

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

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Labor and Industry

**Project Title Department of Labor and Industry System
Upgrades and Interfaces**

Service Categories Needed:

- 1) Architecture Planning and Assessment – Technical**
- 2) Database Design/Architect**
- 3) Desktop – Application Design and Development**
- 4) Project Management**

Responders must be qualified in all of the categories listed above.

Business Need

The Minnesota Department of Labor and Industry (DLI) in partnership with Office of Administrative Hearings (OAH), is seeking a consultant to assist in the planning and implementation of several efforts. The scope of this Statement of Work (SOW) includes:

Project Deliverables

The product or result of this statement of work will include:

1. Planning, development and implementation of the new DLI Contractor Registration process within the Construction Codes and Licensing Web and Back office systems. These changes are required by statute, effective date of July 1, 2012.
2. Planning, project management and implementation of interfaces between the DLI Worker's Compensation desktop(s) with the new Office of Administrative Hearings (OAH) Case Management System. The changes are mandated by statute.
3. Planning, project management and implementation of the upgrade of the current PowerBuilder 11.5 framework to PowerBuilder 12.5.
4. Planning, project management and implementation of the current or upgraded PowerBuilder environment to Windows 7. The primary focus of this effort will be on the printing and tiffing functionality in the DLI wide applications.

5. Evaluation and recommendations regarding the effort by the DLI to mandate Electronic Data Interchange (EDI) for all First Reports of Injury (FROI) received by the Department. There is a current system in place, which Insurers may “opt” in to as a trading partner with DLI.
6. Review the current DLI technical environment and create an inventory of that environment which will be used to assist the department in creating an accurate reflection of the effort that may be required if the Department were to explore technology other than PowerBuilder and Informix.

Project Risks

- The interface to the OAH Case Management System is dependent upon the configuration and customization of third party software (name the software). The timelines for that project are controlled by the OAH. Requirements and detailed design documents are scheduled for completion sometime after June 15, 2012 with implementation scheduled for mid November 2012. The effort required by DLI has not yet been defined. Migration of at least some of the existing data to the new data structure must be accomplished.
- DLI will also be responsible for creating a web based FROI for those insurers who cannot adopt a full EDI solution.

Project Milestones and Schedule

- The anticipated contract begin date is June 2012.
- A detailed project plan with dates and tasks for each of the efforts will be developed upon selection of the vendor.
- OAH vendors and staff, in tandem with DLI will create the schedule for the OAH implementation.

Project Environment (State Resources)

Current Environment

- DLI Enterprise – Intel platform, Informix 11.50 FC-3, Sun Studio 12, Solarius v10 5/08 operating system, Powerbuilder 11.5, C programming language, SQL, Korn Shell scripting.
- DLI software – Microsoft Office Suite 2010 for Word and Access. Windows XP

Future Environment

- To be determined by DLI in separate work effort

Agency Project Requirements

- The proposed solution must leverage the existing DLI enterprise environment.
- The selected vendor may be required to work on site at the DLI offices.
- Documentation will be needed for future support and troubleshooting.

Responsibilities Expected of the Selected Vendor

- Project Management
- Creation of a requirements/detail design document(s)
- Design and Program applications to meet key business requirements
- Create, test and document interfaces to OAH.
- Utilize the existing technical environment currently in place at the department
- Migration of data to the new functionality data structure
- Creation of a project plan
- Documentation of the solution
- Testing and acceptance criteria

Required Skills

Required minimum qualifications:

- PowerBuilder programmer with minimum of ten years programming experience
- C programmer with minimum of six years of programming experience
- Informix Database Administrator with minimum of six years of experience.
- Project Manager with minimum of six years of project management experience

Desired Skills

- Korn shell (ksh) scripting
- Structured Query Language (SQL)
- Powerbuilder development suite (12.5)
- C programming language
- C++
- Access
- Data migration knowledge
- Development and implementation of interfaces to/from COTS products
- Understanding of Section 508 and WCAG 2.0 accessibility standards

Process Schedule

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|--|-------------------------|
| • Deadline for Questions | 06/14/2012, 2:00 PM CDT |
| • Anticipated Posted Response to Questions | 06/15/2012, 2:00 PM CDT |
| • Resume/Proposals due | 06/19/2012, 1:00 PM CDT |
| • Anticipated proposal evaluation begins | 06/20/2012, 8:00 AM CDT |
| • Anticipated proposal evaluation & decision | 06/21/2012, 3:00 PM CDT |

Questions

Any questions regarding this Statement of Work should be submitted via mail or e-mail by 6/14/2012, 2:00 PM CDT:

Name: Betty Baron
Department: MN-IT Services@DLI
Telephone Number: 651.284.5618
Email Address: betty.baron@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately 6/15/12, 2:00 PM CDT (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

- Experience in required languages and tools (40%)
- Experience with coding in the State's existing applications (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
- Detailed response to staff augmentation
 1. Resume for each candidate
 2. List on resume(s) the number of years and month for each required and desired skills
 3. Show on resume, past experience with DLI's existing applications.
 4. Cost proposal – hourly rate for each candidate
- References: Provide three clients using the solution
- 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) 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) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
 - e) Sample Work Order
<http://www.oet.state.mn.us/mastercontract/mcp902ts/forms/902Tsworkorder.doc>

Proposal Submission Instructions

- Response Information:
 - a) Address the response to Betty Baron
 - a) Respond with email to betty.baron@state.mn.us required signature documents can be faxed to 651-284-5724
 - b) Label the response Attention: Betty Baron – DLI System Upgrade and Interfaces
- Submit - preference email
- Mail Address:
 - Betty Baron
 - Project Manager
 - MN-IT Services@DLI
 - 443 Lafayette Road N.
 - St. Paul, Minnesota 55155
- Number of copies - 1

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

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

The State of MN IT Accessibility standards incorporate both Section 508 and WGAG 2.0 'AA' as outlined in the State of MN Enterprise Architecture. In carrying out the tasks in this statement of work, contract vendor will include accessibility in all analysis and recommendations delivered to the State."

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.