

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: SWIFT Report Writing

Service Category(ies) (vendor needs to be approved in any one of these categories)

- Data Administration
- Data Warehouse
- Database-Oracle
- Documentation Specialist

Business Need

The DNR Budget Section is in need of a number of new and modified financial reports built using SAP's Business Objects (Crystal Reports) in order to meet its departmental budget management responsibilities.

Project Deliverables

A minimum of 20 reports, all designed, developed, tested, and documented for both users and staff responsible for maintenance. Reports in the following areas will be developed:

1. Expenditure, revenue, and encumbrance reports for state financial reporting, fund statement, and other ad hoc budget related reporting and financial analysis needs.
2. Reports to aid in federal aid reporting and oversight.
3. Reports to aid in grant reporting and oversight.

Project Milestones and Schedule

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|---|--------------------|
| • Start Date | September 24, 2012 |
| • Review of first set of completed priority reports | October 5, 2012 |
| • Review of draft report dictionary | November 2, 2012 |
| • Review of final reports and report dictionary | December 7, 2012 |
| • Conduct training for using and modifying reports | December 14, 2012 |
| • Acceptance of final product and end date | December 21, 2012 |

Project Environment (State Resources)

- The state will provide a Project Manager.
- The state will provide data, process and business requirement subject matter experts.
- The state will identify and schedule time with subject matter experts.
- The state will provide work space with phones, internet access, and supplies as needed.

- The state will provide a computer and appropriate software licenses
- The state will identify candidate reports and determine priorities for developing them
- The state will provide report writing standards and tools
- The state will provide an overview of the data sources

Agency Project Requirements

- Supporting documentation must be provided to the state
- 20+ Crystal Reports will be provided to the state
- Training on delivered reports will be provided to the state

Responsibilities Expected of the Selected Vendor

- The vendor selected will be expected to work with DNR staff to understand reporting needs and work with users to produce desired reports. Since our knowledge of the data is not what might normally be provided to a vendor, it is expected that there will be a lot of interaction between the users and the consultant, and the process of creating the reports will require a great deal of analysis and re-coding before each report is considered final.
- The vendor will provide a Report Dictionary which describes each report and the criteria used to develop the report.

Required Skills

- Expert in report writing in Crystal Reports to include the ability to create user driven parameter selection reports
- Business Objects Crystal Reports 10
- Familiarity with accessibility requirements that include standards from Section 508 of the Rehabilitation Act as well as Web Content Accessibility Guidelines 2.0 level 'AA'

Desired Skills

- The preferred candidate will have experience with Oracle OBIEE
- Business Objects Crystal Reports XI
- People Soft ERP implementation specific to report environment development and use.

Process Schedule

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|--|---------------------|
| • Deadline for Questions | 9/11/2012, 3:00 pm |
| • Anticipated Posted Response to Questions | 9/12/2012, 5:00 pm |
| • Proposals due | 09/17/2012, 3:00 pm |
| • Finalist Interviews (if necessary) | 09/18-19/2012 |
| • Anticipated proposal evaluation & decision | 09/20/2012 |
| • Contract executed/work starts | 09/24/2012 |

Questions

Any questions regarding this Statement of Work should be submitted via mail or e-mail by 09/11/2012, 3:00pm:

Name: André Prah

Department: Natural Resources, Division of Operations Services

Telephone Number: 651-259-5548

Email Address: andre.prah@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately 09/12/2012, 6:00 pm (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

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 - Statement of vendor's understanding of the work to be performed and the deliverable expected
- Company Characteristics:
 - 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
- Experience of Staff: Description of the person(s) proposed to perform project management and staff the work (see Required and Desired Skills Sections)
 - Resumes
- References: Provide contact information for two clients for which the staff proposed have performed similar work
- Cost:
 - 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 it is effective at least through December 25, 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
 - Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - 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: andre.prahl@state.mn.us
Subject Line: Proposal for SWIFT Report Writing
- The electronic copy must be received by 3:00 pm., central September 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 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.