



Contract

Commodity or Service: Request for Bid for the State of Wisconsin Department of Employee Trust Funds Project Management and Associated Services for the Wisconsin Retirement System (WRS)

Request for Bid/Proposal No: ETA0017
Amendment 12
GL Insight LLC

Contract Period: January 1, 2012 through December 31, 2013

1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears below;
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the request for bid cited above, and in accordance with the contractor's bid submitted on this request for bid; which request for bid is hereby made a part of this contract;
3. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employees or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. Contracts estimated to be over twenty-five thousand dollars (\$25,000) require the submission of a written affirmative action plan. Contractors with an annual work force of less than twenty-five (25) employees are exempted from this requirement.

Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7867, Madison, WI 53707-7867, (608) 266-5462.
5. The order of precedence is: the official purchase order; this contract / Amendment 1; Request for Bid (RFB) ETA0017 November 19, 2010 (including all appendices and amendments); and GL Insights LLC's response to RFB dated December 3, 2010.
6. The Amendment # 2 and one exhibit to this Amendment, modify Amendment # 1. Amendment # 2 Exhibit 1 Business Analyst Position Contract ETA0017 dated 02/28/2011. All other provisions of this contract unrelated to this Amendment remain in effect.
7. The Amendment #3 is for one full-time business analyst contact position beginning April 25, 2011 at the rate of \$85.00 an hour for up to 870 hours. All other provisions of this contract unrelated to this Amendment remain in effect.
8. The Amendment #4 includes one full-time project manager, effective August 8, 2011, at the rate of \$110.00 an hour not to exceed 2000 hours. In addition, Amendment #4 includes one full-time business analyst position to work on the Enterprise Information Model: Phase 2 use Case Models. The business analyst is effective September 1, 2011, at the rate of \$110.00 an hour not to exceed 1,000 hours. All other provisions of this contract unrelated to this Amendment remain in effect

9. The Amendment # 5 extends the contract for two years, January 1, 2012 through December 31, 2013, Attachment 1-3 dated October 6, 2011 Cost Proposal Worksheet – ETA0017-REVISION 2, and Attachment 2 Summary of Services dated October 25, 2011. All other provisions of this contract unrelated to this Amendment remain in effect.
10. The business analyst identified in Amendment 3, has ended effective September 2, 2011.
11. The Amendment 6 includes one full-time project manager, effective November 21, 2011, at the rate of \$110.00 per hour not to exceed 2000 hours. The project manager identified in Amendment 4, has an end date of November 30, 2011. All other provisions of this contract unrelated to this Amendment remain in effect.
12. Amendment 7 includes one full-time project manager, effective January 9, 2012, at the rate of \$115.00 per hour not to exceed 2000 hours. All other provisions of this contract unrelated to this Amendment remain in effect.
13. Amendment 8 extends Amendment #4 per Attachment 1: PR-117 Enterprise Business Model (EBM/EIM) Business Analyst Services Revised Statement of Work dated February 6, 2012) at a rate of \$115.00 per hour not to exceed 3500 hours. All other provisions of this contract unrelated to this Amendment remain in effect.
14. Amendment 9 modifies: Amendment 1 rate to \$130 per hour and end date to June 30, 2013; Amendment 6 rate to \$156.48 per hour and end date to June 30, 2013; and Amendment 7 end date to June 30, 2013. Amendment 9 also includes 2 full-time 2000 hours per year business analyst positions effective April 16, 2012 through June 30, 2013 at a rate of \$115 per hour, and one full-time 2000 hours per year project manager effective April 16, 2012 through June 30, 2013 at a rate of \$120 per hour. Amendment 9 includes Exhibit 1 “Statement of Work” dated April 17, 2012. All other provisions of this contract unrelated to this Amendment remain in effect.
15. Amendment 10 modifies Amendment 9 to include one full-time 2000 hours per year business analyst position effective May 1, 2012 through June 30, 2013 at a rate of \$115 per hour. All other provisions of this contract unrelated to this Amendment remain in effect.
16. Amendment 11 includes 1 full-time 2000 hours per year business analyst positions effective May 21, 2012 through June 30, 2013 at a rate of \$115 per hour. All other provisions of this contract unrelated to this Amendment remain in effect.
17. Amendment 12 supersedes and amends all positions effective July 1, 2012, and Amendment 12 adds 1 new business analyst position and 1 new junior business analyst position. Each position description has a corresponding Statement of Work, which is in the Addendum section to this document. Amendment 12 still supports the contract’s effective agreement through December 31, 2013. The funding specifications by position group and total are shown in the table below as effective from July 1, 2012 through June 30, 2013.

Position	Hourly Rate	Not-to-Exceed Budget \$
For : <u>July 1, 2012 through June 30, 2013</u>		
Project Director	\$158.00	\$316,000
Business Enterprise Architect	\$135.00	\$270,000
Project Manager	\$125.00	\$500,000
Trainer / Engagement Manager	\$130.00	\$104,000
Business Analyst	\$115.00	\$1,150,000
Junior Business Analyst	\$75.00	\$150,000
Total		\$2,490,000

Contract Number: ETA0017 Request for Bid for the State of Wisconsin Department of Employee Trust Funds Project Management and Associated Services for the Wisconsin Retirement System (WRS)

Request for Bid/Proposal: ETA0017 Amendment 12.

GL Insight LLC

State of Wisconsin Department of Administration Department of Employee Trust Funds
By <i>(Name)</i> Robert J. Marchant
Signature
Title Deputy Secretary
Phone 608/266-9854 robert.marchant@etf.state.wi.us
Date <i>(MM/DD/CCYY)</i>

To be Completed by Contractor
Company Name GL Insight LLC
Company Address <i>(City, State, Zip)</i> 23 Hidden Trl. Jackson, MI 49203
By <i>(Name)</i> Linda Hall
Signature
Title GL Insight Chief Executive Officer

ADDENDUM:

GL Insight Position Statements of Work

PROJECT DIRECTOR STATEMENT OF WORK

General Responsibilities

The Project Director position for GL Insight will include responsibilities of both a Project Director, as well as a Project Manager. It is expected that, while executing Project Director duties, this position will be called upon to manage client projects, as well.

1. Project Director Responsibilities

Full oversight responsibility for:

- a. Successful delivery of all GLI staff contract deliverables
- b. Collection, approval and submission of all GLI staff timesheets to GLI Executive Management
- c. Preparation and delivery of all new GLI staff 30-, 60- and 90-day performance reviews. The staff performance reviews must be performed face-to-face.
- d. Identify new GLI staff positions that would benefit Client, identify appropriately skilled personnel to fill those positions and work with GLI Executive Management to execute an Independent Consultant contract with personnel selected for position
- e. Communicate as needed with GLI Executive Management as needed, but at a minimum, conduct a Monthly Management Review with GLI Executive Management
- f. Monitor and control all contract activities, mitigate contract risks and resolve contract issues.
- g. Ensure that the scope of all GLI projects is managed and controlled.

2. Project Manager Responsibilities

For projects as assigned:

- Have direct responsibility for successful implementation of deliverables, contributing substantially to internal and external customer satisfaction through competent project and enterprise portfolio management.
- Ensure projects meet specifications, timelines, budgets, and quality standards. The client's Project Management is comprised of six processes, concept, initiating, planning, executing, controlling and monitoring, and closing.
- Assist with the training of new project managers, business analysts, quality assurance/testing, and risk mitigation, and advice on best practices.
- Assist in definition, alignment, governance, reporting and refinement of an enterprise Project Management Office (PMO) policies and processes.

Essential Duties include:

Project Planning

- Proactively manage all steps of initiation of projects, lead effort in determining and refining project specifications, and lead the planning, monitoring, and closing of projects.
- Determine, and make adjustments in schedule, costs and timeline based on project specifications.
- Establish project scope and collaborate in budget development and monitoring.
- Document project and business requirements and work breakdown structures (tasks), and timelines; develop kick-off communications to establish project, task numbers, and communicate budget breakdowns.
- Ensure authorization of project by PMO and ultimately executive management.
- Determine and recommend resource allocation.
- Participate in establishing the creative vision for each assigned project by working with the appropriate management and applications, network, database, and/or security teams as appropriate in development, revision or redesign.
- Collaborate with team members and provide ongoing guidance to the project team regarding structure, scope of content, design of the project to ensure that team members are meeting the project's goals.

Project Tracking

- Identify and document the specific activities that must be performed to produce the project deliverables.
- Assume overall management responsibility to track and maintain status of all projects concerning specifications, time lines, budgets, and deliverables.

- Establish project baselines and tracking to those baselines.
- Assume lead responsibility for project recovery by meeting established specifications, time lines, and budget (excluding performance issues). Initiate and assign project work.
- Schedule and lead project team meetings to update project status on a weekly or as-needed basis.
- Fulfill lead role in staff allocation, scheduling, and prioritizing based on business unit objectives.
- Effectively manage colleagues and build successful relationships.
- Coordinate and delegate fulfillment of deliverables.
- Identify and document project phase timelines and facilitate on-time delivery.
- Establish and maintain business unit procedures and evaluate process improvements. Recognize and evaluate requests for out-of-specification work and develop timely notifications to the appropriate PMO resource.
- Forecast cost-to-complete estimates for active projects.
- Track active and completed tasks, budget, etc.
- Monitor project status and request changes as appropriate.
- Identify and analyze budget and timeline risks in preparation for business unit meetings.
- Resource projects effectively to ensure maximum project time for unit.

Communications

- Initiate kick-off meetings as appropriate to establish course of project and communication channels.
- Communicate with team on a regular basis to ensure project quality and adherence to specifications and timelines.
- Update the business unit on a regular basis on status of all projects.
- Be highly responsive and anticipate possible solutions to project-related problems/ challenges.
- Assist in anticipating and fulfilling business needs, and take a leadership role in fostering team communications.

Quality and Risk Control

- Ensure all internal processes associated with a project are adhered to inclusive of paperwork, communication, quality control measures and scheduling.
- Mitigate risks that could impact project.
- Ensure that all specifications of projects are delivered, as needed, and evaluate overall project performance on a regular basis to ensure quality, timelines and budget specifications are accurate.
- If necessary, develop contingency plans, alternative courses of action to satisfy project needs.
- Execute risk reduction plans and evaluate their effectiveness throughout the project.
- Analyze out-of-specification requests and suggest and implement corrective recommendations.

Project Management Training/Development/Operational Oversight

- Responsible for training of new project managers and others as needed.
- Maintain consistent adherence to operational processes within group.
- Act as mentor to facilitate high performance standards and best practices.

Administrative Duties (in re: GL Insight)

1. Capture time expended on a daily basis and electronically submit the GL Insight (GLI) Weekly Timesheet by COB each Saturday (earlier if no work is planned for Saturday) during the contract period.
2. Track hours expended against the total time allocated for this project. Total time allocated for this SOW is 2000 hours per designated fiscal twelve-month period, expressed in a not-to-exceed dollar amount in the ETF/GLI contract documentation. The total dollar amount is not to be exceeded without ETF/GLI authorization.
3. Communicate with the GLI manager as needed.
4. Ensure that only the activities identified in this SOW are conducted. Any other activities to be conducted must be authorized by ETF/GLI.

**ENGAGEMENT MANAGER / TRAINER
STATEMENT OF WORK**

General Responsibilities

The Engagement Manager/Trainer position for GL Insight will include responsibilities for successful delivery of GLI services to ETF and for successful delivery of ETF Project Management Methodology Foundation Training Courses and the Department Project Manager Certification Program.

1. Engagement Manager Responsibilities:

- a. Successful delivery of all GLI services related to the ETA0017 contract.
- b. Resolution of any issues escalated to the Engagement Manager.
- c. Preparation and delivery of the Project Director's performance reviews and assistance or input to other GLI staff performance reviews
- d. Identify appropriately skilled personnel to fill those ETF-approved positions and work with the Project Director to complete the contracting process.
- e. Communicate as needed with the ETF contract manager (OEI Director) as needed, but at a minimum, conduct a Quarterly Management Review.
- f. Monitor and control all contract activities, mitigate contract risks and resolve contract issues that cannot be resolved by the Project Director.
- g. Ensure that the scope of all GLI projects is managed and controlled.

2. Project Management Methodology Trainer Responsibilities

Prepare, schedule and deliver the following in cooperation with the ETF Training Officer:

- a. Project Management (PM) Training Series for ETF Staff: a series of short training programs on project management (PM), to familiarize all ETF staff with the terminology, concepts, and processes of PM. Deliver these courses per the schedule established in Eventbrite - the agency's training scheduling system.
- b. Department Project Manager Certification Training: a series of eight sessions for selected participants to prepare them for managing simple to moderately complex projects within their Division or Office. Courses scheduled per Project # 160 and the Department Project Manager Certification Application posted on December 28, 2011.

Schedule for 2013 will be determined jointly by the Trainer and the ETF Training Officer.

3. Administrative Duties (in re: GL Insight)

- a. Capture time expended on a daily basis and electronically submit the GL Insight (GLI) Weekly Timesheet by COB each Saturday (earlier if no work is planned for Saturday) during the contract period.
- b. Track hours expended against the total time allocated for this project. Total time allocated for this SOW is 1000 hours per designated fiscal twelve-month period, expressed in a not-to-exceed dollar amount in the ETF/GLI contract documentation. The total dollar amount is not to be exceeded without ETF/GLI authorization. There may be amendments to the contract which will stipulate an appropriate not-to-exceed amount per shorter or longer periods, e.g. six-month or eighteen-month periods.
- c. Communicate with the GLI Project Director as needed.
- d. Ensure that only the activities identified in this SOW are conducted. Any other activities to be conducted must be authorized by ETF/GLI.

PROJECT MANAGER STATEMENT OF WORK

General Responsibilities

For projects as assigned:

- Have direct responsibility for successful implementation of deliverables, contributing substantially to internal and external customer satisfaction through competent project and enterprise portfolio management.
- Ensure projects meet specifications, timelines, budgets, and quality standards. The client's Project Management is comprised of six processes, concept, initiating, planning, executing, controlling and monitoring, and closing.
- Assist with the training of new project managers, business analysts, quality assurance/testing, and risk mitigation, and advice on best practices.
- Assist in definition, alignment, governance, reporting and refinement of an enterprise Project Management Office (PMO) policies and processes.

Essential Duties include:

Project Planning

- Proactively manage all steps of initiation of projects, lead effort in determining and refining project specifications, and lead the planning, monitoring, and closing of projects.
- Determine, and make adjustments in schedule, costs and timeline based on project specifications.
- Establish project scope and collaborate in budget development and monitoring.
- Document project and business requirements and work breakdown structures (tasks), and timelines; develop kick-off communications to establish project, task numbers, and communicate budget breakdowns.
- Ensure authorization of project by PMO and ultimately executive management.
- Determine and recommend resource allocation.
- Participate in establishing the creative vision for each assigned project by working with the appropriate management and applications, network, database, and/or security teams as appropriate in development, revision or redesign.
- Collaborate with team members and provide ongoing guidance to the project team regarding structure, scope of content, design of the project to ensure that team members are meeting the project's goals.

Project Tracking

- Identify and document the specific activities that must be performed to produce the project deliverables.
- Assume overall management responsibility to track and maintain status of all projects concerning specifications, time lines, budgets, and deliverables.
- Establish project baselines and tracking to those baselines.
- Assume lead responsibility for project recovery by meeting established specifications, time lines, and budget (excluding performance issues). Initiate and assign project work.
- Schedule and lead project team meetings to update project status on a weekly or as-needed basis.
- Fulfill lead role in staff allocation, scheduling, and prioritizing based on business unit objectives.
- Effectively manage colleagues and build successful relationships.
- Coordinate and delegate fulfillment of deliverables.
- Identify and document project phase timelines and facilitate on-time delivery.
- Establish and maintain business unit procedures and evaluate process improvements. Recognize and evaluate requests for out-of-specification work and develop timely notifications to the appropriate PMO resource.
- Forecast cost-to-complete estimates for active projects.
- Track active and completed tasks, budget, etc.
- Monitor project status and request changes as appropriate.
- Identify and analyze budget and timeline risks in preparation for business unit meetings.
- Resource projects effectively to ensure maximum project time for unit.

Communications

- Initiate kick-off meetings as appropriate to establish course of project and communication channels.

- Communicate with team on a regular basis to ensure project quality and adherence to specifications and timelines.
- Update the business unit on a regular basis on status of all projects.
- Be highly responsive and anticipate possible solutions to project-related problems/challenges.
- Assist in anticipating and fulfilling business needs, and take a leadership role in fostering team communications.

Quality and Risk Control

- Ensure all internal processes associated with a project are adhered to inclusive of paperwork, communication, quality control measures and scheduling.
- Mitigate risks that could impact project.
- Ensure that all specifications of projects are delivered, as needed, and evaluate overall project performance on a regular basis to ensure quality, timelines and budget specifications are accurate.
- If necessary, develop contingency plans, alternative courses of action to satisfy project needs.
- Execute risk reduction plans and evaluate their effectiveness throughout the project.
- Analyze out-of-specification requests and suggest and implement corrective recommendations.

Project Management Training/Development/Operational Oversight

- Responsible for training of new project managers and others as needed.
- Maintain consistent adherence to operational processes within group.
- Act as mentor to facilitate high performance standards and best practices.

Administrative Duties (in re: GL Insight)

1. Capture time expended on a daily basis and electronically submit the GL Insight (GLI) Weekly Timesheet by COB each Saturday (earlier if no work is planned for Saturday) during the contract period.
2. Track hours expended against the total time allocated for this project. Total time allocated for this SOW is 2000 hours per designated fiscal twelve-month period. This total is not to be exceeded without ETF/GLI authorization. This will be expressed in a not-to-exceed dollar amount in the ETF/GLI contract documentation.
3. Communicate with the GLI manager as needed.
4. Ensure that only the activities identified in this SOW are conducted. Any other activities to be conducted must be authorized by ETF/GLI.

ENTERPRISE BUSINESS ARCHITECT STATEMENT OF WORK

The Wisconsin Department of Employee Trust Funds (ETF) is undertaking the Enterprise Business Model (EBM) Project in support of its overall strategic goals.

General Statement of Responsibilities

As a Junior Business Analyst, this position will learn the Business Analyst responsibilities outlined below. In this novice role, the position will be mentored by the Enterprise Business Architect and will be assigned an experienced Business Analyst who will provide close guidance in executing the position responsibilities.

Document the current state organization's enterprise business process flows using a specified modeling process. Create supporting documentation of business process/data flows and diagrams as needed.

Functional Duties

a. Tasks:

- Review, analyze, and evaluate business processes and user needs.
- Apply industry standards and ETF approved techniques to the enterprise business model.
- Analyze existing (as-is) systems and procedures by examining business functions and processes, information flow, and business systems as they relate to the use of information in the organization.
- Gather data through interview, survey, and on-site observation, working within the organization and with external customer and/or third-party administrators if needed.
- Facilitate sessions to define, document, and validate the enterprise business model.
- Assist in other activities as assigned to support the overall strategic goals and objectives of the organization.

b. General Deliverables:

- Business models, use cases, scenarios, activity diagrams, and other information for specified business processes.

c. Communications

- Communicate daily with Project Managers and other Business Analysts.
- Ensure effective and efficient interactions with staff and management from all organization levels and areas of the Department.
- Communicate and build business partner relationships with business unit and information technology staff.

Administrative Duties (in re: GL Insight)

1. Capture time expended on a daily basis and electronically submit the GL Insight (GLI) Weekly Timesheet by COB each Saturday (earlier if no work is planned for Saturday) during the contract period.
2. Track hours expended against the total time allocated for this project. Total time allocated for this SOW is 2000 hours per designated fiscal twelve-month period expressed in a not-to-exceed dollar amount in the ETF/GLI contract documentation. The total dollar amount is not to be exceeded without ETF/GLI authorization.
3. Communicate with the GLI Project Director as needed.
4. Ensure that only the activities identified in this SOW are conducted. Any other activities to be conducted must be authorized by ETF/GLI.

BUSINESS ANALYST STATEMENT OF WORK

The Wisconsin Department of Employee Trust Funds is undertaking the Enterprise Business Model (EBM) Project in support of its overall strategic goals.

Document the current state organization's enterprise business process flows using a specified modeling process. Create supporting documentation of business process/data flows and diagrams as needed.

General Statement of Responsibilities

Functional Duties

a. Tasks:

- Review, analyze, and evaluate business processes and user needs.
- Apply industry standards and ETF approved techniques to the business process mapping tasks.
- Analyze existing (as-is) systems and procedures by examining business functions and processes, information flow, and business systems as they relate to the use of data in the organization.
- Gather data through interview, survey, and on-site observation, working within the organization and with external customer and third-party administrators if needed.
- Facilitate sessions to define, document, and validate the business model.
- Assist in other activities as assigned to support the overall strategic goals and objectives of the organization.

b. Deliverable

- As-Is ETF approved model detailing use case, scenario, activity diagrams, and other information for specified business processes.

c. Communications

- Communicate daily with the BPM Lead Business Analyst and discuss all concern areas with that individual.
- Ensure effective and efficient interactions with staff and management from all organization levels and areas of the Department.
- Communicate and build business partner relationships with business unit and information technology staff.

Administrative Duties (in re: GL Insight)

1. Capture time expended on a daily basis and electronically submit the GL Insight (GLI) Weekly Timesheet by COB each Saturday (earlier if no work is planned for Saturday) during the contract period.
2. Track hours expended against the total time allocated for this project. Total time allocated for this SOW is 2000 hours per designated fiscal twelve-month period. This total is not to be exceeded without ETF/GLI authorization. This will be expressed in a not-to-exceed dollar amount in the ETF/GLI contract documentation.
3. Communicate with the GLI manager as needed.
4. Ensure that only the activities identified in this SOW are conducted. Any other activities to be conducted must be authorized by ETF/GLI.

JUNIOR BUSINESS ANALYST STATEMENT OF WORK

The Wisconsin Department of Employee Trust Funds is undertaking the Enterprise Business Model (EBM) Project in support of its overall strategic goals.

General Statement of Responsibilities

As a Junior Business Analyst, this position will learn the Business Analyst responsibilities outlined below. In this novice role, the position will be mentored by the Enterprise Business Architect and will be assigned an experienced Business Analyst who will provide close guidance in executing the position responsibilities.

Document the current state organization's enterprise business process flows using a specified modeling process. Create supporting documentation of business process/data flows and diagrams as needed.

Functional Duties

a. Tasks:

- Review, analyze, and evaluate business processes and user needs.
- Apply industry standards and ETF approved techniques to the business process mapping tasks.
- Analyze existing (as-is) systems and procedures by examining business functions and processes, information flow, and business systems as they relate to the use of data in the organization.
- Gather data through interview, survey, and on-site observation, working within the organization and with external customer and third-party administrators if needed.
- Facilitate sessions to define, document, and validate the business model.
- Assist in other activities as assigned to support the overall strategic goals and objectives of the organization.

b. Deliverable

- Enterprise business model, use cases, scenarios, activity diagrams, and other information for specified business processes.

c. Communications

- Communicate daily with the project manager and/or assigned business analyst.
- Ensure effective and efficient interactions with staff and management from all organization levels and areas of the Department.
- Communicate and build business partner relationships with business unit and information technology staff.

Administrative Duties (in re: GL Insight)

1. Capture time expended on a daily basis and electronically submit the GL Insight (GLI) Weekly Timesheet by COB each Saturday (earlier if no work is planned for Saturday) during the contract period.
2. Track hours expended against the total time allocated for this project. Total time allocated for this SOW is 2000 hours per designated fiscal twelve-month period, expressed in a not-to-exceed dollar amount in the ETF/GLI contract documentation. The total dollar amount is not to be exceeded without ETF/GLI authorization. Communicate with the GLI manager as needed.
3. Ensure that only the activities identified in this SOW are conducted. Any other activities to be conducted must be authorized by ETF/GLI.