



This Statement of Work outlines the services to be performed by the supplier in accordance with the terms of the contract. A final Statement of Work will be signed to certify the parties' agreement.

AGENCY INFORMATION

Agency name Office of Management and Enterprise Services	Agency authorized representative name Claudia P. Bounds	Date 11/21/2025
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PROJECT SCOPE SUMMARY (general narrative of project needs and scope)

The Office of Management and Enterprise Services, Finance Center of Excellence (FCOE) is in need of additional IT augmentation services to support the State of Oklahoma PeopleSoft Financials system. This support will include project management, support for project implementations, financials upgrades and fixes, as well as production support for Phase II state agencies. The supplier will be responsible to provide a qualified resources as needed to allow for success with the State Modernization.

REQUIREMENTS (define specific project requirements)

The resource must meet all requirements: Proficient with Financials 9.2, PUM 51; Knowledgeable in Grants, Projects Costing, Contracts, Accounts Receivable, Billing, Accounts Payable, Travel & Expense, Treasury, General Ledger, Commitment Control, and Asset Management; Functional support for PeopleSoft Project Implementations, as well as protecting the statewide configuration and adhering to the statewide accounting procedures; ability to translate functional requirements into technical specifications; working with System Analyst, System Integrators and Oracle for functional and technical support; ability to work with and proficiently communicate with agency, technical and functional users; Updating manuals, job aids, and other documents as needed; Preparing test scenarios, test scripts and training materials and configuration documents as needed; ability to work individually or with System Integrator to identify and document workflow requirements and design a process that meets both agency and statewide requirements within Accounts Payable and Travel and Expense modules; be proficient in the following: Component Interfaces, SQR, App Engine, PeopleCode, PeopleTools, SQL Developer, BI Publisher; functional production support for respective PeopleSoft Modules; ability to identify risks and obstacles within a project, and assessment FCOE and OMES; thorough understanding of State of Oklahoma Accounting procedures and standards; assist with testing patches and fixes, as well as Financials PUM Upgrade Testing. Preferences given to resources with government experience, as well as experience with current PeopleSoft PUM Image.

DELIVERABLES (define products or work plan to be delivered)

Deliverables can include all the following: production support completed in a timely manner; weekly status report outlining work accomplished for the reporting period; project plan as needed; development Requests produced in accordance with state guidelines; fit/gap documentation as needed; test scripts documented as needed; test results documented as needed; training documentation completed.

Schedule of deliverables (indicate sequence of deliverables)

Schedule of Deliverables can include all of the following: weekly status reports; project plan as needed; agency Travel and Expense and AP workflow requirements documented in accordance with project plan; test scripts documented – in accordance with project plan; test results documented – in accordance with project plan; training guide; tech configuration/setup steps as needed. Projects completed and tested and signed off by state resources – in accordance with project plan.

TIMELINE (anticipated completion timeline)

This support will be in effect from the award date through November 30, 2026.

COSTS (how to be provided, i.e., turnkey/hourly by skill set/deliverables/milestones)

1 Full-Time Resource @ 150 per hour, for 2,000 hours. 1 Full-Time Employee @ 120 per hour for 2,000 hours.

The supplier's response shall include:

1. A written narrative addressing their understanding and approach to address the project scope, deliverables, schedule and timeline.
2. The skill sets and hours required of each to complete project.
3. Resumes from associates to be assigned to this project.
4. Provide a detailed list of costs – costs may be either total project turnkey costs or hourly costs by skill set required as defined by the SOW.

Quotes must remain valid for 120 days from the date submitted to an agency.

A final Statement of Work must be completed by IS Legal and signed by all parties before any service can be performed. No additional terms or conditions will be added to this SOW, which only details how the specific services required will be completed.