

STATEMENT OF WORK (SOW)
DIR-TSO-2531-SOW2-CTO

***Texas Application Development
Decision Framework (ADDF)
Presentation Layout Project***

***Texas Department of Information
Resources (TxDIR)***

**Texas Application Development Decision Framework
Presentation Layout Project DIR-TSO-2531-SOW2-CTO**

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1. Introduction

DIR seeks to leverage DIR-TSO-2531 to engage Gartner, Inc. (Gartner) for the provision of IT Research and Advisory services and assistance in the development of a presentation layout with associated templates and tools for an Application Development Decision Framework (ADDF) to be used by State of Texas agencies. Gartner will leverage content and materials made available from phase one (1) of the ADDF project and will work collaboratively with DIR to create a design and layout which ensures the ADDF content, decision matrix, and templates are presented in a clear and visually appealing medium – implementing graphics and visualizations that effectively present information and toolsets while guiding users of the material through decision processes. This project should make the ADDF material accessible by both the business user and the technology professional via a web user interface controlled by DIR.

The purpose of the ADDF is to:

- Provide agencies a matrix of choices that supports application development decision-making based on broad and deep criteria;
- Support new solutions and modernization of legacy systems;
- Direct agencies toward justifiable, informed decisions about application development approaches or Commercial off the Shelf (COTS) options;
- Support documentation of those decisions, using a common vocabulary; and
- Provide standard templates, where possible, to use for application development activities, such as: a business case for moving an application to the cloud as opposed to hosting on premise; a use case for regression testing; defect template; standardized definitions distinguishing enhancement vs. maintenance; etc.

Because of the in-depth descriptive and potentially prescriptive nature of the ADDF, participation in this project could provide a competitive advantage to the selected Vendor for any future procurement of development and remediation efforts guided by this document. Under Texas Government Code, § 2155.004, a state agency may not accept a bid or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the bid or contract is based. The selected Vendor and the employees of that Vendor will be required to sign a Non-Disclosure Agreement and may be ineligible to respond to certain future solicitations that are guided by this framework.

Gartner will own its preexisting intellectual product, together with modifications it produces during the term of this agreement, and also any further intellectual property that Gartner produces in performance of this agreement. The foregoing property rights are subject to the following exceptions. First, Gartner will have no rights whatsoever in DIR's preexisting intellectual property, or in any intellectual property, or personal or confidential information provided to Gartner by DIR during the term of this agreement. The foregoing limitation will apply even if Gartner has incorporated any such property or information into its product: Gartner must obtain DIR's prior written approval in order to use any product or information that incorporates such property or information. Second, Gartner grants to DIR a fully paid, irrevocable, license limited to the following: use, modify, reproduce, and distribute the product produced by Gartner in performance of this agreement to Texas state agencies.

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2. Background

In response to the [Legacy Systems Study](#) presented by DIR on October 1, 2014, the 84th Texas Legislature (2015) passed [House Bill 1890](#), which charged DIR with developing a strategy to guide the state in legacy system modernization efforts. The strategy includes:

- Guiding plans for modernization of legacy systems statewide and at the agency level;
- Establishing a statewide [Application Development Decision Framework](#);
- Facilitating standardization and collaboration among state agencies; and
- Promoting the use of common technology solutions and collective purchasing by the state.

DIR's Enterprise Solution Services (ESS) Team has overall oversight of developing the strategy, and coordinating creation of the ADDF.

3. Scope

A. Project-Based Services

1. Scope of work

a) Gartner will create a walk-through that facilitates use of a decision matrix (created in the Content Formation project) to identify application development options and dependencies leading to best practice choices, and semi-automated collection of artifacts detailing the justification of choices guided by the matrix.

b) Gartner will integrate components of the Texas [Project Delivery Framework](#) into the related ADDF packages.

c) Gartner will collaborate with DIR, confirming that meaning and purpose of the content delivered by Content Formation project is maintained.

d) Gartner will incorporate templates and definitions from the Content Formation project deliverables, maintaining a consistent visual presentation.

e) Gartner will create an executive briefing pamphlet providing an overview of the decision matrix and the purpose of the ADDF.

f) All content with associated documents, graphical content, and design shall be considered the property of the state of Texas.

2. Roles and responsibilities

a) Gartner:

(1) Graphical design of decision models to guide navigation of the ADDF content, as well as section and context-based navigation

(2) SharePoint-ready content pages for each of the ADDF

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topics

(3) Maintain integrity of the technical meaning and application.

b) DIR ESS:

(1) Provide requirements guidance.

(2) Establish State of Texas government perspective.

(3) Establish SharePoint site to make ADDF content available to agencies

(4) Establish SharePoint template for content pages, in collaboration with Gartner

(5) Develop decision models as SharePoint workflows, based on Gartner graphical decision models

(6) Load ADDF content pages into SharePoint

(7) Enhance with state agencies' content and practices.

3. Project risks, assumptions and constraints

a) Risks - The ADDF will be created and available for use by agencies by October 2017 in order to support discussions with state leadership during the 85th Regular Session.

b) Assumptions

(1) *The content for the ADDF is functionally complete.*

(2) *Agencies' feedback may be incorporated in the content during and after the presentation layout process.*

c) Constraints - DIR ESS resources have existing time commitment to related legislative initiatives, and a limited budget for outsourced presentation layout services.

4. Detailed description of project stages

a) **Project stage #1:** Create a graphical walk-through that facilitates:

(1) *discovery of the decision matrix options and dependencies that lead to best practice choices; and*

(2) *the generation and collection of artifacts that detail the justification of choices guided by the matrix.*

DIR will use SharePoint as the content management system to

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make ADDF content available to agencies. DIR already uses SharePoint, and the product includes workflow capability to develop a navigation mechanism based on the graphical decision matrix, based on application characteristics and agency context. Based on input parameters that represent these characteristics and context, the SharePoint workflow will:

- (1) Allow agencies to define and persist a project, with a predefined set of variables that describe the characteristics and context
- (2) Generate a matrix with the relevant ADDF topics and links to the topic pages
- (3) Recommend choices within the topics, where applicable (for example, what is the target Pace Layer based on application characteristics)
- (4) Allow agencies to capture whether they will or will not use the ADDF recommendations, with a justification

Gartner will develop the graphical decision models and individual topic pages, based on the current ADDF content (42 topics). The decision models will be developed in Visio, and form the basis for the SharePoint workflow-based navigation.

DIR will develop the navigation within SharePoint, and associated configuration or code to implement the points (1) through (4) above.

- b) **Project stage #2:** Integrate components of the [Texas Project Delivery Framework](#) with the related ADDF packages.

For each of the relevant Project Delivery Framework components, Gartner will describe how they fit into the ADDF, and link ADDF content to them, preferably within SharePoint. The relevant Project Delivery Framework components are limited to the following components within Step 3, Execute:

- (1) System Requirement Specifications
- (2) Requirements Traceability Matrix
- (3) System Design Description
- (4) Screen/Other User Interface Fields Table
- (5) Test Plan Instructions
- (6) Test Scenario Instructions

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- c) **Project stage #3:** Incorporate templates and definitions from the Content Formation project, maintaining a common visual presentation.

Gartner will work with the appropriate resource in DIR to develop a template for the content pages, which can then be used to convert the existing PowerPoint into individual topic pages to be ingested into the SharePoint content management repository. Gartner would convert the content into this template.

- d) **Project stage #4:** Create an executive briefing pamphlet providing an overview of the decision matrix and purpose of the ADDF.

5. Acceptance criteria

- a) The material provided by Gartner is consistent with the project stage descriptions.

- b) The material is reliable for the function described in the ADDF, in the context of modern application development practices, technologies, and business needs.

6. Project completion criteria

- a) All stages provided on-time and per acceptance criteria.

4. Project Requirements

A. Process

1. Project stage content must be provided on the dates specified. Any changes to the delivery date must have prior approval (in writing) by the DIR contract manager or designate.
2. All content must be submitted in a format approved by the DIR contract manager.
3. If the content cannot be provided within the scheduled time frame, Gartner is required to contact the DIR 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.
4. A request for a revised schedule must be reviewed and approved by the DIR 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.
5. The Customer will complete a review of each submitted content within five (5) working days for the date of receipt

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6. A kickoff meeting will be held at a location and time selected by the Customer where Gartner and its staff will be introduced to the Customer.
7. The DIR Project manager is designated signature authority for approval of content.
8. Gartner will identify in their response the individual(s) within their organization with signature authority for approval and submission of content.

B. Delivery Schedule

Item	SOW Paragraph	Due Date	Recipient
Decision Matrix: Graphical design and walkthrough	3.A.4.a)	8/26/16	DIR Project Mgr.
Texas Project Delivery Framework integrated with the related ADDF packages	3.A.4.b)	9/16/16	DIR Project Mgr.
Incorporate templates and definition	3.A.4.c)	9/23/16	DIR Project Mgr.
Executive briefing pamphlet	3.A.4.d)	9/30/16	DIR Project Mgr.

5. Reports and Meetings

A. Progress reports

Gartner is required to provide the DIR project manager with weekly written progress reports of this project. These are due to the DIR project manager by the close of business on Friday each week throughout the life of the project.

B. Progress reports scope

The progress reports shall cover all work performed and completed during the week for which the progress report is provided and shall present the work to be performed during the subsequent week.

C. Progress report purpose

The progress report shall identify any problems encountered or still outstanding with an explanation of the cause and resolution of the problem or how the problem will be resolved.

D. Status meetings

Gartner will be responsible for conducting weekly status meetings with the DIR project manager. The meetings will be held on Monday of each week at a time and place so

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designated by the DIR project manager - unless revised by the DIR project manager. The meetings can be in person or over the phone at the discretion of the DIR project manager.

6. Glossary

Framework - A framework is intended to provide the structure that describes intended outcomes and the related artifacts. In application development, a framework establishes recommended, or even standard, mechanisms for creating applications – and describes the basis and key tenants for any approach to a final system, while being flexible enough to adapt to changes in conditions using understood and accepted practices.

Methodology - A methodology is the evaluation of possible approaches to doing the work, including identifying the appropriate tools, defined rules, processes, testing activity, and deliverables needed for an application development project.

Process - Process may also be referred to as method, and describes the well-defined activity used to perform an action, such as creating one or more functional components within an application

7. Period of Performance

Gartner is expected to begin work immediately upon agreement to SOW requirements and provide completed content with DIR approvals by September 30, 2016. The term for this SOW will be upon signature through October 31, 2016.

8. Invoices

Gartner shall submit invoice to the DIR's PM. Payment will be made for the project accepted in writing by DIR and in accordance with Appendix A, Standard Terms and Conditions for Services, of the Contract.

9. DIR/Gartner-Furnished Equipment and Work Space

If necessary, upon request, DIR may provide temporary work space at DIR's work location.

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10. DIR Point of Contact

All communications will be directed through the following Point of Contacts:

Department of Information Resources (DIR)

John Van Hoorn
Project Manager – Enterprise Solution Services
Texas Department of Information Resources
300 W. 15th Street
Austin, Texas 78701
Office: (512) 463-9351
Email: john.vanhoorn@dir.texas.gov

Shannon Kelley
Manager, Enterprise Contract Management – Technology Sourcing Office
Texas Department of Information Resources
300 W. 15th Street
Austin, Texas 78701
Office: (512) 463-7666
Email: shannon.kelley@dir.texas.gov

Gartner, Inc.

George A. Love
Engagement Manager / QA Reviewer
Office: (480) 370-6472
Email: george.love@gartner.com

11. Pricing

All pricing shall be based on the hourly rates providing in Appendix C, DIR-TSO-2531. Total price for work as described:

<u>Deliverable Name</u>	<u>Price</u>
Decision Matrix: Graphical design and walkthrough. Texas Project Delivery Framework integrated into the related ADDF packages Incorporate templates and definitions Executive briefing pamphlet	\$49,250.00

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This Statement of Work (SOW) is executed to be effective as of the date of last signature. This SOW is submitted under the term and conditions of the State of Texas Contract DIR-TSO-2531 dated January 17, 2014.

Gartner, Inc.

Authorized By: /signature on file/

Printed Name: Phillip A. Cummings

Title: Director, Government Contracts

Date: 08/26/16

Texas Department of Information Resources

Authorized By: /signature on file/

Printed Name: John Hoffman

Title: Chief Technology Officer

Date: 08/31/16

Office of General Counsel: /signature on file/

Date: 08/30/16