

## **SWC #360 Acquisition Support Consulting Services** **Contract Information and Usage Instructions**

***\*\*\*The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo--state-agencies--statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.***

**Contract Period:** This contract has a total five-year term, with no renewal options. The contract is the result of direct negotiation with GSA Contract 47QRAA18D0015.

**Contract Start Date:** 5/8/2018

**Current Contract Expiry Date:** 5/7/2023

**Summary/Background Information:** This contract is for consultation pertaining to projects including, but not limited to:

- Procurement and solicitation development;
- Negotiation strategy development and execution;
- Tracking and reporting key metrics for Contractor evaluations, cost reduction, legal compliance, and overall effectiveness;
- Program and initiative review and evaluation;
- Contract management assistance;
- Assistance with presentation materials for awards, conferences, and seminars;
- Savings validation support; and
- Review of current State organization structures and evolving State priorities.

A full scope of this contract can be found in Contract Section A.

The contract is open to local governmental units, members of the University of Tennessee or Tennessee Board of Regents systems, and nonprofit entities identified in Tenn. Code Ann. § 33-2-1001.

**Supplier Name:** Reiko L. Osaki

**Supplier ID:** 140009

**Edison Contract:** 58132

**State Contact Information**

**Contract Administrator:**

Cami Howard  
Category Specialist  
Central Procurement Office  
615-770-3829  
Cami.Howard@tn.gov

**Vendor Contact Information:**

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**Usage Instructions:**

Payment Methodology

<b>Goods or Services Description</b>	<b>Year 1 Amount (per compensable increment)</b>	<b>Year 2 Amount (per compensable increment)</b>	<b>Year 3 Amount (per compensable increment)</b>	<b>Year 4 Amount (per compensable increment)</b>	<b>Year 5 Amount (per compensable increment)</b>
Director	\$174.00/hr	\$177.83/hr	\$181.74/hr	\$185.74/hr	\$189.82/hr
Manager	\$174.00/hr	\$177.83/hr	\$181.74/hr	\$185.74/hr	\$189.82/hr
Associate	\$174.00/hr	\$177.83/hr	\$181.74/hr	\$185.74/hr	\$189.82/hr
Analyst	\$174.00/hr	\$177.83/hr	\$181.74/hr	\$185.74/hr	\$189.82/hr

Travel Compensation: The Contractor shall be compensated for travel, meals, and lodging. Please see the contract document Section C.4. for more details.

**Requisition and Purchase Order Generation:**

Requisitions and Purchase Orders should be generated using each Agency’s specific processes and guidelines. For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page:

<https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>