Master Service Agreements

Statement of Work (SOW)

Service Category: Cyber Security Project Management

Project Title: Identity and Access Management

I. 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 an Informational Technology Division 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 resume 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 resume submitted, nor is it legally bound in any manner whatsoever by the submission of a resume 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 In the event the Statement of Work is cancelled or withdrawn for any reason, the State shall not have any liability to any proposer for the costs or expenses incurred in conjunction with this Statement of Work or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 resumes, or parts of resumes, to waive any informalities therein, and to extend resume due dates.

II. 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 a key cyber security project. The list below indicates the projects for which the project manager would have responsibilities:

- Identity and Access Management – facilitate and conduct a detailed review of each existing role to identify the rights that are included in it in the State’s primary case management system, Odyssey; and potentially, other MJB applications and systems.

Create and present the results of the detailed review and make recommendations on the necessary roles and permissions associated with those roles to adhere to the States policies and procedures with identity and access management. Additionally, strengthen the guidelines and create standards for each role or profile within the case management system to limit user permissions and access to only what is required to perform their duties.
III. **Project Deliverables**
The State Cyber Security Unit 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.

The following project deliverables will be expected from the project manager for each of the projects identified above. It should be noted that not all of the identified projects may be fully completed in the time period contracted, but all projects must complete at a minimum, the deliverables for the stages determined by the Cyber Security Unit manager and have concrete plans in place for project execution.

Therefore, the list below indicates all deliverables expected to be delivered for projects that are completed within the contracted timeframe.

- Project Charter Document;
- Project SharePoint Site;
- Project Governance Documentation;
- Project Issue Tracking / Reporting Documentation;
- Project Risk Analysis Documentation;
- Project Analysis Documentation
- Project Standards for Subject
- Project Recommendations
- Project Stakeholder Analysis and Register;
- Project Communication Plan;
- Project Change Request Process and Forms;
- Project Work Plan / Schedule;
- 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.

IV. **Project Milestones and Schedule**
The project milestones and scheduled completion dates will be based upon:
- scope for each individual project
- will vary for each project depending on the project phase
- Will be negotiated with the State PMO manager.

The project phase/milestones for the 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 Cyber Security Unit manager.
- Project Closure: upon project completion within contracted timeframe, and as negotiated with State Cyber Security Unit manager.
V. Contract Work Location and Hours

- The work locations will be at:
  Minnesota Judicial Center
  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 June 10, 2018, Contract will run through the end of the state fiscal year, June 30, 2019, with option to extend.

VI. Responsibilities Expected of the Selected Vendor

- The vendor must initiate and provide a criminal background check for submitted contractors.
- The vendor will provide project activity plan(s) and schedule(s) agreeable to the ITD Manager.
- The vendor will assign a primary contact that will be responsible for all formal communications between the vendor and the ITD manager in regards to the contract.
- The vendor and contractor will act in a professional manner and abide by all rules set forth by the Minnesota Judicial Branch.
- The contractor will report to the ITD manager and will be expected to communicate on a regular basis (as determined by the ITD manager) with all project stakeholders.
- The selected contractor will follow State disciplines standards, including use of State templates, methods and forms.

VII. Qualifications and Skills

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 preferred or working toward certification.
- Minimum of five (5) years significant experience in managing multiple projects.
- Expert experience using a variety of project management tools 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 ability to draw out requirements and knowledge from line staff.
- Excellent interpersonal skills and the ability to build and maintain effective working relationships with MJB leadership and all project(s) stakeholders.
- Excellent presentation skills and ability to communicate controversial information to leadership.
- 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 in the cyber security discipline.

**Desired Skills:**
- Previous experience working with MN Judicial Branch
- Experience working with Government
- Other related IT certifications

**VIII. Resume 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 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.

**IX. Statement of Work Evaluation Process**
- Skills / Experience (40%)
- Hourly Rate (20%)
- Interview (40%)

**X. Statement of Work Process and Selection Schedule**
- Posting Date on MJB Court Public Website - Public Notice:
  - Thursday May 17, 2018
- Resume Submission Deadline: May 25, 2018
- Candidate Interviews: as soon as possible
- Subsequent selection as soon as possible thereafter

a. **Resume Submission Instructions** all resumes must be submitted via e-mail in PDF form no later than May 25, 2018 to:
   Gretchen White  
   State Court Administrator’s Office  
   25 Rev. Dr. Martin Luther King Jr. Blvd.  
   St. Paul, Minnesota 55155  
   Email: Gretchen.White@courts.state.mn.us

b. **Signatures** - The resume 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.

c. **Late Resumes**. Late resumes will not be accepted or considered.