

# OMES IS – Signature Sheet

Select the signee:

**Bo Reese** (ie, MSA, SLA, SOW > 500k)

**Matt Singleton** (ie, SOW < 500k, Contract, Work Order)

**Kelly Wilson** (Sole Source or Ratification Agreement)

Date: \_\_\_\_\_

Desired Return Date: \_\_\_\_\_

Title of Document: \_\_\_\_\_

\*\*If amendment, must attach original SOW/Contract/Work Order\*\*

Requestor Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Executive Summary – What is it? Why do we need it? What project/service is it supporting? etc?

Program Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Budget Line Number: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Procurement Vehicle\*: \_\_\_\_\_

\*If SW1025, were all applicable vendors provided opportunity to bid?  Yes  No

Time and Materials

OR

Deliverables

Deliverables Stated

Delivery Dates

Acceptance Criteria

N/A

**Confidential info to be potentially accessed by vendor:**

N/A

1075  FERPA

HIPAA – Requires executed BAA  CJIS

Other \_\_\_\_\_

\_\_\_\_\_

Mark Gower, CISO Date

Comments:

\_\_\_\_\_  
Deputy General Counsel Date

\_\_\_\_\_  
Cathy Menefee, Controller Date

\_\_\_\_\_  
Matt Singleton, COAO Date

\_\_\_\_\_  
Signee

\_\_\_\_\_  
Date