

**State of Minnesota Judicial Branch
Master Service Agreements
Statement of Work (SOW)**

**Project Title: Staff Augmentation – Integration Projects
Service Category: Project Management**

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”) through its Master Service Agreements program to select a vendor responsible for providing project management services for a total of four (4) Informational Technology Division projects. 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 In the event the Statement of Work is cancelled or withdrawn for any reason, the State shall not have any liability to any proposer for the costs or expenses incurred in conjunction with this Statement of Work or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.

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 manage four (4) justice partner integration projects. The list below indicates the four (4) projects for which the project manager would have responsibilities:

- MNCIS to DHS/SOS Pass and Civil Commitment Data - A statutory requirement for the Courts is to report non-state facility or dual commitments to the Department of Human Services. The statute implies the courts are already submitting commitment data to DHS through the Supreme Court information system. DHS uses this information for firearms background checks under section 245.041. The dual commitment process happens infrequently and Court Administration will

occasionally forget to complete the dual commitment form and fax it to DHS. An integration data pass would minimize the risk if court administration forgets to fax this data to DHS. Legislation passed in 1997. Paper process in place presently.

- State Statute Service interface - The ability to electronically transmit statute data from the MN Criminal Justice Statute Service (MNCJSS) repository to the MNCIS Offense Code Table. Presently there is a disconnect between the Service and the Table and the process is manual. The interface is needed in order to update the offense data codes in real time. The BCA is the official record-keeper of state statutes service and they have been waiting for the Branch to finalize the process so all data is electronic.
- Driver's License Suspension Reinstatement Integration - To automate the DL Suspensions and DL Reinstatements sent to DPS/DVS. Hennepin and Ramsey counties currently have this process automated through their violations bureau application, ViBES, which will be sunset at the end of 2014. When ViBES is shut down, DPS/DVS will be overwhelmed with manual data entry requirements to driving records. If DVS falls behind in data entry and fails to send timely DL suspension notices to defendants, DVS' data entry delay will negatively impact the courts automated program for collection referrals for unpaid fines. In addition, DVS' back log of work creates unnecessary phone calls from defendants to the local courts with DL suspension questions.
- Driver Vehicle Services (DVS) Transaction Log - A new process and transaction log (audit trail) is needed to capture DVS transaction information accessed by automated processes that the court initiates. The log must be available, per the Joint Powers Agreement between the Courts and DVS, within five days of request. This work is for pulling driver's license photos for Domestic Abuse No Contact Orders to be verified by judges and also for vehicle owner information for parking citations as part of the ViBES transition project.

Project Deliverables

The following project deliverables will be expected from the project manager for each of the four (4) projects identified above. It should be noted that not all of the four (4) projects may be fully completed in the time period contracted, but all four (4) projects must complete, at a minimum, the initiation and planning stages and have concrete plans in place for project execution. If the projects move into project execution, the project manager will be responsible for project execution and implementation responsibilities as well. Therefore, the list below indicates all deliverables expected to be delivered for projects that are completed within the contracted timeframe. The State PMO manager will work with the contracted project manager to determine the specific and necessary deliverables for each project based on how each of the projects is progressing during the contracted timeframe.

- Project Request Form;
- Project Definition Document;
- Project Charter Document;

- Project SharePoint Site;
- Project Governance Documentation;
- 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 (using MSProject 2010);
- Project Status Reports;
- Project Testing Plan and Testing Scenarios / Scripts (as needed);
- Project Training Plans and Schedules (as needed); and
- Project Closeout Report.

In addition to the above deliverables, the selected project manager will lead project team meetings and maintain all necessary communications between team members, the State PMO manager and other State leadership, as necessary.

Project Milestones and Schedule

The following project phases/milestones and scheduled completion dates will be based upon the scope for each individual project, will vary for each project, and will be negotiated with the State PMO manager. The project phase/milestones for the four (4) projects are initially projected to be as follows:

- Project Definition and Initiation Phase: completed to be 2-4 weeks after start date.
- Project Plans: completed 6-8 weeks after start date.
- Project Execution/Implementation: subject to discussion and negotiation with State PMO manager.
- Project Closure: upon project completion within contracted timeframe, and as negotiated with State PMO manager.

Project Location, Working Hours, Contract Timeframe

- The project work locations will be at the Minnesota Judicial Center located at 25 Rev. Dr. Martin Luther King Jr. Blvd, St. Paul, Minnesota, 55155.
- Business hours are Monday through Friday, 8:00 AM to 4:30 PM.
- The project manager is expected to work full-time hours.
- The contract timeframe has an anticipated start date of early March through June 30, 2014.

Responsibilities Expected of the Selected Vendor

- The vendor will provide project activity plan(s) and schedule(s) agreeable to the State PMO manager.
- The vendor will assign a primary contact that will be responsible for all formal communications between the vendor and the State 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 State PMO manager and will be expected to communicate on a regular basis (as determined by the State PMO manager) with all project stakeholders.
- The selected project manager will follow State project management disciplines, including use of State project management templates, methods and forms.

Required Qualifications and Skills

Master Service Contract Resource Category: Project Management

Required Minimum Qualifications:

- Possession of a Bachelor's degree in computer sciences, management information systems or related field or equivalent work experience.
- PMP Certification preferred.
- 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.
- Previous work with the MN Judicial Branch would be a plus.

Proposal Requirements

- Hourly rate and a total “not to exceed” dollar amount for the proposal.
- Resume of assigned individual including skill sets and experience.
- References: Provide three (3) clients you have assisted with same or similar projects
- Conflict of interest statement as it relates to this project.

Statement of Work Evaluation Process

- Skills / Experience (40%)
- Hourly Rate (20%)
- Interview (40%)

Statement of Work Process and Selection Schedule

- Posting Date on State MJB Website (<http://www.mncourts.gov> – Public Notices): January 17, 2014
- Deadline for Questions: by close of business on January 24, 2014
- Posted Response to Questions: by close of business on January 31, 2014
- Proposal Submission Deadline: by 12 o'clock noon on February 5, 2014

- Proposal Evaluation Begins: February 6, 2014
- Candidate Interviews: February 13 and 14, 2014
- Subsequent selection as soon as possible thereafter

Amendments

Any amendments to this Statement of Work will be posted on the MJB website.

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 the end of the business day (4:30 PM, CST) on January 24, 2014. 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

Timely submitted questions and answers will be posted on the MJB website by the end of the business day (4:30 PM, CST) on January 31, 2014, and will be accessible to the public and other proposers.

Proposal Submission Instructions

Proposals must be submitted in writing and via e-mail no later than 12 noon CST on February 5, 2014 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.

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.

Ink. Prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the proposal.

Deadline; Opening; Public Access. Proposals must be received no later than 12 noon CST on February 5, 2014. Proposals will be opened the following business day. Proposals, once opened, become accessible to the public, with the exception of trade secret information submitted in accordance with Rule 5, subd. 8(b) of the Minnesota Rules of Public Access to Records of the Judicial Branch. Except for trade secret information submitted in accordance with Rule 5, subd. 8(b) of the Minnesota Rules of Public Access to Records of the Judicial Branch, 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.

Late Proposals. Late proposals will not be accepted or considered.

Selection Timeline. Vendor selection will be as soon as possible after the proposal submission deadline.