

STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

| | | | |
|---|--|--|---------------------------------------|
| 1. TOPS Contract Number 0044-07-13-010 | 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 Labor Workforce Development | | Division of Employment Security Division hereafter the State, and | |
| 9. Contractor Resource Data, Inc. | | | hereafter the Contractor. |
| Mailing Address 1205 East International Airport Road #100 | City Anchorage | State AK | ZIP+4 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>9/20/12</u> and ends <u>6/30/12</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 #0044-07-13-01. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPS Request #0044-07-13. | | | |
| 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 #0044-07-13. | | | |

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 alterations 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 Labor & Workforce Development / Employment Security | |
| Signature of Authorized Representative <i>Lois Hansen</i> | Date 9/19/12 | Signature of Head of Contracting Agency or Designee <i>William D. Andrews for B Keith</i> | Date 9/22/12 |
| Typed or Printed Name of Authorized Representative Lois Hansen | | Typed or Printed Name Brynn Keith | |
| Title Director of Business Administration | | Title Director, ASD | |

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 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 #0044-07-13;**
- **TOPS Response / Cost Proposal #0044-07-13-01.**

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

1. This contract document;
2. TOPS Request #0044-07-13;
3. TOPS Response / Cost Proposal #0044-07-13-01.

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 **\$49,920.00** for the period of performance of this contract.

The contractor shall be paid a rate of **\$96** an hour.

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
- itemize the contractual services provided referenced by Deliverable Number.
- include the Contractor's signed certification that the amount invoiced is for the services described in Appendix C of this contract during the period invoiced.

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 Labor & Workforce Development
Div. of Administrative Services
1111 W. 8th St., Suite 308
Juneau, AK 99802-1149

Invoice Delivery:

Invoices should be emailed to Paul Hegg with an email copy to 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.

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

The purpose of this project is to provide the Alaska Department of Labor and Workforce Development (DOL) with assistance for ongoing maintenance, development, and production support for the ALEXsys web site, its related ALEXware data warehouse, the quarterly 9002 report, and other related performance measure reporting requirements. In addition, the task order calls for mentoring new DOL staff to help bring them up to speed on ALEXsys and its related components.

To meet these needs, our company will provide an expert-level Project Manager/Sr. Analyst and a skilled Programmer/Analyst with proven track records working with the DOL to enhance and support the ALEXsys website and the ALEXware data warehouse. Since this is expected to be a staff support role scheduled through the end of the fiscal year, our staffing strategy will be to provide, on average, 12 hours of staff time per week. Based on availability and specific task requirements, approximately 60% of these hours will come from our Project Manager/Sr. Analyst, and 40% will come from our Programmer/Analyst.

ONGOING ALEXsys, ALEXware, AND REPORTING SUPPORT

Our team will provide ongoing ALEXware support and ALEXsys maintenance support for bugs to code fixes in ASP, VB.NET, and SQL Server Reporting Services 2008. To facilitate resolution of the existing backlog items, we will be present at the regular ALEXsys work item review meetings and will work with the DOL technical team to review and assess change requests. Our Project Manager will also assist as needed with workload delegation between the DOL staff and our team.

We will coordinate with the ETTU to develop and refine the business needs and requirements for requested changes related to Federal and State reporting requirements and performance measures. We will also work with State technical and business staff to provide assistance in support of the quarterly 9002 reporting process. As work items are completed, we will work with DPL to monitor the testing process, and assist DOL technical staff with migration support as needed.

MENTORING AND KNOWLEDGE TRANSFER

In addition to providing support services, our team will work as needed with any newly hired DOL in-house staff to provide knowledge transfer about ALEXsys, ALEXware and SQL Server Reporting Services 2008.

ASSUMPTIONS

This project approach is based on the following assumptions:

- The DOL does not currently require one or more half- or full-time contractors; rather DOL's needs are for a relatively consistent but lower level of support.
- If contractor staff is working onsite at the DOL office, DOL will provide a workstation or VM to work from. Otherwise, our staff will work remotely using a DOL VM for their work environments.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

RISK: Sudden changes in the level of support required

WHY IT IS A RISK: Our staffing plan is based on the assumption of a consistent but relatively low level of staff support; as such, the supporting staff will also be part of other projects and a sudden request for additional time may be hard to supply.

OUR SOLUTION: We will work with the client during regular backlog review meetings to anticipate large efforts well in advance. With adequate advance planning and some flexibility on the client's side, we should be able to handle normal fluctuations in the support work load.

RISK: Lack of availability of contractor staff

WHY IT IS A RISK: If contractor staff is not available, the client's support needs may not be met.

OUR SOLUTION: 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 availability of client business staff and subject matter experts

WHY IT IS A RISK: Access to key subject matter experts is necessary to properly develop requirements around change or feature requests without doing work that does not meet the client's desired goals. This need becomes even more salient given the limited number of hours the contractor staff will have on this project each week.

OUR SOLUTION: We will work with the client to schedule requirement gathering meetings when staff from both sides are available. To the extent possible, our staff can shift availability and hours worked to meet key DOL staff availability.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

COMPANY QUALIFICATIONS

1. Our firm has a long history of successful projects with the DOL and has gained a tremendous depth of knowledge of DOL business practices, systems, and culture. Furthermore, our proposed staff for this project has extensive experience providing maintenance, support, and enhancements for ALEXsys and ALEXware, which will ensure that the DOL's needs are met in an efficient and cost-effective manner.
2. We are a Microsoft Gold Partner specializing in web development in the .NET framework. The proposed team for this project has thousands of hours of experience coding in ASP Classic and VB.NET on projects meeting ALEXsys, DOL, and State of Alaska standards.
3. Our firm has been at the forefront of database technologies for the last 25 years and has been providing clients with robust and efficient database designs, implementations, and warehouses. We employ more than 60 SQL Server experts and make heavy use of automated data-driven and ad hoc web-based SQL Server Reporting Services and ETL processing.
4. Our Juneau location ensures that our proposed staff will be available to work onsite with DOL staff as required.

STAFF QUALIFICATIONS

Our proposed Project Manager/Sr. Analyst has over 20 years of diverse IT experience. He has served as the main point of contact for ALEXsys projects for several years. His responsibilities on ALEXsys projects have included coordinating development and analysis teams, as well as providing requirements analysis, design, and development for new modules in the ALEXsys application. Recent new modules handle job seeker track generation, workshop services and scheduling, and a rewrite of the old registration and resume management processes using .NET 3.5. He has also provided analysis services to generate an architectural plan for migrating ALEXsys from Classic ASP to .NET.

The proposed developer for this project also has extensive experience with ALEXsys, including working on ALEXsys RES enhancements. In this capacity, he developed ASP.NET pages for workshop registration and created ASP.NET user controls for User Information Block and Resume Editor. He also developed a data access layer using ADO.NET and T-SQL stored procedures, and maintained and enhanced Classic ASP pages using VBScript.

RELEVANT EXPERIENCE**DEPARTMENT OF LABOR: ALASKA LABOR EXCHANGE SYSTEM**

The Alaska Labor Exchange System (ALEXsys) was developed in response to an overwhelming need for connectivity between job seekers and employers in the State of Alaska. The Virtual One Stop (VOS) system developed by Geographic Solutions, Inc. was selected through an in-depth, multi-year process as the starting point for the ALEXsys implementation. However, a significant amount of work was required to custom-fit the VOS application to the State of Alaska's needs. Our firm was contracted to assist the DOL in its efforts to implement the ALEXsys application on a fixed delivery schedule.

We positioned a large development team consisting of consultants, expert analysts, software developers, and testing leads at the DOL offices in Juneau. This team integrated with the DOL team to form one cohesive unit that resulted in the successful rollout of the application. Our role in the implementation spanned the gamut of software development expertise. We assisted in the implementation of formal technical team structure, including temporary assignment of an a technical lead, who then transitioned that position to DOL staff as the project neared completion.

We also provided expert analysis of specific business process requirements and followed those through the planning, design, development, testing, and rollout phases. Several team members were assigned the dynamic role of developer, which saw them working side-by-side with DOL developers with technologies ranging from SQL and .NET to Classic ASP.

During the final phases of development, our team was tasked with filling the role of Test Lead, which included responsibility for detailed planning and the implementation of a testing process. We assisted in developing a formal test plan and managing a large test team.

EXPERIENCE/QUALIFICATIONS (CONT.)

DEPARTMENT OF LABOR: ALEXsys 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.

DEPARTMENT OF LABOR: WORKFORCE INVESTMENT PERFORMANCE SYSTEM

Our firm led the analysis and design effort and provided project management support for the Alaska DOL's WIPS project. The project involved four implementation phases: a new fiscal system (SAGE), a grants management system (EGrAMS), a case management system (ICM) written using CRM, and data warehouse/reporting system. We performed the following high-level tasks successfully:

- Gathered requirements
- Wrote architecture and project planning documents
- Facilitated vendor selection
- Managed each phase of project development and implementation
- Led all testing and deployment teams

DEPARTMENT OF LABOR: WORKERS' COMPENSATION REWRITE PROJECT MANAGEMENT

Our proposed project manager for this TOPS request and several of our other staff have provided project management for a variety of projects surrounding the rewrite of WCD processes, forms, and reports. Our project managers began by interviewing users for business process analysis in preparation for development of a project plan to upgrade the existing worker's compensation system. They supported project plan development, provided internal document review and guidance, and handled regular budget status reporting and invoice approval for the client. As the project progressed, participating project managers facilitated and coordinated contract staff in an agile methodology to analyze, build, and deploy a custom solution for a document and case management system to support the department's workflow and other business needs.

PERMANENT FUND DIVIDEND ONLINE APPLICATION SYSTEM

The State of Alaska Permanent Fund Dividend (PFD) Division oversees the program through which the State distributes nearly a billion dollars to qualified Alaska residents each year. When the State began to allow residents to submit their annual PFD application online, we were contracted to help the PFD division update its systems.

As part of this work, we developed the online application process; rebuilt the back-end data systems, updated system tables, screens, and business logic; implemented the Pick. Click. Give. program for charitable contributions; and improved the connection with myAlaska, the State's website for authentication. This system has successfully distributed over \$600 million dollars a year for several years. The output from the system yields the single largest Automated Clearing House (ACH) transaction in the nation.

STATE CORPORATE, MOTOR FUEL, AND MINING TAX SYSTEM

The State of Alaska selected our company to reengineer business processes and build new systems for collecting and managing its corporate, motor fuels, and mining taxes. This multi-year, million-dollar project is critical for the state's Department of Revenue, and all results are fully audited. The goal of the reengineering and system rewrite was to prepare the State's system for the next 20 years of business by using the newest technology and state-of-the-art processes.

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 |
|--|---|--------------|---|--------------------|
| \$ 96.00 | x | 520 | = | \$49,920.00 |
| ETS Fee (\$300 + .5% of Total Cost) | | | | \$ 549.60 |
| Total TO Cost | | | | \$50,469.60 |

PROPOSED INDIVIDUAL RESOURCES

| Name | Description of Work | % of Overall Work |
|---------|---------------------|-------------------|
| Ed Hand | Darrel Lee | |
| | | |
| | | |
| | | |

PROPOSED SUB-CONTRACTORS

| Name | Description of Work | % of Overall Work |
|------|---------------------|-------------------|
| | | |
| | | |
| | | |
| | | |