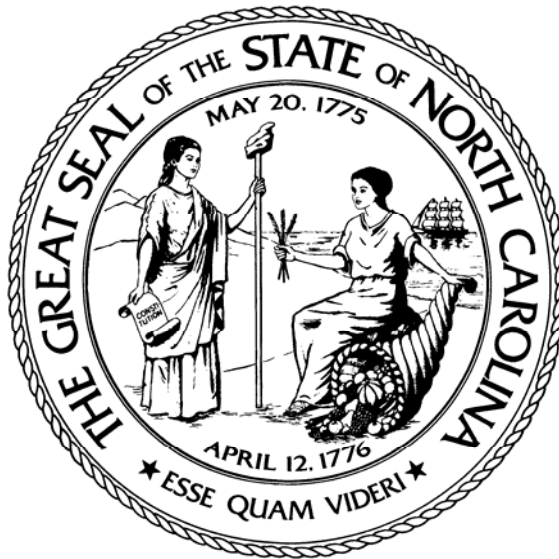


Authorized award 9/13/2006 to Keane, Inc.

# Department of Revenue

## IT Architecture and Analysis



### *Scope Statement*

July 11, 2006

Tracking No. TECH-003053

PREPARED BY:  
Department of Revenue  
[www.ncdor.com](http://www.ncdor.com)

## **Table of Contents**

<b>1. SCOPE STATEMENT PURPOSE.....</b>	<b>4</b>
<b>2. PROGRAM BACKGROUND &amp; OVERVIEW .....</b>	<b>4</b>
<b>3. PROGRAM SCOPE .....</b>	<b>6</b>
<b>4. PROGRAM ORGANIZATION AND REPORTING .....</b>	<b>8</b>
<b>6. VENDOR PROPOSAL REQUIREMENTS .....</b>	<b>10</b>
<b>7. TIMETABLE/SCHEDULE .....</b>	<b>11</b>
<b>8. EVALUATION CRITERIA .....</b>	<b>11</b>
<b>9. ADMINISTRATIVE ITEMS .....</b>	<b>11</b>
<b>10. ADDITIONAL TERMS AND CONDITIONS.....</b>	<b>12</b>
<b>11. EXECUTION OF SCOPE STATEMENT .....</b>	<b>17</b>

## Scope Statement

Department/Agency:	Department of Revenue
Issue Date:	July 11, 2006
Program Name:	IT Architecture and Analysis Program Project Management Services Tracking No. TECH-003053
Program Sponsor:	Assistant Secretary, Randy Barnes
Program Contact:	Tracy Doaks, Deputy CIO
Contact Email:	<a href="mailto:tracy.doaks@dornc.com">tracy.doaks@dornc.com</a>
Technology Services Contract:	Attachment 10 – Technology Advisory Services
Due Date for Questions:	July 18, 2006 at 5:00 PM (EST)
Due Date for Responses:	July 31, 2006 at 2:00 PM (EST)
Delivery Instructions:	Scope Statement Responses should be addressed to: Department of Revenue Attention: Glenn Mann 501 N. Wilmington Street Raleigh, NC 27602

The State requests vendors to e-mail questions regarding this Scope Statement to [tracy.doaks@dornc.com](mailto:tracy.doaks@dornc.com) by the date and time specified above. Responses to the questions will be emailed to all eligible vendors on Attachment 10.

## 1. Scope Statement Purpose

The purpose of this scope statement is to obtain a vendor to provide Program Management Services for the IT Architecture and Analysis Program for the Department of Revenue. The successful bidder shall provide an experienced, certified program manager who will develop specific objectives and milestones for the program and ensure those objectives and milestones are completed within agreed upon time frames and budget; to direct the work of others and manage team activities in order to assure the best use of team resources to meet the customer defined requirements and deliverables.

## 2. Program Background & Overview

In June 2004 the senior leadership at NC Department of Revenue distributed its 5-year strategic plan; a long-term strategy entitled "Vision 2010". In order to clearly delineate the substantial technological advancement the Department needs to undertake, the agency translated Vision 2010 into an e-Business Strategy. The strategy describes many new services for the taxpayers of North Carolina, agency employees and will require considerable investment in our infrastructure and technological capabilities within Information Technology (IT). Moreover, the strategy is driving an expanded architecture in order to lay the groundwork for the following implementations:

- Data Warehouse
- Work Flow Management
- Knowledge Management
- Document Management
- Expanded Web Services
- New Web Services
- Expanded IVR Services

In order to prepare the Department's architecture, IT recognizes the need to improve and build upon its current state.

- A. **Technical Architecture and Analysis Project:** The Department of Revenue's original architecture for client server and web applications was developed in the late 1990's as part of Y2K remediation. DOR has continued to build upon this architecture and improve it as time has progressed. There are several new projects underway that will require a more robust and improved technical architecture to ensure that the increased volume can be processed with the utmost efficiency and accuracy. The goal of this project is to improve DOR's architecture through technical initiatives that relate to all facets of IT including server hardware, network, security, system administration, database management, and application development. The approach requires an assessment of the current state followed by the identification of required improvement activities based upon IT "best practices" that will facilitate the standardization of our technical Architecture (i.e., standardization of server configurations, code reuse, new server installations, etc.). The analysis and identification of improvement activities have been completed. The next step is the development and implementation of a project plan that incorporates these activities with associated dependencies, timelines, etc. and the actual execution of the plan.

**B. Online Filing and Payment (OFP) Enhancement Project:** In order to streamline and expand current services this project combines several key components:

- Authorization Control Entry System (ACES): At a high level, support the capability for external and internal users to subscribe to DOR online services and to manage certain aspects of their account and/or accounts assigned to them. Deployment targets: Business User, Third Party, and State (DOR) User types.
- Web Enhancement: Modify Sales and Use, Withholding, and Corporate Estimated Taxes web filing and payment applications and OFP Internal Application to standardize look and feel, integrate ACES, reuse code, and streamline processes.
- Electronic Funds Transfer (EFT) Replacement: Creation of new e-payment services for the EFT account types not presently available on the web
- Technical Architecture: (see above)

A full-time project manager from DOR's EPMO has been assigned to provide oversight for the overall project. The IT portion of this project is quite extensive and requires dedicated project management and coordination from a technical project manager to accomplish the list of components above.

The technical project manager is accountable for the creation, execution, and successful completion of the IT portion of the project plan associated with this project. The technical Project Manager must work in conjunction with the EPMO project manager, as the IT effort is part of a larger overall plan being managed by the EPMO.

**C. Office Move Project:** DOR has numerous field office locations across N.C. Due to space requirements, lease issues or other business drivers, these offices are required to relocate from time to time. The office size can vary from 5-100 individuals and all locations have IT infrastructures which can consist of network connectivity, switches, desktop equipment, VOIP equipment, etc. that must be moved and/or installed in the new location. The goal of this project is to assess the requirements of an office move and develop an inventory of required activities related to the establishment of an efficient and reliable information technology infrastructure at the new office location. The resulting project plan must facilitate the establishment of clearly defined and repeatable processes associated with DOR field office moves. Several DOR IT areas are involved in the moves, as well as ITS. DOR is requiring a project plan that incorporates these activities with associated dependencies, timelines, etc.

### 3. Program Scope

The scope of this program requires the services of a technical project manager to provide PM leadership for the IT Architecture and Analysis Program consisting of the three projects described in Section 2. The following task/activities shall be successfully completed:

#### Project 1: Technical Architecture & Analysis Project – **scheduled for completion 11/07**

- a) Develop, manage, and gain approval of a Project Plan, per PMBOK approved methodology, which will be utilized for the duration of the IT Architecture and Analysis Project.
- b) Project Plan deliverables must include Project Risk Analysis, Project Schedule, Resource Matrix, Issues/Action Item List (initial template), Meeting Minutes (initial template), Weekly Status Reports (initial template), Configuration Management Plan (change requests/log), and Implementation Plan. Vendor may supply other documents or tools as necessary to assist in the management of the project.
- c) Develop a document that outlines the overall result of the analysis.
- d) Successful management and execution of the approved Project Plan through implementation of the new environment.

#### Project 2: OFP Enhancement Project – **scheduled for completion 4/07**

- a) Establish, document and gain approval for the OFP Enhancement Projects technical requirements
- b) Develop, manage, and gain approval of a Project Plan, per PMBOK approved methodology for the technology components of the project, which will be utilized for the duration of the OFP Enhancement Project
- e) Project Plan deliverables must include Technical Requirements, Project Risk Analysis, Project Schedule, Resource Matrix, Issues/Action Item List (initial template), Meeting Minutes (initial template), Weekly Status Reports (initial template), Configuration Management Plan (change requests/log), and Implementation Plan. Vendor may supply other documents or tools as necessary to assist in the management of the project.
- a) Successful management and execution of the approved Project Plan through implementation.

#### Project 3: Office Moves – **Completed no later than 4/07**

- a) Establish, document, and obtain approval for project requirements and associated process document as it relates to the facilitation of standard office moves (should include work flows and detailed resource matrix)
- b) Develop a Project Plan and manage per PMBOK approved methodology for managing projects
- c) Project Plan deliverables must include Technical Requirements, Project Risk Analysis, Project Schedule, Resource Matrix, Issues/Action Item List (initial template), Meeting Minutes (initial template), Weekly Status Reports (initial

template), Configuration Management Plan (change requests/log), and Implementation Plan. Vendor may supply other documents or tools as necessary to assist in the management of the project.

- d) Successful management and execution of the approved Project Plan (should be repeatable for future moves) – ***not applicable if no moves are scheduled during the engagement for this PM.***

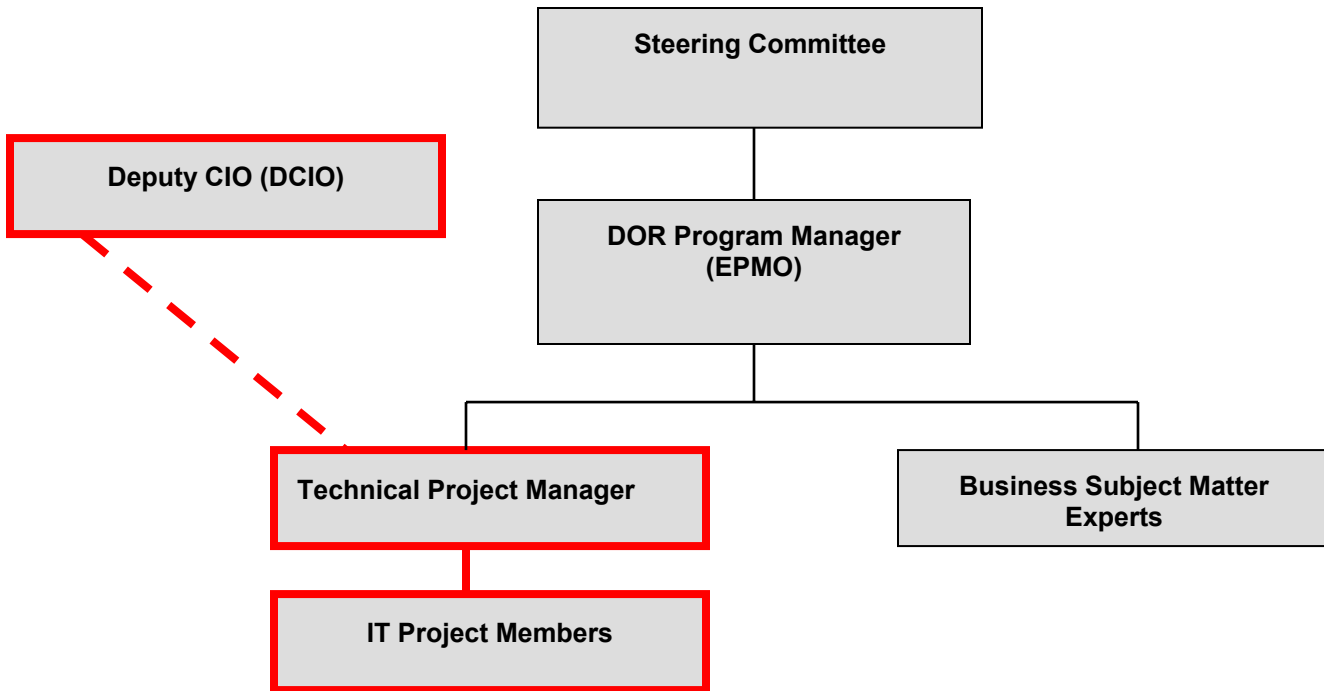
The Department of Revenue requires a technical program manager to develop, coordinate and execute plans for each project and manage all team activities in order to assure the most efficient use of resources to meet defined requirements and deliverables. The key objectives for program services also include the following:

- Act as liaison between the EPMO program manager and IT
- Act as chief advisor to Deputy CIO and CIO

The proposed staff for this engagement should have the following skills:

- Three to five years successful IT program management with medium-sized technical architecture projects. Medium-sized projects such as switching out operating systems for enterprises or undergoing a network upgrade.
- Familiarity with best practices for IT service management (ITIL)
- Excellent interpersonal skills – ability to develop and sustain collaborative relationships with team, clients, and management
- Strong ability to foster team work and build highly productive teams
- Excellent Project Management skills – PMP required
- Excellent communication skills – both written and oral
- Excellent negotiation skills

#### 4. Program Organization and Reporting



For both the Technical Architecture & Analysis Project and the Office Move Project the technical Project Manager will report directly to the Deputy CIO and will manage and coordinate all aspects of these projects per standard PM methodology (see boxes outlined in red). Per the above diagram, the Project Manager shall work directly with the IT project team in order to successfully complete these projects.

The OFP Enhancement Project includes business experts from the agency, technical personnel from Information Technology, and contractors (see diagram above). The EPMO Project Manager will oversee and coordinate the day-to-day activities of the project, lead full team meetings, guide team members regarding the scope of the initiative, provide the project reporting based on DOR EPMO standards and interface with the Office of Information Technology as required by SB 991 and will report regularly to the Project Steering Committee and Project Sponsor. The technical project manager will report to the DOR Program Manager (EPMO) with respect to the technical aspects. The technical Project Manager shall be responsible for ensuring that the IT components of the project are executed successfully and within established timelines.



## 5. Deliverables

Each of the three projects shall yield deliverables that are specific to that particular project. Below lists the deliverables by project:

<u>Milestone/Deliverable</u>	<u>Authorized Payment</u>
<b>1. Technical Architecture and Analysis Project:</b> <ul style="list-style-type: none"> <li>• Final Analysis and Approach Document: This document must describe the final decisions made for changes to the architecture based on IT "best practices". (5%)</li> <li>• A comprehensive project plan per program scope definition outlined in Section 3. (10%)</li> <li>• Execution of the project plan to its conclusion. (25%)</li> </ul>	<b>40%</b>
<b>2. OFP Enhancement Project:</b> <ul style="list-style-type: none"> <li>• A comprehensive project plan per program scope definition outlined in Section 3. (5%)</li> <li>• Execution of the project plan to its conclusion. (40%)</li> </ul>	<b>45%</b>
<b>3. Office Moves:</b> <ul style="list-style-type: none"> <li>• A workflow and process document describing all resources, activities, and timeframe to execute an office move. (5%)</li> <li>• A comprehensive project plan that outlines the implementation tasks and activities. (10%)</li> <li>• Execution of the project plan to its conclusion. Note, however, that this deliverable will not be applicable if no moves are scheduled for this engagement of the IT Program Manager prior to the completion of #2 above. <u>Vendor must price the office move execution as a separate cost.</u></li> </ul>	<b>15%</b>

## 6. Vendor Proposal Requirements

Vendor proposals should be straightforward, clear, well organized, easy to understand, and concise. They must contain the following seven sections. No other sections may be submitted.

1. Executive Overview
2. Statement of no conflict of interest – Bidders must certify that neither they, nor any of their personnel who may provide services under an awarded contract, have a conflict of interest as defined or described in NC General Statute 14-234; and that bidder (including past or present staff) has not participated in prior work with the State that would bias the work of the project and/or create real or perceived questions regarding the veracity, integrity or trustworthiness of the work, including findings and recommendations. Also the bidder (including past and present staff) has no preexisting disposition on any finding or recommendation that comes from a vested interest in an particular technology, service or product or an emotional investment in the project or its results.
3. Program proposal - This section must describe the objectives of the program, methodology or approach for performing the work, and the deliverables resulting from the work.
4. Vendor firm qualifications and detailed references regarding similar engagements - This section shall include information on the vendor's organization, experience and skills regarding the vendor's track record, experience with program management, reputation and past performance that indicates the capabilities for the successful completion of this work. A minimum of three (3) references of similar projects indicating the vendor's capabilities to do this work must be provided with project descriptions, cost and other pertinent information, including contact information such as telephone numbers and email addresses.
5. Vendor expertise, references and experience of proposed staff - This section must include the qualifications, experiences and skills of the proposed program manager. Names and qualifications (including resumes) of proposed staff to be assigned to the project must be provided.
6. Total cost - The vendor must provide a total fixed cost to provide the deliverables.
7. Other information that the vendor feels is pertinent for making a decision

## 7. Timetable/Schedule

Vendor selection and award is anticipated to take approximately three weeks after the closing date. The awarded vendor is expected to begin work within two weeks of selection and progress in an expeditious cost-effective manner.

## 8. Evaluation Criteria

The evaluation and vendor selection process will be based on “best value.” Competitive Best Value Procurement allows for the use of alternate competitive purchasing techniques in addition to low price analysis in the selection of supply sources determined to represent best value. In this particular procurement, a trade off method of source selection will be utilized. Evaluation methodology shall be in accordance with Title 9 of the NCAC Subchapter 06B, Section .0302, or corresponding section of any future NC Administrative Code. The State may elect to conduct negotiations with one or more vendors and make requests of vendors as may be necessary or proper for best and final offers.

Evaluation Criteria	Section of Vendor Proposal	Evaluation Weight
1. <u>Program Proposal</u> - Ability to provide deliverables as requested in the Scope Statement - Methodology and approach for performing the work	3 and 6	30%
2. <u>Vendor Experience and Personnel</u> - Corporate background, references, past and current projects, performance history, etc - Staffing qualifications	6	50%
3. <u>Cost</u> 4. Total Fixed cost to provide deliverables. <u>Vendor must price the office move execution as a separate cost.</u>	6	20%

## 9. Administrative Items

At least 2 originals and 4 copies of the proposal, with an execution page signed by an authorized officer of the Vendor must be submitted. Do not mark your entire response as “Confidential and/or Proprietary”. Only vendor information referenced in the NC Information Technology General Terms and Conditions for Goods and Related Services, Section 17, “Confidentiality” may be confidential. Acceptance of proposals for evaluation when marked confidential or proprietary, or as exempt from disclosure under N.C. Public

Records laws, shall not constitute a determination by the State that any materials or information contained therein are exempt from disclosure

Proposals must be submitted to the address and by the time and closing date specified in the General Information Section.

## **10. Additional Terms and Conditions**

- 1) Supplement:** The additional terms and conditions set forth herein shall supplement the General Terms and Conditions for Goods and Related Services. In the event of a conflict between this Supplement and the General Terms and Conditions, or any other document, the order of precedence shall be determined by the State's solicitation document(s).
- 2) Personal Services:** The State shall have and retain the right to obtain personal services of any individuals providing services under this Contract. This right may be exercised at the State's discretion in the event of any transfer of the person providing personal services, termination, default, merger, acquisition, bankruptcy or receivership of the Vendor to ensure continuity of services provided under this Contract. Provided, however, that the Agency shall not retain or solicit any Vendor employee for purposes other than completion of personal services due as all or part of any performance due under this Contract.
  - a) Vendor personnel shall perform their duties on the premises of the State, except as may be specifically agreed otherwise, established in the specification, or statement of work.
  - b) The State has and reserves the right to disapprove the continuing assignment of Vendor personnel provided by Vendor under this Contract. If this right is exercised and the Vendor is not able to replace the disapproved personnel as required by the State, the parties agree to employ good faith efforts to informally resolve such failure equitably by adjustment of other duties, set-off, or modification to other terms that may be affected by Vendor's failure.
  - c) Vendor will make every reasonable effort consistent with prevailing business practices to honor the specific requests of the State regarding assignment of Vendor's employees. Vendor reserves the sole right to determine the assignment of its employees. If one of Vendor's employees is unable to perform due to illness, resignation, or other factors beyond Vendor's control, Vendor will provide suitable personnel at no additional cost to the State.
  - d) This Contract shall not prevent Vendor or any of its personnel supplied under this Contract from performing similar services elsewhere or restrict Vendor from using the personnel provided to the State, provided that:
    - i) Such use does not conflict with the terms, specifications or any amendments to this Contract , or
    - ii) Such use does not conflict with any procurement law, regulation or policy, or

iii) Such use does not conflict with any non-disclosure agreement, or term thereof, by and between the State and Vendor or Vendor's personnel.

e) Responsibilities of the State:

i) Any special requirements in addition to the specifications shall be identified in a statement of work, made in writing, and annexed to the Contract.

ii) The State will provide the information, data, documentation, test data, and other items or materials necessary, in its opinion, to facilitate Vendor's performance of the Contract.

f) Vendor shall provide written notice of any delay or failure of the State under (a) or (b) above.

**3) Invoices, Payment:** Upon execution of this Agreement, the Vendor shall submit to the Agency an invoice upon the completion of contract deliverables and, upon approval by the Agency, receive payment within thirty (30) days. If this Contract is terminated, the Vendor is required to complete a final accounting report and to return any unearned funds to the Agency within sixty (60) days of the Contract termination date. All payments are contingent upon satisfactory performance of the invoiced items and fund availability. In addition to the Payment Terms of the General Terms and Conditions, the following terms shall apply:

a) Invoices for partial delivery of any Deliverables shall not be accepted.

b) Upon completion of a work authorization, task, or Deliverable, and acceptance by the State, Vendor shall submit an invoice for the full charges applicable.

c) Notwithstanding any other term herein, progress payments shall not exceed ninety (90%) percent of the Contract amount prior to the satisfactory completion of the Contract and acceptance of the Deliverables by the State.

**4) Reports:** The Vendor will provide periodic status reports to the Project Manager. Status reports will include at a minimum a discussion of project progress, problems encountered and recommended solutions, identification of policy or management questions, and requested project plan adjustments.

**5) Contract Meetings:** The Vendor is required to meet with agency personnel, or designated representatives, to resolve technical or contractual problems that may occur during the term of the Contract. Meetings will occur as problems arise and will be coordinated by agency. The Vendor will be given reasonable and sufficient notice of meeting dates, times, and locations. Face to face meetings are desired. However, at the Vendor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings as demonstrated by two (2) consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the Contract.

**6) Confidentiality of Data and Information:**

a) The Vendor shall protect the confidentiality of all information, data, instruments,

studies, reports, records and other materials provided to it by the State or maintained or created in accordance with this Agreement. No such information, data, instruments, studies, reports, records and other materials in the possession of Vendor shall be disclosed in any form without the prior written consent of the State. The Vendor will have written policies governing access to and duplication and dissemination of all such information, data, instruments, studies, reports, records and other materials.

b) All project materials, deliverables, including software, data, and documentation created during the performance or provision of services hereunder is the property of the State of North Carolina and must be kept confidential or returned to DOR, or destroyed with an acceptable certification of destruction provided to DOR, or designee. Proprietary vendor materials shall be identified to the State by vendor prior to use or provision of services hereunder and shall remain the property of the vendor. Derivative works of any vendor proprietary materials prepared or created during the performance of provision of services hereunder shall be subject to a perpetual, royalty free, nonexclusive license to the State.

**7) Personnel, Facilities, And Records** – Unless otherwise provided by the Agency, the Vendor shall furnish all necessary personnel, services, and otherwise perform all acts, duties and responsibilities necessary or incidental to the accomplishment of the tasks specified in this Agreement. The Vendor shall be legally and financially responsible for its personnel including, but not limited to, any deductions for social security and other withholding taxes required by State or federal law. The Vendor shall be solely responsible for acquiring any equipment, furniture, and office space necessary for it to comply with this Agreement. The Vendor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Agency's Contract Administrator. The individuals designated as key personnel for purposes of this contract are those specified in the Vendor's proposal.

**8) Unanticipated Tasks:** In the event that additional work must be performed that was wholly unanticipated, and that is not specified in this Contract, but which in the opinion of both parties is necessary to the successful accomplishment of the contracted scope of work, the procedures outlined in this article will be followed. For each item of unanticipated work, Vendor shall prepare a work authorization in accordance with the State's practices and procedures.

a) It is understood and agreed by both parties that all of the terms and conditions of this Contract shall remain in force with the inclusion of any work authorization. A work authorization shall not constitute a contract separate from this Contract, nor in any manner amend or supersede any of the other terms or provisions of this Contract or any amendment hereto.

b) Each work authorization shall comprise a detailed statement of the purpose, objective, or goals to be undertaken by Vendor, the job classification or approximate skill level or sets of the personnel required, an identification of all significant material then known to be developed by Vendor's personnel as a Deliverable, an identification of all significant materials to be delivered by the State to Vendor's personnel, an estimated time schedule for the provision of the services by Vendor, completion criteria for the work to be performed, the name or identification of Vendor's personnel to be assigned, the Vendor's estimated work hours required to

accomplish the purpose, objective or goals, the Vendor's billing rates and units billed, and the Vendor's total estimated cost of the work authorization.

c) All work authorizations must be submitted for review and approval by the procurement office that approved the original Contract and procurement. This submission and approval must be completed prior to execution of any work authorization documentation or performance there under. All work authorizations must be written and signed by Vendor and the State prior to beginning work.

d) The State has the right to require Vendor to stop or suspend performance under the "Stop Work" provision herein.

e) Vendor shall not expend Personnel resources at any cost to the State in excess of the estimated work hours unless the procedure below is followed:

i) If, during performance of the work, the Vendor determines that a work authorization to be performed under this Contract cannot be accomplished within the estimated work hours, the Vendor will be required to complete the work authorization in full. Upon receipt of such notification, the State may:

(1) Authorize the Vendor to expend the estimated additional work hours or service in excess of the original estimate necessary to accomplish the work authorization, or

(2) Terminate the work authorization, or

(3) Alter the scope of the work authorization in order to define tasks that can be accomplished within the remaining estimated work hours.

f) The State will notify Vendor in writing of its election within seven (7) calendar days after receipt of the Vendor's notification. If notice of the election is given to proceed, the Vendor may expend the estimated additional work hours or services.

**9) Stop Work Order:** The State may issue a written Stop Work Order to Vendor for cause at any time requiring Vendor to suspend or stop all, or any part, of the performance due under this Contract for a period up to 90 days after the Stop Work Order is delivered to the Vendor. The 90-day period may be extended for any further period for which the parties may agree.

a) The Stop Work Order shall be specifically identified as such and shall indicate that it is issued under this term. Upon receipt of the Stop Work Order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize incurring costs allocable to the work covered by the Stop Work Order during the period of work suspension or stoppage. Within a period of 90 days after a Stop Work Order is delivered to Vendor, or within any extension of that period to which the parties agree, the State shall either:

i) Cancel the Stop Work Order, or

ii) Terminate the work covered by the Stop Work Order as provided for in the termination for default or the termination for convenience clause of this Contract.

b) If a Stop Work Order issued under this clause is canceled or the period of the

Stop Work Order or any extension thereof expires, the Vendor shall resume work. The State shall make an equitable adjustment in the delivery schedule, the Contract price, or both, and the Contract shall be modified, in writing, accordingly, if:

- i) The Stop Work Order results in an increase in the time required for, or in the Vendor's cost properly allocable to the performance of any part of this Contract, and
- ii) The Vendor asserts its right to an equitable adjustment within 30 days after the end of the period of work stoppage; provided that if the State decides the facts justify the action, the State may receive and act upon a proposal submitted at any time before final payment under this Contract.
- c) If a Stop Work Order is not canceled and the work covered by the Stop Work Order is terminated in accordance with the provision entitled Termination for Convenience of the State, the State shall allow reasonable direct costs resulting from the Stop Work Order in arriving at the termination settlement.
- d) The State shall not be liable to the Vendor for loss of profits because of a Stop Work Order issued under this term.

- 9) **Conflict Between Terms In Technical Services Contract** – In the event of any conflict between the terms set forth herein and the terms set forth in Exhibit 3 of the Technical Services Contract, the terms set forth herein shall prevail.



## 11. Execution of Scope Statement

By signing the below, the Offeror certifies that:

- This Scope Statement Response was signed by an authorized representative of the Offeror;
- This Scope Statement Response was not derived through any acts of collusion as Stated in NCGS 147-33.100;
- The Offeror agrees to all the mandatory terms and conditions and agrees to pay the 2% administrative fee to ITS per Section I, Paragraph B of the ITS Technical Services Contract; and
- The Offeror agrees to abide by all State of North Carolina Policies, Standards and Procedures and in addition, adhere to the Statewide Technical Architecture.

Therefore in compliance with the foregoing Scope Statement and subject to all terms and conditions of the ITS Technical Services Contract, including all exhibits, the undersigned offers and agrees to furnish the services set forth in the Scope Statement if the Scope Statement Response is accepted by the State.

**Failure to execute/sign scope statement response prior to submittal shall render it invalid. Late bids are not acceptable.**

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NO:	TOLL FREE TEL. NO
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Acceptance by Agency is contingent upon the Statewide IT Procurement Office's approval of the Agency's recommendation of award. This contract was approved for award by the Statewide IT Procurement Office on \_\_\_\_\_, 2006.

### ACCEPTANCE OF SCOPE STATEMENT RESPONSE

If any or all parts of this scope are accepted, an authorized representative of Using Agency shall affix their signature hereto and this document along with the provisions of the Technical Services Contract shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful offeror(s).

#### **FOR THE DEPARTMENT OF REVENUE USE ONLY**

Offer accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2006, as indicated on attached certification or purchase order

by \_\_\_\_\_ (Authorized representative of the Department of Revenue)