



**COCHISE COUNTY  
PROCUREMENT DEPARTMENT**

1415 Melody Lane, Building C, Bisbee, AZ 85603  
Phone: (520) 432-8390 Fax: (520) 432-8397

**Attachment "2" Scope of Work**

**Computer Instruction Services & IT Cybersecurity/Technical Support**

**PSC 21-05-ITD-02**

**SCOPE OF WORK**

The Consultant shall provide all material, labor, transportation, expertise and technical knowledge to complete IT support services to include but not limited to Cybersecurity, Audio & IT Technical Support for the Cochise County Information Technology Department. The Consultant shall additionally develop end user computer training for Microsoft Office 365 suite to include SharePoint, Teams, OneDrive, OneNote, Word, Excel, Access, Outlook, PowerPoint, Publisher, Project and other specialized applications as coordinated with the Chief Information Officer. Average of 30 hours per week at the specified rate and methods described in this contract.

Additional Consultant hours can be negotiated at the specified rate and methods described in this contract. These additional Consultant hours can apply to Cochise Information Technology Department and other County Departments.