

**IT Professional Technical Services  
Master Contract Program  
T#:902TS Statement of Work (SOW)  
For Technology Services  
Issued By**

**Minnesota Board of Medical Practice**

**Project Title: Participant Case Management System**

**Service Category: Database - MS Access**

### **Business Need**

The Minnesota Board of Medical Practice (BMP) is in need of staff augmentation for an application developer with strong skills in database modeling and Microsoft Access/.NET framework to develop a 'Participant Case Management System'.

BMP refers its regulated health care professionals, who are unable to practice with reasonable skill and safety by reason of illness, use of alcohol, drugs, chemicals, or any other substances, or as a result of any mental, physical, or psychological condition, to the Health Professional Services Program. In many cases, a licensee will report to the Program as an alternative to disciplinary action by the Board, and undergo evaluation and treatment using a rehabilitation model. A "Participant Case Management System" database (PCMS) is needed to monitor participant evaluation data, treatment recommendations, progress in treatment, work quality assessments, and medication management, along with documenting attendance at support groups and random drug screens, if alcohol or drug use is part of the illness. This contract is necessary to develop a database, named PCMS, for collection and management of information needed to monitor compliance by participants with individualized participation agreements established by the Program or as directed by disciplinary orders issued by BMP.

The PCMS will be a Microsoft SQL database, with interfaces and reports developed in Microsoft Access. The primary goal of this project is to consolidate existing case management data from different sources into the new PCMS. The data inputted/converted to PCMS database needs to be managed with the highest degree of confidentiality and privacy.

### **Project Deliverables**

The final product is a functional and efficient computer database (PCMS) that supports the Program's core business. The tasks to be completed include:

1. Conduct as needed business analysis and computer interface design based on staff's inputs
2. Design a participant centric relational database to support the PCMS
3. Convert and merge exiting case information from different sources (e.g. Access 2000/2007,...) into the new PCMS SQL database
4. Create "Search" interface as a tool to uniquely identify a participant in the database.

5. Create "Participant Intake" Interfaces for staff to enter and update participant's identification/demographic/contact information, referral information, working condition and diversion history.
6. Create "Case" Module to record a participant's case information, including medical and psychiatric history, substance use history, and practice restriction information.
7. Create "Toxicology" Interfaces to track the sample collection locations, lab information, drug screening information and RX/OTC history.
8. Create "Color Coding" Mechanism to generate a set of random dates for participant's drug screenings.
9. Develop 'Relapse' Module to trace relapse, drug abuse information.
10. Develop reports, which include Compliance Summary, Non-compliance report made to the Board, Practice Restrictions.
11. Configure correspondences to automatically retrieve participant's current contact.
12. Utilize 'Spell Check' and Outlook schedule function in the interfaces as needed.
13. Provide user training materials, and perform necessary testing and production releases.

## **Project Milestones and Schedule**

- The anticipated project begin date is October 2010
- A detailed project plan with dates and tasks will be developed upon selection of vendor.
- The project end date will be June 30, 2011

## **Project Environment**

The project will be managed by the Board. BMP will designate an IT staff person as the project manager, who reports to BMP Executive Director. The Board will form a steering committee for this project. The committee members will include IT specialists, HPSP program director, business coordinators. Committee members will work directly with the developers to establish written project requirements. A project plan will also be presented to the executive director prior the starting of the project. All the change controls will be reported to the project manager and must get approval of the steering committee before being implemented.

## **Contract Type and Payment Method**

The PCMS will be completed as a fixed bid project. Contractor will complete the 13 tasks listed under the section, "Project Deliverables", in the sequence outlined in the section. Contractor will be paid \$3,000.00 upon completion of a task and signed approval of task completion by the Board's designated project manager. The selected developer is expected to work an average of 16-20 hours a week, during the whole project period. If developer fails to complete tasks on time according to the project plan, or he/she cannot commit to the weekly work hours at BMP's office, BMP reserves the right to terminate the contract without further obligation after giving proper notice.

## Agency Project Requirements

- The selected developers will have to use laptops provided by the Board for all development works. All the works should be done at the Board's office. No any data shall be copied, distributed, emailed, or released to any non-BMP/HPSP personnel and/or destination.
- Necessary access to existing software, programs, database and the network, for development purposes, will be provided, such as MSSQL, MS Access, Visual SourceSafe, email and network account.
- Developer will initially need to program in the development database, and, then migrate to the application/interface test database for staff testing.
- Upon receiving approval from the project manager, developer should release the codes into production environment.
- Compliance with the Statewide Enterprise Architecture
- Compliance with Statewide Project Management Methodology
- Compliance with applicable industry/agency standards

## Responsibilities Expected of the Selected Vendor

Project manager is responsible for managing the project relative to scope, schedule, and budget. This includes, but is not limited to, Issue Management, Change Management, Configuration Management, Risk Management, and Quality Management. The steering committee will review and evaluate Change Requests regarding relevance to defined scope, impact on project, and feasibility. The Steering Committee will also review and approve all deliverables to ensure the Board of Medical Practice is receiving proper value. The designated tester(s), HPSP staff, will complete the testing cycle on each new version/component, or on any corrected defect. This will require cooperation by developers, tester and Steering Committee regarding functionality and routines.

The selected developer will

- Report to the project manager and submit bi-weekly written status report
- Communicate with PM and steering committee members regarding any functionality issues and/or ideas that may positively or negatively impact the deliverable as a whole.
- Work collaboratively with BMP and other State IT staff for any technology related issues
- Perform necessary database and interface design/development works as specified in the section "Project Deliverables"

## Required Skills

- 5+ years Microsoft Visual Studio.NET/ VB.NET development.
- 5+ years Microsoft Access development.
- RDBMS modeling knowledge and experiences with Microsoft SQL Server 2008
- Data conversion from Access to SQL.
- Excels in oral communication and in documenting codes.
- Ability to design interface and code, based on written business requirements and defect reports.
- Ability to work efficiently and effectively alone as well as with a team
- Ability to comply with client's requests

## Desired Skills

- MCAD/MCSD or passed the Microsoft core exam(s) for MCAD/MCSA
- Involved in application consulting projects that had a budget of a 100,000 dollars, or more

- Window Server 2003, Window Vista, Window7
- Prior use of automated software/bug-tracking software
- Prior development work(s) for State/local government licensing system
- Ability to use defect and change tracking software tools

## Process Schedule

- Deadline for Questions 10/15/2010 12:00PM
- Posted Response to Questions 10/18/2010 12:00PM
- Proposals due 10/19/2010, 16:00PM
- Anticipated proposal evaluation begins 10/20/2010, 8:00AM
- Anticipated proposal evaluation & decision 10/29/2010, 16:00PM

## Questions

Any questions regarding this Statement of Work should be submitted via mail or e-mail by 10/15/2010 12:00PM:

Mark Chu  
 Board of Medical Practice  
 2829 University Ave. SE. Suite500  
 Minneapolis, MN55414  
 mark.chu@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by 10/18/2010 12:00PM ([http://www.oet.state.mn.us/mastercontract/statements/mcp902ts\\_active.html](http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html)).

## SOW Evaluation Process

Proposed candidates for the developer position will be evaluated on their presentation of qualifications and required skills as set forth below:

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|--|-----|
| 1. Cost  | 35% |
| 2. Meet the minimal and additional preferred skills in this document               | 20% |
| 3. Results of interviews with representatives of project team                      | 20% |
| 4. Meet the 'Response Requirements' & two reference feedback                       | 10% |
| 5. Availability to work hours set forth under "Contract Type"                      | 10% |
| 6. Documented experience with similar business models/similar development projects | 5%  |

Only 3 or 4 top candidates will be selected for an interview based on the requirements in the 'Required/Desired Skills' and 'Response Requirements' sections. Interviewee shall present in person at the BMP office for the interview, and will be expected to demonstrate and describe his/her qualifications to meet those requirements. The interviewees will be responsible for all of their costs related to the interview, for example, travel, lodging, meal and parking. All interviews will be completed by 10/27/2010, 16:00PM.

## Response Requirements

Responder must submit the following items to the Board in paper copy as response to the SOW:

- A cover letter: Response must include the name of the person submitting the response, e-mail address, phone number, company name/address, and the proposed developer's name. A statement of acceptance of "Contract Type and Payment Method" is required.
- Resume: Two copies of proposed developer's resume, which must include name, specific education, and experiences that correspond with the required/desired skill sets.

- Reference: A list of two references from the developer's previous clients. Reference must include name, company, title, phone number, and/or e-mail.
- Conflict of interest statement as it related to this project
- Required forms that must be included in proposal:
- Required forms to be returned or additional provisions that must be included in proposal
  - a) Affidavit of non-collusion  
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
  - b) Immigration Status Certification (if over \$50,000)  
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
  - c) Location of Service Disclosure  
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
  - d) Certification Regarding Lobbying  
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
  - e) Veteran-Owned/Service Disabled Veteran-Owned Preference Form  
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

## Proposal Submission Instructions

The response to this SOW should be in paper copy and it should be received by the Board's office before 10/24/2010, 16:00PM. No e-mail will be accepted. The response should have the following label in the envelope and the cover letter,

Computer Project  
 MN Board of Medical Practice  
 2829 University Ave SE, Suite 500  
 Minneapolis, MN 55441  
 Attn: Mark Chu

This work order request does not obligate the state to award a work order or complete the assignment, and the state and BMP reserve the right to cancel the solicitation if it is considered to be in their best interest. Vendors are not allowed to contact state staff related to this procurement except for Mark Chu, project manager, at mark.chu@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

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation 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](mailto: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, 2010, Chapter 333, Article 2, Section 3, Subdivision 6a, eligible certified veteran-owned businesses, with their principal place of business in Minnesota and Center for Veteran Enterprises verified (CVE Verified) by United State Department of Veterans Affairs, will receive up to a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses include certified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Laws of Minnesota, 2010, Chapter 333, Article 2, Section 3, Subdivision 6a).

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be **currently** certified by the U.S. Department of Veterans Affairs (in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74) 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>.

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

### **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.