

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

Statement of Work (SOW) For Technology Services

Issued By

Minnesota Department of Perpich Center for Arts Education

Project Title: Drupal Site Planning for Online Community of
Practice

Service Category(ies): Web Design & Development - HTML/
XML/ DHTML CSS Javascript

Business Need

Project Overview

The Perpich Center for Arts Education (PCAE) invites qualified individuals, consultants, contractors or firms to submit a proposal to help us create a detailed plan for an interactive, easy-to-use, and easy-to-maintain Drupal site. Though we have a general overview of what we'd like included in the site (see "Project Deliverables" section below) we need assistance in exploring options for each module and then choosing the module that best fits our needs and budget. This is the first step in a two-step process. The second step will be to hire a Drupal developer, again by an open bidding process, to carry out the plan resulting from this contract.

Goals

Developing a collaborative Online Community of Practice in Drupal for the Perpich Arts Integration Network of Teachers (PAINT) will fulfill the project's goal of *applying technology to support Professional Development and the statewide dissemination of project results, examples, and practices*. Developing this community will also create *sustainable Professional Development for best practice in arts integration for teachers, administrators and other selected educational stakeholders*.

The initial target audience for the online community of practice is the Perpich Arts Integration Network of Teachers (PAINT), which will expand to a total of approximately 90 Minnesota teachers in 2012. The Perpich Center would like potential built in to the site to expand to other learning communities around the state and possibly with different foci, as determined by staff in the future.

Goals for the use of Drupal for PAINT participants:

- collaboratively work with team members on developing, implementing, and reflecting on arts integrated curriculum
- directly connect with others across the network to learn and share ideas
- share work and documentation of learning from the project, including student artwork and video

Project Deliverables

The PAINT online community of practice will serve as part of the project infrastructure: a place to share key information to participants, create artifacts and solve problems of the practice. The online community of practice would be the consistent thread for meeting support and cohesive collaboration where participants can engage in presentations, share materials, information and decision making. In addition, the community needs to be a place where content that is produced by the participating teams can be collected and organized. It needs to be able to support documentation and media in a variety of formats. In order to create and maintain a network of professionals the community will also need to support the building and maintaining of relationships by cultivating community through solid facilitation as well as having a place for open ended

conversations as they come up from the community.

Information can be disseminated in a variety of ways throughout the community. One way dissemination is appropriate for training materials and anything that is associated with the "formal" training delivered by PCAE. Shared development would be an appropriate level of collaboration amongst the facilitation team as well as some parts of the project with all participants (such as lesson plan templates). A many to many interaction level would be appropriate for the larger community.

Outlined below are the different tools/modules that are essential for the online community of practice.

- Content Management and File Repositories
 - For Facilitators
 - Blogs - one-way information dissemination for primary content knowledge and project materials, including trainings, video mini-lectures, reminders, important information etc.
 - Collaborative Document Authoring tools (currently using google docs)
 - Media Library and Albums: official documentation and sharing of resources
 - Social Bookmarking
 - For Participants
 - Collaborative Document Authoring tools (currently using google docs)
 - Media Library and Albums: official documentation and sharing of resources
 - Social Bookmarking
- Community Member interaction tools
 - For All
 - Member profiles and social networking to build deepen and maintain relationships
 - Member commenting
 - Discussion Forums
 - Webinar Services
- Member Feedback and Research
 - Polls and Surveys
- Project Coordination
 - Event Calendars
- Incentive and Recognition
 - Badges for facilitators and veteran teachers
 - some sort of point/reward system for use of site
- Supporting Utilities
 - Public facing and password protected content
 - Metrics Tools (analytics)

The required deliverable is a detailed plan for an interactive, easy-to-use, and easy-to-maintain Drupal site, based on needs, goals, budget, and the above-outlined list of tools and modules.

Project Milestones and Schedule

- Project Start Date: November 21, 2011
- Key deliverable dates: regular meetings throughout project
- End Date: January 15, 2012

Project Environment (State Resources)

The site may be hosted on site at the Perpich Center, on a Mac OS X server and function on the MAMP Stack, or it may be hosted off-site. This will be determined through the planning process.

There are three staff members working on PAINT. We are seeking to add a 4th staff member, an Education Technology Integration Specialist. Additionally, two contracted facilitators are expected to be brought on board this fall, and we have a contracted evaluator for the project. The Perpich Center has a Technology Director.

Current staff is relatively new to the concept of an online community of practice. We have had some online learning and community experiences.

Responsibilities Expected of the Selected Vendor

1. Review and assess needs and goals of the project that will be met via the Drupal site.
2. Recommend and document a detailed plan for development of Drupal community of practice site which meets project's needs, goals, and budget. Both contributed and custom modules should be considered, with selection based on dialogue with project staff.
3. Revise plan based on feedback and dialogue with staff about opportunities, needs, and cost considerations.
4. Attend weekly meeting with project team, either on-site or remotely.

Required Skills

Required minimum qualifications:

- Minimum 3 years PHP experience and the ability to write secure, custom code
- Minimum two years of experience with Drupal content management system
- Minimum two years of experience developing and modifying Drupal modules
- Minimum one years of experience facilitating a decision-making process with clients

Desired Skills

- Experience working in educational settings preferred

Process Schedule

- | | |
|--|---------------------|
| • Deadline for Questions | 10/28/2011, 5:00 pm |
| • Anticipated Posted Response to Questions | 10/31/2011, 5:00 pm |
| • Proposals due | 11/07/2011, 2:00 pm |
| • Anticipated proposal evaluation begins | 11/11/2011 |
| • Anticipated proposal evaluation & decision | 11/14/2011 |

Questions

Any questions regarding this Statement of Work should be submitted via mail or e-mail by 10/28/2011, 5:00 pm:

Name: Alina Campana

Department: Perpich Center for Arts Education, Legacy Project

Email Address: alina.campana@pcae.k12.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately 10/31/2011, 5:00 pm (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

- Experience (30%)
- Three References (10%)
- Detailed response to Project Approach (30%)
- Cost (30%)

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.

Response Requirements

- Introduction
- Company overview
- Project Overview
- Detailed response to "Business/Project Requirements"
 - a) Description of the vendor's understanding of the need and explanation of their proposed solution.
- 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 and resume(s) of staff that would work on project)
 - 2) Work-plan
 - 3) Project management (e.g. quality management, etc.)
 - 4) Documentation of progress such as status reports
 - 5) Budget
- References: Provide three clients using the solution or something related
- 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) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - b) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc> (If Applicable)

Proposal Submission Instructions

- Response Information:
 - a) Please submit 4 copies of the proposal in person, via mail, or via courier service to:
Alina Campana
Perpich Center for Arts Education
6125 Olson Memorial Highway
Golden Valley, MN 55422
- Applicant may be contacted during review process for clarification on proposal.

General Requirements

Proposal Contents

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

Liability

Indemnification

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

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

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

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

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

Conflicts of Interest

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

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

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.

STATE OF MINNESOTA

VETERAN-OWNED PREFERENCE FORM

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.

If responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. If responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-471 and Code of Federal Regulations, Title 38, Part 74) at the solicitation opening date and time to receive the preference.

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

Eligible veteran-owned small businesses should complete and **sign** this form. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

I hereby certify that the company listed below:

1. Is an eligible veteran-owned small business, as defined in Minnesota Statute §16C.16, subd. 6a; and
2. Has its principal place of business in the State of Minnesota; and
3. Is CVE Verified by the United States Department of Veterans Affairs' Center for Veterans Enterprise.

Name of Company: _____ Date: _____

Authorized Signature: _____ Telephone: _____

Printed Name: _____ Title: _____

IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.

