



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
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e-mail: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

July 9, 2014

TO: Executive Departments/Agencies City and County of Honolulu (C&C of Honolulu)  
Department of Education (DOE) Honolulu City Council  
(Excludes Charter Schools) Honolulu Board of Water Supply  
Hawaii Health Systems Corporation Honolulu Authority for Rapid Transportation  
(HHSC) (HART)  
Office of Hawaiian Affairs (OHA) County of Hawaii  
University of Hawaii (UH) Hawaii County Council  
House of Representatives (House) County of Hawaii-Department of Water Supply  
Senate County of Maui  
Judiciary Maui County Council  
County of Maui-Department of Water Supply  
County of Kauai  
Kauai County Council  
County of Kauai-Department of Water

FROM: Sarah Allen  
Administrator 

SUBJECT: **Change No. 4**  
SPO Vendor List Contract No. 13-05  
**WIRELESS MANAGEMENT & CONTRACT COMPLIANCE SERVICES -  
STATEWIDE**  
WSCA Contract No. MA19x  
Expires: January 31, 2015

The following changes are made to the subject vendor list contract:

- Update Point of Contact information for Manage Mobility.
- Add HHSC Regional System Boards and Hospitals to this vendor list contract as a participating jurisdiction.
- Update Point of Contact information for the following jurisdictions:
  - OHA
  - County of Maui
  - Kauai County Council
  - County of Kauai-Department of Water
- The State Procurement Office home page URL is changed to <http://spo.hawaii.gov>.

The current contract incorporating Change No. 4 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Wendy Ebisui at (808) 586-0563 or email [wendy.mo.ebisui@hawaii.gov](mailto:wendy.mo.ebisui@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 13-05**  
Includes Change No. 4  
Revised 07/09/2014

**WSCA-NASPO  
WIRELESS MANAGEMENT &  
CONTRACT COMPLIANCE SERVICES - STATEWIDE**

(WSCA Contract No. MA19x)  
July 17, 2012 to January 31, 2015

**INFORMATION ON WSCA-NASPO**

The State of Hawaii is a member of the Western States Contracting Alliance (WSCA) - National Association of State Procurement Officials (NASPO). WSCA-NASPO is a cooperative group-contracting consortium for state government departments, institutions of higher education, agencies and political subdivisions (e.g. colleges, school districts, counties, cities, etc.,) for the 50 states, the District of Columbia and the organized US territories. WSCA-NASPO seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of Utah is the current lead agency and contract administrator for the WSCA (Western States Contracting Alliance) Wireless Management and Contract Compliance Services contract. A request for competitive sealed proposals was issued on behalf of WSCA and contracts were awarded to five qualified Contractors. The State of Hawaii has signed Participating Addendums with all five Contractors.

Wireless Management and Contract Compliance services include Contract Compliance/Cost Recovery (Invoice Audits) and Optimization/Right Sizing Plans (Account Management) as part of a comprehensive wireless management tool for cell phones including data services and Voice Lines (LAN Lines). Management Services includes but is not limited to review of overcharges on existing phone bills, right sizing evaluation processes, and auditing services for cellular phone contracts.

For additional information on this contract, visit the WSCA-NASPO website at [www.aboutwsca.org](http://www.aboutwsca.org).



**PARTICIPATING JURISDICTIONS** listed below have signed a memorandum of agreement with the SPO and are authorized to utilize this vendor list contract.

- Executive Departments/Agencies
- Department of Education (DOE)  
(Excludes Charter Schools)
- Hawaii Health Systems Corporation (HHSC)
- Office of Hawaiian Affairs (OHA)
- University of Hawaii (UH)
- House of Representatives (House)
- Senate
- Judiciary
- City and County of Honolulu (C&C of Honolulu)
- Honolulu City Council
- Honolulu Board of Water Supply
- Honolulu Authority for Rapid Transportation (HART)
- County of Hawaii
- Hawaii County Council
- County of Hawaii-Department of Water Supply
- County of Maui
- Maui County Council
- County of Maui-Department of Water Supply
- County of Kauai
- Kauai County Council
- County of Kauai-Department of Water

The participating jurisdictions are not required but may purchase from this vendor list contract, and requests for exception from the contract is not required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

**POINTS OF CONTACT.** Questions regarding the products listed, ordering, pricing, and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-mail
Executive	Wendy Ebisui	586-0563	586-0570	<a href="mailto:wendy.mo.ebisui@hawaii.gov">wendy.mo.ebisui@hawaii.gov</a>
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:DOEProcure@notes.K12.hi.us">DOEProcure@notes.K12.hi.us</a>
HHSC	Joe Evanoff	733-4168	733-4460	<a href="mailto:jevanoff@hhsc.org">jevanoff@hhsc.org</a>
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	<a href="mailto:phylliso@oha.org">phylliso@oha.org</a>
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	<a href="mailto:chowmatt@hawaii.edu">chowmatt@hawaii.edu</a> <a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Newton Sakamoto	538-5805	538-5802	<a href="mailto:newton.t.sakamoto@courts.state.hi.us">newton.t.sakamoto@courts.state.hi.us</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Clayton Wong	768-5084	768-5011	<a href="mailto:cwong@honolulu.gov">cwong@honolulu.gov</a>
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	<a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>
HART	Paula Youngling	768-6241	587-6080	<a href="mailto:pyoungling@honolulu.gov">pyoungling@honolulu.gov</a>
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>

Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>
County of Hawaii-Dept of Water Supply	Ka'iulani Matsumoto	961-8050 x224	961-8657	<a href="mailto:kmatsumoto@hawaiiidws.org">kmatsumoto@hawaiiidws.org</a>
County of Maui	Greg King	249-2403 x30	249-0839	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
Maui County Council	Ross Izumigawa	270-7661	270-7686	<a href="mailto:ross.izumigawa@mauicounty.us">ross.izumigawa@mauicounty.us</a>
County of Maui-Dept of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a> <a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a>
County of Kauai	Florence Kakuda	241-4294	241-6297	<a href="mailto:fkakuda@kauai.gov">fkakuda@kauai.gov</a>
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	<a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai-Dept of Water	Fay Tateishi	245-5423	245-5813	<a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>

**USE OF THIS VENDOR LIST CONTRACT BY NONPROFIT ORGANIZATIONS.** Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS Chapter 103F) have been invited to participate in the SPO vendor lists contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on "For Vendors" > "Non-Profits" > "Cooperative Purchasing Program" > "View the list of qualifying nonprofits eligible to participate in cooperative purchasing."

If interested, these nonprofits will contact the vendor to obtain concurrence on their participation.

If a nonprofit wishes to purchase from a SPO vendor list contract, the nonprofit must obtain approval from each vendor, i.e., participation must be mutually agreed upon. A vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO vendor list contract vendor.

**VENDORS.** The following contractors, listed alphabetically, are authorized to provide Wireless Management and Contract Compliance Services. They have signed a Master Agreement with the State of Utah and a Participating Addendum with the Hawaii State Procurement Office.

<i>Contractor</i>	<i>Master Agreement No.(MA19x)</i>
A&T Systems, Inc.	MA194
OnTheGo, Inc. dba eOnTheGo	MA193
iSYS, LLC	MA190
Manage Mobility dba Manage Mobility LLC	MA192
Wireless Watchdogs LLC	MA191

**VENDOR CODES** for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

**VENDOR COMPLIANCE.** Prior to awarding a contract, the SPO verified compliance of the contractors with all laws governing entities doing business in the State pursuant to HRS §103D-

310(c), and SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify vendor compliance prior to issuing a purchase order or a pCard payment.

**PURCHASING CARD (pCard).** The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding the DOE, HHSC, OHA, and UH, for orders totaling less than \$2,500. For purchases \$2500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

**PURCHASE ORDERS** may be issued for purchases \$2,500 or more; and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

**SPO VL Contract No. 13-05 AND MASTER AGREEMENT NO. MA19x**, as appropriate, shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 13-05 and Master Agreement No. MA19x, as appropriate, shall be notated on the appropriate transaction document.

**PAYMENTS** are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

**VENDOR AND PRODUCT EVALUATION** form SPO-012, for the purpose of addressing concerns on this vendor list contract, is available to the agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

**VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET** at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

## HOW TO USE THIS VENDOR LIST CONTRACT:

1. **Designate a Selection Committee** comprising of at least three individuals employed with the State/County Department/Division/Agency. These individuals shall have sufficient knowledge with the Department/Division/Agency's wireless phones and their plans (i.e. account numbers, number of lines, who is authorized on the accounts, what the lines are used for, etc).

The Selection Committee is responsible for:

- Scheduling a meeting and attending presentations from all 5 contractors,
  - Developing the scope of work,
  - Completing the "Invitation to Submit Phase II Proposals,"
  - Evaluating Phase II Proposals, and
  - Choosing an option that works best for the Department/Division/Agency requesting for services.
2. **Schedule a Meeting.** Selection Committee prepares the scope of work and schedules a meeting with all five contractors to hear their presentation. Presentations can be done remotely (webinar) and/or in person. Agencies are recommended to give the contractors the scope of work prior to their presentation so that the contractors can prepare their presentation specifically for the requesting agency. The scope of work shall be the same for all contractors. If a contractor declines the opportunity to do a presentation, agency need not consider them for Phase II Proposals.
  3. **"Invitation to Submit Phase II Proposals."** After hearing presentations from all 5 contractors, Selection Committee selects at least 2 contractors that best meet the needs of the Department/Division/Agency. Agencies, at their option, can obtain proposals from all 5 contractors. Write a brief explanation of why these contractors were chosen (i.e. organization, experience, customer service, training, reporting, pricing, etc). Written explanation will be kept in the procurement file. Complete the "Invitation to Submit Phase II Proposals" (attached) and send to the selected contractors.
  4. **Contractors Offer.** Selected contractors will respond with an offer by the date specified on the "Invitation to Submit Phase II Proposals." Selection Committee shall allow a minimum of 7 business days for contractors to respond.
  5. **Review and Selection.** Selection Committee reviews all offers and chooses the option that works best for the Department/Division/Agency. Write a brief explanation of why the contractor was chosen. Written explanation will be kept in the procurement file. It shall be the Selection Committees determination to choose the option that provides the best value for the Department/Division/Agency. A member of the Selection Committee shall sign the chosen contractors "Invitation to Submit Phase II Proposals." This executed document will be the "Engagement Contract".
  6. **Written Notification.** Notify selected contractor of selection by providing them a copy of the executed "Invitation to Submit Phase II Proposals." Notify non-selected contractors via email of non-selection.
  7. **Procurement File.** Keep all documents, written explanations and notifications, including the names of the Selection Committee, in your procurement file.
  8. **Note:** A Letter of Authorization (LOA) will be required for each of the wireless phone providers stating the chosen Contractor can have access to the accounts specified. The chosen contractor will assist with the LOA verbiage but the LOA must be signed by someone that has authorization to the account.

## **CONTRACT CAN BE USED FOR THE FOLLOWING SERVICES (SCOPE OF WORK):**

Scope of work stated in Invitation to Submit Phase II Proposals shall be developed by the Selection Committee and shall be within the scope of the WSCA Wireless Management & Contract Compliance contract which includes the following services:

Contract Compliance/Cost Recovery (Invoice Audits). Contractor will audit wireless carrier invoices to determine if the carriers are charging proper contract rates and fees. If and when discrepancies are discovered the vendor will work with the Department/Division/Agency to recover the overcharges, usually in the form of a credit on the wireless account. All contractors have been successful in recuperating over-charges for the previous 90 days. Invoice audit work is done on a contingency fee basis, which means the contractors will charge a percentage of the amount recovered. The information helps to build a history that feeds right into other wireless management services provided (below).

Wireless Management Services. The contractor will enable the end-user to have control and understanding of their cell phone plans and eliminate waste. This will be done through the utilization of technology to help manage cell phone plans and usage. Wireless Management work is charged on a per device/per month basis. Management of accounts is ongoing and in real-time. It includes:

1. Current Invoice Checks: Monthly monitoring of accounts invoices, checking for correct recurring charges and fees, checking when account changes will be effective, working with the wireless vendors on any discrepancies
2. Unused Lines: Monthly monitoring for lines that show zero usage for the most recent billing cycles
3. Prevent Overages: Account monitoring and plan changes to reduce the risk of going over the plan minutes and/or data. This reduces the extra minute and data charges
4. Identify Correct Plan: Using historical plan data helps account owners choose the optimized plan for each line on the account, taking into consideration all services required. Reducing overages but not overpaying.
5. Equipment Management: Creating a single location for all equipment needs and tracking. Most contractors will provide a user specific mechanism for ordering, cancelling and other tech support needs that will give the Department/Division/Agency a single point of contact for all equipment needs.
6. Contact services: A mechanism for the account holder to send communication to all phone lines on the account.

# A&T Systems, Inc.

Master Agreement No. MA194

## ADDRESS

Business Address:  
12200 Tech Rd., Suite 100  
Silver Sprint, MD 20904

Remittance Address:  
12200 Tech Rd., Suite 100  
Silver Sprint, MD 20904

## CONTACT INFORMATION

*Contact:* Adam Nouravarsani  
*Email:* [adam@ats.com](mailto:adam@ats.com)

*Phone:* (301) 384-1425  
*Fax:* (301) 384-1405

*Web site:* [www.ats.com](http://www.ats.com)

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# OnTheGo, Inc. dba eOnTheGo

Master Agreement No. MA193

## ADDRESS (Payments made to "OnTheGo, Inc.")

Business Address:  
4000 Executive Pkwy., Suite 23  
San Ramon, CA 94583

Remittance Address  
10050 Foxboro Circle  
San Ramon, CA 94593

## CONTACT INFORMATION

*Contact:* Kathy Buffalow  
*Email:* [kathy@eonthego.com](mailto:kathy@eonthego.com)

*Phone:* (925) 667-6799  
*Fax:* (925) 830-1217

*Website:* [www.eonthego.com](http://www.eonthego.com)



# iSYS, LLC

Master Agreement No. MA190

## ADDRESS

Business Address:  
7926 Jones Branch Dr., Suite 520  
McLean, VA 22102

Remittance Address:  
7926 Jones Branch Dr., Suite 520  
McLean, VA 22102

## CONTACT INFORMATION

*Contact:* Paula Hoppe  
*Email:* [pmhoppe@isysllc.com](mailto:pmhoppe@isysllc.com)

*Phone:* (310) 877-0539  
*Fax:* (703) 848-3560

*Website:* [www.isysllc.com](http://www.isysllc.com)

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# Manage Mobility

Master Agreement No. MA192

## ADDRESS

Business Address:  
2555 Marconi Dr., Suite 100  
Alpharetta, GA 30005

Remittance Address:  
2555 Marconi Dr., Suite 100  
Alpharetta, GA 30005

## CONTACT INFORMATION

*Primary Contact:* Stacy Chisum  
*Email:* [stacy.chisum@managemobility.com](mailto:stacy.chisum@managemobility.com)

*Phone* (678) 481-1267  
*Fax:* (770) 569-4711

*Secondary Contact:* Mike McGuire  
*Email:* [mike.mcguire@managemobility.com](mailto:mike.mcguire@managemobility.com)

*Phone* (678) 571-9559  
*Fax:* (770) 569-4711

*Website:* [www.managemobility.com](http://www.managemobility.com)

# Wireless Watchdogs

Master Agreement No. MA191

## ADDRESS

Business Address:

5800 Hannum Ave., Suite B  
Culver City, CA 90230

Remittance Address:

5800 Hannum Ave., Suite B  
Culver City, CA 90230

## CONTACT INFORMATION

Contact: John Gonzalez

Email: [john.gonzalez@wirelesswatchdogs.com](mailto:john.gonzalez@wirelesswatchdogs.com)

Website: [www.wirelesswatchdogs.com](http://www.wirelesswatchdogs.com)

Phone: (310) 622-0688

Cell: (310) 943-3415

Fax: (310) 622-0699

**WSCA WIRELESS MANAGEMENT CONTRACT COMPLIANCE**

(Utah Master Agreement: MA190, 191, 192, 193 or 194)

**Phase II – Proposal Submission for Specific Wireless Account(s) Review**

Page 1 of 4

Date: \_\_\_\_\_

**Invitation to Submit Phase II Proposals**

**Firm(s) Invited to Submit Proposal:**

- A&T Systems, Inc. (MA194)
- eOnTheGo (MA193)
- iSYS, LLC (MA190)
- Manage Mobility (MA192)
- Wireless Watchdogs (MA191)

**State Contact Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Proposal Due Date:** \_\_\_\_\_

**Scope of Work:**

- (1) **Contract Name:** (List all wireless phone providers [AT&T, Sprint, T-Mobile, Verizon, etc] and account numbers selected for review)  
\_\_\_\_\_
- (2) **Contract Terms and Conditions:** Attach contract and contract Ts & Cs, if any
- (3) **Review Period:** (Previous 3 months, 6 months, 12 months, etc.)  
\_\_\_\_\_
- (4) **Start Date:** \_\_\_\_\_
- (5) **End Date:** \_\_\_\_\_
- (6) **Review Services:** (Explain the Scope of Work to be done. This may include Audit Compliance, Plan Optimization, Management, etc. Be specific.)  
\_\_\_\_\_

**Best and Final Offer:** If required, the [Name of State or Government Agency] may issue a request for Best and Final Offer.

**Phase II - Proposal Response Format**

In addition to specific requirements outlined in the Scope of Work above, prequalified firms invited to submit proposals shall include in their proposals the following information organized in clearly marked sections:

## Phase II – Proposal Submission for Specific Wireless Account(s) Review

Page 2 of 4

### 1. Strength of Team

- a. Identify partners, managers, field supervisors and other staff who will work on the contract compliance review team - including outside consultants and other subject matter experts under contract (or that may be put under contract) with the firm. Submit resumes of each of these persons and include relevant experience. Also provide information about continuing education for the staff and management that will be assigned to the work identified in this document.
- b. Firms shall provide a list of tools, applications, processes and software that will be used to monitor, compare and analyze.

### 2. Work Plan and Schedule

- a. Submit a complete narrative of the firm's assessment of the work to be performed, and the firm's ability, approach, and resources necessary to fulfill the requirements contained in the Phase II Invitation to Submit Proposals. The narrative should demonstrate the firm's understanding of the desired overall performance expectations. Clearly indicate any options, alternatives or creative approaches proposed. Firms will be required to describe in their proposal the methodology that will be used to validate the vendor's (1) compliance with contract pricing agreements, (2) optimization of rates plans, (3) management of accounts and (4) accuracy of administrative fee payments remitted to **[Name of State or Government Agency]**.

- b. Submit a detailed schedule with milestones and deliverables outlining the firm's plan for completing the contract compliance review.

#### c. Mandatory Requirements

The following requirements must be included in the final contract compliance/cost recovery report and/or be made available to **[Name of State or Government Agency]** upon request.

- i. Firms may be required to assist **[Name of State or Government Agency]** in reaching settlement agreements, negotiating overcharge payments, legal proceedings, formal hearings, appeals, judicial action and/or other any other proceeding or action surrounding recovery and collection activities. Firms are required to provide testimony and/or supply documentation to assist in any recovery and collection activities. Firms must document their hourly rate for this service in their cost proposal.
- ii. Fees recovered on **[Name of State or Government Agency]** contracts will be directed into **[Name of State or Government Agency]** accounts.
- iii. Inform **[Name of State or Government Agency]** in writing of all opening and exit conferences between the vendor and the firm, as well as all significant conferences concerning contract exceptions, accounting issues, internal control

## Phase II – Proposal Submission for Specific Wireless Account(s) Review

Page 3 of 4

findings or scope limitation. An exit conference with the firm and the vendor is required. Notify vendors of potential findings including pricing errors, overpayments, etc.

- iv. Furnish all material, labor, computers, software, equipment and supplies necessary to perform the contract compliance review services.
- v. Firms will be responsible for all travel expenses.
- vi. Make available all work papers, programs and time control records associated with each contract compliance review during the performance of the work and/or at the completion of the work for a quality control review and for a verification of key personnel obligated to the proposal.
- vii. Furnish copies of all work programs upon request and detail all work papers and reports as required by the contract standard terms and conditions.
- viii. Define each specific overpayment/underpayment scenario in writing. Each scenario must show the **[Name of State or Government Agency]** the overpayment/underpayment and the details regarding the vendors involved.
- ix. Provide a written description of the complete process for identifying the incorrect payment scenario.
- x. Inform in writing **[Name of State or Government Agency]** regarding any indication of error, irregularities or illegal acts which may come to their attention in connection with the contract compliance/cost recovery review work.
- xi. Obtain written **[Name of State or Government Agency]** approval of the content for written and oral communication before commencing collection activities with vendors. Provide copies of all written communications sent to vendors.
- xii. Document in writing the fiduciary and other professional standards that will be maintained and upheld while performing contract compliance review services in behalf of **[Name of State or Government Agency]**.

### 3. Pricing – Schedule of Rates

Firms invited to submit proposals shall include with their proposal a cost proposal based on the unique scope of work associated with each contract. The scope of work shall include the contract terms and conditions, contract usage and other pertinent information. Cost Proposals may be based on:

- (a) Hourly Rates,
- (b) Percentage of Recovery Fee, or
- (c) Combination of Hourly Rates and Percentage of Recovery Fee.

**WSCA WIRELESS MANAGEMENT CONTRACT COMPLIANCE**

(Utah Master Agreement: MA190, 191, 192, 193 or 194)

**Phase II – Proposal Submission for Specific Wireless Account(s) Review**

Page 4 of 4

Notes:

- i. Hourly rates must be fully burdened to include, but not limited to, per diem, salaries, travel, lodging and administrative overhead.
- ii. Prices must be maintained for the duration of the engagement.

**Signature of Firm Submitting Proposal:** All Phase II proposals must be signed and dated by an authorized officer of the firm submitting the Phase II proposal.

Company Name:
Signature of Offering Contract: [This signature constitutes a binding offer for the delivery of the services described in the Request for Response (above), as modified and accepted by the Offer (above).]
Printed Name and Title:
Date:

**Contracting Phase:** By signing below, the **[Name of State or Government Agency]** Selection Committee has selected the above firm to conduct wireless management contract compliance services for the accounts noted above and will enter into this Engagement Contract with said firm. Form must be signed and dated by Selection Committee member.

Signature of State Agency:
Printed Name and Title:
Date: