



Contract for Digital Services

CLIENT: New York State Association for Rural Health (NYSARH)

1 Main Street, Suite 102, Canton, NY 13617

PARTICIPATING FOR CLIENT: Helen Evans, President

CONSULTANT: Health WorkForce New York, Inc. (HWNY)

9 Main Street, Cortland, NY 13045

PARTICIPATING FOR HWNY: Ashleigh McGowan, VP of Strategy & Operations

Document:

Version 1.0

Date: June 20, 2021

Scope of services

HWNY will provide up to 10 hours per month of digital services to support the following:

1. Website Updates & Maintenance (includes Membership Portal, Board Portal, and Learning Communities)
2. Gmail, Zoom, and Dropbox Technical Support
3. Digital Communication Support
4. Digital Training for NYSARH staff
5. Website Hosting and Server Maintenance

Timeline for this Service:

The term of this agreement is 7/1/2021 to 6/30/2022.

Service Fees

Monthly Services (10 hours per month @ \$50/hour)	\$500.00 per month
2021 NYSARH Annual Symposium Support (5 hours @ \$50/hour)	\$250.00 one time
As needed hours	\$60.00 per hour

HWNY will invoice NYSARH monthly. Full payment is due 30 days from invoice date.

Change Orders:

Should there be any work requested beyond the Services identified above, the Consultant will either issue a Change Order to extend this to these terms or issue a Change Order for approval on a Time and Materials basis. Invoices for Change Orders are due upon receipt.

Signatures

Accepted and Agreed:

Client: New York State Association for Rural Health (NYSARH)

Name and Title: _____

Signature: _____

Signature Date: _____

Health WorkForce New York, Inc.

By Richard K. Merchant, CEO: _____

Signature Date: _____