



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

NOTIFICATION OF STATEWIDE CONTRACT

Date: March 7, 2024

CONTRACT TITLE: Management Consulting Services – Statewide QVL

CURRENT CONTRACT PERIOD:	April 1, 2023 through March 31, 2024	
RENEWAL INFORMATION:	Original Contract Period:	April 1, 2020 through March 31, 2021
	Renewal Options Available:	None
	Potential Final Expiration:	March 31, 2024
BUYER INFORMATION:	Nicolle Backes 573-751-5341 Nicolle.Backes@oa.mo.gov	

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **PREFERRED** FOR ALL STATE AGENCIES.

Local Purchase Authority **should not** be used to purchase supplies/services included in this contract unless it is determined to be in the best interest of the State of Missouri for a state agency to obtain alternate services elsewhere.

The entire contract document may be viewed and printed from the Division of Purchasing's **Awarded Bid & Contract Document Search** located on the Internet at

<http://oa.mo.gov/purchasing>.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE
CS201311001	MB00103870	Accenture LLP 4220 Duncan Ave., Suite 502 St. Louis, MO 63310 Phone: (314) 345-3092 Email: dana.a.chamblee@accenture.com Fax: (314) 749-8414	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE
CS201311047 Previously CS201311002	MB00173152	Alvarez & Marsal Public Sector Services, LLC 1100 Walnut Street, Suite 2970 Kansas City, Mo 64106 Phone: (832) 504-0909 Email: mcarrasco@alvarezandmarsal.com Fax: (202) 729-2101	10% MBE / 5% WBE
CS201311003	MB00134793	Andrew Reise Services, LLC 9393 W 110st, Suite 500 Overland Park, KS 66210 Phone: (913) 908-9958 Email: tim.carrigan@andrewreise.com Fax: N/A	No
CS201311004	MB00023900	Berry, Dunn, McNeil & Parker, LLC 100 Middle St Portland, ME 04101 Phone: (207) 842-8023 Email: brichardson@berrydunn.com Fax: (207) 774-2375	10% MBE / 5% WBE
CS201311005	MB00095847	FORVIS, LLP PO Box 1190 Springfield, MO 65801 Phone: (417) 865-8701 Email: kbright@bkd.com Fax: (417) 865-0682	No
CS201311006	MB00130452	The Boston Consulting Group 4800 Hampden Lane Suite 400 Bethesda, MD 20814 Phone: (301) 661-2084 Email: sanders.kevin@bcg.com Fax: (213) 621-1639	No
CS201311007	MB00053073	Bronner Group, LLC 120 North LaSalle Street Chicago, IL 60602 Phone: (312) 759-5101 Email: bronnerRFP@bronnergroup.com Fax: (312) 759-5110	87% WBE
CS201311008	MB00093563	Capital Consulting Services 1520 Flamingo Drive Florissant, MO 63031 Phone: (314) 718-4074 Email: jeffries.tracey@gmail.com Fax: (314) 690-1672	No
CS201311009	MB00148692	Celeen, LLC 6050 North Point Court Perryville, MO 63775 Phone: (618) 222-1600 Email: charleen.hickey@celeengroup.com Fax: N/A	10% MBE / 5% WBE

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE
CS201311010	MB00084167	Civic Initiatives, LLC 5828 Linaria Lane Austin, TX 78759 Phone: (740) 513-8764 Email: hpape@civicinitiatives.com Fax: (512) 351-4644	5% WBE
CS201311011	MB00113761	University of Massachusetts Commonwealth Medicine 333 South Street Shrewsbury, MA 01545 Phone: (774) 275-8606 Email: bettyann.macdonald@umassmed.edu Fax: (508) 856-6100	No
CS201311012	MB00085079	CSG Government Solutions 180 N Stetson Ave Suite 3200 CHICAGO, IL 60601 Phone: (312) 444-2760 Email: rfp@csgdelivers.com Fax: (312) 938-2191	10% MBE / 5% WBE
CS201311013	MB00103499	Deloitte Consulting, LLP 100 S 4th Street Suite 300 St. Louis, MO 63102 Phone: (618) 222-3801 Email: psforza@deloitte.com Fax: (214) 880-5510	10% MBE
CS201311014	MB00148890	DKMT Consulting, LLC 4626 Loral Ln Orefield, PA 18069 Phone: (847) 275-3780 Email: dharker@dkmtconsulting.com Fax: N/A	No
CS201311015	MB00124941	Donia, LLC 231 Norman Avenue #110 Brooklyn, NY 11222 Phone: (646) 793-9281 Email: dp@doniaa.com Fax: N/A	No
CS201311046 Previously CS201311016	MB00137338	Experience On Demand 12977 North Forty Drive Suite 218 St. Louis MO 63041 Phone: (314) 409-6869 Email: steve.finkelstein@experience-on-demand.com Fax: N/A	No
CS201311017	MB00079770	Gartner, Inc. 350 N Orleans Street., Suite S9000 Chicago, IL 60654 Phone: (512) 554-4580 Email: diana.woronuk@gartner.com Fax: (312) 602-3754	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE
CS201311018	MB00026464	Guidehouse, Inc. 1800 Tysons Blvd, 7th Floor McLean, VA 22102 Phone: (773) 255-5890 Email: tporter@guidehouse.com Fax: (202) 393-0728	10% MBE / 5% WBE
CS201311019	MB00081114	Health Management Associates 120 North Washington Square Suite 705 Lansing, MI 48933 Phone: (517) 482-9236 Email: proposals@healthmanagement.com Fax: N/A	No
CS201311020	MB00084017	Healthtech Solutions, LLC 2030 Hoover Blvd Frankfort, KY 40601 Phone: (502) 352-2460 Email: debbie.boone@healthtechsolutions.com Fax: (502) 219-9000	5% WBE
CS201311021	MB00093431	Huber And Associates, Inc. 1400 Edgewood Dr Jefferson City, MO 65109 Phone: (573) 634-5000 Email: PAQRequest@teamhuber.com Fax: (573) 634-5500	100% WBE
CS201311022	MB00148189	Humans First Detroit 440 Burroughs St Ste 200 Detroit, MI 48202 Phone: 313-913-7838 Email: Fax: N/A	No
CS201311023	MB00090251	Infocrossing, LLC 3600 Country Club Drive, Ste. 2002 Jefferson City, MO 65109 Phone: (573) 268-2114 Email: paul.andrews@momed.com Fax: (573) 635-0204	10% MBE / 5% WBE
CS201311024	MB00013826	Innovative Emergency Management, Inc. 2801 Slater Rd Suite 110 Morrisville, NC 27560 Phone: (919) 237-7546 Email: contracts@IEM.com Fax: (919) 237-7468	10% MBE
CS201311025	MB00103651	Integrated Solutions Consulting Corp 220 South Buchanan Street Edwardsville, IL 62025 Phone: (847) 306-3541 Email: dan.martin@i-s-consulting.com Fax: N/A	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE
CS201311026	MB00145067	CivicPoint Consulting 117 S. Lexington St., Suite 100 Harrisonville, MO 64701 Phone: (816) 701-9487 Email: kate.e.hoppe@gmail.com Fax: N/A	Prime WBE
CS201311027	MB00027041	KPMG LLP PO Box 120001 Dept 0572 Dallas, TX 75312-0572 Phone: (615) 244-1602 Email: mmaitland@kpmg.com Fax: (615) 248-5631	Category 1 & 2 5% MBE / 5% WBE Category 3 10% MBE/ 5% WBE
CS201311028	MB00148432	Manatt Health Strategies, LLC 2049 Century Park East, Suite 1700 Los Angeles, CA 90064 Phone: (212) 790-4523 Email: pboozang@manatt.com Fax: (212) 536-1883	No
CS201311029	MB00123446	Mathtech, Inc. 2465 Kuser Road Hamilton, NJ 08690 Phone: (609) 689-8520 Email: syoung@mathtechinc.com Fax: (609) 689-8505	10% MBE / 5% WBE
CS201311030	MB00098468	Maximus Human Services, Inc. 1891 Metro Center Drive Reston, VA 20190 Phone: (703) 785-4444 Email: carolannethatcher@maximus.com Fax: (804) 323-3536	7.5% MBE / 7.5% WBE
CS201311031	MB00095894	McKinsey & Company, Inc. Washington DC 1200 19th Street NW Suite 1100 Washington, DC 20036 Phone: (202) 662-3100 Email: mckinsey_contracts@mckinsey.com Fax: (202) 662-3133	No
CS201311032	MB00082125	Mercer Health & Benefits LLC 333 South 7th Street, Suite 1400 Minneapolis, MN 55402 Phone: (612) 652-8892 Email: angela.wasdyke@mercerc.com Fax: (612) 642-8686	No
CS201311033	MB00078002	Myers and Stauffer LC 700 W 47th Street, Suite 1100 Kansas City, MO 63150 Phone: (800) 374-6858 Email: bhicks@mslc.com Fax: (816) 945-5301	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE
CS201311034	MB00130113	Numerof & Associates, Inc. Four CityPlace Drive, Suite 430 St. Louis, MO 63141 Phone: (314) 997-1587 Email: mabrams@nai-consulting.com Fax: (314) 997-0948	100% WBE
CS201311036	MB00080342	Public Consulting Group 148 State Street, PO Box 845308 Boston, MA 02284-5308 Phone: (619) 270-4060 Email: djoffe@pcgus.com Fax: (617) 426-4632	5% MBE / 5% WBE
CS201311037	MB00112340	ReEngine Consulting, LLC 906 House Creek Drive Leander, TX 78641 Phone: (512) 796-9590 Email: david@ReEngineConsulting.com Fax: (512) 233-5981	No
CS201311038	MB00091639	RKV Technologies, Inc. 3219 Emerald Lane, Suite 1100 Jefferson City, MO 65109 Phone: (573) 635-9979 Email: Lucy.Watts@missioncriticalpartners.com Fax: (573) 635-9982	10% MBE / 5% WBE
CS201311039	MB00033419	RSM US LLP 5155 Paysphere Circle Chicago, IL 60674 Phone: (816) 751-1866 Email: steve.mermelstein@rsmus.com Fax: (816) 751-1890	No
CS201311040	MB00093148	RubinBrown LLP One North Brentwood St. Louis, MO 63105 Phone: (314) 290-3220 Email: rick.feldt@rubinbrown.com Fax: (314) 290-3400	No
CS201311041	MB00108998	TreCom Systems Group, Inc. 700 E Township Line Road Havertown, PA 19083 Phone: (717) 319-0711 Email: pgring@TreComSystems.com Fax: N/A	15% MBE
CS201311042	MB00102269	Treinen Associates, Inc. 204 Pear Street NE Olympia, WA 98506 Phone: (303) 514-7101 Email: twalker@treinen.com Fax: (360) 292-7484	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE
CS201311043	MB00053843	Tshibanda & Associates, LLC 1717 Oak Street, Suite 100 Kansas City, MO 64108 Phone: (816) 916-7171 Email: oscar@tshibanda.com Fax: (816) 389-8551	100% MBE
CS201311044	MB00091444	Visionworks Design Services, Inc. 204 Peach Way, Suite H Columbia, MO 65203 Phone: (519) 49-8567 Email: les@visionworksgroup.com Fax: (573) 449-6714	100% WBE
CS201311045	MB00091890	World Wide Technology, LLC 1 World Wide Way St. Louis, MO 63146 Phone: (314) 919-1400 Email: ian.hilton@wwt.com Fax: N/A	100% MBE

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
4/1/23 – 3/31/24	03/07/24	<ul style="list-style-type: none"> Updated Point of Contact for Contract CS201311018 (Guidehouse, Inc.).
4/1/23 – 3/31/24	11/14/23	<ul style="list-style-type: none"> Updated Contractor Address, Contact Name, and Email for CS201311023 with Infocrossing, LLC (Wipro).
4/1/23 – 3/31/24	9/19/23	<ul style="list-style-type: none"> Effective 9/30/2023, Contract CS201311035 with Paragon Business Solutions, Inc. will be cancelled.
4/1/23 – 3/31/24	7/24/2023	<p>Updated Buyer Contact Information.</p> <p>Updated Contact Email for CS201311038.</p>
4/1/23 – 3/31/24	1/27/2023	<ul style="list-style-type: none"> Renewed contracts: CS201311001, CS201311003 thru CS201311015, and CS201311017 thru CS201311047.
4/1/22 – 3/31/23	8/26/2022	Made necessary revisions due to section 105.1500, RSMo
4/1/22 – 3/31/23	7/28/2022	<p>Updated Contractor Address for Contract CS201311026</p> <p>Updated Contractor Name to FORVIS, LLP from BKD, LLP for contract CS201311005</p>
4/1/22 – 3/31/23	6/23/22	Updated Contractor Contact Information for Contract CS201311034
4/1/22 – 3/31/23	5/5/22	Updated Contractor Contact Information for Contracts CS201311017 and CS201311038
4/1/22 – 3/31/23	04/20/22	<ul style="list-style-type: none"> Renewed Contract CS201311001.
4/1/22 – 3/31/23	03/09/22	<ul style="list-style-type: none"> Renewed Contracts CS201311005, CS201311011, and CS201311047.
4/1/22 – 3/31/23	02/14/22	<ul style="list-style-type: none"> Renewed Contracts CS201311017, CS201311023, CS201311024, CS201311027 and CS201311036. Updated Buyer Information on Page One.
4/1/22 – 3/31/23	01/18/22	<ul style="list-style-type: none"> Renewed Contracts CS201311006-010, CS201311012, CS201311015, CS201311018, CS201311031, CS201311035, CS201311037, CS201311039, and CS201311043-044.
4/1/22 – 3/31/23	01/05/22	<ul style="list-style-type: none"> Renewed Contracts CS201311003-004, CS201311013-CS201311014, CS201311019-022, CS201311019025-026, CS201311028-030, CS201311032-034, CS201311038, CS201311040-042, CS201311045-046.
4/1/21 – 3/31/22	10/06/21	<ul style="list-style-type: none"> Due to a Contract Assignment for Contract CS201311002 (see Amendment #02) from Alvarez & Marsal Disputes and Investigations LLC (5624094650 0/MB00145289) to Alvarez & Marsal Public Sector Services, LLC (2011139700 1/MB00173152) and in order to accommodate the implementation of the State of Missouri's Statewide eProcurement System, MissouriBUYS, this contract is hereby changed from Contract Number CS201311002 to CS201311047.

4/1/21 – 3/31/22	08/11/21	<ul style="list-style-type: none"> Updated contact person for Contract CS201311021 (Huber And Associates, Inc.).
4/1/21 – 3/31/22	08/03/21	<ul style="list-style-type: none"> Due to a Contract Assignment for Contract CS201311016 (see Amendment #02) from Fifty Plus Resources, LLC DBA Experience on Demand (2615399860 2/MB00105767) to Experience on Demand (8233818030 0/MB00137338) and in order to accommodate the implementation of the State of Missouri's Statewide eProcurement System, MissouriBUYS, this contract is hereby changed from Contract Number CS201311016 to CS201311046. Updated contact person for Contract CS201311021 (Huber And Associates, Inc.).
4/1/21 – 3/31/22	03/24/21	<ul style="list-style-type: none"> Renewed all contracts thru March 31, 2022. Updated contact person on Contracts CS201311001 and CS201311006. Updated email address for Contract CS201311024.
4/1/20-3/31/21	10/16/20	Update Statewide to Define Categories of Service
4/1/20 – 3/31/21	3/11/20	Initial issuance of statewide contract

State Agency Instructions for Use of the Statewide Management Consulting Contract:

The Office of Administration, Division of Purchasing established a Qualified Vendor List (QVL) for Statewide Management Consulting services for each of the three categories below. The purpose of the QVL is to enable quicker procurement processes, foster competition, and promote consistently high-quality delivery of services.

Category One: Project Management, Strategic Planning, Organizational Development, and Business Process Services Requirements (if awarded a contract in this category):

The following is a list of the services that may be required by the state agency under this category:

- a. Administrative, human resource, and financial;
- b. Organizational change;
- c. Health and social services;
- d. Policy Design;
- e. Business development; and
- f. Specialized financial consulting services.

Category Two: General Data Analytics and Data Evaluation Services Requirements (if awarded a contract in this category):

The following is a list of the services that may be required by the state agency under this category:

- a. Survey research, including data collection, analysis;
- b. Program evaluation, including design, analysis, and report preparation;
- c. Forecasting analytic techniques;
- d. Complex survey sample design;
- e. Qualitative analysis and mixed method of analysis;
- f. Preparing and analyzing large data, comparative, and cost effective studies;
- g. Cost effectiveness analysis, comparative effectiveness analysis, quality improvement work, policy analysis, secondary data analysis, and ecological studies design; and
- h. Quantitative data extraction and data management.

Category Three: Project Management (both IT and non-IT) Training Services:

The project management (both IT and non-IT) training services may include designing and providing trainings/presentations/facilitations/instructional design including e-learning on different topics that will increase the knowledge, understanding, and skill levels of the State of Missouri employees.

For any state agency needing to utilize the Statewide Management Consulting QVL, the state agency must utilize the Statement of Work (SOW) process defined herein. SOWs shall be developed by the state agency to engage the contractors on the QVL. Information describing the SOW process can be found in the following pages.

When requesting a SOW for a particular Management Consulting Service category, the state agencies shall minimally notify three (3) of the QVL contractors for the particular category and request submittal of a competitive SOW response in accordance with the provisions therein. All terms and conditions of the contract shall apply to all SOWs. Determination of SOW specifications for each project shall be made by the ordering state agency.

NOTE: Prior to **issuing** any SOW and prior to **award** of any SOW under this contract, **the state agency MUST share the SOW document and award documents with Stacia Dawson via email nicolle.backes@oa.mo.gov**.

Identification of Contractors in each of the three categories of the Statewide Management Consulting QVL

The table below identifies the contractors that may participate in responding to Statement of Work (SOW) requests in each of the three categories of the Statewide Management Consulting QVL.

Category One: Project Management, Strategic Planning, Organizational Development, and Business Process Services (Contractors awarded for Category One)
Accenture, LLP
Alvarez & Marsal Public Sector Services, LLC
Andrew Reise Services, LLC
Berry, Dunn, McNeil & Parker, LLC
BKD, LLP
The Boston Consulting Group
Bronner Group, LLC
Capital Consulting Services
Civic Initiatives, LLC
Commonwealth Medicine
CSG Government Solutions
Deloitte Consulting, LLP
DKMT Consulting, LLC
Donia, LLC
Experience On Demand
Gartner, Inc.
Guidehouse, Inc.
Health Management Associates
Healthtech Solutions, LLC
Huber And Associates, Inc.
Humans First Detroit
Infocrossing, LLC
Innovative Emergency Management, Inc.
Integrated Solutions Consulting Corp
Kate Hoppe, dba CivicPoint Consulting
KPMG
Manatt Health Strategies, LLC
Mathtech, Inc.
Maximus Human Services, Inc.
McKinsey & Company, Inc. Washington DC
Mercer Health & Benefits LLC
Myers and Stauffer LC
Numerof & Associates, Inc.
Public Consulting Group
ReEngine Consulting, LLC
RKV Technologies, Inc.
RSM US LLP
RubinBrown LLP
TreCom Systems Group, Inc.
Treinen Associates, Inc.
Tshibanda & Associates, LLC
Visionworks Design Services, Inc.
World Wide Technology, LLC

Category Two: General Data Analytics and Data Evaluation Services (Contractors awarded for Category Two)	
Accenture, LLP	
Alvarez & Marsal Public Sector Services, LLC	
Andrew Reise Services, LLC	
Berry, Dunn, McNeil & Parker, LLC	
BKD, LLP	
The Boston Consulting Group	
Celeen, LLC	
Civic Initiatives, LLC	
Commonwealth Medicine	
Deloitte Consulting, LLP	
Donia, LLC	
Experience On Demand	
Gartner, Inc.	
Guidehouse, Inc.	
Health Management Associates	
Healthtech Solutions, LLC	
Huber And Associates, Inc.	
Infocrossing, LLC	
Innovative Emergency Management, Inc.	
Integrated Solutions Consulting Corp	
KPMG	
Kate Hoppe, dba CivicPoint Consulting	
McKinsey & Company, Inc. Washington DC	
Mercer Health & Benefits LLC	
Myers and Stauffer LC	
Numerof & Associates, Inc.	
Public Consulting Group	
ReEngine Consulting, LLC	
RKV Technologies, Inc.	
RSM US LLP	
RubinBrown LLP	
Treinen Associates, Inc.	
Tshibanda & Associates, LLC	
World Wide Technology, LLC	

Category Three: Project Management (both IT and non-IT) Training Services (Contractors awarded for Category Three)
Accenture, LLP
BKD, LLP
The Boston Consulting Group
Commonwealth Medicine
Deloitte Consulting, LLP
Donia, LLC
Experience On Demand
Guidehouse, Inc.
Infocrossing, LLC
Innovative Emergency Management, Inc.
Integrated Solutions Consulting Corp
KPMG
McKinsey & Company, Inc. Washington DC
Mercer Health & Benefits LLC
Myers and Stauffer LC
Public Consulting Group
TreCom Systems Group, Inc.
World Wide Technology, LLC

Statement of Work Process

The state agency should utilize the format of Attachment 1 when creating a request for a Statement of Work.

NOTE: Prior to **issuing** any SOW and prior to **award** of any SOW under this contract, **the state agency MUST share the SOW document and award documents with Stacia Dawson via email nicolle.backes@oa.mo.gov**.

SOW Request – The SOW will normally be broken out into the following sections. The SOW may also contain terms specific to the SOW, including, but no limited to, security, payment and holdback terms, and other contract terms.

- a. **Introduction/Overview:** Brief description of the project. Information provided to acquaint the contractor with the planned project. In addition, the following information will be provided:
 - 1) State agency name/address
 - 2) Title of SOW
 - 3) SOW Issue Date
 - 4) SOW Response Due Date
- b. **Scope of Work:** A listing of specifications/performance requirements, standards, locations, tasks, deliverables, schedule, and the state identified assumptions. In this section the state agency will define the tasks that the contractor must complete for the SOW project and provide a detailed itemization and description of those tasks (i.e. project work), including requirements for and specified frequency of any required status reports.
- c. **Deliverables:** In this section the state agency should clearly state what work product the contractor must deliver. A description of the acceptance criteria as well as what the contractor must obtain from the state agency to verify the state agency's receipt and approval of the deliverable work product will also be included. Typically payment milestones will be associated with acceptance of deliverables.
- d. **Reporting Requirements:** In this section the state agency should clearly state what reporting is required for the contractor to produce throughout the project.
- e. **Contractor and Personnel Qualifications:** In this section the state agency should clearly state the reasonable minimum contractor and personnel qualifications necessary to perform the work.
- f. **SOW Submission and Evaluation:** In this section the state agency should clearly define the submission and evaluation criteria. The evaluation will include evaluation of any proposed Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation, Organizations for the Blind and Sheltered Workshop Preference, and Missouri Service-Disabled Veteran Business Enterprise Participation proposed to meet the contractor's commitment made in the awarded QVL proposal for each SOW.
- g. **Pricing:** In this section the state agency should clearly identify all required pricing line items or payment milestones which should align with the deliverables including line item for the total price to perform the project described in the SOW. All payments shall be made in arrears.

Open Records: The contractor shall understand that each SOW response submitted shall be considered an open record unless otherwise exempt pursuant to the provisions of the State of Missouri Revised Statutes, specifically section 610.021-022, RSMo, and other provisions as may be applicable. If the contractor considers any part of their SOW to be proprietary or confidential, the contractor must clearly identify such

part and shall provide adequate explanation of what qualifies the material as being held confidential under the provisions of the State of Missouri Revised Statutes. Unless specific confidential information is requested by the State of Missouri and acknowledged as such, the contractor should **NOT** include confidential material with their SOW response.

Oral Presentation of SOW - If required by the state agency, the contractor must orally present the contractor's SOW to the state agency. If required, such presentation shall be scheduled by the state agency with at least five (5) business days' notice to the contractor, unless otherwise mutually approved by both parties. Participation in such presentation shall be at the contractor's expense. The state agency may elect to require the presentation to occur on-site or allow remotely through available technology.

Evaluation of SOW – Each competitive SOW shall be evaluated based on a 200-point evaluation scale as delineated in the SOW Submission and Evaluation section of the specific project SOW.

- a. During the evaluation of the SOW responses, the state agency reserves the right to request clarification of the contractor's intent regarding the contractor's SOW response.
- b. SOW requirements may be changed by the state agency via an amendment to the SOW prior to the SOW due date, but the state agency may not conduct competitive negotiations during the evaluation of the SOW responses or after award of the SOW. In the event all SOW responses fail to meet the requirements of the SOW, the state agency shall cancel the SOW and if still desired issue a new SOW with revised specifications.

Approval and Award of SOW

- a. For each SOW response, the state agency shall total (1) the cost points derived from the cost analysis, (2) the subjective evaluation score, (3) any Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation evaluation points, and (4) any bonus points for Organizations for the Blind and Sheltered Workshop Participation and Missouri Service-Disabled Veteran Business Enterprise Participation. The contractor with the highest total combined points shall be considered the "lowest and best" SOW response and awarded the specific project; however, the state agency shall have the right to reject all responses and not make an award.
 - 1) The evaluation points for any Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation and the bonus points for Organizations for the Blind and Sheltered Workshop Participation and Missouri Service-Disabled Veteran Business Enterprise Participation shall be as specified in the contractor's awarded proposal submitted in response to RFPS30034902001311.
- b. The state agency will document in writing their evaluation justification regarding their award determination of the "lowest and best" SOW at the time each SOW project is awarded. Such documentation shall be considered an open record
- c. The state agency will indicate acceptance of the highest-scored SOW response by signing and dating the SOW response document. The state agency (1) will retain one signed copy; and (2) will send one copy of the signed and awarded SOW to the contractor awardee. The state agency will inform all responding contractors as to who received the award. Acceptance of the SOW is not authorization to proceed with provision of services. The state agency must provide authorization to proceed through issuance of a purchase order or specific written authorization to proceed.

Point of Contact - The contractor must function as the single point of contact for the state agency, regardless of any subcontract arrangements for products and services. This shall include assuming responsibility and liabilities for services provided. By no later than five (5) calendar days after the state agency authorizes the contractor to proceed with the project, the contractor must provide the state agency with the name, address,

and phone number of a person within the contractor's organization who shall serve as the contractor's team lead for the project.

Implementation/Execution of SOW - After receipt of state agency written acceptance of the SOW and authorization to proceed (in the form of a purchase order or other written document authorizing contractor to proceed with work that is in addition to the SOW acceptance) for the project, the contractor shall perform the services required for the project in accordance with the SOW accepted by the state agency. Unless otherwise specified in the work plan, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services.

Modifications to SOW - After implementation/execution of a SOW, if the state agency determines that modifications within the intent of the SOW are necessary or desired, the state agency will document the requested changes to the contractor with any new instructions for the project. Based on the written instructions provided by the state agency, the contractor must revise the SOW according to the requirements for the SOW Submission specified herein, including any resulting changes in the timeline, amount to be paid to the contractor, etc.

- a. Any requested changes must still be within the intent and scope of the original SOW and the contract.
- b. The contractor shall not proceed with implementation of services related to the revised SOW until final written approval and authorization to proceed is obtained from the state agency.

Termination of SOW - The state agency shall have the right to terminate any project at any time at the sole discretion of the state agency, without penalty or recourse, by giving written notice to the contractor at least five working days prior to the effective date of such termination. However, the state agency will make every attempt to provide the contractor with more than five working days' notice. In the event of termination of the project, all documents, data, reports, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the State of Missouri, become the property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for deliverables completed and accepted in accordance with the SOW prior to the effective date of the termination.