



Statewide Contract Number	99999-SPD-SPD0000208- 0014	NIGP Codes	91806; 91821; 91875; 91890
Name of Contract	Management Consulting Services		
Effective Date	April 11, 2023	Expiration Date	April 10, 2025
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Supplier Information Sheet

Contract Information	
Statewide Contract Number	99999-SPD-SPD0000208-0014
Contract Name	Management Consulting Services
PeopleSoft Supplier Number	0000004217
Supplier Name & Address	
Gartner, Inc. 56 Top Gallant Road Stamford, CT 006902-7700 PH (203) 964-0096 FX (866) 225-4277	
Contract Administrator	

Milton Pereira
 ama.contractadmin@gartner.com
 (203) 965-0096

Contact Details	
Ordering Information	Orders should be emailed to: Milton Pereira ama.contractadmin@gartner.com (203) 965-0096.
Remitting Information	Gartner, Inc. P.O. Box 911319 Dallas, TX 75391-1319 (239) 561-4025 cashapplications@gartner.com
Delivery Days	Varies by request
Discounts	Refer to the cost worksheet
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government

Acceptable payment method	Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.
Return Process	ama.contractadmin@gartner.com
Special Quote/High Volume Process	ama.contractadmin@gartner.com

Item Schedule

Pricing:

See MGMT Consulting Supplier Cost Worksheet for Supplier pricing and for the twelve (12) pre-defined job titles/positions.

Awarded Category(ies)

1-Operations; 2-Human Resources; 3-Strategic Planning and 4-Procurement

Availability and Special Instructions:

It is strongly recommended that User Agency obtain and review at least three proposals regardless of anticipated, engagement dollar amount.

DOAS has placed a \$500,000 cost/SOW value threshold on individual engagements between the Consultant and the User Agency. **User Agency shall obtain DOAS' approval prior to entering into a consulting engagement pursuant to the SWC when the engagement is:**

- 1. Equal to or greater than \$500,000**

- 2. A Change Order (in any amount) to an approved Original Engagement of \$500,000 or greater**

Requests for approval of engagements of \$500,000 or greater and Change Orders should be made through the online Management Consulting Engagement Request tool at https://service.doas.ga.gov/app/answers/detailopa/a_id/1606. Requests must include, at the time the request is made, a minimum of three (3) proposals from the SWC awarded supplier list. User Agencies have the right to request proposals and review Consultants' qualifications through a Statement of Need process. The Statement of Need template is available for use as part of the ordering instructions.

Ordering Instructions:

User Agency should submit a Statement of Need request directly to three or more Consultants to make working arrangements, including scope of the services, deliverables, team composition and work plans.

User Agency has the option of utilizing a project-based pricing model or an hourly rate pricing model to accomplish the goals and tasks contained in its Statement of Work. Consultant's cost/compensation model should be fully detailed in its proposed Statement of Work.

Although not an exhaustive list, Management Consulting Services may include the following services:

- Management or strategy consulting
- Program planning and evaluation consulting
- Provisioning of studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives
- Leadership/management coaching services
- Leadership development services
- Customized business training as needed to successfully perform and complete a project
- Policy and regulation review and development
- Process and productivity improvement assessments
- Process workflow analysis
- Organization structure review and recommendations
- Organizational staffing and job position recommendations
- Customer/Citizen satisfaction surveys
- Performance improvement recommendations
- Organizational design
- Employee retention, compensation and benefits strategies
- Physical location review and assessment
- Succession planning
- Resource utilization analysis

Consultant cannot accept nor conduct management consulting engagements under this awarded contract for categories not included as part of the above mentioned RFQC & RFQ. Per the RFQC & RFQ, **Consultant cannot accept a consulting engagement for Information Technologies/ System Integration, Finance, Accounting, Audit, Tax, and Environmental services under this Statewide Contract.**

User Agency must submit a Statement of Need request to three or more Consultants. Consultant agrees to respond via this Statement of Need process such that User Agency can evaluate and select the Management Consulting Consultant that 1) best understands the User Agency's goals and objectives for the project/engagement, 2) has the qualifications and experience requested by User Agency and 3) provides the User Agency with a compelling approach and cost proposal.

Consultant's engagement shall generally be documented in a *Statement of Work (SOW)*. The SOW is the document that describes the consulting services to be provided by Consultant including the Tasks, Deliverables and Milestones, the measurable attributes of each Deliverable, identification of the Deliverables and Services that are associated with each Task, and a completion date for each Milestone and Deliverable, the Payment Schedule for each Deliverable and Milestone, and any other items as agreed by the parties including Amendments.

Consultant is expected to abide by the negotiated terms and conditions contained in its Statewide Contract with DOAS. Consultant shall not add conflicting terms nor modify or delete contract terms via its presentations, project descriptions, proposals and/or Statements of Work.

The User Agency and Consultant may further negotiate Paragraph 11 "Warranty" and Paragraph 13 "Limitation of Liability" of the Statewide Contract document as it applies to the User Agency's specific Statement of Work. For example, the Statement of Work may include language to address circumstances where a Consultant is self-insured.

Consultant shall maintain sufficient qualified personnel and any other necessary business resources throughout the duration of the mutually agreed upon work schedule to meet the deadlines and all other performance requirements of any Statement of Work/purchase order issued by a User Agency.

Consultant shall comply with all State and User Agency policies and standards in effect during the performance of any resulting contract awards, including but not limited to User Agency policies relating to personnel conduct, security, safety, confidentiality, privacy and ethics. If authorized by the User Agency, Consultant's invoices for any travel expenses shall be submitted in accordance with State Travel Policy. (<https://sao.georgia.gov/state-travel-policy>).

DOAS will administer the Statewide Contract and monitor Consultant's compliance with the contract's terms and conditions.

DOAS will manage any issues with regards to the acquisition process for Management Consulting Services, and DOAS may delegate these responsibilities to User Agencies.

DOAS will be actively managing the Management Consulting Services Statewide Contracts through a Supplier Relationship Management approach. DOAS will be assessing suppliers' contributions, supplier utilization, User Agency satisfaction and continuous improvement opportunities. DOAS will be initiating periodic (either quarterly or semiannually) contract and performance review meetings with each Consultant.

User Agencies are solely and individually financially responsible for their respective purchases. DOAS shall not be responsible for any payment regarding Consultant's services unless DOAS enters into a separate contract with Consultant to procure Management Consulting Services for DOAS's own internal purposes.

Contract Renewals/ Extensions/ Changes:

DOAS Contact Information:

Tamar Forbes-Semple

Contract Management Specialist

tamar.forbes-semple@doas.ga.gov

404-657-9430

For Team Georgia Marketplace questions:

Procurement Help Desk

(404) 657-6000

procurementhelp@doas.ga.gov