**Master Service Agreements**

**Statement of Work (SOW)**

**Service Category: Project Management**

**Project Title: Court Payment Center Transition**

1. **Master Service Agreements Statement of Work**

**Defined.** The State of Minnesota, State Court Administrator’s Office (State) is using a competitive selection process (referred to herein as the “Statement of Work” or “SOW”) through its Master Service Agreements program to select a vendor responsible for providing project management services for a large strategically critical State Court Administration project. This is not a bid, but a Statement of Work that could become the basis for negotiations leading to a Work Order Contract under the vendor’s Master Service Contract to provide the services described herein.

*Only vendors that have been selected as a Master Service Agreements vendor with the State following submission of a proposal to the Master Service Agreements for IT Technical/Infrastructure Services & IT Application/Development and Support Services Request for Proposal, and have an approved Master Service Contract with the State for the service category requested herein, may submit a response to this Statement of Work and be considered for a Work Order Contract to provide the services described herein.*

**Right to Cancel.** The State is not obligated to respond to any proposal submitted, nor is it legally bound in any manner whatsoever by the submission of a proposal or response to this Statement of Work. The State reserves the right to cancel or withdraw this Statement of Work at any time if it is considered to be in its best interest. In the event the Statement of Work is cancelled or withdrawn for any reason, the State shall not have any liability to any proposer for the costs or expenses incurred in conjunction with this Statement of Work or otherwise. The State also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein, and to extend proposal due dates.

1. **Business Need**

The Information Technology Division (ITD) of the State Court Administrator’s Office (State), located at the Minnesota Judicial Branch (MJB), is seeking one (1) senior level project manager to assume the project management of a large, strategically critical project migrating the processing of payables (case type) cases from the Second (Ramsey) and Fourth (Hennepin) judicial districts to the MN Court Payment Center (CPC), a state-wide, central operation already handling payable cases for Minnesota’s other eighty-five (85) counties. This includes the transition from the system used today for payables case processing known as ViBES to the State-wide case processing system known as MNCIS in addition to their transition to the CPC.

Another project which this project manager would be responsible for requires the planning and implementation of Late Notice Administration for Minnesota’s trial courts in eighty-five (85) Minnesota Counties. This is a prerequisite project which must be completed before the migration of the payables case processing for the second and fourth districts begins. These are projects that are already in-flight with a final scheduled implementation date of late summer/early fall 2014 and project wrap-up and closure expected to last through December 31, 2014.

The two projects mentioned above are expected to require a time commitment of the project manager selected of approximately 24 hours per week. Other projects or duties as mutually agreed upon by the Contractor and the State will be assigned to make up the balance of a 40 hour week.

1. **Project Deliverables**

The following project deliverables will be expected from the project manager for the projects identified above.

Because the projects are in-flight some project documentation has already been completed including the following:

* Project Request Form
* Project Definition Document
* Project SharePoint Site
* Project Governance Documentation

The following project documentation is dynamic and the project manager will be expected to utilize and maintain the existing documentation as the projects continue to materialize.

* Project Work Breakdown Structure Document(s)
* Project Issue Tracking / Reporting Documentation
* Project Risk Analysis Documentation
* Project Stakeholder Analysis and Register
* Project Communication Plan
* Project Change Request Process and Forms
* Project Work Plan / Schedule
* Project Status Reports

The following project documentation is either partially written or has not been started and the project manager will be expected to either finalize or create the documentation:

* Project Testing Plan and Testing Scenarios / Scripts (as needed)
* Project Implementation Plan and Schedule
* Project Training Plans and Schedules (as needed)
* Project Closeout Report

In addition to the above deliverables, the selected project manager will lead project team meetings and maintain all necessary communications between project team members, SCAO Division Directors, the PMO manager, the project Steering Committee, and the project Governance Committee.

1. **Project Milestones and Schedule**

As previously indicated the projects are in-flight and the successful project manager will be expected to assume the management of the projects using the existing timelines, project documentation standards, implementation assumptions, and project closure standards as directed by the PMO manager. Project Milestones are already identified within the project schedules.

1. **Project Location, Working Hours, Contract Timeframe**
* The project work location will be at the Minnesota Judicial Center located at 25 Rev. Dr. Martin Luther King Jr. Blvd, St. Paul, Minnesota, 55155.
* Occasionally the project work location will be at the Hennepin County Government Center, Minneapolis, MN and Ramsey County Courthouse, St. Paul, MN. The cost of travelling to alternate project work locations is the responsibility of the contracted project manager.
* Business hours are Monday through Friday, 8:00 AM to 5:00 PM.
* The project manager is expected to work between 32 and 40 hours per week.
* The contract timeframe has an anticipated start date of early October, 2013 through December 31, 2014.
1. **Responsibilities Expected of the Selected Vendor**
* The vendor will provide project activity plan(s) and schedule(s) agreeable to the PMO manager.
* The vendor will assign a primary contact that will be responsible for all formal communications between the vendor and the PMO manager.
* The vendor will act in a professional manner and abide by all rules set forth by the Minnesota Judicial Branch.
* The vendor will report to the PMO manager and will be expected to communicate on a regular basis (as determined by the PMO manager) with all project stakeholders.
* The selected project manager will follow MJB project management disciplines, including use of MJB project management templates, methods and forms.
* Other projects or duties as mutually agreed upon by Contractor and the State.
1. **Qualifications and Skills**

 Master Service Contract Resource Category: Project Management

 Resume must clearly demonstrate the following:

Required Minimum Qualifications:

* Possession of a Bachelor’s degree in computer sciences, management information systems or related field or equivalent work experience.
* PMP Certification
* Minimum of five (5) years significant experience in managing multiple projects.
* *Expert* experience using MS Project in creating and managing complex project schedules and project(s) status reporting.
* Ability to adapt to changes in course while maintaining productivity.

Required Skills:

* Exceptional project management skills and project management experience.
* Excellent interpersonal skills and the ability to build and maintain effective working relationships with MJB leadership and all project(s) stakeholders.
* Excellent oral and written communication skills.
* Excellent problem solving abilities.
* Must be highly organized.
* Ability to plan, organize and keep up with multiple projects and multiple project deadlines with minimal supervision.

Desired Skills:

* Previous experience working with MN Judicial Branch
* Prior experience working with government agencies
* Other related IT certifications
1. **Proposal Requirements**
* Cover sheet signed by vendor authorized representative and candidate.
* Hourly rate and a total “not to exceed” dollar amount for the proposal.
* Resume of assigned individual demonstrating:

Required minimum qualifications.

Required and desired skills.

* References: Provide three (3) clients you have assisted with same or similar projects
* Conflict of interest statement as it relates to this project.
1. **Statement of Work Evaluation Process**
	* Skills / Experience (40%)
	* Hourly Rate (20%)
	* Interview (40%)
2. **Statement of Work Process and Selection Schedule**
* Posting Date on [MJB Court Public Website - Public Notice](http://www.mncourts.gov/?page=32&Itype=notice): Friday 9/27/13
* Deadline for Questions: Wednesday 10/2/13.
* Posted Response to Questions: Friday 10/4/13.
* Proposal Submission Deadline: Wednesday 10/9/13.
* Proposal Evaluation Begins: Thursday 10/10/13.
* Candidate Interviews: Wednesday 10/16/13 – Friday 10/18/13.
* Subsequent selection as soon as possible thereafter.
1. **Amendments**

Any amendments to this SOW will be posted on [MJB Court Public Website - Public Notice](http://www.mncourts.gov/?page=32&Itype=notice).

1. **Questions** All questions about this Statement of Work must be submitted in writing via e-mail to the State’s sole point of contact identified in this paragraph no later than end of business day Wednesday 10/2/13.Other State personnel are not allowed to discuss the Statement of Work with anyone, including responders, before the proposal submission deadline. The State’s sole point of contact for questions is:

Rich Gutsche

State Court Administrator’s Office

25 Rev. Dr. Martin Luther King Jr. Blvd.

St. Paul, Minnesota 55155

Email: Rich.Gutsche@courts.state.mn.us

Responses to submitted questions will be posted on [MJB Court Public Website - Public Notice](http://www.mncourts.gov/?page=32&Itype=notice) Friday 10/4/13, and will be accessible to the public and other submitters.

1. **Proposal Submission Instructions** Proposals must be submitted via e-mail in PDF form no later than 12:00 noon CST on Wednesday 10/9/13 to:

Rich Gutsche

State Court Administrator’s Office

25 Rev. Dr. Martin Luther King Jr. Blvd.

St. Paul, Minnesota 55155

Email: Rich.Gutsche@courts.state.mn.us

No facsimile submissions will be accepted.

It is not necessary to deliver hard copies of the proposals to the MN Judicial Center.

1. **Signatures -** The proposal must be signed by in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm.
2. **Ink.** Prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialled in ink by the person(s) signing the proposal.
3. **Deadline; Opening; Public Access.** Proposals must be received no later than 12:00 noon CST on Wednesday 10/9/13. Proposals, once opened, become accessible to the public. Do not place any information in your proposal that you do not want revealed to the public.

Please also note that if a vendor’s proposal leads to a contract, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term of the contract and scope of work. All documents accompanying or attached to the proposal, including the proposal, will become the property of the State.

1. **Late Proposals.** Late proposals will not be accepted or considered.
2. **Selection Timeline.** Vendor selection will be as soon as possible after the proposal submission deadline.