

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

Minnesota Department of Education

Project Title: Longitudinal Data System Analytics

Service Categories:

Vendors must be approved in both categories to respond to this SOW:

- **Project Management**
- **Analyst- Business**

Business Need

MDE has the need to supplement its staff with **up to three individuals** in a three year project to:

- Work with business units to gather requirements for new report and web based dashboard designs
- Design, develop and implement new reports and dashboards for MDE and P-20 Websites using Web Focus based on wire frames developed by the architectural team.
- Provide training and mentoring to MDE staff on the use of Web Focus in report writing
- Provide support in integration and configuration of Web Focus modules with existing MDE applications

Staff support will be on an as needed basis as determined by MDE.

- November 2010 – June 2011 immediate work is needed in reviewing current reports and determining prioritization schedule for transition to Web Focus of existing MDE web pages and reports. Once the award is made the initial work order will be executed to focus on transitioning K-12 reports prior to the end of the current state fiscal year.
- The second fiscal year, FY 12, will continue a focus on K-12 reports with scoping and planning exercises to create new dashboards for P-20 reports including data from the Department of Employment and Economic Development and the Office of Higher Education.
- In the third fiscal year, FY 13, work will be focused on P-20 data and reports.

- Support for training, mentoring and systems assessments will be based on needs and is expected to be most intense in years one and two.

Background

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

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

The Student Educational Records View and Submission (SERVS) system represents an upgrade in the MDE core infrastructure designed to accomplish this strategy. The SERVS brand focus is “Easing the Compliance Burden”.

Its main features include

- New streamlined and modern submission systems that provide flexibility and ease of use features for LEAs
- Additional data driven analytics used by legislators, teachers, researchers, and others to focus on improved educational outcomes for students and provide earlier oversight capabilities into spending, outcomes, status and programs
- Java based tools running on Windows platforms rather than COBOL tools running on subscription based proprietary mainframe systems.

This modernization effort is large and expected to be a multi-year project when completed. It will be a phased implementation approach focusing on extending the data driven reporting capability, additional simplified data submissions and additional technology migrations. The stakeholders in this project include all MDE program area divisions, Local Education Agencies, teachers, researchers, parents, students, and legislators.

Services secured though this SOW will focus primarily on using the data collected though these upgraded data systems and other P-20 education data sources to provide enhanced analytic reports using Web Focus tools. These services are being sought to implement the architectural dashboard and report designs design developed by MDE architecture staff outside the scope of this procurement effort.

Project Deliverables

- Inventory and categorize current web reports and web pages on the MDE web site and related software applications across all program areas to implement wireframe designs developed by architectural staff.
- Develop initial estimate details and level of effort including estimates of low and high hours and questions to be answered to solidify estimates.
- Develop design documents including description of changes, flow chart of complex logic, required data base changes.

- Work with project teams of developers and report writers to create new reports and dashboards based on requirements gathered from business units.
- Attend project meetings as required.
- Perform unit testing and system testing and document results.

Additional support may be required upon request:

- Develop quality and timely requirements/use cases, designs and code for enhancements, maintenance or bug fixes that can be transferred to production environment successfully within various applications.
- Make recommendations on system performance improvement based on request from MDE development teams.
- Establish and employ a means to assure and measure transfer of requisite knowledge to designated MDE staff.

Project Milestones and Schedule

- 1/15/2011 Current Dashboards inventoried
- 4/01/2011 Additional data elements identified and defined within MDE, DEED and OHE data sets
- 6/1/2011 Additional MDE analytics defined and implemented for Staff collections

Project Environment (State Resources)

The successful responder will supply **up to three skilled IT professionals** to work directly with existing MDE IT management and MDE project managers to create requirements, functional specifications and schedules. Implementation will be monitored for progress against schedules and matched to delivery schedules.

Agency Project Requirements

The successful responder will:

- Work on site at MDE IT at 1500 Highway 36 Roseville MN 55113
- Work in a Microsoft operating system environment
- Have senior level skills in Project Management and/or business analytics and Web Focus
- Work in compliance with the Statewide Enterprise Architecture as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Project Management Methodology as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Enterprise Security Requirements as directed and be required to report or demonstrate such compliance as needed.
- All work and resulting product must comply with the Minnesota Accessibility Standards adopted September 1, 2010. Standards may be found on the Department of Administration website at: http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Responsibilities Expected of the Selected Vendor

The selected vendor will be required to:

- Provide frequent documentation and status updates through MDE project managers
- May be given project management oversight responsibility by MDE if desired.
- Provide training and knowledge transfer and product documentation where required by MDE

- Work with MDE Quality Assurance to develop testing and acceptance procedures.
- Provide input and track against the MDE project work plan.

Required Skills

Resumes that fail to meet these minimum requirements will not be considered.

- 5 plus years experience with MS SQL Server Data base and data integration
- 5 plus years experience with Project management
- 5 plus years experience with Business Analysis
- 5 plus years experience with Web Focus and IBI ETL

Desired Skills

- Experience with MS Project

Process Schedule

- | | |
|----------------------------------------------|--------------------------|
| • Deadline for Questions | 11/18/2010 3:00 P.M. CST |
| • Posted Response to Questions | 11/19/2010 3:00 P.M. CST |
| • Proposals due | 11/24/2010 3:00 P.M. CST |
| • Anticipated proposal evaluation begins | 11/29/2010 3:00 P.M. CST |
| • Anticipated proposal evaluation & decision | 12/03/2010 3:00 P.M. CST |

Questions

- Any questions regarding this Statement of Work should be submitted via e-mail by 11/18/2010 3:00 P.M. CST

Name: Cathy Wagner
 Department: Information Technologies
 Telephone Number: 651-582-8688
 Email Address: cathy.wagner@state.mn.us

- Questions and answers will be posted on the Office of Enterprise Technology website by 11/19/2010 3:00 P.M. CST (www.oet.state.mn.us).

SOW Evaluation Process

The state reserves the right to conduct interviews at its discretion and scores may be adjusted based on information delivered through that process.

- Experience of candidates (40%)
- Communication skills (20%)
- Three References (5 %)
- Desired skills (5%)
- Cost (30%)

Response Requirements

Response packages must include:

- 1) Resumes of no more than 3 candidates may be proposed. Additional resumes will NOT be considered.

- 2) Hourly rate of each candidate proposed
- 3) References: Provide three clients who have worked with the candidate previously
- 4) Provide a statement corresponding to the conflict of interest requirements on page 6
- 5) Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Immigration Status Certification (if over \$50,000)
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
 - d) Location of Service Disclosure
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
 - e) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - f) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Vendors must submit response packages including candidate resumes directly to Cathy Wagner by 3:00 P. M. CST. on or before 11/24/2010 3:00 P.M. CST. This may be done via e-mail attachment to cathy.wagner@state.mn.us

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a 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.

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. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

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

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

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

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

STATE OF MINNESOTA

Sample IT Professional Technical Services Master Contract Program Work Order

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

Work Order

1 Term of Work Order

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

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

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

2 Contractor's Duties

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

3 Consideration and Payment

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

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

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

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

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

4 Authorized Representatives

The State's Authorized Representative is [*NAME, TITLE, ADDRESS, TELEPHONE NUMBER*], or his/her successor. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

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

5 Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

6 **Liability** [*Insert selected language*]

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

Signed: _____

Date: _____

CFMS Contract No. B- _____ Object Code: _____

2. CONTRACTOR

The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles or bylaws.

By: _____

Title: _____

Date: _____

3. STATE AGENCY

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: _____

(with delegated authority)

Title: _____

Date: _____