

/12IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Department of Natural Resources

Project Title: Timber Sales Platform Migration

Service Category: Web Applications Specialist - Java/JSP/Servlets

Business Need

The Minnesota Department of Natural Resources (DNR), Division of Forestry is responsible for the sale of timber resources on State lands. In support of this activity the Division depends information system to manage all aspects of the timber sale process.

An external contractor developed the Timber Sales Module (TSM) in 2005 as a custom J2EE web application. While TSM has continued to undergo functional improvements, the system relies on the same platform as when it was put into production. In order to secure long-term viability of the system the DNR seeks to refresh the TSM platform: application server, Java language version and framework component versions.

This SOW addresses the core TSM technology platform only. No functional changes or additions to the system. Our hope is that subsequent development contracts will follow assuming the successful completion of this migration work.

The following table lists the principle components that need attention:

Component	Current	Desired
Java Version	1.4	1.7 (Java SE 7)
Application Server	Oracle OC4J 10.1.3	JBoss 7.0
Spring Framework	1.2.6	3.3.1
Hibernate	3.1.3	4.5.1
EJB	2.1	3.0 or Spring Beans

The current TSM application is relatively small by J2EE standards. The application structure generally simple with few dependencies and consists of the following applications objects:

- 241 Hibernate "backed" classes
- 46 DAOs
- 12 EJBs
- 95 Web-actions
- 146 Spring Web Flow configuration files

Note that the application relies on an Oracle 10g database. Migration or update of the database tier is outside the scope of this SOW.

Project Deliverables

1. Migration plan that defines the steps necessary to migrate TSM from the current to the desired technical platform.
2. Test plan that defines procedures to ensure that the migration was successful and has no unintended effects on the functions of the application.
3. Migrated TSM deployed using the desired technical platform.

Project Milestones and Schedule

- | | |
|---|--------------------|
| 1. Project start date | September 17, 2012 |
| 2. Review of draft migration plan | October 01, 2012 |
| 3. Review of draft test plan | October 04, 2012 |
| 4. Delivery of final migration plan | October 08, 2012 |
| 5. Delivery of final test plan | October 09, 2012 |
| 6. Review of preliminary migration | continuous |
| 7. Acceptance of final, migrated system | December 17, 2012 |

Project Environment (State Resources)

- | | |
|---|----------------------|
| ▪ Business Project Manager | Division of Forestry |
| ▪ Technical Project Manager | MN.IT @ DNR |
| ▪ Infrastructure Specialist | MN.IT @ DNR |
| ▪ Database Administrator | MN.IT @ DNR |
| ▪ Developer/Subject Matter Expert (SME) | MN.IT @ DNR |

Agency Project Requirements

- The DNR has a desired, target technical platform in mind but is open changes based on the expertise of the vendor. For example, there may be ways to simplify the overall application architecture by making use of language or framework features not available when the system was originally design.
- The DNR is not looking to upgrade to Java SE 7 language features (e.g. generics) but is open to changes based on the expertise of the vendor.
- Supporting documentation must be provided to the state in Microsoft Word format.

Required Skills

Required minimum qualifications:

- At least 5 years experience with J2EE application development.
- At least 3 years experience with the core platform technologies: Spring Framework, Hibernate, JBoss and EJB.
- Excellent communication skills, both oral and written.

Process Schedule

- | | |
|--|-----------------------|
| ▪ Deadline for Questions | 8/20/2012, 3:00pm CDT |
| ▪ Anticipated Posted Response to Questions | 8/22/2012, 3:00pm CDT |
| ▪ Proposals due | 8/24/2012, 5:00pm CDT |
| ▪ Anticipated proposal evaluation begins | 8/28/2012 |
| ▪ Anticipated proposal evaluation & decision | 8/31/2012 |

Questions

Any questions regarding this Statement of Work should be submitted via mail or e-mail by **8/20/2012**, 3:00pm CDT:

Name: Stephen Lime
Department: MN.IT @ DNR
Telephone Number: 651-259-5473
Email Address: Steve.Lime@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately **8/22/2012** (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 25% of the work must take place on site. When on site the DNR will supply a workspace and computer equipment for vendor staff.
- **How large a team should we propose?** Answer: The DNR believes this work can be accomplished by a single developer resource

SOW Evaluation Process

- Company (20%)
- Experience (30%)
- Work Plan (20%)
- 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

- 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 deliverables expected.
- Description of the person(s) proposed to perform the work
 - Resume(s)
- 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 March 1, 2013.
- 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: Steve.Lime@state.mn.us
 - Subject Line: **Proposal for Timber Sales Platform Migration**
- The electronic copy must be received by 5:00 p.m. CDT on **8/24/2012**.

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.

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
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Representative (Please Print) _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

My commission expires: _____

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.