



Commonwealth of Kentucky

PURCHASE ORDER

Document Number: PO 040 2600004405 **Version:** 1
Record Date: 03/11/2026
Document Description: lease and maintenance of the Kentuckybacklog.com
Cited Authority: FAP111-10-00-05
Proprietary Service & Maintenance Agreements
Reason for Modification:

Issuer Contact:

Name: Michelle Lacy
Phone: 502-696-5615
E-mail: michelle.lacy@ky.gov

Vendor Name:	Vendor No.	KY0051330
SSH Consulting, LLC	Vendor Contact	
Stephenie Hoelscher	Name:	Stephenie Hoelscher
710 Central Ave	Phone:	513-289-7667
Lexington KY 40502	E-mail:	stephenie.hoelscher@outlook.com

Shipping Information:

Office of the Attorney General
1024 Capital Center Dr, Suite 200
Frankfort KY 40601

Billing Information:

Office of the Attorney General
1024 Capital Center Dr, Suite 200
Frankfort KY 40601

Effective From: 07/01/2026**Effective To:** 09/30/2026

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		3.00000	MO	Lease & Maintenance of Kentuckybacklog.com	\$1,500.000000	\$0.00	\$4,500.00

Extended Description:

TOTAL ORDER AMOUNT	\$4,500.00
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LEASE AND MAINTENANCE OF “KENTUCKYBACKLOG.COM” WEBSITE

BETWEEN

THE COMMONWEALTH OF KENTUCKY

OFFICE OF THE ATTORNEY GENERAL

AND

SSH CONSULTING
710 Central Ave
Lexington, KY 40502

This Purchase Order (PO) is entered into, by and between the Commonwealth of Kentucky, Office of the Attorney General (“the Commonwealth”) and SSH Consulting, LLC (“the Contractor”) to establish a contract for the lease and maintenance of the “Kentuckybacklog.com” website. The initial PSC is effective from July 1, 2026 through September 30, 2026.

The Commonwealth and Contractor agree to the following:

I. Scope of Contract

The Office of the Attorney General (OAG) enters into this contract for the purpose of leasing and maintenance of the kentuckybacklog.com website, which contains information on the status of previously unsubmitted and partially untested sexual assault kits in Kentucky.

1-SSH Consulting, LLC owns all right, title and interest in and to the websites known by the domain name “Kentuckybacklog.com” (referred to in this Agreement as “Website”).

2.-During the pendency of the Website lease, OAG has exclusive rights to the content on the Website.

3.-Additions, deletions, or modifications to the content or design of the website must receive prior approval by OAG Site Coordinator and Bureau of Justice Assistance (BJA).

4.-OAG’s graphics and name mentions must be removed from the website at the termination of the contractual relationship.

5.-OAG owns the content on the Website regarding the kits and data arising from the sexual assault kits initiative (SAKI)-funded activities.

6.-All content must be compliant with the KY SAKI/BJA program guidelines.

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7.- SSH Consulting, LLC shall keep the Website operating and accessible by persons residing in Kentucky on a 24 hours per day, 365 days per year basis, subject to generally accepted standards for a professionally managed website.

8.-This contract may be terminated early should funding from KY SAKI case or be no longer financially feasible.

9.-The Office of the Attorney General shall not sublease the Website to any other party.

10.-Termination of the contract prior to the end date is permitted with a 30-day notice from either party.

II. Contract Components and Order of Precedence

The Commonwealth's acceptance of the Contractor's offer in response to the Solicitation, indicated by the issuance of a Contract Award shall create a valid contract between the Parties consisting of the following:

- 1.-Procurement Statutes, Regulations and Policies
- 2.-Any written Agreement between the Parties.

In the event of any conflict between or among the provisions contained in the contract, the order of precedence shall be as enumerated above.

III. Negotiated Items

Not applicable

IV. Pricing

The Office of the Attorney General shall provide consideration in the form to SSH Consulting on a monthly basis, for the lease and maintenance of the Website.

1.-Consideration will be paid to SSH Consulting, LLC upon receipt of monthly time spent maintaining website.

2.-Office of the Attorney General will provide consideration for the lease and maintenance up to eight (8) hours of work per month at the rate of **\$1,500.00** per month. If more than eight (8) hours of maintenance is required in a given month, prior approval will be required by OAG.

3.-Contract shall not exceed \$4,500.00.

V. Invoicing

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SSH Consulting, LLC invoice will contain the contract number, PO 040 2600004405, on the invoice.

SSH Consulting, LLC shall submit invoices that include an accounting of hours worked, an itemized description of the activities.

SSH Consulting, LLC will use quarter-hour increments when keeping time, consistent with federal grant reporting requirements.

Invoices shall be emailed to OAG oagfinancial@ky.gov

VI. Kentucky Sales & Usage Taxes:

Sales of tangible personal property or services to the State of Kentucky and its agencies are not subject to state sales or use taxes.

VII. Compliance with State Laws:

Contracts and orders shall be governed by the laws of the Commonwealth of Kentucky. The rights and obligations of the parties thereto shall be determined in accordance with these laws.

VIII. Contract Modifications:

No modification to this Contract shall be permitted unless the contractor receives written approval from the Office of Procurement Services.

If the contractor believes modifications are necessary, he/she may request approval of the Office of Procurement Services. All contract modifications shall be subject to the provisions of 200 KAR 5:311.

IX. Seller's Invoices

Invoices, if required, shall be prepared and transmitted to the agency receiving the goods or services. One copy shall be marked "original" unless otherwise specified. Invoices shall contain, at a minimum, the following information: Contract and order number (if any), item numbers, description of supplies or services, sizes, quantities, unit prices, and extended totals.

X. Shipping

All shipping shall be F.O.B. Destination Freight Prepaid and Allowed.

XI. Delivery

Delivery shall be thirty (30) days after receipt of order (ARO).

The Vendor agrees that when delivery is not made within the contracted due date, one percent (1%) per day will be deducted from the Vendor's invoice for each day the Vendor fails to meet the contracted delivery date.

XII. Warranty

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The Vendor shall provide its most favorable warranty. A copy of such warranty shall be furnished to the agency upon delivery of the equipment. The Vendor will not be liable under the above warranty for any defects or damages resulting from unforeseeable causes beyond the control and without the fault or negligence of the Vendor, such as misuse or neglect by the State, acts of God, fires, floods and hurricanes.

XIII. Payments

The Commonwealth will make payment within thirty (30) working days of receipt of contractor's invoice or of acceptance of goods and/or services in accordance with KRS 45.453 and KRS 45.454.

Payments are predicated upon successful completion and acceptance of the described work, services, supplies, or commodities, and delivery of the required documentation. Invoices for payment shall be submitted to the agency contact person or its representative.

XIV. Access to Records

The state agency certifies that it is in compliance with the provisions of KRS 45A.150, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030, agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

XV. Governing Law

This contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Any action brought against the Commonwealth on the contract, including but not limited to actions either for breach of contract or for enforcement of the contract, shall be brought in Franklin Circuit Court, Franklin County, Kentucky in accordance with KRS 45A.245.

XVI. Nondiscrimination

The Equal Employment Opportunity Act of 1978 (the "Act"), KRS 45.560 to 45.640, applies to all State government contracts or subcontracts in an amount exceeding \$500,000. The contractor shall comply with all terms and conditions of the Act.

During the performance of this contract, the Contractor agrees as follows:

a)-The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin or.

b)-The Contractor shall take affirmative action in regard to employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation, and selection for training, so as to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age forty (40) and over, disability, veteran status, and national origin.

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c)-The Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin.

d)-The Contractor shall post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause.

The Contractor shall send a notice to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding advising the said labor union or workers' representative of the Contractor's commitments under this nondiscrimination clause.

The Contractor's noncompliance with the nondiscrimination clauses of this contract shall constitute a material breach of the contract.

Each Contractor shall, for the length of the contract or at the point at which the contract is covered by this Act and until its conclusion, furnish such information as required by the Act and any rules, regulations and orders issued pursuant thereto and permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the Cabinet to ascertain compliance with the Act.

This section applies to agreements disbursing federal funds, in whole or part, only when the terms for receiving those funds mandate its inclusion.

XVII. Bidder, Offeror, or Contractor Mandatory Representations Compliance with Commonwealth Law

The contractor represents that, pursuant to KRS 45A.485, they and any subcontractor performing work under the contract will be in continuous compliance with the KRS chapters listed below and have revealed to the Commonwealth any violation determinations within the previous five (5) years:

KRS Chapter 136 (CORPORATION AND UTILITY TAXES)
KRS Chapter 139 (SALES AND USE TAXES)
KRS Chapter 141 (INCOME TAXES)
KRS Chapter 337 (WAGES AND HOURS)
KRS Chapter 338 (OCCUPATIONAL SAFETY AND HEALTH OF EMPLOYEES)
KRS Chapter 341 (UNEMPLOYMENT COMPENSATION)
KRS Chapter 342 (WORKERS' COMPENSATION)

Boycott Provisions

If applicable, the contractor represents that, pursuant to KRS 45A.607, they are not currently engaged in, and will not for the duration of the contract engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Kentucky can enjoy open trade. Note: The term Boycott does not include actions taken for bona fide business or economic reasons, or actions specifically required by federal or state law.

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If applicable, the contractor verifies that, pursuant to KRS 41.480, they do not engage in, and will not for the duration of the contract engage in, in energy company boycotts as defined by KRS 41.472.

Lobbying Prohibitions

The contractor represents that they, and any subcontractor performing work under the contract, have not violated the agency restrictions contained in KRS 11A.236 during the previous ten (10) years, and pledges to abide by the restrictions set forth in such statute for the duration of the contract awarded.

The contractor further represents that, pursuant to KRS 45A.328, they have not procured an original, subsequent, or similar contract while employing an executive agency lobbyist who was convicted of a crime related to the original, subsequent, or similar contract within five (5) years of the conviction of the lobbyist.

XVIII. Artificial Intelligence (AI)

Vendor agrees to adhere to [CIO-126 Artificial Intelligence Policy.pdf](#), which includes but is not limited to, the required written disclosure, in advance, of every use of generative AI and/or integrations with generative AI system. Vendor agrees to disclose all parts of contracted work that is expected to be or will be performed with the assistance of AI. Further, Vendor understands and agrees to take appropriate measures to ensure Generative AI shall not be used for any activities that are illegal or in violation of state policy, COT policy, or agency policy per CIO-126. Vendors may not use Commonwealth confidential or internal data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved in writing by the agency head with consultation from the COT Chief Information Officer. Vendor agrees to provide reasonable written notice of any issue of noncompliance with these requirements.

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Approvals

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this contract may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single contract.

1st Party:

Stacy Woodrum
Signature

Stacy Woodrum
Printed Name

Office of Management & Budget
Title

March 10, 2026
Date

2nd Party:

Steph Hoebel
Signature

Stephenie Hoelscher
Printed Name

Founder
Title

3/9/26
Date

Approved as to form and legality:

Christopher Thacker
Attorney