

**IT Professional Technical Services
Master Contract Program**

T#: 902TS

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

Minnesota Department of Education

Project Title: SERVS Infrastructure

**Service Categories: Project Management, Web
Applications Specialist - Java/JSP/Servlets, Data Base
MS SQL**

Business Need

MDE is pursuing an IT strategy that has three main objectives:

- 1) Easing the compliance burden for districts, schools, charter schools and other Local Education Agencies (LEAs)
- 2) Providing improved transparency by creating more data analysis and reporting information available earlier in the compliance monitoring cycle
- 3) Reducing costs by shifting systems infrastructure to Common off the Shelf (COTS) infrastructure products and reducing our reliance on proprietary mainframe systems.

The Student Educational Records View and Submission (SERVS) system represents an upgrade in the MDE core infrastructure designed to accomplish this strategy. The SERVS brand focus is “Easing the Compliance Burden”. Its main features include 1) new streamlined and modern submission systems that provide flexibility and ease of use features for LEAs, 2) Additional data driven analytics used by legislators, teachers, researchers, and others to focus on improved educational outcomes for students and provide earlier oversight capabilities into spending, outcomes, status and programs, and, 3) Java based tools running on Windows platforms rather than COBOL tools running on subscription based proprietary mainframe systems. This modernization effort is large and expected to be a multi-year project when completed. It will be a phased implementation approach and this second phase represents building on the success of phase one that included a K-12 data warehouse and new submission systems. This second phase will focus on extending the data driven reporting

capability, additional simplified submissions and additional technology migrations. The stakeholders in this project include all MDE program area divisions, Local Education Agencies, teachers, researchers, parents, students, and legislators.

Project Deliverables

- Additional SERVS Student submissions defined, designed, and implemented
 - Common Course Catalog submissions linking students with courses
 - Pre-Code submissions allowing Standardized Test Targeting
 - Additional Free and Reduced Price lunch matching to Health Care information
 - New MDE Enterprise Student model development
- Additional SERVS Staff submissions defined, designed, and implemented
 - Common Course Catalog submission linking teachers with course
 - New and improved teacher licensing and highly qualified certification process
- New report analytics defined, designed and implemented
 - Student growth modeling analytics
 - Oversight and monitoring reports
 - Early intervention monitoring reports
- Additional JAVA and SQL infrastructure design and development delivered
 - New infrastructure to support Java collection systems
 - New infrastructure to migrate from DMISS Unisys Cobol network databases to MS SQL Server relational databases

Project Milestones and Schedule

- 11/01/2010 Additional JAVA and SQL infrastructure design and development delivered
- 01/01/2011 Additional SERVS Student submissions defined, designed, and implemented
- 01/01/2011 Additional SERVS Staff submissions defined, designed, and implemented
- 6/30/2011 New report analytics defined, designed and implemented

Project Environment (State Resources)

The successful responder will supply skilled additional IT professionals to work directly with MDE IT management and employees providing additional person power needed to provide the deliverables defined above. These skilled Project Managers, Java Developers, and SQL Developers will work with existing MDE IT management and MDE project managers to create requirements, functional specifications and schedules. Implementation will be monitored for progress against schedules every two weeks and matched to delivery schedules.

Agency Project Requirements

The successful responder will:

- Work on site at MDE IT at 1500 Highway 36 Roseville MN 55113
- Will work in a Microsoft operating system environment
- Have senior level skill in one or more of Project Management, Java Development or SQL Development
- Work in compliance with the Statewide Enterprise Architecture as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Project Management Methodology as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Enterprise Security Requirements as directed and be required to report or demonstrate such compliance as needed.

Responsibilities Expected of the Selected Vendor

The selected vendor will be required to:

- Provide frequent documentation and status updates through MDE project managers
- May be given project management oversight responsibility by MDE if desired.
- Provide training and knowledge transfer and product documentation where required by MDE
- Work with MDE Quality Assurance to develop testing and acceptance procedures.
- Provide input and track against the MDE project work plan.

Required Skills (These are to be scored as pass/fail requirements)

Required minimum qualifications include one or more of the following:

- 5 plus years experience with MS SQL Server
- 5 plus years experience with Java J2EE and J3EE development
- 5 plus years experience with Project management

Desired Skills

- 5 plus years of project management for all positions. Experience with MS Project preferred.

Process Schedule

- | | |
|--|-------------------------|
| • Deadline for Questions | 5/14/2010 3:00 P.M. CDT |
| • Posted Response to Questions | 5/18/2010 3:00 P.M. CDT |
| • Proposals due | 5/24/2010 3:00 P.M. CDT |
| • Anticipated proposal evaluation begins | 5/25/2010 3:00 P.M. CDT |
| • Anticipated proposal evaluation & decision | 5/26/2010 3:00 P.M. CDT |

Questions

- Any questions regarding this Statement of Work should be submitted via mail or e-mail by 5/14/2010 3:00 P.M. CDT

Name: Cathy Wagner

Department: Information Technologies

Telephone Number: 651-582-8688

Email Address: cathy.wagner@state.mn.us

- Questions and answers will be posted on the Office of Enterprise Technology website by 5/18/2010 3:00 P.M. CDT (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

- Experience of candidates (40%)
- Three References (5 %)
- Desired skills (25%)
- Cost (30%)

****Note: For procurements exceeding \$528,000, member countries of the World Trade Organization's Government Procurement Agreement must be treated on the same basis as U.S. companies under the terms of the treaty. A reference sheet including a list of current members is available at:**

<http://www.mmd.admin.state.mn.us/Doc/OutsourcingEvalSheet.doc>

Response Requirements

Clearly define what should be included in the proposal and how it should be organized. Vendor must have been previously qualified for the qualified resource type.

- Introduction
- Company overview
 - a) Company history, growth
 - b) Current financial data if publicly available
- Detailed response to staff augmentation
 - 1) Resume of each candidate to be proposed
 - 2) Cost or bill rate of each candidate proposed
- References: Provide three clients who have worked with the candidate previously
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Immigration Status Certification (if over \$50,000)
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
 - d) Location of Service Disclosure
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
 - e) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - f) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Response Information:
 - a) Vendors must submit candidate resumes directly to Cathy Wagner by 3:00 P, M. CDT. on or before 5/24/2010 This may be done via an attachment to e-mail to cathy.wagner@state.mn.us

General Requirements

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 a 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.

Liability

Indemnification and Hold Harmless

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 RFP, 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.

Accessibility Standards

All final products created through this RFP 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/>)

STATE OF MINNESOTA

IT Professional Technical Services Master Contract Program
Work Order

This work order is between the State of Minnesota, acting through its _____ ("State") and _____ ("Contractor"). This work order is issued under the authority of Master Contract T-Number 902TS, CFMS Number _____, and is subject to all provisions of the master contract which is incorporated by reference.

Work Order

1 **Term of Work Order**

1.1 *Effective date:* _____, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

The Contractor must not begin work under this work order until it is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.

1.2 *Expiration date:* _____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 **Contractor's Duties**

The Contractor, who is not a state employee, will: _____ [*Thorough Description of Tasks/Duties*]

3 **Consideration and Payment**

3.1 *Consideration.* The State will pay for all services performed by the Contractor under this work order as follows:

A. *Compensation.* The Contractor will be paid as follows: _____ [*For example; Resource Type hourly rate*]

Travel Expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this work order will not exceed \$_____.

Total Obligation. The total obligation of the State for all compensation and reimbursements to the Contractor under this work order will not exceed \$_____.

3.2 *Invoices.* The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: _____

4 **Authorized Representatives**

The State's Authorized Representative is _____. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Contractor's Authorized Representative is _____. If the Contractor's Authorized Representative changes at any time during this work order, the Authorized Representative must immediately notify the State.

5 **Liability** [*Insert selected language*]

