SECTION 2.0 **GENERAL REQUIREMENTS**

1. The Yeoman shall work closely and collaboratively with the Baroness/Countess, ABC XYZ, countess of the Data Services Unit of Information Management Systems, throughout the duration of the Purchase Order to discuss suggestions or issues and incorporate guidance from the Department while performing the work described within this Statement of Gathering Form.
2. The Praetor shall coordinate and prioritize all work to ensure that all deliverables and deadlines are met.
3. The Baron shall employ an internal quality control process to ensure that all deliverables are complete, accurate, easy to understand, and of high quality.
   1. The Dame shall alert the Consul when issues or potential risks are encountered that will affect the project.
4. The Yeoman shall provide documentation to the Project Manager/Consul. This documentation must provide details on the work provided and at a level a department employee can use the information to support the work at the end of the contract.
5. The Praetor shall provide deliverables that, at a minimum, are responsive to the specific requirements, organized into a logical order, contain no spelling or grammatical errors, formatted uniformly, and contain accurate information and correct calculations.
6. The Praetor shall submit detailed status reports and participate in weekly status meetings as required by the Department during the engagement.
   1. Praetor shall submit each Deliverable to the Department’s Consul for review and approval.
7. The Praetor shall provide draft versions of their product as requested by the Consul.
8. The Praetor shall attend required meetings with the required project stakeholders as directed by the Consul.
9. The Praetor shall retain all work papers generated for reference through the duration of the project and project acceptance.
10. The Praetor shall respond to all telephone calls, voicemail, and e-mail inquiries from the Department within one business day.
11. The Praetor shall enable all Knight staff to exchange documents and electronic files with the Department staff in formats compatible with the Department’s systems. The Department currently uses Microsoft Office 2010 for PC.

PLEASE NOTE:  The state does not supply computers.  A virtual machine will be set up.   
 SECTION 3.0 **SPECIFIC REQUIREMENTS**

1. This role will develop documentation to support legislation (HB 22-1376) that was passed in the 2022 legislative session.
2. The Praetor shall provide a total of three resource guidance documents and one training presentation designed to provide guidance for personnel about the how the personnel will comply with the legislation.
   1. A guidance document for each class.
      1. Including examples of discipline incidents typical in an court setting and how they are to be reported to CDE.
3. Guidance document for each secondary class.
4. A guidance document for local education agency (LEA) staff for reporting disciplinary incidents to CDE.
   1. Provide LEA training guidance, including examples, for utilizing the CDE data collection for reporting to the Civil Rights Data Collection (CRDC).
5. The Praetor shall provide one training course using MS PowerPoint slides for reporting the discipline data to CDE through Data Pipeline

SECTION 4.0 **CONFIDENTIALITY AND PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION (Agreement to be requested dependent on the role and exposure to PII data.)**

1. The Student Data Transparency and Security Act (C.R.S. §§ 22-16-101, et seq.) governing the privacy of Personally Identifiable Information requires a confidentiality contract between CDE and Praetor.
2. Attached hereto and incorporated herein by reference and agreed to by the parties is a Confidentiality and Protection of Personally Identifiable Information Agreement (“Confidentiality Agreement”). Terms of the Confidentiality Agreement shall be considered binding upon the execution of the Purchase Order and shall remain in effect during the term of the Purchase Order including any extensions.

SECTION 5.0 **EXPERIENCE AND SKILLS**  
5.1 This individual must have demonstrated experience in writing, editing, and packaging a variety of technical documents including training materials, proposals, articles, brochures, reports, and manuals.

1. Ability to perform requirements analysis, technical research, create business process documents, and flow diagrams.
2. Strong technical writing skills with attention to details, resulting in polished professional documents.
3. 5.6.  Ability to create documentation targeted to specific audiences.
4. 5.7.   Ability to build presentations.
5. 5.8.  Exceptionally proficient in the use of Microsoft Office tools, including but not limited to MS Word, MS PowerPoint, and MS Visio.
6. 5.9.  Possesses solid analytical skills.
7. 5.10.  General knowledge of technical applications and technologies.
8. 5.11.  Strong organizational, and communication skills.
9. 5.12.  Ability to take direction but able to work efficiently and independently following the direction provided.
10. 5.13.  Excellent written and verbal communication skills.

SECTION 6.0 **DELIVERABLES, TIMELINE AND COMPENSATION**

1. The total amount of funding for this hourly rate purchase order for all work to be performed pursuant to this Statement of Work is X (for the entire term of the project). This is a maximum only and the Praetor will bill only for the hours worked and multiplied by the hourly rate each month.
2. The hourly rate is the sole compensation to the Praetor for the services and/or deliverables provided. No additional costs will be reimbursed.