# STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

| 1. TOPS Contract Number | 2. DGS Solicitation Number | 3. Financial Coding | 4. Agency Assigned Encumbrance Number |
|---|---|---|---|
| **0076-06-13-010** | **2012-0200-0879** | 06211270/06311262 | |

| 5. Vendor Number | 6. Project/Case Number | 7. Alaska Business License Number |
|---|---|---|
| 92-0131155 | | 116276 |

**This contract is between the State of Alaska,**

| 8. Department of | Division of | |
|---|---|---|
| Health and Social Services | Division of Public Assistance | hereafter the State, and |

| 9. Contractor | |
|---|---|
| Resource Data Inc | hereafter the Contractor. |

| Mailing Address | City | State | ZIP+4 |
|---|---|---|---|
| 1205 E International Airport Rd. #100 | Anchorage | AK | 99518 |

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

**ARTICLE 2. Performance of Service:**

2.1 Appendix A (General Provisions), Articles 1 through 18, governs the performance of services under this contract.

2.2 Appendix B sets forth the liability and insurance provisions of this contract.

2.3 Appendix C sets forth the services to be performed by the contractor.

**ARTICLE 3. Period of Performance:** The period of performance for this contract begins **03/26/2013** and ends ~~**06/31/2013**~~. 6/30/13 SH

**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 **#0076-06-13-1**. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPSRequest **#0076-06-13**.

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 **#0076-06-13**.

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

| 12. CONTRACTOR | | 13. CONTRACTING AGENCY | |
|---|---|---|---|
| Resource Data Inc. (RDI) | | Department/Division<br>H&SS Division of Public Assistance | |
| Signature of Authorized Representative<br>Lois Hansen | Date<br>3/27/13 | Signature of Head of Contracting Agency or Designee<br>Mark Millard | Date<br>3/27/13 |
| Typed or Printed Name of Authorized Representative<br>~~Jim Rogers~~ Lois Hansen | | Typed or Printed Name<br>Mark Millard | |
| Title<br>~~President~~ Dir. of Business Administration | | Title<br>Program Manager | |

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

# APPENDIX A
# GENERAL PROVISIONS

**Article 1. Definitions.**

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

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

**Article 2. Inspection and Reports.**

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

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

**Article 3. Disputes.**

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

**Article 4. Equal Employment Opportunity.**

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

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

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

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

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

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

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

**Article 5. Termination.**

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

**Article 6. No Assignment or Delegation.**

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

**Article 7. No Additional Work or Material.**

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

**Article 8. Independent Contractor.**

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

### Article 9. Payment of Taxes.

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

### Article 10. Ownership of Documents.

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

### Article 11. Governing Law.

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

### Article 12. Conflicting Provisions.

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

### Article 13. Officials Not to Benefit.

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

### Article 14. Covenant Against Contingent Fees.

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

**Additional Terms and Conditions**

### Article 15. Limitation of Liability.

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

### Article 16. Special Task Order Terms and Conditions.

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

### Article 17. Ownership of Intellectual Property.

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

### Article 18. Warranties and Disclaimer.

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

## APPENDIX B[1]
## INDEMNITY AND INSURANCE

### Article 1. Indemnification

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

### Article 2. Insurance

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

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

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

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

## APPENDIX C
## SCOPE OF WORK

This contract incorporates the following documents by reference:

- **TOPS Request #0076-06-13;**
- **TOPS Response / Cost Proposal #0076-06-13-1**

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

1. This contract document;
2. TOPS Request **#0076-06-13**;
3. TOPS Response / Cost Proposal **#0076-06-13-1**

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

RDI will provide expert analysis and design services to define a SharePoint based architecture for the SHSS's SHARP program. As part of the service, RDI will document the architecture and design choices, including IT Security considerations. The phase one scoping portion of the contract shall be limited to no more the 40 billable hours of work.

RDI will then provide development assistance to implement the SharePoint application design. It is expected that RDI will coordinate with the DHSS Product Owner to prioritize the work defined by the design and to select work to be completed.

Work to begin once Contract is signed by all parties.

## APPENDIX D

## PAYMENT FOR SERVICES

Payment for services provided under this contract shall not exceed **$27,900.**for the period of performance of this contract.

The contractor shall be paid a rate of **$93.00** an hour.

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

Each invoice must:

- reference the Contractor's name, address and phone number
- reference the contract number.
- include an invoice number
- reference the H&SS Division for which the services are being provided
- itemize the contractual services provided referenced by Deliverable Number
- include the Contractor's signed certification that the amount invoiced is for the services described in Appendix C of this contract during the period invoiced.

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

Department of Health and Social Services
Finance and Management Services
ATTN: Contracts Section – Diana Stevens
P.O. Box 110650
Juneau, Alaska 99811-0650

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

## COST PROPOSAL

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

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

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

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

## COST

| Hourly Rate | | Est. # Hours | | Total Cost |
|---|---|---|---|---|
| $ 93.00 | x | 300 | = | $27,900.00 |

| | |
|---|---|
| **ETS Fee ($300 + .5% of Total Cost)** | $ 439.50 |
| **Total TO Cost** | **$28,339.50** |

## PROPOSED INDIVIDUAL RESOURCES

| | | |
|---|---|---|
| Ed Hand | Matt Lindberg | John Hettinger |
| Jeff Kelly | Lori McNeil | |
| | | |
| | | |

## PROPOSED SUB-CONTRACTORS

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

## VENDOR INFORMATION

**Vendor Name:** Resource Data, Inc. (RDI)

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

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## GENERAL INSTRUCTIONS

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

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

## PROJECT APPROACH

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

**Project Approach cannot exceed one page.**

## RISK ASSESSMENT

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

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

## EXPERIENCE/QUALIFICATIONS

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

**Experience/Qualifications cannot exceed two pages.**

## PROJECT APPROACH

**BEST VALUE PROCESS ONLY:** EVALUATOR NAME: SCORE: ☐10 ☐5 ☐0

This task order will secure a project team to provide architectural guidance and implementation assistance to develop SharePoint features in support of the DHSS SHARP Program, which provides support-for-service to Alaska health care practitioners. DHSS has already established a process for assessing site needs and evaluating practitioners. The next step is to build a framework to handle the needs assessment component in SharePoint, integrated with the DHSS website, which populates the database and allows DHSS to track the approval and payment processes.

Our firm has extensive experience developing processes for accepting online applications, storing data and supporting documents, developing automated and manual steps for evaluating applications and/or proposals, determining awards, and tracking the progress and outcomes of those awards. To meet DHSS's needs for implementing these procedures for the SHARP program, we will provide a team of SharePoint experts and senior-level developers to provide project planning, security planning, and framework development services to support the needs assessment process. The work will be broken into two phases: first, a short requirements and status assessment, and second, a primary implementation assistance phase.

PHASE 1: REQUIREMENTS AND CURRENT STATUS ASSESSMENT (FIRST TWO WEEKS)
Our Project Manager and SharePoint experts will meet with the DHSS team to determine the current status of the implementation to date. We will then work with the team to ascertain requirements around data, form, and document submission for the SharePoint and DHSS websites, as well as document storage, reporting, and other needs. Based on these requirements, we will provide a high-level architectural plan that supports the identified needs. This portion of the work should be broad-based and include the potential modules—such as Needs Assessment, Eligibility Determination, Application Submission (Site and Clinician), Payments, or Reporting—that will ultimately be involved in the final solution.

During this phase, we will also develop an IT Business Apps Security Plan that complies with Alaska IT Business Applications software requirements and security requirements.

Once the initial assessment and the architectural plan have been completed, we will work with DHSS to prioritize tasks and estimate the work that needs to be done. Estimation will be limited to the work items desired during this task order. However, we will estimate additional items if DHSS requests.

PHASE 2: IMPLEMENTATION ASSISTANCE
After work has been prioritized, we will move into a focused implementation assistance phase. During this time, we will address work items based on their priority and estimated completion time. Typically, our team will work on two to three items at the same time. We will also provide documentation and knowledge transfer on the implementation approach for completed items as DHSS needs/requests.

We expect that during this phase we will meet with the DHSS Program Manager no less than weekly to review and demonstrate work accomplished, address any issues, and resolve roadblocks as they occur. These meetings may be held in person or remotely, depending on situational needs at the time. The high frequency of meetings will allow us to keep a steady pace of work while ensuring frequent reviews and approval so that tasks stay on track and meet client goals.

ASSUMPTIONS:
This project approach is based on the following assumptions:
-- VPN access will be provided to the DHSS network allowing work to be done from vendor's location(s)
-- Appropriate development and test environments exist; if not, assistance can be provided in establishing these but this will consume available hours

## RISK ASSESSMENT

**BEST VALUE PROCESS ONLY:** EVALUATOR NAME: SCORE: ☐10 ☐5 ☐0

RISK Systems require public interfaces but also handle secure data
WHY IT IS A RISK: Without an adequate security architecture in place, data meant for secure use by internal staff could become accessible on a public facing website.
OUR SOLUTION: Our expert staff will work with project stakeholders to develop a security plan. From this plan, we will implement security features that will ensure that confidential data is available to authorized staff only.

RISK: Undefined project scope
WHY IT IS A RISK: Projects that are too big to complete in the time and budget allotted may not live up to expectations.
OUR SOLUTION: As part of the initial status assessment stage, we will work with DHSS to define the project scope and agree upon the project team expectations. During this period, we will meet with business experts and stakeholders to ensure that we adequately understand the scope of the project and present any barriers to project completion.

RISK: Lack of communication
WHY IT IS A RISK: Lack of communication can cause projects to fail.
OUR SOLUTION: At the project start, we will provide a communications plan that details how and when we will keep interested stakeholders informed on project progress. We will accompany weekly status review meetings with formal status reports. We will also encourage informal communication daily.

RISK: Competing time commitments for DHSS staff
WHY IT IS A RISK: Our project approach relies heavily on client input. If key personnel are not available for analysis and review, the project progress may suffer.
OUR SOLUTION: We mitigate this risk by planning for periods of unavailability as far in advance as possible. Plans can include lengthening or shortening development cycles, having backups for key personnel, or a combination.

RISK: Unavailable contractor staff
WHY IT IS A RISK: If contractor staff is not available, the project schedule, scope, and success will suffer.
OUR SOLUTION: Our firm uses a proprietary tool designed specifically to solve this problem. We’ve used it successfully for millions of dollars of work, and it will ensure that our team members are available for the hours stated in the TOPS Request. Additionally, by providing a complete project team, we mitigate the risk of staff turnover, and maintain the flexibility to adjust team member hours as needed, ensuring that adequate staffing is always available for your project and each billable hour is used to its fullest.

## EXPERIENCE/QUALIFICATIONS

**BEST VALUE PROCESS ONLY:** EVALUATOR NAME: SCORE: ☐10 ☐5 ☐0

COMPANY QUALIFICATIONS

1. We are a Microsoft Gold Partner specializing in web development in the .NET framework. We also have extensive experience implementing SharePoint, automating workflows, developing tools to manage application procedures, and developing processes and repositories for document management.

2. We have been involved in many projects that implement robust security protocols to protect personally identifiable information. Our solutions frequently include login/logout routines and security frameworks used to create role-based security platforms. We have also been involved in several projects for state government, native corporations, and the healthcare industry that require strict privacy standards to meet the terms of house bills and HIPAA-compliant databases.

3. Database design, development, and administration have been cornerstones of our business from early on. Our expertise covers the gamut of database technology, from developing data models and designing logical and physical databases to fine tuning existing databases. Our seasoned professionals have extensive experience with SQL Server, SQL, T-SQL, Toad, Oracle, and other database technologies.

STAFF QUALIFICATIONS

Our proposed project manager has over 20 years of diverse IT experience. His recent work includes assisting a state government agency in a transition to TFS- and MTM-based environments, as well as establishing a SharePoint portal for the agency's test group and providing additional TFS and SharePoint configuration assistance.

Our first SharePoint expert has extensive enterprise-level experience leading software development teams in the delivery and maintenance of business applications. His recent work has included several enterprise-level SharePoint implementations involving design, installation, and configuration phases, as well as custom workflows and common interfaces and toolsets.

Our second expert SharePoint consultant is a computer programmer, database architect, and systems analyst with over 20 years of professional experience. His recent work includes developing a SharePoint sandboxed solution for a client application hosted in the cloud. The project involved iterative development, demonstration, client training, and incorporating feedback to improve the design. He used document templates, property promotion/demotion, location-based metadata, and event receivers to facilitate data flow between SharePoint lists and information entered in Word and Excel documents.

Our Sr. Programmer/Analyst has over 30 years of professional experience, including over 10 years of experience developing information systems in a state government setting. His recent experience includes designing and maintaining databases and developing applications for a state government agency with complex business rules.

RELEVANT EXPERIENCE

SYSTEM to SUPPORT WORKFORCE MANAGEMENT USING CRM CASE MANAGEMENT
Our firm led the analysis and design effort and provided project management support for a system that measures the performance of workforce investment. The project involved four implementation phases: a new fiscal system, a grants management system, a case management system written using CRM, and a data warehouse/reporting system. We performed the following tasks successfully:

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

SYSTEM BUILD FOR TRACKING GRANT INFORMATION
Our firm was contracted to architect and implement a solution to replace a government agency's aging central grants tracking system with a custom system. Our team used Scrum methodology to iteratively build, test, and deploy the final application using .NET and WinForms technologies. The build process involved regular meetings with agency personnel to manage scope and organize user testing. The new application allows users to track community grant

## EXPERIENCE/QUALIFICATIONS (CONT.)

data, including grant statistics, recipient data, and community data. It also allows users to run reports on existing data to fill grantee requests. The final application had an N-tier architecture to separate the business logic from the front-end application and the back-end database. Users go to a web location to launch a smart client application that communicates with a central database via web services.

ENHANCEMENTS FOR SYSTEM TO TRACK GRANT INFORMATION
Following the build of a system that tracks grant information for a government agency, our team prioritized and implemented enhancements to the recently released application. We led and organized the lifecycle of individual enhancements to existing architecture from analysis through deployment, including user testing and client approval. Technologies: Visual Basic .NET 3.5, Oracle 10g, Entity Framework.

ONLINE SYSTEM FOR COLLECTING TAX AND LICENSING DATA
Our firm developed specifications to streamline a state government agency's processes for managing and collecting tax and licensing data. This project involved developing an online permitting and licensing application, which allows users to apply for licenses and pay fees online with full security and authentication. The system architecture was developed using the Microsoft .NET framework. As a result of the flexibility in this framework and the overall requirement that the system be able to adopt new permit application types quickly and easily, the architecture was designed and integrated using XML as a key component. We integrated the system with a single sign on security system for user registration and authorization. In later phases, this architecture was extended to include integrate with additional tax software, online payment services, and new dynamic business logic.

SYSTEMS MAINTENANCE
For this project, our firm provided oversight, maintenance, and development for legacy applications for a state government agency. Projects included implementing a unified, web service-based, cross-application authentication mechanism, and performing both new implementation and bug fixes to PowerBuilder data entry applications. We the agency in establishing a new SharePoint/Project Server 2010 environment integrated with Team Foundation Server (TFS) 2010. We worked with various client contacts to help develop and document practices and guide a transition to TFS- and Microsoft Test Manager (MTM) based environments, and provided additional TFS and SharePoint configuration assistance. The project was executed "behind the scenes" of production use of a SharePoint 2007/Project Server implementation and culminated in the migration of all active development projects to the new TFS environment, including establishment of new testing strategies based on MTM and tight integration with SharePoint project portals.

DATA ENTRY AND EXAMINATION PROJECT
This project provided the analysis and design for a new software foundation for data management and reporting of certain tax types in a state government setting. The project leveraged several technical packages such as PowerBuilder, .NET, SQL Server, and SharePoint. The project included process analysis, requirements definition, and high-level design of the corporate income, mining license, and motor fuel tax programs as the initial supported types in this new system. However, the system was designed with an architecture intended to support additional types in the future.

SECURE ACCESS MANAGEMENT MIGRATION
Our team has led the development team in the build, test, and documentation processes for moving the a secure access management interface from mainframe to SharePoint extranet. We coordinated internal and contractor staff, as well as communications with external entities. Our project manager documented and implemented project plans, and provided general monitoring, facilitation, review, and documentation services.

DOCUMENT MANAGEMENT SYSTEM CONVERSION
We helped the Alaska Native Tribal Health Consortium's (ANTHC) Division of Environmental Health and Engineering (DEHE) replace its document management system with SharePoint. The process involved two parallel development tracks: One to automate the process of converting over 200,000 existing Hummingbird documents to SharePoint, including translation of existing meta-data, retention of document versions, and auditing fields captured in Hummingbird. Two, to create a new document management system using SharePoint that will eventually manage their existing 200,000 documents but scale out to handle the addition of over 80,000 new documents every year. Our team developed tools for converting documents from one system to another and built the new Document Center, which includes configuration and customizations to SharePoint's built in document management features such as automatic content routing, metadata navigation, and Enterprise search. Responsibilities included creating the framework to import documents into SharePoint programmatically, then routing them to the proper library based on values in metadata fields.

## 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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