



SW1025 and SW1050 Frequently Asked Questions

1. When is a background check needed and what is the background check process?

Any resource that accesses, processes, stores or transmits state data must have a valid background check on file with OMES Oklahoma Cyber Command. The level of background check required is based on the type of state data the resource will access, process, store or transmit.

In response to each agency submission to the Doing Business portal, OMES provides a Cyber Command point of contact and an IT liaison. Please email the Cyber Command point of contact, cc'ing the IT liaison, and provide the type of state data the resource will access, process, store or transmit. Please request Cyber Command advise of the level of background check required before the resource can perform any work. If needed, the IT liaison can assist in determining what type of state data is accessed, processed, stored or transmitted in connection with the portal submission.

OMES recommends the agency provide the level of background check required upfront when engaging approved suppliers for quotes and encourage suppliers to submit resources with the required background check already completed for the agency's consideration. Once the agency picks the supplier it wants to engage, the agency connects the supplier to the Cyber Command point of contact. Cyber Command then works directly with the supplier to provide guidance on how to obtain the required background check and/or confirm a previously completed check that meets the requirements for that specific need is on file with Cyber Command.

The above background check process is applicable for both SW1025 and SW1050 resources.

2. Does the resource still have to undergo a background check if the agency conducts background checks on resources or has background checks on file for resources?

Please provide the background check results the agency has on file for the resource to Cyber Command. Cyber Command will advise whether the background check is acceptable or if a new or different background check is required given the scope of the release or lapse of time since the check.

3. For SW1050, can the agency request the supplier break down the hours to support the cost per deliverable?

Yes. Additionally, if the supplier also has an SW1025 award then the supplier's hourly rate card is posted on the OMES Central Purchasing webpage.

4. Is there a limit on the term of an SW1025 release?

Yes, 12 months.

5. Can an SW1025 release have renewal options?

Yes, so long as the original term plus any contemplated renewals together do not cumulatively total more than 12 months.

6. What is included within the scope of SW1050 Information Technology Deliverable Services?

Support: Supplier is supporting a system the supplier built.

Maintenance: Supplier provides a service level agreement to build an enhancement or address a break/fix.

Managed services: The state acquires a bundled service package that includes build, support, maintenance, platform and third-party licenses from the SW1050 awarded supplier.

7. What is not included within the scope of SW1050 Information Technology Deliverable Services?

Software as a Service, licenses resold to the state via the SW1050 supplier that are not part of a bundle/managed services.

8. Can an agency procure licenses through SW1050?

Only if third-party licensing as part of a managed service offering and the state remits payment for the third-party licensing to the SW1050 awarded supplier. The third-party licensing is subject to a security review and may also require legal review.

9. Is hosting within the scope of SW1050?

Only if part of a managed services offering. Hosting services are subject to a security review and requires an Authority to Operate Order.

10. IT RFP vs Portal, when to use?

Nothing prevents an agency from issuing an RFP even if the needed good or service is within the scope of an Oklahoma statewide contract, except if the Oklahoma statewide contract is a mandatory contract. Please contact OMES Information Services to talk through whether a release of SW1050 or SW1025 or an RFP best meets the specific business need.

11. What are the various OMES Information Services roles in SW1025 and SW1050?

IT liaison: This is an OMES Information Services employee that understands how the technology is consumed and priced. For example, if you need a contracted program manager, your IT liaison will be an OMES program manager. The intent is to partner the agency with a technician so the resulting release is reviewed from both a business and technical perspective. Please involve your IT liaison in all communications with suppliers on the approved list and with OMES Oklahoma Cyber Command.

Cyber Command point of contact: This is an OMES Information Services employee responsible for 1) advising the agency the level of background check required for the specific need submitted; 2) working with the agency's chosen supplier on the background check process; and 3) confirming OMES Oklahoma Cyber Command has the required background check on file.

Please note, your IT liaison and Cyber Command point of contact may change from portal submission to portal submission. Likewise, the required background check might change due to the type of state data the resource will access, process, store or transmit.

12. Amendments to SW1025 and SW1050 releases.

SW1025 and SW1050 amendments include changes to a release's scope, spend, resources, hours, deliverables and/or timeline. Amendments trigger potentially two processes. First, an information technology process to amend the release by mutual written agreement executed by the release's original signatories. Second, a procurement process to issue a change order (CO) to the purchase order (PO).

The below scenarios are to provide guidance and are not intended to be exhaustive. If you have questions, please contact central.purchasing@omes.ok.gov for questions on the procurement process and your IT liaison for questions on the information technology process.

SW1025 - 1: Agency wants to add hours, reduce hours or move hours between resources during the release's term.

Information technology process: This requires an amendment to the release executed by the original signatories.

Procurement process: A CO is required if the amendment alters the PO by increasing spend, decreasing spend, adding a line, removing a line or altering the spend of a line. If the agency captures the amendment on a PO's disposition schedule and the PO itself is not altered, then no CO is required. The amendment is the supporting documentation for both processes.

SW1025 - 2: Agency wants to reduce hours and therefore spend after the release's term expires.

Information technology process: No action needed.

Procurement process: No action needed.

SW1025 - 3: Agency wants to exercise an option to renew the release for a time period not to exceed a cumulative term of 12 months, all else remains the same with the release.

Information technology process: This requires an amendment to the release executed by the original signatories.

Procurement process: Submit an ePro with all justification documentation for review and approval. This includes, at a minimum, the CP10 Form and the amendment.

SW1050 - 1: Agency wants to add a deliverable, remove a deliverable or amend a deliverable during the release's term.

Information technology process: This requires an amendment to the release executed by the original signatories.

Procurement process: A CO is required if the amendment alters the PO by increasing spend, decreasing spend, adding a line, removing a line or altering the spend of a line. If the agency captures the amendment on a PO's disposition schedule and the PO itself is not altered, then no CO is required.

SW1050 - 2: Agency wants to remove a deliverable and therefore reduce spend after the release's term expires.

Information technology process: No action needed.

Procurement process: No action needed.

SW1050 - 3: Agency wants to amend the release to re-allocate deliverables between phases or release term years.

Information technology process: This requires an amendment to the release executed by the original signatories.

Procurement process: A CO is required if the amendment alters the PO by increasing spend, decreasing spend, adding a line, removing a line or altering the spend of a line. If the agency captures the amendment on a PO's disposition schedule and the PO itself is not altered, then no CO is required.

General - 1: Agency wants to re-allocate funding between PO lines.

Information technology process: Depends, based on underlying action giving rise to the reallocation. Please contact IT liaison for the subject release for guidance.

Procurement process: A CO is required if the amendment alters the PO by increasing spend, decreasing spend, adding a line, removing a line or altering the spend of a line. If the agency captures the amendment on a PO's disposition schedule and the PO itself is not altered, then no CO is required.

General - 2: Agency wants to make an amendment to the release that does not impact total spend.

Information technology process: Depends, based on underlying action giving rise to the reallocation. Please contact your IT liaison for the subject release for guidance.

Procurement process: A CO is required if the amendment alters the PO by increasing spend, decreasing spend, adding a line, removing a line or altering the spend of a line. If the agency captures the amendment on a PO's disposition schedule and the PO itself is not altered, then no CO is required.

General - 3: Agency wants to add a resource to the release.

Information technology process: Depends, based on underlying action giving rise to the reallocation. Please contact your IT liaison for the subject release for guidance.

Procurement process: A CO is required if the amendment alters the PO by increasing spend, decreasing spend, adding a line, removing a line or altering the spend of a line. If the agency captures the added resource on a PO's disposition schedule and the PO itself is not altered, then no CO is required.

General - 4: Agency wants to add time to the PO.

Information technology process: This requires an amendment to the release executed by the original signatories.

Procurement process: Submit an ePro with all justification documentation for review and approval. This includes, at a minimum, the CP10 Form and the amendment.

General - 5: Agency wants to add costs not originally contemplated in the release.

Information technology process: Depends, based on underlying action giving rise to the reallocation. Please contact your IT liaison for the subject release for guidance.

Procurement process: A CO is required if the amendment alters the PO by increasing spend, decreasing spend, adding a line, removing a line or altering the spend of a line. If the agency captures the amendment on a PO's disposition schedule and the PO itself is not altered, then no CO is required.