STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number	2. DGS Solicitation Number	3. Financial Coding	4. Agency Assigned Encumbrance Number
RDI-07-0010	2012-0200-0879	7100270	

5. Vendor Number	6. Project/Case Number	7. Alaska Business License Number
RED91290		

This contract is between the State of Alaska,

8. Department of	Division of	
Labor Workforce Development	Administrative Services	hereafter the State, and

9. Contractor

RDI — hereafter the Contractor.

Mailing Address	City	State	ZIP+4
1205 E. Int'l Airport Road, Ste 100	Anchorage	AK	99518

10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.

ARTICLE 2. Performance of Service:

2.1 Appendix A (General Provisions), Articles 1 through 18, governs the performance of services under this contract.
2.2 Appendix B sets forth the liability and insurance provisions of this contract.
2.3 Appendix C sets forth the services to be performed by the contractor.

ARTICLE 3. Period of Performance: The period of performance for this contract begins 7/1/12 and ends 12/31/12.

ARTICLE 4. Considerations:

4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed the Total Cost shown on TOPS Cost Proposal #07-0010-12-01. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPS Request #07-0010-12.
4.2 When billing the State, the contractor shall refer to the TOPS Contract Number and send the billing to the contact listed under Requesting Agency Information on TOPS Request #07-0010-12.

12. CONTRACTOR

Name of Firm: RDI

Signature of Authorized Representative: Lois Hansen — Date: 6/14/12

Typed or Printed Name of Authorized Representative: ~~Jim Rogers~~ Lois Hansen

Title: ~~President~~ Dir of Business Administration

14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.

13. CONTRACTING AGENCY

Department/Division: Labor & Workforce Development / Administrative Services

Signature of Project Director	Signature of Head of Contracting Agency or Designee
Typed or Printed Name of Project Director: Paul Hegg	Typed or Printed Name: Brynn Keith
Title: IT Manager	Title: ASD Director

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

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13. CONTRACTING AGENCY

Department/Division: Labor & Workforce Development / Administrative Services

Signature of Project Director	Signature of Head of Contracting Agency or Designee
Typed or Printed Name of Project Director	Typed or Printed Name
Paul Hegg	Brynn Keith
Title	Title
IT Manager	ASD Director

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

APPENDIX A
GENERAL PROVISIONS

Article 1. Definitions.

1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.

1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in a signing this contract.

Article 2. Inspection and Reports.

2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.

2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes.

3.1 Any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

Article 4. Equal Employment Opportunity.

4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.

4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.

4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.

4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.

4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.

4.7 Failure to perform under this article constitutes a material breach of the contract.

Article 5. Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. The State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10. Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

Article 11. Governing Law.

This contract is governed by the laws of the State of Alaska. All actions concerning this contract shall be brought in the Superior Court of the State of Alaska.

Article 12. Conflicting Provisions.

Unless specifically amended and approved by the department of Law the General Provisions of this contract supersede any provisions in other appendices.

Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State my terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

Additional Terms and Conditions

Article 15. Limitation of Liability.

Excluding liability for personal injury, property damage and patent or trademark infringement of any claim applicable under Appendix B, Article 1, contractor's liability arising out of this contract and the state's sole and exclusive remedy for any damages arising out of the state's use of the product or services, shall be limited to the state's direct damages, (not including loss of, or damage to, information or data from any cause; or any indirect, incidental, special, punitive, or consequential damages) but in no event, shall exceed the greater of $100,000 or the total amount paid to the contractor on the task order from which the liability directly arose. Contractor will not be liable for delays or failure in performance due to causes beyond its control or for damages caused by the state's failure to perform its responsibility.

Article 16. Special Task Order Terms and Conditions.

The parties understand and acknowledge that there may be a need to address unique or unanticipated circumstances arising in connection with a particular task order that are within the scope of this contract, but not specifically addressed under this contract. Nothing in this contract shall be construed to preclude the contractor or state from proposing reasonable additional terms and conditions for a task order, consistent with this contract, to resolve any such issues. The parties further agree to negotiate expeditiously and in good faith to achieve resolution of these matters.

Article 17. Ownership of Intellectual Property.

In no case shall the state, its departments, subsidiaries or assigns at any time hold any rights to title or ownership of any preexisting intellectual property and copyrighted materials; licensed software or licensed applications, tools documentation, technical expertise or know-how provided by contractor under this contract. All use of said licensed products shall be governed by the terms and conditions of the software license agreement in place between the parties. Contractor shall have the right to use its products, tools, know-how on other efforts without the prior approval of the department. Contractor shall obtain the approval of the department prior to using materials covered by Article 10 outside of this agreement.

Article 18. Warranties and Disclaimer.

The contractor warrants that the services will meet the contracting agency's requirements set out in the specifications. The contractor does not warrant that the system will meet the contracting agency's requirements not expressed in the specifications. Requirements not reasonably inferred from the specifications are specifically disclaimed by the contractor.

APPENDIX B[1]
INDEMNITY AND INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a 30-day prior notice of cancellation, nonrenewal or material change of conditions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of $300,000. combined single limit per occurrence.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of $300,000. combined single limit per occurrence.

APPENDIX C
SCOPE OF WORK

This contract incorporates the following documents by reference:

- **TOPS Request #07-0010-12;**
- **TOPS Response / Cost Proposal #07-0010-12-01.**

In case of conflict, the following order of precedence shall govern:

1. This contract document;
2. TOPS Request #07-0010-12;
3. TOPS Response / Cost Proposal #07-0010-12-01.

Any scope clarifications and/or negotiations that would not have the effect of changing the ranking of responses may be included below (or on additional pages, if necessary):

RDI-07-0010

TASK ORDER REQUEST FORM

Complete all applicable sections and e-mail to: doa.taskorders@alaska.gov

REQUESTING AGENCY INFORMATION

Department: 07 - Labor Workforce Development
Division/Section: ASD-Research and Analysis
Billing Contact: Sam Dapcevich Ph #: 907-465-2054 E-mail: sam.dapcevich@alaska.gov
CC / LC:

TASK ORDER INFORMATION

Solicitation Type: ☒ **Best Value** ☐ **Low Price**
Cost Type: ☐ **Fixed Fee** ☒ **Time & Materials:** 300 est # of hours
Response Deadline:

If Task Order is expected to be $50,000 or under, circulation period must be at least 3 business days. If over $50,000, circulation period must be at least 5 business days.

Project Title: Labor Website restructuring
Project Manager Paul Hegg Ph #: 907-465-5859 E-mail: paul.hegg@alaska.gov
Category: 9: Distributed Applications
Start Date: 5/15/12 Not to Exceed: $50,000
End Date: 10/1/12
Location of Work: Juneau ☐ **No Preference**

VENDOR SELECTION

(Only complete if Not to Exceed is $50,000 or less)

Vendor #1: RDI
Vendor #2: Alaska IT Group
Vendor #3: Network Business Systems

More vendors may be included on an additional sheet.

IT STANDARDS

All work on any contract awarded as a result of this task order must be in compliance with state and federal requirements, including but not limited to the state information technology and telecommunication security policies and Technology Management Council (TMC) standards.

The state telecommunication and information technology security policies can be located at: security.alaska.gov

The TMC standards can be located at: www.state.ak.us/local/akpages/ADMIN/info/plan/standards.shtml

Both can be downloaded by any authenticated state employee.

DEPARTMENT APPROVAL

☒ I, APPROVER'S NAME, **represent that I am authorized to and do bind the Department to this request and certify that this Task Order is in compliance with the Department's IT Plan, the Statewide IT Plan and the IT Standards, and is in the best interest of the state.**

BACKGROUND

The Agency has a web site design that needs refreshing. It needs to be brought into compliance with the states "look and feel", the Americans with Disabilities Act (ADA), and to be restructured to present information in a manner more relevant to our target audiences.

The Agency lacks the resources to maintain a web architect and a web communications specialist so the roles are contracted out as need to help the internal web staff.

Problem Statement:

The Agency needs to redesign it website to bring into the standard "look and feel" and bring it up to the latest ADA requirements.

The critical objectives for the resultant project from this task order include:

- Redesign of labor.alaska.gov website
- Work with DOL staff to redesign the website to:
  - be in compliance with the State of Alaska "look and feel"
  - be in compliance with current ADA guidelines
  - be more relevant to our target audiences

SCOPE / STATEMENT OF WORK

The Department is requesting a technical resource versed in website architecture and implementation for a website.

An overview of what the vision of the new system will provide includes:

The Contractor will provide a technical resource well versed in Website Architecture and Information Layout. The scope will include both technical redesign and identifying audience and presenting information in more relevant ways to them.

Resource needs to include technical experience and expertise to create, review, and/or mentor creation of new website information layout, create templates for current and future information, and layout a design to all for a maintainable site.

The Agencies standards for the website must be adhered to for the architecture. Solutions for the system will be Microsoft IIS based, development tool will be Dreamweaver, looks and feel will be State of Alaska standard, and information presentation will be vetted by the DOL Commissioners Office.

Work will be conducted on site with the WebMaster in Juneau

SPECIAL EXPERTISE & EXPERIENCE

For Task Orders with only one resource: The requesting agency must start with the highest ranked contractor at the lowest cost level. For example, the agency must first consider having the work performed at the tech level. If the work cannot be accomplished at that level, explain or give specific reason why the work cannot be accomplished at that level, and move to the next level, journey, and so on.

For Task Orders using multiple resources: The requesting agency must include their estimates of resources in the Task Order that is assigned to the vendor, i.e. "Agency estimates/request/requires that 70% of the work be done by experts, and 30% by journeyman.

Expertise and Experience requested – 85% Expert and 15% Journey,

- Website architecture
- Information Presentation
- Analysis and Facilitation
- Department of Labor & Workforce Development Web and Intranet Environment

• Knowledgeable of DOLWD Website Standards

SPECIAL CONSIDERATIONS OR CONSTRAINTS

All work on any task order must be in compliance with State and Federal requirements, to include but not limited to State information technology and telecommunication security policies and Technology Management Council (TMC) Standards. The State telecommunication and information technology security policies can be located at security.alaska.gov and the TMC standards can be located at www.state.ak.us/local/akpages/ADMIN/info/plan/standards.shtml and both can be downloaded by any authenticated state employee.
Note: Agency may modify or remove the following requirements at their option:
All personnel assigned to the project must be able to submit fingerprints and pass a background check and must be fluent in written and spoken English language.

• Architecture assumptions and constraints must be based on the State of Alaska / Departmental Standards, and USDOL Federal Standards
• Contract staff will work under the direction of the Project Manager.
• No charges for travel will be incurred by the state.

TASK ORDER REQUEST FORM INSTRUCTIONS

HEADER INFORMATION

The Task Order # will be assigned by the Task Order Manager. Please do not otherwise assign your own number to this form.

REQUESTING AGENCY INFORMATION

Enter agency-specific information as required.

1.	Department:	Select your department from the dropdown box.
2.	Division/Section:	Your division and section names.
3.	Billing Contact:	The name and contact info that invoices related to this Task Order will go to.
4.	CC/LC:	The collocation/ledger code that the task order will be billed against.

TASK ORDER INFORMATION

Enter information regarding this task order.

1. Solicitation Type: Select which solicitation method to use for this Task Order.

   - **Best Value** will be awarded to the responsive and responsible vendor with the most advantageous response, considering project approach and risk assessment, experience and qualifications, Past Performance Information (PPI), and cost. Each of these four evaluation criteria are weighted equally at 25%.

   - **Low Price** will be awarded to the responsive and responsible vendor with the lowest price after the price has been reduced by a percentage equal to the vendor's PPI score for evaluation purposes.

1.	Cost Type:	Flat Fixed Fee or Time & Materials. If Time & Materials, must enter estimated number of hours needed. This will be used by the vendors in their Cost Proposal.
2.	Response Deadline:	If Task Order is expected to be $50,000 or under, this must be at least 3 business days, otherwise the response deadline must least 5 business days. These are minimums and a later date may be entered.
3.	Project Manager:	Enter the agency Project Manager name and phone number. This will be the point of contact for all project-specific inquiries.
4.	Category:	Select the category number that this Task Order generally falls into. Category definitions can be found at: http://doa.alaska.gov/ets/taskorder/
5.	Start/End Dates:	Enter the anticipated start and end dates for the Task Order.
6.	Location of Work:	Indicate where work should take place. Check "No Preference" if remote work is allowable. All work must be performed within the United States or Canada.

VENDOR SELECTION

If the Task Order is expected to be $50,000 or under, the requesting agency may select a minimum of **three** vendors from the Vendor Pool to solicit responses from. **Do not select vendors you know cannot or will not respond in order to ensure a single response** – doing so may result in a procurement violation investigation and related disciplinary measures.

DEPARTMENT APPROVAL

Indicate your department's approval (IT, fiscal, and procurement) by entering the final approver's name and checking the box. **It is your agency's responsibility to ensure all internal approvals are obtained prior to submitting this form to the Task Order Manager.** Neither the Task Order Manager nor the Department of Administration assume any responsibility for an agency's failure to obtain proper internal approval.

VENDOR INFORMATION

Vendor Name: Resource Data, Inc.

☒	**By checking this box, I,**Howard Earl **for** Resource Data, Inc.,**represent that I am authorized to and dobindthe vendor to this response. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for contract termination and removal from the vendor pool.**

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PROJECT APPROACH 2
RISK ASSESSMENT 3
EXPERIENCE/QUALIFICATIONS 4

GENERAL INSTRUCTIONS

Vendors must use the templateset out herein for submission of their response to a TOPSRequest Form, including 10-point Arial font. Modifications to the format of this template (e.g., altering font size, altering font type, adding colors, adding pictures etc) will result in the rejection of your response.

Other than as requested on this page, your response must be "cleansed" of any identifying names or information. **Do not list any names/information in Project Approach, Risk Assesement, or Experience/Qualifications that can be used to identify your firm. The inclusion of identifying information may result in your response being rejected.**

PROJECT APPROACH

Providea concise and detailed summary of your approach to delivering the services described in the TOPS Request Form. Thesummarymust demonstrate yourunderstanding of how to successfully complete the workin a way that meets the state's needs.

Project Approach cannot exceed one page.

RISK ASSESSMENT

Itemize potential **controllable**and **non-controllable**risks associated with providing the services described in the TOPS Request Form and concisely describe how you will mitigate each risk.

Risks cannot exceed one page. You may add/delete additional rows to identify additional risks and solutions, but do not exceed the page limit. Do not include any cost or marketing information.

EXPERIENCE/QUALIFICATIONS

Describe your experience and qualifications specifically as they pertain to the services described in the TOPS. Do not include names or information that can be used to identify your firm or the proposed resource(s).

Experience/Qualifications cannot exceed two pages.

PROJECT APPROACH

BEST VALUE PROCESS ONLY:EVALUATOR NAME: Task Order Manager SCORE: ☐10 ☒5 ☐0

Provide a concise and detailed summary of your approach to delivering the services described in the TOPS Request Form. The summary must demonstrate your understanding of how to successfully complete the work in a way that meets the state's needs.

APPROACH
The goal of this project is to redesign the labor.alaska.gov website to improve the presentation of information to both internal and external audiences. We will draw on our past experience with State of Alaska and DOL websites to provide this service. Indeed, recently designed State of Alaska websites may serve as a useful starting point in redesigning the DOLWD website.

Our company will provide well-qualified staff to perform these updates in conjunction with the DOL Webmaster and DOL Commissioner office. All work will be performed onsite in Juneau.

As part of the redesign of labor.alaska.gov website, we propose the following resources:

-- Expert Website Architect with multiple years' experience designing websites and improving information layout.
-- Expert website programmers with experience using Dreamweaver and knowledge of DOLWD website standards and the latest ADA requirements.
-- Expert Project Manager with prior experience managing website redesign projects for the State of Alaska.

SITE ANALYSIS
We will work with the DOLWD Webmaster and staff of DOL Commissioners Office to determine which sections of the current website should be prioritized for optimization. We will also perform a brief analysis of material that is not being accessed frequently but needs more exposure, as well as key areas of the website to highlight.

TECHNICAL REDESIGN
We will use the State of Alaska "look and feel", and models of recently redesigned State websites to create a new website layout, create templates for current and future information, and present a design for a maintainable site. The new design will adhere to the DOL and State of Alaska standards, be Microsoft IIS-based, and be developed for use in Dreamweaver. All work will meet State and Federal requirements (including compliance with current ADA guidelines), including but not limited to State information technology and telecommunication security policies and Technology Management Council (TMC) Standards.

We will conduct regular meetings with the Juneau webmaster and appropriate DOL staff to review and refine our prototypes. We anticipate requiring two to three stages of prototype review and revision to establish a final approved information architecture and navigation schema for the site.

CONTENT MIGRATION
We will migrate all current site content to the new format within the specified development environment.

SITE TESTING, APPROVAL, AND PUBLISHING
We will systematically test and repair all site links within a test environment, and obtain client approval to publish. Following approval, we will work with the Juneau webmaster and appropriate staff to upload the site to a production environment, re-test, and remedy as needed.

ASSUMPTIONS
-- Redevelopment of the site will include only the content currently in place.
-- Forms and documents currently formatted in Word, Excel, PDF, etc. will remain in those formats

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME: Task Order Manager SCORE: ☐10 ☒5 ☐0

Itemize each potential risk, describe why it is a risk, and describe how you will mitigate it. Use the following format in your response: Risk / Why it is a risk / Your solution, using paragraphs to separate each risk.

RISK: Lack of availability of key personnel/WHY IT IS A RISK: The TOPS Request Form does not list any blackout periods when key DOL personnel will be unavailable or when work may not be done./OUR SOLUTION: We have found that we can best mitigate this type of risk by planning periods of unavailability as far in advance as possible. We propose to plan for them as soon as they are known. We have already planned similar periods of resource coverage and shortages for our own personnel and these can be adjusted as necessary.

RISK: Lack of availability of contractor staff/ WHY IT IS A RISK: If contractor staff is not available, the project schedule, scope, and success will suffer./ OUR SOLUTION: We have developed an extremely efficient model for providing as-needed services. Our staff is very flexible. We will make sure that our team members are available for the hours stated in the TOPS Request, and we are willing and able to accommodate whatever schedule DOL uses as the project evolves.

RISK: Uncategorized, disorganized, or yet-to-be generated content/ WHY IT IS A RISK: Because most organizations do not have a designated employee for categorizing and organizing content, it can be difficult to make decisions and obtain the content necessary to create the website./ OUR SOLUTION: Our technical contractor will provide rigorous project management and communicate with the DOL point of contact immediately if issues with content begin to hinder project progress.

RISK: Desire for new features/WHY IT IS A RISK: Clients often begin to see the potential for new features while a new application is being developed. Development of new features can easily lead to "scope creep," under-budgeted hours, and neglect of required features./ OUR SOLUTION: The analysis effort we propose at the beginning of the project will produce documentation of required features to complete. We will revisit this documentation frequently and use regular status meetings to ensure that all required features are being prioritized and completed.

RISK: Insufficient testing/WHY IT IS A RISK: Insufficient testing results in an inadequate, unstable product./ OUR SOLUTION: We will form an integrated team to test that will include the DOL Webmaster and other appropriate staff. If we suspect that testing is insufficient, we will notify DOL immediately to determine the appropriate course of action. If desired, we can increase our involvement to analyze the testing regimen and make recommendations to ensure adequate testing.

RISK: Insufficient budget/ WHY IT IS A RISK: If the project isn't properly managed, insufficient budget could result in dissatisfied users and an unstable product./ OUR SOLUTION: We will work with DOL to ensure the budget is managed such that the highest priority items are completed first and we deliver the highest value possible within the given hours of service.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME: Task Order Manager SCORE: ☐10 ☒5 ☐0

Describe your experience and qualifications specifically as they pertain to the services described in the TOPS. Do not include names or information that can be used to identify your firm or the proposed resource(s).

COMPANY QUALIFICATIONS

We are an Alaska-based web development, system integration, and geographic information systems (GIS) development company with over 25 years of experience serving clients around the United States. Our primary business goal is to help our clients implement the most cost-effective IT solutions to their business problems. We provide excellent, talented professionals at competitive rates, and we support our clients and staff with innovative business systems that promote efficient time and resource utilization.

We have implemented hundreds of successful software solutions for a broad range of public and private organizations. We have been supporting federal, state, and local governments for years, and have a great deal of experience with the State of Alaska. Our skilled programmers have worked on a variety of website redesign and template development projects for the State of Alaska Department of Administration and Department of Labor.

Additionally, with a major branch right in Juneau, Alaska, our company is well-positioned to provide support services onsite at the DOLoffices without incurring any travel costs.

STAFF QUALIFICATIONS

We propose a highly qualified team with many years of experience on State of Alaska projects to complete this work. Approximately 85% of the required work will be performed by an expert-level project manager, expert-level web developers, and programmers with extensive experience in web development, the specified technologies, and State of Alaska projects. The remaining 15% of work will be performed by a journey programmer with Dreamweaver experience.

Our expert web developer has previous experience working with the DOL to create an ADA-compliant online Unemployment Insurance application form. For this project, he designed and developed user interface prototypes and engaged project stakeholders in a review-and-revision process to iteratively improve the form layout and design.

EXPERIENCE

STATE OF ALASKA, DIVISION OF COMMUNITY AND REGIONAL AFFAIRS, SYSTEM REDESIGN
The DCCED's Division of Community and Regional Affairs had implemented a dozen small, independent, web-based systems to track data and provide business information including infrastructure, grants, plans, community profiles and management tools. The systems were out of date, did not comply with State or Department standards, and were riddled with redundant data.

Our team documented and analyzed these systems. We then redesigned a system to consolidate three main existing systems and nine subsidiary systems, enhancing manageability and facilitating extensibility as systems and business needs grow. We created a normalized and consolidated entity relational diagram (ERD) and data migration plan, designed a new portal, and integrated the system data to reduce redundancy and increase productivity and extensibility. At the end of the project, we conducted an onsite database modeling class for the benefit of the client's development team.

We are currently involved in a new project to build from this design, which features a number of intra- and extranet pages using the State's look and feel.

STATE OF ALASKA, DEPARTMENT OF ADMINISTRATION, WEBSITE LOOK AND FEEL
Our skilled programmers helped the State of Alaska, Department of Administration transition its web pages to the new look and feel approved in December 2011. Work included collaborating with client staff to create new templates based on the DRB template, transitioning web pages into the new look and feel, using proper syntax for meeting ADA accessibility, and identifying PDF documents and converting them to HTML.

EXPERIENCE/QUALIFICATIONS (CONT.)

Describe your experience and qualifications specifically as they pertain to the services described in the TOPS. Do not include names or information that can be used to identify your firm or the proposed resource(s).

STATE OF ALASKA, DEPARTMENT OF LABOR, WEBSITE REDESIGN
Our company provides development services for the Alaska Department of Labor's Workforce Investment Performance System (WIPS). Past projects include adding a Green Jobs component to the ALEXsys job placement system and redesigning the department's website. Website redesign work included assisting with CSS generation and working with in-house staff on accessibility compliance.

MARINE EXCHANGES OF ALASKA, WEBSITE UPDATES AND MODIFICATIONS
We provided a senior-level programmer/analyst to design a new architecture for the Marine Exchanges website, migrating it from ColdFusion to .NET. The site provided a standard master page and sidebar menu along with a basic content management system.

ENSTAR NATURAL GAS COMPANY, CORPORATE WEB SITE
ENSTAR hired our company to redevelop its corporate web site. ENSTAR's project goals includedupdating the site look-and-feel, enhancing ease of use and workflow, rethinking and redeveloping information architecture, implementing collaborative content management tools for use by non-technical content owners, driving customer traffic to the site, reducing customer visits to physical offices, reducing call volume to customer service, and anticipating the addition of future functionality.

Our project team met weekly with ENSTAR management to review and approve project deliverables. Early in the process, we rebuilt the site information architecture, presenting the resulting structures in visual form. Upon approval of this phase, we developed wireframe structural prototypes as well as fully-rendered UI prototypes for client review and comment. Upon selection of the final prototypes, we began programming, using a modern content management system, selected for its ease of use, and extensibility.

Using this tool, our programmers were able to quickly "stand up" a development version of the ENSTAR site. In migrating content from the legacy system into the updated system, we engaged ENSTAR content owners in the process, thereby combining the site development tasks with client training and mentorship efforts. At site "go-live" ENSTAR content owners with no previous web management experience were actively maintaining their predefined sections of the site using the new content management system.

SEAWOLF MARINE MFG., INC.
Seawolf Marine MFG., Inc. is a high-quality, low-volume manufacturer of custom-crafted welded aluminum boats. In 2009, Seawolf hired our company to redesign their corporate website. Project goals included increasing public awareness of Seawolf Marine , providing a showcase for the Seawolf Marine product line, providing a catalog by which clients could select custom features and options for their orders, providing public forums to allow Seawolf customers to share photos and stories, providing an aftermarket forum for the resale of Seawolf boats.

Following site development and launch, we conducted training sessions with Seawolf staff. Today, Seawolf Marine manages and maintains the site in-house.

EVALUATOR NON-CONFLICT OF INTEREST STATEMENT

☒By checking this box, I certify that neither I,TASK ORDER MANAGER, nor any member of my immediate family has a material personal or financial relationship with thisvendor or to a direct competitor of this vendor. I further certify that no other relationship, bias or ethical conflict exists which will prevent me from evaluating this response solely on its merits and in accordance with the evaluation criteria.

Furthermore, I agree to notify the Task Order Manager if my personal or financial relationship with this vendor is altered at any time during the evaluation process. If I am serving as the Procurement Officer of record I agree to advise my supervisor of any changes that could appear to represent a conflict of interest.

EVALUATOR NOTES

To be completed by requesting agency evaluator(s).

Comments MUST be recorded for any section receiving a Best Value score of 10 or 0. Comments must be concise and objective and refer to or quote the portion of the response that led to the score.

PROJECT APPROACH

RISK ASSESSMENT

EXPERIENCE/QUALIFICATIONS

COST PROPOSAL

Cost proposal must include all costs required to perform the work as described, including but not limited to travel costs, labor, overhead, etc. **BOTH HOURLY RATE AND EST # OF HOURS MUST BE COMPLETED FOR YOUR PROPOSAL TO BE RESPONSIVE.**

If additional unanticipated work is required after TO contract award, it shall be performed at the hourly rate quoted below. All proposed individual resources and subcontractors are subject to the approval of the TO Manager. Any change in individual resources or sub-contractors after award will require approval by the Agency Project Manager.

To ensure the optimum use of public funds, the state will review cost reasonableness in the following manner:

1. If any response has a cost proposal that is 50% or greater above or below the average cost of all responses, the state reserves the right to not consider that reponse. (Ex: Given an average cost of $10,000, responses with cost proposals $15,000 and higher or $5,000 and lower may be rejected.)
2. BEST VALUE: If the highest ranked vendor's cost proposal is 10% or more greater than the second highest ranked vendor's cost proposal, the state reserves the right to make award to the second highest ranked vendor.
3. LOW PRICE: Past Performance Information (PPI) shall be applied to your Total Cost as a percentage reduction equivalent to your current PPI score for evaluation purposes. (Ex: If your current PPI score is 5, your Total Cost will be reduced by 5% when comparing to other costs.)

COST

Hourly Rate		Est. # Hours		Total Cost
$ 90.00	x	300	=	$27,000.00

ETS Fee ($300 + .5% of Total Cost)	$ 435.00
Total TO Cost	**$27,435.00**

PROPOSED INDIVIDUAL RESOURCES

Matt Johnson	Tom Fletcher	Anton Doiron
Darrel Lee	Craig Millard	

PROPOSED SUB-CONTRACTORS

Name	Description of Work	% of Overall Work