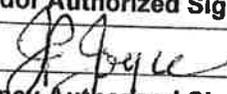
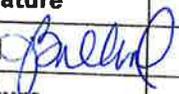




## Managed Service Provider

### Request for Project Services Change Order Template

<b>Project Name: Vendor Management Services</b>	
<b>State Agency: MSDH WIC</b>	<b>Vendor: NTT DATA State Health Consulting</b>
<b>Change Order #: 001</b>	<b>Change Order Start Date: 08/01/2020</b>
<b>Change Order Description/Justification: Requested by State</b> Change order is requested to add deliverables to the current contract. "Vendor Management checklist and Management Checklist and Management" will allow NTT Data Services to monitor and make recommendations on the internal processes of the vendor management unit. This will help make sure processes are in place to sustain efficient and effective maintenance of functions post statewide implementation of eWIC.	
<b>Milestone/Deliverable or Change Type Description</b>	<b>Cost</b>
<b>Milestone/Deliverable or Change Type 1: MS WIC Vendor Management Checklist and Management Oversight – See Attachment Change Request</b>	<b>\$ 72,745.89</b>
<b>Milestone/Deliverable or Change Type 3:</b>	<b>\$</b>
<b>Milestone/Deliverable or Change Type 4:</b>	<b>\$</b>
<b>Total Cost of Change Order</b>	<b>\$ 72,745.89</b>
<b>New Total Cost of Project</b>	<b>\$ 397,730.89</b>

Authorization		
<b>Vendor Authorized Signature</b>	<b>Vendor Printed Name</b>	<b>Date</b>
	NTT DATA, <del>INC</del> State Health Consulting, LLC	08/25/2020
<b>Agency Authorized Signature</b>	<b>Agency Printed Name</b>	<b>Date</b>
 Jameshyia Ballard	MSDH WIC Program	08/25/2020
<b>MSP Authorized Signature</b>	<b>MSP Printed Name</b>	<b>Date</b>

## M E M O R A N D U M

To: Jameshya Ballard, MS WIC Vendor Manager  
From: Gary Kline, NTT DATA Vendor Management Services Project Manager  
Date/Version: July 23, 2020, Version 5.0  
Subject: Vendor Management Services, Change Request #1

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### Overview

This memorandum defines the scope and cost of additional Vendor Management (VM) services.

### Background

MS WIC has requested the creation of a pre-implementation Vendor Unit checklist and associated management services. The checklist will include the steps, dependancies, and milestones for the migration from the current food warehouse distribution system to an electronic benefit transfer (EBT) system available to participants in retail grocery stores.

Management services include regular weekly status meetings via teleconference and quarterly on-site meetings in Jackson, MS.

### Contractual Requirement

Per Knowledge Services Managed Service Provider Request for Project Services, Vendor Management Services, Scope of Services, section d. Universal Instructions *“At the request of the MSDH WIC Program, the Contractor shall provide Supplemental Services, which are additional services that fall outside of the existing scope of this Project. If such request is made, the Contractor shall provide an estimate of anticipated costs prior to commencing any effort. All efforts, and associated costs, performed under this task shall be documented via a contract amendment.”*

### Contractual Change

This change request adds a deliverable for additional vendor management consulting services.

### Scope

The following services are added:

1. Meet with Vendor Management Unit and other Stakeholders to create a Vendor Management Implementation Checklist of activities and dates needed for the Vendor Management Unit to move from application acceptance phase to statewide implementation
2. Monitor Vendor Management Checklist progress. Report and discuss during weekly Vendor Management Status Meetings.
3. Facilitate quarterly Vendor Management Status Meetings
4. Attend Vendor team meetings as requested

5. Attend monthly Vendor Advisory Committee meetings

If services are requested that are not listed above, an additional change request will be required.

## Assumptions

None.

## Term of Change Request/Deliverable

August 1, 2020 to April 30, 2021

## Cost Estimate

### *Labor Rates*

Per contract, the labor rates for support personnel are as follows:

Resources Role/Job Title	Hourly Rate
<b>Role #1:</b> WIC Project Manager	\$185.58
<b>Role #2:</b> WIC SME / Deputy Project Manager	\$128.80
<b>Role #3:</b> WIC Vendor Specialist	\$96.75

### *Labor Hours by Task*

Deliverable	Gary Kline (PM)	Julieann Boyle (SME)
<b>1</b> Create Vendor Management Implementation Checklist	21	21
<b>2</b> Monitor Vendor Management Checklist progress. Report and discuss during weekly Vendor Management Status Meetings.	117	117
<b>3</b> Facilitate quarterly Vendor Management Status Meetings	48	0
<b>4</b> Attend Vendor team meetings as requested	30	0
<b>5</b> Attend monthly Vendor Advisory Committee meetings	30	0
<b>Totals</b>	<b>246</b>	<b>138</b>

*Detailed Estimate*

Deliverable	Estimated Delivery Date(s)	Amount
<b>1</b> Create Vendor Management Implementation Checklist	8/15/2020	\$6,800.04
<b>2</b> Monitor Vendor Management Checklist progress. Report and discuss during weekly Vendor Management Status Meetings.	8/1/2020-4/30/2021	\$37,885.93
<b>3</b> Facilitate quarterly Vendor Management Status Meetings	8/1/2020-4/30/2021	\$16,591.08
<b>4</b> Attend Vendor team meetings as requested	8/1/2020-4/30/2021	\$5,734.42
<b>5</b> Attend monthly Vendor Advisory Committee meetings	8/1/2020-4/30/2021	\$5,734.42
<b>Grand Total</b>		<b>\$72,745.89</b>

*Invoice Schedule*

Deliverable	Estimated Invoice Date(s)	Frequency	Amount	Qty	Totals
<b>Deliverable 1</b>	8/15/2020	One-time	\$6,800.04	1	\$6,800.04
<b>Deliverables 2-5</b>	8/1/2020-4/30/2021	Monthly	\$7,327.32	9	\$65,945.85
<b>Grand Total</b>					<b>\$72,745.89</b>