



State of Kansas Legislative Administrative Services

300 SW 10th Ave Suite 551-S Topeka, Kansas 66612 Telephone: (785) 296-2391 Fax: (785) 296-1153 TTY: 711 Email: LegServ@las.ks.gov

Thomas A. Day
Director

TO: Legislative Coordinating Council
FROM: Tom Day and Alan Weis
DATE: December 30, 2020
RE: Propylon Contract – 6-month

The current contract with Propylon expires on December 31, 2020. The proposed 6-month contract is divided into two parts, one part for monthly support maintenance and one part for project related work. The total for the January 1, 2021 through June 30, 2021 contract is for a total not-to-exceed \$290,000. Below is a synopsis of the proposed contractual details and rationale.

Current State:

Since the KLISS system's implementation in 2011, the Legislature has used Propylon's services to provide critical 3rd level support of core and base systems, ongoing core system maintenance and updates, resources to execute critical, high priority projects in the form of Project Objective Documents (PODs). The use of PODs is intended to provide the necessary structure, discipline, and level of specificity required to lay out the user-driven requirements for a project. In addition, PODs provide the relevant approvals regarding agreements between Propylon and the Kansas Legislature relating to the deliverable's specifications and cost and the subsequent approval and acceptance of the deliverable by the Director of the functional area. The contract with Propylon provide resources to affect training and knowledge transfer.

Rationale:

- The contracts with Propylon have worked effectively to provide both support and project-related services.
- Propylon 3rd level support of core and base systems is required to insure support resources are available to resolve critical issues with the system in a timely manner thereby mitigating the risk of not being able to resolve critical problems with the system.
- Critical ongoing core system maintenance and updates provided by Propylon are required to insure the numerous software components that make up the KLISS environment remain current thereby avoiding the risk of core system components aging to the point of being unsupported.

Recommendation:

Request the Legislative Coordinating Council approve authority for the LCC chair to sign the new 6-month contract with Propylon to span the time-period from January 1, 2021 through June 30, 2021 in the amount not-to-exceed \$290,000. The amount to be set out in contract will again be bifurcated between monthly support/maintenance totaling \$90,000 and an amount not-to-exceed \$200,000 for project-related work as defined by PODs.

Proposed Contract Information:

Structure: Overall contract structure for proposed contract is the same as the prior contracts.

- Support services are provided as required, (i.e., problem resolution and maintenance)
- Project services are governed by individual Project Objective Documents which define requirements, costs, and acceptance criteria.

Term: 6-month contract, January 1, 2021 through June 30, 2021

Cost: \$ 90,000	Support, \$15,000 per month
<u>\$200,000</u>	Max. amount for project-related work, PODs defined/approved by Legislative management staff
\$290,000	Total