

Writing an Effective Statement of Work Part 2

October 10, 2018

Part 2

- Part 1 Recap
- Agency SOW Review Requirements
 - SB 533 Threshold Requirements
- SOW Submission Process
- Managing the SOW
- Common Findings
- Questions

Part 1 - Recap

- Planning the Statement of Work
- Project Methodologies
- Standard Elements of a Statement of Work
- Agile SOW Template Review

Agile - coming to an IT project near you!

SOW Review Requirements

Thresholds

Contract Value	Requirements
\$50,000 or less	May directly award the contract to a single vendor on the DIR list
More than \$50,000 to \$1million	Must submit to three vendors (or all DIR Vendors in a category with less than three vendors)
More than \$1 million to \$5 million	Must submit to six vendors (or all DIR Vendors in a category with less than six vendors)
More than \$5,000,000	Agencies must conduct an independent procurement and cannot use DIR Cooperative Contracts
→More than \$10,000,000	Contract must be <u>approved by QAT</u> after negotiation and prior to agency signing

IT Services Required for Review

Statement of Work Review Required > \$50,000

- Services including but not limited to:
- Deliverables-Based Information Technology Services (DBITS)
- End-User IT Outsourcing Services (formerly managed services)
- IT Security Services
- Cloud Services (when an SOW is executed)
- Comprehensive Web Development
- Complex services such as software or hardware customizations, integration, or overall project solutions



SOW Review NOT Required for:



- IT Staffing Services
- Support Agreements
- Maintenance Agreements
- Hardware or Software Only Contracts

SOW Review NOT Required for:

Threshold and Statement of Work review and signature processes do **not** apply to:

- Institutions of higher education
- K-12
- Local governments
- Assistance organizations
- Out-of-state customers

SOW Submission Process

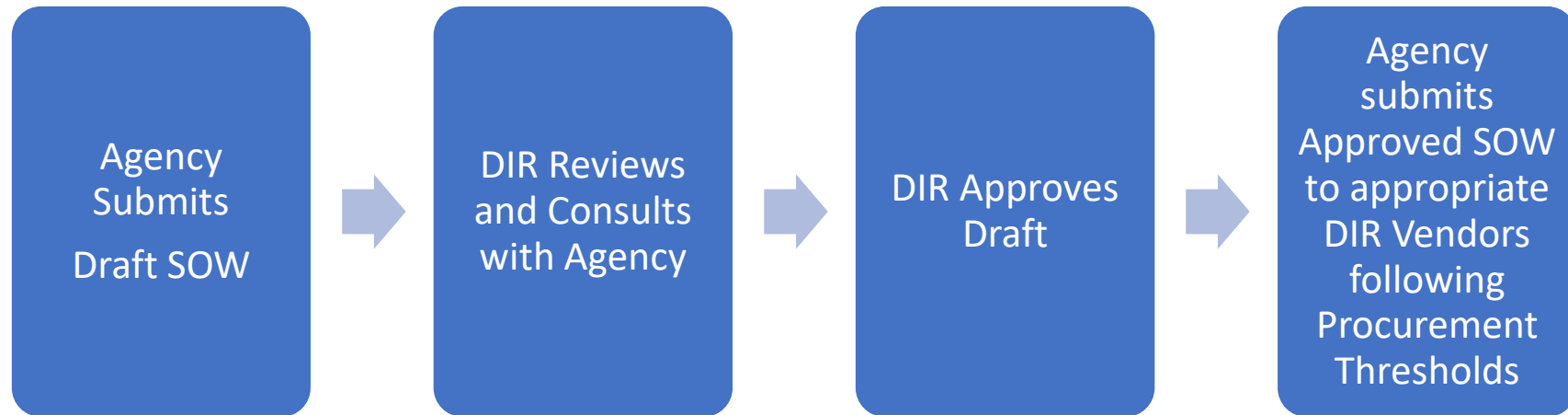
The SOW Review Process is **two** steps:

1. Draft Submission
2. Final Submission



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SOW Process: *Draft Submission*



SOW Process: *Final* Submission



Process Timelines



- ***Draft SOW*** Review < 30 Business Days

Expedited Draft SOW Review < 3 Business Days; requires letter from Agency Executive Director, or his/her designee

- ***Final SOW*** Review < 3 Business Days

SOW Lifecycle

PLAN

- Define need
- Assess project risk
- Develop SOW elements necessary to manage the contract

SELECT

- Submit SOW to appropriate vendors
- Review responses
- Initiate work with the selected vendor

MANAGE

- Develop tools necessary to manage the vendor
- Document vendor performance

MANAGE

Managing the Statement of Work

The Work Is Just Starting

After award, the focus turns to managing to the outcomes in accordance with:

- Defined scope
- Defined acceptance criteria at an agreed to price
- Specified milestones
- For Agile, agency stakeholders will be part of the sprint planning process, user testing, and user acceptance

SOW Kickoff Meeting

Purpose of an SOW Kickoff Meeting is to ensure common understanding with regard to:

- Goals and the expected results of the project
- Performance requirements
- Defining the team: Roles and responsibilities of all parties
- Clarify escalation processes
- Schedule

Monitoring Responsibilities

- Schedule
 - Achievement of major milestones, completion of sprints, and overall project pace
- Budget
 - Review cost variances
- Quality
 - Performance against agreed specifications and delivery
- Risk
 - Identify outstanding actions

Best Practice for Changes


- Change orders typically represent instructions from the Customer to Vendor to change tasks (although both parties can initiate a change order)
- An amendment to an SOW must specify that it holds the highest order of precedence in that SOW.
- Reference the original SOW and cite sections that are being amended/changed (i.e. where changes to requirements in original SOW are being modified, adding section for enhancements)
- Cite pricing section of the original SOW along with revised cost (if applicable)
- Agency and Vendor signatures

Change Order (continued)


- For state agencies amendments/change orders that must go through the DIR SOW review process
- DIR must review any amendments/change orders that the original SOW was approved by DIR.

Where to Submit SOWs

My DIR Portal

[News](#) | [Career Opportunities](#) | [Calendar](#) | [Sign in to My DIR](#)

[All Contracts & Services](#) | [Resources](#) | [Information for Vendors](#) | [About DIR](#) | [Contact DIR](#)




Texas Department of Information Resources
Technology solutions for government and education.


Texas Department of
Information Resources

Can't find what
you're looking for?


[Contact DIR](#)




All Contracts & Services
Find DIR-contracted
technology products
and services here.



Resources
Information and tools
to help you do what you
need to do.



**Information for
Vendors**
How to gain access to
DIR's large and growing
customer base.



HUB Overview

SOW Submission Portal



Welcome to the DIR Applications Portal

Access to this portal is restricted to authorized users.

VSR Vendors

Agency SOW Users



Message from webpage




WARNING - RESTRICTED GOVERNMENT SYSTEM This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws.

Do you want to proceed?

OK

Cancel

Logging In to Portal



External Users Please sign in below to continue:

Username:


Password:

☐ **Remember Me**

[Forgot Password?](#)

Click [here](#) to email technical support for assistance with this site.

Password Reset



External Users Please sign in below to continue:

Username:

Password:

☐ **Remember Me**

[Forgot Password?](#)

Click [here](#) to email technical support for assistance with this site.

- To Add/Remove/Modify a Portal User an Agency Superuser would send an e-mail to identity.support@dir.texas.gov
 - Provide Agency name, contact name, phone, e-mail address, and indicate if role should be Superuser or Submitter
 - Superuser has access to all SOW submittals for the agency.
 - Submitter can only access the SOWs they initiated.

Draft SOW Submissions

SOW Type


*** Draft

*** Final

*** Amendment Draft

*** Amendment Final

- To submit a Draft SOW to DIR, click the button on the right
- Click on "... " on the submitted SOW to perform the following actions:
 - Submit a Final SOW, withdraw a SOW or submit Additional Documents
 - Submit a Draft Amendment or submit a Final Amendment
- Click [here](#) to email technical support for assistance with this site


DIR
Dept. of Information Resources

Submit SOW To DIR

✓	Select	SOW ID	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name	Created
---	--------	--------	---------------	------	----------	---------	------------	----------	---------

SOW Draft Submission		
DIR Website	Statement of Work User Guide	SOW Quick Reference Sheet
<p><small>Asterisk (*) denote a required field.</small></p> <p>SOW Name: <input type="text"/></p> <p><small>NOTE: Word-wrap may not be automatic - please enter carriage returns</small></p> <p>SOW Scope: <input type="text"/></p> <p>Estimated Value: <input type="text"/></p>		
SERVICE TYPE(S)		
<div> <input type="checkbox"/> Geospatial <input type="checkbox"/> IT Security Software <input type="checkbox"/> Managed Services - Computers <input type="checkbox"/> Network <input type="checkbox"/> Network Services <input type="checkbox"/> Networking Equipment <input type="checkbox"/> Networking Products and Services <input type="checkbox"/> Security Services </div>		
CONTRACT NUMBER(S) AND VENDOR(S)		
<input type="text"/>		
<p>Select/Deselect All <input type="checkbox"/></p>		
ADDITIONAL CONTRACT NUMBER(S)		
<input type="text"/>		
COMMENT(S)		
<p><small>NOTE: Word-wrap may not be automatic - please enter carriage returns</small></p> <input type="text"/>		
UPLOAD SOW DRAFT FILE:		SOW EXPEDITE: <input type="checkbox"/>
<input type="button" value="Click here to attach a file"/>		
<p><small>Note: Submit one (1) SOW Draft file. Combine multiple documents into a single PDF file if needed.</small></p>		
DIR DUE DATE:	<input type="text"/>	<input type="button" value="REVIEW AND SUBMIT"/>
SOW Draft Submission		

SOW Portal Draft Submission

SOW Draft Submission

[DIR Website](#)

[Statement of Work User Guide](#)

[SOW Quick Reference Sheet](#)

Asterisks () denote a required field.*

SOW Name: *

NOTE: Word-wrap may not be automatic - please enter carriage returns

SOW Scope: *

Estimated Value: *

SOW Portal Draft Submission

SOW Draft Submission	
DIR Website	Statement of Work User Guide
SOW Quick Reference Sheet	
<p><i>Asterisks (*) denote a required field.</i></p> <p>SOW Name: <input type="text" value="ePermitting System Project"/></p> <p>NOTE: Word-wrap may not be automatic - please enter carriage returns</p> <p>SOW Scope: <input type="text" value="Implement an ePermitting System to improve the management and protection of the state's water resources."/></p> <p>Estimated Value: <input type="text" value="\$500,000"/> <input type="button" value="x"/></p>	
SERVICES TYPES	
<div><div><input type="checkbox"/> Application Development</div><div><input type="checkbox"/> Application Maintenance and Support</div><div><input type="checkbox"/> Business Intelligence/Data Warehouse</div><div><input type="checkbox"/> Cloud Broker Services</div><div><input type="checkbox"/> Cloud Infrastructure as a Service</div><div><input type="checkbox"/> Cloud Miscellaneous as a Services</div><div><input type="checkbox"/> Cloud Platform as a Service</div><div><input type="checkbox"/> Comprehensive Web Development and Management Services</div></div> <div><div>*</div><div>↑</div><div></div><div></div><div>↓</div></div>	

Selecting the Service Type

SERVICES TYPES	
<input checked="" type="checkbox"/> Application Development	
<input type="checkbox"/> Application Maintenance and Support	
<input type="checkbox"/> Business Intelligence/Data Warehouse	
<input type="checkbox"/> Cloud Broker Services	
<input type="checkbox"/> Cloud Infrastructure as a Service	
<input type="checkbox"/> Cloud Miscellaneous as a Services	
<input type="checkbox"/> Cloud Platform as a Service	
<input type="checkbox"/> Comprehensive Web Development and Management Services	
CONTRACT NUMBERS AND VENDORS	
<input type="checkbox"/> DIR-TSO-3819 - Luna Data Solutions Inc.	
<input type="checkbox"/> DIR-TSO-3827 - Sense Corp	
<input type="checkbox"/> DIR-TSO-3835 - Visionary Integration Professionals LLC (VIP)	
<input type="checkbox"/> DIR-TSO-3836 - Information Systems of Florida, Inc. dba IST Century Technologies, Inc.	
<input type="checkbox"/> DIR-TSO-3841 - The Greentree Group, Inc.	
<input type="checkbox"/> DIR-TSO-3842 - Catalyst Systems LLC	
Select/Deselect All <input type="checkbox"/>	

Selecting contracts

CONTRACT NUMBERS AND VENDORS	
<input type="checkbox"/> DIR-TSO-3819 - Luna Data Solutions Inc.	
<input type="checkbox"/> DIR-TSO-3827 - Sense Corp	
<input checked="" type="checkbox"/> DIR-TSO-3835 - Visionary Integration Professionals LLC (VIP)	
<input checked="" type="checkbox"/> DIR-TSO-3836 - Information Systems of Florida, Inc. dba IST Century Technologies, Inc.	
<input checked="" type="checkbox"/> DIR-TSO-3841 - The Greentree Group, Inc.	
<input type="checkbox"/> DIR-TSO-3842 - Caterpillar Systems, LLC	
Select/Deselect All <input type="checkbox"/>	

CONTRACT NUMBERS AND VENDORS	
<input checked="" type="checkbox"/> DIR-TSO-3819 - Luna Data Solutions Inc.	
<input checked="" type="checkbox"/> DIR-TSO-3827 - Sense Corp	
<input checked="" type="checkbox"/> DIR-TSO-3835 - Visionary Integration Professionals LLC (VIP)	
<input checked="" type="checkbox"/> DIR-TSO-3836 - Information Systems of Florida, Inc. dba IST Century Technologies, Inc.	
<input checked="" type="checkbox"/> DIR-TSO-3841 - The Greentree Group, Inc.	
<input checked="" type="checkbox"/> DIR-TSO-3842 - Caterpillar Systems, LLC	
Select/Deselect All <input checked="" type="checkbox"/>	

Additional contracts

SELECT/DESELECT ALL ☐

ADDITIONAL CONTRACT NUMBERS

ADDITIONAL CONTRACT NUMBERS
DIR-TSO-4029 - TEK Systems, Inc.; DIR-TSO-4005

Upload SOW Draft File

CONTRACT NUMBERS AND VENDORS

Select/Deselect All ☐

Attach File

Select a file, and then click Attach to upload it.

Browse...

Attach Cancel

Click here to upload your SOW document. (Required)

Click here to attach a file *

SOW EXPEDITE: ☐

SOW Expedite

CONTRACT NUMBERS AND VENDORS

Attach File

Select a file, and then click Attach to upload it.

Browse...

Attach Cancel

COMMENTS

UPLOAD SOW DRAFT FILE:


Click here to attach a file *

SOW EXPEDITE: ☒

Click here to upload Expedite document. (Required if SOW Expedite Checked)

Click here to attach a file *

Review and Submit

UPLOAD SOW DRAFT FILE:		SOW EXPEDITE: <input type="checkbox"/>
 1) SOW_DRAFT_PDF_EM - Copy (13).pdf 180.16 KB		
Note: Submit one (1) SOW Draft file. Combine multiple documents into a single PDF file if needed.		
DIR DUE DATE:	<input type="text" value="2/3/2016"/>	REVIEW AND SUBMIT
SOW Draft Submission		

Upload SOW Draft File:		SOW Expedite: False
 1) SOW_DRAFT_PDF_EM - Copy (13).pdf 180.16 KB		
DIR Due Date:	<input type="text" value="2/3/2016"/>	Edit Confirm Submit
SOW Draft Confirm		

Submission successful

- Once a Draft SOW is submitted successfully, a confirmation message is displayed with the SOW ID and the SOW Name.
- The Agency User will also receive an automated email.

Your SOW Draft has been successfully submitted to DIR!

An email will be sent to you with more detailed SOW information. Thank you.

SOW ID:

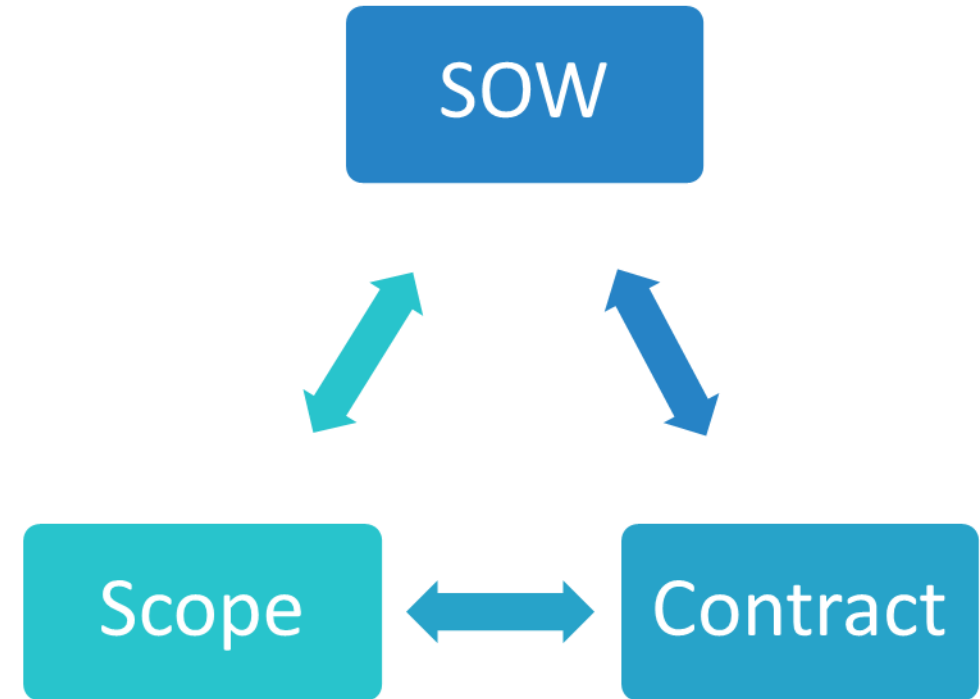
000953

SOW Name:

Portal for Skydiving Licensing

Approval Criteria

- ☐ Contract ***meets SOW scope***
- ☐ ***Number*** of contracts **meets or exceeds** threshold requirements
- ☐ SOW is for ***services***



Submit a Final SOW

SOW Type	
...	Draft
...	Final
...	Amendment Draft
...	Amendment Final

- To submit a Draft SOW to DIR, click the button on the right
- Click on "..." on the submitted SOW to perform the following actions:
 - Submit a Final SOW, withdraw a SOW or submit Additional Documents
 - Submit a Draft Amendment or submit a Final Amendment
- Click [here](#) to email technical support for assistance with this site



Submit SOW To DIR

✓	Select	SOW ID ↑	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name	Created	DIR Due Date
		000932	Mary Vickery Test	Amendment Checklist	... Draft		DIR Review	Awesome SOW for security	November 28, 2017	1/12/2018
		000953	Mary Vickery Test	DBITS_SOW Example_Technology Upgrade	... Draft		Approved	Portal for Skydiving Licensing	8 minutes ago	4/30/2018

Submitting a Final SOW

SOW Type	
...	Draft
...	Final
...	Amendment Draft
...	Amendment Final

- To submit a Draft SOW to DIR, click the button on the right
- Click on "..." on the submitted SOW to perform the following actions:
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Submit SOW To DIR

✓	Select	SOW ID ↑	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name	Created	DIR Due Date
		000932	Mary Vickery Test	Amendment Checklist	...			Awesome SOW for security	November 28, 2017	1/12/2018
✓		000953	Mary Vickery Test	DBITS_SOW Example_Technology Upgrade	...			Portal for Skydiving Licensing	8 minutes ago	4/30/2018

View Properties

Additional Documents

Withdraw

Final SOW

Instructions for FINAL Statement of Work Submissions

SOW Final Submission

Statement of Work User Guide

[DIR Website](#)
[SB20 Quick Reference Sheet](#)

SOW ID:

SOW Name:

Enter SOW Final Scope

SOW Scope:

SOW Estimated Value:

SOW Final Value: \$

SOW Start Date:

SOW End Date:

Select Contract Awarded:

Final Selected Contract:

Comments:

Upload Final SOW Document:

Click here to attach a file

DIR Due Date:

12/23/2015

Review and Submit

SOW Final Review

Contract Awarded


Select the awarded DIR contract from the dropdown list.

SOW Start Date:	<input type="text"/>	SOW End Date:	<input type="text"/>
<div> <div>Select Contract Awarded:</div> <div> <div>DIR-TSO-2558 - KPMG LLP</div> <div>DIR-TSO-2584 - Northrop Grumman Systems Corporation</div> </div> <div>Choose Awarded Contract.</div> </div>			
SOW Comments:			

SOW Scope:	<div>Attach File</div> <div>Select a file, and then click Attach to upload it.</div> <div> <input type="text"/> <div>Browse...</div> </div> <div> <div>Attach</div> <div>Cancel</div> </div>
SOW EstimatedV:	
SOW Start Date:	
Select Contract A	
DIR-TSO-2558 - K	
Final Selected Contract:	DIR-TSO-2558 - KPMG LLP
SOW Comments:	
<div>Please upload SOW document</div> <div> Click here to attach a file </div>	

Review and Submit button

Upload Final SOW Document:


3) SOW_FINAL_PDF_EM - Copy (13).pdf
181.13 KB

DIR Due Date:


12/28/2015

Review and Submit

SOW Final Review

Edit and Submit button

Final SOW Document:


3) SOW_FINAL_PDF_EM - Copy (13).pdf
181.13 KB

DIR Due Date:

12/28/2015

Edit

Submit

SOW Final Review

Final SOW message

- A message will display the submission was successful.
- An e-mail will be sent to the submitter confirming receipt.

Your Final SOW has been successfully submitted to DIR! An email will be sent to you with more detailed SOW information. Thank you.	
SOW ID	DIR Due Date
TXDPS-000021	12/23/2015

Final SOW Submission Notes

- ❖ The DIR Final SOW review process is expected to take no more than three (3) business days from the date the Final SOW is submitted.
- ❖ SOW should include a signature block for DIR that also references the DIR assigned SOW number
- ❖ Final Document should be in pdf (Adobe) format. It is recommended that the final SOW and any supporting documents that would be necessary for the final review to be merged into one document prior to uploading.

- The resulting contract or SOW Agreement should contain concise, active voice, e.g. *The Vendor shall/must/will ...*
- The final SOW should incorporate the applicable DIR contract
- Ensure vendor's Texas Franchise Tax status is Active, Vendor Performance Report, Exclusions List (System for Award Management), Texas Debarred Vendor List, Sanctions List, Divestment Statute Lists.
- Per [TAC 212](#), DIR must sign the statement of work before it becomes valid and any money is paid to a vendor

Final SOW Confidentiality

PUBLIC INFORMATION

DIR considers all final SOWs public information and will release all final SOWs that are requested through a public information request in accordance with Chapter 552 of the Texas Government Act. However, if your agency's SOW contains any confidential information that is likely excepted from disclosure by law, please mark the box below. If DIR receives a public information request for any SOW's marked as confidential, your agency will be notified and DIR will submit the information to the Office of the Attorney General for a determination as to if the information should be disclosed. Your agency will need to brief the OAG as to any legal justifications for the withholding of the information. You may want to consult your agency's legal counsel and/or your agency's public information officer in determining whether this final SOW should be marked confidential.

Acknowledgement Instructions

If you feel that these documents contain confidential information, that likely would be excepted, please place the statement below into the comments section.

"Yes; these documents contain confidential information that likely would be excepted, as outlined in the public information statement at the top of the page."

Click [here](#) to email technical support for assistance with this site.

SOW Final Submission

[DIR Website](#)

[Statement of Work User Guide](#)

[SB20 Quick Reference Sheet](#)

Amendments

- All amendments or change orders are to be submitted to DIR for approval. This includes any changes to the scope regardless of cost.
- The review process is the same as submitting the initial SOW.
- Timeline for DIR review of Amendments follow the same timeline as Draft reviews

Uploading an Amendment

SOW Type	
...	Draft
...	Final
...	Amendment Draft
...	Amendment Final

- To submit a Draft SOW to DIR, click the button on the right
- Click on "... " on the submitted SOW to perform the following actions:
 - Submit a Final SOW, withdraw a SOW or submit Additional Documents
 - Submit a Draft Amendment or submit a Final Amendment
- Click [here](#) to email technical support for assistance with this site



Submit SOW To DIR

✓	Select	SOW ID	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name	Created	D
		000953	Mary Vickery Test	DBITS_SOW Example_Technology Upgrade	... Draft		Approved	Portal for Skydiving Licensing	37 minutes ago	4
		000953	Mary Vickery Test	Final SOW Skydiving License Portal	... Final		Signed and Closed	Portal for Skydiving Licensing	17 minutes ago	3

Submit a Draft Amendment

SOW Type	
...	Draft
...	Final
...	Amendment Draft
...	Amendment Final

- To submit a Draft SOW to DIR, click the button on the right
- Click on "... " on the submitted SOW to perform the following actions:
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Submit SOW To DIR

✓	Select	SOW ID	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name	Created	D
		000953	Mary Vickery Test	DBITS_SOW Example_Technology Upgrade	... Draft		Approved	Portal for Skydiving Licensing	37 minutes ago	4
		000953	Mary Vickery Test	Final SOW Skydiving License Portal	... Final		Signed and Closed	Portal for Skydiving Licensing	17 minutes ago	3

Selecting SOW to add amendment

✓	Select	SOW ID ▼	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name
		000953	Mary Vickery Test	DBITS_SOW Example_Technology Upgrade ✱	...	Draft	Approved	Portal for Skydiving Licensing
		000953	Mary Vickery Test	Final SOW Skydiving License Portal ✱	...	Final	Signed and Closed	Portal for Skydiving Licensing

Select	SOW ID ▼	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name
	000953	Mary Vickery Test	DBITS_SOW Example_Technology Upgrade ✱	...	Draft	Approved	Portal for Skydiving Licensing
	000953	Mary Vickery Test	Final SOW Skydiving License Portal ✱	...			Portal for Skydiving Licensing

View Properties

Additional Documents

Draft Amendment

SOW Draft Amendment

SOW ID: 000953

SOW Amendment Type: AmendmentDraft

Current SOW Final Value: \$ 475000

Revised SOW Final Value:\$

Asterisks (*) denote a required field.

Current SOW End Date: 11/20/2018

Revised SOW End Date:




Comments: NOTE: Word-wrap may not be automatic - please enter carriage returns

SOW EXPEDITE: ☐

File name must not contain the following common invalid characters: # % & *: < > ? / { | }

Upload AmendmentDocument:

 Click here to attach a file

DIR Due Date: 4/30/2018

Review and Submit

SOW Draft Amendment

SOW Draft Amendment

The form will display the current SOW Value and End Date for reference. If no changes to either field, enter the current values.

SOW Draft Amendment	
SOW ID:	000953
SOW Amendment Type:	AmendmentDraft
Current SOW Final Value: \$ 475000	Asterisks (*) denote a required field.
Revised SOW Final Value:\$	<input type="text"/>
Current SOW End Date: 11/20/2018	
Revised SOW End Date:	<input type="text"/>

Submitting Final Amendment

SOW Type

...


 Draft

... Final

... Amendment Draft

... Amendment Final

- To submit a Draft SOW to DIR, click the button on the right
- Click on "... " on the submitted SOW to perform the following actions:
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 - Submit a Draft Amendment or submit a Final Amendment
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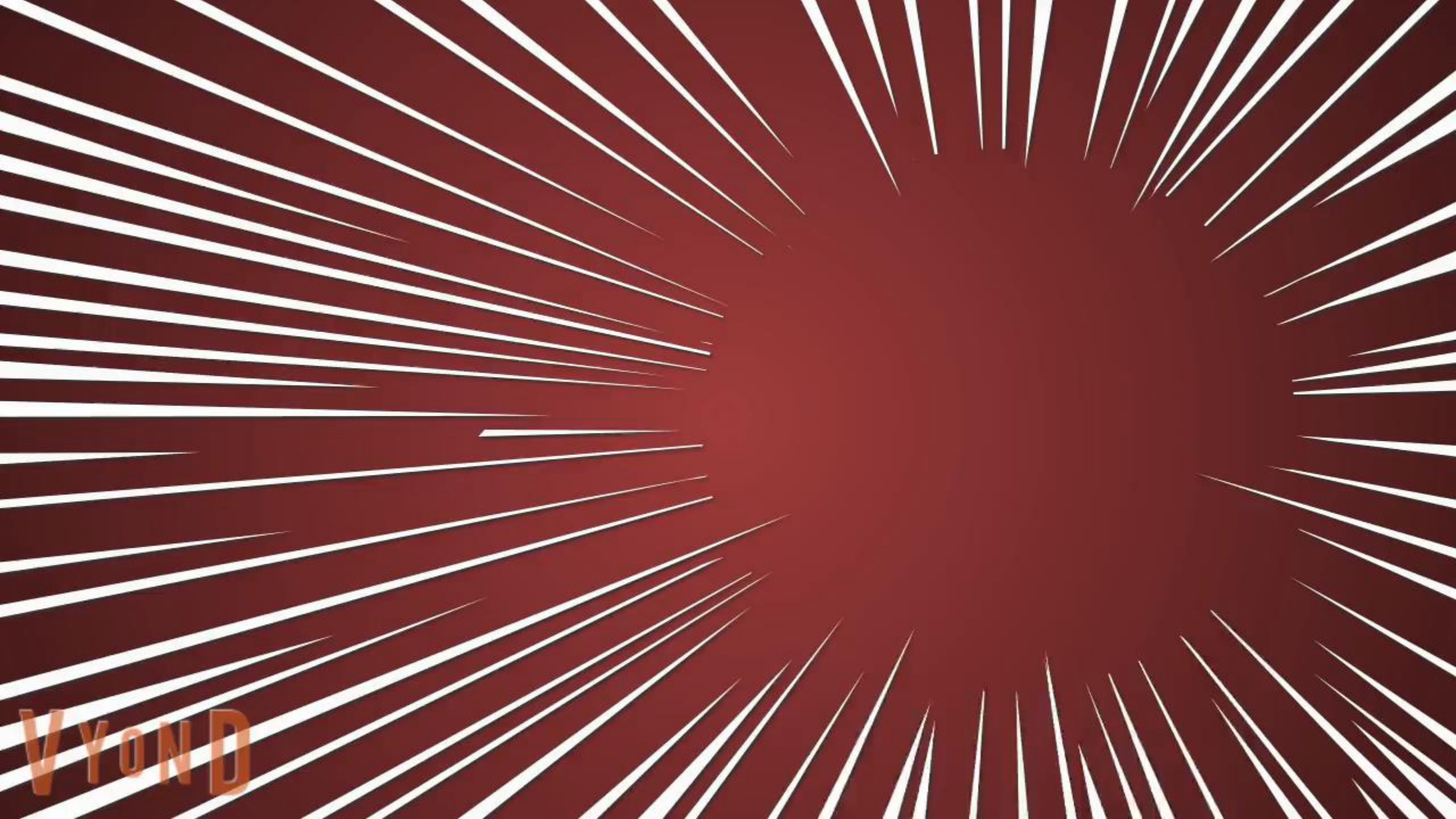
Submit SOW To DIR

✓	Select	SOW ID	SOW Submitter	Name	SOW Type	Item ID	SOW_Status	SOW Name	Created
		OAG-000953	Mary Vickery Test	DBITS_SOW Example_Technology Upgrade	... Draft		Approved	Portal for Skydiving Licensing	5 days ago
		OAG-000953	Mary Vickery Test	Final SOW Skydiving License Portal	... Final		Signed and	Portal for Skydiving Licensing	5 days ago
		OAG-000953	Test William OAG	SB_Test T-1116	... AmendmentDraft				Yesterday at 4:44 PM
						AMD-1			

Common Findings

Common Findings include

- SOW did not include essential elements
- Contracts selected not appropriate for scope of the SOW
- Conflicting additional Terms and Conditions
- ESBD posting not applicable
- Subcontractors must be listed on HSP for the DIR master contract
- Final SOW does not incorporate awarded vendor's response
- Accessibility, Security, and Confidentiality requirements are not addressed
- Non-compliance in submitting Change Orders/Amendments for DIR approved SOWs



VYOND

Here to Help

- If in DOUBT, submit it!
- Outreach – Training Opportunities
- Online Training through Comptroller
<https://cmbldreg.cpa.state.tx.us/reg-pd/index.cfm>
- Sample templates available

Useful links

SOW page

<https://dir.texas.gov/View-Contracts-And-Services/Pages/Content.aspx?id=42>

DBITS page

<https://dir.texas.gov/View-Contracts-And-Services/Pages/Content.aspx?id=41>

Legacy Modernization Strategy:

<https://dir.texas.gov/View-Resources/Pages/Content.aspx?id=50>

QAT:

<https://dir.texas.gov/View-Resources/Pages/Content.aspx?id=16>

EIR Accessibility:

<https://dir.texas.gov/View-Resources/Pages/Content.aspx?id=36>

Security:

<https://dir.texas.gov/View-About-DIR/Information-Security/Landing.aspx>

Questions



Contact Information

Thank you!

Elizabeth Lopez
Contract Manager
elizabeth.lopez@dir.texas.gov
512-936-1428

Mary Vickery
Contract Manager
mary.vickery@dir.texas.gov
512-475-4544

Jeff Booth
Contract Manager
jeff.booth@dir.texas.gov
512-463-5712

Kelly Parker
Director, Cooperative
Contracts
kelly.parker@dir.texas.gov

Joan Scott
Assistant Director,
Cooperative Contracts
joan.scott@dir.texas.gov