# SW1025 Release Process Map

**Agency**

START

1. Submits a need on the Doing Business with Oklahoma portal.

6. Contacts suppliers on the approved list and chooses a supplier.

7a. Connects supplier with Cyber Command contact to ensure they have the proper background check on file.

7b. Works with the supplier to land on a Statement of Work that meets with both technical and business approval.

15. Signs the SoW.

19. Initiates the PO process and dispatches the PO.

20. Provides a copy of the PO to the supplier, cc'ing the IT liaison.

END

**IT Liaison**

10. Works with agency to create an SoW.

11. Submits to Tower Administrator for review.

18. Provides a copy of the fully executed SoW to the agency with instructions for the agency to initiate its PO process.

**Supplier Management**

2. Receives the need.

3. Contacts the tower for a list of approved suppliers.

5. Emails the agency a list of approved suppliers.

**Tower**

4. Provides Supplier Management with a list of approved suppliers and the IT liaison.

**Cyber Command**

8a. Proper background check on file?

YES →

9a. Notifies the agency that the supplier has a background check on file, cc'ing the IT liaison.

NO ↓

21. Provides instructions to supplier for submitting a background check.

**Supplier**

22. Follows Cyber Command's instructions and provides background check results.

14. Signs the SoW.

**Tower Administration**

12. Conducts review.

13. Circulates for signatures from supplier, agency and CIO.

17. Provides a copy of the fully executed SoW to the IT liaison.

**CIO**

16. Signs the SoW.