

DTS - KNOWLEDGE SERVICES (KS) MILESTONE / DELIVERABLE / FIXED BID (SOW) PROJECTS PROCESS OVERVIEW



Knowledge Services Program Process for Contract # IT2462					
Responsibility:		Agency	DTS	KS	Vendor
1.	Business Case submitted and approved in ServiceNow - Must cover at least the expected cost of the project - Must cover at least the expected duration of the project	X			
2.	SOW Project Proposal Request Form electronically submitted to dtsmsp@utah.gov with a copy to Knowledge Services (KS) MSP Team -Evaluation Committee Confidentiality Agreements must be included before posting will be released	X			
3.	SOW Project Proposal Request Form reviewed and signed by DTS finance director		X		
4.	Approved Proposal Request Notification sent to KS MSP		X		
5.	Opportunity posted in dotStaff™ with coordination of KS and project manager	X		X	
6.	Vendors submit project proposals				X
7.	Proposals screened for minimum mandatory requirements, proposals ranked by KS team and sent to Evaluation Committee for review			X	
8.	Evaluation Committee individually assesses proposals and meets to select proposals for oral presentations (if requested)	X			
9.	KS schedules oral presentations (if requested), Hiring Supervisor/Evaluation Committee conducts presentations and submits presentations scores to DTS	X		X	
10.	DTS adds cost to scorecards and sends final evaluation scoring to Hiring Supervisor for proposal selection		X		
11.	Agency Manager selects proposal and submits online Justification Statement and Cost-Benefit Analysis (if required) to DTS	X			
12.	Purchase Order Request Form electronically submitted to DTS with a copy to KS	X			
13.	Resources' names and fingerprints submitted to DTS Security for background checks			X	X
14.	Purchase Order Request entered into ServiceNow by DTS Contract Analyst		X		
15.	Purchase Order Request approved in ServiceNow by agency approvers	X			
16.	Purchase Order (PO) generated and sent to KS by DTS Procurement		X		
17.	After PO creation and name check clearance(s), vendor begins work				X

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18.	Milestone, deliverables and expenses entered into dotStaff™ by vendor (weekly by 11:59 PM on Sundays)				X
19.	Milestones, deliverables and expenses reviewed and approved in dotStaff™ by approving manager - Approval of milestones, deliverables and expenses constitute permission to be invoiced; no other approval will be sought prior to payment of the vendor	X			
20.	Approved entries invoiced in dotStaff™ (weekly on Wednesdays) - Invoice sent to DTS Accounts Payable for payment			X	
21.	Invoices paid by DTS Accounts Payable to KS		X		
22.	KS pays Vendors				X
*	Amendment Form electronically submitted to DTS for changes listed on Amendment Form	X			

**If necessary*