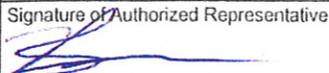
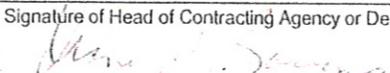


STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number 0056-05-13-024	2. DGS Solicitation Number 2012-0200-0879	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number 90-0616737	6. Project/Case Number	7. Alaska Business License Number 957335	
This contract is between the State of Alaska,			
8. Department of Education Early Development		Division of ACPE hereafter the State, and	
9. Contractor GeoNorth hereafter the Contractor.			
Mailing Address 561 East 36 th Avenue	City Anchorage	State AK	ZIP+4 99503
10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.			
<p>ARTICLE 2. Performance of Service:</p> <p>2.1 Appendix A (General Provisions), Articles 1 through 18, governs the performance of services under this contract.</p> <p>2.2 Appendix B sets forth the liability and insurance provisions of this contract.</p> <p>2.3 Appendix C sets forth the services to be performed by the contractor.</p> <p>ARTICLE 3. Period of Performance: The period of performance for this contract begins <u>12/10/12</u> and ends <u>3/31/13</u>.</p> <p>ARTICLE 4. Considerations:</p> <p>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 #0056-05-13-04. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPS Request #0056-05-13.</p> <p>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 #0056-05-13.</p>			

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	
GeoNorth		Department/Division Education & Early Development / ACPE	
Signature of Authorized Representative 	Date 12/11/12	Signature of Head of Contracting Agency or Designee 	Date 12/11/12
Typed or Printed Name of Authorized Representative BRIAN MUNSTER		Typed or Printed Name Diane Barrons	
Title General MANAGER		Title Executive Director	

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

APPENDIX A GENERAL PROVISIONS

Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in a signing this contract.

Article 2. Inspection and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes.

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

Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, 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 #0056-05-13;**
- **TOPS Response / Cost Proposal #0056-05-13-04.**

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

1. This contract document;
2. TOPS Request #0056-05-13;
3. TOPS Response / Cost Proposal #0056-05-13-04.

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):

ACPE will pay half of the travel costs for GeoNorth staff to travel to Juneau and Fairbanks as needed to complete the work outlined in Appendix C, not to exceed \$5,000, or half of the total travel costs incurred. Travel paid by ACPE must be arranged and purchased by ACPE's travel coordinator and will be paid in accordance with State of Alaska travel policies and rates. Additional travel may be required, as determined by ACPE, to complete contractual obligations and any expenses associated with such travel will be the responsibility of GeoNorth.

See attached SLDS Phase 1 Project Budget and Billing (2 pages) for detail on the agreed upon billing method and details for deliverables.

SLDS Phase 1

Project Budget & Billing

		<u>Individual Billing</u>
Engagement Billing (~30%)	\$32,000	
December, 2012		\$5,000
January, 2013		\$9,000
February, 2013		\$9,000
March, 2013		\$9,000
Deliverable Billing (~70%)		
Task 1 - Analyse Current Systems	\$24,000	
Complete ACPE review		\$6,000
Complete EED review		\$6,000
Complete UA Review		\$5,000
Complete Labor Review		\$6,000
Complete DOR review		\$1,000
Task 2 - Document Business and Technical Requirements	\$24,000	
Consolidation of research documents		\$2,000
Complete ACPE design meetings		\$2,000
Reporting requirements document		\$5,000
Regulatory reference document		\$5,000
Security & privacy plan		\$5,000
MPI approach		\$5,000
Task 3 - Develop Data Models	\$24,000	
High level data flow diagram		\$2,000
existing data; dictionaries		\$10,000
develop CEDS-based data model		\$10,000
breakout of data feeds/detailed data flows		\$2,000
Project Total:		<u><u>\$104,000</u></u>

TASK ORDER REQUEST FORM

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

REQUESTING AGENCY INFORMATION

Department: 05 - Education Early Development
 Division/Section: Alaska Commission on Postsecondary Education
 Billing Contact: Kerry Thomas Ph #: 465-6749 E-mail: kerry.thomas@alaska.gov
 CC / LC: 05126605 no LC

TASK ORDER INFORMATION

Solicitation Type: **Best Value** **Low Price**
Cost Type: **Fixed Fee** **Time & Materials: 800 est # of hours**
Response Deadline: Nov 7, 2012
If Task Order is expected to be \$50,000 or under, circulation period must be at least 3 business days. If over \$50,000, circulation period must be at least 5 business days.
 Project Title: P-20W SLDS Phase I Deliverables
 Project Manager: Kerry Thomas Ph #: 465-6749 E-mail: kerry.thomas@alaska.gov
 Category: 9: Distributed Applications
 Start Date: November 15, 2012 Project Estimate: \$120,000 **NTE**
 End Date: March 31, 2013
 Location of Work: Juneau **No Preference**

VENDOR SELECTION

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

Vendor #1: _____
 Vendor #2: _____
 Vendor #3: _____

More vendors may be included on an additional sheet.

IT STANDARDS

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

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

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

Both can be downloaded by any authenticated state employee.

DEPARTMENT APPROVAL

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

BACKGROUND

This procurement is a discrete phase of the Alaska federal statewide longitudinal data system (P-20W SLDS) grant, awarded to the state in order to de-identify and combine data from the current Alaska K-12 system with postsecondary and workforce data to create a P-20W SLDS. Alaska's grant application (viewable at http://akadventure.alaska.gov/Portals/0/Operations/Research/AK_SLDS_Grant_Application.pdf) describes in detail Alaska's current situation, goals for the project, expected budget, and associated timelines. The Alaska P-20W SLDS will initially de-identify and link data from EED, ACPE, the University of Alaska (UA), and the Alaska Department of Labor and Workforce Development (DOLWD). The system will be maintained by ACPE

The subject of this procurement is analysis of the existing data systems of ACPE, EED, UA, and DOLWD, which will be used to provide data to the P-20W SLDS.

Alaska's Current Data Systems

P-20W SLDS data currently resides in multiple data systems within each of the four participating agencies (EED, ACPE, UA, and DOLWD) that will contribute data to this project. Permanent Fund Division records will be used to match students to their SSN.

EED's Data Systems: EED maintains a data warehouse housing Assessment and Accountability office data (the K-12 SLDS). Other data is maintained in SQL databases, MS Access tables utilizing ODBC links and vendor-specific solutions. It is anticipated at this time that data from EED will come primarily from the Assessment and Accountability data warehouse.

Postsecondary Data Systems: UA's primary data system is Ellucian's Banner XE, and data for the SLDS currently resides in a customized data warehouse. ACPE has three data systems which may feed into the SLDS system. These systems include HELMS (Higher Education Loan Management System), ASAP (Alaska Student Aid Portal), and the ACAC (Alaska College and Career Advising Corp) data system. ACPE also receives information from the National Student Clearinghouse, which will be used to populate the P-20W SLDS.

DOLWD's Workforce Data Systems: DOLWD's primary data source is its unemployment insurance (UI) wage records database. There is a separately maintained database of GED recipients that will also provide data to the P-20W SLDS.

Documentation created to date of data elements needed is available for vendor review at http://akadventure.alaska.gov/Portals/0/PDF/TOPS_DataElements.pdf.

SCOPE / STATEMENT OF WORK

1.5 Analysis of Existing Data Systems (ACPE, Labor, EED, and UA)

This will include analysis of each data-providing system to determine data quality, limitations and availability issues. The analysis will consist of profiling data from each of the current data systems to be included in the Alaska P-20W SLDS database and identifying the data elements needed to answer identified policy questions. If any data are not available, it will need to be documented so a determination can be made as to whether the data can be gathered in future data reporting. Documenting data in each system, compiling a data dictionary, and mapping the data model is required. A key deliverable will be to determine which data elements can be used to match across data systems. Mapping the data to the U.S. Department of Education's Common Education Data Standards (CEDS) will also be required. It is expected that the vendor will travel to each partner primary site (UA is in Fairbanks and the others are in Juneau, with ACPE maintaining an additional site in Anchorage) and work directly with agency staff and an ACPE business analyst to complete the data analyses:

- 1.5.1 Analyze current situation with P-20W SLDS-providing data systems and document data definitions
 - 1.5.1.1 Identify existing data systems and their use
 - 1.5.1.2 Identify data available, including record matching data elements
 - 1.5.1.3 Document data definitions
 - 1.5.1.4 Document frequency of updates
 - 1.5.1.5 Document reliability of the data
- 1.5.2 Perform gap analysis (critical policy questions we cannot answer due to data limitations)
- 1.5.3 Determine and document P-20W SLDS unified data definitions

- 1.5.4 Map P-20W SLDS data to US DoE CEDS
- 1.5.5 Identify and document scope, timing and methodology of existing system reporting requirements

1.6 Identify Business and Technical Requirements

Identify critical business and technical requirements in terms of system capabilities, access, and security requirements. The deliverable will be a system requirements document to drive development of the Alaska P-20W SLDS. One of the critical technical requirements will be to identify and document all regulatory requirements of the various agencies providing data to the P-20W SLDS and describe the compliance methodology or structure. Examples of such regulations may include FERPA, HIPAA, WRIS reporting requirements, and state and federal regulations regarding the release of wage and unemployment insurance records. Another critical deliverable will be comprehensive security descriptions that will include all security needs including physical security, data security, as well as developing such business requirements as role-based access to P-20W SLDS data and similar essential security structures. It is expected that the vendor will spend time on site with ACPE staff in Juneau to fully understand the proposed system, related options and constraints, and the applicable regulatory environment. Workspace will be provided at ACPE. Travel to partner sites to meet with data and compliance experts may be required.

- 1.6.1 Inventory and document applicable statutory and regulatory requirements
- 1.6.2 Identify and document user access needs and roles
- 1.6.3 Identify and document security requirements as they apply to users, systems, and the Master Person Index (MPI, a separate database containing the PII stripped from the data provide, and a system-generated P-20W SLDS ID)
- 1.6.4 Develop and document compliance methodology
- 1.6.5 Analyze available software and hardware options and document findings and recommendations

1.7 Develop Data Models for the P-20W SLDS

Develop data model options for the Alaska P-20W SLDS and create overall P-20W SLDS data model. It is expected that the vendor's data architect and agencies' research and technical teams will work together to determine options, keys to link the data structures together, to catalog and define key metrics, and to develop an inventory of files and lookup tables needed. The deliverable will be the design of the primary database and related data linkages.

- 1.7.1 Identify and document keys to link data structures
- 1.7.2 Identify and document transformation business rules for each contributing source
- 1.7.3 Catalog and define metrics/data dictionary
- 1.7.4 Develop inventory of files and look up tables needed
- 1.7.5 Produce design structure/model

The models developed should include a conceptual/logical model, dimensional model, physical model and any other models required to complete the design.

SPECIAL EXPERTISE & EXPERIENCE

Subject matter expertise on the regulatory and political environment, as it applies to K-12, higher education, and work force data.

SPECIAL CONSIDERATIONS OR CONSTRAINTS

Vendor will report to ACPE in Juneau as project managing agency but will be deployed at Labor, EED, UA and ACPE. Travel to UA in Fairbanks or ACPE's Anchorage site may be required and will be paid for separately by ACPE and must be booked through ACPE at State of Alaska rates. Work Space at ACPE's Juneau location will be available for the duration of the contract

TASK ORDER REQUEST FORM INSTRUCTIONS

HEADER INFORMATION

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

REQUESTING AGENCY INFORMATION

Enter agency-specific information as required.

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

TASK ORDER INFORMATION

Enter information regarding this task order.

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

<ul style="list-style-type: none"> - Best Value will be awarded to the responsive and responsible vendor with the most advantageous response, considering project approach and risk assessment, experience and qualifications, Past Performance Information (PPI), and cost. Each of these four evaluation criteria are weighted equally at 25%. - Low Price will be awarded to the responsive and responsible vendor with the lowest price after the price has been reduced by a percentage equal to the vendor's PPI score for evaluation purposes. |
| 2. | Cost Type: | Flat Fixed Fee or Time & Materials. If Time & Materials, must enter estimated number of hours needed. This will be used by the vendors in their Cost Proposal. |
| 3. | Response Deadline: | If Task Order is expected to be \$50,000 or under, this must be at least 3 business days, otherwise the response deadline must be at least 5 business days. These are minimums and a later date may be entered. |
| 4. | Project Manager: | Enter the agency Project Manager name and phone number. This will be the point of contact for all project-specific inquiries. |
| 5. | Category: | Select the category number that this Task Order generally falls into. Category definitions can be found at:
http://doa.alaska.gov/ets/taskorder/ |
| 6. | Start/End Dates: | Enter the anticipated start and end dates for the Task Order. |
| 7. | Project Estimate: | Enter the estimated cost of the project. If "NTE" (Not to Exceed) is checked, any cost proposals above this amount will be rejected as non-responsive. |
| 8. | Location of Work: | Indicate where work should take place. Check "No Preference" if remote work is allowable. All work must be performed within the United States or Canada. |

VENDOR SELECTION

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

DEPARTMENT APPROVAL

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

VENDOR INFORMATION

Vendor Name: GeoNorth

<input checked="" type="checkbox"/>	By checking this box, I, Bob Johnson for GeoNorth, 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.
-------------------------------------	--

TABLE OF CONTENTS

PROJECT APPROACH2

RISK ASSESSMENT.....3

EXPERIENCE/QUALIFICATIONS5

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

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.

Statement of Needs:

Our firm understands that ACPE's overarching goal for P-20W SLDS development includes being able to integrate several disparate data sources into one system designed to provide insight into the efficacy of primary, secondary, and postsecondary programs on the educational outcome of Alaska's students. Contributing sources include ACPE, EED, University of Alaska, and the state's DOLWD systems. Completion of Phase 1 will result in an analysis of contributing external systems, identification of common data points, and the definition of SLDS data elements, updated framework, integrity, regulatory and statutory requirements, roles and responsibilities, and any non-existing data required to adequately answer policy questions. Finally, ACPE requires data models that include, but are not limited to conceptual/logical, dimensional, and physical design models.

Our Approach:

Our firm uses elements of PMI project management processes combined with an agile methodology that permits high levels of collaboration between all parties during design phases. This approach will be consistently applied to three main Phase 1 tasks. Aside from specific deliverables outlined below, we may also produce a statement of scope, key user/group identification, a high level project plan, tentative schedule, and risk analysis.

We will begin by analyzing existing relevant systems to determine the availability of any critical data and reporting mechanisms that are needed to answer the predefined policy questions. We will map common data elements and reporting capabilities between the systems while simultaneously identifying any elements that do not currently exist, but that are needed to address policy questions. We will also work closely with key personnel on-site as required to document existing data definitions, maintenance frameworks, and data integrity issues with the goal of producing a unified SLDS data dictionary and model(s). Lastly, we will ensure identified data conforms to the US DOE CEDS. We understand the deliverables to be an analysis of relevant systems, reporting mechanisms and any potentially related data, a gap analysis detailing critical, but limited or missing data, SLDS unified data definitions, and the mapping between the SLDS data definitions and the US DOE CEDS.

The next task will focus on the identification of business and technical requirements as they relate to access, confidentiality, and general system security. We will work with key personnel on-site as necessary to determine which state and federal regulatory and statutory requirements must be considered. We will then develop comprehensive security and compliance models to address access control, roles, and physical/system/data security. Recommendations about potential hardware and software solutions that will facilitate the implementation of the models will also be produced. We understand the deliverables to be an analysis of statutory and regulatory requirements, models for access control/ usage/security, and recommendations for hardware and software solutions that can integrate effectively into the SLDS.

The final task is the production of architecture and data models based on the results from the first two tasks. We will work with key personnel to create each model and ensure that each data structure linkage is defined, data transformation rules are known, all elements are defined in a data dictionary, and graphical models accurately reflect the overall structure of the SLDS and potential external interfaces. We understand the deliverables to be a document outlining data transformation rules, a data dictionary and description of pertinent metrics, and structure/model documents that include, but are not limited to conceptual, logical, dimensional, and physical representations of the system.

As professional and experienced data integrators, we make a positive statement as to our proposed solutions being in compliance with FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act), and WRIS (Wage Record Interchange System) regulations.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

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

Phase 1 of the SLDS development effort is deemed to be of low risk. However, we have identified several potential design-phase risks that may effect the outcome. Each risk is defined below, accompanied by the risk's impact, it's likelihood of occurrence, and our proposed mitigation strategy.

Risk - Difficulty procuring access rights to existing systems.

Our personnel may encounter problems or delays in obtaining access rights to existing systems that SLDS will retrieve data from. This may be due to different data access request procedures, or system personnel who have no knowledge of the effort.

Why It Is A Risk - We may not be able to adhere to project schedules and the completion of a given phase may be delayed. Implementation of key features may also be impacted.

Probability - Moderate

Risk Mitigation - Prior to our analysis of existing systems, each system's access request procedure will be clearly defined and understood. All system owners will be aware of the effort and notified beforehand of our potential personnel being involved in conducting the analysis. If, for some reason, our personnel are not permitted to access the system, an authorized ACPE representative may be required to grant our personnel access to required information.

Risk - Insufficient feedback from stakeholders

We do not receive timely feedback on questions or submitted design material.

Why It Is A Risk - We may not be able to adhere to project schedules, and completions on phases may be delayed, possibly resulting in cost overruns. Implementation of key features may also be impacted.

Probability - Moderate

Risk Mitigation - This risk can be mitigated with ACPE executive management support and emphasis on the importance, vision, and positive impact of the effort. Frequent, scheduled sessions to procure feedback can also minimize impact.

Risk - Insufficient access to key personnel

We do not have adequate, timely, or reliable access to key personnel who represent several existing information systems in disparate locations.

Why It Is A Risk - We may miss, or inaccurately capture, design requirements, which would require redesign and phase completion delays.

Probability - Moderate

Risk Mitigation - Acceptance of various methods of communication (ie, on-site, e-mail, phone, etc) can reduce the risk of not being able to contact stakeholders.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

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

Our firm has been successfully deploying SQL, Access, and other custom database development solutions for our clients throughout the United States for over 18 years. Combined, our developers have over 50 years of experience working with these technologies, working on similar solutions, and working within defined project parameters such as those set forth in this request for proposals. We truly utilize these technologies on a daily basis.

We have a Project Management Professional, as certified by the Project Management Institute (PMI), assigned to this project, as well as a professional Business Analyst with global application development experience, and several available senior and mid-level programmer/analysts. We have several certified developers on staff as well.

Similar projects include:

Alaska Commission on Postsecondary Education - Our firm was awarded the recent ACPE-ACAC Database Enhancement project, and has been applying solutions to its tasks since the summer of 2012. The project consisted of taking the functionality of the current ACAC database and expanding it to encompass other users and programs to support the State's post-secondary college and career advice programs. The State also required exceptional management review and oversight of these programs by integrating status reporting, tracking staff usage, and other technologies such as drill-down statistics and reporting, as well as allowing limited public access to the site for students and customers. This project was launched as a custom SQL development using sound PMI Project Management processes and methodologies, combined with Agile software development practices as needed, offering the most cost effective solution possible. Our efforts have thus far been met with total customer satisfaction.

University of Alaska Anchorage, Allied Health Sciences Division - UAA's Allied Health Sciences Student Information Database is an application intended to provide input/output functionality for five different programs, as well as acting as a single point of access to all of this data. We were able to successfully complete the following scope pieces in order to provide the client with a fully functional database now being used by the entire AHS staff.

- Improved program access by way of refined configurations
- Improved individual records access by understanding security models
- Improved maintenance and security capabilities of proprietary records
- Improved links between table fields and query functions
- Updated forms that pointed to and allowed editing of program data
- Added additional fields and field functionalities
- Added tables to track data for clinical rotation locations, dates, and job placements
- Added functionality to track student progress along continuum of Point of Contact, to entry into program, to clinical rotations, to award, to job placement
- Enabled conversion of student records from a previously assigned unique identifier to new student ID's
- Enabled student contact list and student mailing list functionality
- Developed queries to enable efficient extraction of student data for form letters, mass mailing labels, etc
- Created additional queries and reports requested by broader UAA and UA entities such as number of students in each program, national exam scores, how many students pass national exams, location of distance students, and what immunizations students are required to have
- Developed modules and linked to dates when specific tasks were required, such as background checks

University of Alaska Anchorage Career and Technical College/Alaska Tech Prep Consortium - Designed and constructed a new student database, migrated data, and generated subsequent query and reports generation requirements.

- Designed and built new database to hold old excel data
- Migrated data
- Generated reports capabilities for query and reports for total students per school in a specified year, for total credits accumulated by all students per school in a specified year, for percentage proficiency of all students per school in a specified year, and to determine students current status based on their registration type and job status data.

The State of Alaska Commission on Postsecondary Education - Our firm has been providing student database search subscription services to the State of Alaska Commission on Postsecondary Education since 2000 through one of our sister companies.

The University of Alaska has been a client of ours for approximately 10 years now. Our developers have been successfully support SQL database development activity at UA, and are quite familiar with data sets and systems, and data management personnel within UA.

Methodologies

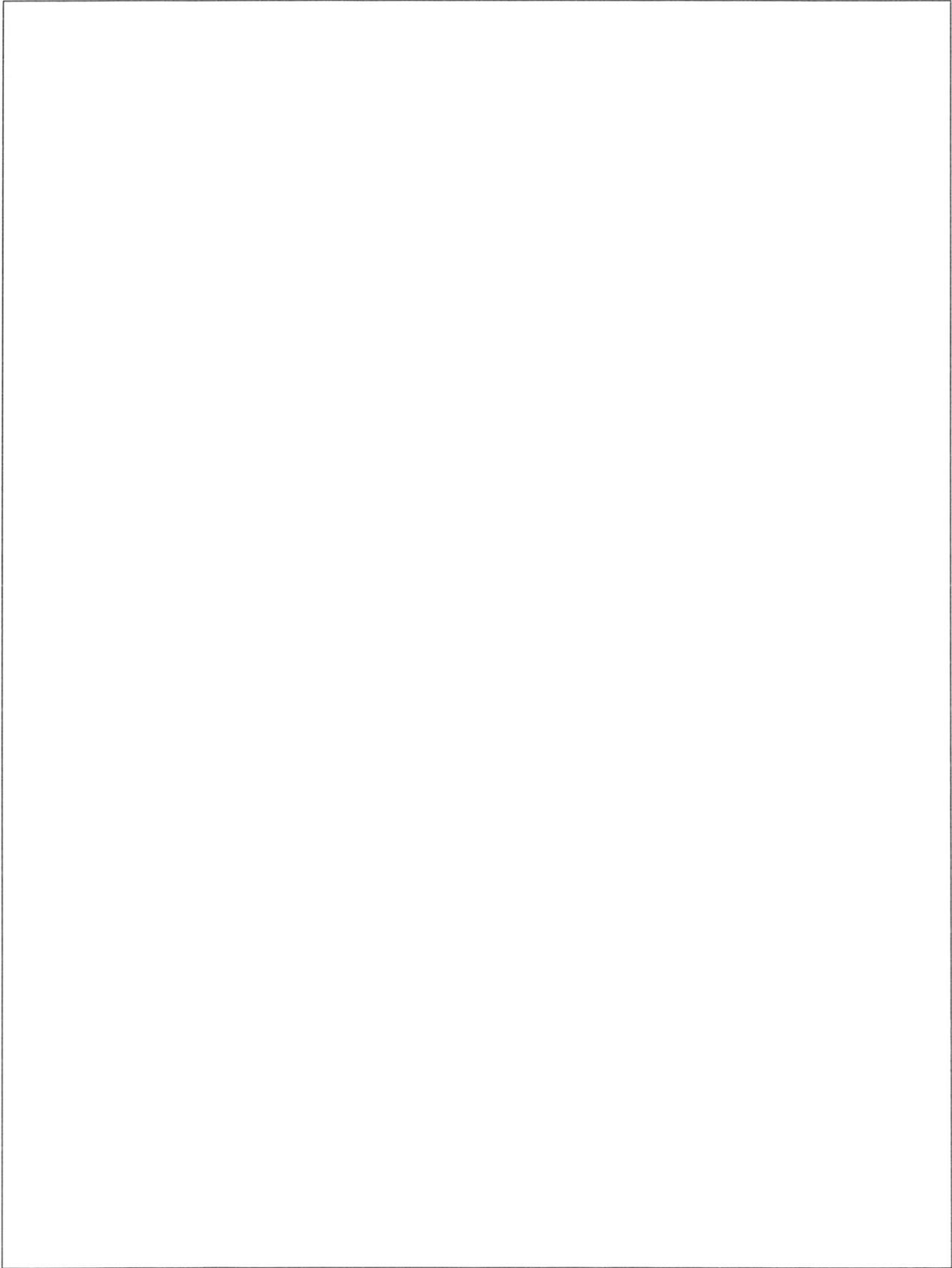
Our management approach to consulting services applies a sound, proven, well-defined, and well-regulated process that involves breaking down services or projects into discrete, manageable tasks and/or deliverables. This is done in such a way that unknowns are discovered, reported, and resolved, and one of the deliverables for each task is a revised and detailed plan, budget, and schedule for the next task, if applicable. We stress constant, open communication as an essential element to ensure both a successful project completion, and total customer satisfaction. Other elements to our methodologies consist of proven communication and development toolsets, and include:

- Quality Assurance Review - Internal procedure designed to assure all deliverables meet or exceed client expectations by way of clearly defining project specifications, objectives, and quality requirements.
- Agile/Semi-Agile Development - Interim deliverables designed to eliminate cost overruns by incrementally and continuously refining all tasks through iterative processes
- Test and Acceptance Plan - Quality assurance resulting from testing and acceptance prior to deployment, delivered for review, comments, and approval or refinement.
- Project Issue Tracking System - Login protected web application used to facilitate and document communication between our staff and client personnel regarding issues and their prioritization, progress, and final resolution. Also provides updates on project statistics such as hours charged, hours billed, remaining hours, budget status, etc.
- Project Accounting - State of the art account and time entry system with a web interface allowing clients to view projects and billing status from anywhere in the Internet.
- Project Portal Website - Secure web portal including links to all of the above, as well as a place to post documents and deliverables that are easily accessible to project team members and clients.
- Change Management - Clients seeking to change an established scope must notify us of the desired change in writing, and include the reason for the change, functionality requirements, and known impacts the change may have. We will analyze the request in order to determine if and how proposed changes may effect the technical feasibility and/or costs of the project. We then present our findings to the client. If approved, we log the change into project documentation. Any change requests by us must be provided to the client in writing, will full explanations, prior to deploying any changes. It is always our first choice to avoid change orders at most any cost, and we do this by utilizing agile or sem-agile methodologies noted above. This approach (with prioritized incremental deliverables) will most often allow us to take situations in stride, with minimal impact to the overall project schedule, budget, and timeline.
- Project Managers - Our project managers drive the successful completion of projects using Industry Best Practices and state of the art tools from start to finish. Constant communication with our clients and setting realistic expectations allow us to perform exceptionally.

In addition to the above, we have worked on, or are currently working on, similar projects with SQL Server components for clients such as:

The United States Indian Health Service (IHS)
 The State of Alaska Department of Transportation and Public Facilities
 The State of Alaska Appellate Court System
 The United States National Park Service
 The United States Department of the Interior
 The United States Fish and Wildlife Service
 The State of Alaska Department of Natural Resources, Division of Forestry
 The State of Alaska Department of Environmental Conservation
 The State of Alaska Department of Health and Social Services
 The Municipality of Anchorage
 BP Exploration
 The Alaska Gas Producers Pipeline Team (AGPPT)
 The Anchorage Water and Wastewater Utility
 Alyeska Pipeline Service Company
 BuyAlaska
 Great Alaskan Holidays
 The State of Alaska Village Safe Water Program
 The State of Alaska Division of Public Assistance
 Southcentral Foundation
 Alaska Native Tribal Health Consortium (ANTHC)
 The Denali Commission
 Various branches of the United States Department of Defense

EXPERIENCE/QUALIFICATIONS (CONT.)



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	x	Est. # Hours	=	Total Cost
\$ 130		800		\$104,000.00
ETS Fee (\$300 + .5% of Total Cost)				\$ 820.00
Total TO Cost				\$104,820.00

PROPOSED INDIVIDUAL RESOURCES

Dave Bush, Project Manager, Certified PMP (Project Managemen Professional	Wes Rathburn, Sr. Programmer/Analyst	
Andy Clary, Business Analyst	Jason Kettell, Sr. Programmer/Analyst	

PROPOSED SUB-CONTRACTORS

Name	Description of Work	% of Overall Work
No Subcontractors		

--	--	--