

**IT Professional Technical Services  
Master Contract Program  
T#: 902TS**

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

**Minnesota Department of Corrections**

**Project Title: SharePoint 2010 Migration**

**Service Category(ies):  
Architecture Planning & Assessment – Information / Data  
Architecture Planning & Assessment – Technical  
Server – Application (Design & Development)**

**Business Need**

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The Department of Corrections (DOC) is in need of a SharePoint architect/developer who can assess the current SharePoint 2007 environment and recommend a future SharePoint 2010 infrastructure and design that will meet DOC's needs and resources. In this context "resources" should be assumed as both human and financial. This includes the DOC intranet and extranet sites. This work is to be completed as soon as possible, should not exceed \$20,000, and is assumed to be on site in nature.

**Project Deliverables**

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This candidate will assist in development of a SharePoint 2010 intranet and extranet environment which will replace the current SharePoint 2007 environment. This will include mentoring DOC SharePoint development and administration staff.

- 1) DOC SharePoint infrastructure recommendation including test and production environments
- 2) Resolution of all identified issues prior to migration
- 3) A complete SharePoint 2010 Migration Plan to include
  - a) Communication plan
  - b) Training plan
  - c) Implementation plan
  - d) Project plan
- 4) Implementation assistance of DOC's SharePoint 2010 architecture including infrastructure and site organization

- 5) Creation of governance documents
- 6) Increase development expertise by working closely with DOC staff through implementation and migration.
- 7) Best practice reviews and recommendations
- 8) Other duties related to the intranet project may be assigned.

## **Project Milestones and Schedule**

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<b>Activity</b>	<b>Estimated Finish (by calendar year)</b>
Pre-upgrade readiness analysis done on current environment	November 2010
Team Assembly Complete <ul style="list-style-type: none"> <li>• Consultant hired</li> <li>• SharePoint Administrators trained</li> </ul>	November 2010
SharePoint 2010 Test Environment Installed	November 2010
Assessment of 3 <sup>rd</sup> party webparts and tools complete	November 2010
Detailed Planning Complete <ul style="list-style-type: none"> <li>• Hardware configuration/tuning plan</li> <li>• Task identification and ownership</li> </ul>	November/December 2010
Training Complete	January 2011
Production Implementation	January 2011

Other key milestones will be determined by the detailed project plan.

## **Project Environment (State Resources)**

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The agency IT unit consists of three sections: Application Development, Facility Support and Technical Support. Facility Support includes IT (help desk) support by staff in prison facilities. Technical Support includes Operations, Level 1 and 2 technical support, network architecture and support, security and Business Continuity.

The agency will have one SharePoint farm administrator working on the project at 60% capacity, one network administrator at 10% capacity and one DB administrator as needed. These DOC staff report to the Application Development Manager and the Technical Support Manager. The consultant will report to the Application Development Manager in their duties related to this project.

## **Responsibilities Expected of the Selected Vendor**

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- 1) Assessment of current SharePoint 2007 environment and recommendation for a future SharePoint 2010 infrastructure
- 2) Assist in the resolution of any issues identified by pre-upgrade check prior to migration
- 3) Development of a SharePoint 2010 migration plan which includes the following:
  - a) Communication plan

- b) Training plan
- c) Implementation plan
- d) Assistance with a final project plan
- 4) Assist in the development and delivery of the department's SharePoint 2010 intranet and extranet
- 5) Work with SharePoint Steering Committee to assist in creation of governance documents
- 6) Provide mentorship to DOC SharePoint developers and administrators.
- 7) Assist in the identification of tools needed to develop solutions for the department's web application development.
- 8) Assist in troubleshooting and resolving issues that arise during migration.
- 9) Maintain communication and a positive working relationship with project leadership and staff.

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

The proposal must specifically indicate how these minimum qualifications have been met. If DOC determines, in its sole discretion, that the proposer fails to meet all of these requirements (or that the proposer has not submitted sufficient information) then the proposal will be deemed non-responsive and will not be considered for evaluation

- 1) Experience in the Platform architecture, installation, configuration and administration of SP Moss 2007 and SP Server 2010
- 2) Experience in configuring SharePoint 2010 service applications including search.
- 3) One year experience with Powershell scripting
- 4) A minimum of 2 years working with SharePoint which includes 2007 and 2010
- 5) A minimum of 2 years working with SharePoint Designer which includes 2007 and 2010
- 6) Experience integrating active directory and SharePoint
- 7) Experience using SQL server
- 8) Project Management experience
- 9) Excellent verbal and written communication skills

### **Desired Skills**

Minimum knowledge and experience of the capabilities of various technical environments are desired including:

- 1) Experience using related product such as InfoPath 2007 and InfoPath 2010, forms server, project server, Visio, Visual Studio, etc.
- 2) Experience using XML and XSLT
- 3) Experience developing custom components for SharePoint
- 4) Experience with SharePoint implementations in a government setting

### **Process Schedule**

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|---|--------------------------|
| 1) Deadline for Questions                     | 10/11/2010, 2:30 pm, CDT |
| 2) Posted Response to Questions               | 10/14/2010, 4:30 pm, CDT |
| 3) Proposals due                              | 10/20/2010, 2:30 pm, CDT |
| 4) Anticipated proposal evaluation begins     | 10/21/2010, 8:30 am, CDT |
| 5) Anticipated proposal evaluation & decision | 10/29/2010, 4:30 pm, CDT |

## Questions

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Any questions regarding this Statement of Work should be submitted via mail or e-mail by 10/11/2010, 2:30 pm, CDT to:

Diane Morel  
Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108  
E-mail: [diane.morel@state.mn.us](mailto:diane.morel@state.mn.us)

Other personnel are not authorized to answer questions regarding this Statement of Work. **Questions submitted via e-mail should be titled "SP 2010 Migration SOW Question" in the subject line and will be considered to be received at the date and time indicated on the DOC e-mail header.** All questions submitted must contain the name, company, address, phone number, and e-mail address of the person submitting the question.

It is anticipated that all questions and answers will be posted on the Office of Enterprise Technology website by the end of the day, October 14, 2010.

## SOW Evaluation Process

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All responses must be received (e-mail, mail, or delivery) by the due date and time and will be evaluated according to the evaluation process detailed below. Information on the content, format and submittal requirements is provided in the next section.

**Step 1:** Pass/Fail Criteria. Review responses to ensure proposals are delivered in a timely manner and pass/fail criteria are met before further evaluation is completed.

**Step 2:** All proposals that meet the requirements of Step 1 will be evaluated on "best value" 60% qualifications, 30% cost considerations, and 10% extent to which services will be performed in the United States. The evaluation committee will not review the cost proposal until after the qualification points are awarded. A 1000-point scale will be used to create the evaluation recommendation. The factors and weighting upon which the proposal will be evaluated are as follows:

- 1) Experience and knowledge of proposed project staff **25%**
- 2) Work Plan **35%**
- 3) Cost **30%**
- 4) Extent to which services will be performed within the U.S. or by a WTO country company within its own borders **10%**

**Step 3:** Interviews. Responses reviewed by the EBF Selection Committee will be scored as part of Step 2 and the top-scoring vendor(s) (up to three) will be interviewed by the selection committee as part of the final selection process.

The State reserves the right to reject any and all Proposals and to negotiate the terms of the Contract Work Order, including the Cost Proposal, with the selected responder prior to entering into a Contract Work Order. Should the State be unable to negotiate a Contract Work Order with the Responder of first choice, the State reserves the right to negotiate with the Responder of second choice, etc. The State reserves the right to request a best and final offer if the evaluation team deems it necessary.

Background checks may be performed on the chosen Responder staff involved in this project prior to the start of any work under the Contract Work Order.

## **Response Requirements**

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The items below must be completely satisfied in the submission in order for the Response to be considered. At any time during the evaluation steps the State may, at the State's discretion, contact a Vendor to provide further or missing information or clarification on their Response. However, there is no guarantee that the State will look for information or clarification outside of the submitted written Response. Therefore, it is important that the Vendor ensure that their Response is complete and all requirements have been completely met in order to avoid the possibility of failing an evaluation step or having their score reduced for lack of information.

The Vendor must be eligible for the OET service category(ies) indicated in this Statement of Work, under its 902TS IT Professional/Technical Services Master Contract with the Office of Enterprise Technology, before the response deadline.

Responses must include the following:

- 1) **Introduction** identifying respondent and respondent's representative during the procurement process (contact information)
- 2) **Company overview**
  - a) Company history, growth
  - b) Current financial data if publicly available
- 3) **Project Work Plan** – should at a minimum:
  - a) Demonstrate the Vendor's understanding of the services requested in the Statement of Work and any problems anticipated in accomplishing the work.
  - b) Show the overall design idea/plan for achieving the results defined in the Statement of Work.
  - c) Explain how the Vendor will meet the requirements established in the Statement of Work and/or necessary to implement their design idea/plan.
  - d) Explain if Vendor's solution already includes the business/project requirements identified or whether the scope/timing will need to be modified. If possible describe each modification or conversion necessary.
  - e) Include a description of software/hardware configuration.
  - f) Detail a Project Approach, explaining how the Vendor will approach their participation in the project, including:
    - i) Organization and staffing (see staff qualifications below)
    - ii) Contract/change management procedures
    - iii) Project management (e.g. quality management, risk assessment/management, etc.)
    - iv) Documentation of progress such as status reports
- 4) **Detailed response to staff augmentation as it relates to this project**
  - a) Staff Qualifications – The Response must specifically indicate how the Vendor's proposed staff meet or exceed all the Required Qualifications and any of the Desired Qualifications. In addition, include a resume for each staff member.
  - b) Cost – detailed cost proposal, including the following:
    - i) Total project cost- all inclusive. Should not exceed \$20,000.
    - ii) Cost per deliverable (should correspond with deliverables identified in this Statement of Work and Vendor's Response Work Plan).

- iii) Hourly rate and total estimated hours for each staff member you intend to assign to the project. Hourly rates cannot exceed the hourly rate identified in your 902TS master contract for the OET service category indicated in this Statement of Work and/or Work Plan categories identified as part of Vendor Response).
- 5) **References** – provide three clients references (preferably clients using this type of solution)
- 6) **Conflict of interest statement** as it relates to this project
- 7) **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**

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Responses to this request must be submitted to:

Diane Morel  
MN Department of Corrections, IT  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108

Proposals are due by 2:30 pm, Central Daylight Time, October 20, 2010. Late proposals will not be accepted.

Responses should be mailed or delivered to the above address. Please submit three (3) copies of the proposal and one (1) separately-sealed copy of the cost proposal labeled to the attention of the SP 2010 Migration Selection Committee. It is the Vendor's sole responsibility to ensure that their submittal is received by the response deadline.

## **General Requirements**

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### **Proposal Contents**

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

### **Liability**

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance

of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

### **Disposition of Responses**

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

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

### **Conflicts of Interest**

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

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

### **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall

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

### **Veteran-owned/Service Disabled Veteran-Owned Preference**

In accordance with Laws of Minnesota, 2010, Chapter 333, Article 2, Section 3, Subdivision 6a, eligible certified veteran-owned businesses, with their principal place of business in Minnesota and Center for Veteran Enterprises verified (CVE Verified) by United State Department of Veterans Affairs, will receive up to a 6 percent preference in the evaluation of their proposal.

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

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

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

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

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