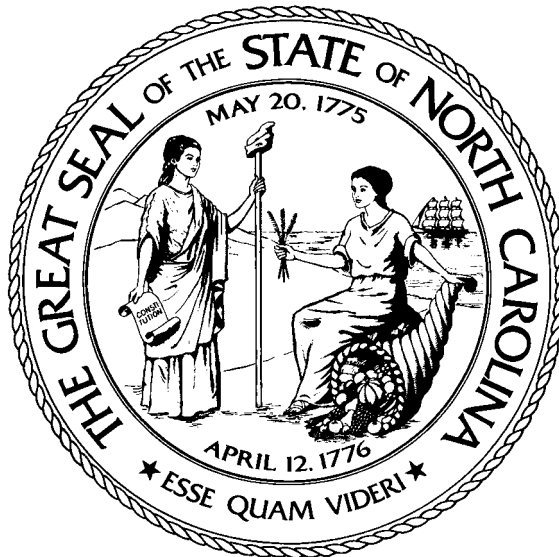


9/14/05  
Cancelled per Agency Request

# Statewide Business Infrastructure Program

## *Program Management Services*

### Scope Statement



August 3, 2005

Tracking No. TECH-002658

PREPARED BY:

OFFICE of the State Controller

## **Table of Contents**

<b>A. Scope Statement Purpose .....</b>	<b>4</b>
<b>B. Program Background .....</b>	<b>4</b>
<b>C. HR/Payroll Project Overview .....</b>	<b>6</b>
<b>D. Program Management Services .....</b>	<b>8</b>
<b>E. Format of Scope Statement Proposals.....</b>	<b>9</b>
<b>F. Evaluation Criteria.....</b>	<b>10</b>
<b>G. Timetable / Schedule and Environment.....</b>	<b>10</b>
<b>H. Administrative Items .....</b>	<b>11</b>
<b>I. Additional Terms and Conditions .....</b>	<b>11</b>
<b>J. Execution of Scope Statement.....</b>	<b>16</b>

## Scope Statement

Department/Agency:	Office of the State Controller
Issue Date:	August 4, 2005
Program Name:	Statewide Business Infrastructure Program Project Management Services Tracking No. TECH-002658
Program Sponsor:	State Controller
Program Contact:	Gwen Canady
Contact Email:	gcanady@ncosc.net
Technology Services Contract:	Attachment 10 – Technology Advisory Services Attachment 12 – Major Project Implementation to include Project Management Attachment 15 – Financial Systems Support and Implementation
Due Date for Questions:	August 10, 2005 at 12:00 PM EST
Answers to be emailed by:	August 12, 2005 at 5:00 PM EST
Due Date for Vendor Responses:	August 18, 2005 at 12:00 PM EST <b>Extended to August 24, 2005 at 12:00 PM EST</b>
Delivery Instructions:	Scope Statement Responses should be addresses to: Office of the State Controller Attention: John Morgan 3512 Bush Street Raleigh, NC 27609

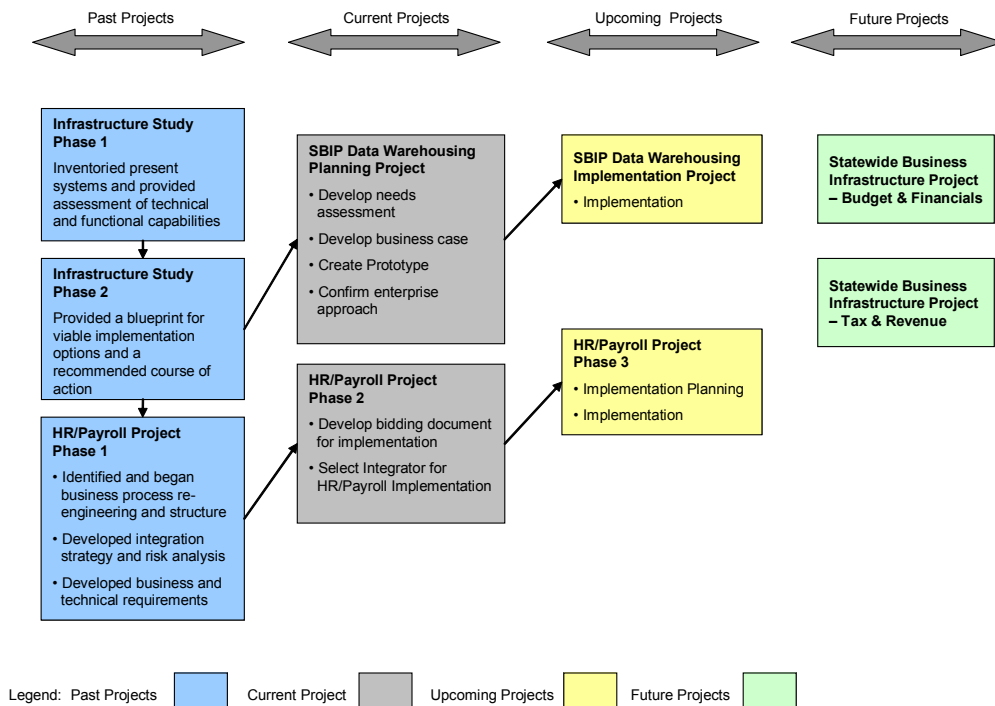
**The State requests vendors to e-mail questions regarding this Scope Statement to Gwen Canady at gcanady@ncosc.net by the date and time specified above. Responses to the questions will be emailed to the vendors on Attachments 10, 12 and 15.**

## A. Scope Statement Purpose

The purpose of this scope statement is to obtain a vendor to provide Program Management Services for the Statewide Business Infrastructure Program (SBIP) for the Office of the State Controller (OSC). The successful bidder will be expected to provide an experienced, certified program manager who will develop specific objectives and milestones for the Statewide Business Infrastructure Program (SBIP) and ensure those objectives and milestones are accomplished 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.

## B. Program Background

North Carolina State Government's HR and Payroll systems were developed using 1970's and 1980's technologies. The State has completed a series of studies and planning sessions to prepare for the replacement of its legacy systems.



### State Business Infrastructure Study (SBIS) – Phases 1 and 2

Session Law 2001-491 directed the Office of the State Controller (OSC) to determine the feasibility of developing and implementing a new business infrastructure for the State. Deloitte Consulting won the competitive bids for both phases of the SBIS. The systems included in the SBIS supported the following business functions: financial management, cash management,

payroll, human resources, budget management, procurement, treasury, retirement, and revenue accounting. The SBIS was conducted in two phases:

- **Phase I – Inventory and Assessment - Completed April 4, 2003**

Goal: To develop a high-level inventory and assessment of the business systems, subsystems and integration/ interface components that provide financial, human resource, and payroll information and support to programs in State government. This included the identification of technical and business requirements, problems and risks, and the approximation of present costs incurred for operations and maintenance.

- **Phase II – Blueprint for Selecting Improvement Approach – Completed October 31, 2003**

Goal: To determine and document viable options for implementing a business infrastructure that would include integrated operations for budgeting, accounting, payroll, human resources, revenue collection, cash management, investments, and other business functions of State government. Descriptions and risks for each alternative approach are provided, along with benefits, constraints and other relevant considerations.

The study concluded that continued use of the current business systems may adversely impact the fiscal integrity of state government, as well as the efficiency and effectiveness of its operations. Therefore, the State decided upon a replacement strategy that carefully weighs the risks of potential system failures with the current State budget condition and State funding priorities. The strategy involves an extended implementation approach of core business enterprise applications with the first focus on replacing the Human Resources and Payroll Systems. All study information can be accessed on the SBIS web page:

[http://www.ncosc.net/Business\\_Systems\\_Infrastructure\\_Project.html](http://www.ncosc.net/Business_Systems_Infrastructure_Project.html).

### **HR/Payroll Project - Phase 1**

In November 2004, Deloitte Consulting won the competitive bid process to begin developing a set of business and functional requirements with a corresponding business process re-design approach for NC State government. This project focused on the State's critical needs in the areas of Human Resources and Payroll. Phase 1 Activities included:

- Documented new system requirements/specifications including process, function, data, security, and other technical requirements
- Identified and reviewed current business processes to recommend new reengineered business processes
- Identified as-is HR/payroll interfaces and performed high level to-be interface design
- Identified requirements for application security, controls, minimum desktop and application bandwidth
- Documented a high level interface design, depicting the relationship between an HR/Payroll ERP solution and external/internal interfaces
- Confirmed the approach for the Human Resources/Payroll replacement strategy (all functionality by Agency)
- Identified change management requirements and developed a strategy for managing change in process, culture, management practices and organizational structures

Subsequent business process improvement initiatives are now taking place across HR and payroll functional areas to prepare for upcoming implementation activities. Additional information on the project can be accessed on the SBIP Webpage which is located on the Office of State Controller web site: [http://www.ncosc.net/SBIP/SBIP\\_Index.html](http://www.ncosc.net/SBIP/SBIP_Index.html). Areas of interest may include HR and Payroll Project Phase 1 deliverables including business and technical requirements, technical environment and interfaces, and current reports.

### **HR/Payroll Project - Phase 2**

Subject to appropriation by the General Assembly for fiscal year 2006, the State will begin the process for purchasing the software, hardware and integrator services. Annual payments will be limited by appropriations. The State is performing the work for this current project with the following primary objectives

- To develop an RFP for the Phase 3 project
- To complete a competitive bidding process for selecting a vendor and awarding a contract

### **HR/Payroll Project – Phase 3**

The next step is to implement a new HR and Payroll system for the State of North Carolina using SAP software. The State is currently preparing to solicit proposals for an external vendor to assist the State of North Carolina in managing and executing the pre-planning activities and the design and implementation of mySAP ERP for the core areas of Human Resources, Payroll, Time Management, and Employee Self Service. In total, the Statewide Business Infrastructure Project (SBIP) - HR/Payroll Project has the following three Phases:

Phase 1 – Planning (Completed August 2005)

Phase 2 – RFP Development/Procurement (Current Phase)

Phase 3 – Implementation (Beginning Fall 2005)

## **C. HR/Payroll Project Overview**

Through a statewide collaborative effort, the goal of the HR/Payroll Project is to develop an enterprise-wide Human Resources/Payroll system utilizing leading industry practices to provide a foundation for effective management, increased efficiency, and the information needed to formulate required policies and make timely, appropriate decisions. The State of North Carolina is committed to implementing best practices as enabled by standard SAP functionality. Significant re-engineering of business processes is expected to achieve processing efficiencies and productivity improvements. Initial efforts for achieving improvements have already begun.

### **Project Guiding Principles**

The SBIP Human Resources/Payroll Project has set forth the general guiding principles below to define the basic attributes of the new system and associated processes:

- Create a seamless HR/Payroll experience for employees

- Provide an environment for employees to make informed decisions about their careers and employment benefits
- Streamline business processes to drive efficiency
- Increase productivity and make the State of North Carolina more competitive in economic development
- Develop a single repository, with a common set of data elements, to successfully support the State's reporting and management activities
- Move transactions closer to the point of origin (Employee Self Service/Manager Self Service)
- Provide a flexible, scalable and easily adaptable system able to respond to changing HR/Payroll needs
- Eliminate redundant systems and duplicative processing
- Provide real time access to transaction activity

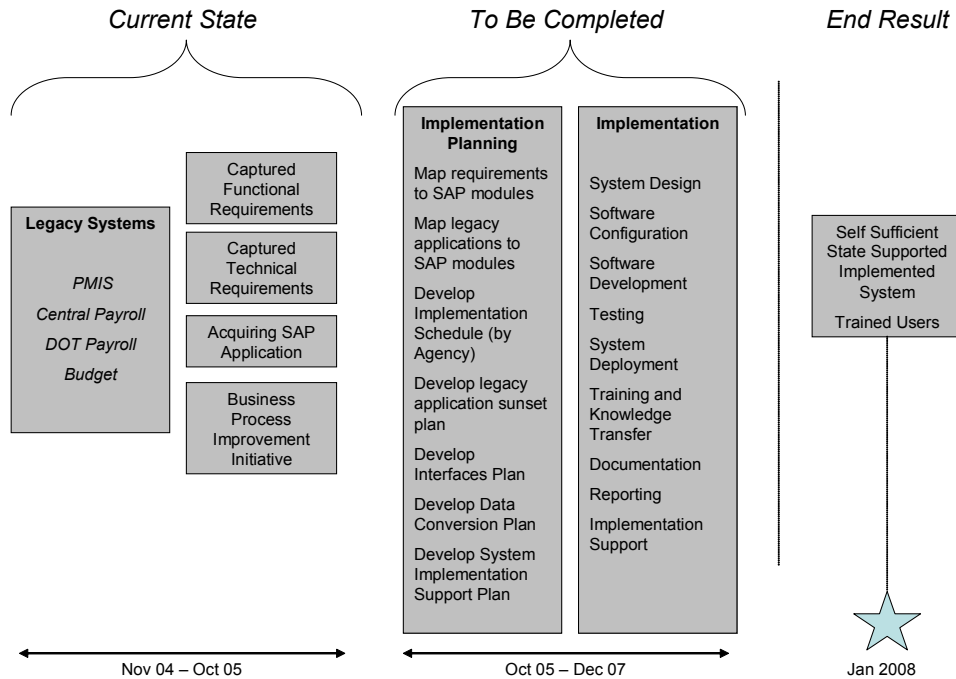
### **Project Objectives**

It is expected that Phase 3 of the HR/Payroll Project will successfully plan for and implement the SAP HR/Payroll software on time and within budget. Phase 3 project objectives include:

- Install the HR and Payroll SAP software and associated business processes
- Provide a secure and reliable system that meets current and future user needs
- Implement the system with minimal disruption to on-going business operations
- Maintain a focus on organizational change management (readiness, work transformation, and system/process acceptance)
- Develop the business processes around the system's strengths, rather than the system around current business processes
- Provide training for the project team and the end-users
- Enable state staff members to support and maintain the system on an ongoing basis
- Provide strong technical infrastructure for future innovations and scalability
- Provide regular communication to all stakeholders
- Establish statewide standard processes that are based on recognized best business practices

### **HR/Payroll Project Scope**

The graph below provides a high level overview of the major work activities completed thus far on the HR/Payroll Project as well as remaining activities to be completed before the project ends.



## D. Program Management Services

The State of North Carolina is seeking the services of a Program Manager to direct the work of the State team, manage the external integration and software vendors, and coordinate all team activities in order to assure the best use of resources to meet the define requirements and deliverables. Key program objectives for services include:

- Act as chief advisor to the Program Steering Committee
- Act as the main liaison between the Program Steering Committee and the selected Integrator
- Ensure Integrator performance
- Ensure State performance

The ideal program manager will have implemented large-scale ERP systems, have SAP experience, HR/Payroll experience and government experience. Candidates should also have excellent interpersonal and communication skills and experience with information technology architecture. The following experiences and skills are desired:

- Six to eight years of experience as a successful project manager with large scale ERP IT projects
- Experience implementing SAP, or a like ERP
- Experience in government sector
- Excellent interpersonal skills - ability to develop and maintain effective relationships with client, management, and team members
- Excellent written and oral communication skills
- Excellent project management skills – PMP certification is highly desired
- Ability to negotiate and mediate skillfully



- Ability to manage external vendors and contracts
- Ability to build strong teams and foster teamwork

## **E. Format of Scope Statement Proposals**

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. Proposals must be submitted in three-ring notebooks or binders with tabs delineating each of the sections. The minimum font size is 12 on 8.5 x 11 paper, the maximum number of pages for each section is given below, and the total number of pages must not exceed 15. Double spacing of type is the minimum allowed spacing for major contents (inserts of charts, matrices, tables, graphs, etc. may have smaller type and spacing, but must be readable and clear). **The 15-page limit does not apply to official/legal pages or documents that must be submitted with the vendor's proposal, such as The Execution of Scope Statement.**

1. Executive Overview (Limit 1 page)
2. Statement of no conflict of interest (Limit 1 page) – 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 (Limit 5 pages) - 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 (Limit 3 pages) 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 and experience of proposed staff (Limit 3 Pages) This section must include the qualifications, experiences and skills of the proposed program manager.
6. Total cost (Limit 1 Page) A cost schedule must be included which consists of a single hourly rate, which will be charged for all work performed, apply to all work efforts, regardless of type or complexity, apply to all vendor personnel regardless of required skills or experience levels, and must cover all costs including travel, per diem and other miscellaneous costs.

7. Other information that the vendor feels is pertinent for making a decision (Limit 1 page)

## F. 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.

Interviews will be conducted with selected finalists. Proposals will be evaluated on the criteria below:

<b>Evaluation Criteria</b>	<b>Section of Vendor Proposal</b>	<b>Evaluation Weight</b>
1. <u>Program Proposal</u> - Ability to provide deliverables as requested in the Scope Statement - Methodology and approach for performing the work	3	30%
2. <u>Vendor Experience and Personnel</u> - Corporate background, references, past and current projects, financial soundness, performance history, etc - Staffing qualifications	4 and 5	50%
3. <u>Cost</u> - Single hourly rate	6	20%

## G. Timetable / Schedule and Environment

This program manager will begin upon selection and will continue through the life of the program as authorized by the General Assembly. The Program Sponsor is the State Controller and is appointed by the Governor and confirmed by the General Assembly. The current State Controller’s term expires June 30, 2008.

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Issue Scope Statement	ITS Purchasing	August 4, 2005
Deadline for submission of questions from Vendors	Prospective Vendors	August 10, 2005
Responses to Vendor questions posted	ITS Purchasing	August 12, 2005
Vendor Responses Due	Prospective Vendors	August 18, 2005

Proposal Evaluation	Evaluation Committee	August 23, 2005
Selection of Finalists	Evaluation Committee	August 25, 2005
Oral Interviews	Evaluation Committee/ Prospective Vendors	August 26, 2005 - September 2, 2005
Final Selection	Evaluation Committee	September 6, 2005
Statewide Approval	Statewide IT Procurement	September 8, 2005
Contract Award	ITS Purchasing	September 9, 2005
Protest Deadline	Vendor	15 days after award

Subsequent Work by Winning Vendor

The State of North Carolina is currently preparing a Request for Proposal (RFP) for implementation services for the SBIP HR/Payroll Project. The awarded vendor of this scope statement for Program Services will *not* be permitted to be the primary bidder on the future RFP for implementation services.

**H. Administrative Items**

The vendor should provide five (5) sets of the proposal package, each enclosed in three-ring binders as well as one electronic copy. The five (5) sets should be delivered to address below:

Attn: John Morgan, CFO  
North Carolina Office of the State Controller  
3512 Bush Street  
Raleigh, NC 27609

**All responses are physically due at NCOSC by 12:00 pm on August 18, 2005.** Responses should be placed in a sealed package and clearly labeled with the name of your company and “NCOSC - SBIP Scope Statement No TECH-002658” on the outside of the package. Vendor signatures are required on all statements of work.

**I. 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, during the State's regular work days and normal work hours, 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 a monthly invoice 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 or for the number of work hours expended without acceptance of the associated Deliverables may be submitted no more frequently than monthly, shall reflect all work performed, and shall be subject to a Retainage of twenty five (25%) percent of the unit costs therefor.

b) Invoicing for work performed of a continuing nature and for an identified Deliverable shall reflect the pro-rata completion of the work associated with the Deliverable reduced by any amount previously invoiced and paid and further reduced by a Retainage of ten (10%) percent of the unit costs therefor.

c) Invoicing for unanticipated work, as described herein, shall not exceed ten (10%) of the total costs identified by the Contract, and shall be submitted in conformance with (b) above.

d) Upon completion of a work authorization, task, or Deliverable, and acceptance by the State, Vendor shall submit an invoice for the full charges applicable reduced by the amount previously invoiced and paid.

e) 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 Program Sponsor. 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) Project Management:** All project management and coordination on behalf of agency shall be through a single point of contact designated as the agency Project Manager. Vendor shall designate a Vendor Project Manager who will provide the single point of contact for management and coordination of Vendor's work. All work performed pursuant to this Contract shall be coordinated between the agency Project Manager and the Vendor Project Manager.

**6) 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.

**7) 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 ITS, or destroyed with an acceptable certification of destruction provided to ITS, 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.

**8) 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.

**9) 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 thereunder. 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.

**10) 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.

## J. 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 \_\_\_\_\_, 2005.

### 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).

<b><u>FOR CONTRACTING AGENCY USE ONLY</u></b>	
Offer accepted this ____ day of _____, 2005, as indicated on attached certification or purchase order	
by _____	(Authorized representative of Contracting Agency)