 **Attachment 6**

**State of Idaho**

**Information Technology (IT) Security Related Services**

**Project Service Order (PSO)**

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| It is mandatory for all Contractors to respond to this PSO by the date posted below. Responses to PSOs shall remain valid for 30 calendar days from the “Response Due by Date.” The ordering Agency provides the information requested in the green fields below. Contractors are to provide the information requested in the blue fields below.  **All pricing is firm/fixed for the duration of the project.** |

|  |  |
| --- | --- |
| Response Due By Date: |  |

**AGENCY DEFINED IT SECURITY RELATED SERVICES REQUIREMENT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Agency Name | | Division | | | | | | PSO Identification Number |
|  | |  | | | | | |  |
| Agency Contact Name | | | | Contact Phone Number | | Contact Email Address | | |
|  | | | |  | |  | | |
| Service Category | Service Required | | | | | | | |
|  |  | | | | | | | |
| **Temporary Augmented Staffing Resource □** | | | | | **Temporary IT Security Related Project Staffing Resource □** | | | |
| Estimated Start Date | | | Estimated Completion Date | | | | Estimated Total Hours | |
|  | | |  | | | |  | |

|  |
| --- |
| Agency Project Scope (Description of Work Needed - Additional background check requirements are to be added here) |
|  |

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| --- |
| Agency Expected Deliverables |
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| --- |
| Specific Skills Required (Vulnerability scanning; network penetration testing; etc.) |
|  |

**CONTRACTOR RESPONSE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SBPO Number | Company Name | | | Contact Name | | |
|  |  | | |  | | |
| Contact Phone Number | | Contact Email Address | | | | Hourly Rate Proposed |
|  | |  | | | |  |
| PSO Hours Proposed | | | Proposed Start Date | | PSO Proposed Total Cost | |
|  | | |  | |  | |
| Resource(s) Proposed (Attach all resumes of proposed resources) | | | | | | |
|  | | | | | | |

Contractors are to respond below to the Agency's Scope and required Deliverables, demonstrating their understanding of the Agency's requirement. The Scope of Work Response and the Hourly Rate Proposed will be evaluated, and a Contractor selected to provide the service.

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| Response to Agency's Project Scope and Required Deliverables |
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**The following is to be completed once the Agency has selected the Contractor who will fulfill the PSO.**

PSO Not to Exceed Amount

By signing below, the parties understand that this PSO is subject to the State Contract (SBPO      ) between the State of Idaho and the Contractor, the requirements of this PSO, and the Contractor's response to this PSO. In the event of any conflict between the language contained in the Contract and this PSO, the language contained in the Contract will prevail. Electronic signatures in the form of electronic mail shall have the same effect.

**Agency**

|  |  |  |  |
| --- | --- | --- | --- |
| Agency Name | | Authorizing Signature | |
|  | |  | |
| Printed Name | Title | | Date |
|  |  | |  |

**Contractor**

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor Company Name | | Authorizing Signature | |
|  | |  | |
| Printed Name | Title | | Date |
|  |  | |  |

**Internal Use Only**

Budget Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Authorizing Signature | Printed Name | Title | Date |
|  |  |  |  |

**PSO Evaluation Template**

**Idaho Code 67-9211 subsection (3) governing the use of multiple awards, states the following.**

**(3)  When a contract for property has been awarded to two (2) or more bidders in accordance with this section, a state agency shall make purchases from the contractor whose terms and conditions regarding price, availability, support services and delivery are most advantageous to the agency.**

**The State Division of Purchasing recommends the following evaluation template and weighting supporting IC § 67-9211(3). Agencies may use another evaluation template and weighting but the evaluation must cover these four primary criteria and show evidence of complying with IC § 67-9211(3).**

**Evaluation Weighting per Evaluation Criteria meeting IC § 67-9211(3)**

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Available Points** |  |
| **Cost** | **480** | **Should be the primary evaluation factor. Should represent between 70 – 90% of the total evaluation points.** |
| **Availability** | **40** | **May be distributed differently across the three criteria, but no criteria is to receive less than 10 points.** |
| **Support Services** | **40** |
| **Delivery** | **40** |
| **Total Available Points** | **600** | **600 is used for illustration purposes. Total points could be any number allowing for a reasonable evaluation supporting the need and IC § 67-9211(3).** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contractor** | **Points Awarded for Cost** | **Points Awarded for Availability** | **Points Awarded for Support Services** | **Points Awarded for Delivery** | **Total Awarded Points** |
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