



PURCHASE ORDER

PO Number:303-6-1007

Requisition Number:303-6-02390

Order Date: 8/12/2016

Released

MAIL INVOICE TO AGENCY BELOW
 TEXAS FACILITIES COMMISSION
 FISCAL MANAGEMENT / ACCOUNTS PAYABLE
 P.O. BOX 13047 Austin, Texas 78711-3047
 OR
 email to: accountspayable@tfc.state.tx.us

Delivery Location

Central Services Bldg
 1711 San Jacinto Blvd.
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17205429040
 Accenture
 1501 South MOPAC Expressway
 Suite 301
 Austin, TX 78746-7541
 Thomas Pettit
 Phone:512-732-5300, Fax:
 Thomas.Pettit@accenture.com

Description Obtain a review of TFC drivers, goals, budget, benefits, and approach for the implementation of a new Integrated Workplace Management System (IWMS).

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Review and assessment of TFC's IWMS business justification and budget.	1	each	\$24,500.00	8/12/2016	8/31/2016	\$24,500.00
See attached TFC DBITS SOW dated August 9, 2016.						
"Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor."						
Standard Terms and Conditions per DIR contract #						

DIR-SDD-2043.

NIGP Class: 920

NIGP Item: 15

Object Class: 242

Reimbursement Type: Not Reimbursable

Notes: Funding should be 50% from org code 0603 and 50% from 0802.

Grand Total \$24,500.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2016
Division	Finance
Program	Information Systems
Phone	5129362900
Org Code	0603 - Information Systems
Type of Purchase/PCC Code	DIR Contracts - I
Work Order Number	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Ehlert, Richard - CTPM, 5124630209

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas

(Show Terms And Conditions...)

STATEMENT OF WORK (SOW)
FOR
DELIVERABLES-BASED INFORMATION
TECHNOLOGY SERVICES

DIR-SDD-2043

***IWMS Business Justification and
Budget Analysis Assessment
IT Assessments and Planning***

Texas Facilities Commission

August 9, 2016

**Department of Information Resources
Deliverables-Based IT Services (DBITS) Contract**

1. Introduction

The Texas Facilities Commission (TFC) is finalizing a capital project request for the purchase and implementation of an Integrated Workplace Management System (IWMS) which requires business justification and budget analysis documents.

2. Background

TFC is contracting for this service because of time constraints and a lack of available, qualified staff to perform the services in the time allotted.

3. Scope

Vendor will:

1. Conduct conferences and interviews with select stakeholders and collect documentation from each program area to determine current business case and rules.
2. Review and analyze current business case and rules for IWMS justification and budget.
3. Analyze comparable IWMS benchmarks and best practices for potential business case improvements, efficiencies, and monetary savings.
4. Assess potential advantages of implementing an IWMS and the consequences of not implementing one.
5. Assess internal TFC budget estimates for the purchase and implementation of an IWMS.

4. Deliverables

4.1 Written Documentation

- Deliverables must be provided by the dates specified. Any changes to the delivery date must have prior approval (in writing) by the TFC contract manager or designate.
- If the deliverable cannot be provided within the scheduled time frame, the Vendor is required to contact the TFC contract manager in writing with a reason for the delay and the proposed revised schedule. The request for a revised schedule must include the impact on related tasks and the overall project.
- A request for a revised schedule must be reviewed and approved by the TFC contract manager before placed in effect. Contract Terms and Conditions may dictate remedies, costs, and other actions based on the facts related to the request for a revised schedule.

4.2 Delivery Schedule

No.	Item	Due Date	Recipient
1	Business Case Analysis	9/15/2016	
2	Assessment of Current Budget Estimate	8/19/2016	
3	Advantages of an IWMS with Business Benefits	9/15/2016	
4	Disadvantages of Not Implementing IWMS	9/15/2016	
5	Observations on IWMS Implementation Approaches	9/15/2016	

5. Period of Performance

Services will be performed between the dates of August 10, 2016, or the date a purchase order is issued by TFC, whichever is later, and September 30, 2016.

6. Invoices

- Payments for services provided by Vendor will be made on a monthly basis and within thirty (30) days from receipt of a correct invoice or billing statement in accordance with the

**Department of Information Resources
Deliverables-Based IT Services (DBITS) Contract**

Texas Government Code, Chapter 2251, Texas Prompt Payment Act. An invoice is considered received on the date it is date stamped by TFC. Vendor will be paid for completion of work accepted and approved by TFC. For large projects, partial payment may be allowed once per month on completed work with acceptance and approval of TFC.

- Vendor shall invoice TFC for services performed by vendor identification number, building, if applicable, and purchase order number. Invoices must include the purchase order number, the number of employees that worked on the job and the number of hours. Additionally, invoices for any materials purchased for each project must be provided. Address for submission is: Texas Facilities Commission, Accounts Payable, P.O. Box 13047, Austin, Texas 78711-3047 or by e-mail to accountspayable@tfc.state.tx.us.

7. Customer/Vendor-Furnished Equipment and Work Space

TFC will provide vendor with access to select stakeholders and relevant business process documentation. Vendor will provide their own equipment for collecting information and producing deliverables.

8. Pricing

The following is a firm, fixed deliverable price that includes the labor and expenses necessary to complete each task.

Deliverable No.	Deliverable Name	Price
1	Business Case Analysis	\$4,900
2	Assessment of Current Budget Estimate	\$4,900
3	Advantages of an IWMS with Business Benefits	\$4,900
4	Disadvantages of Not Implementing IWMS	\$4,900
5	Observations on IWMS Implementation Approaches	\$4,900

