

Select Five Number SF0032

Requesting Entity Name Office of MN.IT Services

Request Title SharePoint Business Process/Application Analysis

Request Description The consultant on this project will be asked to evaluate business practices and application analysis for the use of SharePoint by employees or contractors of the Department of Employment and Economic Development (DEED). Scope MAY include evaluation for use by the general public outside of DEED internal operations. This evaluation should deliver a clear, actionable report written in plain language (<http://mn.gov/governor/images/EO-14-07.pdf>) that provides: 1. A description of DEED s agency content management systems and the opportunities for managing content with SharePoint. 2. Areas of redundancy between content management systems that might be eliminated. 3. Descriptions of opportunities for greater collaboration within the department s divisions and units through the use of SharePoint. 4. Examples of different search tools and methodologies for improving access to data/content. 5. A high level description of the most commonly utilized business processes/workflows and how SharePoint may improve these processes/workflows. 6. Potential ways to apply business intelligence, composite applications and dashboards within departments and divisions The primary systems of focus include: 1. Systems managed by CARD 2. Systems managed by AFS 3. Internal Program Activity (monitoring, fiscal, etc.) The audience for the report is DEED s senior leadership team. The report should allow them to determine how best to spend resources and redesign business processes. The report should be created by the contractor through careful analysis of the systems above and face-to-face or online meetings with a variety of stakeholders for each system. The contractor should be prepared to work with a product owner, DEED staff, MN.IT @ DEED staff, and service providers to assemble representative groups for each system. In addition to meeting with users and stakeholders to learn how they use the systems and how they are or are not meeting their needs, the contractor will be expected to meet with the product owner regularly and report back to stakeholders on an established schedule to share progress. MN.IT @ DEED, on behalf of DEED, will own any work product produced by the consultant.

Contract(s) Awarded

Contract ID 89893

Entity Type

State Agency

Information on contracts executed by an entity type of State Agency can be found using the contract ID in the MN Open CheckBook under TransparencyMN located at <http://mn.gov/mmb/transparency-mn/>.

For information on contracts executed by an entity type other than State Agency you will need to contact that entity directly using the contact information that was provided in the Select Five.