

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

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Natural Resources Project Title Enterprise Project Management Software Service Category(ies) Project Management

Business Need

Project management to develop and configure an Enterprise Project Management (EPM) solution utilizing Microsoft Project Server/Project Web Access (PWA) 2010 with SharePoint sites for the DNR Facilities Group. The system shall be a collaborative Enterprise Project Management System for DNR staff, designers, contractors, and other stakeholders to better manage the design and construction of facility and capital asset projects at the detailed project level and summary program level. The system shall provide a mechanism of collaborating on design, tracking and reporting of schedules, budgets, procurement, and documentation for construction projects; and to serve geographically dispersed stakeholders and minimize internal administration costs.

Project Deliverables

Installation & Setup

- Provide support for Project and SharePoint Server 2010
 - Conduct pilot and post analysis
 - Provide a project plan and schedule for the general implementation of the out of the box State administered software solution and test site

Implementation

- The EPM solution should be fully implemented to include the following envisioning and planning services:
 - Prepare and deliver kickoff, critical success factors and EPM 2010 foundations session(s)
 - Provide implementation and configuration plan
 - Configure EPPM/SharePoint system authentication, settings, permissions and security
 - Establish project management process and data model
 - Develop Project templates
 - Lead collaboration for document management system
 - Prepare education plan for eventual coaching and mentoring of staff through training and transition to go-live
 - Develop demand management and portfolio analysis plan
 - Create reporting dashboards
 - Integrate with Outlook Exchange, Archibus, and SWIFT
 - Generate and review findings document
 - Configure EPM 2010, Project Server, and SharePoint Server
 - Configure security/permissions, tracking method, and system settings consistent with State Standards and Statues
 - Configure enterprise fields and look-up tables, project details pages, and enterprise project templates

- Configure and import enterprise resource pool
- Configure PWA and SharePoint views and import project schedules
- Generate configuration requirements documentation
- Determine project risks and issue resolution

Project Milestones and Schedule

- Project Start Date: October 31, 2011
- Key deliverable dates per the project plan
- Project Completion Date: installation, setup, and implementation on or before December 31, 2011
- Lease date to start per the project plan and end per lease agreement

Project Environment (State Resources)

- Minnesota DNR Management Resources Staff: Facilities and MIS Divisions
- Project Manager
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Responsibilities Expected of the Selected Vendor

- Vendor will provide staff with the skills and abilities to create and provide a fully configured EPM system

Required Skills

Required minimum qualifications:

- Microsoft Gold Partner Certification
- Five years of experience configuring PWA/Project Server/SharePoint
- Ability to host a secure virtual server environment
- Working knowledge of State statues and standards
- Ability to present technical concepts to people with varying skill levels and learning styles

Process Schedule

- Project start date: October 31, 2011
- Key deliverable dates per the project plan
- Project completion date: installation, setup, and implementation on or before December 31, 2011
- Ongoing hosting and administration: 24 hours maximum downtime and 98% uptime during business hours

Questions

Any questions regarding this Statement of Work should be submitted by e-mail before 10/13/2011, 1:00 PM CDT:

Name: Mike Prestine
 Department: DNR Management Resources, Facilities
 Email Address: mike.prestine@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately 10/17/2011, 3:00 PM CDT (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

- Proposals will be evaluated based on the following criteria:
 - Microsoft Gold Partner Certification required** (*this is a Pass/Fail criteria as stated in "Required Skills" of this SOW*). Responder proposals without this certification will result in the proposal not being considered for this project.
 - Company overview (5%)
 - Experience with similar projects and understanding of business needs and project scope especially State Information Technology Projects (10%)
 - Project work plan, schedule and status updates for meeting project requirements (20%)
 - Resume(s) of proposed staff for this project *must* demonstrate the knowledge, skills and abilities required for this project as defined in "Required Skills" (30%)

- f. Three references from clients with similar needs as this project performed by the proposed staff. (5%)
 - g. Cost for system configuration (30%)
2. The evaluation team will consist of DNR Management Resources Staff.

Response Requirements

1. Provide brief introduction
2. Provide company overview and history
3. Provide explanation of experience with similar projects and understanding of business needs and project scope for this project
4. Provide resume(s) of individual(s) who will perform work on this project
5. Provide project work plan, schedule, and explanation of status updates for meeting project requirements
6. Provide copy of Microsoft Gold Partner certification
7. Provide three client references for individuals who will perform work on this project
8. Provide Conflict of Interest Statement as it relates to this project
9. Provide Cost Proposal: cost for system configuration in the form of a rate per hour. **Note: If more than one hourly rate is submitted in the cost proposal, the evaluation will be based on the highest hourly rate specified.*
10. Required forms to be returned or additional provisions that must be included in proposal:
 - a) Affidavit of non-collusion
 - <http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - b) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
 - <http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

1. Submit proposals by email to: **Deb Johnson, Department of Natural Resources**, at deb.johnson@state.mn.us with two (2) attachments as follows:
 - a. Narrative proposal
 - b. Cost Proposal

Scan and attach the filled out and signed affidavit of non-collusion form and if applicable the Veteran Preference Form.
2. Subject line in email must be labeled: **DNR Enterprise Construction Project Management Software**
3. Response due date is **October 20, 2011 by 2:00 PM, CDT**. Proposals will not be accepted after this due date and time.

General Requirements

Proposal Contents

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

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 organizational 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.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

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.

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 Minnesota Statute §16C.16, Subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified 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 Minnesota Statute §16C.16, Subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

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

Foreign Outsourcing of Work Prohibited

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

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

E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.