



AD06

**CONTRACTOR OBLIGATION POST AWARD (OPERATIONS)
OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

Contractor Obligation Post Award (Operations)

Respondents must indicate they shall comply with the following operational requirements in order to be considered for this TMS RFP award. This Contractor Obligation Post Award (Operations) attachment must be completed, signed and included as part of the Respondent’s TMS RFP Proposal Package.

Considerations in completing the Contractor Obligation Post Award (Operations) are as follows:

- 1) The Treasurer is prioritizing this project to meet the reasonable needs of the Respondent.
- 2) The Treasurer’s project team includes representatives from the critical business services areas and the information technology teams who will continue to be responsible for many of their current day-to-day responsibilities.
- 3) No Treasurer’s team members will be allocated 100% to the TMS Project.

Each Operational Requirement must be initialed by the official authorized to sign on behalf of Respondent. Operational Requirements for which there are no initials are assumed non-compliant and the Respondent shall be disqualified from consideration for this TMS RFP award.

ID	RESPONSE REQUIRED	Category	Shall Comply (Respondent Initials)
REQ-OP01	A refined project schedule containing tasks, milestones, deliverables, and the anticipated invoice schedule (tied to milestones and deliverables), with amount due must be provided by the successful Respondent within three weeks of contract execution. The schedule shall include anticipated ongoing costs including but not limited to licensing, subscriptions, etc.	Project Schedule	
REQ-OP02	Throughout the TMS Project, the successful Respondent shall review the Project Schedule with the Treasurer at a mutually agreed upon frequency to ensure the Project is proceeding as expected. Minimum frequency is monthly.	Project Schedule	
REQ-OP03	The Project Schedule may require adjustments / re-baselining as the project proceeds. Updates to the Project Schedule must follow the change control process.	Project Schedule	
REQ-OP04	It is at the Treasurer’s sole discretion to accept a project phase as completed and functional. If the Treasurer determines a project phase is not complete and	Project Schedule	



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	functional the Treasurer may withhold payment until the phase is complete and functioning and operating as required.		
REQ-OP05	The successful Respondent shall submit a modified project plan within three weeks of contract execution to accomplish the outcomes as described in this TMS RFP.	Project Plan	
REQ-OP06	Unless mutually agreed to by the Treasurer’s Project Manager and the successful Respondent, the production ready Project Plan is due to the Treasurer’s Project Manager within six weeks of contract execution.	Project Plan	
REQ-OP07	Updates to the Project Plan must follow the change control process.	Project Plan	
REQ-OP08	The Contractor shall ensure continuity and consistency of their staff and will commit resources to accomplish the scope of work described in this TMS RFP and under the contract. Any change in personnel assigned requires notification to the Treasurer, including a resume of the new assignee. Replacement of any personnel will be with individuals of equal or advanced ability and qualifications.	Staffing	
REQ-OP09	The Treasurer reserves the right to designate certain members of the Respondent’s team as ‘key personnel’ who cannot be removed from the project without substantial financial penalty.	Staffing	
REQ-OP10	The Contractor shall be responsible for ensuring that its staff is well trained and knowledgeable in all aspects of the project in order to successfully complete the project and to adequately train and prepare Treasurer staff for ongoing operations of the system and processes.	Staffing	
REQ-OP11	The Contractor’s personnel may be required to work on-site in Springfield, IL on a limited basis at the sole discretion of Treasurer.	Staffing	
REQ-OP12	The Treasurer reserves the right to perform its own criminal background check on a proposed or assigned Contractor resources or require the Contractor to perform criminal background checks on all personnel at the time of assignment or any time during the term of the contract.	Staffing	
REQ-OP13	If any Contractor staff assigned to the TMS contract has a criminal conviction that includes terroristic behavior, violence, sexual predation, use of a lethal weapon,	Staffing	



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	breach of trust/fiduciary responsibility or a conviction which raises concerns about building, system or personal security, or is otherwise job-related the Contractor shall not assign the staff to the TMS contract. If the conviction is discovered after the commencement of the contract the Contractor shall remove the staff and restrict any access privileges already given to the staff and shall not permit that staff any further access.		
REQ-OP14	The Contractor shall be responsible for functional and technical definition, design, test and acceptance strategies, implementation and transition planning, end user documentation and training, as well as documentation and training of Treasurer support personnel.	Scope	
REQ-OP15	The Treasurer expects the Contractor to assist with any installation and initial setup of the hardware, software, databases and environments required for the project.	Environment	
REQ-OP16	The Contactor shall be responsible for data migration / conversion from Treasurer legacy systems to the Contractor solution.	Scope	
REQ-OP17	The TMS System shall comply with Treasurer record retention policies, with override capabilities to allow for process departure when necessary. Note: All data shall remain the sole property of the Treasurer.	Records Retention	
REQ-OP18	The Contractor shall provide their personnel any necessary equipment required to complete this project, which is not provided by the Treasurer. Only Treasurer owned equipment can be directly connected to the Treasurer network.	Operations	
REQ-OP19	The Contractor shall provide the means for secure file transfers between the Contractor and the Treasurer from any of their work sites.	Operations	
REQ-OP20	The Contractor must notify the Treasurer anytime a third-party requires access to Treasurer data. Specifically confirm: <i>Contractor represents, warrants, and covenants that it has implemented and will maintain an information security program reasonably designed to protect the confidential information, which program includes administrative, technical, and physical safeguards to ensure the security and confidentiality of all confidential information, to protect against anticipated</i>	Security	



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	<p><i>threats or hazards to the security or integrity of such customer information, and to protect against unauthorized access to or use of the confidential information</i></p> <ul style="list-style-type: none"> <i>A copy of the contractors information security program that outlines their safeguards must be provided to the Treasurer.</i> 		
REQ-OP21	The Contractor shall ensure that the proposed solution(s) are compatible with the Treasurer's internal technical infrastructure and software standards. The Treasurer must approve all elements of the technical architecture before build work is initiated.	Technical Architecture	
REQ-OP22	Respondent will test releases with the sanitized, converted data prior to delivering to the Treasurer.	Test	
REQ-OP23	The Treasurer will accept only complete and tested releases, to include all database schema, conversated data, applications, documents, release notes, user documentation, etc. that are appropriate for the delivery.	Test	
REQ-OP24	The Contractor shall follow change control processes related to the installation or implementation of software or hardware.	Release Management	
REQ-OP25	The Contractor shall ensure that all applicable elements of applications are compliant with Section 508 of the Rehabilitation Act of 1973, as amended by 29 U.S.C. § 794d, and 36 CFR 1194.21 and 36 CFR 1194.22.	ADA Compliance	
REQ-OP26	The Contractor shall collaborate with the Treasurer to minimize business interruptions during implementation, pilot, and transition to support.	Release Management	
REQ-OP27	The Contractor shall ensure that there are no conflicts with the new code or data structure, such that the current TMS systems' processing capabilities are impacted.	Release Management	
REQ-OP28	<p>Upon request by the Treasurer, the Contractor (and all subcontractors if applicable) must provide their Disaster Recovery Plan, Backup Plan, and results of the annual audit of the Disaster Recovery Plan.</p> <p>The Backup Plan must include the Recovery Point Objective (RPO), the Recovery Time Objectives (RTO), the verified minimum of semi-annual testing, and a preferred quarterly Testing and Restoration results.</p>	Disaster Recovery	
REQ-	Business Continuity and Disaster Recovery must	Business	



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OP29	support agreed upon service level agreements as outlined in contract negotiation.	Continuity / Disaster Recovery	

This acknowledgement is submitted on behalf of _____
(Name of Respondent)

Official authorized to sign on behalf of Respondent:

Name (printed) _____ Title _____

Signature _____ Date _____