

## Using COG Master Contracts

Master Contracts can be used to solicit public safety, transportation, and environmental planning needs. (See the attached page for a list of Master Contracts). The Master Contract is the umbrella contract to provide for individually competed task orders.

Consult with your Procurement Officer or finance personnel as to the necessary steps to adopt/piggyback COG contracts for your jurisdiction's use.

If your jurisdiction uses prequalified contracts or limited bidder's lists, that would be the closest analogue to how this structure works.

A. Using these contracts provides advantages over a prolonged RFP process:

1. The companies have already pre-qualified and have demonstrated capacity in the areas needed. This saves time in the RFP evaluation process.
2. Most of the Terms and Conditions for a contract have already been pre-established. You can add some Terms and Conditions for your jurisdiction during the Task Order phase if needed.
3. The typical timeline for solicitation and beginning work is considerably reduced. A typical timeline for a task order would be:

- Review and develop the Task Order 10 days to 2 weeks
- Release of Task Order to vendors to review and develop proposals 3-4 weeks
- Review and scoring of submitted proposals 10 days to 2 weeks
- Award process 5-7 days

B. To make use of Master Contracts, the following are the expected steps:

1. Rider Request Form – Fill out a Rider Request Form for COG approval (See attached sample). COG will provide all original solicitation and award information on COG contracts.
2. Piggybacking an existing Task Order Award –
  - A. Local procurement can adopt the contracts for use by riding an existing Task Order Award that came out of a Master Contract without the need for issuing a new Task Order.
  - B. If riding an existing Task Order award, it should have the same or very similar scope of work.
  - C. These awards can be from COG or another jurisdiction who was using a COG Master Contract and awarded their own Task Order.
3. New Task Order Process –

- A. If the agency wishes to utilize a new scope of work, then they should develop an in-house Task Order (sample attached).
- B. They should then circulate the new Task Order to all the Master Contract holders, with a due date for proposals. As in the timeline above, the customary period for evaluation is 3-4 weeks, allowing sufficient time for the vendors to submit questions and receive answers.
- C. The proposals should be evaluated by a selection committee of subject matter experts in your jurisdiction based on criteria set forth in the new Task Order (again, see the samples).
- D. Upon evaluation, the new Task Order should then be awarded to one or more of the vendors as suitable based on your agency contract policies.

Once the final Task Order is awarded, please forward a copy, with costs, to COG Purchasing at [purchasing@mwkog.org](mailto:purchasing@mwkog.org), This may allow other jurisdictions to utilize your award.

If there have any questions, please contact COG purchasing at [purchasing@mwkog.org](mailto:purchasing@mwkog.org), or call Chris Pipinou at (202) 962-3241.

**Public Safety Master Services Agreement Contracts**  
*Contract end date 12/31/2023 plus 2 one-year options available*

There are eleven companies who hold MSAs with COG for this work:

<b>Contract #</b>	<b>Contractor</b>	<b>Contacts</b>
21-062A	The Cadmus Group, LLC	<a href="mailto:contracts@cadmusgroup.com">contracts@cadmusgroup.com</a> ,
21-062B	The CNA Corporation	<a href="mailto:contracts@cna.org">contracts@cna.org</a> , <a href="mailto:iprbusdev@cna.org">iprbusdev@cna.org</a>
21-062C	Emergency Preparedness Group, LLC	<a href="mailto:cpacheco@emergencypreparednessgroup.com.co">cpacheco@emergencypreparednessgroup.com.co</a>
21-062D	Hagerty Consulting, Inc.	<a href="mailto:katie.freeman@hagertyconsulting.com">katie.freeman@hagertyconsulting.com</a>
21-062E	Innovative Emergency Management, Inc.	<a href="mailto:kristin.robinson@iem.com">kristin.robinson@iem.com</a> ; <a href="mailto:keith.reynolds@iem.com">keith.reynolds@iem.com</a>
21-062F	The Olson Group, Ltd.	<a href="mailto:kbolson@olsongroup ltd.com">kbolson@olsongroup ltd.com</a>
21-062G	Perses Consulting, LLC	<a href="mailto:kmolloy@persesconsultingllc.com">kmolloy@persesconsultingllc.com</a>
21-062H	SPIN Global, LLC	<a href="mailto:jthomas@spinglobal.org">jthomas@spinglobal.org</a> , <a href="mailto:bkruzan@spinglobal.org">bkruzan@spinglobal.org</a> , <a href="mailto:dcovin@spinglobal.org">dcovin@spinglobal.org</a>
21-062J	Tetra Tech, Inc.	<a href="mailto:caitlin.kelly@tetrattech.com">caitlin.kelly@tetrattech.com</a> , <a href="mailto:phil.myer@tetrattech.com">phil.myer@tetrattech.com</a>
21-062K	Tidal Basin Government Consulting, LLC	<a href="mailto:smurphy@tidalbasin.rphc.com">smurphy@tidalbasin.rphc.com</a> , <a href="mailto:akilburn@tidalbasin.rphc.com">akilburn@tidalbasin.rphc.com</a> , <a href="mailto:airfp@rphc.com">airfp@rphc.com</a>
21-062L	Witt O'Brien's, LLC	<a href="mailto:kstouffer@wittobriens.com">kstouffer@wittobriens.com</a>

*Email contacts List for Task Order solicitations:* [contracts@cadmusgroup.com](mailto:contracts@cadmusgroup.com); [contracts@cna.org](mailto:contracts@cna.org); [iprbusdev@cna.org](mailto:iprbusdev@cna.org); [cpacheco@emergencypreparednessgroup.com.co](mailto:cpacheco@emergencypreparednessgroup.com.co); [katie.freeman@hagertyconsulting.com](mailto:katie.freeman@hagertyconsulting.com); [kristin.robinson@iem.com](mailto:kristin.robinson@iem.com); [keith.reynolds@iem.com](mailto:keith.reynolds@iem.com); [kbolson@olsongroup ltd.com](mailto:kbolson@olsongroup ltd.com); [kmolloy@persesconsultingllc.com](mailto:kmolloy@persesconsultingllc.com); [jthomas@spinglobal.org](mailto:jthomas@spinglobal.org); [bkruzan@spinglobal.org](mailto:bkruzan@spinglobal.org); [dcovin@spinglobal.org](mailto:dcovin@spinglobal.org); [caitlin.kelly@tetrattech.com](mailto:caitlin.kelly@tetrattech.com); [phil.myer@tetrattech.com](mailto:phil.myer@tetrattech.com); [smurphy@tidalbasin.rphc.com](mailto:smurphy@tidalbasin.rphc.com); [akilburn@tidalbasin.rphc.com](mailto:akilburn@tidalbasin.rphc.com); [airfp@rphc.com](mailto:airfp@rphc.com); [kstouffer@wittobriens.com](mailto:kstouffer@wittobriens.com)

**Preparedness Planning.** Preparedness is a continuous process incorporated throughout a comprehensive emergency management program, geared toward ensuring efficient and effective prevention, protection, response, recovery, and mitigation capabilities before, during, and after disasters.

**Training.** The NCR offers a comprehensive and effective training program to train state and local officials in disaster mitigation, preparedness, response, and recovery. Jurisdictions across the NCR can and do cope with disasters by preparing in advance through training activities and by using the skills learned to build local teams and coalitions that respond to emergencies.

**Exercise Developing,** conducting and evaluating discussion-based (seminars, workshops, tabletop exercises, and games) and operations-based exercises (drills, functional and full-scale).

**Disabilities and Access & Functional Needs Expertise.** Contractors shall provide an integrated approach in the application and incorporation of inclusive emergency management practices, as mandated by local, state, and federal laws associated with persons with disabilities and others with access and functional needs.

## Transportation Master Services Agreement Contracts (page 1 of 2)

*There are twenty-seven companies who hold MSAs with COG for transportation planning work:*

### Transportation Land-Use Connections (TLC) Master Services Agreement Contracts

*Contract End Dates – 7/21/2023 plus 2 one-year options*

Contract #	Contractor	Email
21-083-TLC	Fehr & Peers	<a href="mailto:a.tapia@fehrandpeers.com">a.tapia@fehrandpeers.com</a> <a href="mailto:B.Hittner@fehrandpeers.com">B.Hittner@fehrandpeers.com</a>
21-084-TLC	Foursquare ITP	<a href="mailto:lbyala@foursquareitp.com">lbyala@foursquareitp.com</a>
21-085-TLC	KFH Group	<a href="mailto:sknapp@kfhgroup.com">sknapp@kfhgroup.com</a>
21-086-TLC	Kittelson & Associates, Inc.	<a href="mailto:apochowski@kittelson.com">apochowski@kittelson.com</a> <a href="mailto:lgordon@kittelson.com">lgordon@kittelson.com</a>
21-087-TLC	Gensler	<a href="mailto:carolyn_sponza@gensler.com">carolyn_sponza@gensler.com</a>
21-088-TLC	Mead & Hunt, Inc.	<a href="mailto:Paul.Silberman@meadhunt.com">Paul.Silberman@meadhunt.com</a>
21-089-TLC	Nelson/Nygaard	<a href="mailto:CForinash@nelsonnygaard.com">CForinash@nelsonnygaard.com</a>
21-090-TLC	Renaissance	<a href="mailto:dhardy@ciesthatwork.com">dhardy@ciesthatwork.com</a>
21-091-TLC	Rhodeside & Harwell	<a href="mailto:deanar@rhiplaces.com">deanar@rhiplaces.com</a>
21-092-TLC	The Rossi Transportation Group	<a href="mailto:rita.ossiander@rossitg.com">rita.ossiander@rossitg.com</a>
21-093-TLC	RK&K	<a href="mailto:radams@rkk.com">radams@rkk.com</a>   <a href="mailto:aljohnson@rkk.com">aljohnson@rkk.com</a>
21-094-TLC	Sam Schwartz Consulting, LLC	<a href="mailto:rretting@samschwartz.com">rretting@samschwartz.com</a> <a href="mailto:aturner@samschwartz.com">aturner@samschwartz.com</a>
21-095-TLC	SmithGroup	<a href="mailto:merrill.stleger@smithgroup.com">merrill.stleger@smithgroup.com</a>
21-096-TLC	Toole Design, Inc.	<a href="mailto:jtoole@tooledesign.com">jtoole@tooledesign.com</a>
21-097-TLC	VHB Metro DC	<a href="mailto:JMcGovern@VHB.com">JMcGovern@VHB.com</a>

*Email contacts List for Task Order solicitations:* [a.tapia@fehrandpeers.com](mailto:a.tapia@fehrandpeers.com); [B.Hittner@fehrandpeers.com](mailto:B.Hittner@fehrandpeers.com); [lbyala@foursquareitp.com](mailto:lbyala@foursquareitp.com); [sknapp@kfhgroup.com](mailto:sknapp@kfhgroup.com); [apochowski@kittelson.com](mailto:apochowski@kittelson.com); [lgordon@kittelson.com](mailto:lgordon@kittelson.com); [carolyn\\_sponza@gensler.com](mailto:carolyn_sponza@gensler.com); [Paul.Silberman@meadhunt.com](mailto:Paul.Silberman@meadhunt.com); [CForinash@nelsonnygaard.com](mailto:CForinash@nelsonnygaard.com); [dhardy@ciesthatwork.com](mailto:dhardy@ciesthatwork.com); [deanar@rhiplaces.com](mailto:deanar@rhiplaces.com); [rita.ossiander@rossitg.com](mailto:rita.ossiander@rossitg.com); [radams@rkk.com](mailto:radams@rkk.com); [aljohnson@rkk.com](mailto:aljohnson@rkk.com); [rretting@samschwartz.com](mailto:rretting@samschwartz.com); [aturner@samschwartz.com](mailto:aturner@samschwartz.com); [merrill.stleger@smithgroup.com](mailto:merrill.stleger@smithgroup.com); [jtoole@tooledesign.com](mailto:jtoole@tooledesign.com); [JMcGovern@VHB.com](mailto:JMcGovern@VHB.com);

Contractors are awarded this Master Contract on an “Indefinite Delivery/Indefinite Quantity” (IDIQ) basis. Through this Master Contract, Contractor is qualified to submit proposals for TLC projects or projects from related programs. COG will award Task Orders for TLC projects or projects from related programs based on a competitive review of proposals. There is no guarantee that Contractor will be awarded any Task Order or any work or services.

The functional areas listed below are not all-inclusive of the services which may be required under any Task Order which may be issued. TLC projects require a variety of skillsets. TLC projects typically

fall within one or more of the categories listed below, although this list is not intended to be exhaustive of the types of projects that are funded through the program:

**Planning Project Categories**

- Small area and transit station area planning
- Bicycle and pedestrian safety and access studies
- Trail planning and design
- Safe Routes to School planning
- Mixed-use/TOD market analysis
- Zoning and development design standards
- Transit demand and feasibility analysis
- Parking management planning
- Transit demand analysis
- Freight planning
- Housing analysis
- Streetscape and public space plans

**Design Project (up to 30% Design) Typical Tasks**

- Cost estimates of improvements
- Engineering systems descriptions and analyses
- Preliminary or schematic drawings with site plans and elevations
- Renderings of site massing, elevation, or facility interior/exterior spaces
- Site surveys

## Transportation Master Services Agreement Contracts (page 2 of 2)

### Regional Roadway Safety Program (RRSP) Master Services Agreement Contracts

*Contract end dates - 8/23/2023 plus 2 one-year options*

Contract #	Contractor	Contact	Email
22-006- RRSP	VHB (Vanesse Hangen Brustlin)	Stephen Thomas, AICP Eric Tang	sthomas@vhb.com etang@vhb.com
22-007-RRSP	Toole Design Group, LLC	Jennifer L. Toole, AICP, ASLA	Jtoole@tooledesign.com
22-008-RRSP	Precision Systems, Inc.	Steven Houh Jianwei Wang	jianwei@dcpsi.com steven@dcpsi.com psi@dcpsi.com
22-009-RRSP	Kittelson & Associates, Inc.	Bailey Lozner, PE Alek Pochowski	Bailey Lozner, PE Alek Pochowski
22-010-RRSP	Kimley-Horn and Associates, Inc.	R. Davis Whyte, PE David Samba	david.whyte@kimley-horn.com david.samba@kimley-horn.com
22-011-RRSP	Leverson Boodlal	Leverson Boodlal	LEVERSON.BOODLAL@KLS-ENG.COM
22-012-RRSP	Mead & Hunt, Inc.	Paul Silberman, PE, PTOE	Paul.Silberman@meadhunt.com
22-013-RRSP	Sam Schwartz Consulting, LLC	Richard Retting Anne-Marie Turner	rretting@samschwartz.com aturner@samschwartz.com
22-014-RRSP	EXP U.S. Services, Inc.	Faisal Hameed, PhD, PE	faisal.hameed@exp.com
22-015-RRSP	Burgess & Niple	Steve Thieken Nicole Waldheim	steve.thieken@burgessniple.com nicole.waldheim@burgessniple.com
22-016-RRSP	Cambridge Systematics, Inc.	Steven A. Capecci, PMP	SCAPECCI@CAMSYS.COM
22-017-RRSP	Century Engineering, Inc.	Anthony R. Frascarella, PE	TFRASCARELLA@CENTURYENG.COM

Email contacts List for Task Order solicitations: [sthomas@vhb.com](mailto:sthomas@vhb.com); [etang@vhb.com](mailto:etang@vhb.com); [Jtoole@tooledesign.com](mailto:Jtoole@tooledesign.com); [jianwei@dcpsi.com](mailto:jianwei@dcpsi.com); [steven@dcpsi.com](mailto:steven@dcpsi.com); [psi@dcpsi.com](mailto:psi@dcpsi.com); [david.whyte@kimley-horn.com](mailto:david.whyte@kimley-horn.com); [david.samba@kimley-horn.com](mailto:david.samba@kimley-horn.com); [LEVERSON.BOODLAL@KLS-ENG.COM](mailto:LEVERSON.BOODLAL@KLS-ENG.COM); [Paul.Silberman@meadhunt.com](mailto:Paul.Silberman@meadhunt.com); [rretting@samschwartz.com](mailto:rretting@samschwartz.com); [aturner@samschwartz.com](mailto:aturner@samschwartz.com); [faisal.hameed@exp.com](mailto:faisal.hameed@exp.com); [steve.thieken@burgessniple.com](mailto:steve.thieken@burgessniple.com); [nicole.waldheim@burgessniple.com](mailto:nicole.waldheim@burgessniple.com); [SCAPECCI@CAMSYS.COM](mailto:SCAPECCI@CAMSYS.COM); [TFRASCARELLA@CENTURYENG.COM](mailto:TFRASCARELLA@CENTURYENG.COM)

Contractor are awarded this contract to perform Regional Roadway Safety Program (“RRSP”) planning and design projects requested by TPB member jurisdictions and agencies. . The nomenclature was changed from Regional Safety Program to Regional Roadway Safety Program (“RRSP”) to emphasize that the focus of this program is on roadway safety rather than other types of

safety such as transit safety or safety related to crime, etc. The funded projects will provide planning and/or preliminary engineering work up to 30% design. Contractor will conduct an array of different types of projects that are expected to address one or more of the following TPB funding priorities:

The list below is illustrative and represents the types of task orders that will be requested; some may overlap disciplines. Safety-related task orders that do not fit into any of these categories are also expected.

#### **Studies and Planning Project Categories**

- Support for local roadway safety plans
- Road Safety Audits
- Crash data analysis
- Identification of jurisdictional “high injury networks”

#### **Design Project Categories**

- Road diet design
- Lighting and signage improvements
- Intersection improvements
- Enhanced pedestrian and/or bicyclist infrastructure

#### **Design Project (up to 30%) Typical Tasks include**

- Cost estimates of improvements
- Engineering systems descriptions and analyses
- This includes engineering systems of transportation facilities or sites/districts. Either or both approaches may be used.
- Preliminary or schematic drawings with site plans and elevations
- Renderings of site massing, elevation, or facility interior/exterior spaces
- Site surveys

## Environmental Master Services Agreement Contracts

### CONSULTANT SUPPORT FOR GREENHOUSE GAS INVENTORIES, MITIGATION PLANNING & IMPLEMENTATION

*Contract end dates - 10/01/2025 plus 2 one-year options*

There are six companies who hold MSAs with COG for this work:

Contract #	Contractor	Email
23-010-A	ICF Incorporated, LLC	<a href="mailto:AMY.BEZDEK@icf.com">AMY.BEZDEK@icf.com</a>
23-010-B	The Cadmus Group	<a href="mailto:jing.hoffmann@cadmusgroup.com">jing.hoffmann@cadmusgroup.com</a>
23-010-C	Michael Baker, Intl	<a href="mailto:COLLEEN.TURNER@MBAKERINTL.COM">COLLEEN.TURNER@MBAKERINTL.COM</a>
23-010-D	AECOM Technical Services, Inc.	<a href="mailto:katrina.lewis@aecom.com">katrina.lewis@aecom.com</a>
23-010-E	Tetra Tech, Inc.	<a href="mailto:JIMMY.KEHS@TETRATECH.COM">JIMMY.KEHS@TETRATECH.COM</a>
23-010-F	Stantec Consulting Services, Inc.	<a href="mailto:john.malueg@stantec.com">john.malueg@stantec.com</a>

**Task Order Email List** - [AMY.BEZDEK@icf.com](mailto:AMY.BEZDEK@icf.com), [jing.hoffmann@cadmusgroup.com](mailto:jing.hoffmann@cadmusgroup.com), [COLLEEN.TURNER@MBAKERINTL.COM](mailto:COLLEEN.TURNER@MBAKERINTL.COM), [katrina.lewis@aecom.com](mailto:katrina.lewis@aecom.com), [JIMMY.KEHS@TETRATECH.COM](mailto:JIMMY.KEHS@TETRATECH.COM), [john.malueg@stantec.com](mailto:john.malueg@stantec.com), [kyle.kramer@mbakerintl.com](mailto:kyle.kramer@mbakerintl.com), [ida.namur@aecom.com](mailto:ida.namur@aecom.com), [cyrena.eitler@stantec.com](mailto:cyrena.eitler@stantec.com)

CONTRACTORS awarded this Master Contract on an “Indefinite Delivery/Indefinite Quantity” (IDIQ) basis. Through this Master Contract, CONTRACTOR is qualified to submit proposals for Greenhouse Gas/Climate Adaptation or similar projects from related programs. COG or its partners will award Task Orders for Greenhouse Gas/Climate Adaptation projects or projects from related programs based on a competitive review of proposals.

In all of these tasks, CONTRACTOR may be required to work with various partners and key stakeholders from public and non-public sector entities, incorporating feedback and concurrence from all primary, support, coordinating, and cooperating agencies.

### **Maryland NPDES Phase I MS4 Standard Good Housekeeping Plan Development**

The purpose of this contract is to develop Standard GHP template(s) for County/City-owned properties not required to be covered under Maryland’s Stormwater Industrial General Permits where the activities listed in MS4 Permit PartIV.D.4a are performed.

These are the two companies who are under contract for this work:

Contract #	Contractor	Name	Email
23-031- A	KCI	James Deriu	<a href="mailto:james.deriu@kci.com">james.deriu@kci.com</a>
23-031- B	Dewberry	Jessica Seipp	<a href="mailto:jseipp@dewberry.com">jseipp@dewberry.com</a>



## Using the Master Agreements for IT Staff Augmentation

*Contract end dates 12/31/2023 plus 2 one-year options*

There are fifteen companies who hold MSAs with COG for this work:

Contract #	Contractor	Email
22-036	Aita Consulting Services, Inc.	<a href="mailto:nishant@aitacs.com">nishant@aitacs.com</a>
22-037	American Unit Inc.	<a href="mailto:robert@americanunit.com">robert@americanunit.com</a>
22-038	Beacon Systems Inc.	<a href="mailto:mwcog@beacongov.com">mwcog@beacongov.com</a>
22-039	BuzzClan LLC	<a href="mailto:gov@buzzclan.com">gov@buzzclan.com</a>
22-040	California Creative Solutions Inc.	<a href="mailto:sbindal@ccsglobaltech.com">sbindal@ccsglobaltech.com</a>
22-041	Cambay Consulting LLC	<a href="mailto:grfp@cambaycs.com">grfp@cambaycs.com</a>
22-042	Client Software Services LLC	<a href="mailto:hr@clientssoftwareservices.com">hr@clientssoftwareservices.com</a>
22-043	Cogent Infotech Corporation	<a href="mailto:puran.ramsail@cocogentinfo.com">puran.ramsail@cocogentinfo.com</a>
22-045	Flexion Inc.	<a href="mailto:apowell@flexion.us">apowell@flexion.us</a>
22-046	Hosted Records Inc.	<a href="mailto:abell@hostedrecords.net">abell@hostedrecords.net</a>
22-048	OST Inc.	<a href="mailto:bcole@ostglobal.com">bcole@ostglobal.com</a>
22-049	Sparks Personnel Services Inc.	<a href="mailto:mmcdonald@sparksgroupinc.com">mmcdonald@sparksgroupinc.com</a>
22-050	Tryfacta Inc.	<a href="mailto:rfp@tryfacta.com">rfp@tryfacta.com</a> ; <a href="mailto:arman.dhar@tryfacta.com">arman.dhar@tryfacta.com</a>
22-051	V Group Inc.	<a href="mailto:dcbids@vgroupinc.com">dcbids@vgroupinc.com</a>
22-052	vTech Solution Inc.	<a href="mailto:stevea@vtechsolution.com">stevea@vtechsolution.com</a>

Email contacts List for Task Order solicitations: [nishant@aitacs.com](mailto:nishant@aitacs.com); [robert@americanunit.com](mailto:robert@americanunit.com); [mwcog@beacongov.com](mailto:mwcog@beacongov.com); [gov@buzzclan.com](mailto:gov@buzzclan.com); [sbindal@ccsglobaltech.com](mailto:sbindal@ccsglobaltech.com); [grfp@cambaycs.com](mailto:grfp@cambaycs.com); [hr@clientssoftwareservices.com](mailto:hr@clientssoftwareservices.com); [puran.ramsail@cocogentinfo.com](mailto:puran.ramsail@cocogentinfo.com); [apowell@flexion.us](mailto:apowell@flexion.us); [abell@hostedrecords.net](mailto:abell@hostedrecords.net); [bcole@ostglobal.com](mailto:bcole@ostglobal.com); [mmcdonald@sparksgroupinc.com](mailto:mmcdonald@sparksgroupinc.com); [rfp@tryfacta.com](mailto:rfp@tryfacta.com); [arman.dhar@tryfacta.com](mailto:arman.dhar@tryfacta.com); [dcbids@vgroupinc.com](mailto:dcbids@vgroupinc.com); [stevea@vtechsolution.com](mailto:stevea@vtechsolution.com)

The functional areas listed below are not all-inclusive of the services which may be required under any Task Order which may be issued. Some of the Task Order work may require awardees to provide guidance, checklists, or model forms to address the area of work, or to direct or monitor performance of the work, as opposed to Contractor directly performing the work.

**Agency Advisory Services.** This task area covers services required to analyze laws, regulation, policies, processes, and solutions and to facilitate planning and governance of custom and off-the-shelf systems, subsystems, and equipment. This may include extensions to and interfacing with existing information systems. Possible descriptions of work may include:

- IT Governance Process Development
- Capital Planning and Investment Control Support
- IT Architecture Support
- IT Portfolio Analysis
- Market Research

**Requirements Analysis and Documentation.** This task area covers services required to determine the needs or conditions of a new or modified project by facilitating the analysis, documentation, validation and management of IT solution requirements in a manner that creates actionable,

testable and traceable documentation related to identified business and technical needs refined to a level of detail sufficient for system development and implementation. This will include precise documentation of prioritized and deconflicted requirements, along with analysis of impact and feasibility of implementation. Possible descriptions of work may include:

- Functional Requirements Analysis and/or Documentation
- Design Requirements Analysis and/or Documentation
- Architectural Requirements Analysis and/or Documentation
- Technical Requirements Analysis and/or Documentation
- Customer Requirements Analysis and/or Documentation
- Operational Requirements Analysis and/or Documentation
- Transitional Requirements Analysis and/or Documentation

***Business Process As-Is Analysis and Documentation.*** This task area covers services required to analyze and document workflows and visual models of related and structured activities or tasks by people or equipment which provide a service or end product within a member jurisdiction. Possible descriptions of work may include:

- Business Process Flowcharting
- Business Process Diagramming
- Value Stream Mapping
- Process Specifications
- Business Process Modeling and Notation (BPMN)

***User Journey Analysis and Documentation.*** This task area covers services required to document and/or improve the experiences, including tasks within a system, process or solution, a user has when interacting or utilizing District Government Services to achieve a defined outcome. Possible descriptions of work may include:

- Human-Centered Design/Design Thinking
- Use Cases
- User Stories
- User Interviews
- Focus Groups
- Ethnographic Research
- Wireframing
- Prototyping

In all of these tasks, Contractors will be required to work with various partners and key stakeholders from public and non-public sector entities, incorporating feedback and concurrence from all primary, support, coordinating, and cooperating agencies.

## Using the Master Agreements for General Temporary Staffing Contracts

*Contract end dates 5/31/2023 plus 1 one-year options*

Contract #	Contractor	Contact	Email
<b>Tier I</b>			
19-085	22nd Century Technologies	Ms. Param Kaur	<a href="mailto:paramk@tscti.com">paramk@tscti.com</a>
19-086	Athena Consulting	Melissa Pappas	<a href="mailto:mpappas@athenaconsultingllc.com">mpappas@athenaconsultingllc.com</a>
19-087	Client Business Services	Pam Knight	<a href="mailto:pbk@clientbusinessservices.com">pbk@clientbusinessservices.com</a>
19-088	Contemporaries	Vincent DiCarlo	<a href="mailto:Vince@contemps.com">Vince@contemps.com</a>
19-089	Infojini Inc.	Sandeep Harjani	<a href="mailto:statebids@infojiniconsulting.com">statebids@infojiniconsulting.com</a>
19-090	The Triage Group	Stephan Papadopulos	<a href="mailto:stephanp@triagegroup.com">stephanp@triagegroup.com</a>
<b>Tier II</b>			
19-091	CMT Services	Annette Johnson	<a href="mailto:annette.johnson@cmtservicesinc.com">annette.johnson@cmtservicesinc.com</a>
19-092	Creative Financial Staffing	Stacey Garner	<a href="mailto:sgarner@cfstaffing.com">sgarner@cfstaffing.com</a>
19-093	LanceSoft Inc	Prashant Arni	<a href="mailto:marketing@lancesoft.com">marketing@lancesoft.com</a>
19-094	Palmer Staffing	Patrice Scott	<a href="mailto:pscott@palmer-staffing.com">pscott@palmer-staffing.com</a>
19-095	Protiviti Government Services	John Owen	<a href="mailto:john.owen@roberthalfgovernment.com">john.owen@roberthalfgovernment.com</a>
19-097	Sparks Personnel DBA Sparks Group	Evette Baker	<a href="mailto:ebaker@sparksgroupinc.com">ebaker@sparksgroupinc.com</a>
<b>IT (only)</b>			
<b>Tier I</b>			
19-085	22nd Century Technologies	Sandeep Singh	<a href="mailto:govt@tscti.com">govt@tscti.com</a>
19-089	Info Jin Inc.	Sandeep Harjani	<a href="mailto:sandeep.harjani@infojiniconsulting.com">sandeep.harjani@infojiniconsulting.com</a>
19-090	The Triage Group	Stephan Papadopulos	<a href="mailto:stephanp@triagegroup.com">stephanp@triagegroup.com</a>
<b>Tier II</b>			
19-091	CMT Services	Annette Johnson	<a href="mailto:annette.johnson@cmtservicesinc.com">annette.johnson@cmtservicesinc.com</a>
19-093	Lance Soft Inc	Prashant Arni	<a href="mailto:marketing@lancesoft.com">marketing@lancesoft.com</a>
19-095	Robert Half DBA as Protiviti Government Services	John Owen	<a href="mailto:john.owen@roberthalfgovernment.com">john.owen@roberthalfgovernment.com</a>
19-097	Sparks Personnel DBA Sparks Group	Evette Baker	<a href="mailto:ebaker@sparksgroupinc.com">ebaker@sparksgroupinc.com</a>