

STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number 0045-20-13-012	2. DGS Solicitation Number 2012-0200-0879	3. Financial Coding 20661530-15092-761000031-73152	4. Agency Assigned Encumbrance Number 2031098
5. Vendor Number 27-4071058	6. Project/Case Number	7. Alaska Business License Number 950724	

This contract is between the State of Alaska,

8. Department of Corrections	Division of Administration	hereafter the State, and
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9. Contractor Computing Alternatives (CAI)	hereafter the Contractor.
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Mailing Address 5701 Silverado Way Suite 1	City Anchorage	State AK	ZIP+4 99518
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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 when the contract has been signed by both parties and ends 6/30/13.

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 #0045-20-13-02. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPSRequest #0045-20-13.
- 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 #0045-20-13.

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	
Computing Alternatives (CAI)		Department/Division Corrections / Administration	
Signature of Authorized Representative <i>Sunil Kumar Sethi</i>	Date <i>10/5/12</i>	Signature of Head of Contracting Agency or Designee <i>Melinda Bugayong</i>	Date <i>10-8-12</i>
Typed or Printed Name of Authorized Representative SUNIL SETHI		Typed or Printed Name Melinda Bugayong	
Title <i>President</i>		Title Procurement Specialist	

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, 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 #0045-20-13;**
- **TOPS Response / Cost Proposal #0045-20-13-02.**

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

1. This contract document;
2. TOPS Request #0045-20-13;
3. TOPS Response / Cost Proposal #0045-20-13-02.

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):

VENDOR INFORMATION

Vendor Name: Computing Alternatives (CAI)

By checking this box, I, Sunil Sethi for CAI, 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 requires a rewrite and replacement of an existing standalone Microsoft Access application, known as the Time Accounting Program (TAC) to a web-based time accounting system. The new application should have all the functionality of TAC, including the same appearance, performance, reliability, and accuracy. In addition, the database of the new browser based application must be designed and converted from Microsoft Access to Informix in a fashion that will allow seamless integration with the ACOMS database, which is the Alaska Department of Corrections newly implemented Offender Management System.

Our team will follow a systematic and proven methodology that was recently used on a similar project where we converted MS Access to a web-based SQL Server system for one of the Alaska State Agencies in Juneau. Our team's approach consists of the following tasks and schedule:

Phase I (System Requirement Specification - SRS Document - 35% of overall effort)

During this phase, as a first step, our team will be led by an expert business analyst who will finalize the Project Plan and potential risks by meeting in person with the Project Manager and other stakeholders. The major milestones, deliverables dates, and project management methodology as mentioned in this proposal will be reviewed during the Project Kick Off meeting in Juneau. Major goals and quantifiable Critical Success Factors will also be discussed and identified during the Kick Off meeting. We anticipate this meeting to occur within the first week of the project start date. A draft Project Plan document will be made available to the participants in advance.

Immediately after the Project Plan is reviewed and finalized, our team will conduct interviews with the TAC end-users, TAC designers, time accounting experts, DOC research analyst and other stakeholders who are knowledgeable of the TAC system. We anticipate a minimum of five meetings each in Juneau and in Anchorage and possibly two or three meetings in Ketchikan. During these meetings, in addition to understanding the current system and gathering requirements for the new system, we will also request a copy of the test Microsoft Access database with TAC functionality, a copy of the reports out of TAC, existing documentation such as user manuals, business rules, algorithms for computing different kinds of offender dates, policies & procedures, and applicable State Statutes. The Research and Discovery task will be completed within a month of the start date.

Since data conversion is one of the most important aspects of converting a system from one platform to another, our data analysts and database administrator will reverse engineer the Microsoft Access database, as well as research and become familiar with the ACOMS time accounting tables. Having the Microsoft Access and Informix data models side by side will help identify rules for mapping data elements. Our team will document data models, data mapping, mockup of web forms, and create a Security Plan section within the SRS.

The first draft of SRS document will be completed within the six weeks of the start date. DOC representatives will review and validate the SRS and on-site meetings will be conducted to examine the SRS Document. We anticipate the SRS review process to be completed within two weeks. Amended versions of the SRS will be provided based on DOC feedback. Phase I will be ready for user acceptance within two months of the start date.

Phase II (Development, Testing & Implementation - 65% of overall effort)

Based on the SRS document from Phase I, our development team led by an expert technical staff member will create a Project Plan and Statement of Work for review during the Project Kick Off meeting. Our team will deliver new functionality during multiple releases as is customary in an iterative development life cycle. Most of the work will be done on DOC property or in our offices in Anchorage and Juneau via a State provided VPN account. All task items listed in Phase II of Attachment A of the task order request, including User and Technical documentation, will be provided as part of the deliverables.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

Risks

1) Security - Vulnerabilities such as unauthorized access, SQL Injection and Denial of Service attacks exist.

Risk Mitigation - It is our assumption that the web application will be hosted on IIS web server residing in a DMZ allowing web traffic. The web application will interface with the Informix DB residing behind the firewall allowing DB traffic only from authenticated users on the web server. Using Stored Procedures instead of in-line dynamic SQL can not only mitigate SQL Injection attacks but can also provide performance benefits. We assume the State has Intrusion Prevention and/or Detection Systems in-place that provide security outside the application that would mitigate Denial of Service attacks. During requirements analysis phase, our team will also create a security model which will address functional level authentication as well as database level security based on logins, server roles, user-defined application roles, schemas, tables, and columns. To avoid unauthorized access and protect the privacy of offenders and other sensitive data, we will work within the State's LDAP and SSL encryption standards to mitigate these risks. Data Encryption at the column level for confidential information may also be used, if necessary.

2) Database Conversion - Since the data will be migrated to a new system, It is possible that the Microsoft Access and new ACOMS Informix database data structures may not match one to one.

Risk Mitigation - During data mapping, our analysts will pay special attention to those data elements that exist in ACOMS but not in TAC. Clear business rules and assumptions will document how the data will be generated for such data elements. Any data cleanup issues will be identified and queries will be run against the TAC Access database to assure referential integrity is maintained when the data is converted. If manual cleanup is necessary, our team will identify such data early enough so DOC can have appropriate staff to clean up the data. However, maximum effort will be made by our team to automate data conversion as much as possible.

3) Performance - The response time for the web application is slow.

Risk Mitigation - Tables will be indexed appropriately and testing phases would include running SQL Execution plans to optimize CPU, memory, I/O, and storage utilization.

4) User Acceptance and Transition - The users may have a learning curve when transitioning to a new system.

Risk Mitigation - Involve stakeholders during all phases of the project with an emphasis on requirements analysis, and testing phases. Our team encourages testing feedback and fixing bugs quickly, as well as addressing change management so nothing falls through the cracks. Our team will work very closely with the DOC IT staff during all phases, especially the design, code reviews, QA, and testing phases so the technology transfer to DOC is seamless and is included within the development process. Formal training will be scheduled for the end-users.

5) Corruption of ACOMS database and impact on ACOMS functionality - Since the new application will record data into the ACOMS database, data maybe inadvertently corrupted and ACOMS functionality affected.

Risk Mitigation - Our data analysts will make an extra effort during data mapping to understand what ACOMS database tables are associated with what business functionality. Only the tables associated with time accounting functionality will be recorded in ACOMS.

6) Incorrect Computation of Dates or other Calculated output - Some calculated output values in the new Centralized Accounting System may not exactly match output values in the TAC system for the same values.

Risk Mitigation - During testing our QA analyst will provide an exhaustive list of scripts and test plans that will cover all scenarios. Our testers will run through the same scenarios through both (old and new) systems to verify the results are identical and as expected. Any issues identified during testing will immediately be corrected during the next version of the software.

7) Scope Creep - Requirements identified after the completion of Phase I may cause schedules to slip causing delays in implementation

Risk Mitigation: Our analysts will ensure all major and critical requirements have been captured during Phase I and formally approved and signed off by the stakeholders. However, for any reason, if new requirements are identified during Phase II, our Project Manager will immediately advise the stakeholders of impact on cost and schedule.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

Company Experience/Qualifications

- 1) Our team has been developing custom web based applications since 2001. Additionally, during a development of a large \$1.4 Million dollar taxation system for one of the State agencies, Informix DB was used as a backend.
- 2) Our team is in the final stages of implementing a web-based intranet application for one of the State Agencies in Juneau. Although this system was a .NET and SQL Server application, it was a rewrite of a standalone Microsoft Access application. Our developers are equally skilled in Java, Tomcat, and Linux platforms.
- 3) Our team has provided software solutions to various State Agencies around the U.S.
- 4) We recently designed and developed a web portal that has PowerBuilder Administration, Web Browser Administration, and Mobile interface for the end user with shopping cart and ecommerce functionality.
- 5) Our team has provided server installation and administration for a telecommunications company, including security configuration, FTP, LDAP, DHCP, routine backups, and RAID.
- 6) We have developed many web-based systems in the financial industry for both public and private sectors.
- 7) We have done automated reporting systems for one of the largest telecommunications companies in Alaska, as well as database design and data transfer, including providing weekly automated reports for administrators, and normalizing a previously existing database in Microsoft Access. The project also required parsing incorrect data to meet required data fields.
- 8) We have staff with A+, Security+, MCSE, MCT, CCNA, CCNP, Server+, NCCT, CPI certifications.

Our Company's recent projects include:

June 2012 - Present

Rewrite of Microsoft Access system to a web-based intranet System in Juneau

July 2012 - August 2012

Conducted User Acceptance Testing (UAT) for a large system implementation in the State of Alaska.

June 2011 - December 2011

Converted Microsoft Access reporting systems for a large Alaska based telecommunication company to SQL Server

2009-Current	ASP.NET, SQL Server 2005, VB, C# (ecommerce application for hospitality industry)
2010	Microsoft SharePoint 2007 (Federal Agency portal)
2008-2009	Windows C#.NET and SQL Server 2005 (Retail)
2004-2007	ASP.NET 2005, SQL Server 2005 (State Agency)
2003-2004	ASP.NET 2003, SQL Server 2000 (State Agency)
2003-2004	C#.NET 2003, SQL Server 2000 (State Agency)
2002-2004	Microsoft VB.NET Windows Application (State Agency)
2001-2002	Sybase Distributed PowerBuilder Application (State Agency)
2001	Sybase Distributed PowerBuilder Application (State Agency)
1998-2001	Informix and PowerBuilder based Windows taxation System (State Agency)

EXPERIENCE/QUALIFICATIONS (CONT.)

Resource Experience/Qualifications

We are submitting 4 resources for this task order with the following experiences and qualifications:

Resource 'A' (Expert - 45% of Project Hours)

'A' has more than twenty years' experience in IT consulting and more than ten years of experience in managing small, medium, and large web-based systems. 'A' not only excels in gathering requirements with excellent communications skills but has also designed data models and databases for public and private sector clients. For this task order 'A' will take a lead role in meeting with the stakeholders, developing requirements documents, and map the data that will support the new web-based application. 'A' will ensure QA and testing and act as the main liaison between the State Project Manager and our team.

Besides using MS Office applications such as Access, PowerPoint, Word, Excel, Visio, and Publisher, 'A' is an expert in the following skills - SQL Server, Informix, VB.NET, C#.NET, TSQL, Data Modeling, Systems Analysis & Design, Visual Studio, custom mobile and web applications design, and PowerBuilder.

'A' has consulted for many State Agencies in the US and has a Masters Degree in Information Systems.

Resource 'B' (Expert - 15% of Project Hours)

'B' has almost fifteen years' experience in the IT industry, including US Air force, and as a Microsoft Certified Trainer. For this task order, 'B' will contribute to development with his Tomcat 7 and Java experience. 'B's skills are summarized below:

CERTIFICATIONS: MCSE (ID1287677), MCT, CCNA, A+, Network+, Server+, Security+
WEBSITE APPLICATIONS: WordPress, Mura, Google Sites, Facebook, Moodle, Custom
PROGRAMMING: Oracle, PHP, JSP, Tomcat 7, Java EE, Glassfish, .NET, Railo, CFML, Flash
CERTIFICATIONS: MCSE (ID1287677), MCT, CCNA, CCNP, A+, Network+, Server+, Security+, NCCT- CPI

'B' has a Bachelor's Degree in Information Technology Engineering with concentrations in Network Technology and Network Security, and is working towards a Master of Information Technology concentration in Information Assurance.

Resource 'C' (Senior - 15% of Project Hours)

'C' is an experienced software engineer with expertise in programming, databases and leading development teams. 'C' is a quick learner who loves a challenge and thrives in intense, high-stakes environments. Excellent design, coding and testing skills. Strong oral and written communication abilities. Works well independently as well as on a team, and has demonstrated strengths in leadership. 'C' has a M.S. in Computer Science with 4.0 GPA and her skills include:

- Languages: Java, SQL, UML, XML, HTML, JSP, C#.NET, VB.NET, ASP.NET, C, C++, PERL, VB 6.0, Lisp, PBL
- Packages: Eclipse, SVN, CVS, SQL Developer, MS Visual Studio.NET 2005/2003, MSOffice, Enterprise Architect, J2EE, iRise, Adobe Dreamweaver CS4, MS Visio, NetBeans 5.0, Sterling Integrator 5.0, AquaLogic Business Process Management 5.7, MATLAB
- Databases: Oracle, MS SQL Server 2005/2000, MySQL, Access, Sybase
- Tools: JUNIT, EasyMock, Design by Contract, Entity Java Beans, Message Driven Beans, Data Modeling

Resource 'D' (Journeyman - 25% of Project Hours)

'D' is a web developer, has been designing web sites and web applications for four years. 'D' has CompTIA A+, and CompTIA Security+ certifications and has been developing a large custom web and mobile based portal application for the last couple of years. 'D' played a leading role in rewriting a Microsoft Access application for a State Agency in Juneau to a web-server Intranet application. 'D' is also very proficient in LINUX and designing front end interface using CSS, Master pages, and HTML. 'D' will take a leading role in designing mock-up screens and web forms, and programming for the Centralized Time Accounting System.

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

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
\$ 84	x	1100	=	\$92,400.00

ETS Fee (\$300 + .5% of Total Cost)	\$4,920.00
Total TO Cost	\$97,320.00

PROPOSED INDIVIDUAL RESOURCES

Sunil	495	
Jeremiah	165	
Divya	165	
Shaun	275	

PROPOSED SUB-CONTRACTORS

Name	Description of Work	% of Overall Work

VENDOR INFORMATION

Vendor Name: Computing Alternatives (CAI)

By checking this box, I, Sunil Sethi for CAI, 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 requires a rewrite and replacement of an existing standalone Microsoft Access application, known as the Time Accounting Program (TAC) to a web-based time accounting system. The new application should have all the functionality of TAC, including the same appearance, performance, reliability, and accuracy. In addition, the database of the new browser based application must be designed and converted from Microsoft Access to Informix in a fashion that will allow seamless integration with the ACOMS database, which is the Alaska Department of Corrections newly implemented Offender Management System.

Our team will follow a systematic and proven methodology that was recently used on a similar project where we converted MS Access to a web-based SQL Server system for one of the Alaska State Agencies in Juneau. Our team's approach consists of the following tasks and schedule:

Phase I (System Requirement Specification - SRS Document - 35% of overall effort)

During this phase, as a first step, our team will be led by an expert business analyst who will finalize the Project Plan and potential risks by meeting in person with the Project Manager and other stakeholders. The major milestones, deliverables dates, and project management methodology as mentioned in this proposal will be reviewed during the Project Kick Off meeting in Juneau. Major goals and quantifiable Critical Success Factors will also be discussed and identified during the Kick Off meeting. We anticipate this meeting to occur within the first week of the project start date. A draft Project Plan document will be made available to the participants in advance.

Immediately after the Project Plan is reviewed and finalized, our team will conduct interviews with the TAC end-users, TAC designers, time accounting experts, DOC research analyst and other stakeholders who are knowledgeable of the TAC system. We anticipate a minimum of five meetings each in Juneau and in Anchorage and possibly two or three meetings in Ketchikan. During these meetings, in addition to understanding the current system and gathering requirements for the new system, we will also request a copy of the test Microsoft Access database with TAC functionality, a copy of the reports out of TAC, existing documentation such as user manuals, business rules, algorithms for computing different kinds of offender dates, policies & procedures, and applicable State Statutes. The Research and Discovery task will be completed within a month of the start date.

Since data conversion is one of the most important aspects of converting a system from one platform to another, our data analysts and database administrator will reverse engineer the Microsoft Access database, as well as research and become familiar with the ACOMS time accounting tables. Having the Microsoft Access and Informix data models side by side will help identify rules for mapping data elements. Our team will document data models, data mapping, mockup of web forms, and create a Security Plan section within the SRS.

The first draft of SRS document will be completed within the six weeks of the start date. DOC representatives will review and validate the SRS and on-site meetings will be conducted to examine the SRS Document. We anticipate the SRS review process to be completed within two weeks. Amended versions of the SRS will be provided based on DOC feedback. Phase I will be ready for user acceptance within two months of the start date.

Phase II (Development, Testing & Implementation - 65% of overall effort)

Based on the SRS document from Phase I, our development team led by an expert technical staff member will create a Project Plan and Statement of Work for review during the Project Kick Off meeting. Our team will deliver new functionality during multiple releases as is customary in an iterative development life cycle. Most of the work will be done on DOC property or in our offices in Anchorage and Juneau via a State provided VPN account. All task items listed in Phase II of Attachment A of the task order request, including User and Technical documentation, will be provided as part of the deliverables.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

Risks

1) Security - Vulnerabilities such as unauthorized access, SQL Injection and Denial of Service attacks exist.

Risk Mitigation - It is our assumption that the web application will be hosted on IIS web server residing in a DMZ allowing web traffic. The web application will interface with the Informix DB residing behind the firewall allowing DB traffic only from authenticated users on the web server. Using Stored Procedures instead of in-line dynamic SQL can not only mitigate SQL Injection attacks but can also provide performance benefits. We assume the State has Intrusion Prevention and/or Detection Systems in-place that provide security outside the application that would mitigate Denial of Service attacks. During requirements analysis phase, our team will also create a security model which will address functional level authentication as well as database level security based on logins, server roles, user-defined application roles, schemas, tables, and columns. To avoid unauthorized access and protect the privacy of offenders and other sensitive data, we will work within the State's LDAP and SSL encryption standards to mitigate these risks. Data Encryption at the column level for confidential information may also be used, if necessary.

2) Database Conversion - Since the data will be migrated to a new system, It is possible that the Microsoft Access and new ACOMS Informix database data structures may not match one to one.

Risk Mitigation - During data mapping, our analysts will pay special attention to those data elements that exist in ACOMS but not in TAC. Clear business rules and assumptions will document how the data will be generated for such data elements. Any data cleanup issues will be identified and queries will be run against the TAC Access database to assure referential integrity is maintained when the data is converted. If manual cleanup is necessary, our team will identify such data early enough so DOC can have appropriate staff to clean up the data. However, maximum effort will be made by our team to automate data conversion as much as possible.

3) Performance - The response time for the web application is slow.

Risk Mitigation - Tables will be indexed appropriately and testing phases would include running SQL Execution plans to optimize CPU, memory, I/O, and storage utilization.

4) User Acceptance and Transition - The users may have a learning curve when transitioning to a new system.

Risk Mitigation - Involve stakeholders during all phases of the project with an emphasis on requirements analysis, and testing phases. Our team encourages testing feedback and fixing bugs quickly, as well as addressing change management so nothing falls through the cracks. Our team will work very closely with the DOC IT staff during all phases, especially the design, code reviews, QA, and testing phases so the technology transfer to DOC is seamless and is included within the development process. Formal training will be scheduled for the end-users.

5) Corruption of ACOMS database and impact on ACOMS functionality - Since the new application will record data into the ACOMS database, data may be inadvertently corrupted and ACOMS functionality affected.

Risk Mitigation - Our data analysts will make an extra effort during data mapping to understand what ACOMS database tables are associated with what business functionality. Only the tables associated with time accounting functionality will be recorded in ACOMS.

6) Incorrect Computation of Dates or other Calculated output - Some calculated output values in the new Centralized Accounting System may not exactly match output values in the TAC system for the same values.

Risk Mitigation - During testing our QA analyst will provide an exhaustive list of scripts and test plans that will cover all scenarios. Our testers will run through the same scenarios through both (old and new) systems to verify the results are identical and as expected. Any issues identified during testing will immediately be corrected during the next version of the software.

7) Scope Creep - Requirements identified after the completion of Phase I may cause schedules to slip causing delays in implementation

Risk Mitigation: Our analysts will ensure all major and critical requirements have been captured during Phase I and formally approved and signed off by the stakeholders. However, for any reason, if new requirements are identified during Phase II, our Project Manager will immediately advise the stakeholders of impact on cost and schedule.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

Company Experience/Qualifications

- 1) Our team has been developing custom web based applications since 2001. Additionally, during a development of a large \$1.4 Million dollar taxation system for one of the State agencies, Informix DB was used as a backend.
- 2) Our team is in the final stages of implementing a web-based intranet application for one of the State Agencies in Juneau. Although this system was a .NET and SQL Server application, it was a rewrite of a standalone Microsoft Access application. Our developers are equally skilled in Java, Tomcat, and Linux platforms.
- 3) Our team has provided software solutions to various State Agencies around the U.S.
- 4) We recently designed and developed a web portal that has PowerBuilder Administration, Web Browser Administration, and Mobile interface for the end user with shopping cart and ecommerce functionality.
- 5) Our team has provided server installation and administration for a telecommunications company, including security configuration, FTP, LDAP, DHCP, routine backups, and RAID.
- 6) We have developed many .web-based systems in the financial industry for both public and private sectors.
- 7) We have done automated reporting systems for one of the largest telecommunications companies in Alaska, as well as database design and data transfer, including providing weekly automated reports for administrators, and normalizing a previously existing database in Microsoft Access. The project also required parsing incorrect data to meet required data fields.
- 8) We have staff with A+, Security+, MCSE, MCT, CCNA, CCNP, Server+, NCCT, CPI certifications.

Our Company's recent projects include:

June 2012 - Present

Rewrite of Microsoft Access system to a web-based intranet System in Juneau

July 2012 - August 2012

Conducted User Acceptance Testing (UAT) for a large system implementation in the State of Alaska.

June 2011 - December 2011

Converted Microsoft Access reporting systems for a large Alaska based telecommunication company to SQL Server

2009-Current ASP.NET, SQL Server 2005, VB, C# (ecommerce application for hospitality industry)

2010 Microsoft SharePoint 2007 (Federal Agency portal)

2008-2009 Windows C#.NET and SQL Server 2005 (Retail)

2004-2007 ASP.NET 2005, SQL Server 2005 (State Agency)

2003-2004 ASP.NET 2003, SQL Server 2000 (State Agency)

2003-2004 C#.NET 2003, SQL Server 2000 (State Agency)

2002-2004 Microsoft VB.NET Windows Application (State Agency)

2001-2002 Sybase Distributed PowerBuilder Application (State Agency)

2001 Sybase Distributed PowerBuilder Application (State Agency)

1998-2001 Informix and PowerBuilder based Windows taxation System (State Agency)

EXPERIENCE/QUALIFICATIONS (CONT.)

Resource Experience/Qualifications

We are submitting 4 resources for this task order with the following experiences and qualifications:

Resource 'A' (Expert - 45% of Project Hours)

'A' has more than twenty years' experience in IT consulting and more than ten years of experience in managing small, medium, and large web-based systems. 'A' not only excels in gathering requirements with excellent communications skills but has also designed data models and databases for public and private sector clients. For this task order 'A' will take a lead role in meeting with the stakeholders, developing requirements documents, and map the data that will support the new web-based application. 'A' will ensure QA and testing and act as the main liaison between the State Project Manager and our team.

Besides using MS Office applications such as Access, PowerPoint, Word, Excel, Visio, and Publisher, 'A' is an expert in the following skills - SQL Server, Informix, VB.NET, C#.NET, TSQL, Data Modeling, Systems Analysis & Design, Visual Studio, custom mobile and web applications design, and PowerBuilder.

'A' has consulted for many State Agencies in the US and has a Masters Degree in Information Systems.

Resource 'B' (Expert - 15% of Project Hours)

'B' has almost fifteen years' experience in the IT industry, including US Air force, and as a Microsoft Certified Trainer. For this task order, 'B' will contribute to development with his Tomcat 7 and Java experience. 'B's skills are summarized below:

CERTIFICATIONS: MCSE (ID1287677), MCT, CCNA, A+, Network+, Server+, Security+
WEBSITE APPLICATIONS: WordPress, Mura, Google Sites, Facebook, Moodle, Custom
PROGRAMMING: Oracle, PHP, JSP, Tomcat 7, Java EE, Glassfish, .NET, Railo, CFML, Flash
CERTIFICATIONS: MCSE (ID1287677), MCT, CCNA, CCNP, A+, Network+, Server+, Security+, NCCT- CPI

'B' has a Bachelor's Degree in Information Technology Engineering with concentrations in Network Technology and Network Security, and is working towards a Master of Information Technology concentration in Information Assurance.

Resource 'C' (Senior - 15% of Project Hours)

'C' is an experienced software engineer with expertise in programming, databases and leading development teams. 'C' is a quick learner who loves a challenge and thrives in intense, high-stakes environments. Excellent design, coding and testing skills. Strong oral and written communication abilities. Works well independently as well as on a team, and has demonstrated strengths in leadership. 'C' has a M.S. in Computer Science with 4.0 GPA and her skills include:

- Languages: Java, SQL, UML, XML, HTML, JSP, C#.NET, VB.NET, ASP.NET, C, C++, PERL, VB 6.0, Lisp, PBL
- Packages: Eclipse, SVN, CVS, SQL Developer, MS Visual Studio.NET 2005/2003, MSOffice, Enterprise Architect, J2EE, iRise, Adobe Dreamweaver CS4, MS Visio, NetBeans 5.0, Sterling Integrator 5.0, AquaLogic Business Process Management 5.7, MATLAB
- Databases: Oracle, MS SQL Server 2005/2000, MySQL, Access, Sybase
- Tools: JUNIT, EasyMock, Design by Contract, Entity Java Beans, Message Driven Beans, Data Modeling

Resource 'D' (Journeyman - 25% of Project Hours)

'D' is a web developer, has been designing web sites and web applications for four years. 'D' has CompTIA A+, and CompTIA Security+ certifications and has been developing a large custom web and mobile based portal application for the last couple of years. 'D' played a leading role in rewriting a Microsoft Access application for a State Agency in Juneau to a web-server Intranet application. 'D' is also very proficient in LINUX and designing front end interface using CSS, Master pages, and HTML. 'D' will take a leading role in designing mock-up screens and web forms, and programming for the Centralized Time Accounting System.

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

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RISK ASSESSMENT

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EXPERIENCE/QUALIFICATIONS

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