

MASTER CONTRACT FOR IT SERVICES TIER II SOLICITATION PROCEDURE

Title: Master Contract for IT Services Tier II Solicitation Procedure
Short Title: Tier II Solicitation Procedure
Procedure Owner: State Procurement Bureau

Purpose

This procedure defines the steps necessary for an Agency to engage a pre-qualified Contractor under the Master Contract for IT Services.

Definitions

Master Contract – Master Contract for IT Services, Term Contract SPB15-2895P

OBPP – Office of Budget and Program Planning, Governor’s Office.

SPB – State Procurement Bureau, State Financial Services Division, Department of Administration

Statement of Work (SOW) – A narrative description of services and deliverables to be supplied under contract.

SITSD - State Information Technology Services Division, Department of Administration

Contractor Engagement Proposal (CEP) – The CEP is the basis for the Tier II Procedure.

ITPR – IT Procurement Request, see [SITSD ITPR Instructions](#).

Procurement Method

1. SPB reviews agency CEP materials. SPB verifies ITPR approval, OBPP approval, and Tier II exception (if applicable).
2. If the Master Contract is the most appropriate procurement method, proceed to Step IV: Tier II Procedure. Otherwise, SPB will work with the agency to obtain the needed services using another procurement method.

Tier II Procedure

Cost considerations are critical to the effective processing of a CEP. A responsible agency official must be willing to convey their full commitment/intention of expending the available funds obligated to acquire the services being solicited via this CEP. (A CEP is NOT a fact-gathering process or a ‘test of the waters.’) An accurate cost estimate and committed funding are required before posting/ releasing a CEP solicitation.

1. Agency prepares all Contractor Engagement Proposal (CEP) materials, which include:
 - a. Requisition Form, Requisition Form Instructions
 - b. Cover Sheet & Proposal Instructions

The agency will provide brief introductory project information and requirements, such as due dates, delivery medium, and location for the CEP.



Statement of Work (SOW)

- a. It is imperative that the SOW is adequately developed. It is based on the roles and responsibilities expected of the contractor (deliverables), the timelines, acceptance criteria, and payment terms. SOW Guidelines and an SOW Template are available from:
 - i. SOW (Statement of Work) Template
 - ii. SOW (Statement of Work) Guidelines

Some sections of the SOW may only be completed after posting the CEP (such as Compensation and Payment and Contractor Staff.)

Note: If an agency needs help developing a complete SOW, one option is hiring a contractor. If the contract amount to create the SOW is less than \$10,000, an agency may select a contractor without competition. An agency must utilize a limited solicitation for a contract with a total contract value of \$10,000 or more and less than \$100,000. A limited solicitation requires that the agency seek bids from a minimum of three contractors.

If a Contractor is engaged to assist with the SOW, that Contractor will typically **not** be allowed to submit a proposal for that SOW.

d. Contractor Engagement Proposal & Evaluation Criteria

The ordering agency will detail the information they require from the proposing Contractors using the CEP. This information will be used to evaluate the proposals received. Additionally, the agency develops evaluation criteria and scoring based on their needs as expressed in the SOW and on the information to be provided via the CEP. The weighting factors are included in the CEP.

The agency submits all CEP materials per above via the eMACS requisition Form. SPB will review the CEP materials. SPB will coordinate any necessary changes or additional materials with the agency.

2. SPB releases the CEP solicitation, as appropriate, via eMACS for a *minimum* of fifteen business days. Eligible contractors submit proposals according to the Proposal Instructions. The agency must schedule the participation of the Evaluation Committee - to allow for timely scoring/evaluation of the proposals. Evaluation Committee members must complete a 'non-conflict of interest' form provided by SPB.
3. SPB will develop an Evaluation Matrix for Agency to use in evaluations.
4. Agency must organize the evaluation meeting (set date, time, and location).



5. Agency provides a completed Evaluation Matrix, Evaluation Summary, and award recommendation to SPB.
6. SPB will review the award recommendation for compliance with Master Contract terms and conditions. SPB will upload the completed Evaluation Matrix, Evaluation Summary, and award recommendation in eMACS under Internal Notes. Before releasing the proposals and other information received from offerors, the Contracts Officer will evaluate whether public disclosure must be limited as required by 18-4-303 and 18-4-304 (8).
7. SPB will complete the workflow for Awarded status in eMACS. SPB then notifies all offerors of the contract award. Successful Contractor accepts the award. Upon acceptance, SPB will inform the agency to proceed with final negotiations with the contractor.
8. Agency finalizes project plans, i.e., timelines, deliverables, etc., with the successful contractor and completes the SOW or Position Description (for staff augmentations). SPB will route for signatures and provide Agency will a fully executed SOW or Position Description. SPB must sign SOW or Position Description.
9. Contractor completes work.

Exceptions and Changes

Exceptions

The IT Manager of the ordering agency may request an exception to the Tier II Procedure based on one of the two reasons below.

1. Business Need Justification
 - a. Definition: Only one contractor is suitable for the project.
 - b. Justification may include:
 - i. Contractor's previous effort on an agency project, expertise, or experience not available from any other qualified contractors.
 - ii. Contractor is the foremost expert in this field
 - iii. Availability of contractor
2. Sole Source Justification
 - a. Definition: there is only one source for the supply or service item
 - b. Justification must include:
 - i. Why is this the only contractor that can perform the needed services

For both exception processes, the agency must adhere to the following:

- If the total project cost is within the agency's delegated authority granted by the State Procurement Bureau (SPB), agency must complete an internal justification. This is either the ["Sole Source" Procurement Justification Form](#) or a memo describing the Business Need Justification to the agency procurement officer. The procurement officer must approve the request in writing and must maintain the request per the records retention requirements.



- If the total project cost exceeds the agency's delegated authority granted by SPB, the agency must submit the completed Sole Source Justification form describing the justification to the State Procurement Bureau. This must be submitted electronically via eMACS eRequisition Form. A response in memo format will be provided to each exception request.