

STANDARD AGREEMENT FORM FOR TASK ORDER PROCUREMENT SYSTEM (TOPS)

1. TOPS Contract Number 0064-02-13-013	2. DGS Solicitation Number 2012-0200-0879	3. Financial Coding 2600500-2190021	4. Agency Assigned Encumbrance Number 0235362
5. Vendor Number 92-0130574	6. Project/Case Number	7. Alaska Business License Number 738222	

This contract is between the State of Alaska,

3. Department of Administration	Division of Enterprise Technology Services	hereafter the State, and	
3. Contractor Applied Microsystems, Inc. hereafter the Contractor.			
Mailing Address 3909 Arctic Boulevard Suite 201	City Anchorage	State AK	ZIP+4 99503

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

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.

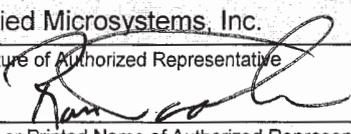
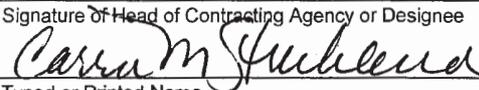
ARTICLE 3. Period of Performance: The period of performance for this contract begins **1 Jan 2013** and ends **30 June 2013**.

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 **#0064-02-13-01**. Payment shall be made upon receipt and approval of detailed invoice(s) by the State of Alaska Project Manager indicated on TOPS Request **#0064-02-13**.

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 **#0064-02-13**.

1. **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.

2. CONTRACTOR		13. CONTRACTING AGENCY	
Applied Microsystems, Inc.		Department/Division Administration / Enterprise Technology Services	
Signature of Authorized Representative 	Date 1/23/13	Signature of Head of Contracting Agency or Designee 	Date 1/14/13
Typed or Printed Name of Authorized Representative Ross Toole		Typed or Printed Name Carrie Strickland	
Title President		Title Deputy Director, ETS	

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 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 contractor 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.

The 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.

Including 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 editiously 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 methods, 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 #0064-02-13;**
- **TOPS Response / Cost Proposal #0064-02-13-01.**

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

1. This contract document;
2. TOPS Request #0064-02-13;
3. TOPS Response / Cost Proposal #0064-02-13-01.

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):

Discussion with John Falconer and Ross Toole occurred over the week of January 7th, of main interest to the state was that the amount of time and effort required on the HELP documentation may not, because of parallel work which has already occurred by ETS staff, be as extensive as perceived. It is my understanding after discussing with Ross Toole – AMI would be agreeable to performing other tasks as necessary related to results from the current pilot testing period. These results are being collected by ETS and will be cataloged and shared with AMI for consideration if we do in fact find the parallel work has overall reduced the scope.

VENDOR INFORMATION

Vendor Name: Applied Microsystems, Inc

By checking this box, I, Ross Toole for Applied Microsystems, Inc, represent that I am authorized to and do bind the vendor to this response. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for contract termination and removal from the vendor pool.

TABLE OF CONTENTS

PROJECT APPROACH2

RISK ASSESSMENT3

EXPERIENCE/QUALIFICATIONS5

GENERAL INSTRUCTIONS

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

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

PROJECT APPROACH

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

Project Approach cannot exceed one page.

RISK ASSESSMENT

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

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

EXPERIENCE/QUALIFICATIONS

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

Experience/Qualifications cannot exceed two pages.

PROJECT APPROACH

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

This project requires the rewrite of the Online Public Notice System help file (guide). A PDF and HTML version of the help file will be produced for use by a broad spectrum of users. The PDF and HTML pages must be created with ease-of-use in mind. The resulting guides must be easy to navigate, visually appealing, use plain yet sufficiently-descriptive language, and anticipate commonly searched topics.

Additionally, the contractor should provide a solution to allow ETS to implement and document changes to those guides as they add additional features to the system.

Currently, a PDF written in 2001 serves as the guide for working with the Online Public Notice system. Upon reviewing the guide it seems that little of the content will be able to be re-used for the new version. Thus, a logical process for producing the new guides will be essential.

Our approach to completing the guides will be:

- Work with ETS to identify and document both released and unreleased system features.
- Divide the guide into meaningful sections and subsections such as Notices, Administration, etc.
- Edit and Peer review by AMI staff unfamiliar with the Online Public Notice System. The idea is to make sure that a new user would be able to comfortably use the guide to work with the new system.
- Focus on creating the PDF version first
It's more efficient and productive to work with a simpler presentation of content first –starting with MS Word and exporting to PDF—to get a better feel for content
- Efficiently produce the enhanced HTML version.

Timeline

- 1.) Jan 14 Kick Off Meeting: Establish an initial Project Plan and Schedule that addresses resource requirements, staff availability, division of responsibilities among team members and the software resources (Tools, Libraries, Frameworks etc.) available to the team. Identify released and unreleased features of the system. Establish key deliverables and discuss tasks and next steps.
- 2.) Jan 15-18: Construction of PDF and HTML draft versions of help files.
- 3.) Jan 21-24: AMI/ETS collaboration: Drafts provided to ETS for review via web/email. Suggestions/changes implemented.
- 4.) Jan 25: Final Wrap-up Meeting - Final PDF and HTML versions of help files are presented to ETS and project is closed.

RISK ASSESSMENT

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

Risk: Availability of ETS Development Staff

Why it is a risk: The timeline for completing this project is very short. ETS staff has a significant workload and there may be scheduled winter vacations leaving staff with even more work to shoulder while a co-worker is out of the office. **Risk Mitigation:** The project will have to be closely managed to ensure that the resulting help system is reviewed thoroughly by both vendor and ETS staff. Conflicting resource requirements will have to be identified at the onset of the project (at the Kickoff meeting) and a realistic understanding of the manpower available will have to be assessed. The project must be scoped to allow for completion within the identified resource constraints.

Risk: Certain system features may not be implemented at the time of writing the guides

Why it is a risk: While OPN system work is ongoing, it is possible that when the guides are written in mid-January, the system may have features that will not have yet been implemented. If the guides are not in sync with system releases it may confuse end users. **Risk Mitigation:** The kick-off meeting should include identifying and documenting released and unreleased system features. We will then clearly illustrate unreleased features in the guides to avoid confusion of end-users. Guides will be delivered in standard format (i.e. MS Word Document) so as to allow ETS staff to easily update the user guides as system features are released. In order to produce the original version of the guides, an intimate knowledge of the complete OPN project (including both implemented and proposed features) will be necessary. Further, graphics creation and manipulation skill-sets will also be necessary to produce quality screenshots for features that are not yet implemented.

EXPERIENCE/QUALIFICATIONS

BEST VALUE PROCESS ONLY: EVALUATOR NAME:

SCORE: 10 5 0

Company Experience:

Our organization and staff directly meet all of the requirements requested in the Special Expertise and Experience section of the Task Order Request Form.

We have already done significant analysis and review of the Online Public Notice System. Consequently we are very familiar with the present application, its user interfaces and shortcomings as implemented in Lotus Notes. We are directly familiar with the size and scope of the present OPN system. Additionally we have worked with Lotus Notes directly, though not for some time as the software system is rarely in use today.

We are already familiar and have worked with MyAlaska, the State Active Directory and the State LDAP directory on several State Projects including Oracle UCM projects with both internal and external facing Web 2.0 User Interfaces.

We are Oracle's key partner in Alaska for the design and implementation of Oracle Fusion Middleware including Universal Content Management 10g and 11g. We have designed and implemented one of the most sophisticated UCM 11g environments presently deployed with 22 integrated UCM servers for Public, Internal Production, Test and Development running in a VMware vSphere environment built on CISCO's Unified Computing System, Nexus Switches and Network Appliance Enterprise Storage. The system provides Single Sign On through integration with Active Directory. It is implemented in a clustered multitier application environment leveraging multiple software systems including Red Hat Enterprise Linux, MS Windows Server 2008, Apache, WebLogic, UCM 11g, CVISION, Kofax, and Oracle RAC 11g database servers.

Additionally we have designed, implemented and support UCM systems for the Department of Transportation, Bureau of Land Management, Department of Military and Veterans Affairs and other commercial and Local, State and Federal government agencies.

We have very strong MS SharePoint experience; Predominantly with very large projects. We are presently engaged in a large Kofax and SharePoint project for the Department of Public Assistance. The system is deeply integrated with Kofax scanning and document recognition software.

We are the primary KOFAX and CVISION document capture Systems Integrator in Alaska with more implemented scanning document workflows for both legacy document repositories and Business Process Automation projects than any other organization in Alaska. We have completed projects and continue to provide ongoing support for the Department of Transportation, Department of Natural Resources, Department of Public Assistance, Municipality of Anchorage, and Federal Bureau of Land Management, the Department of Military and Veterans Affairs and others.

All of these systems require multitier architectures leveraging Oracle or MS SQL server databases for the storage of structured information. Data Modeling, Application Architecture and User Interface design are all critical elements of the systems we deliver.

These projects in combination with other ongoing MS .Net and Java secure web applications we have completed and continue to develop, demonstrate ongoing up-to-date knowledge and expertise with these technologies.

Staff Experience

Multiple skill sets are required to deliver the services specified in the Task Order Request. Both application development and graphic design expertise are necessary. To meet these needs we have included two resources. Together they bring not only the application development and graphic design skills necessary for successful completion of the project but the experiential knowledge that comes from working together as a team on many projects for nearly five years.

The primary resource has more than 25 years experience in the Information Technology industry and has won several awards for innovation and application design during his career. Most recently he led the client-side development for Glue Networks web application and helped the company secure 5 million dollars in Venture Funding. He continues to work on multiple State Projects.

Our second resource has more than 14 years experience in Web Design and Development. He has served as lead developer and project manager on multiple State of Alaska projects including Federal Aid, listed below, which included user interface design, web programming, and writing of comprehensive documentation. He

is an expert designer and graphic artist and fluent in Web 2.0 technologies.

Our third resource has more than 15 years' experience in Web Design and Development, both as a developer and a Project Manager. He has implemented content and document management solutions for local and state government using multiple tools and technologies and has placed a strong focus on user experience, training, and documentation.

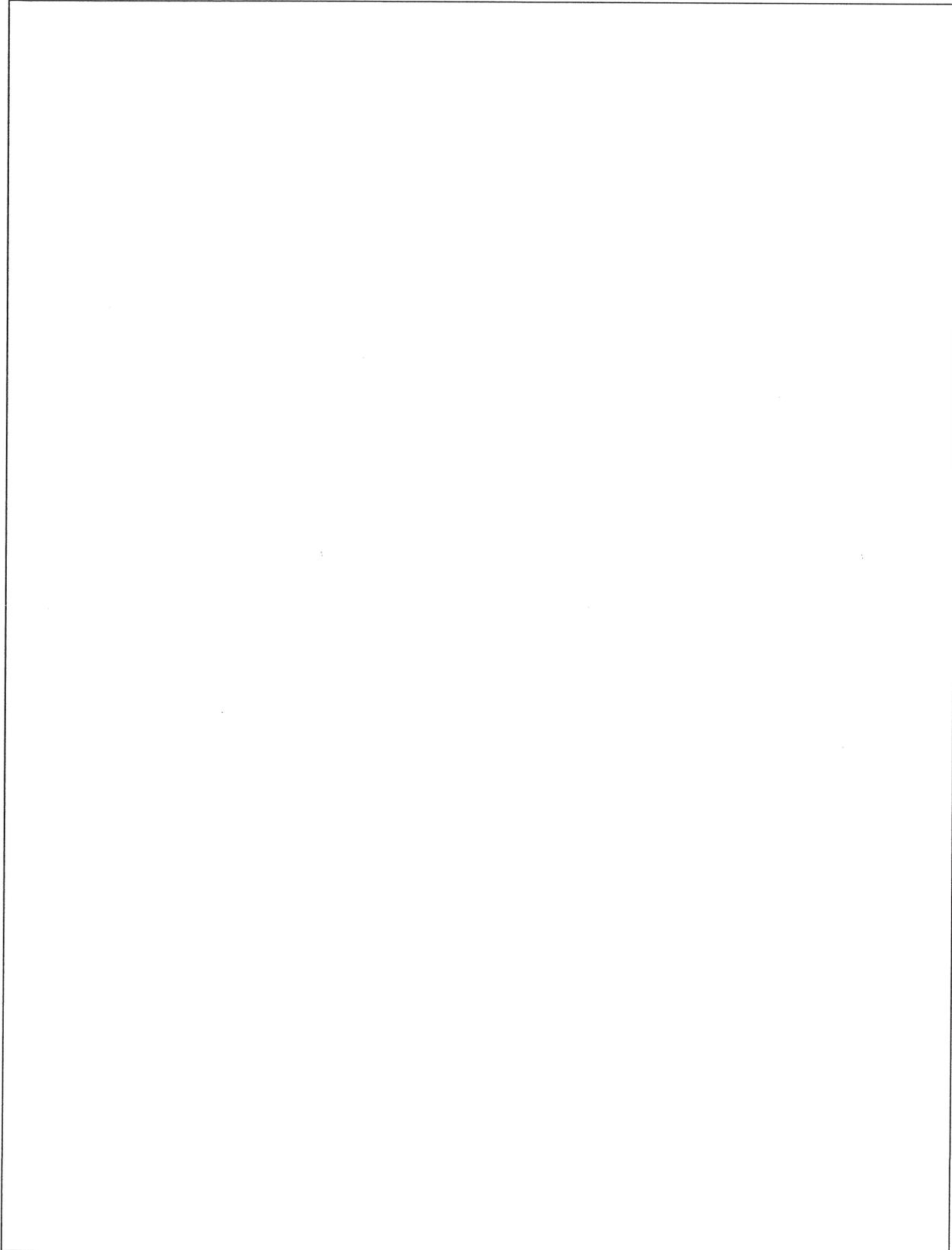
Recent Projects:

The Alaska DOT&PF is required to manage Federal Aid documents to acquire and track Federal project funding. These critical documents rest at the heart of all project funding and were managed using MS Excel files residing on disk along with an extremely complex Excel Macro used to help complete the calculations and print the formatted documents required to get funding for all Federal projects. Our firm developed the FAAM (Federal Aid Agreements Manager) system to provide separation of data and presentation on the forms allowing the creation of a user interface that facilitates collection of the necessary data and review for accuracy. FAAM is a robust web application built with proven technologies and standards. The system supports versioning, workflow, spell-checking, multiple-users, and a calculation tool to minimize errors and speed up programming the Apportionments utilized in each document. At the end of the project a comprehensive documentation guide was provided to the DOT. FAAM is currently in production and has successfully helped modernize and streamline the DOT's federal document workflow. To further enhance productivity, FAAM has been enhanced to integrate with DOT's existing Management Reporting System, with plans to integrate with a Federal system in the near future.

Alaska DOT&PF: Like all other State DOT's, the Alaska DOT&PF is required to maintain a Qualified Products List (QPL), as a method for identifying products that have been approved for use in DOT construction. These products range from bridge piers and guardrails to paint and cones, and they must often meet strict criteria. Each potential QPL product has to go through a lengthy business process from initial submission to review, testing, and approval/denial. The Alaska DOT wanted to streamline this process as much as possible using today's available technologies. Our firm was called upon to develop a secure, web-based application that would replace the labor-intensive workflow and streamline processes for all stakeholders: DOT staff, manufacturers, and contractors. It is called the Electronic Qualified Products List. The Alaska DOT is currently managing its Qualified Products List via this web-based application. Manufacturers can now enter their products into the QPL queue online, contractors can browse through approved products, and DOT staff can easily keep track of and manage products in the QPL. Not only are workflow processes streamlined, the DOT saves on paper and the large costs of time and labor.

Department of Public Assistance: The DPA manages over 100,000 cases in Alaska, and all of the documentation regarding these cases is currently stored in manila folders. Each case may have over a hundred documents, so somewhere between 5 and 10 million documents are being managed, moved about, and checked in and out by intricate manual processes. The paper files have grown to take up so much floor space that in some cases, file cabinets need to be moved into offices to keep the weight from collapsing the floors. We are creating a pilot system for DPA to bring all of this information on-line, thus allowing them to (a) eliminate nearly all of the process of managing paper documentation, and vastly simplify what is not eliminated; (b) recover nearly all of the file storage space and overflow space in offices; improve security by providing a means to make copies of all of this vital information, and to realize many additional benefits. All of the documents and information associated with them will be stored in SharePoint. Document scanning, and OCR is implemented using Kofax.

EXPERIENCE/QUALIFICATIONS (CONT.)



EVALUATOR NON-CONFLICT OF INTEREST STATEMENT

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

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

EVALUATOR NOTES

To be completed by requesting agency evaluator(s).

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

PROJECT APPROACH

RISK ASSESSMENT

EXPERIENCE/QUALIFICATIONS

COST PROPOSAL

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

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

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

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

COST

Hourly Rate		Est. # Hours		Total Cost
\$ 120.00	x	38	=	\$4,560.00
ETS Fee (\$300 + .5% of Total Cost)				\$ 322.80
Total TO Cost				\$4,882.80

PROPOSED INDIVIDUAL RESOURCES

Ross Toole	Ryan Cubillas	John Falconer

PROPOSED SUB-CONTRACTORS

Name	Description of Work	% of Overall Work