

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

Statement of Work (SOW) For Technology Services Issued By

MN.IT Services @ Education

Project Title SLEDS Analytics LDS2

Service Category: Project Management

Business Need

MDE has the need to supplement its project management staff with one project manager in a project of approximately six month's duration to support analysis of Minnesota student data contained in a data warehouse.

The warehouse is sometimes described as the P-20 warehouse or Student Longitudinal Education Data System (SLEDS) warehouse. Such descriptions were chosen because the data will span the years of a student's life from pre-school through post-secondary school. (The warehouse will facilitate longitudinal analysis.) The data is drawn from multiple sources – MN Department of Education (MDE), MN Department of Economic Development (DEED), and the MN Office of Higher Educations (OHE).

Project Deliverables

The scope of the SLEDS Analytics effort is to devise, design and develop a suite of options for pre-defined data analysis, secure processes for research dataset generation and transition to long term operation.

- Develop and maintain project planning materials (e.g., a project schedule, risk analysis, etc.) to be used in planning and tracking project progress.
- Develop and maintain a statement of work document that describes at a high level the expectations associated with the project. MDE will supply a template for this document.
- Develop and maintain data sharing agreements among the various participants.
- Create and maintain functional specifications that describe . . .
 - Data sources
 - Anonymization techniques
 - ETL (extract translate and load) software and database schema for the warehouse.
 - The production hardware and software environment

The following deliverables are in progress, and will be executed by the selected candidate:

- Analysis of “pathways” questions (analysis of specific student groups sharing a particular state in time, e.g., graduating from HS in a particular year)
- A federally mandated “SFSF” report (showing HS graduation and Higher Ed enrollment rates by year subgroup)
- Soft launch of initial SLEDS Analytics based upon “pathways”
- A release to a broader audience is planned for April 2013

Project Milestones and Schedule

The project is ongoing, and is scheduled to transition to a maintenance mode in the summer of 2013. The project manager selected will be expected to be available on or about January 28, 2013 for an engagement of six months.

Project Environment (State Resources)

The successful responder will supply **one project manager** to work directly with existing IT management and MN.IT Services staff to implement the analytics as described above.

Agency Project Requirements

The successful responder will:

- Work on site at MDE IT at 1500 Highway 36 Roseville MN 55113
- Have experience with WebFOCUS and other Business Intelligence tools
- Have senior level skills in Project Management
- Work in compliance with Statewide Project Management Methodology as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Enterprise Security Requirements as directed and be required to report or demonstrate such compliance as needed.
- All work and resulting products must comply with the Minnesota Accessibility Standards adopted September 1, 2010.

Responsibilities Expected of the Selected Vendor

The selected vendor will be required to:

- Provide frequent documentation and status updates through MN.IT @ Education's project managers
- May be given project management oversight responsibility by MDE if desired.
- Provide training and knowledge transfer and product documentation where required by MN.IT @ Education
- Work with MN.IT @ Education's Quality Assurance to develop testing and acceptance procedures.
- Provide input and track against the project work plan.

Required Skills

Resumes that fail to meet these minimum requirements will not be considered.

Required minimum qualifications for project manager:

- Five plus years of experience with business intelligence project management
- Five years of experience with WebFOCUS Analytics Suite or comparable Business Intelligence tool

Desired Skills

- Experience with or business knowledge of selected data sets from institutions of higher education, labor and industry
- Experience with identifying and de-identifying students from a business and/or technical perspective
- Subject matter expertise in education including K-12, higher education, workforce and or labor data and research
- Experience in coaching or team development situations

Process Schedule

- Deadline for Questions 01/22/2013 3:00 PM CST
- Anticipated Posted Response to Questions 01/23/2013 3:00 PM CST
- Proposals due 01/25/2013 3:00 PM CST
- Anticipated proposal evaluation begins 01/28/2013 3:00 PM CST
- Anticipated proposal evaluation & decision 01/30/2013 3:00 PM CST

Questions

- Any questions regarding this Statement of Work should be submitted via e-mail by 1/22/2013 3:00 P.M. CST
Name: Matthew Porett
Department: MN.IT @ Education
Telephone Number: 651-582-8804
Email Address: <mailto:matthew.porett@state.mn.us>
- Questions and answers will be posted on the Office of Enterprise Technology website by 1/23/ 2013 3:00 P.M. CST
(http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html)

SOW Evaluation Process

The state reserves the right to interview candidates at its discretion. Scores may be adjusted based on information delivered at that interview

- Experience of candidates (35%)
- Communication Skills (10%)
- Three References (5%)
- Desired skills (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

Response packages are to include:

- 1) **Resumes of no more than 3 candidates may be proposed. Additional resumes will NOT be considered. Each selected candidate will be subject to an in person interview, but not all will.**
- 2) Hourly rate of each candidate proposed
- 3) References: Provide three clients who have worked with the candidate previously
- 4) Provide a statement corresponding to the Conflicts of Interest Requirements on page 5.
- 5) 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>

Proposal Submission Instructions

Vendors must submit response packages and candidate resumes directly to Matthew Porett by 1/25/2013, 3:00 P.M. CST. This may be done via e-mail attachment to matthew.porett@state.mn.us

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.

[Required clause for all contracts that will NOT be funded either in whole or in part by federal money and that are subject to federal disadvantaged business enterprise regulations.]

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.

[Optional language when agency determines to preclude foreign outsourcing. NOTE: Must not be used when work order is expected to be in excess of the WTO threshold of \$554,000 or when it is being considered as part of the work order contract award evaluation criteria.]

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.