable, Addendum 1: Additional Terms and Conditions for Information Technology, below), and any other attachments, exhibits, specifications, or appendices, whether attached or incorporated by reference (collectively the "PO") shall represent the entire and exclusive agreement between AHEC and the Vendor. If this PO refers to Vendor's bid or proposal, this PO is an ACCEPTANCE of Vendor's OFFER TO SELL in accordance with the terms and conditions of this PO. If a bid or proposal is not referenced, this PO is an OFFER TO BUY, subject to Vendor's acceptance, demonstrated by Vendor's performance or written acceptance of this PO. Any COUNTER-OFFER TO SELL automatically CANCELS this PO, unless a change order accepting the counter-offer is issued in accordance with §4 accepting a counter-offer. AHEC shall not be responsible or liable for goods or services delivered or performed prior to issuance of this PO.
2. **Order of Precedence.** In the event of a conflict or inconsistency within this PO, such conflict or inconsistency shall be resolved by giving preference to the documents in the following order of priority: (a) the Purchase Order document; (b) these Terms and Conditions (including, if applicable, Addendum 1: Additional Terms and Conditions for Information Technology below); and (c) any attachments, exhibits, specifications, or appendices, whether attached or incorporated by reference. Any terms and conditions included on Vendor's forms or invoices not included in this PO are void.
3. **Safety Information.** All chemicals, equipment and materials proposed and/or used in the performance of this PO shall conform to the requirements of the Occupational Safety and Health Act of 1970. Vendor shall furnish all Material Safety Data Sheets (MSDS) for any regulated chemicals, equipment or hazardous materials at the time of delivery.
4. **Changes.** Vendor shall furnish goods or services in strict accordance with the specifications and price set forth for each item. This PO shall not be modified, superseded, or otherwise altered, except in writing signed by AHEC and accepted by Vendor. If this PO is for goods only and Vendor has not delivered the goods prior to the expiration of this PO, but Vendor delivers all of the goods to AHEC only after expiration of this PO, then AHEC, in its sole discretion, may accept the goods under this PO by extending this PO and delivering the modification to Vendor; however, regardless of anything to the contrary, if AHEC does not extend this PO for any reason then the goods delivered after expiration of this PO shall be deemed rejected, Vendor shall arrange the return of all delivered goods at Vendor's sole expense, and AHEC shall have no liability for any such goods.
5. **Delivery.** Unless otherwise specified in the solicitation or this PO, delivery shall be FOB destination. AHEC is relying on the promised delivery date, and any installation or service performance set forth in this PO as material and basic to AHEC's acceptance. If Vendor fails to deliver or perform as and when promised, AHEC, in its sole discretion, may cancel its order, or any part thereof, without prejudice to its other rights, return all or part of any shipment so made, and charge Vendor with any loss or expense sustained as a result of such failure to deliver or perform as promised. Time is of the essence.
6. **Rights to Materials.** *[Not Applicable to POs issued either in whole or in part for Information Technology, as defined in CRS §24-37.5-102(2); which shall be governed by Addendum 1 §B.]* Unless specifically stated otherwise in this PO, all materials, including without limitation supplies, equipment, documents, content, information, or other material of any type, whether tangible or intangible (collectively "Materials"), furnished by AHEC to Vendor or delivered by Vendor to AHEC in performance of its obligations under this PO shall be the exclusive property of AHEC. Vendor shall return or deliver all Materials to AHEC upon completion or termination of this PO.
7. **Reporting.** If Vendor is served with a pleading or other document in connection with an action before a court or other administrative decision-making body, and such pleading or document relates to this PO or may affect Vendor's ability to perform its obligations under this PO, Vendor shall, within 10 days after being served, notify AHEC of such action and deliver copies of such pleading or document to AHEC. Vendor shall disclose, in a timely manner, in writing to AHEC all violations of federal or state criminal law involving fraud, bribery, or gratuity violations potentially affecting this PO. AHEC may impose any remedies available, which may include, without limitation, suspension or debarment.
8. **Conflicts of Interest.** Vendor acknowledges that with respect to this PO, even the appearance of a conflict of interest is harmful to AHEC's interests. Absent AHEC's prior written approval, Vendor shall refrain from any practices, activities, or relationships that reasonably may appear to be in conflict with the full performance of Vendor's obligations to AHEC hereunder. If a conflict or appearance of a conflict of interest exists, or if Vendor is uncertain as to such, Vendor shall submit to AHEC a disclosure statement setting forth the relevant details for AHEC's consideration. Failure to promptly submit a disclosure statement or to follow AHEC's direction with respect to the actual or apparent conflict constitutes a breach of this PO. Vendor acknowledges that all AHEC employees are subject to the ethical principles described in §24-18-105, C.R.S. Vendor further acknowledges that AHEC employees may be subject to the requirements of §24-18-105, C.R.S. with regard to this PO.
9. **Warranties.** All provisions and remedies of the Colorado Uniform Commercial Code, C.R.S., Title 4 ("UCC"), relating to implied or express warranties are incorporated herein, in addition to any warranties contained in this PO.
10. **Inspection and Acceptance.** AHEC's final acceptance is contingent upon completion of all applicable inspection procedures. All goods delivered shall be newly manufactured and the current model, unless otherwise specified. AHEC shall have the right to inspect goods or services provided under this PO at all reasonable times and places. AHEC shall be the sole judge in determining "equals" with regard to conformance with the specifications outlined in this PO for quality, price, and performance. If any of the goods or services do not conform to PO requirements, as determined in AHEC's sole discretion, AHEC may require Vendor to either (a) replace the goods specified by AHEC or (b) perform the services again, without additional payment from AHEC. When defects in the quality or quantity of goods or services cannot be corrected by replacement or re-performance, AHEC may (c) require Vendor to take necessary action to ensure that future performance conforms to this PO and (d) equitably reduce the payment due Vendor to reflect the reduced value of the goods or services performed. These remedies do not limit the remedies otherwise available in this PO, at law, or in equity.
11. **Taxes.** AHEC is exempt from federal excise taxes and from State and local sales and use taxes. AHEC shall not be liable for the payment of any excise, sales, or use taxes imposed on Vendor. A tax exemption certificate will be made available upon Vendor's request.
12. **Payment.** AHEC shall not pay Vendor any amount for performance under this PO in excess of the Total set forth on the Purchase Order document. AHEC shall pay Vendor for all amounts due within 45 days after AHEC's receipt of goods or services and acceptance of a correct invoice of amount due. Amounts not paid by AHEC within 45 days of AHEC's acceptance of the invoice shall bear interest on the unpaid balance beginning on the 45th day at the rate set forth in CRS §24-30-202(24) until paid in full. Interest shall not accrue if a good faith dispute exists as to AHEC's obligation to pay

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all or a portion of the amount due. Vendor shall invoice AHEC separately for interest on delinquent amounts due, referencing the delinquent payment, number of day's interest to be paid, and applicable interest rate. AHEC may benefit from any early payment discount offered by Vendor by making payment within the timeframes required by Vendor to be eligible for such discount. If Vendor offers an early payment discount, then the discount shall be shown on Vendor's invoices to AHEC, and if AHEC makes payment on the invoice within the timeframe for the discount, Vendor shall either (a) accept the payment amount less the appropriate discount or (b) refund the discount back to AHEC. Except as specifically agreed in this PO, Vendor shall be solely responsible for all costs, expenses, and other charges it incurs in connection with its performance under this PO.

13. **Assignment.** Vendor's rights and obligations under this PO shall not be transferred or assigned without the prior, written consent of AHEC and the execution of a new PO. Any attempt at assignment or transfer without such consent and new PO shall be void. Any new PO approved by AHEC shall be subject to the same terms and conditions as those set forth in this PO.

14. **Subcontracts.** Unless otherwise specified in this PO, Vendor shall not enter into any subcontract in connection with its obligations under this PO without the prior, written approval of AHEC. Vendor shall submit to AHEC a copy of each such subcontract upon request by AHEC. All subcontracts entered into by Vendor in connection with this PO shall comply with all applicable federal and state laws and regulations, shall provide that they are governed by the laws of the State of Colorado, and shall be subject to all provisions of this PO.

15. **Severability.** The invalidity of or unenforceability of any provision of this PO shall not affect the validity of or enforceability of any other provision of this PO, which shall remain in full force and effect, provided, that the parties can continue to perform their obligations in accordance with the intent of this PO.

16. **Survival of Certain PO Terms.** Any provision of this PO that imposes an obligation on a party after termination or expiration of this PO shall survive the termination or expiration of this PO and shall be enforceable by the other party.

17. **Third Party Beneficiaries.** Except for the parties' respective successors and assigns, this PO does not and is not intended to confer any rights or remedies upon any person or entity other than the parties. Enforcement of this PO and all rights and obligations hereunder is reserved solely to the parties. Any services or benefits which third parties receive as a result of this PO are incidental to this PO, and do not create any rights for such third parties.

18. **Waiver.** A party's failure or delay in exercising any right, power, or privilege under this PO, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

19. **Indemnification [Not Applicable to Intergovernmental POs]** Vendor shall indemnify, save, and hold harmless AHEC, its employees, Board members, agents and assignees (the "Indemnified Parties"), against any and all costs, expenses, claims, damages, liabilities, court awards and other amounts (including attorneys' fees and related costs) incurred by any of the Indemnified Parties in relation to any act or omission by Vendor, or its employees, agents, subcontractors, or assignees in connection with this PO. This shall include, without limitation, any and all costs, expenses, claims, damages, liabilities, court awards and other amounts incurred by the Indemnified Parties in relation to any claim that any work infringes a patent, copyright, trademark, trade secret, or any other intellectual property right or any claim for loss or improper disclosure of any confidential information or personally identifiable information.

20. **Notice.** All notices given under this PO shall be in writing, and shall be delivered to the contacts for each party listed on the Purchase Order document. Either party may change its contact or contact information by notice submitted in writing to the other party without formal modification to this PO.

21. **Insurance.** Except as otherwise specifically stated in this PO, Vendor shall obtain and maintain insurance as specified in this section at all times during the term of this PO: (a) workers' compensation insurance as required by state statute, and employers' liability insurance covering all Vendor employees acting within the course and scope of their employment; (b) Commercial general liability insurance written on an Insurance Services Office occurrence form, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows: \$1,000,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed operations aggregate; and \$50,000 any one fire; and (c) Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit. If Vendor will or may have access to any protected information, then Vendor shall also obtain and maintain insurance covering loss and disclosure of protected information and claims based on alleged violations of privacy right through improper use and disclosure of protected information with limits of \$1,000,000 each occurrence and \$1,000,000 general aggregate at all times during the term of this PO. Additional insurance may be required as provided elsewhere in this PO. All insurance policies required by this PO shall be issued by insurance companies with an AM Best rating of A-VIII or better. This insurance requirement shall not apply if this PO is solely for goods, as determined by AHEC, unless specifically stated otherwise in this PO or any attachment or exhibit to this PO. If Vendor is a public agency within the meaning of the Colorado Governmental Immunity Act, then this section shall not apply, and Vendor shall instead comply with the Colorado Governmental Immunity Act. AHEC and the State of Colorado shall be named as additional insured on all commercial general liability policies required of Vendor. Coverage required of Vendor shall be primary and noncontributory over any insurance or self-insurance program carried by the Auraria Higher Education Center and the State of Colorado. All insurance policies secured or maintained by Vendor in relation to this PO shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Vendor or AHEC and the State of Colorado, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

22. **Termination Prior to Vendor Acceptance.** If vendor has not begun performance under this PO, AHEC may cancel this PO by providing written notice to the Vendor.

23. **Termination for Cause.** (a) If Vendor refuses or fails to timely and properly perform any of its obligations under this PO with such diligence as will ensure its completion within the time specified in this PO, AHEC may notify Vendor in writing of nonperformance and, if not corrected by Vendor within the time specified in the notice, terminate Vendor's right to proceed with this PO or such part thereof as to which there has been delay or a failure. Vendor shall continue performance of this PO to the extent not terminated. (b) Vendor shall be liable for excess costs incurred by AHEC in procuring similar goods or services and AHEC may withhold such amounts as AHEC deems necessary. (c) If after rejection, revocation, or other termination of Vendor's right to proceed under the UCC or this clause, AHEC determines for any reason that Vendor was not in default or the delay

was excusable, the rights and obligations of AHEC and Vendor shall be the same as if the notice of termination had been issued pursuant to termination under §24.

24. Termination in Public Interest. AHEC is entering into this PO for the purpose of carrying out the public policy of the State, as determined by AHEC, its Governor, General Assembly, or Courts. If this PO ceases to further the public policy of AHEC, or the State, as determined by its Governor, General Assembly, or Courts or by AHEC, AHEC, in its sole discretion, may terminate this PO in whole or in part and such termination shall not be deemed to be a breach of AHEC's obligations hereunder. This section shall not apply to a termination for cause, which shall be governed by §23. AHEC shall give written notice of termination to Vendor specifying the part of the PO terminated and when termination becomes effective. Upon receipt of notice of termination, Vendor shall not incur further obligations except as necessary to mitigate costs of performance. For services or specially manufactured goods, AHEC shall pay (a) reasonable settlement expenses, (b) the PO price or rate for supplies and services delivered and accepted, (c) reasonable costs of performance on unaccepted supplies and services, and (d) reasonable profit for the unaccepted work. For existing goods, AHEC shall pay (e) reasonable settlement expenses, (f) the PO price for goods delivered and accepted, (g) reasonable costs incurred in preparation for delivery of the undelivered goods, and (h) a reasonable profit for the preparatory work. AHEC's termination liability under this section shall not exceed the total PO price. As a condition for payment under this section, Vendor shall submit a termination proposal and reasonable supporting documentation, and cost and pricing data as requested by AHEC.

25. Funds Availability. Financial obligations of AHEC payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. If this PO is funded in whole or in part with federal funds, this PO is subject to and contingent upon the continuing availability of federal funds for the purposes hereof. AHEC represents that it has set aside sufficient funds to make payment for goods delivered in a single installment, in accordance with the terms of this PO.

26. Governmental Immunity. Liability for claims for injuries to persons or property arising from the negligence of the State of Colorado, its departments, institutions, agencies, boards, officials, and employees is controlled and limited by the provisions of the Colorado Governmental Immunity Act, C.R.S. §24-10-101, et seq., the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the State's risk management statutes, C.R.S. §24-30-1501, et seq. No term or condition of this PO shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions contained in these statutes.

27. Independent Contractor. Vendor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Vendor nor any agent or employee of Vendor shall be deemed to be an agent or employee of AHEC or the State. Vendor shall not have authorization, express or implied, to bind AHEC to any agreement, liability or understanding, except as expressly set forth herein. **Vendor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through AHEC and AHEC shall not pay for or otherwise provide such coverage for Vendor or any of its agents or employees. Vendor shall pay when due all applicable employment, income taxes, and local head taxes incurred pursuant to this PO. Vendor shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by AHEC, (c) disclose to AHEC if they are a PERA retiree prior to performing contracted duties in order for AHEC to properly report information, and if applicable, withhold contributions from payment of services to PERA, and (d) be solely responsible for its acts and those of its employees and agents.**

28. Compliance with Law. Vendor shall comply with all applicable federal and state laws, rules, and regulations in effect or hereinafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

29. Choice of Law, Jurisdiction and Venue. *[Not Applicable to Inter-governmental POs]* Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this PO. The UCC shall govern this PO in the case of goods unless otherwise agreed in this PO. Any provision included or incorporated herein by reference, which conflicts with said laws, rules, and regulations shall be null and void. All suits or actions related to this PO shall be filed and proceedings held in the State of Colorado and exclusive venue shall be in the City and County of Denver. Any provision incorporated herein by reference which purports to negate this or any other provision in this PO in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Vendor shall exhaust administrative remedies prior to commencing any judicial action against AHEC.

30. Prohibited Terms. Nothing in this PO shall be construed as a waiver of any provision of CRS §24-106-109. Any term included in this PO that requires AHEC to indemnify or hold Vendor harmless; requires AHEC to agree to binding arbitration; limits Vendor's liability for damages resulting from death, bodily injury, or damage to tangible property; or that conflicts with that statute in any way shall be void ab initio.

31. CORA Disclosure. To the extent not otherwise prohibited by law, this PO is subject to public release and disclosure through the Colorado Open Records Act, CRS §24-72-101, et seq.

32. Erroneous Payments. AHEC may recover, at AHEC's discretion, payments made to Vendor in error for any reason, including, but not limited to, overpayments or improper payments, and unexpended, or excess funds received by Vendor by deduction from subsequent payments under this PO, deduction from any payment due under any other contracts, grants or agreements between AHEC and Vendor or by other appropriate method for collecting debts owed to AHEC.

33. Click-Through Agreements. Vendor's software or Vendor's website may contain a "click through" agreement which is integral to that product and/or website and which will require AHEC to click "I agree," or some similar action in order to proceed to use the software and/or website. It is hereby expressly agreed that all such click through, "shrink wrap," and/or online agreements, and any other such agreement mechanisms executed by AHEC in using the software and/or website are void and of no effect, do not create a binding assent by AHEC, do not modify this PO, and do not in themselves create a separate contract of any kind.

ADDENDUM 1:
Additional Terms & Conditions for Information Technology

IF ANY PART OF THE SUBJECT MATTER OF THIS PO IS INFORMATION TECHNOLOGY, AS DEFINED IN CRS §24-37.5-102 (2), THE FOLLOWING PROVISIONS ALSO APPLY TO THIS PO.

A. Definitions. The following terms shall be construed and interpreted as follows: (a) “**Business Day**” means any day in which AHEC is open and conducting business, but shall not include Saturday, Sunday or any day on which AHEC observes one of the holidays listed in CRS §24-11-101(1); (b) “**CJI**” means criminal justice information collected by criminal justice agencies needed for the performance of their authorized functions, including, without limitation, all information defined as criminal justice information by the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy, as amended, and all Criminal Justice Records as defined under CRS §24-72-302; (c) “**HIPAA**” means the federal Health Information Portability and Accountability Act; (d) “**Incident**” means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access, loss, disclosure, modification, disruption, or destruction of any communications or information resources of AHEC, pursuant to CRS §§24-37.5-401 *et seq.*; (e) “**PCI**” means payment card information including any data related to credit card holders’ names, credit card numbers, or the other credit card information as may be protected by state or federal law; (f) “**PHI**” means any protected health information, including, without limitation any information whether oral or recorded in any form or medium that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual including, without limitation, any information defined as Individually Identifiable Health Information by HIPAA; (g) “**PII**” means personally identifiable information including, without limitation, any information maintained by AHEC about an individual that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records, including, without limitation, all information defined as personally identifiable information in CRS §24-72-501. “**PII**” shall also mean “personal identifying information” as set forth at § 24-74-102, *et. seq.*, C.R.S.; (h) “**AHEC Confidential Information**” means any and all AHEC Records not subject to disclosure under the Colorado Open Records Act, CRS §§24-72-200.1, *et seq.* (“**CORA**”), and includes, without limitation, PII, PHI, PCI, Tax Information, CJI, and State personnel records not subject to disclosure under CORA; (i) “**AHEC Records**” means any and all AHEC data, information, and records, regardless of physical form; (j) “**Tax Information**” means federal and State of Colorado tax information including, without limitation, federal and State tax returns, return information, and such other tax-related information as may be protected by federal and State law and regulation, including, without limitation all information defined as federal tax information in Internal Revenue Service Publication 1075; and (k) “**Work Product**” means the tangible and intangible results of the delivery of goods and performance of services, whether finished or unfinished, including drafts.

B. Intellectual Property. Except to the extent specifically provided elsewhere in this PO, AHEC information, including without limitation pre-existing AHEC software, research, reports, studies, data, photographs, negatives or other documents, drawings, models, materials; or Work Product prepared by Vendor in the performance of its obligations under this PO shall be the exclusive property of AHEC (collectively, “**AHEC Materials**”). Vendor shall deliver all AHEC Materials to AHEC upon completion or termination of this PO. AHEC’s exclusive rights in any Work Product prepared by Vendor shall include, but not be limited to, the right to copy, publish, display, transfer, and prepare derivative works. Vendor shall not use, willingly allow, cause or permit any AHEC Materials to be used for any purpose other than the performance of Vendor’s obligations hereunder without the prior written consent of AHEC. AHEC shall maintain complete and accurate records relating to (a) its use of all Vendor and third party software licenses and rights to use any Vendor or third party software granted under this PO and its attachments to which AHEC is a party and (b) all amounts payable to Vendor pursuant to this PO and its attachments and AHEC’s obligations under this PO or to any amounts payable to Vendor in relation to this PO, which records shall contain sufficient information to permit Vendor to confirm AHEC’s compliance with the use restrictions and payment obligations under this PO or to any third-party use restrictions to which AHEC is a party. Vendor retains the exclusive rights, title and ownership to any and all pre-existing materials owned by or licensed to Vendor including, but not limited to all pre-existing software, licensed products, associated source code, machine code, text images, audio, video, and third-party materials, delivered by Vendor under this PO, whether incorporated in a deliverable or necessary to use a deliverable (collectively, “**Vendor Property**”). Vendor Property shall be licensed to AHEC as set forth in an AHEC-approved license agreement: (c) entered into as exhibits or attachments to this PO, (d) obtained by AHEC from the applicable third-party Vendor, or (e) in the case of open source software, the license terms set forth in the applicable open source license agreement. Notwithstanding anything to the contrary herein, AHEC shall not be subject to any provision incorporated in any exhibit or attachment attached hereto, any provision incorporated in any terms and conditions appearing on any website, any provision incorporated into any click through or online agreements, or any provision incorporated into any other document or agreement between the parties that (i) requires the AHEC to indemnify Vendor or any other party, (ii) is in violation of State laws, regulations, rules, fiscal rules, policies, or other AHEC requirements as deemed solely by AHEC, or (iii) is contrary to this PO.

C. License or Use Audit Rights. If this PO includes any license or other right to use Vendor’s intellectual property, Vendor shall have the right, at any time during and throughout the term of this PO, but not more than once during any AHEC fiscal year, to request via written notice in accordance with the notice provisions of this PO that AHEC audit its use of Vendor’s intellectual property and certify as to its compliance with any applicable license or use restrictions and limitations contained in this PO (an “**Audit Request**”). The Audit Request shall specify the time period to be covered by the audit, which shall not include any time periods covered by a previous audit. AHEC shall complete the audit and provide certification of its compliance to Vendor (“**Audit Certification**”) within 120 days following AHEC’s receipt of the Audit Request. If upon receipt of AHEC’s Audit Certification, the parties reasonably determine that: (a) AHEC’s use of licenses, use of software, use of programs, or any other use of intellectual property during the audit period exceeded the use restrictions and limitations contained in this PO (“**Overuse**”) and (b) AHEC would have been or is then required to purchase additional rights to use Vendor’s intellectual property (“**Additional Rights**”), Vendor shall provide written notice to AHEC in accordance with the notice provisions of this PO identifying any Overuse or required Additional Rights and request that AHEC bring its use into compliance with such use restrictions and limitations. Notwithstanding anything to the contrary in this PO, or incorporated as a part of Vendor’s or any subcontractor’s website, click-through or online agreements, third-party agreements, or any other documents or agreements between the parties, AHEC shall not be

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liable for the costs associated with any Overuse or Additional Rights, during the audit period regardless of whether AHEC may have been notified in advance of such costs.

D. Vendor Records. Vendor shall maintain a file of all documents, records, communications, notes, and other materials relating to the work (the "Vendor Records"). Vendor Records shall include all documents, records, communications, notes and other materials maintained by Vendor that relate to any work performed by Subcontractors, and Vendor shall maintain all records related to the work performed by Subcontractors required to ensure proper performance of that work. Unless a longer period is required in this PO or any attachment or exhibit to this PO, Vendor shall maintain Vendor Records until the last to occur of: (a) the date 3 years after the date this Purchase Order expires or is terminated, (b) final payment under this Purchase Order is made, (c) the resolution of any pending Purchase Order matters, or (d) if an audit is occurring, or Vendor has received notice that an audit is pending, the date such audit is completed and its findings have been resolved (the "Record Retention Period"). Vendor shall permit AHEC, the state government, the federal government, and any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy, and transcribe Vendor Records during the Record Retention Period. Vendor shall make Vendor Records available during normal business hours at Vendor's office or place of business, or at other mutually agreed upon times or locations, upon no fewer than 2 Business Days' notice from AHEC, unless AHEC determines that a shorter period of notice, or no notice, is necessary to protect the interests of AHEC. AHEC, in its discretion, may monitor Vendor's performance of its obligations under this Purchase Order using procedures as determined by AHEC. AHEC shall monitor Vendor's performance in a manner that does not unduly interfere with Vendor's performance of the work. Vendor shall promptly submit to AHEC a copy of any final audit report of an audit performed on Vendor's records that relates to or affects this Purchase Order or the work, whether the audit is conducted by Vendor or a third party.

E. Information Confidentiality. Vendor shall keep confidential, and cause all subcontractors to keep confidential, all AHEC Records, unless those AHEC Records are publicly available. Vendor shall not, without prior written approval of AHEC, use, publish, copy, disclose to any third party, or permit the use by any third party of any AHEC Records, except as otherwise stated in this PO, permitted by law, or approved in writing by AHEC. Vendor shall provide for the security of all AHEC Confidential Information in accordance with all applicable laws, rules, policies, publications, and guidelines. If Vendor or any of its subcontractors will or may have access to any AHEC Confidential Information or any other protected information, Vendor shall comply with all Colorado Office of Information Security (OIS) policies and procedures which OIS has issued pursuant to CRS §§24-37.5-401 through 406, and 8 CCR §1501-5 and posted at <https://oit.colorado.gov/standards-policies-guides/technical-standards-policies>, all information security and privacy obligations imposed by any federal, state, or local statute or regulation, or by any industry standards or guidelines, as applicable based on the classification of the data relevant to Vendor's performance under this PO. Such obligations may arise from HIPAA; IRS Publication 1075; Payment Card Industry Data Security Standard (PCI-DSS); Federal Bureau of Investigation Criminal Justice Information Service Security Addendum; Centers for Medicare & Medicaid Services (CMS) Minimum Acceptable Risk Standards for Exchanges; and Electronic Information Exchange Security Requirements and Procedures for State and Local Agencies Exchanging Electronic Information With The Social Security Administration. Vendor shall immediately forward any request or demand for AHEC Records to AHEC's purchasing agent.

F. Other Entity Access and Nondisclosure Agreements. Vendor may provide AHEC Records to its agents, employees, assigns and subcontractors as necessary to perform the work, but shall restrict access to AHEC Confidential Information to those agents, employees, assigns, and subcontractors who require access to perform their obligations under this PO. Vendor shall ensure all such agents, employees, assigns, and subcontractors sign agreements containing nondisclosure provisions at least as protective as those in this PO, and that the nondisclosure provisions are in force at all times the agent, employee, assign or subcontractor has access to any AHEC Confidential Information. Vendor shall provide copies of those signed nondisclosure provisions to AHEC upon execution of the nondisclosure provisions if requested by AHEC.

G. Use, Security, and Retention. Vendor shall use, hold, and maintain AHEC Confidential Information in compliance with all applicable laws and regulations only in facilities located within the United States, and shall maintain a secure environment that ensures confidentiality of all AHEC Confidential Information. Vendor shall provide AHEC with access, subject to Vendor's reasonable security requirements, for purposes of inspecting and monitoring access and use of AHEC Confidential Information and evaluating security control effectiveness. Upon the expiration or termination of this PO, Vendor shall return AHEC Records provided to Vendor or destroy such AHEC Records and certify to AHEC that it has done so, as directed by AHEC. If Vendor is prevented by law or regulation from returning or destroying AHEC Confidential Information, Vendor warrants it will guarantee the confidentiality of, and cease to use, such AHEC Confidential Information.

H. Incident Notice and Remediation. If Vendor becomes aware of any Incident, it shall notify AHEC immediately and cooperate with AHEC regarding recovery, remediation, and the necessity to involve law enforcement, as determined by AHEC. Unless Vendor can establish that neither Vendor nor any of its agents, employees, assigns, or subcontractors are the cause or source of the Incident, Vendor shall be responsible for the cost of notifying each person who may have been impacted by the Incident. After an Incident, Vendor shall take steps to reduce the risk of incurring a similar type of Incident in the future as directed by AHEC, which may include, but is not limited to, developing and implementing a remediation plan that is approved by AHEC at no additional cost to AHEC. AHEC may adjust or direct modifications to this plan, in its sole discretion and Vendor shall make all modifications as directed by AHEC. If Vendor cannot produce its analysis and plan within the allotted time, AHEC, in its sole discretion, may perform such analysis and produce a remediation plan, and Vendor shall reimburse AHEC for the reasonable actual costs thereof.

I. Data Protection and Handling. Vendor shall ensure that all AHEC Records and Work Product in the possession of Vendor or any subcontractors are protected and handled in accordance with the requirements of this PO at all times. Upon request by AHEC made any time prior to 60 days following the termination of this PO for any reason, whether or not this PO is expiring or terminating, Vendor shall make available to AHEC a complete and secure download file of all data that is encrypted and appropriately authenticated. This download file shall be made available to AHEC within 10 Business Days following AHEC's request, and shall contain, without limitation, all AHEC Records, Work Product, and system schema and transformation definitions, or delimited text files with documents, detailed schema definitions, and attachments in its native format. Upon the termination of Vendor's services under this PO, Vendor shall, as directed by AHEC, return all AHEC Records provided by AHEC to Vendor, and the copies thereof, to AHEC or destroy all such AHEC Records and certify to AHEC that it has done so. If legal obligations imposed upon Vendor prevent Vendor from returning or destroying all or part of the AHEC Records provided by AHEC, Vendor shall guarantee the confidentiality of all AHEC Records in Vendor's possession and will not actively process such data. AHEC retains the right to use the established operational services to access and retrieve AHEC Records stored on Vendor's infrastructure at its sole discretion and at any time.

J. Compliance with OIS Policies and Procedure. Vendor shall review, on a semi-annual basis, all Colorado Office of Information Security (“OIS”) policies and procedures which OIS has promulgated pursuant to CRS §§24-37.5-401 through 406 and 8 CCR §1501-5 and posted at <https://oit.colorado.gov/standards-policies-guides/technical-standards-policies>, to ensure compliance with the standards and guidelines published therein. Vendor shall cooperate, and shall cause its subcontractors to cooperate, with the performance of security audit and penetration tests by OIS or its designee.

K. Safeguarding PII. If Vendor or any of its subcontractors will or may receive PII under this PO, Vendor shall provide for the security of such PII, in a manner and form acceptable to AHEC, including, without limitation, all AHEC requirements relating to non-disclosure, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections, and audits. Vendor shall be a “Third-Party Service Provider” as defined in CRS §24-73-103(1)(i) and shall maintain security procedures and practices consistent with CRS §§24-73-101. In addition, as set forth in §24-74-102, et. seq., C.R.S., Vendor, including, but not limited to, Vendor’s employees, agents and subcontractors, agrees not to share any PII with any third parties for the purpose of investigating for, participating in, cooperating with, or assisting with Federal immigration enforcement. If Vendor is given direct access to any AHEC databases containing PII, Vendor shall execute, on behalf of itself and its employees, the certification [PII Individual Certification Form](#) or [PII Entity Certification Form](#) [Download form from Hyperlink] on an annual basis and Vendor’s duty and obligation to certify shall continue as long as Vendor has direct access to any AHEC databases containing PII. If Vendor uses any subcontractors to perform services requiring direct access to AHEC databases containing PII, the Vendor shall require such Subcontractors to execute and deliver the certification to AHEC on an annual basis, so long as the Subcontractor has access to AHEC databases containing PII.

L. Software Piracy Prohibition. AHEC or other public funds payable under this PO shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Vendor hereby certifies and warrants that, during the term of this PO and any extensions, Vendor has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If AHEC determines that Vendor is in violation of this provision, AHEC may exercise any remedy available at law or in equity or under this PO, including, without limitation, immediate termination of this PO and any remedy consistent with federal copyright laws or applicable licensing restrictions.

M. Information Technology. To the extent that Vendor provides physical or logical storage of AHEC Records; Vendor creates, uses, processes, discloses, transmits, or disposes of AHEC Records; or Vendor is otherwise given physical or logical access to AHEC Records in order to perform Vendor’s obligations under this PO, Vendor shall, and shall cause its subcontractors, to: (a) provide physical and logical protection for all hardware, software, applications, and data that meets or exceeds industry standards and the requirements of this PO; (b) maintain network, system, and application security, which includes, but is not limited to, network firewalls, intrusion detection (host and network), annual security testing, and improvements or enhancements consistent with evolving industry standards; (c) comply with AHEC and state and federal rules and regulations related to overall security, privacy, confidentiality, integrity, availability, and auditing; (d) provide that security is not compromised by unauthorized access to workspaces, computers, networks, software, databases, or other physical or electronic environments; (e) promptly report all Incidents, including Incidents that do not result in unauthorized disclosure or loss of data integrity, to a designated representative of the OIS; and (f) comply with all rules, policies, procedures, and standards issued by the Governor’s Office of Information Technology (OIT), including project lifecycle methodology and governance, technical standards, documentation, and other requirements posted at <https://oit.colorado.gov/standards-policies-guides/technical-standards-policies>. Vendor shall not allow remote access to AHEC Records from outside the United States, including access by Vendor’s employees or agents, without the prior express written consent of AHEC. Vendor shall communicate any request regarding non-U.S. access to AHEC Records to AHEC. AHEC shall have sole discretion to grant or deny any such request.

N. Accessibility. Vendor shall comply with and the Work Product provided under this PO shall be in compliance 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 OIT pursuant to Section §24-85-103 (2.5), C.R.S. Vendor shall also comply with 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. Vendor shall indemnify, save, and hold harmless the Indemnified Parties against any and all costs, expenses, claims, damages, liabilities, court awards and other amounts (including attorneys’ fees and related costs) incurred by any of the Indemnified Parties in relation to Vendor’s failure to comply with §§24-85-101, et seq., C.R.S., or the *Accessibility Standards for Individuals with a Disability* as established by OIT pursuant to Section §24-85-103 (2.5), C.R.S. AHEC may require Vendor’s compliance to the State’s Accessibility Standards to be determined by a third party selected by AHEC to attest to Vendor’s Work Product and software is in compliance with §§24-85-101, et seq., C.R.S., and the *Accessibility Standards for Individuals with a Disability* as established by OIT pursuant to Section §24-85-103 (2.5), C.R.S.

ATTACHMENT B

Form **W-9**

Substitute Form for
IRS Rev. Oct 2018

AHEC Rev 08/01/22

Request for Taxpayer Identification Number and Certification

IRS Instructions may be found at:

<https://www.irs.gov/forms-instructions>

Do NOT send to the IRS.

Send form securely
to AHEC.

Print or type. See instructions.

1 Name (as shown on your income tax return). **Name is required on this line;** do not leave this line blank.

2 Business name/disregarded entity name, if different from above.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1.
Check only ONE of the following seven boxes.

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate

☐ LLC - Single Member ☐ Limited Liability Company ☐ Limited Liability Company ☐ Limited Liability Company
Filing as Sole Proprietor Filing as C-Corporation Filing as S-Corporation Filing as Partnership

Note: Check the appropriate box in the line above for the tax classification of the single-member owner.

Do NOT check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is NOT disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see W-9 instructions)

4 Exemptions (codes apply only to certain entities; not individuals; see W-9 instructions):

Exempt payee code (if any): _____ Exemption from FATCA reporting code (if any): _____
(Applies to accounts maintained outside the U.S.)

Provider of Medical Services? ☐ Yes ☐ No

Provider of Legal Services? ☐ Yes ☐ No

5 Address (number, street, and apt. or suite no.) See W-9 instructions.

6 City, State, and ZIP code

7 List account number(s) here (optional)

Requester's name and address

Auraria Higher Education Center – Accounts Payable
PO Box 173361, Campus Box B
Denver, CO 80217-3361

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I in the instructions. For other entities, it is your employer identification number (EIN).

If you do not have a number, see *How to get a TIN*, in the instructions.

Note: If the account is in more than one name, see the instructions for line 1.

Also see *What Name and Number to give the requestor* (in the W-9 instructions) for guidelines on whose number to enter.

Social Security Number (SSN)

____ - ____ - _____

or

Employer Identification Number (EIN)

____ - _____

Part II Certification Please complete Page 2 for voluntary Self-Certification of your Ownership Category and Businesses Characteristics. →

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for number to be issued to me); and
- I am NOT subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined in the W-9 instructions); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certifications instruction You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II.

The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to avoid backup withholding.

Go to: www.irs.gov/FormW9 for IRS instructions and the latest information.

Sign
Here

Signature of
U.S. person

Date

Organization Name: _____

VOLUNTARY Business Characteristics and Category Self Certification

Rev 8/1/2022

In an effort to help us understand and measure AHEC's diverse vendor relationships, you are invited to provide additional information about your company. We are reviewing levels of participation by women, minorities, small businesses, local businesses, and other impacted groups doing business with AHEC. Please provide the appropriate ownership category for your company, as well as any characteristics of your business you would like to share.

"Owned" in the context below means a business that is at least 51 percent owned by an individual(s) who also control(s) and operate(s) it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day-to-day management. If your business is jointly owned by both men and women, or is a large publicly held corporation, please check the box labeled "Other" and put "Not Applicable" in the details box.

Business Characteristics (Mark X for all that apply)

Please select any appropriate characteristics for your business below.

*Certification available

- | | |
|--|--|
| <input type="checkbox"/> Alumni-Owned | <input type="checkbox"/> Woman-Owned* |
| <input type="checkbox"/> Asian-Owned | <input type="checkbox"/> Worker-Owned |
| <input type="checkbox"/> Black-Owned | <input type="checkbox"/> Located in Colorado |
| <input type="checkbox"/> Disabled-Owned (DOBE)* | <input type="checkbox"/> Benefits Offered: Health insurance to employees |
| <input type="checkbox"/> Immigrant-Owned | <input type="checkbox"/> Benefits Offered: Paid time off |
| <input type="checkbox"/> Latino-Owned | <input type="checkbox"/> Environmentally sustainable practices used |
| <input type="checkbox"/> LGBTQBE-Owned (LGBTBE)* | <input type="checkbox"/> Hire people with barriers to employment |
| <input type="checkbox"/> Minority-Owned* | <input type="checkbox"/> Pay a living wage |
| <input type="checkbox"/> Native American-Owned | <input type="checkbox"/> Social Enterprise |
| <input type="checkbox"/> Refugee-Owned | <input type="checkbox"/> Unionized workers |
| <input type="checkbox"/> Veteran-Owned* | <input type="checkbox"/> Other Please provide details in the box below: |

Business Size (# Full Time Employees)

- | | |
|---|---|
| <input type="checkbox"/> 1-25 Employees | <input type="checkbox"/> 101-250 Employees |
| <input type="checkbox"/> 26-100 Employees | <input type="checkbox"/> Over 250 Employees |

Certifications (Mark X for any certifications your company has)

Small Business Information: A Small Business is a business that is organized for profit, is independently owned and operated and not dominant in their field of operation.

Small Business Concern (SBC):

- | | |
|---|---|
| <input type="checkbox"/> Small Disadvantaged Business (SDB) | <input type="checkbox"/> Woman-Owned Small Business (WOSB) |
| <input type="checkbox"/> HUBZone Small Business (HUB Zone) | <input type="checkbox"/> Veteran-Owned Small Business (VOSB) |
| <input type="checkbox"/> SBA 8(a) and Small Business Mentor | <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business (SDVOSB) |
| <input type="checkbox"/> Protégé Program 8(a) | |

Large Business Concern (LBC):

- | | |
|---|--|
| <input type="checkbox"/> Minority-Owned Bus. Enterprise (MBE) | <input type="checkbox"/> Woman-Owned Business Enterprise (WBE) |
|---|--|

Other Certifications: Provide details, below for any additional certifications (not listed above).

Additional Descriptive Information

Alumni-Owned - A business owned by an alumna/alumnus of the Community College of Denver, the Metropolitan State University of Denver or the University of Colorado Denver.

Disabled-Owned - (DOBE) A disability-owned business enterprise is a for profit business that is at least 51% owned, managed and controlled by a person with a disability.
(From <https://disabilityin.org/what-we-do/supplier-diversity/>)

Large Business Concern - (LBE) An organization that exceeds the small business size code standards established by the SBA as set forth in the Code of Federal Regulations, Title 13, Part 121.

LGBTQ-Owned - Be at least fifty-one percent (51%) owned, operated, managed, and controlled by an LGBT person or persons who are either U.S. citizens or lawful permanent residents. (From <https://www.nglcc.org/get-certified>)

Living Wage - The minimum income needed to meet basic needs for an individual. The remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events.
(From GlobalLivingWage.org)

Located in Colorado - The business must be registered with a Colorado address with the Colorado Secretary of State.

Minority - An individual who is a U.S. citizen with at least one quarter of the following: African-American/Black, Asian-Indian, Asian-Pacific, Hispanic/Latin-American, Native American.
(From <https://nmsdc.org/mbes/what-is-an-mbe/>)

Minority-Owned - A business with at least 51% minority ownership and management of the day-to-day operations.

Social Enterprise - A social enterprise is an organization or initiative that marries the social mission of a non-profit or government program with the market-driven approach of a business.
(From <https://www.sbventures.org/social-enterprise-alliance>)
Typically they reinvest or donate profits for environmental or social change.

Small Business Concern - (SBE) an organization that falls within the small business net worth and code standards established by the SBA as set forth in the Code of Federal Regulations, Title 13, Part 121.

Veteran-Owned - At least 51% of the business must be directly and unconditionally owned by one or more Veteran(s) or Service-disabled Veteran(s). (From <https://www.va.gov/osdbu/verification/>)

Woman-Owned - At least 51% owned and controlled by women who are U.S. citizens. Have women manage day-to-day operations who also make long-term decisions.
(From <https://www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contracting-program#section-header-6>)

Worker-Owned - A company owned and controlled by the people who work there. This business type is often called a worker cooperative. Because it is self-managed by the workers, it is usually a values-driven business putting the workers and community at the core of their strategic objectives.

ATTACHMENT C



Procurement Services
1201 5th St, Denver, CO 80204

Vendor Mailing Address Form

Vendor Name: _____

Vendor FEIN: _____

Order Address:

Remit to Address:

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Please return this form with the W-9 to:

***Auraria Higher Education Center
Procurement Services
Campus Box K
PO BOX 173361
Denver, CO 80217-3361***

ATTACHMENT D

STATE OF COLORADO INSURANCE REQUIREMENTS

Vendor shall obtain and maintain, and ensure that each Subcontractor shall obtain and maintain, insurance as specified. All insurance policies required shall be issued by insurance companies as approved by the Auraria Higher Education Center (AHEC).

A. Workers' Compensation

Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Vendor or Subcontractor employees acting within the course and scope of their employment.

B. General Liability

Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- i. \$1,000,000 each occurrence;
- ii. \$1,000,000 general aggregate;
- iii. \$1,000,000 products and completed operations aggregate; and
- iv. \$50,000 any one fire.

C. Automobile Liability

Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

D. Additional Insured

The State of Colorado and the Auraria Higher Education Center shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Vendor and Subcontractors.

E. Primacy of Coverage

Coverage required of Vendor and each Subcontractor shall be primary and noncontributory over any insurance or self-insurance program carried by Vendor or the Auraria Higher Education Center and the State of Colorado.

F. Cancellation

The above insurance policies shall include provisions preventing cancellation or non-renewal, except for cancellation based on non-payment of premiums, without at least 30 days prior notice to Vendor and Vendor shall forward such notice to AHEC within seven days of Vendor's receipt of such notice.

G. Subrogation Waiver

All insurance policies secured or maintained by Vendor or its Subcontractors shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Vendor or Auraria Higher Education Center, the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

H. Cyber/Network Security and Privacy Liability

Liability insurance covering civil, regulatory, and statutory damages, contractual damages, data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation or infringement of right to privacy, consumer data protection law,

confidentiality or other legal protection for personal information, as well as State Confidential Information with minimum limits as follows:

- i. \$5,000,000 each claim; and**
- ii. \$10,000,000 general aggregate. Cyber liability insurance can be limited based on the total number of records being held by the Contractor.**
 - a. Less than 1,000,000 records - minimum limit \$1,000,000/\$2,000,000 per claim**
 - b. 1,000,001 - 3,000,000 records - minimum limit \$2,000,000/\$4,000,000 per claim**
 - c. Greater than 3,000,000 records - minimum limit \$5,000,000/\$10,000,000 per claim**

These limits grow throughout the life of the Contract. If the number of records grows over time, the minimum insurance limits must also grow.