IT Professional Technical Services
Master Contract

Statement of Work (SOW)
For Technology Services
Issued By
Minnesota Office of the State Auditor

Project Title: Office of the State Auditor CDMS Application 2.0 Upgrade

Service Categories: Data Administration
Data Warehouse
Database - MS SQL
Desktop - Application (Design & Development)
Network (Data) - Application (Design & Development)
Server - Application (Design & Development)

Business Need

The Office of the State Auditor (OSA) uses a software program called the Central Database Management System (CDMS) to manage various financial and contact data throughout the office, including data for Tax Increment Financing (TIF). The OSA oversees the use of TIF by development authorities (cities or entities created by a city or a county) throughout the state of Minnesota. TIF data is collected using Microsoft Excel based forms from development authorities using TIF as a development tool. The data is imported into SQL Server Databases and the CDMS application is used to work with and manage the data.

The OSA's goal with this project is to transform how CDMS allows the OSA to collect, access, update, sort, and display TIF information. The CDMS application will be upgraded to version 2.0.

Project Deliverables

The following deliverables are to be completed. Please review any supporting material when considering the deliverables below. Vendors are encouraged to include in the proposal any recommendations that might improve the requested deliverables in terms of performance, format, cost, or functionality.

The OSA has a database design for the CDMS 2.0 application. The selected vendor will work with the OSA to make appropriate changes to the structure of the database for CDMS 2.0 to fulfill the requirements of this SOW.

OSA source code and database schema are "not public" data pursuant to Minnesota Statutes, Chapter 13. A numbered copy of the current source code and database schema will be made available to vendors who have been approved under the 902TS Master Contract Program. Vendors will be required to sign Agreements Not to Disclose and return the documents when the selection process is complete. E-mail Travis McGlothlen at travis.mcglothlen@state.mn.us or tmcglothlen@auditor.state.mn.us to request these documents.

1. Overall Functionality, Features, and Appearance

1.1. Working Environment - The new application will:

1.1.1. Run under Windows XP and Windows 7.

1.1.2. Be developed using C#.NET and Visual Studio 2010. It will be fully compatible with Microsoft .NET 4.0.

1.1.3. Not use records from the database to place fields on input screens. Some screens in the current application use data from the database to determine entry field types and their positions. This will not be done in the new application.

1.1.4. Not use NHibernate or similar object/relational mapping (ORM) tools. The current application uses NHibernate 1.0. Existing code that will not be rewritten may continue to use NHibernate, but will have to be upgraded in order to function with the latest version of .NET.

1.1.5. Use stored procedures for database access.

1.1.6. Have a uniform look and feel throughout the screens.

1.1.7. Authenticate users by using Microsoft Active Directory, which will be fully installed and configured by the OSA. User rights within the new application will be based on the SQL Server database rights of the user.

1.1.8. Maintain the ability to have multiple concurrent sessions open on each computer.

1.1.9. Be capable of being open and working at same time as the existing application on a single machine.

1.1.10. Display negative values in red font and between parentheses.

1.1.11. Format any date entry field the same as the current application, with the option to select the date from a calendar drop-down or to enter the date manually.

1.1.12. Have the same function and layout as in the current application for the Save, Close, and Revert buttons. A dialog box will appear which allows the user to abandon changes when they choose the Close button.

1.1.13. Use default colors similar to the colors used in the screen shots included in this statement of work.

1.1.14. Have the general functionality and user experience of the existing application unless otherwise detailed in this document.

1.2. Menu Bar (FILE, VIEW, and HELP menus)

1.2.1. File Menu

1.2.1.1. Accessed through mouse click or ALT+F command.

1.2.1.2. Includes Create, Print, and Exit options.

- Create option maintains same functionality and purpose as the File-New option in the existing application. Selections under Create option include contact, TIF authority, or task.
- Print option allows option for all screens to be printed in a format similar to what is being displayed on the screen, in a standard letter size paper or as defined by the user. If the screen displays several rows of data and requires scrolling, the printing solution will automatically generate as many pages as

necessary to print the full content available. Vendor must describe how print option can be achieved, as well as the time and cost associated.

- Exit option behaves similarly to the existing CDMS application.

1.2.2. View Menu

1.2.2.1. Accessed through mouse click, or ALT+V command.

1.2.2.2. Includes Refresh option.

- Refresh option retrieves information to reload content of all active screens. The F5 key will also trigger the Refresh function.

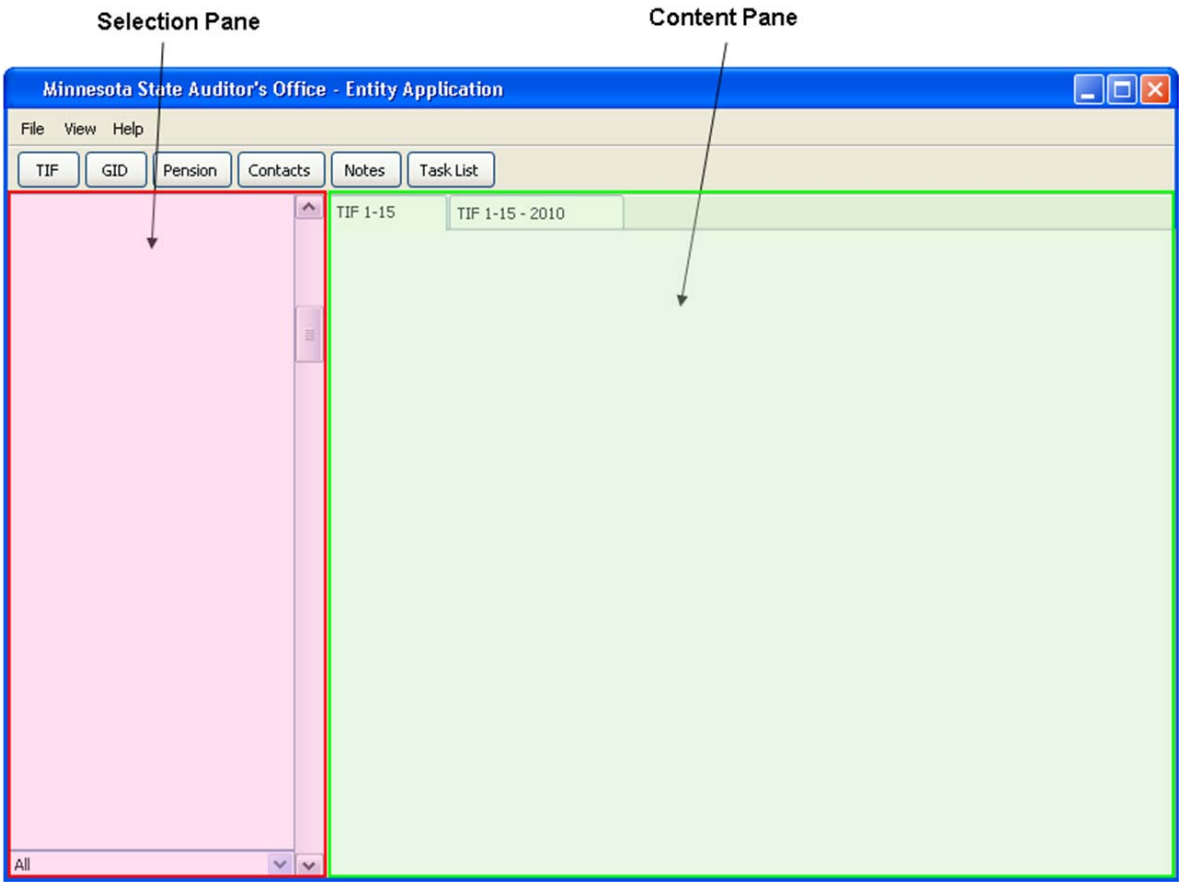
1.2.3. Help Menu

1.2.3.1. Accessed through mouse click, or ALT+H command.

1.2.3.2. Opens a PDF document, to be provided by the OSA, of the current database structure.

1.3. Navigation Bar

1.3.1. Display area divided in two panes – selection pane and content pane.



1.3.1.1. Selection pane will display a menu according to the navigation button chosen.

1.3.1.2. Content pane will display information according to the selection made from the selection pane, with the following capabilities:

- Content pane will have multiple screens/tabs open at once with titles describing each screen. Each screen/tab will have an "X" button to close the tab from the content pane.
- Various information/tabs displayed in content pane will be able to be moved or relocated within the content pane, e.g. compared side by side.

- Any email addresses displayed within the content pane will be clickable to create an email, except for the edit page within the contact screen.
- Rows within tables will have alternate shading to facilitate viewing the contents. Column and row headings within tables will remain frozen while scrolling. For all tables, include the ability to click a column heading to sort the table by that field.
- TAB key used to move horizontally to the next field, moving from left to right and top to bottom of the screen. SHIFT+TAB used for the reverse.
- ESC key used to undo any changes that have been made in a field before moving the cursor to a different active field.
- ENTER key used to move vertically to the next field, moving from top to bottom of the screen. Upon reaching the bottom, move to the next available field at the top and to the right, otherwise return to the top field to the left.
- Arrow keys used to navigate from field to field. Remove the current functionality of arrows that increases or decreases the numeric value of a field.

1.3.2. Pane width will be adjustable by the user and stored for next session.

1.3.3. Ability to switch between open screens with CTRL+TAB command.

1.3.4. Ability to close a screen with CTRL+W.

1.3.5. Navigation bar includes TIF, GID, PENSION, CONTACTS, NOTES, and TASK LIST buttons.

1.3.5.1. With selection of GID and PENSION navigation buttons, the same functionality as the GID and Pension tabs within the current CDMS application will be maintained.

1.3.5.2. With selection of the CONTACTS button, the selection pane will display a complete list of contact names, and the content pane will remain empty until a contact is chosen.

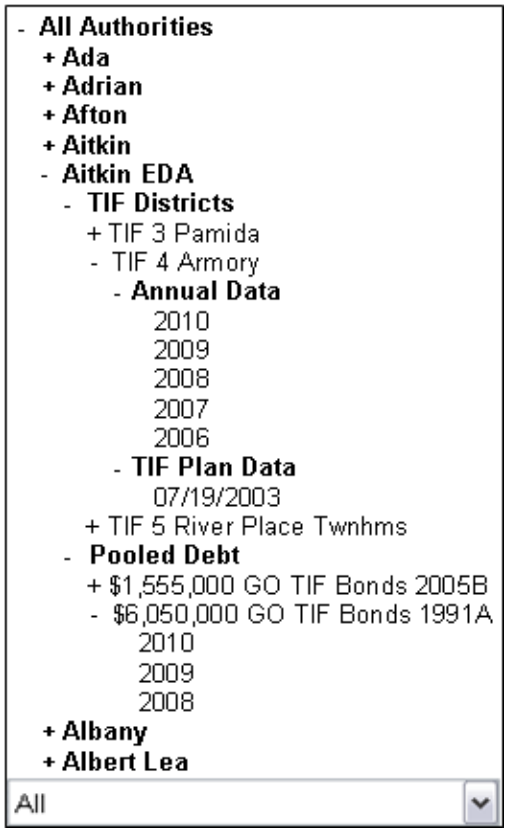
1.3.5.3. With selection of the NOTES button by a user, the selection pane will display a list of entities based on the user's rights, and the content pane will remain empty until an entity is chosen.

1.3.5.4. With selection of the TASK LIST button by a user, the selection pane will display a list of all staff members for the user's division plus an "All <division> Staff" option, where <division> is the user's division. The content pane will display the task list for the user logged in.

1.3.5.5. With selection of the TIF button, the selection pane will display a list of all TIF authorities. See diagram below of the TIF selection pane. The content pane will remain empty until a navigation node (entity, year, or form) is chosen.

- The bottom of the selection pane has a combo box with Active, Inactive, and All filter options, with default set to All. Selection of any of the options of the combo box (Active, Inactive, All), will filter the content of the 'All Authorities' drill down list in the selection pane. Active/inactive is an element within the database that qualifies the status of the authority.
- Upon expansion of All Authorities, a list of all of the available authorities in the database will be displayed in the selection pane.

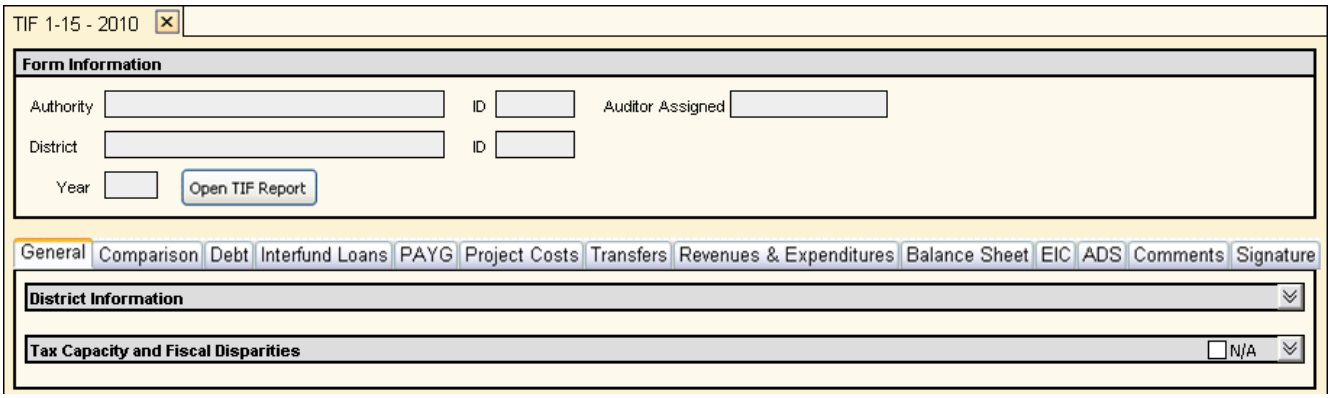
- Upon expansion of an authority, the TIF Districts heading will be displayed along with the Pooled Debt category, where appropriate.
- Upon expansion of TIF Districts, all the available districts for that authority will be displayed. Active districts will be in black font and inactive districts in gray. Districts will be sorted with the active districts at the top, and alphanumerically by district name.
- Upon expansion of a district, the available annual and TIF plan data for that district (within the associated authority) will be displayed, sorted alphabetically.
- Upon expansion of Annual Data or TIF Plan Data, all of the available dates or years for that form (within the associated district) will be displayed.
- Upon expansion of the Pooled Debt heading, all debt issues for the authority will be displayed.
- Upon expansion of a pooled debt issue, all of the available years for that form will be displayed.
- Maintain current functionality: 1) expansions by pressing the "+" key and collapse by pressing the "-" key; and 2) navigation through the selection pane using the arrow keys.
- Maintain current functionality to right-click an item in the selection pane and have the option to add a new record.
- Add the ability to use the ENTER key to open any screen from the selection pane.



2. Screens for Annual and TIF Plan Forms

2.1. Create a screen to view the data submitted annually for each TIF district. The layout of the screen will be similar to the district year screen within the current CDMS application, having several tabs of information within it corresponding to the Excel collection forms (see Exhibit A). The layout for year records starting in 2010 is shown in the image below. Each of the individual tabs of information will be described in the sections below.

2.1.1. Form Information section will be read-only information. "Open TIF Report" button will open the PDF of the report submitted online and stored on the network for the given year. Auditor Assigned based on the selection made in the authority screen (see section 4.4).



2.1.2. The GENERAL tab will display basic information about the district – some information is repeated from the district screen (see section 3). The two collapsible sections within this tab are defined below.

2.1.2.1. District Information section – displays information regarding the creation of the district similar to what is shown on the district screen. All content of this section is read-only and behaves similarly to the district screen except for the error correction question. The yes/no indicator for this question is collected each year and is editable. The special legislation checkbox is not a database field, but is an indicator of whether or not special legislation exists for the district.

District Information

District Type | Uncodified Law | ☑ Economic development small city exception?

Plan Information

☐ Special Legislation?

First Receipt of Tax Increment ___ / ___ ☐ First TI Delay?

RDD ___ Based On ___

ADD ___

Has the authority resolved an error with the county during year ended 12/31/2010? ○ Yes ◉ No

Original

TIF Plan Approval Date	HSS	Certification Request Date	Certification Date
	☑		

Modified ☐ N/A

TIF Plan Modification Approval Date	HSS	Estimates Modified	Enlarge-ment	Geo Enlargement CRD	Geo Enlargement Certification Date
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
3	1	3	3		

Hazardous Substance Subdistrict ☐ N/A

Name or Number	Approval	CRD	CD	ADD

2.1.2.2. Tax Capacity and Fiscal Disparities section – displays tax capacity and fiscal disparity information for the district as collected each year. If the N/A box is checked, the section will be collapsed until the user expands it. The Option A/Option B indicators for Fiscal Disparities are collected at the time the district is created. The amount of increased property taxes is collected each year. If Option A is selected, an annual amount is required.

Tax Capacity and Fiscal Disparities ☐ N/A

		2010
Current net tax capacity	+	
Original net tax capacity	-	
Captured net tax capacity	=	$0
Fiscal disparity deduction, if applicable (option B)	-	
Captured net tax capacity shared with other taxing jurisdictions	-	
Captured net tax capacity retained for tax increment financing	=	$0

Fiscal Disparities ○ Option A ○ Option B ☐ N/A

2010 increase in property taxes under Option A ☐ N/A ___

2.1.3. The COMPARISON tab will display a comparison of the most recently approved estimates against the cumulative actuals through the reporting year. The estimates information is collected at the time the district is created or modified. The actual information is collected in various places on the annual collection forms.

Estimates vs. Actuals

ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)	Most Recent Estimates	Actuals Through 2010	Variance
Tax increment revenues	100,000	50,000	50,000
Interest and investment earnings	10,000	20,000	(10,000)
Sales/lease proceeds			
Market value homestead credit			
Total Estimated Tax Increment Revenues			
ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)			
Project costs			
Land/building acquisition			
Site improvements/preparation costs			
Utilities			
Other public improvements			
Construction of affordable housing			
Small city authorized costs, if not already included above			
Administrative costs			
Estimated Tax Increment Project Costs			
Estimated financing costs			
Interest expense			
Total Estimated Project/Financing Costs to be Paid From Tax Increment			
Estimated Financing			
Total amount of bonds to be issued			

2.1.4. The DEBT tab will display information from the Debt section of the annual collection form in a format consistent with the Excel form. Further detail is available in Exhibit A. The only exception is the addition of a button "Assign Pooled Debt" for any debt issue with the Pooled checkbox marked. Clicking the button will trigger a dialogue box displaying a list of all pooled debt issues with which the district is involved. The user will be able to select one pooled debt to be associated and exit the dialogue box. Once a pooled debt is assigned, double-clicking the debt issue on the Debt tab will open the pooled debt screen, as defined later. This link between the pooled debt and the annual collection form will remain active for future years as well.

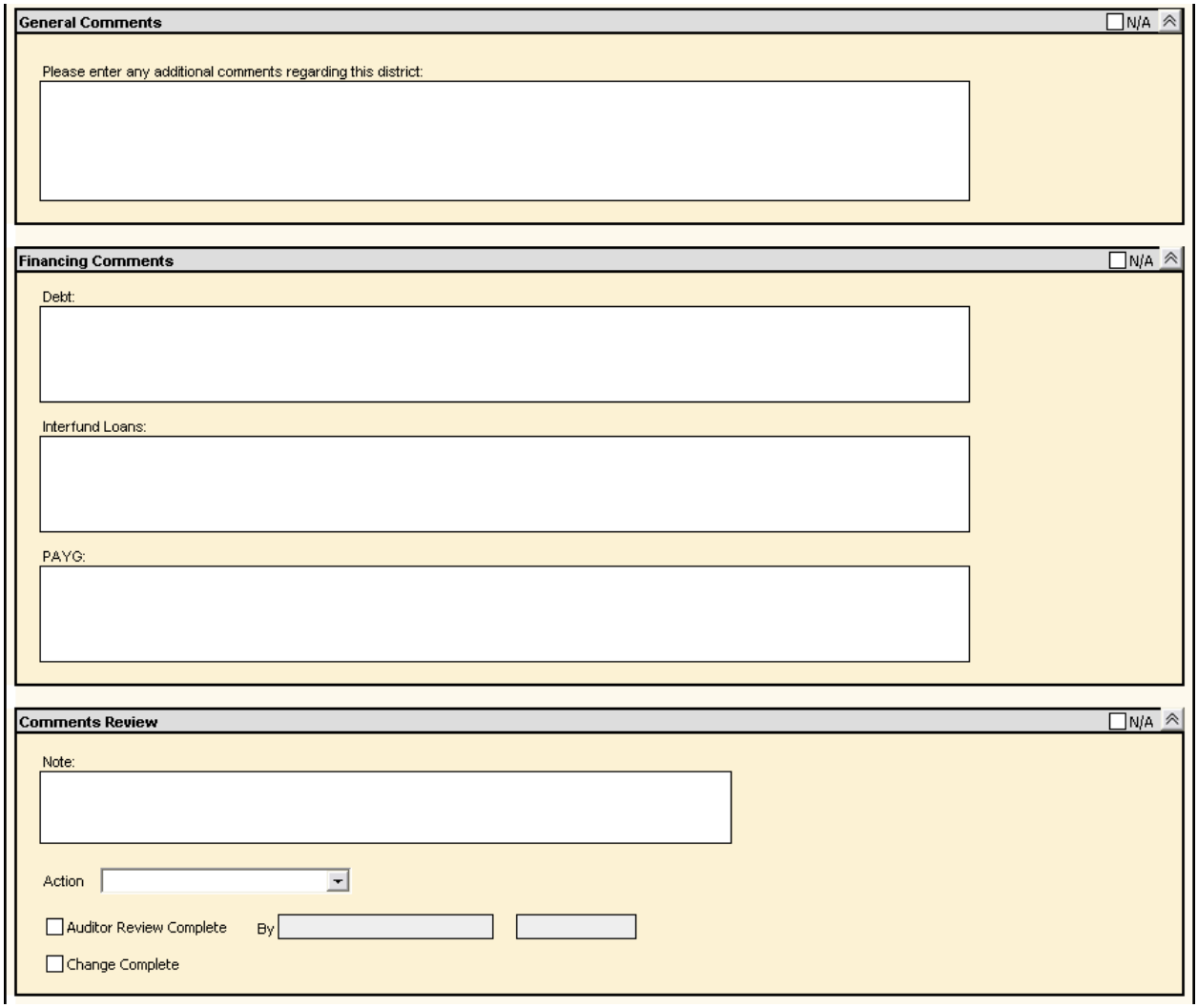
2.1.5. The INTERFUND LOANS, PAYG, PROJECT COSTS, TRANSFERS, REVENUES & EXPENDITURES, BALANCE SHEET, EIC, and ADS tabs will display information collected from the respective sections of the annual collection form, each in a format consistent with the Excel form. Please see Exhibit A for more detail on the Excel collection forms.

2.1.6. The COMMENTS tab has three sections to display comment boxes from various places on the Excel collection form, as well as fields for OSA staff to review the comments. The layout of the tab and three sections is shown in the image below.

2.1.6.1. General Comments section – will display comments from the Comments section of the annual collection form. Collapse section if no comments exist.

2.1.6.2. Financing Comments section – will display comments from the Debt, Interfund Loans, and PAYG sections of the annual collection form, respectively. Collapse section if no comments exist.

2.1.6.3. Comments Review section – will allow OSA audit staff to enter notes related to the comments above. Staff will select an Action from the drop-down list of FYI, Change, or Do Not Change. Upon checking the Auditor Review Complete checkbox and clicking save, the fields to the right will display accordingly the name of the person checking the box and the date the box was checked, for historical purposes. Collapse section if no comments exist.



2.1.7. The SIGNATURE tab will display the information for the person submitting the collection form, as well as the person approving the PDF report.

Signature

Person Submitting Collection Form:

Name | Title | Company | Date

Person Approving PDF Report:

Name | Title | Company | Date

2.2. Create a screen to view the data submitted on the TIF plan collection form. This form is submitted any time a new TIF district is created or an existing district is modified. For new districts, the district is temporarily created in the database upon the online submission of the TIF plan collection form. An OSA staff member will be assigned a task to review these districts and will be able to access this screen through the Task List (see section 7.2.1) and through the selection pane where the district will show up in red. The TIF plan screen will not be available anywhere in CDMS to other users until the district is approved (see section 2.2.3.1). For existing districts that have been modified, the data to be displayed on this screen is comprised of a combination of data previously collected for the district and data collected when the modification information is submitted on the TIF plan collection form. The format of the information is shown below.

2.2.1. At-A-Glance section will display read-only information related to the district and corresponding TIF plan. The "Open Plan PDF" button is the only item that is not read-only, and will function to open a PDF copy of the original or modified TIF plan stored on the network if available.

TIF 1-15 - 9/1/1988

At a Glance

District | ID | Authority | ID

Original Plan | Plan Modification | Plan Approval Date | Open Plan PDF | Auditor Assigned

Collection Form | Review

District Information | Plan Estimates

District Information

Original TIF Plan Information

TIF Plan Modification Information N/A

Hazardous Substance Subdistrict Information N/A

Special Legislation N/A

District Duration

2.2.2. The Collection Form tab will consist of two tabs of information from the Excel collection form – District Information and Plan Estimates. Each is defined below.

2.2.2.1. District Information tab will be divided into various sections of information. Information is collected on the Excel form and displayed here to show what was submitted by the development authority. Some of the information is already in the database but shown for reference purposes.

- District Information – displays information related to the creation of the district. If either of the "Multiple" checkboxes are marked, at least two rows are required for the respective section. Ability to add, edit, and delete entries is required. Drop-down list for "Who drafted the plan?" will show a stored list of financial consulting or accounting firms. Clicking the "Manage List" button displays in a dialogue box the current list of firms and allows the user to add, edit, or delete records from the list.

District Information

TIF District Name and Number:

County Where TIF District is Located: County | I.D. Numbers ☐ Multiple

Municipality Approving TIF District:

City/Town Where TIF District Is Located: City/Town ☐ Multiple

District Type:

Uncodified Law ☐ Economic development small city exception? Page/Section

Is this TIF district in a fiscal disparities area? ○ Yes ○ No

If yes, indicate whether the fiscal disparities deduction is calculated under option A (outside the district) or option B (inside the district). ○ Option A ○ Option B

If Option B, Page/Section

Who drafted the plan? Manage List

Other:

- Original TIF Plan Information – displays the creation dates for the district. If this screen is for a new district, the dates imported from the Excel collection form will be displayed. If this screen is for a modification, the dates displayed will be the original dates as stored in the database.

Original TIF Plan Information

TIF Plan Approval Date:

Certification Request Date:

Certification Date:

- TIF Plan Modification Information – displays the modification date and related geographic enlargement information. This section is applicable only if the screen is for a modification, not for a new district.

TIF Plan Modification Information ☐ N/A

TIF Plan Modification Approval Date:

Did this modification include a geographic enlargement? ◯ Yes ◯ No

Geographic Enlargement Certification Request Date:

Geographic Enlargement Certification Date:

- Hazardous Substance Subdistrict Information – displayed from the Excel collection form. This section may be applicable to both new and modified districts.

Hazardous Substance Subdistrict Information ☐ N/A

Did this plan or modification create a hazardous substance subdistrict? ◯ Yes ◯ No

Hazardous Substance Subdistrict Certification Request Date:

Hazardous Substance Subdistrict Certification Date:

- Special Legislation – displays the details of special legislation enacted and implemented for the district. If the screen is for a new district, the information will be displayed according to what was imported from the Excel file. If the screen is for a modification, the information will be displayed based on what already exists in the database, and whether any additional information was reported on the Excel form.

Special Legislation ☐ N/A

Was any special legislation enacted for this district? ◯ Yes ◯ No

Year	Chapter	Article	Section	Implemented by Authority?
				◯ Yes ◯ No
				◯ Yes ◯ No
				◯ Yes ◯ No

- District Duration – displays information related to the termination of the district, as reported on the Excel form for new districts, or as already stored in the database for modifications.

District Duration

Month and year of first receipt of tax increment (actual or anticipated): /

Has an election to delay the first receipt of tax increment been identified in the TIF Plan? ◯ Yes ◯ No

Required Decertification Date of the district is based on:

Required Decertification Date:

2.2.2.2. Plan Estimates tab will display the financial information and comments for the district, as reported on the Excel form. The format is shown below.

District Information | Plan Estimates

ESTIMATED TAX INCREMENT REVENUES
(from tax increment generated by the district)

Tax increment revenues distributed from the county	
Interest and investment earnings	
Sales/lease proceeds	
Market value homestead credit	
Total Estimated Tax Increment Revenues	

ESTIMATED PROJECT/FINANCING COSTS
(to be paid or financed with tax increment)

Project costs	
Land/building acquisition	
Site improvements/preparation costs	
Utilities	
Other public improvements	
Construction of affordable housing	
Small city authorized costs, if not already identified above	
Administrative costs	
Estimated Tax Increment Project Costs	
Estimated financing costs	
Interest expense	
Total Estimated Project/Financing Costs to be Paid From Tax Increment	

Estimated Financing

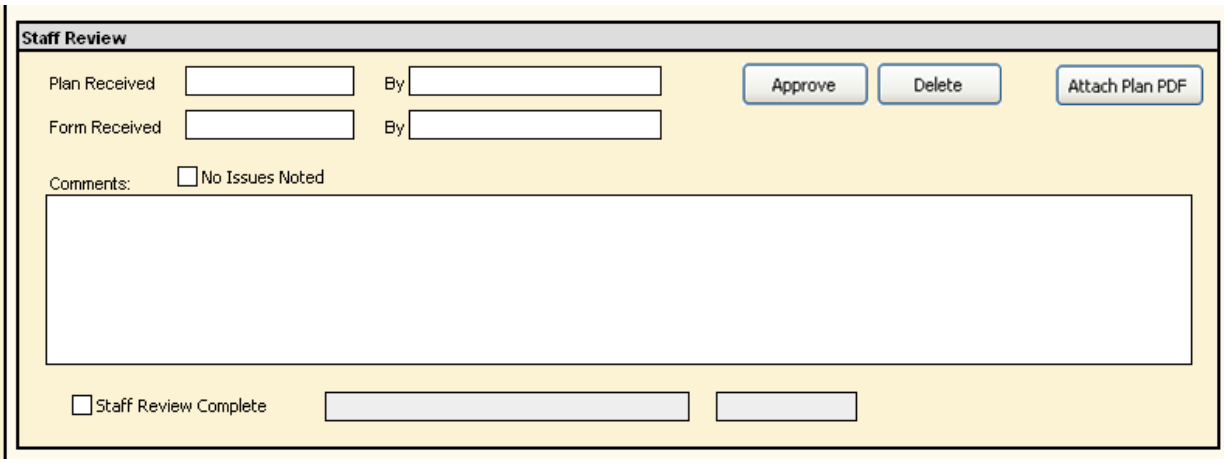
Total amount of bonds to be issued	

Comments:

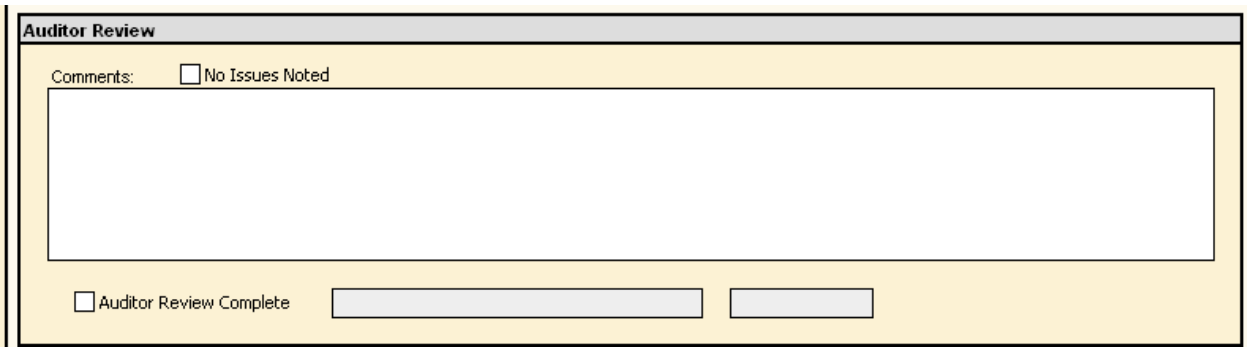
2.2.3. The Review tab will consist of two sections for entering and displaying Staff Review and Auditor Review of the TIF plan. Each of the sections is defined and shown below.

2.2.3.1. Staff Review – Displays the date and by whom the file was submitted for both the TIF plan and the collection form. The data will be populated according to the user submitting the form online, but allow for manual entry to overwrite what was populated if necessary. The "Attach Plan PDF" button opens a dialogue box to allow the user to select a PDF file stored on the network to be associated with this TIF plan. Once attached, the "Open Plan PDF" button described in section 2.2.1 will open the associated file. Comments will be stored as a note in the Notes screen as described in section 6.3.3.4. Upon checking the Staff Review Complete checkbox and clicking save, the fields to the right will display accordingly the name of the person checking the box and the date the box was checked, for historical purposes. Once the Staff Review Complete checkbox is marked, the fields for when and by whom the plan and form were received will be read-only.

- Function of “Approve” and “Delete” buttons is to allow the creation or deletion of the district in CDMS. The district is temporarily created upon the online submission of the TIF plan collection form. “Delete” button will remove the district record as if it never existed, e.g. in case the wrong form is uploaded. Dialogue box will confirm deleting the district. Once the district is initially approved or deleted, these buttons will no longer be active.

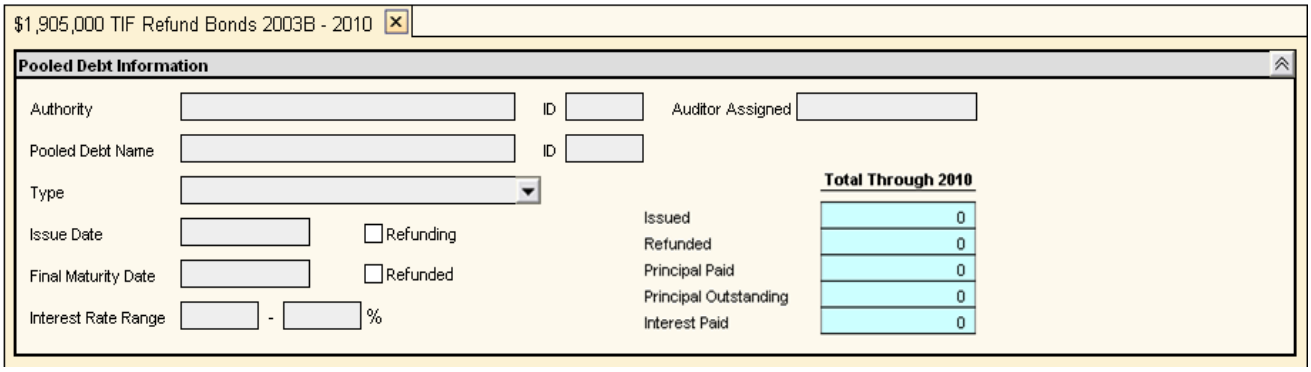


2.2.3.2. Auditor Review - Comments will be stored as a note in the Notes screen as described in section 6.3.3.5. Upon checking the Auditor Review Complete checkbox and clicking save, the fields to the right will display accordingly the name of the person checking the box and the date the box was checked, for historical purposes. The Auditor Review Complete checkbox cannot be marked until the Staff Review Complete checkbox has been marked.

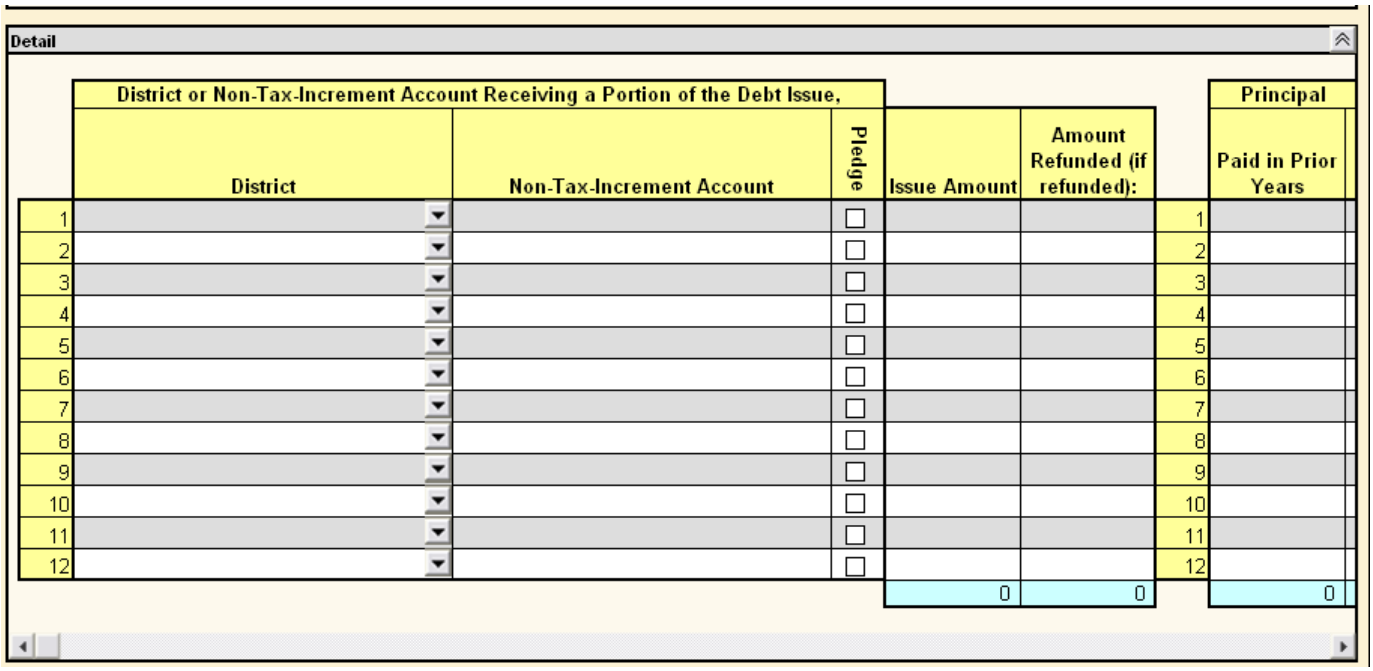


2.3. Create a screen to view the annual data submitted for pooled debt issues. A pooled debt collection form is required for debt issues in which multiple districts are either receiving proceeds, pledged to pay or paying debt service. The layout and function of the screen starting in 2010 will be similar to the Excel collection form. The three sections of this screen – Pooled Debt Information, Detail, and Comments – are described below.

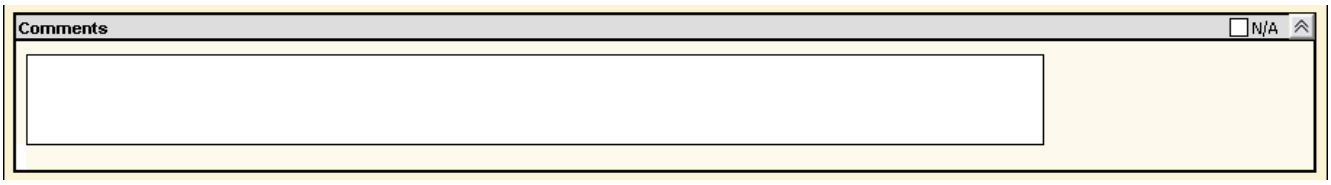
2.3.1. Pooled Debt Information – will display read-only summary information regarding the pooled issue. The totals through the current reporting year are calculated from the information in the Detail section.



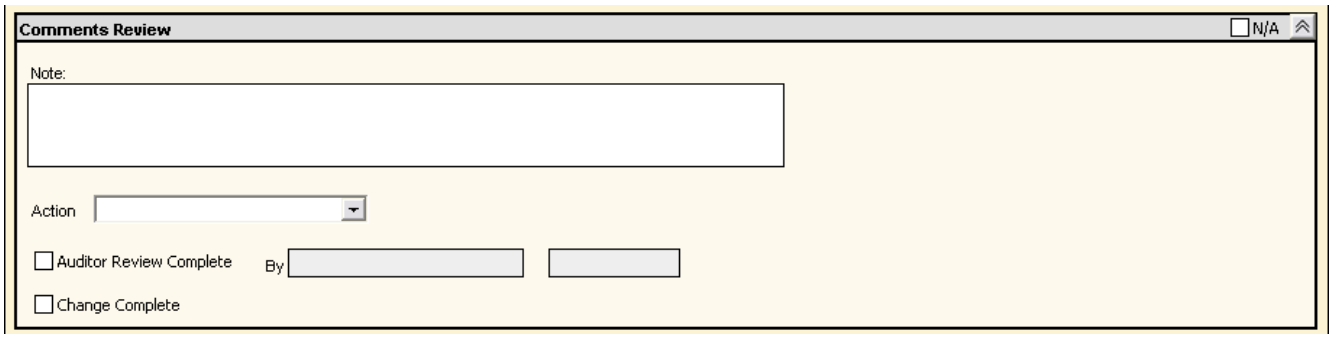
2.3.2. Detail – will display the financial detail of the pooled debt issue by each district or non-TIF account involved. This section will be consistent with the Excel collection form, with a horizontal scroll bar to view the entire table of information. The image below does not display columns for the following items to be shown: Principal Paid in 2010, Principal Due in 2011, Interest Paid in Prior Years, Interest Paid in 2010, and Interest Due in 2011.



2.3.3. Comments – will display the comments as entered on the Excel form. Collapse section if no comments exist and the N/A box is marked.

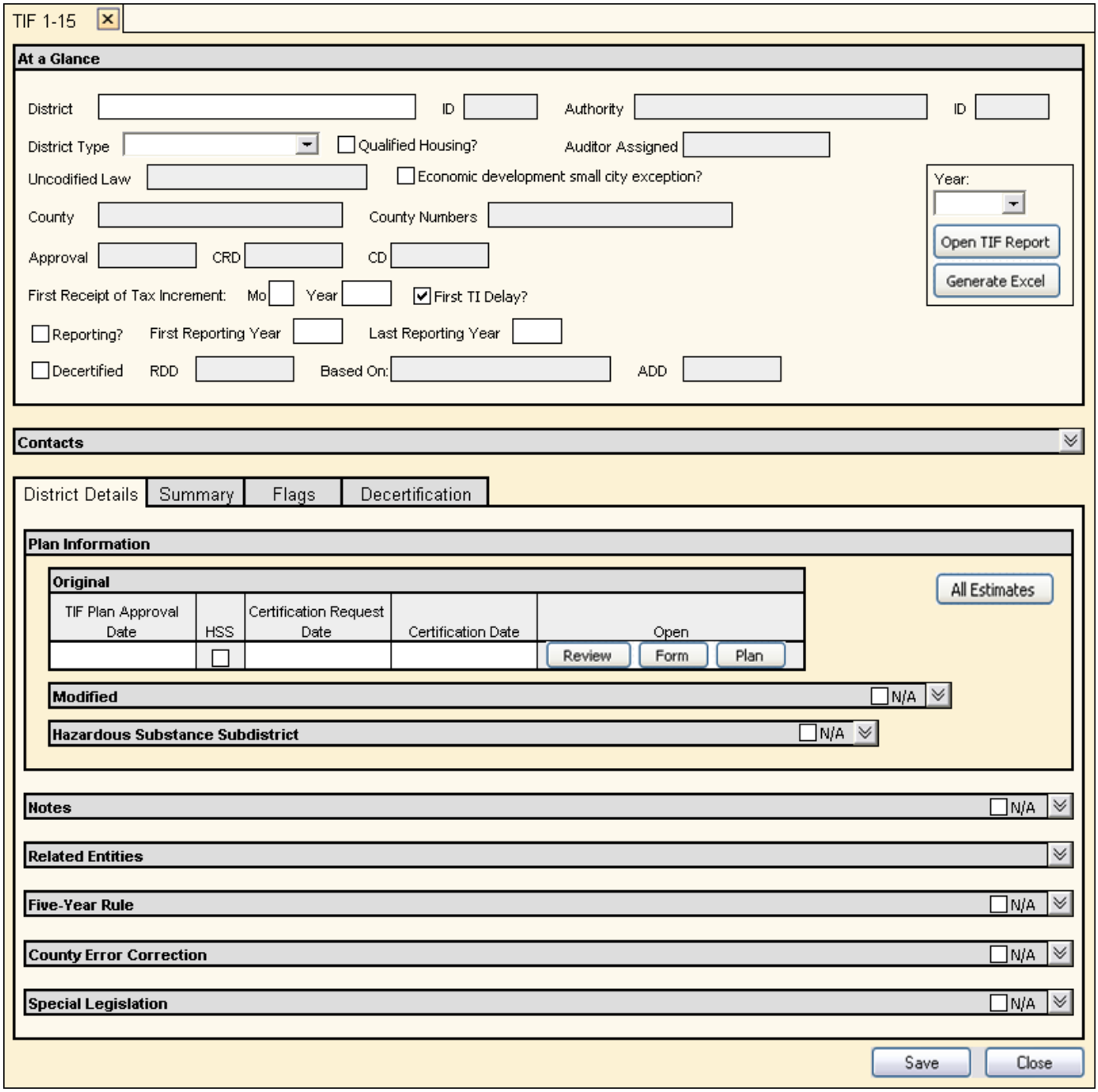


2.3.4. Comments Review – will allow OSA audit staff to enter their notes related to the comments above. Staff will select an Action from the drop-down list of FYI, Change, or Do Not Change. Upon checking the Auditor Review Complete checkbox and clicking save, the fields to the right will display accordingly the name of the person checking the box and the date the box was checked, for historical purposes. Collapse section if no comments exist.



3. District Screen

3.1. Upon choosing a district from the list in the selection pane, the content pane will display the district screen as defined in this section. Overall format and layout of the district screen are shown in the image below. Individual sections are shown collapsed in the image below, but are defined and shown in more detail later.



3.2. At-A-Glance section will display various data about the district, as shown above.

3.2.1. Clicking the "Open TIF Report" button will open the PDF version of the submitted annual report for the year selected in the drop-down box starting in year 2010. The files will be stored on the network.

3.2.2. Clicking the "Generate Excel" button will create an Excel collection form for the year specified in the drop-down box. The button will trigger a process already in place within the current CDMS.

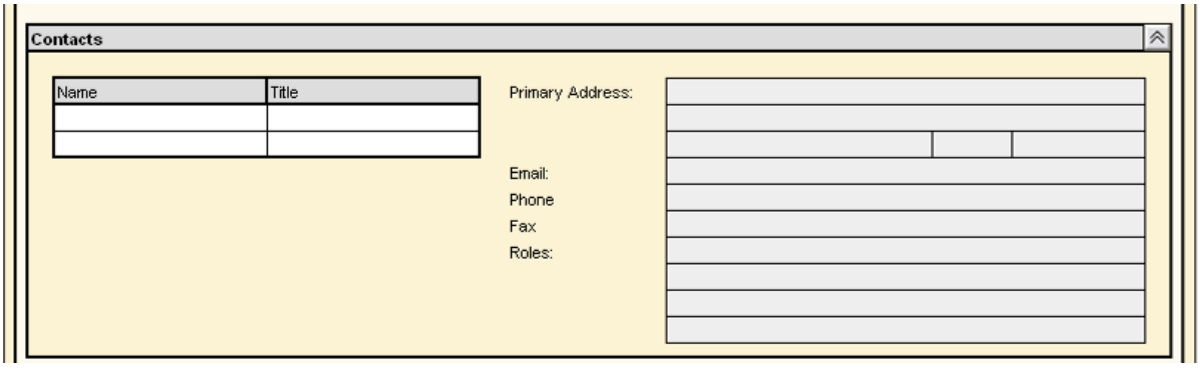
3.2.3. County and County Numbers are based on the information entered in the Related Entities section as described in section 3.4.1.3. Multiple counties and county numbers will be displayed when necessary.

3.3. Contacts section will display all contacts assigned to the development authority administering the district. Layout is shown below.

3.3.1. Table on left shows all contacts assigned to the development authority, sorted alphabetically by last name. Contact designated as primary will be shown at the top of the list in bold. Must have ability to scroll through list when more than six contacts are assigned to the authority. Must have ability to double-click on a name and open the contact screen for that person.

3.3.2. Table on right shows the primary contact information for the specific person selected in the table on the left. Default to the primary contact. Ability to scroll if more than four roles are assigned to any particular contact.

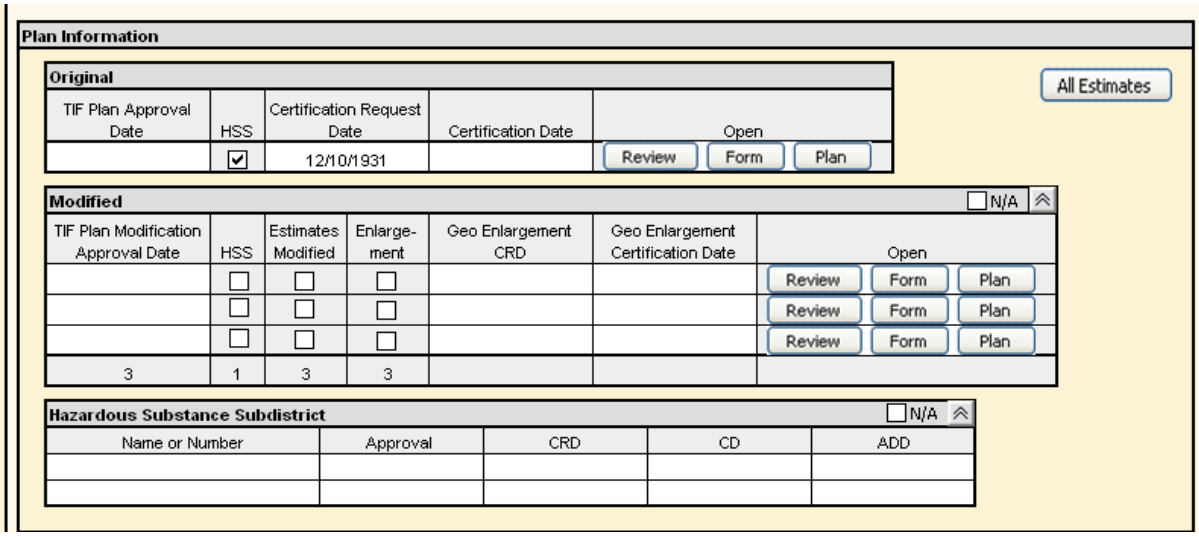
3.3.3. Ability to collapse and expand the section.



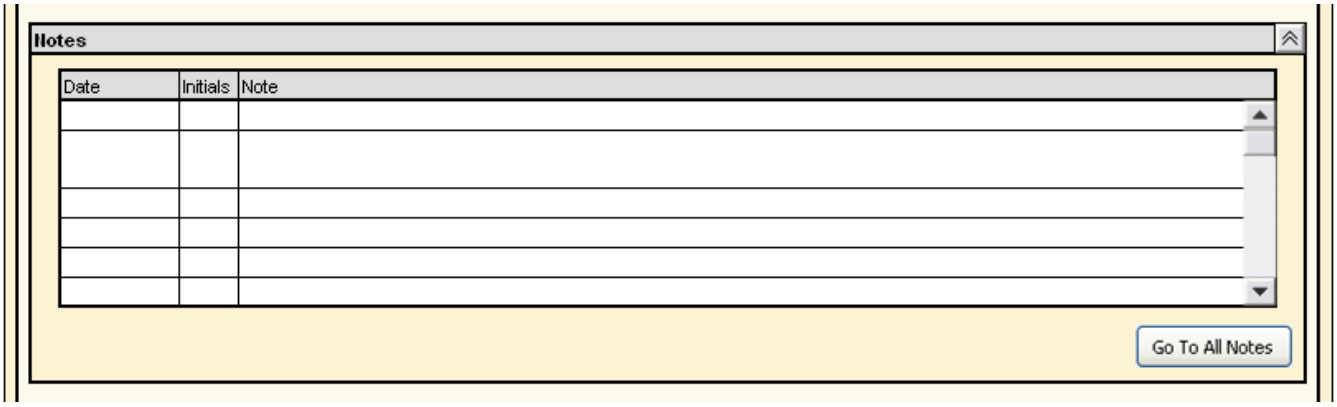
3.4. Following the At-A-Glance and Contacts sections, there will be four different tabs of information within the district screen – DISTRICT DETAILS, SUMMARY, FLAGS, and DECERTIFICATION. Each of these tabs is described and shown in the sections below.

3.4.1. DISTRICT DETAILS - displays several collapsible sections which are defined below:

3.4.1.1. Plan Information – includes original, modified, and hazardous substance subdistrict information as shown below. "Review" button will open the TIF plan review screen related to the various plans for the district. "Form" button will open the submitted TIF plan collection form stored on the network for the appropriate approval date. "Plan" button will open a PDF version of the TIF plan for the appropriate approval date, also stored on the network. "All Estimates" button will open a screen showing all modified estimates side-by-side, with a format similar to the screen defined in section 2.1.3. Modification dates are sorted from oldest to newest. If there are no modifications and the N/A box is checked, the Modified section will be collapsed. Note that some districts may have many modification dates, and a scrollbar will be necessary for greater than five modifications. Hazardous Substance Subdistrict section will be collapsed if there are no HSS for this district and the N/A box is checked. Some districts may have more than one HSS, in which case this section will need to display multiple lines and a scrollbar if necessary.



3.4.1.2. Notes – displays notes relevant to the district screen, from newest to oldest. Ability to add a new note in the first row and to delete any of the rows as needed. "Go To All Notes" button opens the Notes screen (see section 6) in the content pane, filtered for the appropriate development authority. Selecting a particular row of the table and then clicking the button will open that specific note in the Notes screen for the authority.



3.4.1.3. Related Entities – displays information for the various entities associated with the creation of the district. "Financials" button will open the PDF file of the financial statements saved on the network for the specific year and municipality selected. Population, Class of City, and Cash/GAAP to be displayed from information in the database according to the municipality selected. Additional combo boxes for City/Town and for County will not be active until a selection is chosen from the first combo box. County Numbers are text fields.

Related Entities

County Where District is Located:

County	I.D. Numbers

Municipality That Approved the District:

Year	Population	Class of City	Cash/GAAP	Open
				Financials

City/Town Where District is Located:

City/Town

3.4.1.4. Five-Year Rule – displays information submitted on annual collection form. Five-Year Rule Date is a calculation based on certification date and is defined in Exhibit A. Each of the activities checked on the form will be displayed as the reporting year the box was checked, rather than a checkbox. If there is no information and the N/A box is checked, this section is to be collapsed when it is opened.

Five-Year Rule N/A

Five-Year Rule Date:

	Year
Revenues were paid to a third party	
Bonds were issued and sold to a third party or bond proceeds were spent or deposited in a reserve	
Binding contracts with a third party were entered into and the revenues are to be spent under the contractual obligation	
Activity costs were paid for and revenues are spent to reimburse a party for payment of the costs	
Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	

3.4.1.5. County Error Correction – displays information stored in the database related to error corrections for this district. All information is read-only in this section. If there is no information and the N/A box is checked, this section is to be collapsed when it is opened.

County Error Correction N/A

Year	Type	Date Received	Description

3.4.1.6. Special Legislation – displays information stored in the database related to special legislation enacted for this district. All information in the section is read-only. If there is no information and the N/A box is checked, this section is to be collapsed when it is opened.

Special Legislation N/A

Year	Chapter	Article	Section(s)	Duration Extension	5-year Extension	Imple-mented	Description
				☐	☐	☐	
				☐	☐	☐	

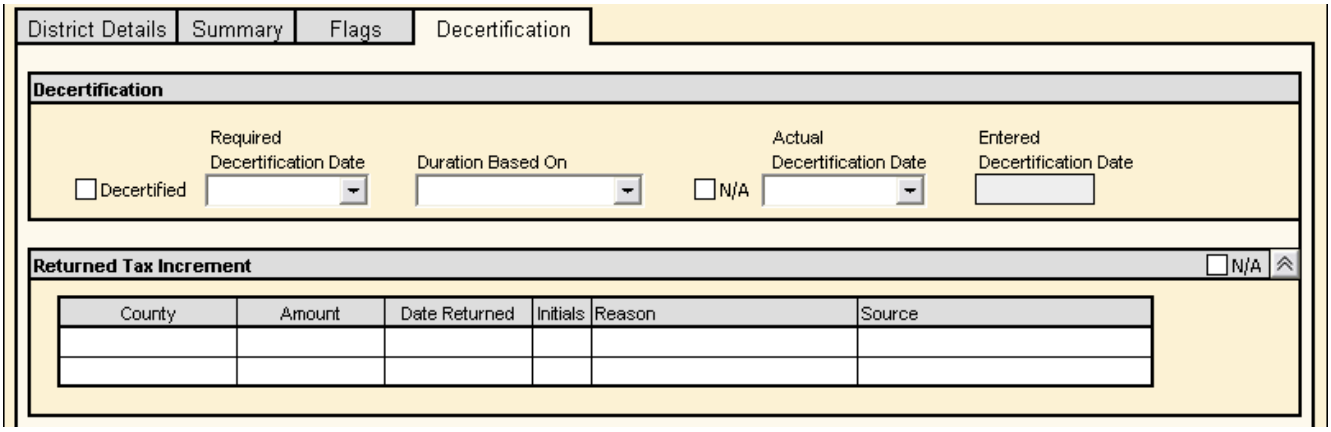
3.4.2. SUMMARY – Create a tab for district summary information. The tab will not contain any content for this project as it will be incorporated at a later date.

3.4.3. FLAGS – Create a tab for red flag issues for the district. The tab will not contain any content for this project as it will be incorporated at a later date.

3.4.4. DECERTIFICATION – Create a tab for information related to the decertification of the district, containing collapsible sections and two additional tabs of review information within the DECERTIFICATION tab. The sections and tabs are defined and illustrated below.

3.4.4.1. Decertification section contains dates and checkboxes to function as on the district screen within the current CDMS application.

3.4.4.2. Returned Tax Increment section displays information stored in the database related to tax increment returned to the county for this district. All information in the section is read-only. If there is no relevant information and the N/A box is checked, this section will default to be collapsed. Scroll bar necessary after table reaches five rows.



3.4.4.3. Staff Review tab within the Decertification tab of the district screen to be formatted as shown in the image below. Confirmation Form and Decertification Resolution fields for Status/Requested/Received to function the same as in the current CDMS application. The Confirmation Form section will be N/A and collapsed until a date received is entered for the confirmation form. County comments will be an open text field, while staff review comments will be stored as a note in the Notes screen as described in section 6.3.3.6. Upon checking the Staff Review Complete box, the fields to the right will display the name of the person checking the box and the date the box was checked, for historical purposes.

Staff Review | Auditor Review

	Status	Requested	Received
Confirmation Form			
Decertification Resolution			

Confirmation Form ☐ N/A

Final Distribution Amt. | Final Distribution Date

Confirmation submitted by | Submission Date

County Verification Name | Submission Date | ☐ Exceptions?

County Comments

Staff Comments

☐ Staff Review Complete By

3.4.4.4. Auditor Review tab within the Decertification tab of the district screen will be formatted as shown in the image below. Auditor review comments will be stored as a note in the Notes screen as described in section 6.3.3.7. Upon checking the Initial Review Complete or Final Review Complete checkboxes and clicking save, the fields below will display accordingly the name of the person checking the box and the date the box was checked, for historical purposes. The Final Review Complete checkbox cannot be marked until the Initial Review Complete box is also marked.

Staff Review | Auditor Review

☐ No Issues Noted Final Reporting Year

Comments:

☐ Initial Review Complete ☐ Final Review Complete

4. Authority Screen

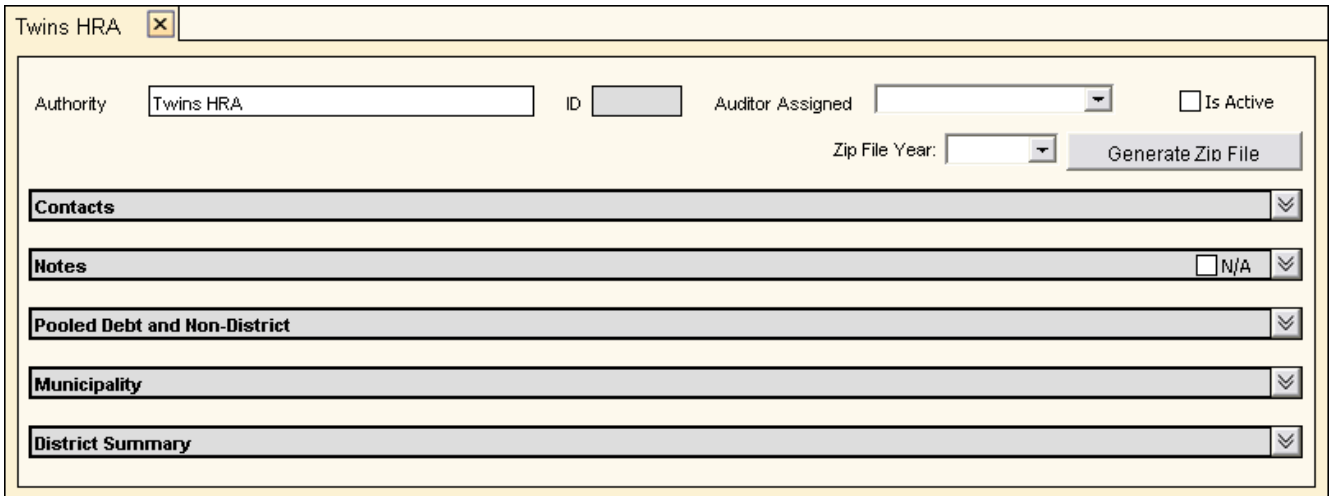
4.1. Upon choosing an authority from the list in the selection pane, the content pane will display the authority screen as defined in this section. Overall format and layout of the authority screen are shown in the image below. Individual sections are shown collapsed in the image below, but are defined and shown in more detail following this section.

4.2. "Generate Zip File" button to trigger a process by which all Excel forms required for an authority for the selected year will be zipped and the zip file copied to the web server. This process can be similar to the current process used by the OSA Technology department.

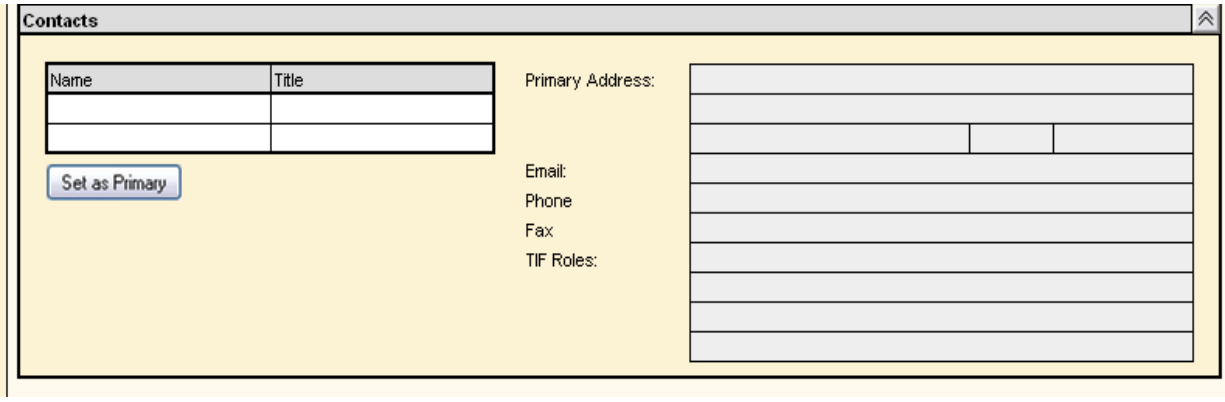
4.3. The Is Active checkbox will be populated based on the active districts under the authority, but will still allow for edits. When the Reporting checkbox for the last active district under an authority is unchecked, a dialogue box will ask if the user would like to mark the authority as not active.

4.4. The Auditor Assigned drop-down contains a list of the auditors in the TIF division.

4.5. Following the options at the top, there will be five sections. When the screen is opened, the sections that contain no information will be collapsed.

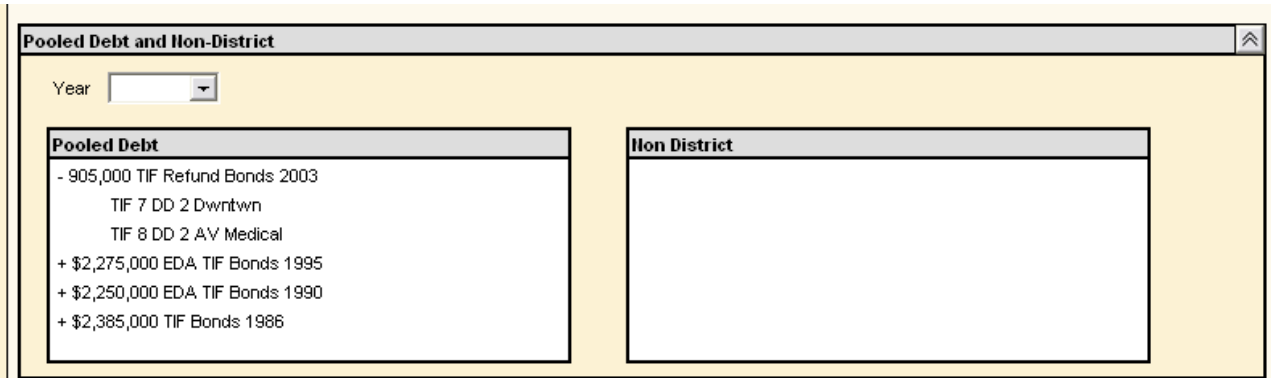


4.5.1 The contacts section shown below will behave the same as the contacts section of the district screen, as described in section 3.3 of the outline. The only exception is the addition of the Set As Primary button, which will display a dialogue box that allows the user to set the primary contact, primary phone, primary email, and primary address for the authority.

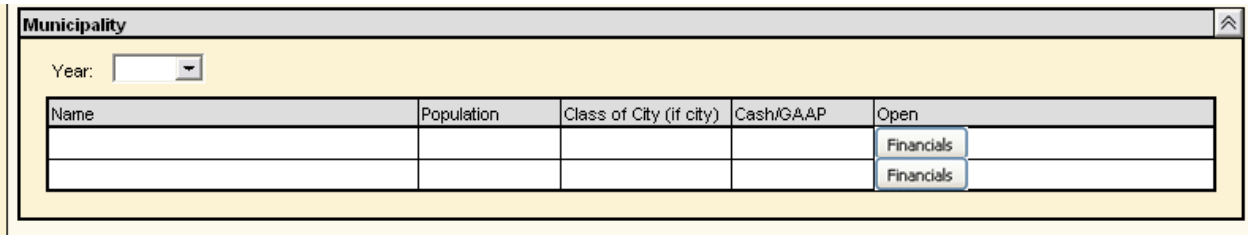


4.5.2. The notes section will function in the same manner as the notes section of the district screen described in section 3.4.1.2 of the outline.

4.5.3. Pooled Debt and Non-District section will display for the selected year any pooled debt or non-district year records that are available. For years 2010 and later, only pooled debt will be available, and will be shown as below, with related districts as expanding items under the debt issue name. Items in the Pooled Debt or Non-District boxes are clickable to open the screen for the selected year. Pooled debt issues and non-districts will be sorted alphanumerically.



4.5.4. Municipality section to function similarly to the Related Entities section of the district screen described in section 3.4.1.3. The primary exception is that there are no County or City/Town fields and the information is all read-only. The names to be shown are for any municipality assigned to any district under the authority. For example, if the authority is a joint authority, there may be several different cities or counties listed for the municipalities which actually approved the districts. Do not show duplicates. May need a scroll bar for more than three municipalities.



4.5.5. District Summary to show various statistics for all districts under the authority for a selected year, broken out by active and inactive districts. This is not related to the Active/Inactive drop-down filter in the selection pane. Summary layout shown below. Entire section to be read-only except for the year drop-down menu. All data is either stored in the database already, or is a sum or count function of data in the database. Ability to double click on an entry in the table to open the appropriate district screen.

District Summary

Year:

Active Districts Number of Active Districts (Reporting) Districts Reporting After Decertification Year

Total Tax increment received from the county

District Name	Type	Approval Date	CRD	Cert. Date	1st Receipt	RDD	ADD	# Mods	# ENLG	# HSS	Spl. Legis.	Error Corr.

Inactive Districts Number of Inactive Districts (No Longer Reporting)

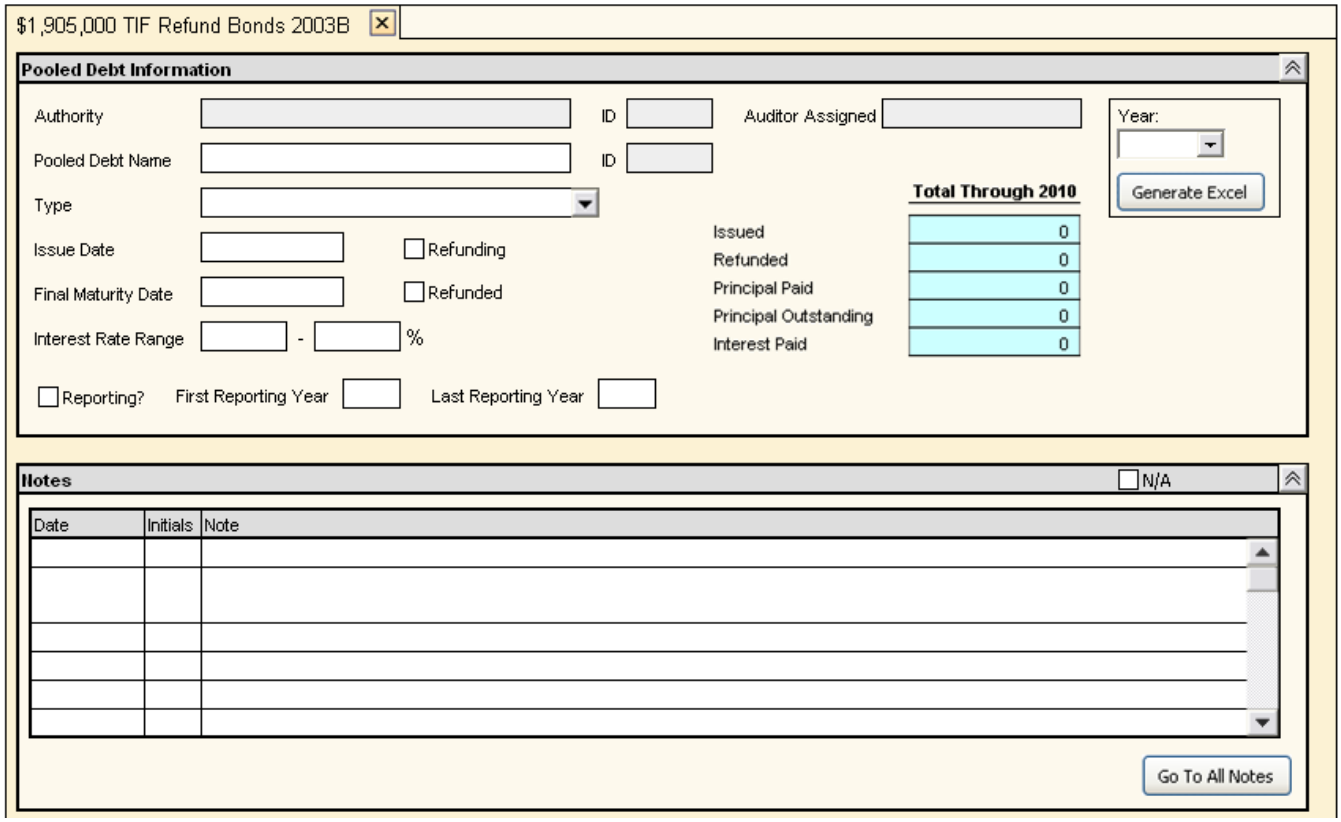
District Name	Type	Approval Date	CRD	Cert. Date	1st Receipt	RDD	ADD	Last Report Year

5. Pooled Debt Screen

5.1. Upon choosing a pooled debt issue from the selection pane, the following screen will be displayed in the content pane. There are two sections of information – Pooled Debt Information and Notes. Format and behavior are described in the sections below.

5.2. Pooled Debt Information – Will display the summary information regarding the debt issue. This screen will also be used to create a new pooled debt issue in CDMS, so all fields are editable except for the authority, auditor assigned, and both ID fields. The totals are the same as on the most recent pooled debt year screen (see section 2.3.1). The "Generate Excel" button will create an Excel collection form for the year specified in the drop-down box. The button will trigger a process already in place within the current CDMS.

5.3. Notes – to behave the same as the Notes sections on the District and Authority screens as described above.



6. Notes Screen

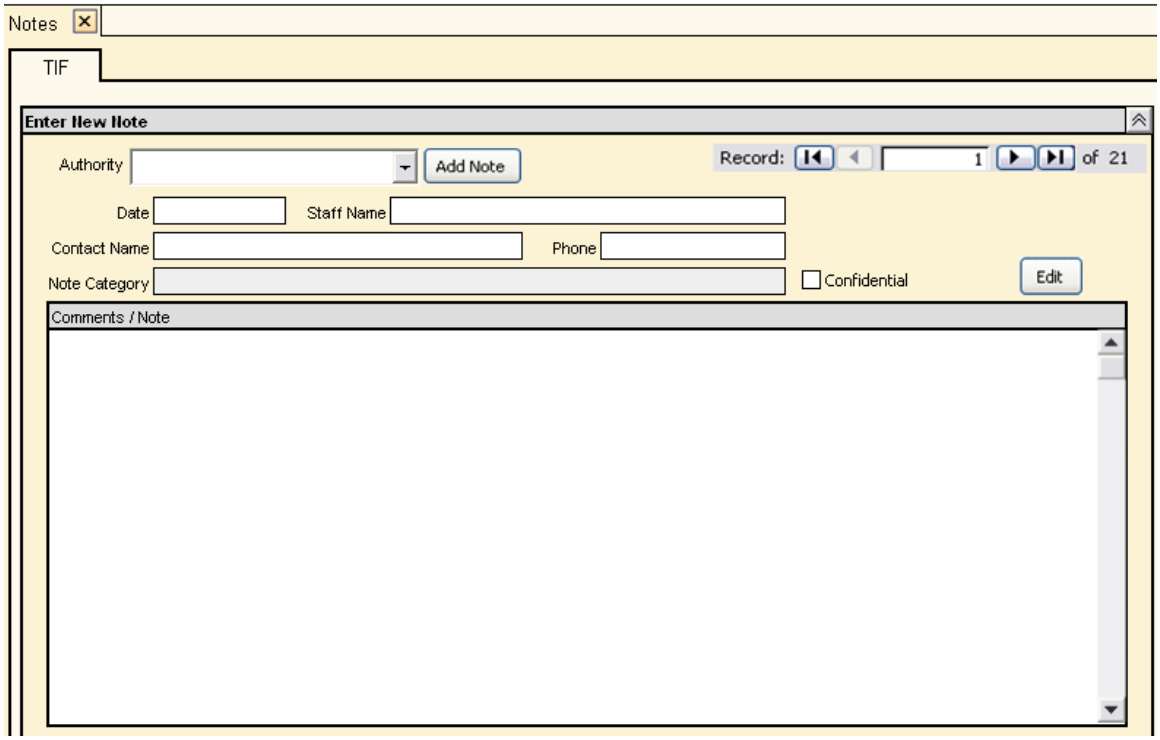
6.1. **Create a screen to add and view note entries for TIF authorities.** For this statement of work, only the screen for the TIF division's notes will need to be created, but the framework will be done in a way that will facilitate adding the other divisions' notes at a later time. The TIF division currently stores notes in an MS Access database. These existing notes will be moved into SQL Server so they are accessible from the new application. Notes are currently kept at an authority level and all existing notes will be brought in as General Correspondence notes.

6.2. The layout of the screen is shown later and will contain a section to add new notes, as well as a section to view and filter existing notes. Certain notes sections of other screens, mentioned previously in this statement of work, will be incorporated into this notes screen. These relationships and other characteristics of the screen are defined below. Clicking any "Go To All Notes" button on another screen will open this notes screen for the user.

6.3. Clicking the Notes navigation button will display a list of authorities in the selection pane and the blank notes screen in the content pane. Choosing an authority from the selection pane will filter the notes screen for the selected authority.

6.4. Notes section to be programmed to allow a user to select and delete a note. A dialogue box will require the user to confirm deleting the note.

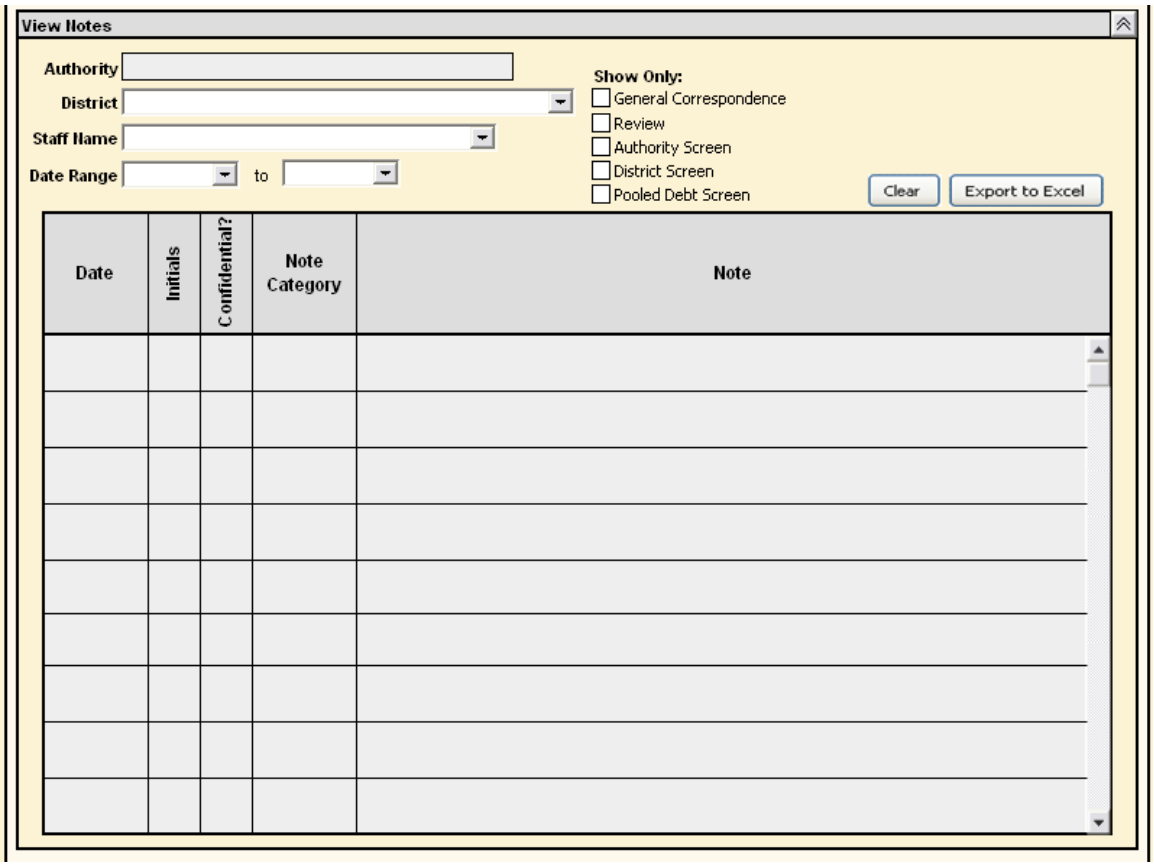
6.4.1. Enter New Note section. Authority drop-down list to serve same purpose as choosing an authority from the selection pane. Upon selecting an authority, this section will show the most recent note and its related details. Clicking the arrows will navigate to the next or previous note record for the authority. Note Category to be displayed automatically based on the screen from which the note was originated (see section 6.4.3). Information is read-only unless "Edit" button is selected. The note remains in edit mode, and does not allow advancing or filtering other notes, until the edits are saved or reverted.



6.4.1.1. Add Note button allows user to enter a new note. Date and staff name will be populated automatically based on today's date and the user logged in to CDMS, but will also allow for the user to manually overwrite. Phone field will be formatted as (555) 555-5555. Note Category will be General Correspondence for any note entered in this screen. The new note remains in edit mode, and does not allow advancing or filtering other notes, until the note has been saved or canceled. Comments/Note area will have spell-check feature, if possible, and to allow for various formatting of text within the note.

6.4.1.2. If the Confidential checkbox is marked, the comments/note area to be shaded red and the note to be preceded by the text "**CONFIDENTIAL**".

6.4.2. View Notes section. Authority will be specified based on the selection in Enter New Note section. Ability to filter notes by District, Staff Name, Date Range. The Show Only checkboxes will all default to being checked. All notes that are related to reviews will be shown when Review is checked under Show Only. "Clear" button will remove any filter applied and re-check all the checkboxes to show all notes for the authority. The filters and show only options in this section will not affect the notes displayed in the Enter New Note section. "Export to Excel" button will generate an Excel output from the content of the table of notes. The table within the View Notes section will display all notes for the selected authority, sorted with the most recent note at the top. The rows of the table should be a standard height and display only as much of the note as will fit in the cell. Clicking a certain row in the table will adjust the Enter New Note section to display that note. Likewise, scrolling through notes in the Enter New Note section will change which note is highlighted in the View Notes section.



6.4.3. Note Category will be assigned automatically based on the screen from which the note originated. Categories and relationships defined below.

6.4.3.1. Authority screen Note – entered in the notes section of the authority screen for any given authority (see section 4.5.2).

6.4.3.2. District Screen Note – entered in the notes section of the district screen for any given district (see section 3.4.1.2). The name of the district will be automatically added to the text of this type of note to help the user identify which district is being referenced.

6.4.3.3. Pooled Debt Screen Note – entered in the notes section of the pooled debt screen for any given pooled bond issue (see section 5.3). The name of the debt issue will be automatically added to the text of this type of note to help the user identify which debt issue is being referenced.

6.4.3.4. Staff TIF Plan Review Note – entered in the Staff Review section within the Review tab of the screen for the TIF plan collection form (see section 2.2.3.1). The name of the district and approval date of the TIF plan will be automatically added to the text of this type of note to help the user identify which TIF plan is being referenced.

6.4.3.5. Auditor TIF Plan Review Note – entered in the Auditor Review section within the Review tab of the screen for the TIF plan collection form (see section 2.2.3.2). As with the staff review note, the name of the district and approval date of the TIF plan will be automatically added to the text of this type of note to help the user identify which TIF plan is being referenced.

6.4.3.6. Staff Decertification Review Note – entered in the Staff Review tab within the Decertification tab of the district screen (see section 3.4.4.3). The name of the district will be automatically added to the text of this type of note to help the user identify which district is being referenced.

6.4.3.7. Auditor Decertification Review - entered in the Auditor Review tab within the Decertification tab of the district screen (see section 3.4.4.4). The name of the district will be automatically added to the text of this type of note to help the user identify which district is being referenced.

6.4.3.8. District Comment Review Note – entered in the last section of the Comments tab within the year screen for annual financial data collected for each district (see section 2.1.6.3). The name of the district and the reporting year will be automatically added to the text of this type of note to help the user identify which district and year are being referenced.

6.4.3.9. Pooled Debt Comment Review Note – entered in the Comments Review tab within the Pooled Debt year screens (see section 2.3.4). The name of the pooled debt issue and the reporting year will be automatically added to the text of this type of note to help the user identify which pooled debt issue and year are being referenced.

6.4.3.10. General Correspondence Note – default note category for any note entered using the Add Note button as defined in this section.

7. Task List Screen

7.1. **Create a screen to be used by staff to manage routine workflow processes.** The task list will function as a "to-do" list for staff members, moving tasks from one person to another to be completed. The task list will automate some of the processes currently being handled in the office, and also provide tracking of the results of the tasks. In the future, all divisions will use the task list. This SOW only includes tasks for the TIF division. All tasks will be stored in a single table. All actions should be done through stored procedures.

7.2. Most tasks will be automatically generated as certain events occur, as described below. In addition, users will be able to create individual "Miscellaneous" tasks as needed.

7.2.1. TIF Plan - Staff Review task will be created when the TIF Plan Collection Form is uploaded and signed by an authority. This will show up as a new task for the user assigned to the TIF Plan - Staff Review task.

7.2.2. TIF Plan - Auditor Review task will be created after the 'Staff Review Complete' checkbox is marked and saved on the TIF Plan Staff Review Screen (see section 2.2.3.1). This will show up as a new task for the auditor assigned to the authority associated with the task.

7.2.3. Decertification - Staff Review task will be created when one of the following occurs for a district: 1) an actual decertification date is entered on the district screen, or 2) the required decertification date for a district has already passed (i.e., the required decertification date is less than today's date). The task will show up as a new task for the user assigned to the Decertification - Staff Review task.

7.2.4. Decertification - Auditor Initial Review task will be created once the 'Staff Review Complete' checkbox is marked and saved on the Decertification Staff Review Screen (see section 3.4.4.3). This will show up as a new task for the auditor assigned to authority associated with the task

7.2.5. Decertification - Auditor Final Review task will be created when all of the following conditions are true: 1) a Decertification - Auditor Initial Review has been completed, 2) the 'Final Review Complete' box is NOT marked on the Decertification Auditor Review Screen (see section 3.4.4.4), and 3) an Annual Collection Form has been uploaded and signed, which shows a zero or negative tax increment balance. There must be a way to close this task if, during the review, the auditor determines that the review was not required this year. This task will be created every time the previously mentioned conditions have been met (yearly). This will show up as a new task for the auditor assigned to the authority associated with the task.

7.2.6. District Comment – Auditor Review task will be created when an Annual Collection Form has been uploaded and signed, which contains comments in any comment box of the form. This will show up as a new task for the auditor assigned to the related Authority of the task.

7.2.7. District Comment – Staff Review task will be created when the following occurs: 1) 'Auditor Review Complete' checkbox is marked and saved on the Comments Review section of the annual screen (see section 2.1.6.3), and 2) the Action dropdown is set to "Change" on the same screen. This will show up as a new task for the user assigned to the District Comment – Staff Review task.

7.2.8. Pooled Debt Comment – Auditor Review task will be created when a Pooled Debt Form has been uploaded and signed, which contains comments in the comment

box of the form. This will show up as a new task for the auditor assigned to the related authority of the task.

7.2.9. Pooled Debt Comment – Staff Review task will be created when the following occurs: 1) 'Auditor Review Complete' checkbox is marked and saved on the Comments Review section of the pooled debt screen (see section 2.3.4), and 2) the Action dropdown is set to "Change" on the same screen. This will show up as a new task for the user assigned to the Pooled Debt Comment – Staff Review task.

7.3. Upon clicking the Task List navigation button, the selection pane will show a list of employees of the division, plus an option to choose all staff. The content pane will be empty until a selection is made. Once a person is selected, the task list for the selected person will be displayed. If the all staff option is selected, all tasks will be shown. Each task list selected will open in a new tab, show the name of each person, and remain open until the user chooses to close the tab.

7.4. Layout and behavior of the task list is defined below.

7.4.1. New, In Progress, and On Hold boxes to show a count of the number of tasks in each of those categories.

7.4.2. Action drop-down list to contain the following options described below. Ability to select multiple rows of the task list and apply an action to all selected tasks at once.

7.4.2.1. DELEGATE – choosing this option will route the selected task to another staff member for completion. After selecting Delegate and clicking the Apply button, CDMS will display a dialogue box with a drop-down list of all division employees under the heading 'Delegate Selected Task(s) To:'. Dialogue box must contain OK and Cancel buttons to submit or cancel the action.

7.4.2.2. MARK AS NEW – choosing this option will display the selected task as if it were a new item, changing the font to bold.

7.4.2.3. MARK AS IN PROGRESS – choosing this option will display the selected task as not new, in standard font (not bold).

7.4.2.4. PUT ON HOLD – choosing this option designates the task to be put on hold until a future date. After selecting Put on Hold and clicking Apply, CDMS will display a dialogue box with a date selection box under the heading 'Hold Selected Task(s) Until:'. The dialogue box must contain Ok and Cancel buttons to submit or cancel the action. Once the hold date has expired, the status of the task will change to New. This will cause the person assigned to review the task again and either complete it or put it on hold for another period of time.

7.4.2.5. REFER – choosing this option forwards the task to another person for input on the matter. The task will not be completed by this person, as it would if delegated, but rather it will be returned to the sender to complete the task. After selecting Refer and clicking Apply, CDMS will display a dialogue box with a drop-down list of all division employees under the heading 'Refer Selected Task(s) To:'. Dialogue box must also contain Ok and Cancel buttons to submit or cancel action. A person receiving a referred item may only return it to the sender or put it on hold; they may not delegate, refer, or close the task.

7.4.2.6. RETURN A REFERRAL – choosing this option sends a referred task back to the user from which it came. This option is only available for referred tasks. Once

the task is returned to the sender, it will appear as a New task for that person, requiring them to take action on the task now that it has been returned.

7.4.2.7. HIGHLIGHT – to apply a yellow background to the selected row.

7.4.2.8. CLEAR HIGHLIGHT – to remove the yellow background.

7.4.3. Show Tasks section will allow the user to unhide and hide the contents of the task list.

7.4.3.1. Task List default is to show all tasks for which the current status is New or In Progress by the particular user.

7.4.3.2. Tasks delegated to another user are not shown until the Delegated to Others box is checked in this section.

7.4.3.3. Tasks referred to another user are not shown until the Referred to Others box is checked in this section.

7.4.3.4. Tasks with a My Last Action of on hold will not be shown until the On Hold box is checked in this section.

7.4.3.5. Miscellaneous tasks that have been created for other users will not be shown until the Created for Others box is checked in this section.

7.4.3.6. Completed tasks will not be shown until the Completed in the Last ___ box is checked in this section. The drop-down corresponding to this checklist allows the user to select the time period for completed tasks – either 30, 60, or 90 days.

7.4.3.7. The selection of any filters will be stored by the system and remain applied for future sessions for the given user.

7.4.4. ID field to show the unique ID for each task.

7.4.5. Category field to show the type of task: TIF Plan, Decertification, District Comment, Pooled Debt Comment, or Miscellaneous.

7.4.6. Description field to display a description of the task, corresponding to the category. TIF Plan tasks may have description of either Auditor Review or Staff Review. Decertification tasks may have description of Staff Review, Auditor Initial Review, or Auditor Final Review. Both Pooled Debt and District Comment tasks may have description of Staff Review or Auditor Review. Miscellaneous tasks will have unique descriptions based on what is entered at the time the task is created. See section 7.4.18 for how miscellaneous tasks are created.

7.4.7. Entity field to display the authority and district with which the task is associated, in a format of "Authority – District". For miscellaneous tasks, the Entity will display as entered by the person creating the task.

7.4.8. Received From field to display the last source from which the user received the given task. Examples of sources are the CDMS application, or the name of a particular user from which the task was received.

7.4.9. Created field to display the date on which the specific task was initially created. This field will not change regardless of the status or action taken on the task.

7.4.10. Received field to display the date on which the specific task was received by the given user. Unless the task has been delegated or referred, the Received date will be the same as the Created date.

7.4.11. My Last Action field to show the last action for each task *by the given user*. It will also include the date the action was made, and the name of the person receiving the task next, if applicable. Examples: A) if a task is delegated to Joe, show

"Delegated to Joe 5/3/10"; B) if a task is referred to Susie, show "Referred to Susie 5/29/10"; C) if a miscellaneous task is created for Mary, show "Created for Mary 6/15/10"; and D) if a task is put on hold, show "Put on Hold 5/20/10". Certain tasks will not have anything in the My Last Action field, e.g., if a task is received from the system and has not been delegated, referred, or put on hold.

7.4.12. Current Status field to show where the task is in the process of completion. See list of statuses below. Delegated, referred, or miscellaneous tasks that are being worked on by another user will show that user's name after the status indicator. Examples shown in the image later in this section.

7.4.12.1. New – the task has not been started yet, and appears in bold font.

7.4.12.2. In Progress – the task has been started and is in the process of being completed.

7.4.12.3. On Hold Until mm/dd/yyyy – the task has been viewed and possibly started, but will not be worked on until a future date. This status generally indicates that the user is waiting for further information from another party before the task can be completed, or that the task is a low priority.

7.4.12.4. Completed – the task has been finished and closed out. The Current Status field will include the completion date for any completed tasks.

7.4.13. Comment field (not shown in image) to allow text input for short comments or notes related to the task. The comment is specific to the task, and will display for any user assigned to the task. This will be the only field within the table where editing is allowed.

7.4.14. Task List to be programmed with the ability for a user to double-click on a task to be taken to the appropriate screen within CDMS where the task is to be completed.

7.4.14.1. TIF Plan – Staff Review tasks to link to screen defined in section 2.2.3.1.

7.4.14.2. TIF Plan – Auditor Review tasks to link to screen defined in section 2.2.3.2.

7.4.14.3. Decertification – Staff Review tasks to link to screen defined in section 3.4.4.3.

7.4.14.4. Decertification – Auditor Initial Review tasks and Decertification – Auditor Final Review tasks to link to screen defined in section 3.4.4.4.

7.4.14.5. District Comment – Auditor Review tasks and District Comment – Staff Review tasks to link to screen defined in section 2.1.6.3.

7.4.14.6. Pooled Debt Comment – Auditor Review tasks and Pooled Debt Comment – Staff Review tasks to link to screen defined in section 2.3.4.

7.4.15. Miscellaneous tasks to be linked to the window from which the task was created. See section 7.4.18 for how miscellaneous tasks are created.

7.4.16. "Export To Excel" button to generate an Excel spreadsheet with the contents of the task list.

7.4.17. When the option to view tasks for all staff is chosen from the selection pane, the task list will display a cumulative list of all new or in progress tasks for any employees of the division. This will require the addition of a column for "Assigned To", in order to identify the owner of the task. Also, the My Last Action column will not be part of this view since it applies to an individual user's actions.

7.4.18. Users may create a miscellaneous task by selecting Create – Task from the File menu of the application. When this is selected, a window will be displayed with a drop-down list of employees under the heading 'Assign this task to:'. The window

will also contain: a text field to give the miscellaneous task a brief description, a text field to identify an entity to which the task is related, a text box to describe the requirements of the task in detail, and a checkbox for a user to indicate that the task is complete. For the person creating the task, when the task appears in the task list, it will not have values for the "Received From" and "Received" fields. Also, a user will have the ability to delete any miscellaneous task IF it was created by that person.

Task List - John D.

New | In Progress | On Hold

Action: | Apply

Show Tasks: Referred to Others; Delegated to Others; On Hold; Created for Others; Completed in the Last

Export to Excel

ID	Category	Description	Entity	Received From	Created	Received	My Last Action	Current Status
	TIF Plan	Auditor Review	Minneapolis - TIF 2 Downtown	Mary	5/1/2010	5/2/2010	Delegated to Joe 5/3/10	In Progress - Joe
	Miscellaneous	Review 09 TIF Report	St. Paul - TIF 33	Joe	5/15/2010	5/15/2010	Put on Hold 5/20/10	On Hold Until 7/1/1
	Decertification	Auditor Initial Review	Duluth - TIF 1-2	Mary	5/22/2010	5/28/2010	Referred to Susie 5/29/10	New - Susie
	Comment	Auditor Review	Rochester - TIF 884	CDMS	6/2/2010	6/2/2010	-	In Progress
	Miscellaneous	Research amendment	None		6/15/2010		Created for Mary 6/15/10	In Progress - Mary

Save | Close

8. Prior Year Data

8.1. All existing GID and Pension screens will be incorporated into CDMS 2.0 with the same functionality and layout, while following the guidelines defined in section 1.1.

8.2. The existing Contact screen will be incorporated into CDMS 2.0 with the same functionality and layout, while following the guidelines defined in section 1.1.

8.3. All existing TIF year screens (2003-2009) for district, non-districts, and pooled debts will be incorporated into CDMS 2.0 with a similar functionality and layout, while following the guidelines defined in section 1.1. The contact tab of each existing year record will be removed from the new application. In addition, the existing non-district screens will also be incorporated into CDMS 2.0.

9. Provide up to an additional 200 hours of development on unanticipated modifications.

Time spent on unanticipated modifications will be discussed and agreed upon between the vendor and the OSA before any time is spent working on unanticipated modifications.

Project Milestones and Schedule

- Project Start Date: November 15, 2010
- Key deliverable dates:
    - December 13, 2010 — All parts of deliverable 1 that can be completed without the supporting screens from later deliverables are completed for testing. Placeholder screens in place for deliverables 2, 3, 4, 5, 6, and 7 to allow for testing navigation.
    - January 17, 2011 — Deliverable 1 and Placeholder screens for 2, 3, 4, 5, 6, and 7 are tested and any problems substantially resolved.
    - January 17, 2011 — Deliverable 2 is complete for testing.
    - February 14, 2011 — Deliverable 2 is tested and all problems are substantially resolved.
    - February 14, 2011 — Deliverables 3, 4, and 5 are complete for testing.
    - March 21, 2011 — Deliverables 3, 4, and 5 are tested and all problems are substantially resolved.
    - March 21, 2011 — Deliverables 6 and 7 are complete for testing.
    - April 25, 2011 — Deliverables 6 and 7 are tested and all problems are substantially resolved.
    - April 25, 2011 — Deliverable 8 is complete for testing.
    - May 23, 2011 — Deliverable 8 is tested and all problems are substantially resolved. System is ready to be used in production.
    - June 13, 2011 — Any modifications identified as part of deliverable 9 are complete for testing.
    - June 27, 2011 — All deliverables are tested and all problems are substantially resolved. The project is complete.
- End Date: June 27, 2011

Project Environment (State Resources)

- Staff descriptions:
    a) The OSA has 1 web/database administrator familiar with the databases and application code who will work with the consultant as needed. The TIF division has 1 TIF Analyst that will work closely with the consultant. The OSA has 1 network administrator who will provide assistance with network issues as necessary. In addition, the OSA's TIF, GID, and Pension divisions have staff available for testing.
    b) Project Manager: Travis McGlothlen.
- Staff proficiency levels and experience:
    a) The web/database administrator has experience with ASP.Net, C#.Net, SQL, and SQL Server.

OSA Project Requirements

- The application will be developed using C#.NET and Visual Studio 2010. It will be fully compatible with Microsoft .NET 4.0.
- The vendor will include in their proposal minimum computer requirements. The minimum requirements will not be greater than a computer with a 3.0 GHz processor and 2GB of RAM.

- The vendor will provide training on all new features to staff in the OSA's Tax Increment Financing Division.
- The vendor will train the OSA's web/database administrator so he has a full understanding of the code functionality and a sufficient understanding of the code so he can properly manage routine changes and compile the code into a workable program.
- The vendor must discuss with the OSA and obtain approval to use any third-party controls before incorporating them into the application.
- The vendor will provide a PGP public key for all staff working on this project. The OSA will provide the vendor with PGP public keys for its staff working on this project. The vendor and the OSA will use PGP encryption when exchanging information by email that includes source code, passwords, or other sensitive data. The vendor will provide new PGP public keys upon request or when new vendor staff begins working on the project.
- The vendor will encrypt all data associated with the project, including source code and passwords, which are stored on any computer workstation, portable computer, or portable storage device outside of the OSA's network.
- The vendor staff will use a VPN connection provided by the OSA when accessing the OSA's network storage from outside the OSA's network.
- The vendor will notify the OSA immediately if any computer workstation, portable computer, or portable storage device is lost or stolen from any staff working on this project.

Responsibilities Expected of the Selected Vendor

- The vendor will designate a primary programmer for this project, the programmer having at least 5 years of experience programming with C#.NET. This person will obtain a complete understanding of the application and the related systems. The vendor will use additional staff as necessary with appropriate experience for the work they will perform. The vendor will provide sufficient staff to meet the key deliverable dates.
- The vendor will provide a work-plan for completing the deliverables with their proposal. The work-plan will include estimated time and cost for each step. The vendor may group deliverables into logical steps for the work-plan. The vendor is encouraged to propose a new deliverables schedule to coincide with its work-plan provided that deliverables 1-8 are complete, tested, and ready to be used in production by May 23, 2011. The vendor is also encouraged to complete the project as soon as possible. The vendor will review the work-plan with the OSA's project manager and web/database administrator before beginning work on the deliverables.
- The vendor will include in the work-plan weekly meetings with the OSA's web/database administrator and project manager for a knowledge transfer session. If the vendor is not using the OSA's Subversion server, the vendor will provide the most recent source code at that time. The vendor will explain the progress of the project. The OSA's web/database administrator will be available for questions and discussing issues will the vendor. Additional meetings can be scheduled as necessary. The project manager is available at any time.
- The vendor will provide a detailed description of its experience working on similar projects.
- The vendor will provide a list of individuals that may be assigned to this project. The vendor will provide describe each individuals' experience, certifications, and how they meet the requirements of this project. The vendor will provide upon request, the same information for new staff that is assigned to the project.
- The vendor will include unit testing as part of its development process.

- The vendor will specify in their proposal how a spell check and formatting feature in the notes screen can be achieved, as well as the time and cost associated.
- The vendor will specify in their proposal how a print option can be achieved, as well as the time and cost associated.
- The vendor will submit the hourly rates for the positions that will participate in this project as part of the work-plan. Based on the work-plan, the vendor will provide the total maximum cost to complete all deliverables.
- The OSA will select, based on the scores of the proposals for Experience, Desired Skills, Work Plan, and Cost, a short list of candidates to proceed to the interview phase. The vendor will be available to schedule an interview on November 8, 2010 from 12:00 PM CST to 5:00 PM CST. Interviews will be up to 90 minutes in duration. Interviews will be held on November 9, 2010 from 8:00 AM CST to 5:00 PM CST.
- The vendor will update the OSA's Project Manager of the status of the project upon request.
- The vendor will use, review, and update the OSA's project tracker for communication and management of the project. The project tracker is a web-based program that maintains a history of tasks for users. The project tracker will be available only through a VPN connection.
- OSA staff will test the application by processing test data. Acceptance will be based on successful processing of test data.
- The vendor will resolve all problems discovered during testing before the contract is complete.
- The vendor will complete all deliverables within the agreed-upon time and cost.

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

Required minimum qualifications are:

- The vendor must be listed in the following Master Contract Service Categories: Desktop-Applications (Design & Development) and Database – MS SQL.
- The designated person by the vendor will have at least 5 years experience programming in C#.Net and at least 5 years experience with SQL Server.

Process Schedule

• Deadline for Questions	10/26/2010, 12:00 PM CST
• Posted Response to Questions	10/27/2010, 12:00 PM CST
• Proposals due	11/1/2010, 12:00 PM CST
• Anticipated proposal evaluation begins	11/1/2010, 12:00 PM CST
• Anticipated proposal evaluation & decision	11/11/2010, 12:00 PM CST

Questions

Questions regarding this Statement of Work may be submitted via e-mail by 10/26/2010, 12:00 PM CST:

Name: Travis McGlothlen
Email Address: travis.mcglothlen@state.mn.us or tmcglothlen@auditor.state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by 10/27/2010, 12:00 PM CST (www.oet.state.mn.us).

SOW Evaluation Process

Responses will be evaluated on the following categories. Responses will be scored on a 100 point scale. Each category will have a maximum score as indicated next to each category:

- Experience/Desired Skills (30 points)
- Cost (30 points)
- Work Plan (20 points)
- Interview (20 points)

Response Requirements

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
- Project Overview
- Detailed response to "Business/Project Requirements"
  a) Description of an understanding of the project.
  b) Detail of steps necessary to complete each deliverable. The vendor will group or breakout deliverables into logical steps, if necessary
  c) Detail of estimated time that will be spent on each step.
- Detailed response to "Project Approach"
  a) Explain how the vendor will approach their participation in the project. This includes:
    1) Organization and staffing (including staff qualifications, resumes, etc.)
    2) Work-plan with life-cycle cost breakdown here
    3) Contract/change management procedures
    4) Project management (e.g. quality management, risk assessment/management, etc.)
    5) Documentation of progress such as status reports
- Detail of Staffing
  a) Resume
  b) Cost
- References: Provide three clients references where similar work was performed.
- 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) Certification Regarding Lobbying http://www.mmd.admin.state.mn.us/doc/lobbying.doc
  d) Location of Service Disclosure http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc
  e) Immigration Status Certification http://www.mmd.admin.state.mn.us/doc/immstatcert.doc

Proposal Submission Instructions

- Response Information:
  a) To whom to address the response: Travis McGlothlen
  b) Where to respond: travis.mcglothlen@state.mn.us or tmcglothlen@auditor.state.mn.us

c) How to label the response: The subject line of the email will include the phrase "CDMS 2.0".

- How to submit: Email only. Proposals will be submitted as an Adobe Acrobat document. Proposals received by our email server after the response due date and time will not be considered. Vendors are encouraged to send their proposals at least 2 hours before the deadline.
- Key dates:
  a) Response due date: 11/1/2010, 12:00 PM CST
  b) Expiration date for the vendor's price/terms guarantee: 12/7/2010, 12:00 PM CST
  c) Constraints or rules on respondents: All questions will be directed to Travis McGlothlen.

General Requirements

Proposal Contents

By submission of a proposal, Responder represents 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 result in disqualification from the award. The intentional submission of inaccurate or misleading information may result in suspension or debarment proceedings as well as other penalties provided by law.

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 justifying the trade secret designation for each item; 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.

Prices submitted by the Responder are not 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.

In addition, 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 at least 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 will 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 will 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, 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. 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 who provide the required documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

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

This 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 OSA reserves the right to reject any and all proposals.