

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: Data Analysis for Watershed Resources

Service Category(ies): Modeling – Data or Database Design/Architecture

Business Need

The Minnesota Department of Natural Resources (DNR) has several separate information systems supporting its programs for managing Minnesota's water bodies. At least one additional system of this sort is on the drawing board. The DNR has concluded that all of these programs will be better served by information systems if those systems were to evolve to become more integrated with one another—and with some systems maintained by the Minnesota Pollution Control Agency (MPCA)—at the data level. The intention for this project is to create a fully-documented conceptual data model describing Minnesota bodies of water, particularly rivers and streams, their relationships among one-another, their attributes, and periodic assessments of their condition. The resulting model will serve as a target toward which several current and planned information systems will migrate as they are improved and integrated with one another. The work will involve gathering data requirements from several existing systems and several subject matter experts, facilitating the development of consensus around data definitions when requirements are potentially in conflict, and designing and documenting a conceptual data model.

The model will cover hydrology, geomorphology, biology, water quality, and connectivity. It must account for the need to continue integration with existing DNR and Minnesota Pollution Control Agency (MPCA) geographic information system layers so corresponding data can be related to geographic points, lines, and polygons and displayed spatially in a variety of map products.

Project Deliverables

An object model or entity-relationship model that identifies, names, and defines all of the types of data subjects within the domain of interest and:

- Identifies, names, and defines all of the meaningful relationships among those data subjects, including the cardinality of those relationships.
- Identifies, names, and defines all of the attributes that will be used to uniquely identify an instance of one of the data subjects.
- Identifies and names many additional attributes of each data subject, plus identifies their corresponding name(s) in the DNR's existing information systems.

The model will be documented in a single diagram depicting all of the data subjects, relationships, and attributes plus an electronic document containing the required definitions of data subjects, relationships, and attributes.

Project Milestones and Schedule

- Start date March 5, 2012
- Review of partial product March 27, 2012
- Last date for general access to subject matter experts April 20, 2012
- Review of draft product May 4, 2012
- Delivery of final product May 18, 2012
- Acceptance of final product and end date June 1, 2012

Project Environment (State Resources)

- Project Manager Fish and Wildlife division
- Data Architect DNR's central IT organization
- Subject matter experts Available as needed – At least 8 people will be consulted here
- The state will identify and schedule time with subject matter experts.
- The state will provide work space for up to two people with phones, Internet access, access to conference rooms, AV equipment, and supplies for facilitating meetings.
- The state will provide a computer and appropriate software licenses if the selected contractor wishes to use these.
- These current systems are in scope:
 - Lake Survey database and application (DNR Fisheries)
 - Stocking database and application (DNR Fisheries)
 - Fisheries Hatchery database and application (DNR Fisheries)
 - Stream Survey Manual (DNR)
 - Lakes database (DNR Ecological and Water Resources)
 - Recreation Compass (DNR)
 - Fishes of Minnesota application (DNR)
 - Landview (DNR)
 - Streams database (MPCA)

Agency Project Requirements

- The state does not have a firm requirement about the software that will be used to develop the data model diagram and transmit it to the state. This solution will be negotiated with the successful respondent.
- Software must be purchased separately.
- Supporting documentation must be provided to the state in Microsoft Word format.

Required Skills

Required minimum qualifications:

- 3 years of experience to provide the Modeling – Data or Database Design/Architect service category
- 3 years of experience as a data modeler
- 3 years of experience leading and facilitating requirements gathering from groups of subject matter experts

Desired Skills

- Staff proposed should have an understanding of geographic information system concepts and data architecture

Process Schedule

- Deadline for Questions February 10, 2012, 3:00 p.m., Central Time
- Anticipated Posted Response to Questions February 13, 2012, 5:00 p.m., Central Time
- Proposals due February 17, 2012, 3:00 p.m., Central Time
- Finalist interviews (if necessary) February 22, 2012
- Anticipated proposal evaluation & decision March 5, 2012

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by 02/10/2012, Time: 3:00pm.

Name: Karl Olmstead
Department: Office of Enterprise Technology/DNR
Email Address: karl.olmstead@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately 5:00 p.m. on February 13, 2012 (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

These questions are anticipated:

- **Must the work be performed on site?** Answer: At least 30 percent of the time must be spent on site to assemble documentation on existing systems and to interact with groups of subject matter experts
- **How large a team should we propose?** Answer: DNR believes most of this work can be accomplished by a single analyst. There might be some situations where it will be helpful for the analyst to be assisted by a recorder.
- **Is the requirement to include a work sample with our response firm?** Answer: Yes. Incomplete responses will not be considered.

SOW Evaluation Process

- Company characteristics 20%
- Experience of staff proposed 40%
- Cost 40%

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

- Cover letter
- Company overview
 - The company overview must include a statement that the company is positioned to replace the proposed candidates with similarly skilled staff within a week if the staff proposed were to leave the project
- Statement of vendor's understanding of the work to be performed and the deliverable expected
- Description of the person(s) proposed to perform project management and staff the work
 - Resumes
 - An excerpt from a data model authored by each person who would staff the data modeling work (do not exceed 20 pages; redactions to protect proprietary information are permitted)
- References: Provide contact information for two clients for which the staff proposed have performed similar work
- Cost proposal
 - Be clear whether this is a fixed cost proposal or a time proposal. If it is the latter, the proposal must include a "not to exceed" amount.
 - The cost proposal must indicate that it is effective at least through May 1, 2012.
- 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
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Deliver your response via e-mail to:
Email Address: karl.olmstead@state.mn.us
Subject Line: **Proposal for Data Analysis for Watershed Resources**
- The electronic copy must be received by 3:00 p.m., central time on February 17, 2012

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 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.