



## PROPOSAL FOR TEXAS SHARE SOURCING AND CONTRACT MANAGEMENT SOFTWARE

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**A. COVER SHEET AND LETTER OF INTRODUCTION**



**REQUEST FOR PROPOSALS  
For  
Contract Lifecycle Management Services  
RFP # 2022-004**

Sealed proposals will be accepted until **2:00 PM CT, Thursday, January 20, 2022** and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

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Acknowledgment of Addenda: #1 \_\_\_\_\_ #2  #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_

By signing below, you hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. You agree that failure to submit all requested information may result in rejection of your company's proposal as non-responsive. You certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. You acknowledge that you have read and understand the requirements and provisions of this solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract. And furthermore, that I certify that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.



\_\_\_\_\_  
Authorized Signature

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## LETTER OF INTRODUCTION

Please find attached our response to Texas Share for Sourcing and Contract Management Software.

Pantheon Inc. has delivery centers in Reston VA, Houston, TX, India, and Brazil. The company was founded in 1997 as a full-service software engineering company, engaged in:

- Software product development
- Software development support and consulting services
- Turnkey software development

Pantheon was founded by technology and business experts who are pioneers in the field of software engineering, both in the commercial space and academia. Pantheon has over 1,000 employees in eleven offices in nine countries, with five offshore delivery centers with full lifecycle development serving the Americas, Europe, and APAC. Pantheon has experienced a 32% annual growth rate with annual revenues more than \$150M USD. Pantheon Inc. is a minority owned, and a woman owned enterprise. A statement of capabilities can be found in Appendix E.

The flagship product, the Odyssey Digital Automation Platform, is built on the concept of Relentless Simplicity. Whether it is application build, integration or workflow, Odyssey creates the means to deliver work quicker, more efficient and enables our customers to turn data creators into information users. Odyssey is a true No-Code solution, which makes collaboration between devices, applications, and systems simple. By removing existing barriers and breaking down data silos, the Odyssey Platform reduces friction, promotes productivity, and increases revenue. Odyssey turns data into information that drives better decision-making, increases efficiency, and uncovers new revenue-generating opportunities. The Odyssey Contract Management System (OCSM) is built on the Odyssey Automation Platform.

Pantheon's proposal is the for implementation of the OCSM, a SaaS based configurable, streamlined solution for handling all documents, communications, workflow, and audit requirements surrounding vendor management, bid solicitation and contract management. The solution will provide modules that integrate with each other to provide a seamless flow of information.

We look forward to speaking with you and your team in due course.

Signed,



**Michael Levene**  
**Technical Sales Manager**

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## B. EXECUTIVE SUMMARY

### **The Odyssey Contract Management Solution**

The Odyssey Contract Management Solution will meet and exceed all your requirements in the RFP document. The platform was built from the ground up using a no-code system that frees clients from vendor dependence. It is an extremely intuitive application and contains features such as Natural Language Processing, Machine Learning and imbedded AI/ML not found in any other Contract Management Software.

The SaaS solution would be hosted in a SOC 2 Type 2 facility in Virginia. The data center has multiple internet data providers. The production environment will be guaranteed to an uptime of 99.9% per month. An eight-by-five support plan is included with this proposal which can be extended twelve-by-five or twenty-four-by-seven to meet Texas Share's requirements. An Active-Passive Disaster Recovery plan is also included in the proposal using our Texas data center.

The Odyssey Contract Management Solution is based on the Odyssey Digital Automation Platform; a codeless digital workflow automation product, which offers the benefits of fast implementations of a Commercial Off the Shelf solution while maintaining the flexibility of a bespoke ground-up build solution. It is comprised of seven modules with over seventy applications and workflows accessible through a single portal that specifically address the end-to-end lifecycle for managing various types of contracts, RFx's and other types of legal documents. The functionality of the solution will be usable "out of the box," with some minor configurations applied, to encapsulate Texas Share's business practices.

Odyssey manages installation, integrations, and operations centrally. Menu-driven administration, drag-and-drop form design, and wizard-based workflow design minimizes or eliminates the need for custom code. Odyssey's Task Agent technology internalize the complexity of interfacing with external systems when automating workflows or creating new integration points. The Task Agents present the configuration options and variables as drop-down menus, checkboxes, and simple fields. The process specialists avoid all the work of deciphering the calls to third-party REST APIs, the syntax of executable command-line options, or the complexity of process calls. Pantheon's current understanding of the requirements indicates there will be no necessary changes to the underlying Odyssey Platform to meet Texas Share's needs. An overview of the architecture for the solution is in [Appendix 5](#)

## C. IMPLEMENTATION TEAM

All personnel assignments are provisional, based on current staff deployment with the company. Similarly, qualified individuals may be substituted as required. During the duration of the engagement, the following are anticipated to be dedicated (80% +) to the project:

Name	Role	IT Experience	Expertise	Highest Education
Jocy Brantley	Project and Program Manager	30+ years	<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Content Management</li> <li>• Product/Program Management</li> <li>• Odyssey Digital Automation</li> </ul>	Bachelor of Science
Adrian Nizheberskiy	Senior Analyst / Developer	15+ years	<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Content Management</li> <li>• Software Development</li> <li>• Odyssey Digital Automation</li> </ul>	Bachelor of Science
Cory Arnold	Senior Analyst / Developer	10+ years	<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Content Management</li> <li>• Software Development</li> <li>• Odyssey Digital Automation</li> </ul>	Bachelor of Science
AJ Payvand	Quality Assurance Engineer	8+ years	<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Content Management</li> <li>• Quality Assurance</li> <li>• Odyssey Digital Automation</li> </ul>	Bachelor of Science
Reepa Mathen	Project Manager	18+ years	<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Content Management</li> <li>• Project Leadership</li> <li>• Odyssey Digital Automation</li> </ul>	Master of Science
Anin Mathen	CTO / Lead Architect	25+ years	<ul style="list-style-type: none"> <li>• Business Leadership</li> <li>• IT Leadership</li> <li>• IT Architecture</li> <li>• Odyssey Digital Automation</li> </ul>	Master of Science

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Other personnel within the organization will participate as needed (IT administrators, additional junior engineers, additional QA engineers, C-Suite level management etc.) at a less than 50% utilization.

The team reports to the Chief Technology Officer, who in return reports to the President. Some or all members of the team shall be made available to the customer during Texas Share's working hours. Texas Share and Pantheon may mutually agree on a modification to this schedule to support the program schedule.

## D. TECHNICAL PROPOSAL

Please see [Appendix 4](#) for a full description of the Odyssey Contract Management solution

1. Creation, Drafting, Sharing, Editing – Common capabilities for this topic may include
  - RFP Management
  - Contract Authoring
  - Library of templates and forms (including “wizards” based on contract type)
  - Audit trail of all transactions
  - Tracking of progress
  - Automated workflow routing with email alerts
  - Role based access and security (LDAP AND SAML SSO enabled)
  - Interface/integration with existing databases and programs (Office365, SQL, ERP, DocuSign)
  - System to system proposal submission to grants.gov
  - External sharing and editing (with track changes) for contract negotiations
  - Commenting capability for private comments vs. shared external comments

The Odyssey Contract Management Solution (OCSM) manages the complete contract lifecycle from pre-solicitation, authoring, solicitation, evaluation, award, management, and contract close out or renewal. Actionable dashboards are available to show the status of any solicitation at any stage of the process.

OCMS authoring tools enable the creation of any document or RFx document using either document templates or via construction using approved clauses. After clauses are created, they are routed using the business and workflow engine for collaboration and authorizations throughout an organization to the relevant parties. All documents and clauses are versioned. Additionally, document content can be imported from word processing applications.

The business rules and workflow are highly configurable providing different templates, approvals, and options for different contract types.

Everything which occurs within OCMS is audited, including access, approvals, entry of data, and transactions. The audit trail is read only once entries have been created.

Various dashboard display process and are actionable, allowing the user to drill down to more detailed information, and then to take any required actions.

When tasks are assigned to individuals or groups of individuals these can be seen/viewed on dashboards, via notification on either Android or iOS mobile application, or via a link within an email message.

OCSM can be integration with cloud based or on-premises authentication services using industry standard tools such as SAML 2.0 providing single sign on for users.

Odyssey uses No Code Task Agents to perform integrations. Out of the box the OCMS support 4,000+ integration points across 350+ application. Where a new integration point is required, this can typically be created within a single 2-week sprint using our Task Development. Pantheon Inc. are responsible for the support and maintenance of Task Agents used to integrate third

party applications. The solution has existing task agent to integrate with Office365, SQL, ERP Systems and DocuSign. We will create a Task Agent for the submissions of proposals to grants.gov.

The contract negotiation module provides a comprehensive seamless mechanism for collaboration, review, approval, and execution of contracts for both internal and external users.

All actions and approval can be annotated with comments, the visibility of these comments can be configured to provide the capability of having private internal comments.

2. Approval and Executing – Common capabilities for this topic may include
  - Routing and approval through Budget, Legal and Board (as necessary)
  - Electronic or wet-ink signatures
  - Automatic send, receive, track, and file executed contracts (fax, e-mail)

OCSM key features for approval and execution of contract include:

- Ability to create/update contracts and process approvals from one contracting personnel to the other, for example Budgeting, Legal, and Board.
- Ability to perform contract updates and approvals in batch mode
- Ability to make edits to contracts while preserving historical data and honoring approval rules
- Auditable history of actions taken on contract as it traverses through various stages of its lifecycle
- Ability to import documents in popular formats as attachments during the lifecycle (Word, PDF, Excel, CSV etc.)
- Version control support for attachments incorporated into the contracting lifecycle
- Ability to control actions on attachments by users based on roles
- Various types of contracts such as Services, Goods, Construction, Time & Material, Fixed Price, Purchase Orders etc. are supported with the ability to create more types as part of the configuration
- Modifications to contracts can be managed as additional parts of the contracting lifecycle
- Change Orders, Task Orders, Service Orders, and other Addendums can be incorporated into the lifecycle
- Contract numbers can be auto generated using a combination of formats that are configurable. Example patterns include those that incorporate Year, Month, Date, Unique Numeric, Alphanumeric Suffix, Prefix, Random numbers etc.
- Major changes to contracts can be made to generate new sequence numbers that are tied to the parent contract number
- Complete security control around contract objects by allowing administrators to provision access (Read, Write, Approve, Reject, etc.) to users or groups participating in the lifecycle.
- Electronically signed documents are automatically read back into document repository, for wet inked contract the pages can be scanned into the document repository.
- End to end visibility of document signature lifecycle is available to track eSignatures being executed

3. Storage and Access – Common capabilities for this topic may include

- Web/Cloud based, SaaS
- Browser agnostic
- Size limitations (and effect on functionality)
- Search and retrieval, including attachments (which file formats are supported)
- Searchable by contract terms; contract type; counterparty, various names; expiration dates; clauses; keywords
- Capable of migrating legacy contracts and attachments
- Restore process for lost/corrupted data (backup)
- Must provide a copy of all stored records on a monthly basis
- Guaranteed uptime in hosted environment

OCSM is offered as a SaaS solution which can be hosted on Pantheon servers or be hosted within customers cloud infrastructure. We can support cloud service providers like AWS and Azure. The solution is scalable so can be fine-tuned to provide resource as needed without limitations for storage, bandwidth, or memory through intelligent load balancing. The solution has a responsive design and therefore supporting workstation and tablets, and using native applications, iOS, and Android for phones.

All functionality of the solution is available through a modern web browser (e.g., Chrome, Safari, Firefox, Edge etc.) without the need for any additional plugins or downloads and accessed using secure TLS/SSL based logins.

Using Odyssey Servers and Task Agents (see [Appendix 5](#) for Architecture) all content typically resides within our customers infrastructure and is indexed by Odyssey's inbuilt search engine, making all data, attributes, and associates files searchable. Most common file types are supported.

Legacy contracts can be converted and read into OCSM. For a full description on this process please see [Appendix 6](#) data conversions.

By default, the proposed solution will include primary and secondary hosting out of one SOC 2 Type 2 facility. Each site has multiple internet providers.

The company providing SOC 2 Type 2 services will be the same company. However, customer may enter into contractual agreement to host from two separate commercial entities.

Failover within a cluster is automatic and with zero system unavailability. The cluster is aware of the event. In the event of catastrophic failure, failover to a secondary facility will take manual intervention and can be accomplished in under 30 minutes.

Data center-to-data center backups can be setup to synchronize based on a configuration ranging from 1 hr. to 8hr, 12 hr., or 24 hr. intervals.

Once Disaster Recovery is declared, the traffic can be routed to the alternate data center and the DR cluster will be activated as part of the DR declaration. Data loss will be as much as the interval decided for the data backup between the data centers.

**Recovery:**

In the event of failover within a site with no service loss and minimum service impact (slight sluggishness due to less load capabilities), the agency will be informed by email as soon as possible, followed by a phone call during daytime/normal business hours.

In the event of a failure that requires failover to the secondary site, or in some way has service impact, agency will be informed within 30 minutes by both email and phone call.

In the event of a primary site outage that lasts more than a day, additional factors in the Pantheon BCDR plan would be invoked. While the DR/failover site was in production, a technical assessment would be conducted concerning the known issues of the primary site. If deemed necessary, a tertiary site could be spun up.

The same would apply if for some reason both the primary and secondary site were unavailable. All DR installations, etc. could be performed remotely on easily available Virtual Machines.

Data can be rebuilt to any previous point in time, using information stored in our audit trails and logs.

See SLA with [Appendix 3](#) for response and target resolution times for issues. We can guarantee uptimes to meet customers' requirements.

**Storage and Access (Continued)**

- HIPAA compliant storage
- Product life and update schedule
- OCR compatible
- Searchable metadata
- Customizable user interface
- Multiple platform access (desktop; laptop; smartphone)

HIPAA compliant storage is enabled through technical safeguards, physical security, and risk analysis which are detailed in the Pantheon System and Organization Control Overview document which is part of the Pantheon response to this RFP.

Pantheon Inc. provides 4 updates per year to OCMS, three being minor upgrades and one being a major upgrade. The last Major upgrade was in April 2021. Details about the product road map will be shared if down selected.

Using Pantheon's Task agent technology, the OCMS product can be configured to read scanned documents, convert the content to machine readable text files and then indexing the content through our internal search engine, thereby allowed the information to be searched. Additionally, all the content database, and metadata stored within OCMS is indexed for this purpose.

The main dashboard within the solution can be configured by end users to hide or display and

move the main application tiles around the screen. The actual look and feel of the content is created using definable theme which can be applied to all pages within OCSM. A responsive design ensures the solution scales on workstations, laptops, tablet and cell phone devices. There are native Android and iOS applications.

4. Management – Common capabilities for this topic may include
  - Alerts, escalations, workflow triggers, based on contract milestones (volume thresholds, payment schedules, expiration dates, renewal notifications, etc.)
  - Limitation on assigning users to tasks and capable of re-assigning in bulk
  - Reporting on task assignments and completion
  - Monitoring contractor compliance
  - Reporting: dashboards; canned reports; customizable reports (role based); distribution
  - Feedback from end-users
  - Tracking and logging performance events
  - Link related contracts
  - Obligation capture, compliance tracking, reporting
  - Automated renewal/termination process
  - Concurrent licensing model

### **Summary:**

OCSM is a complete contract management lifecycle solution. It has a build in business rules and workflow engine which can route tasks depending in contract milestones. The solution is secure with a 10-layer security model which determines what a user can see and action on the system dependent on their user group-based entitlements. Within the solution end-users can submit support ticks and provide feedback on the product to Pantheon Inc. There is a contract renewal or closeout process within the last module of the solution. Tasks can be reassigned, or bulk assigned given a user has authority to make these changes. A vendor portal is included within the solution allowing both vendors and prospective vendors to interact with the solution.

Appendix 4 contains a full overview of OCSM including screen shots.

### **Notifications:**

- Standard notifications for various phases of the contract lifecycle
- Customizable notifications for changes to data and various distinct phases of the contract lifecycle
- Content in the notifications is completely customizable and can also be tailored to role of person(s) receiving the notification.
- Notifications can include traditional mechanisms such as email.
- Notifications can include SMS and text messages to mobile devices.
- Notifications can include Push notifications to the Odyssey mobile app on iOS and Android devices.

### **Reports:**

- Standard reports for the contracting authority include, but are not limited to the following
  - Reports on current solicitation activity
  - Reports on current activity related to contracts, solicitations, awards etc.
  - Reports on contractors/vendors in the system and their current activities

- Reports on Contracts, active, expired, and other characteristics-based results
- Reports on purchase orders, active, expired, and other characteristics-based results
- Reports on payment related activities related to contracts, purchase orders etc.
- Customizable reports that can be configured to present charts, tables, hierarchies, and other representations of data relevant to the contracting lifecycle.
- Report content can be emailed or downloadable as per configuration in various popular formats
- End user report writing tool

### **Contract Management:**

- Ability to create/update contracts and process approvals from one contracting personnel to the other
- Ability to perform contract updates and approvals in batch mode
- Ability to make edits to contracts while preserving historical data and honoring approval rules
- Auditable history of actions taken on contract as it traverses through various stages of its lifecycle
- Ability to import documents in popular formats as attachments during the lifecycle (Word, PDF, Excel, CSV etc.)
- Version control support for attachments incorporated into the contracting lifecycle
- Ability to control actions on attachments by users based on roles
- Various types of contracts such as Services, Goods, Construction, Time & Material, Fixed Price, Purchase Orders etc. are supported with the ability to create more types as part of the configuration
- Modifications to contracts can be managed as additional parts of the contracting lifecycle
- Change Orders, Task Orders, Service Orders, and other Addendums can be incorporated into the lifecycle
- Contract numbers can be auto generated using a combination of formats that are configurable. Example patterns include those that incorporate Year, Month, Date, Unique Numeric, Alphanumeric Suffix, Prefix, Random numbers etc.
- Major changes to contracts can be made to generate new sequence numbers that are tied to the parent contract number
- Complete security control around contract objects by allowing administrators to provision access (Read, Write, Approve, Reject, etc.) to users or groups participating in the lifecycle.

### **Contract Compliance:**

- Automated surveys can be configured to obtain feedback from various third parties and vendors, project teams etc. to be able to measure various metrics related to the contract
- Compliance checklists can be created and published specific to each contract.
- Key milestones can be setup to be trackable.
- Email notifications around milestones.
- Renewal steps and workflow process can be initiated using the configured process.
- Managing vendor risk Data such as financial, geopolitical, corporate social responsibility, supply chain, operational, legal, Data security, and Vendor interdependences.
- Performing Incident remediation and prevention with alerts, workflows, root-cause analysis, Incident impact analysis, Incident prediction, and value estimation.

- Managing ineligibility of a person or Corporation to participate in a sourcing opportunity.
- Updating Vendor Information or contract Information in real time with version control; and
- Providing Data extracts and reporting on Vendor Information, comparative risk, and performance reviews.

#### **Dashboards:**

- Dashboard to view contracts, milestones and search based on various filter criteria
- Simple interface to retrieve contracts and other artifacts related to them using keywords, Boolean functions and other typical features supported by web search engines such as Google, Bing etc. D.1.a.v
- Ability to search for contracts using any data element captured as part of the contract lifecycle.
- Ability to search within attachments added to the Contract during the entire lifecycle.
- Configurable filter criteria for dashboards to allow users to narrow down results based on various aspects of contracts such as types, dates, vendors, suppliers, numbers etc.
- Executive Dashboards that give stake holders a peak into current and historic activity related to contracts, solicitations, awards, and other relevant details from the contracting authorities' perspective.
- Security around user roles allows information to be shown or hidden to various personas.
- Content downloads can be enabled or disabled for various parts of the dashboards and reports
- Dashboards can also be made to be publishable to users who do not need login credentials, but have a need to be able to view certain types of information

#### **Contract Administration:**

- Change tracking can be enabled for any data field related to a contract configured as part of the contract lifecycle
- Change tracking can be enabled for any data field for all related entities tied to a contract such as Supplemental Services, Task Orders, Delivery Orders
- Change and activity tracking for base period performances around contracts
- Change and activity tracking for option period performance related to contracts
- Notifications can be setup on various data fields for criteria that includes dates, time periods, renewal periods, contract balances, milestones, and various performance metrics.
- Data indexing by the built in Search Engine allows information to be searched and retrieved for various apps related to this functionality

#### **Tracking:**

- Contractors can access the vendor portal to provide information related to spend for the contract.
- Various aspects of the spend such as those accounted towards SBE, WBE, MBE etc. can be entered, tracked as well as reported on.
- Dashboards and Reports that summarize and provide drill downs based on Spend across contracts

## Concurrent Licensing:

A used a SaaS pricing model allowing for unlimited concurrent users. See pricing section for additional details.

5. Training and Support – Common capabilities for this topic may include
  - Contract migration support
  - Training: web; in-person; materials; ongoing; online manual
  - Helpdesk support (24/7)
  - Implementation planning and support

See [Appendix 1](#), [Appendix 2](#) and [Appendix 3](#) for a complete description of Pantheon's implementation methodology, the Pantheon project repository and processes, and Pantheon maintenance and training services.

6. Security Measures - Proposers should outline their cybersecurity strategy and provide evidence of 3rd-party attestation of compliance with any of the following certifications or standards:
  - NIST 800-171, 800-53
  - ISO27001
  - SOC 2
  - FedRAMP
  - Cloud Security Alliance STAR
  - PCI-DSS

In the absence of 3rd-party attestation of compliance with these certifications or standards, proposers should provide documentation around the following cybersecurity controls:

- 3rd-party penetration testing, including frequency
- Data security o Encryption in transit and at rest
- Data access by support personnel
- Personnel screening
- Physical security
- Software development life cycle security
- Network access controls
- Privileged level access controls
- Disaster recovery and business continuity

In addition, proposers should outline their Single-Sign-On capabilities, e.g., support for SAML and integration with identity providers such as Azure Active Directory.

- See System and Organization Control document within submission packet.
- See Pantheon BCDR Plan within submission packet
- See [Appendix 5.3](#) on Architecture for description of SSO and how this is implemented

OCMS is built on the Odyssey platform that has a 10-layer foundational security layer as detailed in the diagram below. Every from a high-level workflow or process, areas of a form, a field within a form, the integration points for data retrieval and publication, access to file resources, port accesses and many more are part of the comprehensive security umbrella/sandbox under which the OCMS operates. Through custom dashboards, the solution allows designated users of the solution, visibility at a high-level the general status of activities within the system and the ability to drill-down to the specifics of individual bids/proposals/contracts.

Everyone logs into OCMS with their own unique credentials which can be authenticated from a 3rd party product or service like LDAP. OCMS separates all data into metadata and content data. All data regardless of its type is encrypted in transit using TLS 1.2 based certificates. This ensures that no information is exposed outside the TLS boundaries.

All metadata is encrypted at rest using industry standard AES encryption methods. Content data is also encrypted based on the type of information that is retrieved, stored, and processed. For example, configurations can be setup that enforces content data encryption for only Personally Identifiable Information (PII) or it can be enabled for all content data. The choice is dependent entirely on the type of contracting that is performed by the customer and the sensitivity of the information that goes through the system.

All communications over networks are encrypted using common secure protocols (HTTPS/TLS/etc.). All communications to the web browser are via https. All data from a web browser to the OCMS server, regardless of its type is encrypted in transit using TLS 1.2 based certificates. This ensures that no information is exposed outside the TLS boundaries. All communications between the OCMS servers and the Odyssey Agent(s) are also encrypted using TLS 1.2 certificates. End-point integration with third party systems such as SharePoint, PeopleSoft, Databases etc. are also encrypted where such encryption is supported by the third-party system being integrated.

By default, all traffic between the Web browser and the OCMS SaaS solution in the cloud is encrypted using certificates leveraging the TLS 1.2 protocol. If necessary, the customer can install a Next Generation Firewall (NGFW) at the edge of the customer's network to accommodate this desire for transparency to the customer. There is an expense associated with such decryption since every interaction with the SaaS solution will go through this decryption and encryption process. An alternative approach is to use a dedicated decryption device to narrowly identify traffic that needs to be decrypted. OCMS can work with both approaches to ensure that organizations have the visibility they desire.

The following data encryption standards are utilized by OCMS: For all HTTPS, TCP and related traffic, a TLS 1.2 based Certificate is used to encrypt data in motion. For data at rest, an AES 256 based combination cipher is used. Passwords and other data that can be stored as one-way digests are encrypted using a digest algorithm where applicable. All encryption keys are owned and serviced by Pantheon. The encryption keys are stored either in a key vault, database, or on disk based on the use case scenario for the implementation. The encryption keys used for transparent data encryption can be configured to be rotated at custom intervals based on what the customer prefers. This is typically yearly but can be done at different intervals.

All uploads to the system will require the user to be logged into the system unless otherwise specified by the workflow and the needs of the Customer. All uploads/downloads to the OCMS utilize secure communications (https). All files are scanned by antivirus detection software during the upload process and before being committed to the system, and routinely thereafter. All non-secure ports and protocols, and all unnecessary accounts, are disabled on the system server to avoid unauthorized access to upload files.

## E. EXPERIENCE AND REFERENCES

Pantheon Odyssey Technologies Ltd. has extensive experience in the provision of Contract Management Solutions for both private and public entities.

### **Metropolitan Washington Airports Authority**

The Metropolitan Washington Airports Authority is a public body politic and corporate. The purpose of this entity is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area. The Authority's mission is to develop, promote, and operate safely Reagan National and Dulles International airports, continually striving to improve efficiency, customer orientation, and the level of air service offered at National and Dulles.

At the end of November 2020 after winning a public tender with over 30-competing firms, Pantheon was awarded a contract to supply a procurement and contract management solution for the authority, covering the full contract management lifecycle from pre-solicitation through to contract close out or renewal. Pantheon was able to configure and implement the Odyssey Contract management solution to fully meet the requirements of the authority within a few months. The implementation went live in April 2021.

### **ExxonMobil Corporation**

One of the largest Oil & Gas Companies, ExxonMobil has 108,000 people leveraging 1,000s of applications in thirty-six countries on the Odyssey platform. They use Odyssey as a workflow tool that integrates their Vendor Management, Contract generation, Contracts and Document Management, Content and Data Replication, PO/Order Generation, Invoice Processing, Payment Processing Cyber Security, Identity Management, DevOps, Change Management (IT, business, and Supply Chain management), and vital ERP systems. Their ERP systems are integrated with Odyssey as the glue to get content/contracts and data and present portals to their third- and fourth-party vendors. Vendors interact with the Odyssey portals to submit Master Services Agreements, SOWs, Change Orders, PO, time spent on projects, expenses incurred, get pre-authorization for planned expenses, and indicate changes to rates, SOWs, submit invoices and other contract related activities tied to the project they are working on.

### **Schrill Technologies Inc.**

Schrill Technologies uses Pantheon's Odyssey Vendor and Contract Management portal for the entire lifecycle of managing contracts, MSA's, SOWs, Secure Documents, Vendor payment, Vendor Performance KPI/SLA tracking, Vendor Relation Ship Management and Contract renewals in addition for all projects that are undertaken under the aegis of such contracts, invoices and expenses are submitted, managed, and approved through the Odyssey Vendor and Contract Management portal. The contract generated and onboarding process documents generated in Odyssey uses the DocuSign e-Sign feature through the Odyssey DocuSign plug-ins.

## Corporate Solutions General Inc.

Corporate Solutions General Inc uses Pantheon's Odyssey Vendor Management System and Contract Management portal for the entire lifecycle of managing vendor contract generation, MSA's, SOWs, contract renewals. This includes negotiations for contracts, e-Sign through DocuSign, managing invoices and expenses. Invoices and Expenses are submitted, managed, and approved through the Odyssey workflows portal. The contracts managed through Odyssey record key attributes such as contract duration, payment terms and automatically alert impending renewal/expiration notifications and validate/disseminate payment alert to the appropriate contract custodians of the customer and vendor.

## REFERENCES

	Reference 1	Reference 2	Reference 3
<b>Client</b>	ExxonMobil Corp	Corporate Solution General Inc	Metropolitan Washington Airport Authority
<b>Contact</b>	Roger DeVries	Raj Reddy	Felipe Dominguez
<b>Email</b>	<a href="mailto:roger.e.devries@exxonmobil.com">roger.e.devries@exxonmobil.com</a>	<a href="mailto:rreddy@corsogen.com">rreddy@corsogen.com</a>	<a href="mailto:Felipe.Dominguez@MWAA.com">Felipe.Dominguez@MWAA.com</a>
<b>Phone</b>	832-625-5697	832-736-5053	703-417-8671
<b>Contract Value</b>	Will be shared if down selected	Will be shared if down selected	Will be shared if down selected
<b>Dates</b>	April 8, 2013 - Present	Jan 18, 2016 - Present	Nov 2020 - Present
<b>Location</b>	Global	Houston	Washington DC
<b>Summary</b>	Enterprise-wide deployment of Pantheon's Odyssey Platform	Deployment of Odyssey Solution – Digital Transformation	Deployment of the Odyssey Contract Management Solution

## F. PROPOSAL PRICING

### Fees & Payment Terms

The final terms and conditions will be as per the Software Services Agreement agreed by the parties. All invoices will be submitted quarterly, with payment due net-30 days. The fees are divided into the following two categories: SaaS Licensing & Maintenance Fee, which is an annual subscription fee; and a one-time Implementation Fee, as discussed in the Estimated Plan Section and training customers personnel on the Odyssey Digital Automation Platform.

### SaaS License, Hosting & Maintenance

The contract term is for three years. Hosting is in a SaaS model and assumes National coverage (2 VM(a) (8 CPU, 16 GB, 2 TB, 1 IP), 2 IP, 500 MB in/out). The SaaS model provides for one production environment, one development environment and one testing (QA) environment. Maintenance provides for eight-by-five support. All fees will be billed annually in advance. The fees are for the services as described in the Proposal. Total annual License, Hosting and Maintenance Fees are billable annually in advance and calculated as follows:

Up to 25 Core <sup>1</sup> Users	\$52,000
Additional Core <sup>1</sup> User	\$ 520
Over 125 Core <sup>1</sup> Users	Contact for quote for additional volume discount

<sup>1</sup>A Core User is defined as an internal user of the customer, who is a regular user of the solution, typically within Procurement/Purchasing or Legal departments.

### Implementation Fee

The Implementation Fee is as per Estimated Plan. Payment terms are 50% at time of contract signing and 50% at completion of the implementation. Implementation will be performed remotely. Training fees are included in the Implementation Fee. The Fee is broken down as follows:

- Installation and Configuration \$25,000 USD; assumes three hundred hours; over will be billed at \$80 USD/hour

### Optional Services:

- Bespoke Configuration will be billed at \$80 USD/hour
- Data Migration will be billed at \$80 USD/hour
- Application Integration will be billed at \$80 USD/hour.

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## G. ATTACHMENTS

### ATTACHMENT I: INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL

#### Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

#### Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 6.04.

Name of Organization/Contractor(s):

**Pantheon Inc.**

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Signature of Authorized Representative:



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**01/20/2022**

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

**ATTACHMENT II:**  
**CERTIFICATIONS OF OFFEROR**

Name of Organization/Contractor(s):

**Pantheon Inc.**

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Signature of Authorized Representative:



**01/20/2022**  
Date: \_\_\_\_\_

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**ATTACHMENT III:**  
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:  
Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;

Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,

Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Contractor(s):

**Pantheon Inc.**

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Signature of Authorized Representative:



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**01/20/2022**

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

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**ATTACHMENT IV:**  
**RESTRICTIONS ON LOBBYING**

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

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**LOBBYING CERTIFICATION  
FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge or belief, that:

No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract; and

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with the instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

**Pantheon Inc.**

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Signature of Authorized Representative:



**01/20/2022**

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

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## ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

The PANTHEON INC. (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the PANTHEON INC. (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

### CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

**Pantheon Inc.**

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Signature of Authorized Representative:



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01/20/2022  
Date: \_\_\_\_\_

**ATTACHMENT VI:**  
**CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

The undersigned certifies that, to the best of his or her knowledge or belief, that:

"No employee of the contractor, no member of the contractor's governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents".

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Name of Organization/Contractor(s):

**Pantheon Inc.**

Signature of Authorized Representative:



**01/20/2022**

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

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

**OFFICE USE ONLY**

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**1** Name of vendor who has a business relationship with local governmental entity.

PANTHEON INC

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

RAJESH PURUSHOTHAMAN

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**



01/20/2022

Date

Signature of vendor doing business with the governmental entity

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**ATTACHMENT VII:****CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Name of Organization/Contractor(s):

**Pantheon Inc.**

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Signature of Authorized Representative:



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**01/20/2022**  
Date: \_\_\_\_\_

**ATTACHMENT VIII:**  
**CERTIFICATION OF GOOD STANDING**  
**TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Type of Business (if not corporation): **Limited Liability Corporation**

Sole Proprietor

Partnership

Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

**RAJESH PURUSHOTHAMAN, PRESIDENT**

(Printed/Typed Name and Title of Authorized Representative)



Signature

Date: 01/20/2022

**ATTACHMENT IX:**  
**HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR DISADVANTAGED**  
**BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB companies should identify themselves and submit a copy of their certification.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program  
 Texas Comptroller of Public Accounts  
 Lyndon B. Johnson State Office Building  
 111 East 17th Street  
 Austin, Texas 78774  
 (512) 463-6958 <http://www.window.state.tx.us/procurement/prog/hub/>

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency  
 624 Six Flags Drive, Suite 100  
 Arlington, TX 76011  
 (817) 640-0606  
<http://www.nctrca.org/certification.html>

Submitter must include a copy of its minority certification documentation as part of this solicitation. If your company is already certified, attach a copy of your certification to this form and return with your proposal.

Indicate all that apply:

Minority-Owned Business Enterprise  
 Women-Owned Business Enterprise  
 Disadvantaged Business Enterprise

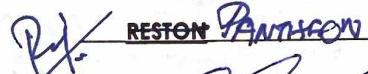
ATTEST TO Attachments of Certification:

  
 Authorized Signature

RAJESH PURUSHOTHAMAN 01/20/2022

Typed Name Date

Subscribed and sworn to before me this 20 day of JANUARY (month), 2022 in

 RESTON FAMISON (Customer), FAIRFAX (county), VIRGINIA (state).

SEAL

Notary Public in and for Fairfax (County),  
 State of Virginia Commission expires: 08/31/2023

William Carlton Casey, III  
 Notary Public Commonwealth of Virginia  
 Commission Expires Aug 31, 2023  
 ID# 7831700

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**ATTACHMENT X:**  
**PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**  
**CERTIFICATION**

This RFP and any resulting Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment.

Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g. phones, internet, video surveillance, cloud servers) include the following:

Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).

Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).

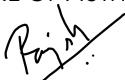
Telecommunications or video surveillance services used by such entities or using such equipment.

Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country.

The entity identified below, through its authorized representative, hereby certifies that no funds under this RFP or any resulting Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

■ The Respondent hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON:



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NAME OF AUTHORIZED PERSON:

**RAJESH PURUSHOTHAMAN**

NAME OF COMPANY:

**Pantheon Inc.**

DATE:

**01/20/2022**

**EXHIBIT A**

<b>RFP 2022-004</b>	<b>Texas Service Area Designation or Identification</b>		
<b>Proposer Name:</b>	<b>PANTHEON INC.</b>		
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to service the entire State of Texas</b>		
	Will service the entire State of Texas	Will not service the entire State of Texas	
	<b>YES</b>		
<b>If you are not proposing to service the entire State of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.</b>			
<b>Item</b>	<b>Region</b>	<b>Metropolitan Statistical Areas</b>	<b>Designated Service Area</b>
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The WoodlandsSugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	

11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

<b>RFP 2022-004</b>	<b>Nationwide Service Area Designation or Identification Form</b>								
<b>Proposer Name:</b>	<b>PANTHEON INC.</b>								
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Will service all Fifty (50) States</td> <td style="width: 50%;">Will not service Fifty (50) States</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>YES</b></td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table> <b>If you are not proposing to service to all Fifty (50) States, then designate on the form below the States that you will provide service to. By designating a State or States, you are certifying that you are willing and able to provide the proposed goods and services in those States.</b>  <b>If you are only proposing to service a specific region, metropolitan statistical area (MSA), or Customer in a State, then indicate as such in the appropriate column box.</b>			Will service all Fifty (50) States	Will not service Fifty (50) States	<b>YES</b>			
Will service all Fifty (50) States	Will not service Fifty (50) States								
<b>YES</b>									
<b>Item</b>	<b>State</b>	<b>Region/MSA/Customer</b>	<b>Designated as a Service Area</b>						
1.	Alabama								
2.	Alaska								
3.	Arizona								
4.	Arkansas								
5.	California								
6.	Colorado								

7.	Connecticut	
8.	Delaware	
9.	Florida	
10.	Georgia	
11.	Hawaii	
12.	Idaho	
13.	Illinois	
14.	Indiana	
15.	Iowa	
16.	Kansas	
17.	Kentucky	
18.	Louisiana	
19.	Maine	
20.	Maryland	
21.	Massachusetts	
22.	Michigan	
23.	Minnesota	
24.	Mississippi	
25.	Missouri	
26.	Montana	
27.	Nebraska	
28.	Nevada	
29.	New Hampshire	
30.	New Jersey	

31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

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## APPENDIX 1 - IMPLEMENTATION METHODOLOGY

To best serve the Texas Share, we would need clearly defined Use Cases and participation from Texas Share in the implementation. Understanding would be required for

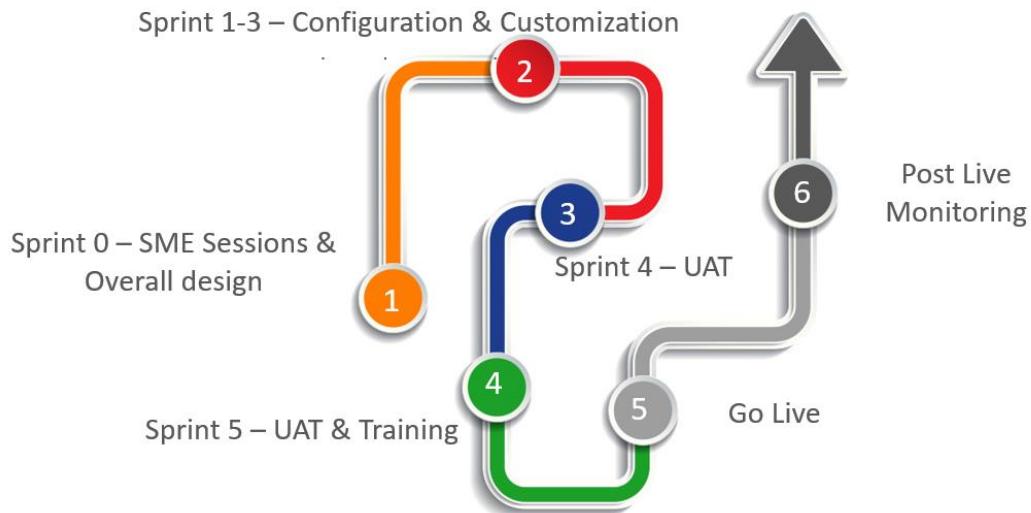
- Data sources
- The current end-to-end process flows for each use case being implemented
- Number of Solicitations, Contracts, POs, and transaction volumes
- Number of third-party vendors and anticipated growth rates.
- Information on data pulled/stored in third-party systems

Pantheon uses Agile/Scrum methodologies to facilitate rapid development of small, easy-to-test “chunks” of functionality, instead of relying on one of the development approaches that attempts to bring everything together only near the end. Existing workflows will be modified and re-configured, with no new coding required to meet the unique needs and best practices of Texas Share. Thus, the headcount for the project will be a small, predominantly dedicated team with assistance from specialists for short durations as needed.

Our proven approach is to gather information and plan sprints during a discovery phase, post award of any contract. Typically, this work is performed in a Sprint 0. We have delivered 100's of projects to budget and in a timely manner by taking this approach.

## A1.1 Methodology

### OCMS Project Work Plan & Methodology



- Project shall be driven using a hybrid Agile/Scrum methodology
- 6 Sprints in total from Start to Go-Live
- Each sprint is two calendar weeks
- Sprints are iterative with each sprint building on earlier progress and feedback
- Demos at the end of every sprint
- Allows for continuous feedback
- Sprint retrospectives after every sprint
- Allows all participants to reflect and suggest improvements to future sprints

The following high-level plan shows the timelines from contract award until Go Live and beyond. Depending on our evaluation of current processes used within Texas Share for Contract management and exploration in detail of requirements, the plan is subject to change. The end-to-end implementation from contract award onwards will be conducted for the duration of twelve calendar weeks until Go Live date. This is divided into Configuration, UAT, Training and Go-Live stages. Total of 6 Sprints (Sprint 0 – Sprint 5) for a duration of eighty-four calendar days. Post Go-Live includes bug fixes, initial support.

Based on the high-level estimations provided in the RFP and the modules required and preferred for the contract management solution, the Pantheon Odyssey team estimates the following high-level plan. Sprint 0 starts immediately after Contract Award.

#	Milestone	Calendar Days	Pantheon Deliverables	Texas Share Deliverables
1	Sprint 0	Day 1 – Day 14	<ul style="list-style-type: none"> <li>Software License to SaaS Solution and environment setup</li> <li>Evaluation of current end-to-end process</li> <li>Design of apps and workflows</li> <li>Create project, testing and training plans</li> <li>Sprint Status Report</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge Transfer Meetings</li> <li>Documentation shared</li> <li>Test Data</li> <li>Test environment setup</li> <li>Review and approve plans</li> <li>Signoff design</li> </ul>
2	Sprint 1	Day 15 – Day 28	<ul style="list-style-type: none"> <li>Configuration for contract management apps, contract library apps, contract administration apps, vendor management portal, contract management dashboards and notifications</li> <li>Preliminary work for transfer of legacy contracts into OCMS if required</li> <li>Preliminary work to integrate third-party applications</li> </ul>	<ul style="list-style-type: none"> <li>Review and signoff process maps for applications being configured</li> <li>Document &amp; request Texas Share implementation specific customizations</li> <li>Assist, load and validate the upload of legacy contacts in test environment</li> <li>Provide information for users/roles/permissions for test environment</li> </ul>
3	Sprint 2	Day 29 – Day 42	<ul style="list-style-type: none"> <li>End of Sprint 1 Demo and Showcase</li> <li>Configuration for Contract Evaluation, Insurance/Bond Management Apps, Contract Compliance and Contractor Spend/Payment Apps,</li> <li>Continued work to integrate third-party applications</li> <li>Incorporate feedback into sprint backlog</li> <li>Sprint Status Report</li> </ul>	<ul style="list-style-type: none"> <li>Review and signoff process maps for applications being configured</li> <li>Document &amp; request Texas Share implementation specific customizations</li> <li>Provide feedback after Sprint Demo</li> <li>Answer queries on process implementation</li> <li>Continued assistance with validation of data conversion routines</li> </ul>
4	Sprint 3	Day 43 – Day 56	<ul style="list-style-type: none"> <li>Configuration for Solicitation ideation Apps, Document Authoring, Supplier Diversity Apps, Contract closeout/renewal apps and Auditing and Reporting</li> <li>Demo and Showcase</li> <li>Place feedback into sprint backlog</li> <li>Sprint Status Report</li> </ul>	<ul style="list-style-type: none"> <li>Review and signoff process maps for applications being configured</li> <li>Document &amp; request Texas Share implementation specific customizations</li> <li>Provide feedback after Sprint Demo</li> <li>Designate teams for various UAT tasks as per test plans</li> <li>Designate teams for various trainings being</li> </ul>

				planned as per the training plan
5	Sprint 4	Day 57 – Day 70	<ul style="list-style-type: none"> <li>• UAT Testing – Part I</li> <li>• Schedule Training – Part I</li> <li>• Demo and Showcase</li> <li>• Incorporate any pending feedback</li> <li>• <u>Data Conversion Prep (if required)</u></li> <li>• Trial deployment to Pre-Prod</li> <li>• Sprint Status Report</li> </ul>	<ul style="list-style-type: none"> <li>• Test Reports from</li> <li>• UAT Testing with</li> <li>• Go/No Go status per module</li> <li>• Confirm and verify completion of</li> <li>• Training sessions</li> <li>• Data Conversion samples and data dumps for prep</li> </ul>
6	Sprint 5	Day 71 – Day 84	<ul style="list-style-type: none"> <li>• UAT Testing – Part II</li> <li>• Schedule Remaining Training</li> <li>• Incorporate any pending feedback</li> <li>• <u>Data Conversion (if required)</u></li> <li>Deployment to Production and Go-Live</li> </ul>	<ul style="list-style-type: none"> <li>• Final Test Reports from UAT Testing classified to allow or not allow features to be pushed to production</li> <li>• Confirm and verify completion of Training sessions</li> <li>• Data Conversion samples and data dumps for prep*</li> <li>• Infrastructure support if needed by final design</li> <li>• Signoff for Go-Live</li> </ul>
7	Go Live Support	Day 85 onwards	<ul style="list-style-type: none"> <li>• Ongoing support and issue tracking</li> <li>• Bug fixes for upcoming patch releases</li> <li>• Document Enhancements for future phases</li> </ul>	<ul style="list-style-type: none"> <li>• Report production issues through help desk portal, telephone, or account manager</li> <li>• Review bug fixes and approve tests for next push to production</li> </ul>

## A1.2 Pantheon Roles and Responsibilities

Project Management	Contract Administration	Project Stakeholders
<ul style="list-style-type: none"> <li>• Schedule Meetings</li> <li>• Manage Deliverables</li> <li>• Track Action Items</li> <li>• Communicate Status</li> <li>• Liaise Between Texas Share &amp; Pantheon</li> <li>• Facilitate Decision-Making</li> <li>• Escalate Concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure Contractual Compliance from Both Parties</li> <li>• Manage Budget</li> <li>• Review &amp; Approve Invoices</li> <li>• Communicate Formal Feedback on Pantheon's Performance</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Design Review Meetings to understand proposed processes</li> <li>• Provide input regarding proposed configurations, including design meetings requiring specific Subject Matter Expertise</li> <li>• Participate in end user testing, as requested</li> <li>• Keep VP and Office informed of effort</li> <li>• Identify and propose additional involvement, as needed</li> </ul>

## A1.3 Texas Share Roles and Responsibilities

Project Management	Contract Administration	Project Stakeholders
<ul style="list-style-type: none"> <li>• Schedule Meetings</li> <li>• Manage Deliverables</li> <li>• Track Action Items</li> <li>• Communicate Status</li> <li>• Liaise Between Texas Share &amp; Pantheon</li> <li>• Facilitate Decision-Making</li> <li>• Escalate Concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure Contractual Compliance from Both Parties</li> <li>• Manage Budget</li> <li>• Review &amp; Approve Invoices</li> <li>• Communicate Formal Feedback on Pantheon's Performance</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Design Review Meetings to understand proposed processes</li> <li>• Provide input regarding proposed configurations, including design meetings requiring specific Subject Matter Expertise</li> <li>• Participate in end user testing, as requested</li> <li>• Keep VP and Office informed of effort</li> <li>• Identify and propose additional involvement, as needed</li> </ul>

## APPENDIX 2 - PROJECT REPOSITORY AND PROCESSES

### A2.1 PROJECT PORTAL AND DOCUMENT REPOSITORY

An online portal will be made available for members of the project team during the implementation phase of the project.

#### Online project portal:

- Project status
- Task lists accessible to all teams
- Document deliverables with approvals
- Contacts
- All project team members will have various read/write access to apps in this portal

#### Document repository:

- For sharing documents during project
- Relevant personnel from all teams will always have access to the document repository to share and view documents

### A2.2 SUBJECT MATTER EXPERT (SME) SESSIONS

Sprint 0 Subject Matter Expert sessions are designed to facilitate a transfer of knowledge from customers to the Pantheon team so the solution can be configured to meet the business practices of the customers. Sessions consist of several elements:

- Prep work: Review each session description to bring info, data sheets, samples, and process diagrams to the sessions
- Personnel: SMEs who have day to day working knowledge of these process areas
- Key Deliverables: Process, Data fields, Approvals, Notifications, Audit needs, Master Data/Reference Data & Reportable data – all resulting in user stories
- Rule of thumb for productive automation:
  - Keep it simple
  - Approval flows should be introspected to ensure that unnecessary burdens are taken away to improve productivity
  - Notifications should be carefully analyzed to avoid flooding user inboxes which makes them ignore important messages
  - Auditability is key, so highlight what MUST be tracked

### A2.3 USER STORIES

User stories are used to describe processes being configured within the Odyssey Contract Management Solution

- User stories are short, simple descriptions of a feature told from the perspective of the person who desires the new capability, usually a user of the system

- User stories could point to a diagram depicting a workflow, a spreadsheet showing how to capture data fields, a calculation, or any other artifact the team desires
- Sample Pattern: As a < type of user >, I want < some goal > so that < some reason >
- Example: As a Stake Holder, I want to provide approval and comments before a Solicitation is published, so that there is management review before a publicly visible event is triggered.

## A2.4 SIGNOFF PROCESS

Once user stories and processes are mapped for the Odyssey Digital Automation platform, a signoff process is used for confirmation of user stories and documentation following review:

- Requirements captured as User Stories with supporting docs
- Signoff obtained from CUSTOMERNAME using document deliverable app
- Submission dates and approval dates will be captured
- All requirements history will be maintained for auditability, even after Go-Live

## A2.5 CONFIGURATION AND CUSTOMIZATION

Initial sprints will focus on the configuration and customization of the Odyssey Contract Management Solution:

- Configuration & customization will be based on requirements captured in SME Sessions
- Each sprint will use the requirements from the sessions to customize data elements, approvals, notifications, charts, reports, etc.
- Additional iterative sessions to refine finished product based on feedback and sprint demos
- One-on-one demos to SMEs might be scheduled for complex workflows and Apps to get specific feedback

## A2.6 TESTING AND FEEDBACK

Towards end of the implementation team will focus on testing and feedback:

- Feedback incorporated continuously through UAT
- Test cases derived from User Stories
- Detailed UAT Test cases developed with input from Texas Share team
- UAT Tests performed by designated Texas Share Team

## A2.7 TRAINING MATERIALS

The following training materials will be covered and subsequently provided in electronic formats for Texas Share:

- Training will be conducted online, with live and recorded portions
- Documentation & Videos will be available on the portal after training
- OCMS System Admins – Training for those who will be setting up users, templates, and

- administration activities
- OCMS Purchasing Officers – Training for approvals of the Contracting lifecycle including e-Sign, Award review, Committee review etc.
- OCMS Purchasing Staff - Training for Contract Creation, Bid Evaluation activities
- OCMS Legal - Training for managing Contract Library content, Reviews, and approvals for Contracts during the workflow process
- OCMS Vendor – Train the trainer program with content created for offline usage

### APPENDIX 3 - SUPPORT AND MAINTENANCE

All Odyssey customers are assigned a primary account manager who acts as the main point of contact for any technical or commercial issues not covered by our regular customer support team.

Support issues handled by our customer support team can range from advice on product usage to technical problems encountered. The team can be contacted via email, telephone to technical support staff, or by using Odyssey's Help Desk Portal. The Help Desk Portal provides the ability to log issues and track ticket status and provides access to our searchable knowledge base, product documentation and training materials, including videos.

Our account manager can always be contacted to answer any questions as the implementation progresses. During this period, we will organize periodic review meetings to discuss progress and view demonstrations of implemented functionality, so we can incorporate feedback into subsequent implementation sprints.

Additionally, we will organize a quarterly business review with Texas Share; to review work performed and assess how we can improve upon and deliver incremental value to our products and services.

Pantheon offers three levels of support for OCMS: 8x5, 24x5 and 24x7. For the purposes of this RFP response, we assumed 8x5 support Monday to Friday EST. This can be changed to meet Texas Share requirement. Support response times are based on the priority of the issue being reported as detailed in the table below:

Priority Level	Problem Description	Initial Response SLA	Target Resolution Time SLA	Commitment
<b>Priority 1/ Show Stopper</b>	The Problem causes complete loss of service. Work cannot continue as the feature or function does not allow completion of work and its operation is mission critical to the business.  Examples: Majority or all the users are unable to use the application, Important reports (such as	1 hour during Primary Coverage hours (one hour after hours for clients with 24 x 7 x 365 support plan)	Worked on Continuously until a solution is found, however, targeting an 8-hour resolution time, or until a viable workaround can be applied	The problem will be worked on until fixed or a reasonable workaround is applied.  Updates will be provided to the Licensee every 4 hours.

	contract compliance) cannot be generated			
<b>Priority 2/ Critical</b>	The problem causes important loss of service. A major software function is experiencing a reproducible problem that causes a major inconvenience to the Licensee. An acceptable workaround may or may not be available, however, operation can continue in a restricted fashion. The current release should be patched if a permanent workaround cannot be found, and the next release is not imminent.	4 hours during Primary Coverage hours (4 hours after hours for clients with 24 x 7 x 365 support plan)	3 Business Days	The problem will be worked on until fixed or a reasonable workaround is applied.  Updates will be provided at the end of every day.
<b>Priority 3/ High</b>	The Problem causes minor loss of service or is a minor error. The impact is an inconvenience that may require a workaround to restore functionality or is a minor error, incorrect behavior, or a documentation error that does not impede the operation of a system.	24 hours during Primary Coverage hours	5 Business days or mutually agreed to time	Pantheon will work with Licensee to mutually prioritize and schedule resolutions into regular release cycles.
<b>Priority 4/ Medium</b>	The Problem does not cause any loss of service but is an error that must be addressed in a future release. The impact is an inconvenience that may require a workaround to restore functionality or is a minor error, incorrect behavior, or a documentation error that does not impede the operation of a system.	36 hours during Primary Coverage hours	10 Business days or mutually agreed to time	Pantheon will work with Licensee to mutually prioritize and schedule resolutions into regular release cycles.
<b>Priority 5/ Low</b>	The Problem does not cause any loss of service but is an error that must be addressed in a future release. The impact is an	96 hours during Primary Coverage hours	15 days or mutually agreed to time	Pantheon will work with Licensee to mutually prioritize and

	inconvenience that may require a workaround to restore functionality or is a minor error, incorrect behavior, or a documentation error that does not impede the operation of a system			schedule resolutions into regular release cycles.
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### A3.1 IMPLEMENTATION SUPPORT

During the implementation period:

- A designated primary contact for any system support
- Reachable via email or phone during office hours
- Help desk ticket can be submitted from project portal at any time

### A3.2 POST GO LIVE SUPPORT

Following deployment of the live system:

- Help Desk ticket submission within OCMS system
- Help Desk ticket routed to the Client Support team
- Client Support team will contact the ticket requester if more information or remote diagnostics is required
- Client Support team will provide application assistance
- All OCMS changes will be reviewed, approved & scheduled with CUSTOMERNAME
- Enhancements will be prioritized and go through the Change Order process

## APPENDIX 4 - ODYSSEY CONTRACT MANAGEMENT SOLUTION OVERVIEW

The following sections give an overview of the Odyssey Contract Management Solution and is followed by a description of how each requirement within the RFP is addressed.



The above diagram gives a high-level overview of the Odyssee Contract Management Solution's capabilities. It demonstrates that the solution addresses Texas Share's requirements to automate and manage all contract processes from cradle to grave, including the vendor interaction with the Vendor Portal and vendor performance with KPI reporting capabilities.

#### A4.1 Pre-Solicitation

- Ability to create a forecast for the purchase of goods or services
- Kick-off solicitation creation process
- Approval flows to control the review process before the process can be matured to authoring stage for the contract
- Workflow to create, collaborate and begin the process for a project solicitation
- Nomination and approvals for participants, including voting and non-voting evaluators, chairperson, and Contracting Officer Technical Representatives nominations
- Initiation of Supplier Diversity Form if required
- Initiation of Risk Insurance clause form, from department managing risk on behalf of organization
- Piggyback checklist for rider solicitations
- Procurement ready checks prior to publication of solicitation

#### A4.2 Solicitation Author

- Planning phases that are separated from the financial aspects of the procurement
- Supports multiple non-competitive and competitive Procurement strategies or contract types (for example RFI, RFQ, RFQ, RFSO, RFQI, IFB, Reverse Auction)
- Supports a flexible Data structure to link Procurements and Contracts (Parent / Child, multiple Procurements under one project or program, etc.)
- Supports Procurements where no award is anticipated (for example Request for Information, Prequalification)
- Enables engagement from all required Users based on personas
- Captures decisions on the Procurement strategy based on workflow approval
- Captures Procurement Planning information (for example evaluation criteria and weightings, evaluation team members, Procurement schedule and requirements)
- Built in content workflow for document authoring and approval of content
- Line item and clause level control of various document types to allow review and edit lifecycles around it
- Multiple teams can collaborate to collectively author, comment, review, approve/reject contents of various document types
- Create source selection plan to create and store evaluation criteria
- Final artifacts can be generated in various popular formats such MS Word, Excel, PDF etc.
- Supports use of solicitation templates
- Ability to modify sections and provisioning titles by adding, removing, and editing clauses

**Update Solicitation**

Requisition Number *	Solicitation Number *	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="SAVE"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="PREVIOUS SCREEN"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="VIEW ACTIVITY LOG"/> <input style="background-color: #e63373; color: white; border: 1px solid #e63373; padding: 2px 10px;" type="button" value="CANCEL SOLICITATION"/>
REQ-21-70007	REQ-21-70007	
Title *	Solicitation Type *	Status
QA RFP	RFP	Draft
<input type="checkbox"/> <b>Solicitation Details Complete?</b> <input type="checkbox"/> <b>Documents for Publication Ready?</b> <input type="checkbox"/> <b>Price Schedule Complete?</b> <input type="checkbox"/> <b>Offeror Documents List Ready?</b> <input type="checkbox"/> <b>Evaluation Criteria List Ready?</b>		
<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="DETAILS"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="SOLICITATION DOCS FOR PUBLICATION"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="PRICE SCHEDULE"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="OFFEROR SUBMISSION DOCS"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="EVALUATION CRITERIA"/>		
Choose Documents for Offeror to Submit <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="..."/>		
Seq num	Document Type	
1	Technical Proposal	

#### A4.3 Solicitation

- Plan holder registration, listing, management, and communication
- Q&A Submissions, Manage Q&A, Q&A Listing
- Manage amendments, amendment listing, submission deadlines and Q&A deadlines
- Solicitation response
- Vendors can create an account in the Odyssey Contract Management Solution
- The portal supports the ability to provide proposal submission and bidding capabilities for vendors to respond to various forms of solicitation types such as RFI, RFQ, RFQ, RFSO, RFQI, IFB, Reverse Auction etc. Vendors can electronically submit all documentation required for

bids and proposals through the portal, which is then recorded and timestamped before being processed through a relevant workflow by the contracting authority

- All workflows configured for the processing of bids and proposals can be setup to accommodate approvals with various levels based on users, groups or committees with quorum requirements and minimum approval requirements

**Manage Contractor Documents**

**RETURN TO CONTRACTS REPORT**

Contract Number CON 2525014	Contract Title Rehabilitation and Upgrade or Fabrication of New Plane-Mate and Mobile	Status Active
Contractor Alpha	CO Ganapathy Subramanian	COTR Ajith
Description		

W9  
**TAMIL.PDF**

EFT  
**PLACEHOLDER-300X300.PNG**

VA License  
**SHARE-FILE.PNG**

New W9 Attachment  
Drag file or click to select

New EFT Attachment  
Drag file or click to select

New VA License Attachment  
Drag file or click to select

Description \*

Type \*

Expiration Date

Updated Datetime

New Attachment  
Drag file or click to select

**UPLOAD ATTACHMENT**

#### A4.4 Evaluation

- Review offers and cost, add comments, eliminate, shortlist, and set plan holder/proponent submissions to pending award
- Manage Evaluators Certification, addition of subcontractors, track status of certification for evaluators, record, and act upon conflicts of interest
- Evaluators Certification for self-certification for evaluators
- Determination whether offeror is responsive with ability to eliminate non-responsive offerors
- Review solicitation responses including Technical Evaluations
- The system can be configured to provide an automated bid evaluation and tabulation function
- Solicitation setup includes configuring the panel of users who will form the committee that evaluates the bids received. This is configurable for each type of bidding process or solicitation type
- Collaboration amongst team members of the evaluation committee allows bids to be evaluated
- Roles can be setup that allows various aspects of the bidding process to be either shown, hidden, view only, writable etc. to committee members
- Email notifications can be configured to notify relevant parties for various stages of the evaluation process

- Scoring and review comments can be collated and presented to help final decision transparent and seamless
- End to end lifecycle of the evaluation process can be tracked from comments entered by each committee member to the votes they cast and any other additional information relevant to the process

#### **A4.5 Award**

- Verification of offer
- Contractor Registration
- Contractor document submissions like Insurance, EFT, W9, etc.
- Determination of responsibility
- Contract award checklist including email to rejected contractors
- Compilation of contract documents
- Contract Negotiations
- Several types of contracts such as Services, Goods, Construction, Time & Material, Fixed Price, Purchase Orders etc. are supported with the ability to create more types as part of the configuration
- Contract numbers can be auto generated using a combination of formats that are configurable. Example patterns include those that incorporate Year, Month, Date, Unique Numeric, Alphanumeric Suffix, Prefix, Random numbers etc.
- Major changes to contracts can be made to generate new sequence numbers that are tied to the parent contract number
- Complete security control around contract objects by allowing administrators to provision access (Read, Write, Approve, Reject, etc.) to users or groups participating in the lifecycle
- The ability to award a contract to one or more Vendors from one Procurement
- The ability to award a contract to one or more Vendors from a pre-approved Vendor list
- The ability to create a pre-approved Vendor list
- All content created through the Contract library apps can have simple or complex workflow processes attached to obtain relevant approvals before being published into the contract library repository
- Contract library content requiring approvals before publication can be setup with various approval criteria such as single user, multiple users, group, multiple groups, all groups, quorum, percentage of votes etc.
- End-to-end lifecycle to manage document flow from start of the signature process through to the final execution
- Ability to manage document lifecycles for approvals and eSignature both inside and outside the organization
- All contract library content is indexed by built in Search Engine for fast retrieval of data during authoring phase

Build Solicitation or Contract

RETURN TO REPORT ?

VIEW ACTIVITY LOG

Solicitation Number SC-V1	Solicitation Type RFP	Project Type construction	Competition Method Open	Associated Req Number ReqTest03
Federally Funded Not Funded	LDBE 30.00 %		MBE / WBE 60.00 %	
Type * Construction	Method * IFB	Framework * CCP & COMIP	Last Updated By jocyb	Last Updated Feb 5 2021 3:13PM
<input type="button" value="SAVE"/> <input type="button" value="GENERATE DOCUMENT"/> Download Solicitation SC-V1DOCX				
<span style="border: 1px solid black; padding: 2px;">I, II, III</span> <span style="border: 1px solid black; padding: 2px;">IV</span> <span style="border: 1px solid black; padding: 2px;">V</span> <span style="border: 1px solid black; padding: 2px;">VI</span> <span style="border: 1px solid black; padding: 2px;">VII</span> <span style="border: 1px solid black; padding: 2px;">VIII</span> <span style="border: 1px solid black; padding: 2px;">IX</span> <span style="border: 1px solid black; padding: 2px;">X</span>				

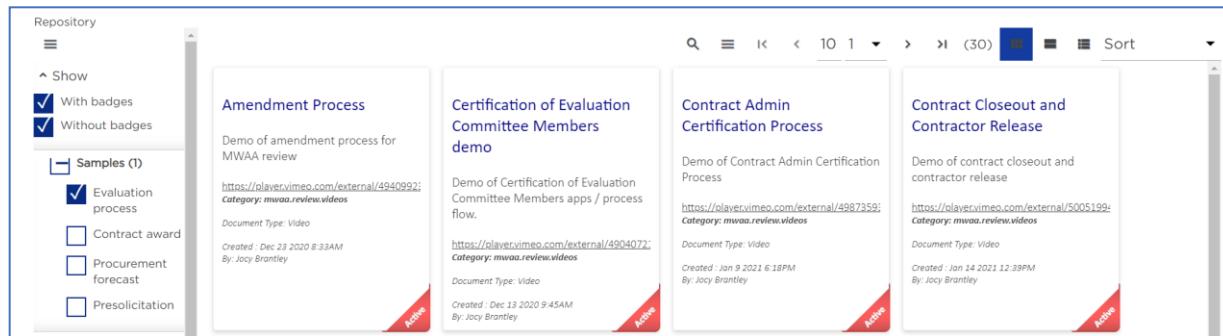
**SECTION I - Cover Page**

Cover Page  
Solicitation Build - IFB.docx

Sol Title Req Title 03	Description Req desc 03	Issue Date Nov 24 2020 12:00AM	Submitted Deadline Nov 24 2020 3:29PM	QA Due Date Nov 23 2020 12:00AM
Co Name BR CO Ashia Brown	CO Phone 9994232167			

#### A4.6 Contract Administration

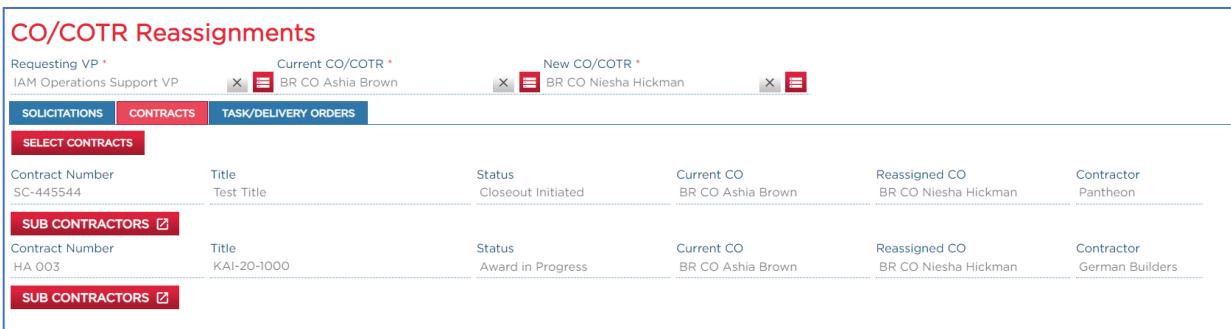
- Ability to create/update contracts and process approvals from one contracting personnel to the other
- Ability to perform contract updates and approvals in batch mode
- Ability to make edits to contracts while preserving historical data and honoring approval rules
- Auditable history of actions taken on contract as it traverses through various stages of its lifecycle
- Ability to import documents in popular formats as attachments during the lifecycle (Word, PDF, Excel, CSV etc.)
- Version control support for attachments incorporated into the contracting lifecycle
- Ability to control actions on attachments by users based on roles
- Modifications to contracts can be managed as additional parts of the contracting lifecycle
- Change Orders, Task Orders, Service Orders, and other Addendums can be incorporated into the lifecycle
- Change tracking can be enabled for any data field related to a contract configured as part of the contract lifecycle
- Change tracking can be enabled for any data field for all related entities tied to a contract such as Supplemental Services, Task Orders, Delivery Orders
- Change and activity tracking for base period performances around contracts
- Change and activity tracking for option period performance related to contracts
- Notifications can be setup on various data fields for criteria that includes dates, time periods, renewal periods, contract balances, milestones, and various performance metrics.
- Data indexing by the built in Search Engine allows information to be searched and retrieved for various apps related to this functionality



The screenshot shows a repository interface with a sidebar for filtering 'Samples (1)'. The main area displays four video demos: 'Amendment Process', 'Certification of Evaluation Committee Members demo', 'Contract Admin Certification Process', and 'Contract Closeout and Contractor Release'. Each demo card includes a link, category, document type, creation date, and author.

Process	Link	Category	Document Type	Created	By
Amendment Process	<a href="https://player.vimeo.com/external/4940992">https://player.vimeo.com/external/4940992</a>	mwoa.review.videos	Video	Dec 23 2020 8:33AM	Jocy Brantley
Certification of Evaluation Committee Members demo	<a href="https://player.vimeo.com/external/4904072">https://player.vimeo.com/external/4904072</a>	mwoa.review.videos	Video	Dec 13 2020 9:45AM	Jocy Brantley
Contract Admin Certification Process	<a href="https://player.vimeo.com/external/4987359">https://player.vimeo.com/external/4987359</a>	mwoa.review.videos	Video	Jan 9 2021 6:18PM	Jocy Brantley
Contract Closeout and Contractor Release	<a href="https://player.vimeo.com/external/5005199">https://player.vimeo.com/external/5005199</a>	mwoa.review.videos	Video	Jan 14 2021 12:39PM	Jocy Brantley

- Automated surveys can be configured to obtain feedback from various third parties and vendors, project teams etc. to be able to measure various metrics related to the contract
- Compliance checklists can be created and published specific to each contract
- Key milestones can be set up to be trackable
- Email notifications around milestones
- Renewal steps and workflow process can be initiated using the configured process
- Managing vendor risk such as financial, geopolitical, corporate social responsibility, supply chain, operational, legal, data security, and vendor interdependences
- Perform incident remediation and prevention with alerts, workflows, root-cause analysis, Incident impact analysis, Incident prediction, and value estimation
- Managing ineligibility of a person or corporation to participate in a sourcing opportunity
- Updating vendor information or contract information in real time with version control
- Providing data extracts and reporting on vendor information, comparative risk, and performance reviews



The screenshot shows the 'CO/COTR Reassignments' page. It displays three users: 'Requesting VP' (IAM Operations Support VP), 'Current CO/COTR' (BR CO Ashia Brown), and 'New CO/COTR' (BR CO Niesha Hickman). Below this, there are tabs for 'SOLICITATIONS', 'CONTRACTS', and 'TASK/DELIVERY ORDERS'. The 'CONTRACTS' tab is selected, showing a table of contracts. The table has columns for Contract Number, Title, Status, Current CO, Reassigned CO, and Contractor. There are also sections for 'SUB CONTRACTORS' and 'SUB CONTRACTORS'.

Contract Number	Title	Status	Current CO	Reassigned CO	Contractor
SC-445544	Test Title	Closeout Initiated	BR CO Ashia Brown	BR CO Niesha Hickman	Pantheon

Contract Number	Title	Status	Current CO	Reassigned CO	Contractor
HA 003	KAI-20-1000	Award in Progress	BR CO Ashia Brown	BR CO Niesha Hickman	German Builders

#### A4.7 Contract Closeout

- Track contract closeout processes
- Notifications can be sent for closeout actions automatically after approvals by internal personnel
- All relevant systems and information can be updated as part of this process
- Integration to other systems to ensure data is transferred to relevant systems of record and entities to ensure changes are accounted correctly

- Option to restart the lifecycle by renewing a contract as it exists or by restarting the ideation phase by copying existing data from the current contract
- Ability to close, cancel, renew, and terminate an existing contract
- The capability to retain records in the system until they are reviewed for disposition
- The ability to flag the status of a record for potential disposition
- The ability to generate a list of records with complete information as it appears in the system for the review and authorization of disposition

#### A4.8 Vendor Portal

- All vendors can create an account in OCMS
- Self-service portal that includes registration, password reset, forgotten password, forgotten user-id, etc.
- Support for two-factor authentication to help with self-service actions such as password resets and new account validation
- Data fields required to be captured during the account registration process can be customized to incorporate data
- Vendors can engage with the contracting process throughout the contracting lifecycle as determined by the contracting authority
- Vendor engagement through the portal include various activities that enables all parties involved in the contracting process to perform the entire end-to-end transactions digitally. Examples include uploading relevant supporting documentation, executing contracts, perform approvals, review documents, and provide comments and other collaborative actions related to the contracting process
- Vendors can submit invoices against active contracts and requisitions (purchase orders), which will be processed through appropriate workflows by the contracting authorities' internal teams
- Vendors can view and interact with open contracts by bidding or submitting proposals through the portal
- The portal supports the ability to provide proposal submission and bidding capabilities for vendors to respond to various forms of solicitation types such as RFI, RFQ, RFQ, RFSO, RFQI, IFB, Reverse Auction etc. Vendors can electronically submit all documentation required for bids and proposals through the portal, which is then recorded and timestamped before being processed through a relevant workflow by the contracting authority
- All workflows configured for the processing of bids and proposals can be set up to accommodate approvals with various levels based on users, groups or committees with quorum requirements and minimum approval requirements

Contractor Document Submission

Solicitation Number: BR-21-22000 Title: BR Goods and Services 2021

Solicitation Number: BR-21-22000  
Solicitation Title: BR Goods and Services 2021

Company Name: Reliant Energy Main Contact: Rebecca Jones Email: reepaa@pantheon-inc.com

Please provide the following information through MWAA's CLMS System within 48 hours receipt of this notice to enable us to complete review of your proposal.

Verification of Offer letter indicating that the offer/bid remains accurate, valid, and complete.  
Drag file or click to select

Certificate of Insurance - Description must include project title and solicitation number and must name the Metropolitan Washington Airports Authority as an additional insured. Notification of cancellation cannot be less than 30 days.

NOTE: Click on the icon with 3 lines to add additional attachments

Description: Attachment: Drag file or click to select

#### A4.9 Supporting functions

- Ability to create, categorize, edit, and manage a library of templates and formats for various contract types
- Ability to create, categorize, edit, and manage a library of templates for contract clauses
- Template types can be created and edited collaboratively based on a user's role
- Contract clauses can be created and edited collaboratively based on a user's role
- All content generated by the contract library is stored securely with encryption at rest and encryption in transit using TLS/SSL certificates over various protocols
- End-to-End Integration with Electronic Signature providers is available through the platform to create contract related documentation that requires signatures
- End to end visibility of document signature lifecycle is available to track eSignatures being executed

#### A4.10.1 Contract Management Dashboards

- Dashboard to view contracts, milestones and search based on various filter criteria
- Simple interface to retrieve contracts and other artifacts related to them using keywords, Boolean functions and other typical features supported by web search engines such as Google, Bing etc.
- Ability to search for contracts using any data element captured as part of the contract lifecycle
- Ability to search within attachments added to the Contract during the entire lifecycle
- Configurable filter criteria for dashboards to allow users to narrow down results based on various aspects of contracts such as types, dates, vendors, suppliers, numbers, etc.
- Executive Dashboard that gives stakeholders a peak into current and historic activity related to contracts, solicitations, awards, and other relevant details from the contracting authorities' perspective
- Security around user roles allows information to be shown or hidden to various personas

- Content downloads can be enabled or disabled for various parts of the dashboards and reports
- Dashboards can also be made to be publishable to users who do not need login credentials, but have a need to be able to view certain types of information

**Lifecycle Dashboard**

Track a Requisition and the status of each phase on this dashboard

Solicitation Type \* Requisition      Requisition      Contract

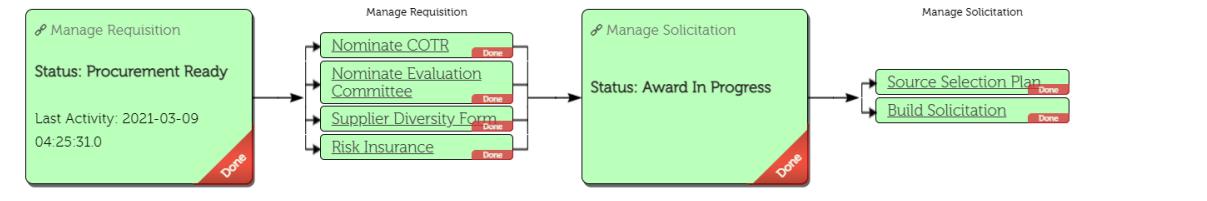
RFP      REQ-21-50117      Contract closeout      CLOSE002      CLOSE002

Requisition Title Contract closeout      Description Contract closeout

Legend Not Started      Inprogress      Completed      Cancelled

1. PRE-SOLICITATION      2. SOLICITATION      3. EVALUATION      4. AWARD

**Pre-Solicitation Phase**



#### A4.10.2 Standard and Custom Reports

- Standard reports for the contracting authority include, but are not limited to the following
  - Reports on current solicitation activity
  - Reports on current activity related to contracts, solicitations, awards etc.
  - Reports on contractors/vendors in the system and their current activities
  - Reports on Contracts, active, expired, and other characteristics-based results
  - Reports on purchase orders, active, expired, and other characteristic based results
  - Reports on payment related activities related to contracts, purchase orders etc.
- Customizable reports that can be configured to present charts, tables, hierarchies, and other representations of data relevant to the contracting lifecycle
- Report content can be emailed or downloadable as per configuration in various popular formats

**Contract Admin Dashboard**

[RETURN TO CONTRACT LISTING](#)

Contract Number CON0011	Title Issue Tracker 2020	Current Amount \$34,343.23	Total Task / Delivery Orders \$165,161.23	Total Payments \$14,583.31
Contract Balance \$19,759.92	Start Date 12/28/20	Current Completion Date 12/28/20	CO BR COTR 2 Dominique Augustt	COTR BR COTR 2 Dominique Augustt

**TASK / DELIVERY ORDERS**   **PAYMENTS LISTING**   **CONTRACTOR INVOICES**   **MODIFICATIONS**   **PERFORMANCE EVALUATIONS**

Contract	Task/Delivery Order	Total Payments	Payment Date
PON-00102	REQ-20-25991	\$2,083.33	01/03/22
PON-00102	REQ-20-25990	\$2,083.33	12/03/21
PON-00102	REQ-20-25989	\$2,083.33	11/03/21
PON-00102	REQ-20-25988	\$2,083.33	10/03/21
PON-00102	REQ-20-25987	\$2,083.33	09/03/21
PON-00102	REQ-20-25986	\$2,083.33	08/03/21
PON-00102	REQ-20-25985	\$2,083.33	07/03/21

#### A4.10.3 Contract Management Notifications

- Standard notifications for various phases of the contract lifecycle
- Customizable notifications for changes to data and various distinct phases of the contract lifecycle
- Content in the notifications is completely customizable and can also be tailored to the role of person(s) receiving the notification.
- Notifications can include traditional mechanisms such as email
- Notifications can include SMS and text messages to mobile devices
- Notifications can include Push notifications to the Odyssey mobile app on iOS and Android devices

#### A4.10.4 Data Conversions Tools and Apps

- Data conversion tools and apps for aiding the migration of most existing contracts, their associated files.
- Key data specified in existing contracting systems can be transferred into the new system using Odyssey integration tools

#### A4.10.5 Contractors Spend and Payment Apps

- Various aspects of the spend such as those accounted towards SBE, WBE, MBE etc. can be entered, tracked as well as reported on
- Dashboards and Reports that summarize and provide drill downs based on Spend across contracts

#### A4.10.6 Supplier Diversity Apps

- Self-reporting apps to indicate supplier diversity program participation
- Ability to publish various programs to the vendor community

- Vendors can choose to register for such programs
- Spend and other data can be assigned to such programs by vendors with approvals from the Contracting Authority
- Custom reports can be configured to help identify, summarize, and provide drill down details on various diversity programs and their participants

**Evaluation and Award Exception Reporting**

CO COTR

EVAL COMM CERT CONTRACTOR REGISTRATION CERTIFICATE OF INSURANCE VERIFICATION OF OFFER CONTRACT AWARD CONTRACT NEGOTIATIONS

Pending Conflict of Interest Certification

☰ ☰ 🔍

Solicitation	: Title	: CO	: COTR	: Evaluator
RFP-21-00003a	Req Title 100	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
RFP-21-00003a	Req Title 100	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
RFP-21-00003a	Req Title 100	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 3
RFP-21-00003a	Req Title 100	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 3
NEWTEST18	News Clipping Services	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
NEWTEST18	News Clipping Services	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
NEWTEST18	News Clipping Services	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 3
SOL202001	Airjet	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
SOL202001	Airjet	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
KSOURCE01	MOBILE PHONES	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
KSOURCE01	MOBILE PHONES	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
KSOURCE02	Testing Purpose	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
KSOURCE02	Testing Purpose	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
KSOURCE03	Testing Purpose	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 3
KSOURCE03	Testing Purpose	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
RES3112	qa	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
RES3112	qa	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
QA 04/01 TEST	QA 04/01	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
QA 04/01 TEST	QA 04/01	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
#1	QAT	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1
#1	QAT	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 2
IFB-21-QA001a	title REQ TEST 102	BR CO Niesha Hickman	BR COTR Paula Smith	IAM Evaluator 1

## APPENDIX 5 – ARCHITECTURE

### Appendix A5.1: Architectural view of Odyssey CMS as a SaaS Solution

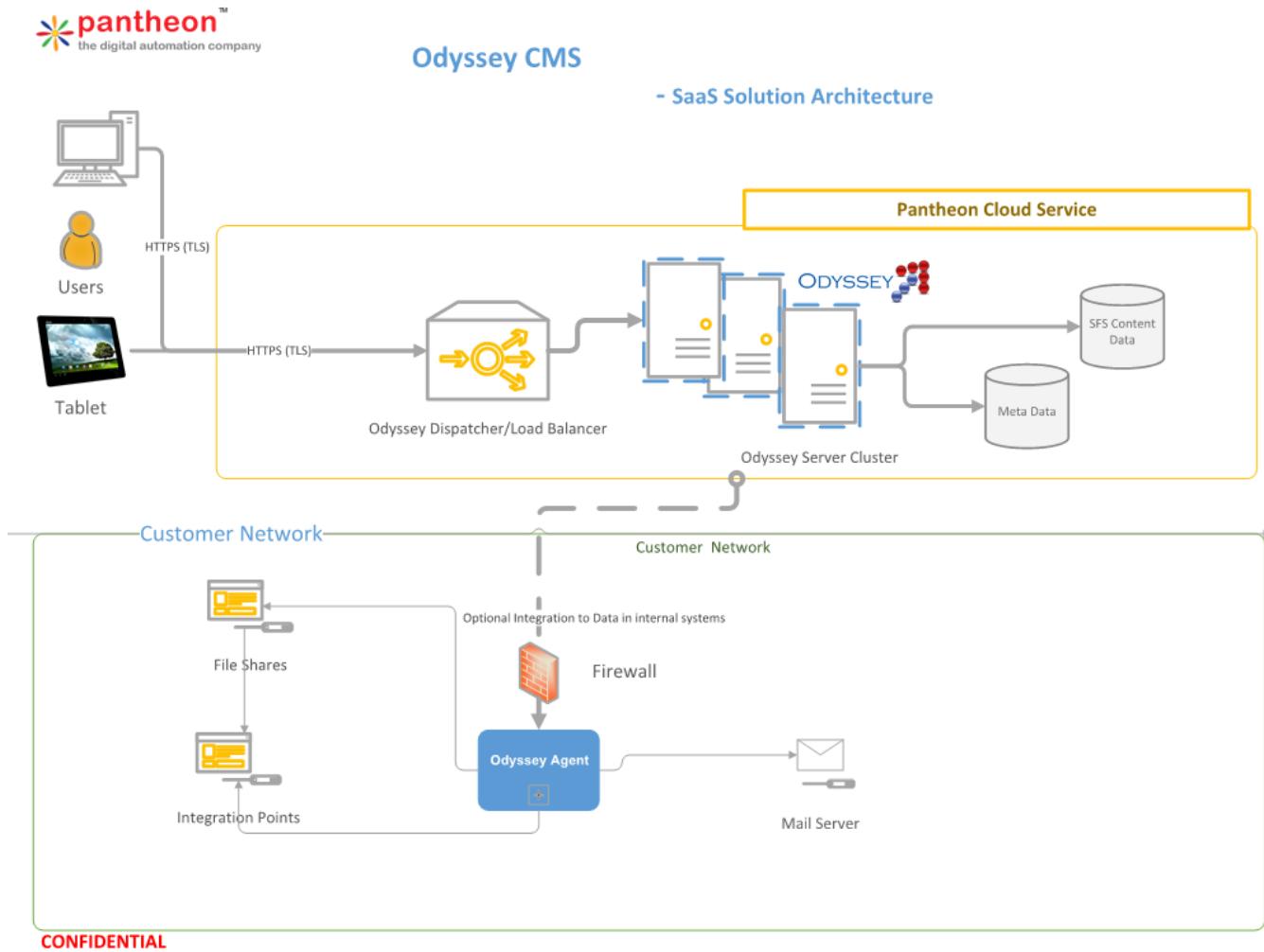
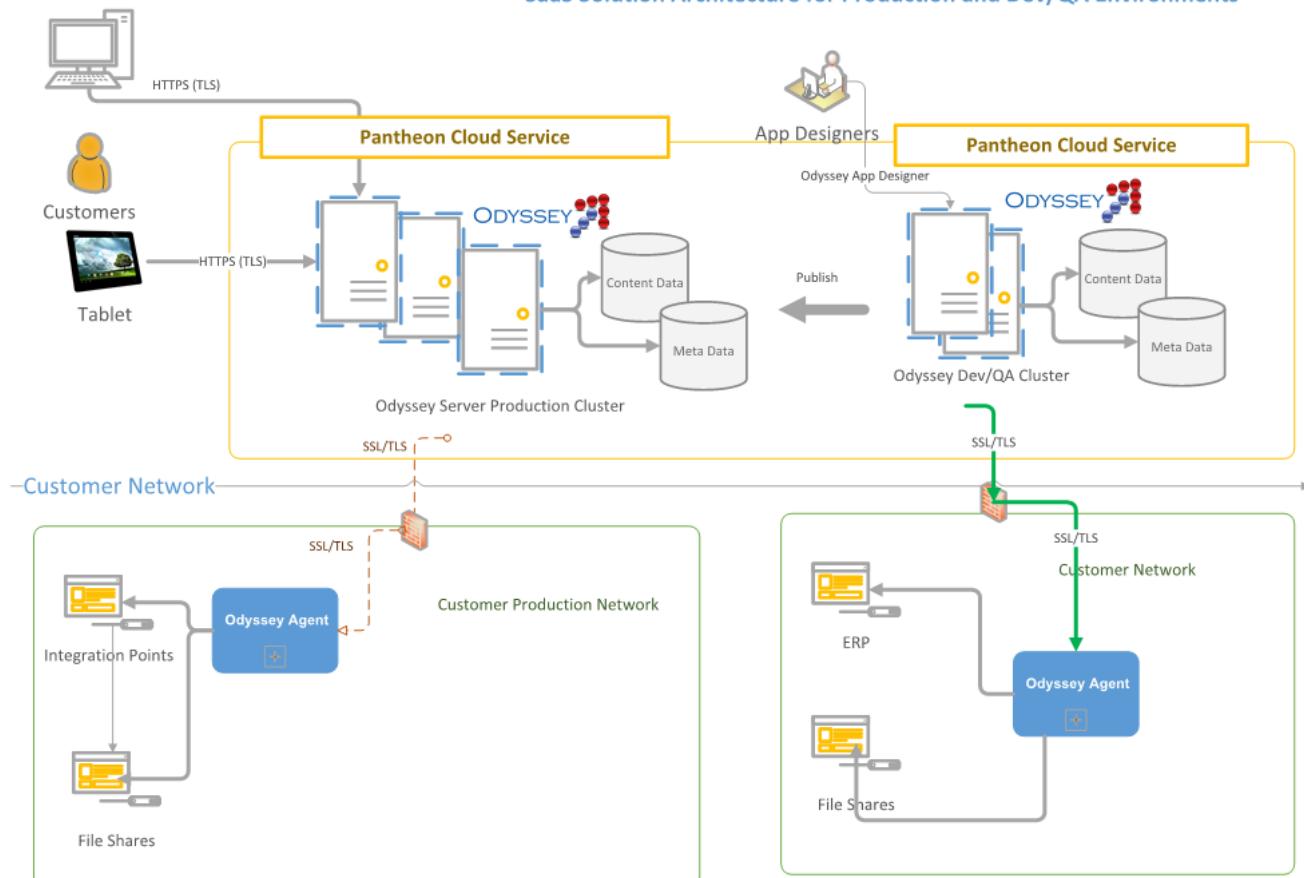


Figure 1: Illustration of the proposed solution on the Odyssey platform for CMS – Production Environment.

Solution operated in the cloud with the server orchestrating task agents. Task agents perform the bulk of processing and are responsible for interactions with third-party systems. In the diagram, destination systems will be the systems Texas Share would like the Odyssey Contract Management Solution to integrate with.

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## Appendix A5.2: Architectural view of Odyssey CMS as a SaaS Solution



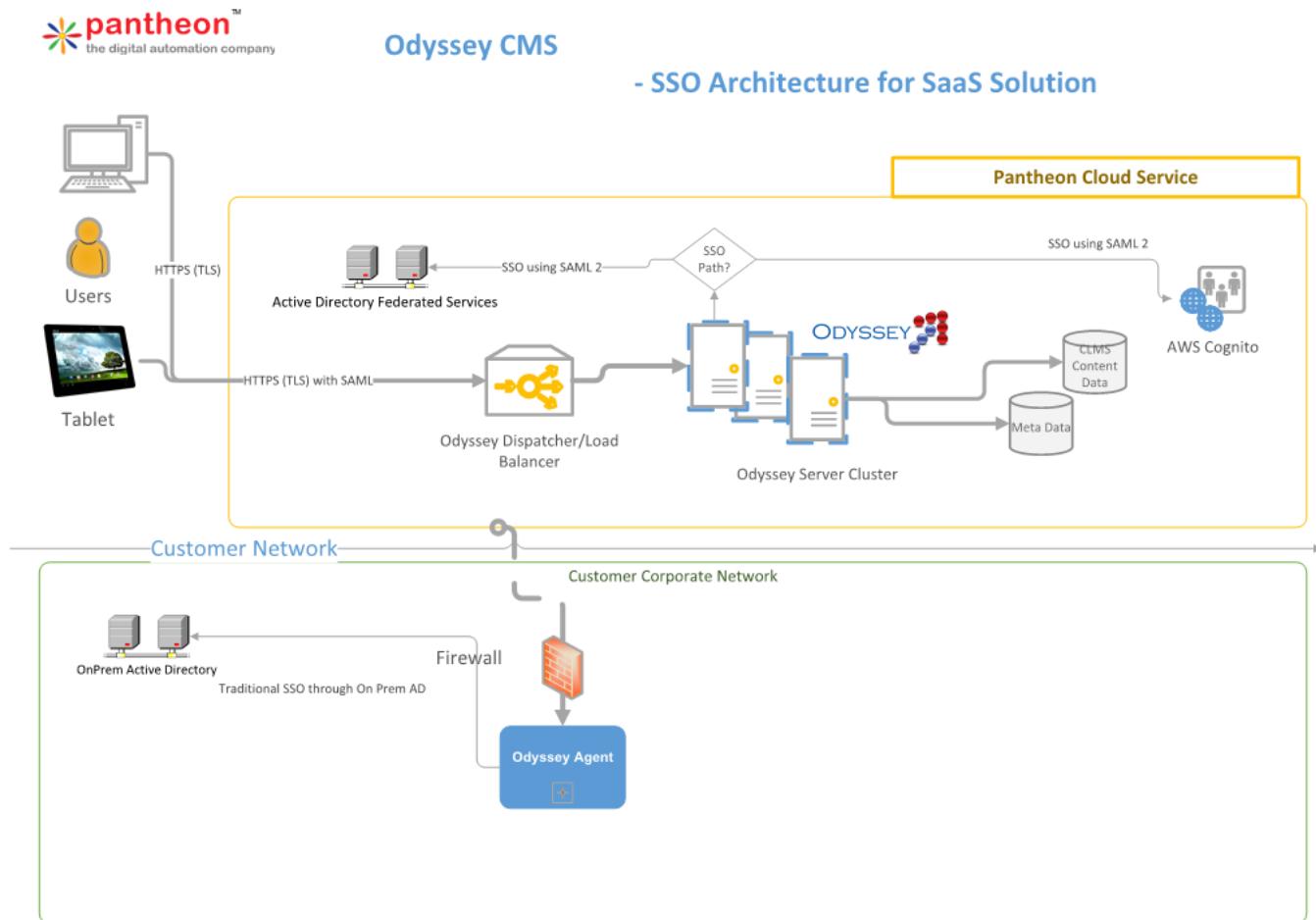
**CONFIDENTIAL**

Figure 2: Illustration of the proposed solution on the Odyssey platform for CMS – Dev and QA Environments.

This diagram shows lower and upper environments for the solution. Pantheon provides Development, QA, and Production environments. The promotion of configurations and workflows between environments is automated.

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## Appendix A5.3: Architectural view of Odyssey CMS as a SaaS Solution



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Figure 3: Illustration of the proposed solution on the Odyssey platform for CMS – SSO Integration view.

Odyssey can authenticate through cloud-based authentication services or an onsite implementation service like Active Directory, using Pantheon's Task Agent Technology.

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## Appendix A5.4: Data Integration and Mapping

# DATA MAPPING & TRANSFORMATION

Traditional APIs **VS** ODYSSEY TASK AGENTS

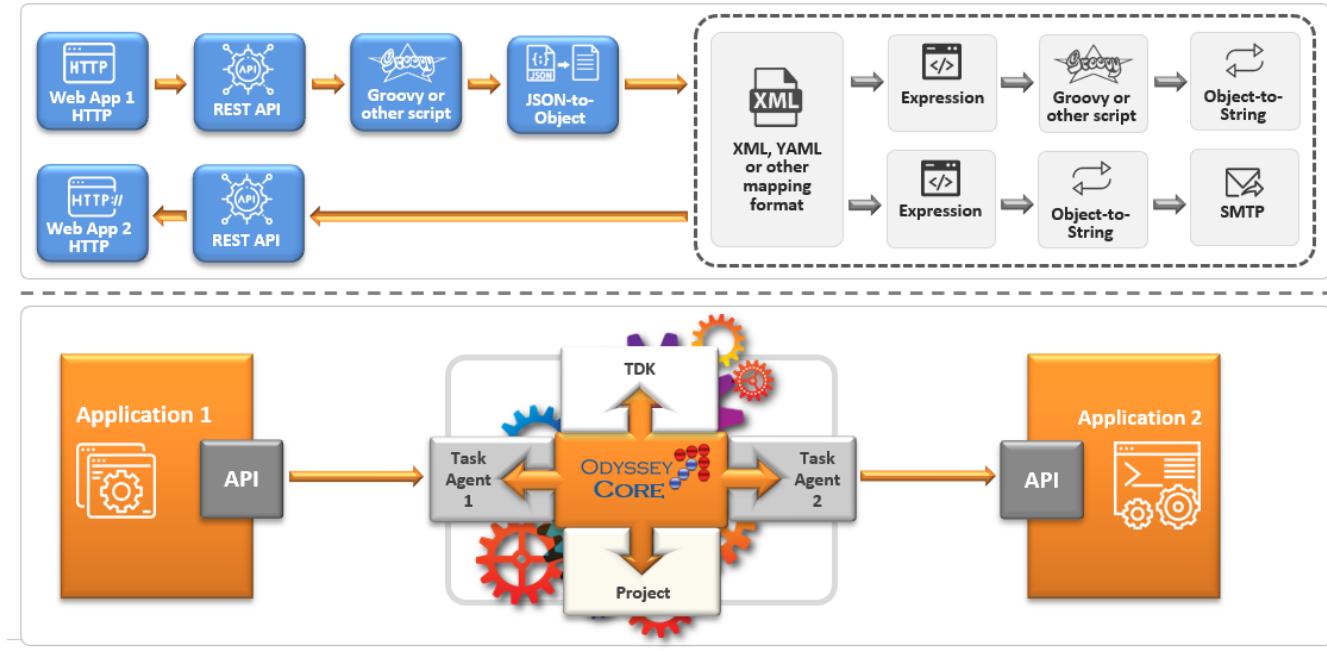


Figure 4: Illustration of integration between systems

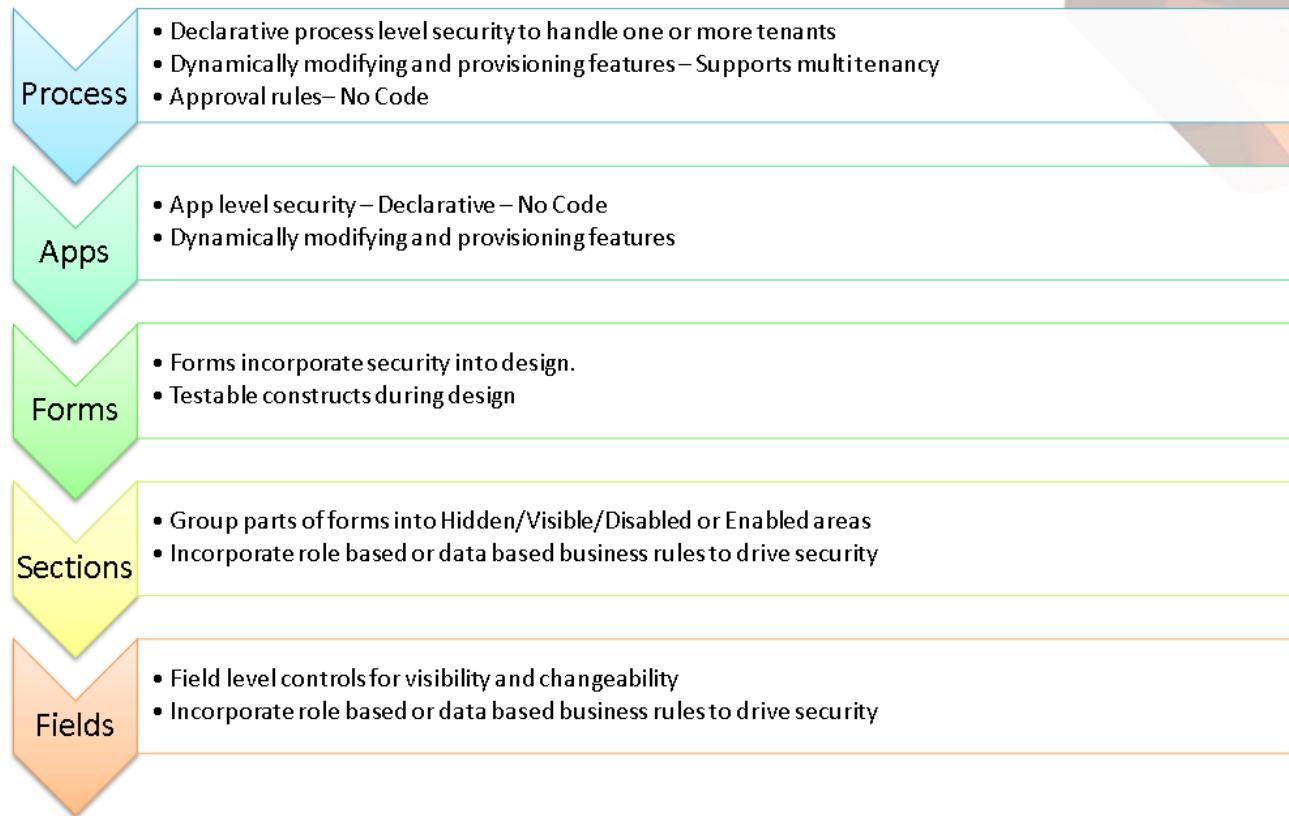
In a traditional integration scenario between two applications that use a modern RESTful interface, programmers must create scripts or high-level language stubs to consume a REST API, convert the response JSON or XML to objects, and consume them through converter scripts for notifications and persistence, before unwrapping them to be sent to the target system in a completely different format.

Odyssey uses a combination of its No Code Task Agents to perform most of the response, error and data handling required to get data from one application to the other. Tasks agents effectively take care of blue boxes in diagram. Multiple mapping techniques are provided for getting the data from one system to the other using a combination of our TDK and projects. It allows the user to accomplish all of this with no code, whereas other products require highly skilled resources to program the API.

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## Appendix A5.5: Architectural view of Odyssey CMS as a SaaS Solution

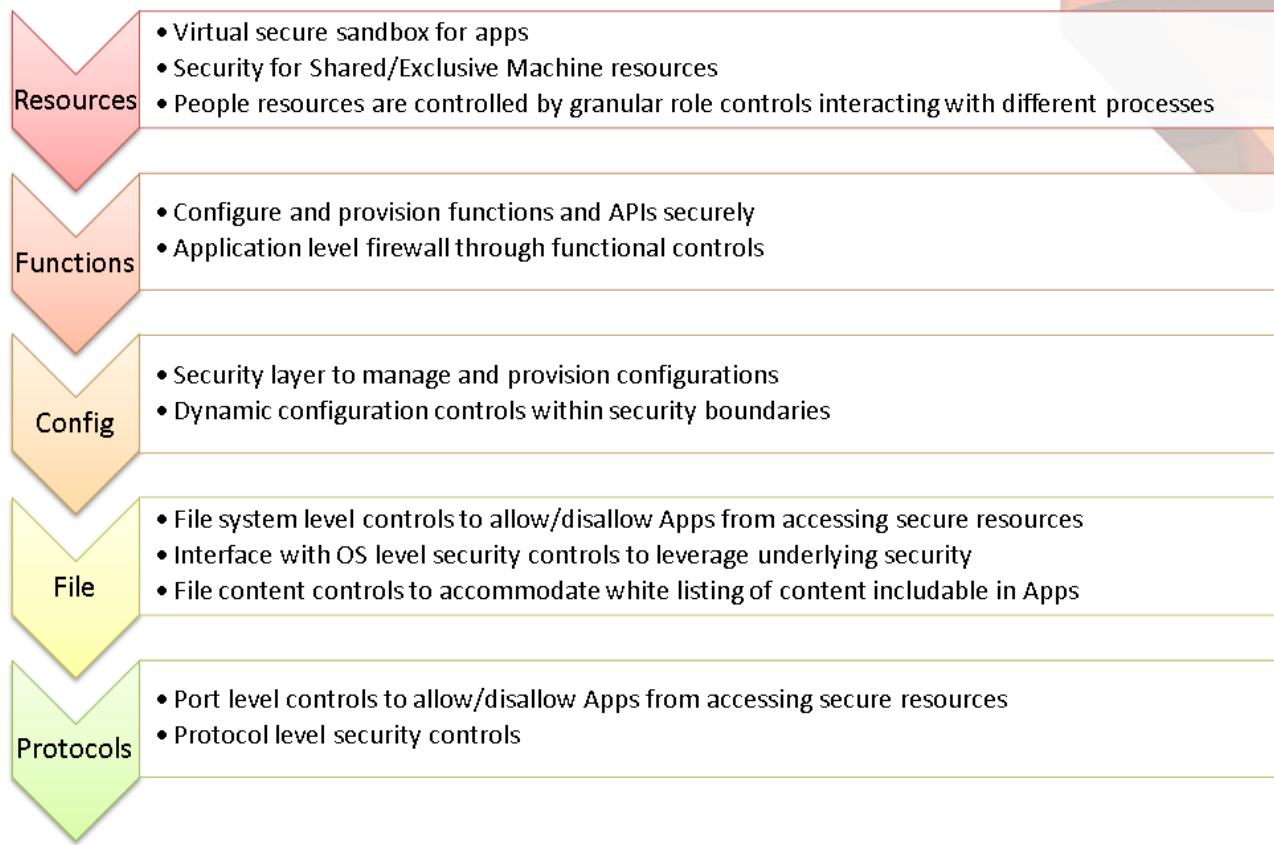
### ODYSSEY's Comprehensive 10 Layer Security Framework



Interactive layer of the Odyssey Contract Management Security frameworks handles Processes, Applications, Forms (User Interface), Sections within forms and fields within sections.

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## ODYSSEY's Comprehensive 10 Layer Security Framework



Non-interactive part of Odyssey Contract Management Security handles resources, functions, configurations, files, and protocols.  
Examples being resources; people, machines; logic and functions in task agents,

Everyone logs into OCMS with their own unique credentials which can be authenticated from a third-party product or service like LDAP. OCMS separates all data into metadata and content data. All data regardless of its type is encrypted in transit using TLS 1.2 based certificates. This ensures that no information is exposed outside the TLS boundaries.

All metadata is encrypted at rest using industry standard AES encryption methods. Content data is also encrypted based on the type of information that is retrieved, stored, and processed. For example, configurations can be setup that enforces content data encryption for only Personally Identifiable Information (PII) or it can be enabled for all content data. The choice is dependent entirely on the type of contracting that is performed by the customer and the sensitivity of the information that goes through the system.

All communications over networks are encrypted using common secure protocols (https/tls/etc.). All communications to the web browser are via https. All data from a web browser to the OCMS server, regardless of its type is encrypted in transit using TLS 1.2 based certificates. This ensures that no information is exposed outside the TLS boundaries. All communications between the OCMS servers and the Odyssey Agent(s) are also encrypted using TLS 1.2 certificates. End point integration with third party systems such as SharePoint, PeopleSoft, Databases etc. are also encrypted where such encryption is supported by the

third-party system being integrated.

By default, all traffic between the Web browser and the OCMS SaaS solution in the cloud is encrypted using certificates leveraging the TLS 1.2 protocol. If necessary, the customer can install a Next Generation Firewall (NGFW) at the edge of the customer's network to accommodate this desire for transparency to the customer. There is an expense associated with such decryption since every interaction with the SaaS solution will go through this decryption and encryption process. An alternative approach is to use a dedicated decryption device to narrowly identify traffic that needs to be decrypted. OCMS can work with both approaches to ensure that organizations have the visibility they desire.

The following data encryption standards are utilized by OCMS: For all HTTPS, TCP and related traffic, a TLS 1.2 based Certificate is used to encrypt data in motion. For data at rest, an AES 256 based combination cipher is used. Passwords and other data that can be stored as one-way digests are encrypted using a digest algorithm where applicable. All encryption keys are owned and serviced by Pantheon. The encryption keys are stored either in a key vault, database, or on disk based on the use case scenario for the implementation. The encryption keys used for transparent data encryption can be configured to be rotated at custom intervals based on what the customer prefers. This is typically yearly but can be done at different intervals.

All uploads to the system will require the user to be logged into the system unless otherwise specified by the workflow and the needs of the Texas Share. All uploads/downloads to the OCMS utilize secure communications (https). All files are scanned by antivirus detection software during the upload process and before being committed to the system, and routinely thereafter. All non-secure ports and protocols, and all unnecessary accounts, are disabled on the system server to avoid unauthorized access to upload files.

**The Odyssey 10-layer security framework supports the above security measures.**

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## Appendix A5.6: Architectural view of the Odyssey Platform used by the CMS

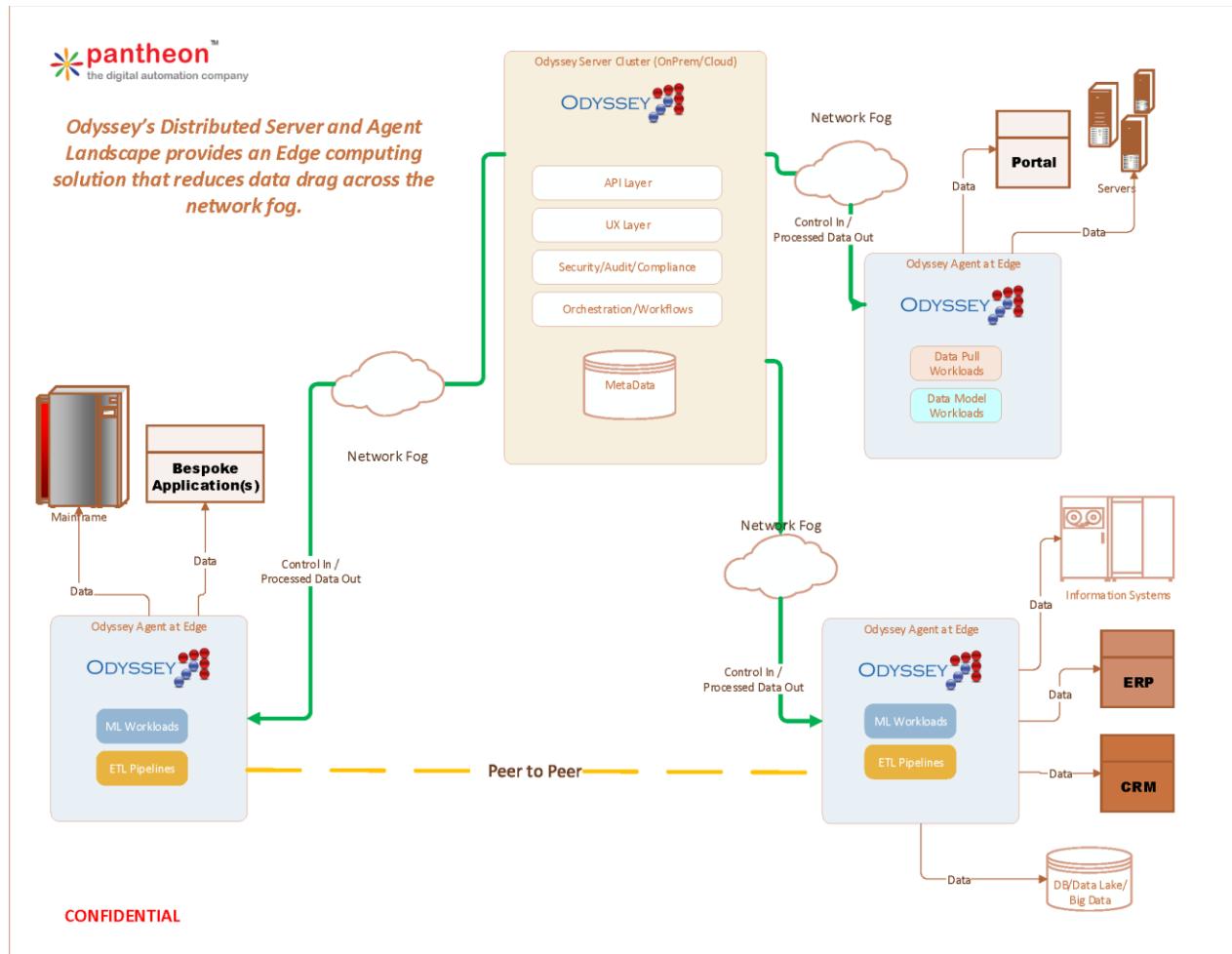
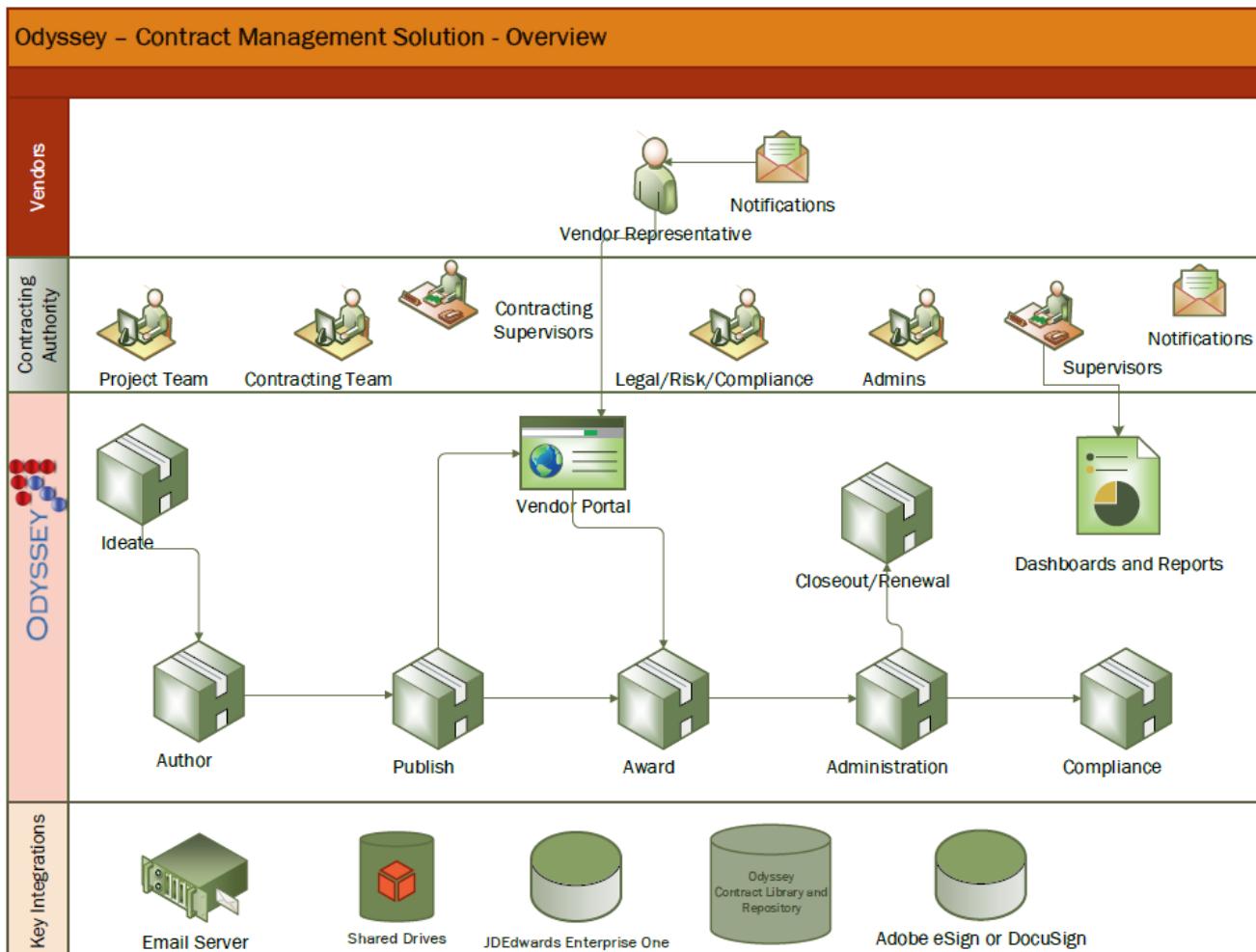


Figure 4: Illustration of Odyssey's Distributed Edge Computing architecture for digital transformation.

- Odyssey server orchestrates individual task agents and communication between them via peer-to-peer communications
- Data does not need to be dragged back to server. It is processed where the data resides
- Example: to pass data between CRM and ERP systems. Odyssey sever instructs ERP to expect communication from task agent at CRM, this agent then gets the data and communicates with other agents

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## Appendix A5.7: Architectural view of Odyssey CMS as a SaaS Solution



Diagrams show interactions with the solution by various actors and modules within the solution. Sample integration points are listed as key integrations.

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## APPENDIX 6 – DATA CONVERSION

To understand the Odyssey approach to Data Migration, Conversion, and other Interoperability issues, it is useful to understand how the Odyssey Core utilizes Task Agents and Workflows/Mini-Apps.

### Task Agents

Odyssey's Task Agent technology plug-ins internalize the complexity of interfacing with external systems when automating workflows or creating new integration points. The Task Agents present the configuration options and variables as drop-down menus, checkboxes, and simple fields. The process specialists avoid most of the work of deciphering the calls to third-party REST APIs, the syntax of executable command-line options, or the complexity of process calls.

New Task Agents may, when appropriate and necessary, be created to read and/or write specific application data formats, access current systems-of-record through APIs, etc.

### Data Conversion Workflows (Mini-Apps)

Actual data conversion will be configured to take place at the workflow level. This is a more robust approach to conversion because of the process-aware intelligence that can be configured, as well as inheriting all the features of the Odyssey Core that will benefit the process (scheduling, error-handling, notifications, etc.). These workflow mini-apps will be configured to support full logging that will be the basis for provide information as to the overall status of the effort, troubleshooting, and auditing.

Certain use case scenarios and formats might need additional manual steps to be incorporated into the new system.

### Determine/Confirm Data Migration Scope

The final scope of data migration will be determined with Texas Share, considering:

- Estimated file migration: currently stored on disparate multiple document formats and locations such as Word or Adobe PDF. Storage locations are known to include local computer drives, network file shares, email attachments, and physical documents.
- Additional items that may become known in Sprint 0, additional discovery, and discussions to ensure agreed upon scopes and functionality will meet the needs of Texas Share.
- Most of the data migration from existing system and/or files will take place near the end of development. However, activities with the test data and activities related to testing any new Task Agents will take place at some earlier stages to ensure that no configuration or design decisions “box in” final conversion in an adverse manner.

### Determination of Duties with Stakeholders

With Texas Share, we will determine:

- Additional use cases and considerations (timing, data availability, cut-off dates for go-live,

etc.) that may affect data migration.

- Additional timing, duty and responsibility considerations that may affect incorporating documents (PDF, Word, etc.) from their disparate locations into the new system.

## Take Stock of the Data Source

Pantheon will undertake discovery to determine data conversion requirements, the data, availability of the data to the solution (file/database locations, etc.), and a decommissioning process that will involve least disruption of Texas Share processes during transition.

While the scope of the files involved in migration is less well understood, the over process considerations are the same.

## Create Conversion Workflows

Once all factors are thoroughly understood, and any additional Task Agents necessary to interface with the underlying technologies have been created and tested, Pantheon will undertake modification of data conversion workflows.

## Destination Environment

Pantheon will engage in limited testing during early development stages and rigorous testing in later stages to ensure that new data storage environments meet all Service Level Agreements for performance, scalability, and reliability.

## Monitoring

Pantheon will engage in a variety of monitoring from both within Odyssey and external to Odyssey to ensure all SLAs are met.

- Odyssey itself has built in error logging and auditing to account for process usage, data availability, and speed of data to Odyssey, etc.
- Additional Commercial-off-the-Shelf (COTS) software will perform monitoring at the virtual machine and network levels.

## Testing and Clean-up

Pantheon will work in conjunction with Texas Share at various stages (including and particularly during User Acceptance Testing) to ensure that the migrated data has been properly converted and provides expected results.

- The data migration workflow reports audit logs will be analyzed for potential issues, such as missing or “garbled” data, and will be referred to during any troubleshooting proceedings.
- Manual and automated testing, by both Pantheon and Texas Share
- If necessary, some limited data may be targeted for manual conversion.

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## APPENDIX 7 - ADDITIONAL BENEFITS OF OUR SOLUTION

Odyssey's Task Agent technology internalize the complexity of interfacing with external systems when automating workflows or creating new integration points. The Task Agents present the configuration options and variables as dropdown menus, checkboxes, and simple fields. The process specialists avoid most of the work of deciphering the calls to third-party REST APIs, the syntax of executable command-line options, or the complexity of process calls.

### Point Solution Frameworks

In addition to Contract Management, Pantheon Odyssey Technologies Ltd offers multiple configurable point solution frameworks covering:

- DevOps
- Change and Release Management
- IT Ops and Tech Ops
- Compliance, Data Management and Governance
- Employee Onboarding
- Knowledge Management

Using our no code platform new enterprise applications can be constructed for web or mobile devices using the frame works, or from scratch using drag-and-drop interface in a fraction of the time it would take to construct these applications using traditional software development tools.

## APPENDIX 8 – MBE/WBE

Pantheon Inc. is a minority owned and a woman owned enterprise



## APPENDIX 9 – CAPABILITIES STATEMENT

Dedicated  
to  
**Relentless  
Simplicity**



Founded in 1997 as a full service software engineering company, Pantheon Inc. puts science to work by creating innovative products and solutions that have proved to be increasingly critical to business success.

Our flagship product, the Odyssey Digital Automation Platform, empowers digital transformation for many Fortune 500 multi-national companies around the world.

### The Odyssey Digital Automation Platform



Automation Platform for creating enterprise class business applications and workflows with minimal software development cost and time.

Integrates with over 350+ Business and IT solutions for the seamless flow of data and processes, the creation of actionable dashboards and applications, in order to meet the needs of the constantly evolving business and technology landscape.

### The Tool for the Entire Enterprise



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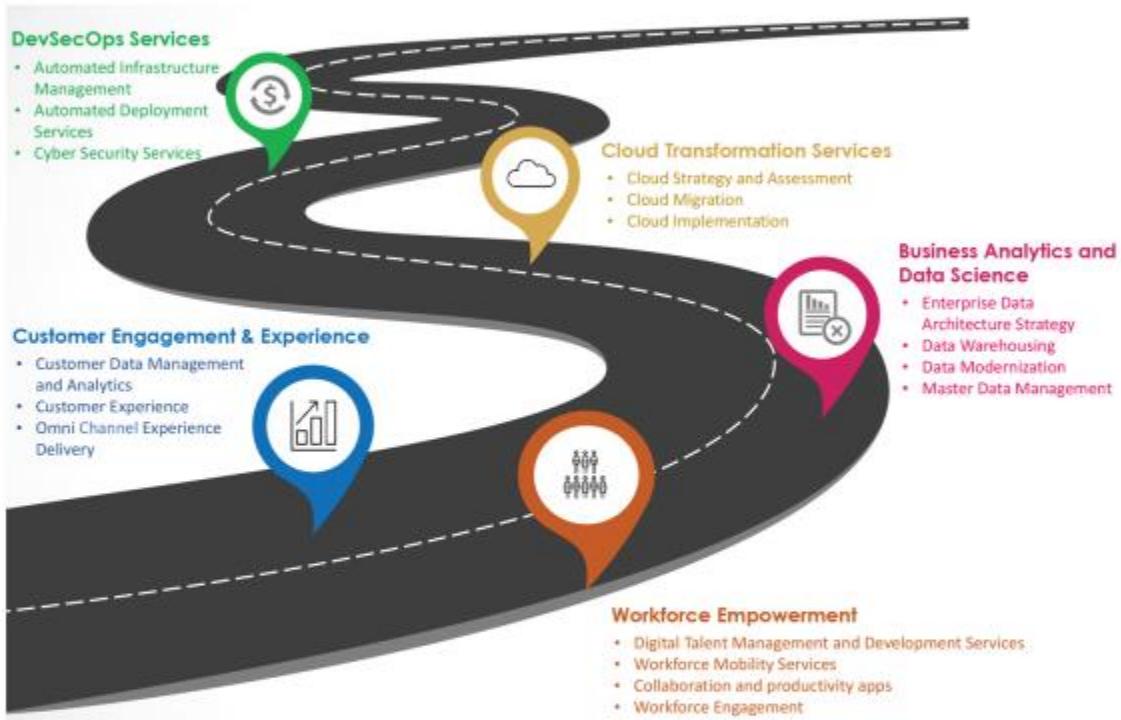




Founded in 1997 as a full service software engineering company, Pantheon Inc. puts science to work by creating innovative products and solutions that have proved to be increasingly critical to business success.

Our flagship product, the Odyssey Digital Automation Platform, is used by many Fortune 500 multi-national companies around the world. Odyssey empowers digital transformation in 32 countries spanning many continents.

## DIGITAL TRANSFORMATION SERVICES



### Global Staff Augmentation Services

System and App Dev. Support and Administration  
SAP, Microsoft, Salesforce, Oracle, IBM...



### Cyber Security Services



### Team as a Service



### Global Consulting Services

Consulting Services offered in 14 countries, Onsite, Offsite, Nearshore and Offshore

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[www.OdysseyAutomation.com](http://www.OdysseyAutomation.com)

