

STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number 0088-02-13-021	2. DGS Solicitation Number 2012-0200-0879	3. Financial Coding 02408690	4. Agency Assigned Encumbrance Number 0238181
5. Vendor Number 02-0655648	6. Project/Case Number	7. Alaska Business License Number 741667	

This contract is between the State of Alaska,

8. Department of Administration	Division of Finance
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hereafter the State, and

9. Contractor Alaska IT Group	hereafter the Contractor.
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Mailing Address 226 Seward Street, Suite 210	City Juneau	State AK	ZIP+4 99801
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10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.

ARTICLE 2. Performance of Service:

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

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

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

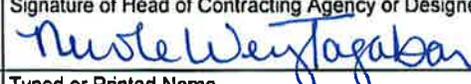
ARTICLE 3. Period of Performance: The period of performance for this contract begins 6/10/2013 and ends 1/1/2014.

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 #0088-02-13. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPSRequest #0088-02-13.

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 #0088-02-13.

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	
Signature of Authorized Representative 		Department/Division Administration / Finance	
Date 6-11-13	Signature of Head of Contracting Agency or Designee 	Date 6/11/13	
Typed or Printed Name of Authorized Representative Sander Schijvens		Typed or Printed Name Nicole Wery-Tagaban	
Title Alaska IT Group		Title Administrative Officer	

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 #0088-02-13;**
- **TOPS Response / Cost Proposal #0088-02-13.**

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

1. This contract document;
2. TOPS Request #0088-02-13;
3. TOPS Response / Cost Proposal #0088-02-13.

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):

Billing Instructions:

Technical Writer @ \$80.00/hr

Travel expenses pass through not to exceed \$ 4,350.00

Anticipated travel is one trip for every iteration/work package to test on-site.

Adobe Present license will be provided by the State for the duration of the work. All other software to be provided by Contractor.

TASK ORDER REQUEST FORM

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

REQUESTING AGENCY INFORMATION

Department: 02 - Administration
 Division/Section: DOF
 Billing Contact: Nicole Tagaban-Wery Ph #: 465- E-mail: _____
 CC / LC: _____

TASK ORDER INFORMATION

Solicitation Type: **Best Value** **Low Price**
Cost Type: **Fixed Fee** **Time & Materials: 500hrs est # of hours**
Response Deadline: 06/01/2013
All TOPS Requests will be in circulation for a minimum of 5 business days.
 Project Title: IRIS Project
 Project Manager: Teri Rasmussen Ph #: 465-6509 E-mail: teri.rasmussen@alaska.gov
 Category: 2: Mid-range Systems Support
 Start Date: 06/01/2013 Project Estimate: \$ _____ **NTE**
 End Date: 01/01/2014
 Location of Work: Juneau **No Preference**

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, **APPROVER'S NAME**, 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

IRIS is a statewide effort to implement a new accounting, financial, payroll, human resources and procurement solution with associated functionality for learning management and debt management. IRIS will replace the aging statewide financial (AKSAS) and payroll (AKPAY) systems over time, add functionality for an integrated procurement system, an HR system, a learning management system, and a debt management system. IRIS will interface with many existing systems, including several not currently interfaced with the existing financial and payroll systems and bridge the gap between legacy systems and an Enterprise Resource Planning (ERP) solution.

SCOPE / STATEMENT OF WORK

Below is a copy of the project plan tasks the resource would be assigned. In summary we need a resource to help develop approximately 65 output forms in IRIS using Adobe. The resource will work in conjunction with a IRIS SME who will provide the supporting functional information.

Forms

- Output Forms Functional Design - Group 1
 - Develop Output Forms Functional Design
 - Review and Revise Output Forms Design
 - Finalize Output Forms Functional Design
- Milestone: Output Forms Design Complete - Group 1
- Output Forms Dev and Unit Test - Group 1
 - Build (DD and Dev) Output Forms Detail Design
 - SOA Department of Law Review
 - Install Forms
 - Unit Test Output Forms
 - Review Output Forms Unit Test Results
- Output Forms Functional Design - Group 2
 - Develop Output Forms Functional Design
 - Review and Revise Output Forms Design
 - Finalize Output Forms Functional Design
- Milestone: Output Forms Design Complete - Group 2
- Output Forms Dev and Unit Test - Group 2
 - Build (DD and Dev) Output Forms Detail Design
 - SOA Department of Law Review
 - Install Forms
 - Unit Test Output Forms
 - Review Output Forms Unit Test Results

SPECIAL EXPERTISE & EXPERIENCE

Experience with using Adobe Forms and working on software implementation projects.

SPECIAL CONSIDERATIONS OR CONSTRAINTS

TASK ORDER REQUEST FORM INSTRUCTIONS

HEADER INFORMATION

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

REQUESTING AGENCY INFORMATION

Enter agency-specific information as required.

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

TASK ORDER INFORMATION

Enter information regarding this task order.

- | | | |
|----|--------------------|--|
| 1. | Solicitation Type: | Select which solicitation method to use for this Task Order. |
| | - | Best Value will be awarded to the responsive and responsible vendor with the most advantageous response, considering project approach and risk assessment, experience and qualifications, Past Performance Information (PPI), and cost. Each of these four evaluation criteria are weighted equally at 25%. |
| | - | Low Price will be awarded to the responsive and responsible vendor with the lowest price after the price has been reduced by a percentage equal to the vendor's PPI score for evaluation purposes. Response Forms are required under this Solicitation Type. |
| 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: | All TOPS Requests will be circulated for a minimum of 5 business days. This is a minimum 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. |
| 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

ALL TOPS Requests will be submitted to all vendors in the TOPS Vendor Pool.

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: Alaska IT Group

<input checked="" type="checkbox"/>	By checking this box, I, Sander Schijvens for Alaska IT Group, 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. Modifications to the format of this template (e.g., altering font size, altering font type, adding colors, adding pictures etc) will cause your response to be rejected.

Please list your experience in the following Categories: Project Approach, Risk Assessment, and Experience/Qualifications.

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 Request Form. If applicable, please provide your responses to Special Expertise & Experience, and Special Considerations or Constraints areas. Your response may include prior experience, engagements, and/or past performances relative to the department needs and/or requirements as they pertain to the TOPS Request Form in these sections.

Experience/Qualifications cannot exceed two pages.

PROJECT APPROACH**BEST VALUE PROCESS ONLY: EVALUATOR NAME:**SCORE: 10 5 0**BACKGROUND:**

The IRIS project is a particularly significant project for the State of Alaska. IRIS is a statewide effort to implement a new accounting, financial, payroll, human resources and procurement solution with associated functionality for learning management and debt management. The project is underway and is currently focused on the new finance and procurement solutions scheduled for release in July 2014. We understand that integration testing is scheduled for October 2013 and user acceptance testing to begin January 2014. The State needs help to develop approximately 65 output forms that are to be built using Adobe Present Output Designer and rendered in IRIS using Adobe Present Central Pro. The resource will be responsible for development, unit testing and quality assurance for the forms and will be supported by an IRIS subject matter expert who will provide the functional information for the required data fields.

APPROACH:

Our firm is intimately aware of and actively engaged on the IRIS project and appreciates the need and timing required for new forms to be generated by IRIS. Our approach involves scoping, planning, execution and delivery and focus on completing the forms. Working with the assigned functional SME, we will begin by rapidly understanding the current state of the functional requirements for the forms, the development and testing environment and testing approach for each form as well as the prioritization or ranking of the forms in order to ensure the development and testing aligns with the IRIS schedule, including but not limited to, integration testing that is scheduled to being in October 2013.

The project mainly requires technical capabilities and organization skills to complete the forms development and testing. Our proposed resource for this task is an expert with Adobe products and is knowledgeable with Present Output Designer. She is currently a lead tester and technical writer on a development project for the State of Alaska DEC, is experienced in quality assurance and has both IT education and experience. In addition, she currently has State of Alaska network access and has held a DOD security clearance.

The assumptions we base our proposal on are:

1. An IRIS subject matter expert will be assigned to this effort and will provide the guidance necessary to identify data field names needed to populate the forms and liaison with the appropriate business area for any functional questions and sign-off.
2. The forms are identified and existing sample forms are available for reference.
3. An IRIS resource will be able to show our resource how to launch the procedures which result in the form generation.
4. An IRIS resource will be able to show our resource how to configure the form in the ERP system.
5. An environment exists for the resource to perform the necessary developing and testing duties.

The resource proposed is based in Anchorage, She is prepared to travel as necessary to facilitate in-person meetings, reviews of forms and testing. We have estimated up to five trips to Juneau for this work effort. She can work at an appropriate State office or at our offices in Juneau and in Anchorage.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

RISK: Forms are not identified.

REASON: New form or procedure requiring new form

SOLUTION: Assign resources to identify, analyze process, generate sample form and data elements.

RISK: Unable to complete form due to lack of data elements

REASON: Analysis not complete

SOLUTION: Assign a resource to configure data tables to capture data needed.

RISK: Unable to access infrastructure to develop and test IRIS forms

REASON: Resource not granted sufficient access.

SOLUTION: Work with infrastructure team to obtain access needed to develop, configure and test forms.

RISK: Unable to quickly ramp-up, generate and test forms

REASON: Consultants not familiar with DHSS Adobe Present Central Pro, unit testing; inadequate project experience

SOLUTION: Our proposed resource addresses the special expertise and experience identified in the task order. We are also engaged on the IRIS project in a quality assurance role and intimately aware of the schedules, resources, dependencies, and stakeholders.

EXPERIENCE/QUALIFICATIONS**BEST VALUE PROCESS ONLY: EVALUATOR NAME:**SCORE: 10 5 0**COMPANY EXPERIENCE:**

Our firm is dedicated to providing solutions while building long-term relationships with clients and business partners. Our firm has a unique understanding of technology best practices and techniques and works with clients to develop individualized solutions. Our staff work in the areas of management information systems, database management systems, communications, financial accounting, transportation systems, human resource management, and general information retrieval. Among our professional staff and project associates, we exceed 10 years, on average, for technical and professional experience in consulting services for a wide variety of information systems. We have extensive experience in the formation and management of highly skilled teams involved in design and development of complex systems. We have provided consulting and programming support to federal, state, and private sector clients for over two decades.

PROJECT EXPERIENCE:

The following are representative projects that pertain to the work requested.

- For State of Alaska, Department of Environmental Conservation; rewrite of Spills and IPP database systems. Our proposed resource is performing the lead testing, QA and technical writing role. The rewrite integrates two standalone systems, adds functionality, is web based and adds reporting capabilities.
- For State of Alaska, Department of Health and Social Services; Parents Achieving Self-Sufficiency PASS-1 to ICCIS Integration and Implementation: Provide requirements analysis, programming support, analysis, coding, unit and system testing, quality assurance, documentation and implementation in support PASS I migration to ICCIS system.
- For State of Alaska, Department of Health and Social Services; Parents Achieving Self-Sufficiency PASS-1 Analysis: Review and analyze the features and functions currently performed in the existing PASS I (Parents Achieving Self-Sufficiency I) mainframe application and create a design for migrating the existing functionality in the ICCIS (Integrated Child Care Information System) web-based application. Worked on a team to create the General Design Document and Detailed Design Document to define the scope of changes required. Reviewed existing system functionality, user manuals and interviewed team members to obtain relevant information. Performed analysis of the existing mainframe programs in an ADABAS/Natural environment.
- For State of Alaska, Division of Retirement and Benefits; Combined System Documentation: Review the existing Combined Retirement System and document program functions, entity relationships and table definitions. Performed quality assurance for documentation of files and programs. Performed financial management in respect to project tracking, etc.

EXPERIENCE/QUALIFICATIONS (CONT.)**STAFF EXPERIENCE:**

We believe that the proposed resource can successfully complete the project because she has the skills and experience necessary for the development requested. The following professional is proposed for this project.

Our resource will be assigned to this project as a Technical Writer. She will be responsible for development and testing of the 65 forms mentioned in the task order. She is an established IT professional experienced in information technology with a focus on testing, quality assurance, business analysis, systems analysis and development. In addition to an IT B.S. degree, she also has a B.A. degree in Journalism and Public Communications that provides her with customer interaction and technical writing skills. Her experience as a Human Factors Design Engineer while working at the FBI will serve her well on the IRIS Forms design project.

Representative projects include the following:

- She is currently fulfilling the lead tester, requirements analysis, business analysis and documentation creation role on the DEC project.
- On a project for the FBI, she performed user research to identify key data necessary for enterprise applications.
- She composed and maintained help manuals while working on projects for the FBI and Chenega Federal Systems.

EVALUATOR NON-CONFLICT OF INTEREST STATEMENT

By checking this box, I certify that neither I, _____, nor any member of my immediate family has a material personal or financial relationship with this vendor or to a direct competitor of this vendor. I further certify that no other relationship, bias or ethical conflict exists which will prevent me from evaluating this response solely on its merits and in accordance with the evaluation criteria.

Furthermore, I agree to notify the Task Order Manager if my personal or financial relationship with this vendor is altered at any time during the evaluation process. If I am serving as the Procurement Officer of record I agree to advise my supervisor of any changes that could appear to represent a conflict of interest.

EVALUATOR NOTES

To be completed by requesting agency evaluator(s).

Comments MUST be recorded for any section receiving a Best Value score of 10 or 0. Comments must be concise and objective and refer to or quote the portion of the response that led to the score.

PROJECT APPROACH

RISK ASSESSMENT

EXPERIENCE/QUALIFICATIONS

COST PROPOSAL

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

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

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

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

COST

Hourly Rate		Est. # Hours		Total Cost
\$ 94.50	x	300	=	\$28,350.00

ETS Fee (\$300 + .5% of Total Cost)	\$ 441.75
Total TO Cost	\$28,791.75

PROPOSED INDIVIDUAL RESOURCES

Melanie Tarr		

PROPOSED SUB-CONTRACTORS

Name	Description of Work	% of Overall Work