South Dakota Technology Contract Process

Date last changed

Thursday, August 22, 2013

1. A contract is needed

This process is used for all IT technology contracts, as well as contract renewals or amendments no matter the origin

Roles
POC- To provide input on the client's needs and to facilitate the contract development process
Alaina- To provide assistance with BIT clauses used in developing the contract, to ensure there were no changes in the contact after the directors have reviewed it and to help process the contract.
Craig- To provide assistance with BIT clauses used in developing the contract. To develop, maintain, and facilitate the overall process – including updates and documentation.
Managers- To ensure the POC has followed the process, the selected language is appropriate, and assist as needed with technology questions/concerns.
Directors- To review the contract to assure appropriate technology and security considerations have been met for the project.
Commissioner- To commit BIT to the technology requirements of a contract by signing the contract
Darlis/Randy- to process the contract

2. POC downloads the contract templates

3. Determination on which technology contract clauses are relevant

The determination is done by the POC, Alaina and Craig. Alaina makes an electronic copy of the BIT clauses with tracked changes turned on and sends it to POC and POC places a copy in the RFP/ contracts archive. The POC accepts the changes and takes the contract to the client.

4. Client and POC draft or amend contract and incorporate the SOW/WP

The client and the vendor are informed that BIT must review and approve the contract, Statement of Work (SOW) or the Work Plan (WP) before any signatures are made.

5. Client, legal counsel, and vendor come up with an acceptable draft contract, use tracked changes if they make any.

Neither the client nor the vendor signs the contract yet. If there is a SOW or WP attach them to the contract at this point.

6. POC makes final review, makes sure the checklist, is filled out and initials that the package is complete

7. Development manager makes final review and initials if technology content and SOW/WP is okay

Not Okay

Okay

8. Starting with the manager's director the contract is reviewed by all three directors as well as the deputy commissioner and the checklist initialed if technology content and SOW/WP is okay

Alaina scans after Directors okay contract and will use for her later comparison

Not Okay

POC provides client with changes that are needed

Okay

9. Agency and Vendor sign the contract and give the package to POC

The signed contracts (3), the SOW/WP (3), and the checklist make up the package. If this is a BIT contract and was generated through the RFP process the POC fills out the RFP Posting Information Form and adds it to the package. Contact BIT Finance for this form. This is a BIT form and stays with the BIT copy of the contract. If no RFP was done then there is an Auditor's form to fill out for BIT non-RFP contracts.

10. Alaina confirms no changes were made to the contract after step 8

Changes Were Made

11. David decides to sign the contract or send it back

Don't Sign Contract

POC provides client with changes that are needed

Sign contract

No Changes Made

12. The package goes to the BIT commissioner's office for signing

13. Alaina scans the contract. If it is not a BIT contract, she sends contracts back to the client

The scanned contract is sent to Darlis and the POC. If BIT contract Darlis decides if it needs to go to Auditor's office and Alaina places copy in BIT's files. For both BIT and non-BIT contracts the POC places copy of contract in archive. If not BIT contract client handles from this point on.

14. Auditor reviews contract and gives it a contract number and sends to Darlis

15. If BIT contract Darlis sends contract number to Alaina who puts it with contract in file

16. Darlis/Randy posts the contract on OpenSD as needed

All contracts documents can be found at http://bit.sd.gov/rfp/