July / August 2025 Manager State Manager Meeting

RE: KSSOW - ELCID, and reporting to managers

<mark>**KSSOW (Knowledge Services Scope of Work) Number**</mark>

Note: *KSSOW number is assigned after approved by DTS Contracts*
The first numbers in KSSOW = FY. Example KSSOW 26...was approved in FY26
The numbers that follow are in order. KSSOW 26001 is the first project approved in FY26

Once a project request is approved by DTS contracts, this project will have an estimated budget and estimated end date.

- No max budget but project spend must always be under the approved budget for compliance.
- The length of the project can be any duration, up to 5 years. (**Max project durations: 5 years**)
- KSSOW numbers can have amendments. Additions to work needs, budget or duration.
- ELCID's **do no**t require amendments but an email request to add, change or remove

Monthly – Quarterly report sent to DTS Managers

- <mark>Monthly ELCID</mark> spend report – Typically the second week of the following month, you will be emailed your FY to date ELCID spend report.
  - Dollars spent in July are emailed in August. Dollars spent in July/August are emailed in September. (Running total, FY to date spend)
- <mark>Quarterly KSSOW report</mark>
  - Each quarter completed, this MSP will email you the total project spent. The goal is information sharing and to provide updates of project to remain compliant with the terms of the Contract IT2462
    - This will let you see the start and end date
    - The total project approved amount
    - Project spend total and the remaining budget.

Possible misunderstanding on KSSOW projects is duration. You can set a duration under 5 years, but the project will not need to be open to competitive bidding, if you would like to extend the duration. Only an amendment is needed.

Example of Monthly ELCID YTD report

Hi Mark,

Here is your monthly spending report, FY26 through July 2025

| Total FY25 Spend | PO Number | | | |
Manager / ELCID	PO0099278	PO0151648	PO0151649	Grand Total
Thomas, Mark		$157,108.08	$123,434.75	$280,542.83
HH6291ABC		$74,011.21		$74,011.21
HH1371EPTA			$68,534.00	$68,534.00
HH1371USA			$45,792.00	$45,792.00
HH6239		$39,789.42		$39,789.42

Applied to non Arpa PO

ARP Funded PO

Thank you and let us know if you have any questions or concerns.

UTMSP Team

Example of Quarterly KSSOW project report (Total spend for project)

Hello Mark,

Below is your KSSOW project report.

Type	KSSOW #	KSSOW Manager(s)	Start Date	Estimated End Date	Budget	Total Spend	Remaining Spend
Staff Augmentation	KSSOW 23030	Thomas, Mark	3/6/2023	3/6/2028	$618,140.28	$601,043.25	$17,097.03

Project approved in FY23. Report is from start to end of Quarter

Project compliant with end date, not exceeded

Project is compliant but may need attention.

All is compliant and nothing is needed.
However, you are below 20K on the remaining budget. Here is a link to the amendment request form to add more estimated funding to this project, if needed.

https://knowledgeservices.formstack.com/forms/msp_sout_amendment_form

Thank you and let us know if you have any questions or concerns.

UTMSP Team