**State of Idaho**

**Information Technology (IT) Contracted Services**

**Project Service Order (PSO)**

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| **AGENCIES:** **For completing this Project Service Order**, reference the INSTRUCTIONS FOR USING IT SERVICE CONTRACTS link posted on the Division of Purchasing’s STATEWIDE CONTRACTS webpage at <http://purchasing.idaho.gov/statewide_contracts.html>. Scroll to the IT SERVICES CONTRACTS section to find the link.  **Once the PSO has been awarded and signed by all parties**, scan and email the signed PSO, along with a summary copy of the evaluation to [Purchasing@adm.idaho.gov](mailto:Purchasing@adm.idaho.gov). **Email Subject Line to read “New Signed PSO.”**  **CONTRACTORS: It is mandatory for all Contractors contracted for the “Service Category” listed below to respond to this PSO by the “Response Due by Date.” For Service Category 4, all Contractors contracted for the required Sub-service must respond. If the Contractor is unable to identify a suitable resource, Contractor is to email the ordering agency that an offering resource cannot be identified. Repeated failure to respond to agencies will result in the Contractor not being offered a contract renewal.** **Responses to PSOs shall remain valid for 30 calendar days from the “Response Due by Date.”**  The ordering agency (“Ordering Entity) provides the information requested in the green fields below. Contractors are to provide the information requested in the blue fields below. |

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| **Response Due by Date:** |  | ***If blank, PSO Contractor responses are due five (5) State working days after receipt.*** |

**AGENCY DEFINED IT SERVICES REQUIREMENT**

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| Agency Name | | Division | | | | | | PSO Identification Number |
|  | |  | | | | | |  |
| Agency Contact Name | | | | Contact Phone Number | | Contact Email Address | | |
|  | | | |  | |  | | |
| Service Category | Subservice Required | | | | | | | |
|  |  | | | | | | | |
| **Temporary Augmented Staffing Resource □ 1.** | | | | | **Temporary IT Project Staffing Resource □ 2.** | | | |
| Estimated Start Date | | | Estimated Completion Date | | | | Estimated Total Hours | |
|  | | |  | | | |  | |

**1. Temporary Augmented Staffing Resource – A temporary IT service resource acquired for the purpose of augmenting an Agency’s IT staff for delivering standard Agency IT services. May be an employee of the Contractor (including H-1B employees), or a subcontractor to the Contractor, including individuals receiving a 1099 from the Contractor.**

**2. Temporary IT Project Staffing Resource – A temporary IT service resource acquired for augmenting an Agency’s IT staff or staff assigned to a specific IT project or solution having a defined project schedule which includes tasks for beginning, developing, implementing, testing, acceptance, and “Go Live.” It does not include temporary IT service resources for system maintenance and operation. May be an employee of the Contractor (including H-1B employees), or a subcontractor to the Contractor, including individuals receiving a 1099 from the Contractor.**

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| **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** (Programming languages, databases, operating systems, etc.) |
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**CONTRACTOR RESPONSE**

**Contractors must provide for each resource proposed, the miles the resource will travel to deliver services to the ordering Agency, and the “Hourly Service Rate Proposed.” If multiple resources are being proposed, the information may be submitted as an attachment. For convenience, a form is provided at the end of this document.**

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| --- | --- | --- | --- | --- | --- | --- |
| Company Name | | | Contact Name | | | |
|  | | |  | | | |
| Contact Phone Number | Contact Email Address | | | | Hourly Service Rate Proposed **3.** |
|  |  | | | |  |
| PSO Hours Proposed | | Proposed Start Date | | PSO Proposed Total Cost | |
|  | |  | |  | |
| Resource(s) Proposed (Attach all resumes of proposed resources) | | | | | |
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| **Miles Resource Will Travel to Provide Service 3.:** | | | | | |

**3. In accordance with § 23. TRAVEL REQUIRED TO PROVIDE SERVICES of the contract, where travel to provide the service is 30 miles or less to the acquiring Agency, Contractor must unburden their Fully Burdened Maximum Hourly Service Rate. PSO responses received from the Contractor where the burden has not been removed from the proposed “Hourly Service Rate Proposed” will be scored lower for cost during response evaluations. Contractors are encouraged to familiarize themselves with Idaho Code § 67-9211(3), and submit proposals in accordance with the statute.**

Contractors are to respond below to the Agency's Scope and required Deliverables, demonstrating its 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** **(response to this section may be provided as an attachment)** |
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**POST AWARD AUTHORIZING SIGNATURES**

**The following is to be completed and signature obtained once the Agency has selected the Contractor who will fulfill the PSO.**

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| **PSO NOT TO EXCEED AMOUNT:** | **$** |
| **PSO Start Date:** |  |
| **PSO Term Date:** |  |

**Offered HOURLY RATE PROPOSED HHHHHHHHHhhhhmay not exceed the FULLY BURDENED MAXIMUM HOURLY SERVICE RATE listed on the State’s Division of Purchasing website. In accordance with § 23 Travel Required to Provide Services of Appendix A Special Terms and Conditions of the contract, Contractors must unburden their Fully Burdened Maximum Hourly Service Rate where the proposed IT Resource travels 30 miles or less to the ordering Agency to provide service.**

**This PSO is not effective until reviewed and signed by either an Agency purchasing representative, or someone in the agency who is fiscally responsible for the expenditure. By signing, the Agency warrants that a fair and unbiased evaluation of all PSO responses received was administered in accordance with IC § 67-9211 ACQUISITION OF PROPERTY BY CONTRACT – AWARD TO MORE THAN ONE BIDDER – STANDARDS FOR MULTIPLE AWARDS subsection (3), and that all costs are in line with the terms of the contract. The parties understand that this PSO is subject to the State Blanket Purchase Order Agreement 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 original Agreement and this PSO, the language contained in the original Agreement will prevail. Electronic signatures in the form of electronic mail shall have the same contractually binding effect as a signed signature.**

**Contractor Authorizing Signature (Should Sign First)**

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

**Agency Authorizing Signatures**

**(Signees must be employees of the State & ordering Agency)**

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| **Agency IT Authorizing Signature** |  | Printed Name | |
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|  |  |  |  |
| Title |  | Date |  |
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| **Agency Purchasing Authorizing Signature** |  | Printed Name | |
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|  |  |  |  |
| Title |  | Date |  |

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| **COPIES OF ALL SIGNED PSOs AND EVALUATIONS MUST BE SCANNED AND EMAILED TO** [**Purchasing@adm.idaho.gov**](mailto:Purchasing@adm.idaho.gov) |

**Internal Use Only**

Budget Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Authorizing Signature | Printed Name | Title | Date |
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| **Resource Proposed** | **IT Service Category and Subservice Code** | **PSO Hours Proposed** | **Proposed Start Date** | **Miles Traveled to Ordering Agency** | **Hourly Service Rate Proposed** |
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**Idaho Code 67-5718A subsection (3) governing the use of multiple awards, states the following.**

**(3)  Where 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 § 67-5718A(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 § 67-5718A(3).**

**Evaluation Weighting per Evaluation Criteria meeting IC § 67-5718A(3)**

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| **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 § 67-5718A(3).** |

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| --- | --- | --- | --- | --- | --- |
| **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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