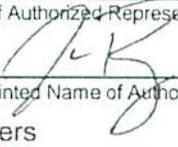
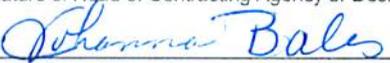


STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number 0039-04-13-010	2. DGS Solicitation Number 2012-0200-0879	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number 92-0131155	6. Project/Case Number	7. Alaska Business License Number 116276	
This contract is between the State of Alaska,			
8. Department of Revenue		Division of Tax	
		hereafter the State, and	
9. Contractor Resource Data, Inc.		hereafter the Contractor.	
Mailing Address 1205 East International Airport Road #100		City Anchorage	State ZIP+4 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 <u>9/7/12</u> & ends <u>10/14/12</u> .			
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 #0039-04-13-01. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPS Request #0039-04-13. 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 #0039-04-13.			

11. **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.

12. CONTRACTOR		13. CONTRACTING AGENCY	
Resource Data, Inc.		Department/Division Revenue / Tax	
Signature of Authorized Representative 	Date 9/6/12	Signature of Head of Contracting Agency or Designee 	Date 9/6/12
Typed or Printed Name of Authorized Representative Jim Rogers		Typed or Printed Name Johanna Bales	
Title President		Title Deputy 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 may 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 B¹ 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 #0039-04-13;**
- **TOPS Response / Cost Proposal #0039-04-13-01.**

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

1. This contract document;
2. **TOPS Request #0039-04-13;**
3. **TOPS Response / Cost Proposal #0039-04-13-01.**

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):

**APPENDIX D
PAYMENT FOR SERVICES**

Payment for services provided under this contract shall not exceed **\$49,504.00** for the period of performance of this contract.

The contractor shall be paid 1/3 of contract value on completion of each deliverable.

Needs Assessment Report	\$16,501
Requirements (Scope of Work Statement)	\$16,501
Design Analysis Document	\$16,502

The Contractor will submit detailed invoice(s) for services performed in accordance with Appendix C. The State will pay all invoices within thirty (30) days of invoice approval by the Project Director.

Each invoice must:

- reference the Contractor's name, address and phone number
- reference the contract number.
- include an invoice number
- reference the Division for which the services are being provided

The Contractor shall submit invoices to the address specified below no later than 30 days after the end of each month for which services were performed. Failure to include the required information on the invoice may cause an unavoidable delay to the payment process.

Address invoice to:
AK Dept of Revenue
Tax Division
P.O. Box 110420
Juneau, AK 99811-0420

Invoice Delivery:

Invoices should be emailed to Brenda Vaughn with an email copy Don McDonald and the ETS Contracting Officer (currently Brad Kizer).

Notwithstanding any other provision of this contract, it is understood and agreed that the State shall withhold payment at any time the Contractor fails to perform work as required under Appendix C and/or D of this contract.

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 response. (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
\$ 145.60	x	340	=	\$49,504.00

ETS Fee (\$300 + .5% of Total Cost)	\$ 547.52
Total TO Cost	\$50,051.52

PROPOSED INDIVIDUAL RESOURCES

Letty Nutt	Jason Mancuso	Dustin Schmidt

PROPOSED SUB-CONTRACTORS

Name	Description of Work	% of Overall Work

VENDOR INFORMATION

Vendor Name: Resource Data, Inc. (RDI)

By checking this box, I, Howard Earl for Resource Data, Inc. (RDI), represent that I am authorized to and do bind the 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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GENERAL INSTRUCTIONS

Vendors must use the template set out herein for submission of their response to a TOPS Request 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 Assessment, 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

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.

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:

SCORE: 10 5 0

This task order will secure a team to develop a Needs Assessment Report, Scope of Work Statement (Requirements), and a Design Analysis Document for the Department of Revenue, Tax Division (DOR/TAX) Oil and Gas Tax Return. Following the analysis and documentation effort, the team will develop a new Oil and Gas tax return to serve as a temporary solution for meeting DOR/TAX's needs for data collection until the Oil and Gas Audit Data is incorporated into the new tax revenue management system.

To meet these needs, our firm will provide a small team of analysts and developers with extensive experience working with DOR/TAX systems such as EXCISE LIVE, MFCORP (legacy data entry and exam systems), TAS (Tax Accounting System), and the Motor Fuel Tax Return Form. Our team will follow the same methodology that has proven successful on these projects to analyze the business needs and processes, gather requirements and develop specifications for a solution that ensures accurate calculations of tax amounts due.

PREPARATION AND PROJECT SETUP:

Our Lead Analyst will meet with the DOR/TAX Project Manager to

- confirm project scope of work—including objectives, constraints and stakeholders
- identify a project plan that includes communications plan, key deliverables, tasks, and schedule
- identify and schedule time with key subject matter experts
- secure access to the DOR/TAX systems needed to ensure timely delivery

ANALYSIS AND DESIGN (TO BE COMPLETED BY OCTOBER 5, 2012):

To complete the needs assessment and design documents, our Lead Analyst and Technical Lead will review the existing tax forms and work with DOR/TAX subject matter experts (SMEs) to characterize the current forms—business rules, potential gaps, and issues. The Technical Lead will work with State of Alaska SMEs to define an appropriate solution design that meets DOR/TAX's needs for an Excel-based solution that allows submitted data to be imported into the DOR/TAX SQL databases. The solution will also provide required data elements to the Economic Research Unit and the Oil and Gas Audit Unit.

Deliverables for this task will include the following:

1. Needs Assessment Report
2. Requirements (Scope of Work Statement)
3. Design Analysis Document

ASSUMPTIONS

- DOR/TAX staff will be readily available to answer questions and provide guidance as the need arises.
- Travel for our Lead Analyst will not exceed one trip of not more than 10-working day duration to Anchorage.
- Travel for our Technical Lead will not exceed one trip of not more than 2-working day duration to either Anchorage or Juneau.
- If the contract is not executed on or before September 4, 2012, deadlines may be extended accordingly.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

RISK: Aggressive timeline for a complex analysis

WHY IT IS A RISK: The tax codes and business rules associated with the Oil & Gas filings are numerous and complex, and the timeline for the project is very aggressive. These factors introduce the risk of overlooking critical rules and statutes as a result of focusing on meeting the project deadline.

OUR SOLUTION: We will base our solution on the current proposed returns, retaining the best aspects of the current solutions and addressing gaps according to prioritized needs. Our solution will include instructions and details of any known issues. Additionally, our solid team of senior-level analysts and experienced Excel developers with direct experience working for DOR/TAX will ensure efficiency and effectiveness.

RISK: Lack of availability of key DOR/TAX personnel

WHY IT IS A RISK: If key DOR/TAX personnel are not able to attend meetings, contribute to requirements and priorities, and communicate changes to staff, the project schedule and success will suffer. This is particularly true during analysis and design phase of the project, as the schedule is extremely aggressive

OUR SOLUTION: We mitigate this risk by planning for known periods of unavailability as far in advance as possible. Plans can include lengthening or shortening development cycles, using backups for key personnel, or a combination. However, the majority of this risk must be mitigated by DOR/TAX, which will be responsible for ensuring SME availability in September so that the project can be completed on time.

RISK: Loss of key contractor personnel

WHY IT IS A RISK: If the selected contractor loses key project personnel, the schedule will be at risk due to the time it takes to bring on someone new and transfer knowledge.

OUR SOLUTION: Our proposed project team includes backups who will remain as current as possible on project status and progress in order to minimize any time required to transition to new resources in the event that becomes necessary. Additionally, our firm uses a proprietary tool designed specifically to solve this problem and ensure that our team members are available for the hours stated in the TOPS Request.

RISK: Lack of communication

WHY IT IS A RISK: Communications problems commonly lead to poorly defined requirements, which result in solutions that fail to meet client needs.

OUR SOLUTION: We will work with DOR/TAX to establish a Project Scope and Plan to ensure that key stakeholders are included in appropriate communications. We will also provide regular status reports, host weekly status meetings between our Project Manager and the DOR/TAX Project Manager, encourage informal communication daily, and support regular project collaboration through SharePoint and Project Server as we have done successfully with DOR/TAX past.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

COMPANY QUALIFICATIONS

Our firm has been working with DOR/TAX since 2003. Our long and well-established history of successful projects includes maintenance, analysis, design, development, and implementation of systems such as EXCISE LIVE, MFCORP (legacy data entry and exam systems), TAS (Tax Accounting System), and the Motor Fuel Tax Return Form. This hands-on experience working with DOR/TAX data and systems will ensure that the division's needs are met in an efficient and cost-effective manner.

Our recent experience with DOR/TAX includes managing the procurement and implementation of the new tax revenue management system to administer all DOR/TAX tax and licensing programs, including Oil and Gas Production tax data.

STAFF QUALIFICATIONS

The proposed Lead Analyst for this project has over 18 years combined experience in software/systems engineering and project/program management roles. Her work includes extensive analysis of critical State of Alaska systems for the Department of Labor and the Department of Commerce, Community, and Economic Development.

Our proposed Technical Lead has effectively led development teams on a variety of projects. His experience with DOR/TAX includes working with a team of analysts to evaluate existing programs at the database and application layers of the Data Entry and Examination (DEX) application. Following the analysis effort, he designed the architecture and high level maps for the application, and served as the Technical Lead for the implementation, coordinating programming efforts using SQL Server 2008 R2, C#, and WPF following an MVVM architectural pattern. In the last six months, he has been involved with consulting the AIRS team on digitizing the data source of a macro-based Excel workbook used by DOR staff to review AGIA reimbursement data, as well as upgrading the Motor Fuel Tax Return to be compatible with newer versions of Excel, both of which required advanced understanding of complex Excel formulas, VBA, and Data Access with a SQL Server database.

To assist our Lead Analyst and Technical Lead with reviewing the current solutions, we will also provide an Analyst with extensive experience in .NET, Python and Java development, as well as database development using SQL Server, Postgres, MySQL, SQLite, Access and other technologies. His recent work includes development for a stop-gap permit management solution for the Alaska Gasline Development Corporation using Microsoft Access, and extensive Microsoft Office automation leveraging Visual Basic for Applications (VBA).

EXPERIENCE WITH DEPARTMENT OF REVENUE, TAX DIVISION**DATA ENTRY AND EXAMINATION PROJECT**

The Data Entry and Examination (DEX) project was designed to provide a new software foundation for data management and reporting of certain tax types within the Tax Division. The project included process analysis, requirements definition, and high level design of the Corporate Income, Mining License, and Motor Fuel tax programs as the initial supported types in this new system. However, the system was designed with an architecture intended to support additional types in the future. The project leverages several technical packages such as PowerBuilder, .Net 4, SQL Server 2008, and SharePoint. It is currently in the build stages utilizing an agile methodology placing significant emphasis on iterative development and team communication.

AGIA INVOICE REIMBURSEMENT SYSTEM (AIRS)

Our firm used Scrum methodology to develop the AGIA Invoice Reimbursement System (AIRS) to assist DOR/TAX with processing the charges that TransCanada forwards to the Department of Revenue for reimbursement, as outlined in the Alaska Gasline Inducement Act (AGIA). This system contains an external application for TransCanada representatives to upload thousands of submissions and supporting documentation for review in the internal application. All transactions are validated and corrected through the external application before final submission to the internal application, which was developed to help DOR auditors review and accurately approve and account for reimbursement expenditures.

EXPERIENCE/QUALIFICATIONS (CONT.)

ONLINE TAX INFORMATION SYSTEM

The Online Tax Information System (OTIS), originally referred to as the Tax Online Services System, provides clients of the DOR/TAX with a one-stop shop for all their DOR/TAX data interaction needs. Our firm worked with DOR/TAX to design, develop, and implement OTIS, along with many of its initial plug-in components such as licensing, permitting, payments, the shopping cart, and history.

STATE OF ALASKA, TAX DIVISION, ONLINE PERMITTING AND LICENSING SYSTEM

The Alaska DOR/TAX used a number of solutions to manage and collect tax and licensing data in the state. We developed specifications to streamline their processes and developed the Online Permitting and Licensing Application (OPAL). This modular system allows users to apply for licenses and pay fees online with full security and authentication. As part of the development of the final application deliverable, the project was broken down into analysis, design, development, testing and deployment phases.

TAX REVENUE MANAGEMENT SYSTEM

DOR/TAX has historically relied on 17 independent automated systems and over 100 manual "side-systems" to administer 22 tax and licensing programs. Our firm was selected to manage the procurement and implementation of a comprehensive tax revenue management system for all DOR/TAX programs. As part of this work, we have assisted DOR/TAX in defining requirements, identifying potential solutions, analyzing business processes and needs, and selecting a vendor for the system. To date, our tasks have included the following:

- Developing an RFP
- Coordinating vendor demonstrations
- Responding to vendor questions during the RFP period

TEAM FOUNDATION SERVER INSTALLATION AND CONFIGURATION

The DOR/TAX started a major programming project and needed a robust source control system that could be integrated into Visual Studio 2010 and Microsoft Project Server for project management, as well as providing a collaboration methodology that would tie the programming code to the design and business requirements. In order to protect its investment of the new DEX project, DOR/TAX chose Microsoft Team Foundation to provide the necessary linkage between the actual code and the requirements/tasks in Project Server.

Our firm provided the State with initial planning and analysis, environment setup and configuration, migration, ramp up, final documentation, and product demonstration and training for the State of Alaska's DOR/TAX. Our team installed and configured VSTF, documented the final configuration, and provided onsite demonstrations of the tool, which included providing appropriate training on the use of the tool.

DOR TAX GAMING PULL TAB TRACKING MODULE

The Tax Gaming Pull tab Tracking module is used track stamps through their lifecycle (from being ordered to shipped or destroyed) for the Gaming staff at the DOR - Tax Division. It allowed companies and individuals to submit information online about the stamps. The information would then be tied into the data used by the internal system.

TRANS ALASKA PIPELINE SYSTEM QUALITY BANK

For over 15 years our firm has been hosting, maintaining, and administering the Quality Bank system that computes the value of all crude oil in the Trans Alaska Pipeline. North Slope reservoirs yield crude oil with different compositions, thus different values. All oil is commingled at Pump Station 1 and eventually loaded into tankers in Valdez. Two refineries extract crude oil from—and return low or negative value waste products into—the line. Accounts are settled every month.

Ten years ago, our staff completely re-architected the Quality Bank system, which includes systems in both Alaska and Texas. Shippers, refiners, and producers exchange millions of dollars to account for changes in value to their monthly shipments of crude oil.

Samples are taken from all source fields and sent to Houston, Texas for analysis. A pricing consultant in Dallas assigns values to all components of each crude stream for each field, based on West Coast and Gulf Coast prices. This generates per-barrel values. Lab data and pricing data are combined with volume data from Alyeska for final calculations. All work results are audited and the system is subject to rigorous testing and QA.

EVALUATOR NON-CONFLICT OF INTEREST STATEMENT

By checking this box, I certify that neither I, _____, nor any member of my immediate family has a material personal or financial relationship with this vendor 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

TASK ORDER REQUEST FORM

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

REQUESTING AGENCY INFORMATION

Department: 04 - Revenue
 Division/Section: TAX
 Billing Contact: Brenda Vaughn Ph #: 465-3692 E-mail: brenda.vaughn@alaska.gov
 CC / LC: 04209233

TASK ORDER INFORMATION

Solicitation Type: **Best Value** **Low Price**
Cost Type: **Fixed Fee** **Time & Materials: REQUIRED** est # of hours
Response Deadline: 8/31/2012
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: Oil & Gas Tax Return Analysis
 Project Manager: Don McDonald Ph #: 465-2387 E-mail: donald.mcdonald@alaska.gov
 Category: 9: Distributed Applications
 Start Date: Sept 4, 2012 Project Estimate: \$50,000 **NTE**
 End Date: October 10, 2012
 Location of Work: Anchorage **No Preference**

VENDOR SELECTION

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

Vendor #1: Resource Data Inc
 Vendor #2: AITG
 Vendor #3: CTG

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, Donald McDonald, 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 Division has provided filing guidelines to taxpayers since 2007 as to what information should be included in the tax return, but has allowed taxpayers to file in various different formats while a formal return was being developed.

SCOPE / STATEMENT OF WORK

The Tax Division is seeking professional services to develop a Needs Assessment Report, Scope of Work Statement, and a Design Analysis Document for the Oil and Gas Tax Return. The division has utilized several internal resources in an attempt to develop such a tax return for the production of oil and gas within the State of Alaska, but the task is far more complicated than anticipated. Currently, we do have a proposed tax return, however on review, find that it does not meet all the needs of data collection required by the division in order to support the calculation of the correct tax amount due.

The Division has provided filing guidelines to taxpayers since 2007 as to what information should be included in the tax return, but has allowed taxpayers to file in various different formats while a formal return was being developed.

This will be a temporary/stop gap solution as the Tax Division will be replacing its existing revenue management system starting approximately in April or May of 2013. The product of this Task Order may be used for about 3 – 4 tax periods until the new system is designed to integrate the Oil and Gas Audit Data. The proposed solution should be (but not necessarily) an Excel based solution which allows for the importation of the submitted data into the Tax Division's SQL databases and provides all the necessary data elements as needed by the Economic Research Unit and the Oil and Gas Audit Unit.

This analysis and the above identified documents must be completed by October 5th so that the remaining work can be completed by January 15, 2013.

SPECIAL EXPERTISE & EXPERIENCE

- * min. of 2 years documented experience working with Alaska Oil and Gas Statutes
- * have an advance expert in Excel
- * min. of 2 years Experience working with a tax revenue management system within the United States, in the last 5 years that collects Oil and Gas Production tax data

SPECIAL CONSIDERATIONS OR CONSTRAINTS

Current Department of Revenue IT Standards require the use of the following with a minimum of 2yrs experience:

- * C#.Net with WPF and Silverlight
- * SQL Server 2008 R2
- * Team Foundation Server (Source Code Control)
- * SharePoint & Project Server (used for collaboration and project communications)
- * Modified Scrum 1.0 project management methodology
- * Embarcadero Data Modeling and repository

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.

All personnel assigned to this task order, are required to attend a Department of Revenue – Tax Division confidentiality and data security training class provided by the agency staff and sign a SOA confidentiality agreement prior to working on this task order.

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. |
| 2. | 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. |
| 3. | 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 be at least 5 business days. These are minimums and a later date may be entered. |
| 4. | Project Manager: | Enter the agency Project Manager name and phone number. This will be the point of contact for all project-specific inquiries. |
| 5. | Category: | Select the category number that this Task Order generally falls into. Category definitions can be found at:
http://doa.alaska.gov/ets/taskorder/ |
| 6. | Start/End Dates: | Enter the anticipated start and end dates for the Task Order. |
| 7. | Project Estimate: | Enter the estimated cost of the project. If "NTE" (Not to Exceed) is checked, any cost proposals above this amount will be rejected as non-responsive. |
| 8. | 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.