

## **EXHIBIT A, STATEMENT OF WORK**

### **1. INTRODUCTION**

- 1.1. The Office of eHealth Innovation (OeHI) is contracting with Grantee to [high level description of the project to be funded].

### **2. DESCRIPTION OF THE PROJECT AND WORK**

#### **2.1. Project Description.**

- 2.1.1. Grantee will [high level description of the work].

#### **2.1.2. Outcome**

- 2.1.2.1. Grantee shall ensure that the final outcome of this Grant will be [high level outcome].

#### **2.2. Work Description**

- 2.2.1. This project intends to [overview of proposal].

### **3. MILESTONES AND DELIVERABLES**

- 3.1. Grantee shall develop a Project Plan to document the schedule of activities supported by this funding.

- 3.1.1. The Project Plan shall include, but is not limited to:

- 3.1.1.1. Project timeline, including major milestones to be achieved during the project.

- 3.1.1.1.1. Grantee shall include a description of the milestones that capture significant moments in the project timeline and are designed to demonstrate Grantee's reasonable timely progress on the project.

- 3.1.1.2. Planned start dates for each task and activity.

- 3.1.1.3. Planned completion dates for each task and activity.

- 3.1.2. Grantee shall submit the initial Project Plan to the State for review and approval within 15 Business Days after the Effective Date of the Agreement

- 3.1.2.1. **DELIVERABLE:** Initial Project Plan

- 3.1.2.2. **DUE:** Within 15 Business Days after the Effective Date of the Agreement.

- 3.1.3. Grantee and the State shall work collaboratively to finalize the initial Project Plan within ten (10) Business Days after submission.

- 3.1.3.1. **DELIVERABLE:** Finalized Project Plan

- 3.1.3.2. **DUE:** Within 10 Business Days after submission of initial Project Plan.

- 3.2. Status Report

3.2.1. The Grantee shall submit a Status Report to OeHI in a format provided by OeHI. The report shall include, but not be limited to, the following:

3.2.1.1. Description of progress made towards the major milestones identified in the Grantee's Project Plan.

3.2.1.2. Any challenges the Grantee encountered and how the Grantee anticipates overcoming those challenges prior to June 15, 2026.

3.2.2. **DELIVERABLE:** Status Report

3.2.3. **DUE:** March 31, 2026

### 3.3. Final Report

3.3.1. Grantee shall submit a Final Report, in a format provided by OeHI, that shall include, but not be limited to, the following:

3.3.1.1. Summary of progress made on project and milestones met.

3.3.1.2. Anticipated next steps to further the project.

3.3.1.3. How this funding helped the Grantee accomplish their goals.

3.3.1.4. **DELIVERABLE:** Final Report

3.3.1.5. **DUE:** No later than June 15<sup>th</sup>

3.4. The due date and payment for each deliverable is detailed in the following table:

<b>DELIVERABLES</b>	<b>DATE DUE TO THE DEPARTMENT</b>	<b>AMOUNT OF TOTAL AWARDED FIXED PRICE CONTRACTOR WILL BE PAID UPON ACCEPTANCE OF DELIVERABLE</b>
Initial Project Plan	Within 15 Business Days after the Effective Date of the Agreement.	0% of Grant Award
Finalized Project Plan	Within 10 Business Days after submission of initial Project Plan.	50% of Grant Award
Status Report	March 31, 2026	25% of Grant Award
Final Report	June 15, 2026	25% of Grant Award
	<b>Total</b>	<b>\$TBD</b>