

FAQ - Executive Administrative Memo
“Change in Contracting Policy for 3rd Party IV&V”
Update June 2023

Governor’s Office Memo:

On February 15, 2022, the Governor’s Office issued an Executive Administrative Memo titled “[Change in Contracting Policy for 3rd Party IV&V](#)”.

IV&V Statute:

18-104. A. 1. (g) states in relevant part: *“If the total project costs exceed \$5,000,000, the department shall require the budget unit to contract with an independent third party to review and guide the technology approach, scope, estimated cost, timeline for completion and overall feasibility of the project before making recommendations to the information technology authorization committee. On or before the thirtieth day following the last day of each calendar quarter, the budget unit shall submit a report from the independent third party to the information technology authorization committee and the joint legislative budget committee regarding the progress of each ongoing project.”*

Change in IV&V Contracting - Existing Contracts:

The Governor’s Office Executive Administrative Memo provides in relevant part for ADOA-ASET to determine whether to seek an amendment to the existing IV&V contract to assume management responsibilities. Agencies are asked to cooperate with any such amendment and transfer of management responsibilities to ADOA-ASET. The existing IV&V engagements that ADOA-ASET plans to bring under ASET management have been notified by ADOA-ASET.

IV&V Contracting - New Projects:

The Governor’s Office Executive Administrative Memo issued on February 15, 2022 provides in relevant part that for any new IT projects presented to ITAC on or after March 16, 2022, ADOA-ASET will be the entity responsible for managing 3rd party IV&V providers and that ADOA-ASET will select the IV&V provider and provide scope and direction of the vendor’s work.

IV&V Contract Vehicles:

The state contract IT Advisory, Assessment, Verification and Validation - Consulting Services has been issued for IV&V services. It was awarded to six vendors and is valid until December 31, 2023 as follows:

1. InfoTech Research Group - CTR053238
2. Berry Dunn McNeil & Parker LLC - CTR053249
3. Gartner - CTR053240
4. Public Consulting Group (PCG) - CTR053242
5. NTT DATA State Health Consulting LLC - CTR053207
6. Guidehouse - CTR064844

Steps to Follow:

1. Contact your Agency’s ADOA-ASET [Engagement Manager](#)
2. Prepare Project Background materials for meeting with ADOA-ASET team
3. Review Relevant Draft Documents
4. Support Selection of IV&V Contract Vendor for Project Engagement
5. Make Financial Arrangements to cover costs of IV&V Engagement
6. Engage with IV&V Vendor & ADOA-ASET as Specified in Task Order Engagement

ADOA-ASET Program Manager:

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