

**IT Professional Technical Services
Master Contract Program - 902TS**

**Statement of Work (SOW)
For Technology Services
Issued By**

**Minnesota Department of
Employment & Economic Development**

**Project Title: Staff Augmentation –
Minnesota Workforce One System Re-Write**

Skill Category

Architecture Planning & Assessment - Information/ Data

Business Need

Minnesota Workforce One is a case management system used to track client activity in 28 or more state-funded employment and training programs and many locally funded programs. At any one time these programs are providing services to over 100,000 active participants.

This system is administered and maintained by DEED Business and Information Technology staff and used by nearly 3,000 staff located across 128 State, County and private non-profit service providers.

Due to changes in technology, the Workforce One system needs to be re-written as a .NET application. The State needs a .NET architect to assist the DEED architects to design and implement this solution. We will look to this .NET architect for planning expertise to ensure the development teams create high-quality, scalable, flexible, and maintainable applications by making solid recommendations for creating or updating standards and processes that consider the advances in the .NET platform. The architect must consider how development standards should change and how to modify development processes to account for the new RAD capabilities of the platform and its requirements for development and deployment environments.

System Description

Workforce One was designed in 2000 and built using Classic ASP, Visual Basic 6.0 COM+ Components with SQL Server database back end. Reports were built with Crystal Reports 8.5. Starting 2007, all new features are being added using ASP.Net 2.0 with the latest .Net Framework. As of today, WF1 application encompasses 561 tables, 2,234 stored procedures, 2000 .aspx files, and 79 .aspx files. In Production, it runs in a server farm with four IIS servers.

Assignment Deliverables

The .NET architect will be expected to assist in the design of the new Workforce One system. The system must be flexible, scalable and maintainable, and must be designed to accommodate for frequent changes in laws and program adds/changes/deletes. At a minimum, the architect will be expected to apply as many best practices as possible to the following deliverables:

1. **Conduct meetings and document outcomes** with the business and Business & Information Technology (BIT) staff to evaluate the current state of the application (business logic needs and rules) and gather high level business requirements for future system.
2. **Determine and document gaps** in the current database and future state.
3. **Make a recommendation** of options to move forward, including, but not limited to, database design options with pros/cons around technical options (class and layer design, etc...), application architecture design, and costs for each option. *Note: the application solution should be designed using standard Microsoft technologies and tools, without resorting to third party tools.*
4. **Establish and document a process** for moving from business requirements to technical specifications and implementation based on BIT organizational constraints (see below).
5. **Establish and document an efficient software lifecycle management process**, including security.
6. **Collaborate with and mentor** DEED architect/developer/database analyst/business analyst staff throughout the engagement. While the vendor resource will be seen as an expert resource, collaboration with current staff will be essential to ensure any solution makes sense in the DEED environment.

DEED Organization

DEED will have a team of 1 project manager, 4-5 business analysts and 8-10 developers for the Workforce One Re-Write project. Skill levels vary within the team and this should be taken into account when establishing processes and allowing for knowledge transfer.

Contract Type

This work will be completed under a time and materials / deliverables based contract. DEED will not conduct a Reverse Auction for this SOW.

Assignment Schedule

We anticipate this resource will be needed on or about **July 5, 2010** and work until **June 30, 2011**.

Agency Project Requirements

- Work will be completed at DEED's First National Bank offices in St. Paul, MN between normal business hours of 8:00 am to 5:00 pm, excluding holidays.
- A project plan for time billed against this work may be registered with the Project Management Office at commencement.

Responsibilities Expected of the Selected Vendor

- Technical Documentation
- Training/ mentoring / knowledge transfer
- Work plan and regular status reports
- Adherence to time keeping and invoicing practices of DEED
- Follow formal Change Control procedures

Required Skills (If a resource cannot demonstrate the following required skills, their proposal will not be moved forward for scoring.)

1. 5 or more years of Public Sector Enterprise Architecture & Design experience.
2. 3 or more Public Sector projects involving a leadership role in performing Enterprise Architecture & Design, including business analysis, requirements gathering, enterprise architecture design.
3. 2 or more assignments where resource lead and mentored client's team of 6 or more on the strategic design and direction of the project along with the skill sets to ensure a successful transition of knowledge.
4. Documented years of experience using the following skill sets and technologies in an Enterprise Architecture Environment:
 - 6 or more years of .NET 2.0, 3.X, and 4.0
 - 5 or more year of ASP.NET
 - 2 or more years of VB.NET
 - 4 or more years of practical Team Foundation Server (TFS)
 - 3 or more years of Service Oriented Architecture
 - 3 or more years of Windows Communication Foundation
 - 5 or more years MS SQL Server

Desired Skills

- 6 months or more architectural & design experience with DEED or another MN State agency.
- Points will be added for resources with a Bachelor's degree
- Points will be added for oral and written communication skills, based on reference interviews, responses in Section 3 and interview responses (if interviews are held).

Process Schedule

Questions due	<i>Wednesday, June 9, 2010, 3:00 PM, CDT</i>
Answers Posted	<i>Friday, June 11, 2010, 3:00 PM, CDT</i>
Proposals due	<i>Wednesday, June 16, 2010, 3:00 PM, CDT</i>
Anticipated proposal evaluation begins	<i>Thursday, June 17, 2010</i>
Potential vendor interviews	<i>Monday & Tuesday, June 21-22, 2010</i>
Anticipated decision	<i>Thursday, June 24, 2010</i>

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by the date and time noted in the Process Schedule above.

Brian Allie, Project Manager

Email Address: brian.allie@state.mn.us

Other persons ARE NOT authorized to discuss this SOW or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

Proposal Submission Instructions

Email proposals to the following email address no later than the time/date noted in the Process Schedule above to Brian.Allie@state.mn.us

SOW Evaluation Process

Each section of the vendor responses will be evaluated / scored by an evaluation team of DEED employees. If a resource being submitted does not meet the Required Skills noted above, they will be removed from further consideration/evaluation.

- Clarity (adherence to format requirements/contents) 5%
- Experience & Resume (combination of required & desired skills & resume) (40%)
- Proposed Work Plan and Interview (if conducted) (25%)
- Cost (30%)

The following template will be used to score and normalize each proposal:

PROPOSAL SCORING for .NET ARCHITECT - WORKFORCE ONE RE-WRITE

		Evaluator	Sample Vendor (max score)
5%	Clarity	#1	20
		#2	20
		#3	20
		#4	20
Total Experience Score			80
Normalized Score			5.0
RANK			

40%	Experience & Resume	#1	180
		#2	180
		#3	180
		#4	180
Total Desired Skills Score			720
Noramalize Score			40.0
RANK			

25%	Work Plan & Interview	#1	40
		#2	40
		#3	40
		#4	40
Total Work Plan Score			160
Normalized Score			25.0
RANK			

30%	Cost	Total Cost	
		Normalize Score	30
RANK			

VETERAN OWNED?
TARGET GROUP?

Total Normalized Score	100
FINAL RANK	

The next section will point out more clearly how responses should be formatted and what will be a part of each score.

Proposal Sections and Content Requirements

Separate your proposal into the following sections. Do not include any information not requested, such as cover letters, marketing materials, etc.....

Section 1: Cover page with only the following information:

Vendor Company Name
 Address
 City, State, Zip
 Company Contact Person
 Contact person's email & phone information
Name of Resource being submitted

➤ *Used to score clarity along with rest of proposal formatting (5%)*

Section 2: Experience & Resume

Part 1: Copy and complete the following charts for the Part 1, noting which assignments/companies fulfill the requirement.

Requirement	Assignments/years from Resume which fulfill requirement
5 or more years of Public Sector Enterprise Architecture & Design experience.	
3 or more Public Sector projects involving a leadership role in performing Enterprise Architecture & Design, including business analysis, requirements gathering, enterprise architecture design.	
2 or more assignments where resource lead and mentored client's team of 6 or more on the strategic design and direction of the project along with the skill sets to ensure a successful transition of knowledge.	
Documented years of experience using the following skill sets and technologies in an Enterprise Architecture Environment: <ul style="list-style-type: none"> • 6 or more years of .NET 2.0, 3.X, and 4.0 • 5 or more year of ASP.NET • 2 or more years of VB.NET • 4 or more years of practical Team Foundation Server (TFS) • 3 or more years of Service Oriented Architecture • 3 or more years of Windows Communication Foundation • 5 or more years MS SQL Server 	

Desired Skills	
• Bachelor's degree	
• 6 months or more architectural & design experience with DEED or another MN State agency	
• Points will be added for oral and written communication skills, based on reference interviews, responses in Section 3 and interview responses (if interviews are held).	

Part 2: Insert a copy of the resource's resume. Be sure work assignments include dates.

Part 3: List 3 references for work specific to this SOW. Include reference name, company, phone, and direct email address. It will be up to the vendor to alert references they may be called.

➤ *Used to score Experience & Resume (40%)*

Section 3: Proposed Work Plan & Interview

Part 1: In two paragraphs, not to exceed one page total, have the resource answer the following questions:

1. *Based on the details from this SOW as well as your experience as a .NET architect, what do you feel will be the biggest challenge in completing this assignment?*
2. *How do you plan on addressing this challenge?*

Part 2: Present a proposed work plan for accomplishing the deliverables in this SOW. Do not exceed one page. **DO NOT INCLUDE COST IN THIS SECTION!**

Note: The State reserves the right to interview final candidates based on responses and scores. The vendor will be contacted to arrange a mutually agreed upon interview time, should this be necessary.

➤ *Used to score Proposed Work Plan and Interview (25%)*

Section 4: Cost

Based on the Work Plan in Section 3, calculate the total cost estimate for this assignment, showing hourly rate multiplied by hours. Please feel free to use the same format as the work plan to estimate hours/cost.

➤ *Used to score Cost (30%)*

Section 5: State Forms

- a) Conflict of Interest Statement
A statement certifying there are no known conflicts of interest with respect to this project, or if known, identification of those situations that may present an actual or potential conflict and how the contractor proposes to avoid the potential conflict.
- b) Affirmative Action Certificate of Compliance
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- c) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>

- d) Immigration Status Certification
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
- e) Location of Service Disclosure
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
- f) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- g) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
- h) Targeted Group Preference Form

General Requirements to Understand Before Submitting a Response

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Accessibility Standards

All final products created through this Statement of Work need to be accessible, particularly meeting the following accessibility standards:

- **Section 508 of the Rehabilitation Act standards**
(<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>)
- **Web Content Accessibility Guidelines 2.0, level AA**
(<http://www.w3.org/TR/WCAG20/>)

Liability

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this SOW, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses should complete the Veteran-Owned/Service Disabled Veteran-Owned Preference Form in this solicitation, and include the required documentation. Only eligible, certified, veteran-owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be currently certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov>.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.