

STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number 0014-10-12-010	2. DGS Solicitation Number 2012-0200-0879	3. Financial Coding 10192030	4. Agency Assigned Encumbrance Number
5. Vendor Number 92-0131155	6. Project/Case Number	7. Alaska Business License Number 116276	
This contract is between the State of Alaska,			
8. Department of Natural Resources		Division of Support Services	
9. Contractor Resource Data, Inc.		hereafter the State, and	
hereafter the Contractor			
Mailing Address 1205 E. International Airport Rd. #100		City Anchorage	State ZIP+4 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 <u>Jun 25, 2012</u> and ends <u>Aug 31, 2012</u> .			
ARTICLE 4. Considerations:			
4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed the Total Cost shown on TOPS Cost Proposal #0014-10-12-01. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPS Request #0014-10-12.			
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 #0014-10-12.			

12. CONTRACTOR		14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tempering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.
Name of Firm Resource Data, Inc.		
Signature of Authorized Representative <i>Lois A. Hansen</i>	Date 6-17-12	
Typed or Printed Name of Authorized Representative Lois A. Hansen		
Title <i>Dir of Business Administration</i>		
13. CONTRACTING AGENCY		
Department/Division Natural Resources/Support Services		
Signature of Project Director <i>Jay McCoy</i>	Signature of Head of Contracting Agency or Designee <i>Marlys Hagen</i>	
Typed or Printed Name of Project Director Jay McCoy	Typed or Printed Name <i>Marlys Hagen</i>	
Title IT Manager	Title <i>6/20/12</i>	

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 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 I, 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 # 0014-10-12;
- TOPS Response / Cost Proposal # Error! Reference source not found..

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

1. This contract document;
2. TOPS Request # 0014-10-12;
3. TOPS Response / Cost Proposal # 0014-10-12-01.

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

Discussed addition of another resource in order to meet schedule deadlines.

VENDOR INFORMATION

Vendor Name: Resource Data, Inc. (RDI)

<input checked="" type="checkbox"/>	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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TABLE OF CONTENTS

PROJECT APPROACH 2

RISK ASSESSMENT 3

EXPERIENCE/QUALIFICATIONS 4

GENERAL INSTRUCTIONS

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

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

PROJECT APPROACH

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

Project Approach cannot exceed one page.

RISK ASSESSMENT

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

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

EXPERIENCE/QUALIFICATIONS

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

Experience/Qualifications cannot exceed two pages.

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

This project involves developing test scenarios that will ultimately serve as the test plan for user acceptance testing (UAT) of the DNR's new system for processing Land Use Permit Applications. When finished, the system will streamline processes and improve efficiency for the DNR. Verifying the presence of functionality stated in the user stories and developing thorough, systematic, repeatable test scenarios is a critical aspect of ensuring that the new system is a success.

Our firm will provide a highly qualified test manager/analyst who understands that test scenario development is one of the most critical components of quality assurance. With this understanding, our test manager will follow a systematic approach to developing test scenarios that we have used on many similar projects and platforms. Our proposed approach consists of the following tasks and schedule:

PREPARATION AND PROJECT SETUP

1. Meet with the DNR project manager onsite in Anchorage in order to
 - (a) introduce the development team
 - (b) review the project progress and software being produced
 - (c) ensure that all resource requirements have been met
 - (d) finalize the schedule and activities, including identifying communication processes
 - (e) review JIRA setup, including format, layout, and storage of deliverables.
2. Secure access to the system and other resources needed to ensure timely delivery.
3. Review workflows and user stories to understand desired functionality.

TEST SCENARIO CREATION

1. Evaluate user stories: Our proposed test manager will review existing user stories kept in JIRA/Greenhopper to ensure that they are complete and based on real-world conditions. Our test manager will communicate any identified gaps to the DNR project manager to ensure that all desired functionality is encapsulated in the user stories.
2. Break down user stories: During this stage, our test manager will identify the system's expected results, conditions under which expected results should occur (positive scenarios), and conditions under which expected results should not occur (negative scenarios). She will also identify points at which user stories could diverge, and establish upper and lower boundaries.
3. Create repeatable steps to produce expected results: Our proposed test manager will develop test scenarios comprised of systematic, repeatable steps aimed at producing the results (both negative and positive) described in the user stories. These steps will be used to verify that all functionality described in the user stories is present and performs as stated.
4. Attend playbacks and capture user story descriptions: Our proposed test manager will attend playbacks and use JIRA to capture both the user story descriptions and the steps taken to prove that the required functionality has been developed. All work will be documented in JIRA/Greenhopper to keep track of tested functionality and log progress against documented development and user stories.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

RISK: Incomplete user stories
WHY IT IS A RISK: Incomplete user stories will require additional review and could potentially delay test scenario creation or lead to incorrect or inadequate test scenarios.
OUR SOLUTION: Our onsite test manager will review user stories prior to beginning test scenario creation to ensure that user stories are complete and capture all desired functionality. She will notify the DNR project manager immediately of any identified gaps, and assist with prioritizing completion if incomplete user stories impede on the project schedule.

RISK: User stories not based on real-world conditions
WHY IT IS A RISK: There are two sides to testing: verification and validation. Verification is testing based on specifications and requirements (in this case, user stories). Validation is testing based on real-world operational conditions. Test scenarios must address both perspectives.
OUR SOLUTION: Our onsite test manager will review user stories prior to beginning test scenario creation and update user stories to model real-world conditions as necessary.

RISK: Inadequate or incomplete test data
WHY IT IS A RISK: Leads to errors and other issues that hinder the overall success of the project
OUR SOLUTION: Our test manager will identify gaps, flaws, and issues, and work with the DNR project manager to prioritize issue resolution; however, flawed test data should not have a significant effect on test scenario creation.

RISK: Excessive missing functionality
WHY IT IS A RISK: Functionality described in the user stories that is not present in the application will hinder testing time, scope, and the success of the project.
OUR SOLUTION: Missing functionality should not have a significant effect on test scenario creation; however, missing functionality could be uncovered during the course of this task order. Our test manager will communicate all known gaps in functionality to the DNR project manager and assist in prioritizing issue resolution.

RISK: Insufficient hours to complete test scenarios
WHY IT IS A RISK: Because the thoroughness of the user stories is not known, test scenario creation and issue resolution may require more hours than possible given the budget constraints.
OUR SOLUTION: Our test manager will document all known gaps and errors and work with the State to prioritize issue resolution to ensure timely completion of the most thorough test scenarios possible.

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

1) Our firm has provided software development and support services for dozens of successful multi-million dollar projects for a number of State agencies, from requirements gathering and project management through design, development, testing, and implementation. We have provided extensive testing for critical State projects such as the Department of Revenue's Data Entry and Examination (DEX) application to improve tax return processing, and the online PFD application.

2) We are experienced in the full software development lifecycle, including managing testing activities both as developers and as an unbiased third party. We provide systematic testing for every project we do, including developing use cases, test scenarios, and test plans, as well as ensuring that systems meet all known performance, stability, and functionality benchmarks. We make testing a core aptitude for all our technical staff, and each team member is well versed in our scaled approach, which includes elements of unit, system, integration, and UAT.

3) We provide expert Agile software development services. Many of our developers and project managers are certified Scrum masters, and our teams are well-versed in developing backlogs, planning work, and reporting on team progress through frequent meetings and successive iterations.

4) Our proposed test manager has experience with Agile project management solutions such as Rally and Contour, which are similar to JIRA/Greenhopper. Her experience with these products and familiarity with Agile development methodologies will allow her to quickly come up to speed on the JIRA/Greenhopper system.

5) Our staff is conveniently located in Anchorage and can be available onsite to attend playbacks, meet with project personnel, and review user stories and test scenarios as necessary.

STAFF QUALIFICATIONS

Our proposed test manager has more than 6 years of IT experience, is PMP certified, and has built manual testing artifacts and performed initial testing on projects for the Department of Defense's Defense Information Systems Agency JEPES project for Chenega Federal Systems. She has expertise in analysis, design, development, testing, and integration of web application technologies. In a work environment where errors are not acceptable, she always meets the needs of the clients in the most efficient and effective manner.

She has worked on DNR's Unified Permit project to (1) identify UAT bottlenecks and recommend solutions through UAT improved workflow design and defect analysis and (2) write test plans and scenarios for the Project application, DNR Business Reporting System (DBRS), and Notifications and Clocks Module.

Her recent work includes overseeing implementation and testing of multiple projects for Chugach Electric Association. This work includes: asset management system implementation and replacement of legacy systems, customer information system replacement, and geographic information system (GIS) custom software development. Over the course of her career, she has managed up to 10 testers and supervised development of UAT processes including thousands of test cases.

RECENT RELEVANT PROJECTS**STATE OF ALASKA, DEPARTMENT OF REVENUE, DATA ENTRY AND EXAMINATION**

Our company was contracted to custom build a Data Entry and Examination (DEX) application to improve tax return processing for the Motor Fuel, Mining, and Corporate Income tax programs. This project involved extensive testing including the following:

- Development of a comprehensive testing process including role definition and integration of lifecycle tools such as Team Foundation Server and Microsoft Test Manager
- Component development using an iterative process tightly coupled with specification, unit testing, and test case creation

EXPERIENCE/QUALIFICATIONS (CONT.)

STATE OF ALASKA, DEPARTMENT OF REVENUE, PERMANENT FUND DIVIDEND ONLINE APPLICATION DAIS IV is a high-profile software application responsible for distributing the Permanent Fund Dividend (PFD) to over 600,000 Alaskan residents in what is the single largest individual cash transaction in the country, ranging to as much as \$2 billion. Our company supported Permanent Fund Dividend Division (PFDD) throughout the entire software development life cycle in a multi-year project that moved dividend distributions away from mainframe computers and onto more modern, mid-tier technologies. As part of the successful implementation of this system, we supported PFDD in achieving 99.99th percentile confidence goal on all disbursement runs through extensive result audits and performance testing.

ALASKA COMMUNICATIONS, CUSTOMER RELATIONS MANAGEMENT SYSTEM TESTING

Our company set up and managed testing activities for a customer relationship management (CRM) project of critical importance to a major Alaska telecommunications company. We established the test program and provided ongoing management and operation. Tasks included determining and implementing test architecture and modalities, creating test plans, developing scripts, and analyzing reporting requirements.

We managed a testing team of up to 30 testers and managed the UAT process for thousands of test cases. Additionally, we executed subcontractor requirement validation tests incorporating over 30,000 test steps. We also developed bug identification, reporting regime, and corrective management; set up and managed issue tracking software, and managed the relationship with the primary contractor in all matters related to testing, including business analysis and business process reengineering.

STATE OF ALASKA, TAX DIVISION, ONLINE PERMITTING AND LICENSING SYSTEM

The Alaska Department of Revenue, Tax Division used a number of solutions to manage and collect tax and licensing data in the state. We developed specifications to streamline their processes and developed the Online Permitting and Licensing Application (OPAL). This modular system allows users to apply for licenses and pay fees online with full security and authentication. As part of the development of the final application deliverable, the project was broken down into analysis, design, development, testing and deployment phases.

REGULATORY COMMISSION OF ALASKA, E-GOVERNMENT

The RCA is responsible for regulating public utilities and ensuring that they provide adequate services at reasonable rates. Since 2005 the RCA has engaged in a multi-tiered process to substantially improve its regulatory activities and its reputation for timeliness and completion. Our firm has continued to provide the RCA with support since the completion of the first phase of the ACO STAR project, including continuing business and system requirements definition for additional incrementally implemented functionality; testing, training, and documentation to support each newly released enhancement; custom web development to support usability and expand feature-sets; a GIS solution to provide service area information for both RCA staff and external customers; and ongoing, onsite support.

TRANS ALASKA PIPELINE SYSTEM QUALITY BANK

For over 15 years our firm has been hosting, maintaining, and administering the Quality Bank system that computes the value of all crude oil in the Trans Alaska Pipeline. North Slope reservoirs yield crude oil with different compositions, thus different values. All oil is commingled at Pump Station 1 and eventually loaded into tankers in Valdez. Two refineries extract crude oil from—and return low or negative value waste products into—the line. Accounts are settled every month.

Ten years ago, our staff completely re-architected the Quality Bank system, which includes systems in both Alaska and Texas. Shippers, refiners, and producers exchange millions of dollars, as directed by our system, to account for changes in value to their monthly shipments of crude oil.

Samples are taken from all source fields and sent to Houston, Texas for analysis. A pricing consultant in Dallas assigns values to all components of each crude stream for each field, based on West Coast and Gulf Coast prices. This generates per-barrel values. Lab data and pricing data are combined with volume data from Alyeska for final calculations. All work results are audited and the system is subject to rigorous testing and QA

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
\$ 90.00	x	280	=	\$25,200.00

ETS Fee (\$300 + .5% of Total Cost)	\$ 426.00
Total TO Cost	\$25,626.00

PROPOSED INDIVIDUAL RESOURCES

Caroline Field		

PROPOSED SUB-CONTRACTORS

Name	Description of Work	% of Overall Work