

STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number 0032-06-13-010	2. DGS Solicitation Number 2012-0200-0879	3. Financial Coding 06355135	4. Agency Assigned Encumbrance Number
5. Vendor Number RED91290	6. Project/Case Number	7. Alaska Business License Number 116276	
This contract is between the State of Alaska,			
8. Department of Health Social Services		Division of FMS/Grants & Contracts	
		hereafter the State, and	
9. Contractor Resource Data, Inc. hereafter the Contractor.			
Mailing Address 1205 East International Airport Road #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.			
<p>ARTICLE 2. Performance of Service:</p> <p>2.1 Appendix A (General Provisions), Articles 1 through 18, governs the performance of services under this contract.</p> <p>2.2 Appendix B sets forth the liability and insurance provisions of this contract.</p> <p>2.3 Appendix C sets forth the services to be performed by the contractor.</p> <p>ARTICLE 3. Period of Performance: The period of performance for this contract begins <u>8/1/2012</u> and ends <u>12/31/2013</u>.</p> <p>ARTICLE 4. Considerations:</p> <p>4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed the Total Cost shown on TOPS Cost Proposal #0032-06-13-01. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPS Request #0032-06-13.</p> <p>4.2 When billing the State, the contractor shall refer to the TOPS Contract Number and send the billing to the contact listed under Requesting Agency Information on TOPS Request #0032-06-13.</p>			

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

12. CONTRACTOR		13. CONTRACTING AGENCY	
Resource Data, Inc.		Department/Division Health & Social Services / FMS/Grants & Contracts	
Signature of Authorized Representative <i>Lois Hansen</i>	Date 8-7-12	Signature of Head of Contracting Agency or Designee <i>[Signature]</i>	Date 8/20/12
Typed or Printed Name of Authorized Representative Lois Hansen		Typed or Printed Name Darla Madden	
Title Director of Business Administration		Title Grants and Procurement 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, 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 #0032-06-13;**
- **TOPS Response / Cost Proposal #0032-06-13-01.**

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

1. This contract document;
2. **TOPS Request #0032-06-13;**
3. **TOPS Response / Cost Proposal #0032-06-13-01.**

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
\$ 115.00	x	400	=	\$46,000.00

ETS Fee (\$300 + .5% of Total Cost)	\$ 530.00
Total TO Cost	\$46,530.00

PROPOSED INDIVIDUAL RESOURCES

Jenny Munroe	Jeff Ober	

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 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 TOPS request will secure project management for the Department of Health and Social Services (DHSS) project to replace the eGrants management system with an xRM/CRM solution. The successful project manager (PM) will employ Integration Management techniques to ensure that every part of the project is expertly coordinated. The PM will work with DHSS and Sockeye Business Solutions to co-author Milestone 3: Project/Management Plan, including a Project Staffing Plan, Roles and Responsibilities Definition, Administrative Structure and Oversight, Workspace and Facilities for Staff, Knowledge Transfer Strategy and Plan, Issues, Potential Problems and Risk Management Process, Change Management Process, and Deliverable Acceptance Management Process.

To meet these goals, our firm will provide a project management team consisting of a lead PM and a supporting PM, both with PMP certifications and extensive experience implementing similar large-scale projects for State of Alaska agencies and private sector clients. With a major branch location in Juneau, Alaska, our firm is well positioned to work directly with DHSS at mutually agreed upon times onsite at the DHSS without incurring additional travel costs.

Our PM team is well versed in processes that include systems analysis, business use cases, and validation of user requirements. They are experts in facilitating stakeholder participation, identifying risks and contingencies, and stringently monitoring the project life cycle. Furthermore, the PM team will monitor the communications plan and testing procedures to ensure their ongoing efficacy, and oversee training (IT and program staff). The PM team will audit documents created by the vendor to verify that all artifacts meet the standards asserted in the project's customized Quality Assurance Plan (QAP).

INITIAL PLANNING

During the initial phase of the project, our project management team will work with DHSS management for approximately 25-30 hours/week to

- meet the project team and secure appropriate access to DHSS systems
- assess whether all necessary resource requirements have been met
- determine the baseline scope and schedule of activities
- establish the QAP
- review and validate the communications plan and establish a project reporting plan

EXECUTION

Our PM team will assist DHSS in guiding the project development according to the Scrum methodology. In Scrum, development is accomplished in short, iterative cycles called sprints. The task list for each sprint (sprint backlog) is derived from a master list of prioritized tasks known as the product backlog. A designated Product Owner and the PM team are responsible for maintaining the product backlog. Each task selected for a sprint is completed from birth to adulthood so it can be demonstrated to the project team and stakeholders at the sprint review meeting at the end of the iteration.

Our project managers adhere to PMI-based standards tailored to the individual needs of each project. Our firm offers clients continuous access to our business system (e.g., timesheets, costs, status reports, issue tracking) so that scope, cost, and other elements critical to success are always available for review.

Our firm estimates that 85% of this work will be done by our lead PM and 15% by our supporting PM.

FINAL IMPLEMENTATION AND HANDOFF

As the project moves to final implementation and handoff, our PMs will increase their onsite hours to provide the appropriate transition planning.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

RISK: Insufficient or unavailable contractor resources

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 project management team of two PMP-certified, expert-level individuals, rather than a single resource, we will ensure that the project has full coverage throughout the duration of the contract.

RISK: Lack of availability of key DHSS personnel

WHY IT IS A RISK: The Scrum approach relies heavily on client input. A lack of key personnel can impede the progress of the project.

OUR SOLUTION: We mitigate this risk by planning for periods of unavailability as far in advance as possible. Plans can include lengthening or shortening sprints, having backups for key personnel, or both.

RISK: Lack of availability of necessary infrastructural resources

WHY IT IS A RISK: The xRM system may require new developer workstations, as well as new servers to host development, testing, and production environments. While the costs of these resources may not typically be very high, the time it takes to set up and configure these resources is often substantial.

OUR SOLUTION: We can mitigate this risk by planning ahead, but most mitigation must be performed by DHSS, which will be responsible for procuring and installing infrastructure.

RISK: Lack of communication

WHY IT IS A RISK: Lack of communication can cause projects to fail.

OUR SOLUTION: In addition to the required status reports, we will host regular status meetings between our lead project manager and the client project manager. We encourage informal communication daily.

RISK: Lack of support of Executive Management

WHY IT IS A RISK: If the Executive Management team does not support the project, the likelihood of achieving results is greatly diminished.

OUR SOLUTION: We will create regular status reports for key Executive Management staff, including a high-level overview of project progress, health, and any barriers to success. Our PM team will escalate critical issues to Executive Management as necessary. Executive Management will receive a standing invitation to attend sprint review meetings to evaluate detailed project progress.

RISK: Inability to roll out solution by desired Go Live date

WHY IT IS A RISK: The TOPS request specifies that the solution must Go Live in order to meet constraints of the State Fiscal Year. Static time constraints can be challenging to meet with an agile (Scrum) methodology, which is by definition a fluid development approach.

OUR SOLUTION: We will keep firm deadlines in mind when assisting the Product Owner in prioritizing the product and sprint backlogs to ensure fixed targets are met during the lifecycle of the project.

RISK: Lack of definition of responsibilities for project management contractor and Sockeye

WHY IT IS A RISK: Without clear definition of which firm is responsible for tasks listed in the RFP and the TOPS request, it may become difficult to control scope creep or differing expectations between Sockeye and the project management contractor.

OUR SOLUTION: Our PM team will work with DHSS and Sockeye during the initial project meetings to examine each project deliverable, define terms, and identify the responsibilities of each party (e.g. define "co-author," clarify "auditing activities" and "performing activities"). These decisions will be documented in a Roles and Responsibilities matrix in the project Communications Plan. Our firm can offer expert Project Managers with the right experience and skills to guide this development project; however, Sockeye will be responsible for the quality, completeness, and workmanship of its own products.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

COMPANY QUALIFICATIONS

1. Our firm has implemented numerous critical projects for various State agencies, providing services ranging from requirements gathering and project management to design, development, testing, and implementation. Our work includes critical projects such as the online PFD application and myAlaska development and integration.
2. Our firm and our proposed staff for this project have prior experience providing project management services for DHSS on projects such as the WIC EBT Feasibility Study and the API Electronic Medical Records. Our familiarity with DHSS systems and procedures will benefit this project by ensuring that the department's needs are met in an efficient and cost-effective manner.
3. We provide expert agile software development services. Many of our developers and project managers are certified Scrum masters. The project managers proposed for this project have extensive experience implementing large-scale Scrum projects for a variety of State agencies.
4. We have previously worked with Sockeye Business Solutions to install and configure Dynamics xRM for another State of Alaska department. We are also currently involved in another large xRM development project for the Office of the Lieutenant Governor. Our experience with both the technology and the development contractor ensures that our firm is the best fit for managing this project and mitigating risk based on prior experience.

STAFF QUALIFICATIONS

To lead this project, we propose a Juneau-based, PMP-certified Project Manager who successfully employs a fact-based, PMI process-oriented approach toward reaching aggressive goals in support of cost, profit, customer service, and organizational objectives. She is a resourceful leader with experience working on a variety of State of Alaska projects, including the IRIS project for the Department of Administration and the WIPS project for the Department of Labor. Her recent work includes implementing an enterprise content management solution for a Texas State agency. This content management solution created paperless options for Internet-based payments, EFT, vendor and asset management, enhanced customer service, and technical support. It also provided for financial reporting, and synchronized business processes for 27 divisions within the agency. The project drastically improved the agency's website user interface. Building Customer Relationship Management (CRM) into these content management systems improved departmental quality and efficiency, and was integral to the overall success of the project.

Our proposed supporting Project Manager has over 20 years of experience in IT, a Master's Degree in Information Systems, and PMP certification. He has worked extensively with the State of Alaska Department of Health and Human Service as a business analyst and a project manager. He has also served as a project manager and Scrum master for the Department of Revenue, Tax Division.

RELEVANT EXPERIENCE**STATE OF ALASKA DCCED: GRANTS TRACKING SYSTEM BUILD**

Our firm was contracted to architect and implement a solution to replace an aging central grants tracking system for the State of Alaska 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 DCCED personnel to manage scope and organize user testing. The new application allows users to track community grant 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.

STATE OF ALASKA DCCED: GRANTS TRACKING SYSTEM ENHANCEMENTS

In a follow-up Task Order to the Grants Tracking System build, our team prioritized and implemented enhancements to the recently released application that tracks grants information for the State of Alaska. 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.

EXPERIENCE/QUALIFICATIONS (CONT.)

DEPARTMENT OF LABOR: WORKFORCE INVESTMENT PERFORMANCE SYSTEM

Our firm and provided expert-level project management for the Alaska Department of Labor and Workforce Development's Workforce Investment Performance System (WIPS) project. We also led the analysis and design effort and managed a diverse set of development teams, using agile methodologies to allow us to deliver working software that could be repeated, vetted, and improved by client input. The project involved four implementation phases: a new fiscal system (SAGE), a grants management system (EGrAMS), a case management system (ICM) written using CRM, and data warehouse/reporting system. We performed the following high-level 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

DOR/TAX: AGIA INVOICE REIMBURSEMENT SYSTEM PHASE 1 & 2

Our firm used Scrum methodology to develop the AGIA Invoice Reimbursement System (AIRS) to assist DOR/TAX with processing the charges that TransCanada forwards to the Department of Revenue for reimbursement, as outlined in the Alaska Gasline Inducement Act (AGIA). This system contains an external application for TransCanada representatives to upload thousands of submissions and supporting documentation for review in the internal application. All transactions are validated and corrected through the external application before final submission to the internal application, which was developed to help DOR auditors review and accurately approve and account for reimbursement expenditures.

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

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