

188029

FE (C)



**MAD Project Number: 2021-081
INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES**

Requesting Agency: Minnesota Department of Commerce

MAD Contact: Renda Rappa

Accounting Information: Business Unit – G1001, Financial Dept ID – G1031500, APPRID – G100085, Fund – 5200, Accounts - 670011.

Agency: B1301	Fiscal Year: 2021	Vendor Number: ID G100000000, Location 001
Total Amount of Contract: \$152,000.00	Amount of Contract First FY:	
Category Code: 80101500	Category Code:	Category Code:
Account: 411901	Account:	Account:
Amount: \$152,000	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 3000	Fund:	Fund:
Appr: B132113	Appr:	Appr:
Fin Dept ID: B1331561	Fin Dept ID:	Fin Dept ID:
Rept Catg: n/a	Rept Catg:	Rept Catg:
Amount: \$152,000	Amount:	Amount:

Processing Information: (Some entries may not apply.) Begin Date: _____ End Date: _____

Contract: SC# 188029
FY21 PO# 3000013905
1/12/2021
Number/Date/Signatures Initials

DocuSigned by:
Order: Carla Collins 1/12/2021
Number/Date/Signatures

[Individual signing certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05]

This is an agreement between the Minnesota Department of Commerce (Requesting Agency) and Minnesota Management and Budget, Management Analysis and Development (Division).

1. Services to be Performed:

The Division agrees that through its Master Contract with The MACRO GROUP, Inc. it will sub-contract with The MACRO GROUP, Inc. to provide the services identified in Exhibit A, which is attached and incorporated into this agreement.

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement.

Management Analysis and Development: Renda Rappa Requesting Agency: Tracy Smetana

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Agency agrees to pay the Division as follows:

Up to 1,040 hours at a rate of \$135/hour for Business Analysis and a rate of \$150/hour for Web Design services as identified in Exhibit A for services provided by The MACRO GROUP, Inc. and up to \$8,000.00 for contract management as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed \$152,000.00.

The Requesting Agency will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed by the Division in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Condition of Payment:

All services provided by the Division under this agreement must be performed to the Requesting Agency's satisfaction, as determined at the sole discretion of the Requesting Agency's Authorized Representative.

5. Effective Dates:

This agreement is effective Upon execution, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever comes first.

6. Termination:

This agreement may be terminated by the Requesting Agency or the Division at any time with thirty (30) days written notice to the other party. In this event, the Division shall receive payment on a pro rata basis for the work performed.

7. Requesting Agency's Authorized Representative:

The Requesting Agency's authorized representative for the purposes of this agreement is Tracy Smetana. This person shall have final authority for accepting the Division's services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

8. Interagency Agreement Authorization:

Pursuant to Minnesota Statutes, Sections 16A.055 Subd. 1a.; 43A.55 Subd. 2.; and 471.59, the Division is authorized to enter into this agreement.

9. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

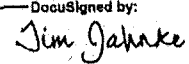

10. State Audit:

The books, records, documents, and accounting practices and procedures of the Division relevant to this agreement, shall be subject to examination by the Requesting Agency and either the Minnesota Legislative Auditor or State Auditor, as appropriate, for a minimum of six years.

11. Liability:

Each party will be responsible for its own acts and behavior and the results thereof.

Approved:

1. Requesting Agency	2. Management Analysis and Development
<p>By:  Title: <small>6F557658A468499...</small> Admin Services Director/CFO Date: 1/12/2021</p>	<p>By:  Title: Renda E Rappa Date: 2021.01.12 08:11:39 -06'00'</p>



**EXHIBIT A - Response to
Energy Assistance Program
Online Application Project
Commerce Department – Office of Energy
Assistance Programs**

**Contact Information:
Dersell Phipps
Consulting Services Manager
1200 Washington Av. S. Suite 350
Minneapolis, MN 55415
dphipps@macrogroup.net
651-500-4200**

December 28, 2020



December 28, 2020

Commerce Department – Office of Energy Assistance Programs
85 7th Place East
Suite 280
Saint Paul, MN, 55101
tracy.m.b.smetana@state.mn.us

Dear Ms. Tracy Smetana:

The MACRO GROUP, Inc. is pleased to respond to your request for a UI/UX Web Designer for the Minnesota's Energy Assistance Program project. Our approach to this Project would be a team of MACRO consultants, each with valuable experience that will result in a better design for the online application.

MACRO is a Minneapolis-based, woman-owned information systems consulting company that has been in business for more than 30 years. Our prior experience with high-profile complex enterprise projects in the public, private and non-profit sector, and the outstanding capabilities of our proposed consultants are well-aligned with your requirements as we understand them.

MACRO's consultants are permanent employees of The MACRO GROUP, Inc. They receive a full suite of benefits that includes paid insurance, paid vacation, training support, and a guaranteed salary. We make a firm commitment to our people and provide their support between projects.

Please do not hesitate to contact me to arrange in-person meetings with the team to obtain additional information.

Sincerely,

Dersell Phipps
dphipps@macrogroup.net
651-500-4200

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1. RESTATEMENT OF CLIENT'S NEEDS

The Minnesota Department of Commerce, Office of Energy Assistance Programs (Commerce EAP) is modernizing its application processing and payment system, called eHEAT, as part of its overall service delivery improvements to approximately 130,000 households in Minnesota each year and those of its partners, including 29 local service providers. This project is to be completed in three phases, though this proposal only pertains to the second phase: design of a new online application.

The first phase of this project, the improvement of application processing including replacing existing functionality – was completed in August of 2020. Building on that improved functionality, Commerce EAP is seeking a consultant(s) to partner with the agency's business owners and IT personnel, utilizing the project's business requirements, to create an online application design that is ADA-compliant and ensures the identity of the citizens applying for services is fully safeguarded as part of the application process. The completion of this phase will include the provision of wireframes and any other needed design products to guide Commerce EAP'S developers for the third phase of this project – implementation and data integration with the Social Security Administration and Department of Employment & Economic Development.

2. LIST OF ACTIVITIES AND TIMEFRAMES - PROJECT PLAN

The proposed project plan is shown below, listing activities and timeframes to the best of our knowledge using ranges.

TASKS	ARTIFACTS	PROJECT SCHEDULE*	ESTIMATED MACRO HOURS
1. Review Business Requirements	Personas	1 week	60 - 80
1.1. Meet with Commerce Business Owners & Analyst to understand business requirements			
1.1.1. Review and discuss business analysis work products			
1.1.2. Review and discuss eHeat New Generation internal application components			
1.1.3. Review and discuss any agency standards/guidelines for public-facing applications			
1.2. Meet with IT Personnel to review technical requirements/standards			
1.2.1. Review development environment/tools			
1.2.2. Review security standards/approach			
1.2.3. Review accessibility standards/approach			
1.3. Create personas			
2. Develop Application Strategy/Vision	Application Structure Style Guide	2 weeks	80 - 120
2.1. Conduct vision meetings with Commerce to layout overall strategy for online application			
2.2. Create high-level design strategies			
2.3. Review Commerce Style Guide or create Style Guide with Commerce project team			
3. Develop Initial Design Concepts	Design Brief	2 weeks	100 - 120

TASKS	ARTIFACTS	PROJECT SCHEDULE*	ESTIMATED MACRO HOURS
	High-level Concept Sketches		
3.1. Develop and present design recommendations (Design Brief)			
3.2. Develop high-level low-fidelity concept sketches for core workflows based on approved Design Brief			
3.3. Review concept sketches with Commerce Business Owners and IT Personnel			
3.4. Update and finalize concept sketches based on feedback from review			
4. Develop UX/UI Design	Style Guide Wireframes	9 weeks	560 - 680
4.1. Document Application Structure			
4.1.1. Create menu hierarchy			
4.1.2. Document application structure/module/screens			
4.1.3. Document user flows			
4.1.4. Review with Commerce project staff and finalize			
4.2. Create Interaction Design/Usability			
4.2.1. Develop standard buttons and input layout			
4.2.2. Develop error handling/messages approach			
4.2.3. Outline Application Help approach			
4.2.4. Define graphics and visual representations			
4.2.5. Review with Commerce project staff and finalize			
4.3. Develop Wireframes			
4.3.1. Set mobile frame			
4.3.2. Determine general layout with boxes			

TASKS	ARTIFACTS	PROJECT SCHEDULE*	ESTIMATED MACRO HOURS
4.3.3. Incorporate Use Design Patterns			
4.3.4. Update with actual content and ensure scalability			
4.3.5. Connect wireframes together to create the flow			
4.3.6. Review wireframes designs with Commerce Business Owners			
4.3.7. Update and finalize wireframes			
5. Finalize UX/UI Design	Final Project Artifacts	1 week	24 - 40
5.1. Review project artifacts with Commerce project team			
5.2. Make changes and finalize artifacts			
5.3. Turnover final project artifacts to Commerce project team			
TOTALS		15 Weeks	824 - 1040

* Given in elapsed weeks from the project start date.

3. ESTIMATED COSTS (INCLUDING RATES AND EXPENSES)

Hourly Rates for MACRO Consultants

SERVICE CLASSIFICATION	HOURLY RATE
Business Analysis	\$135
Web Design	\$150

Estimated Cost

TASK	ESTIMATED COST
1. Review Business Requirements	\$8,100 - \$10,800
2. Develop Application Strategy/Vision	\$12,000 - \$18,000
3. Develop Initial Design Concepts	\$15,000 - \$18,000
4. Develop UX/UI Design	\$75,600 - \$91,800
5. Finalize UX/UI Design	\$3,240 - \$5,400
TOTAL	\$113,940 - \$144,000

Assumptions

The following assumptions were made in developing the Project Plan and estimated cost:

- The Project Plan and timeline will be finalized with the client before the project contract is finalized.
- The project will be completed on a Time and Materials basis with completed work billed on a monthly basis based on the hourly rates specified above.
- Project management tasks, including maintaining the project plan and schedule, scheduling review meetings and team communications, will be performed by the Commerce – Office of EAP team/MNIT project manager. The MACRO team will not be responsible for project management and will add tasks, hours and cost to the project, if these services are needed.
- MACRO will set up a SharePoint Online project site for project collaboration. The site will be accessed by the Commerce – Office of EAP team through "guest" accounts.
- Any required system access, including State email account, will be provided to MACRO team within the first two days of project initiation.
- The Business Analyst who performed the requirements identification (or a substitute familiar with the requirements) will be available to respond, in a timely manner, to questions regarding the requirements.

- Commerce – Office of EAP will provide existing design elements, design standards and graphics to the MACRO development team.
- The Commerce Department – Office of EAP business staff & MNIT information technology staff are available as needed to participate in the project within the schedule set by the proposed Project Plan.
- The MNIT@ Commerce team, who will be responsible for developing the online application, will be included in the review of deliverables.
- All work products will be reviewed and approved by the Commerce Department – Office of EAP within 5 working days of presentation and review of the deliverable. Any delay in meeting this review schedule may require MACRO and to revise project hours, timelines, and budget accordingly.
- Delays to the project, not due to MACRO's actions, may increase the project cost.
- The MACRO consultants assigned to this project can be made available for consultation during development at the above specified hourly rates.

4. LIST OF CLIENT RESPONSIBILITIES

The following list identifies the expected tasks, activities and responsibilities of the Commerce Department – Office of EAP team/MNIT team:

- Identify members of the Commerce Office of EAP team and their responsibilities, including who is responsible for deliverable approval.
- Provide all documents prepared during the business requirements phase to the MACRO team.
- Review and discuss business requirements with the MACRO team.
- Provide the MACRO team with any agency or division style guides, assets, colors, or guides that the Office of EAP expect to guide development of the application UI/UX.
- If there are examples of online applications that the Commerce – Office of EAP team would like the new application to resemble, make the MACRO team aware of these applications before the design process has started.
- Provide a copy or URL to any State standards and guidelines that must be followed in development of the design.
- Be available to respond to questions, need for information or preliminary reviews for feedback when needed by the MACRO team.
- Be available to meet and review deliverables within the timeframes set out in the project plan.
- Review and approve final version of project deliverables provided by the MACRO team within 5 days. If issues with the deliverables are identified by the Commerce – Office of EAP team, they must be submitted to the MACRO team within the 5 days. If approval or issues are not received within the 5-day review period, the MACRO team will assume the deliverable is approved.



MAD Project Number: 2021-043
INTRA-AGENCY AGREEMENT
for MANAGEMENT ANALYSIS AND DEVELOPMENT SERVICES

Requesting Office: Department of Commerce

MAD Contact: Jessica Burke

Accounting Information: Business Unit – G1001, Financial Dept ID – G1031500, APPRID – G100085, Fund – 5200, Accounts - 670011.

Agency:	Fiscal Year:	Vendor Number: ID G100000000, Location 001
Total Amount of Contract: \$14,840.00	Amount of Contract First FY:	
Commodity Code: 80101500	Commodity Code:	Commodity Code:
Object Code:	Object Code:	Object Code:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund:	Fund:	Fund:
Appr:	Appr:	Appr:
Org/Sub:	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount:	Amount:	Amount:

Processing Information: (Some entries may not apply.) Begin Date: _____ End Date: _____

Contract: _____
 Number/Date/Entry Initials

Order: _____
 Number/Date/Signatures

[Individual signing certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05]

This is an agreement between the Department of Commerce (Requesting Office) and Minnesota Management and Budget, Management Analysis and Development (Division).

1. Services to be Performed:

The Division agrees that it will provide a project team to provide the services and/or perform the tasks outlined in the attached project proposal, which is incorporated and made part of this agreement.

2. Contacts:

The following persons will be the primary contacts for all matters concerning this agreement.
Management Analysis and Development: Jessica Burke Requesting Office: Kamaria Kassim-Grigsby

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Office agrees to pay the Division as follows:

Up to 106 hours at a rate of \$140.00 per hour as documented by invoice prepared by the Division.
The total amount the Division will invoice under this agreement shall not exceed \$14,840.00.

The Requesting Office will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

4. Condition of Payment:

All services provided by the Division under this agreement must be performed to the Requesting Office's satisfaction, as determined at the sole discretion of the State's Authorized Representative.

5. Effective Dates:

This agreement is effective October 5, 2020, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until January 31, 2021, or until all obligations have been satisfactorily fulfilled, whichever comes first.

6. Termination:

This agreement may be terminated by the Requesting Office or the Division at any time with thirty (30) days written notice to the other party. In this event, the Division shall receive payment on a pro rata basis for the work performed.

7. Requesting Office’s Authorized Representative:

The Requesting Office’s authorized agent for the purposes of this agreement is Tim Jahnke. This person shall have final authority for accepting the Division’s services and if the services are satisfactory, will certify this on each invoice submitted as part of number 3.

8. Interagency Agreement Authorization:

Pursuant to Minnesota Statutes, Sections 16A.055 Subd. 1a.; 43A.55 Subd. 2.; and 471.59, the Division is authorized to enter into this agreement.

9. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

10. State Audit:

The books, records, documents, and accounting practices and procedures of the Division relevant to this agreement, shall be subject to examination by the Requesting Office and either the Minnesota Legislative Auditor or State Auditor, as appropriate, for a minimum of six years.

11. Liability:

Each party will be responsible for its own acts and behavior and the results thereof.

Approved:

1. Requesting Office	2. Management Analysis and Development
By: Tim Title: Jahnke Date: Digitally signed by Tim Jahnke Date: 2020.09.25 13:30:07 -05'00'	By: Renda E Rappa Title: Renda E Rappa Date: Digitally signed by Renda E Rappa Date: 2020.09.24 12:36:40 -05'00'

**AMENDMENT to INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES
AGREEMENT NUMBER 2021-043**

WHEREAS, the State of Minnesota, **Department of Commerce**, has an interagency agreement identified as **2021-043 (Contract: 183865, Order: 3000013743)** with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) **5** of the original contract shall be amended to read:

5. Effective Dates:

This agreement is effective October 5, 2020, or when all necessary approvals and signatures have been obtained pursuant to MN Stat. 16C.05 subd. 2, whichever occurs later, and shall remain in effect until ~~January 31, 2021~~ June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever comes first.

Except as herein amended, the provisions of the Original Agreement remain in full force and effect. The Original Agreement and any previous amendments are incorporated into this amendment by reference.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: Tim Title: Jahnke Digitally signed by Tim Jahnke Date: 2021.01.15 16:51:42 -06'00'	By: Renda E Rappa Title: Rappa Digitally signed by Renda E Rappa Date: 2021.01.14 14:07:04 -06'00'

**AMENDMENT #2 to INTERAGENCY AGREEMENT
for MANAGEMENT ANALYSIS and DEVELOPMENT SERVICES
AGREEMENT NUMBER 2021-043**

WHEREAS, the State of Minnesota, Department of Commerce, has an interagency agreement identified as **2021-043 (Contract: 183865, Order: 3000013743)** with Minnesota Management and Budget, Management Analysis and Development (Division), for consulting services; and

WHEREAS, the Requesting Agency and the Division agree that the above-referenced contract should be amended; and

WHEREAS, Paragraph(s) **3** of the original contract shall be amended to read:

3. Consideration and Terms of Payment:

In consideration for all services performed and materials provided, the Requesting Office agrees to pay the Division as follows:

Up to ~~406~~ 131 hours at a rate of \$140.00 per hour as documented by invoice prepared by the Division. The total amount the Division will invoice under this agreement shall not exceed ~~\$14,840.00~~ \$18,340.00.

The Requesting Office will pay the Division for services performed within 30 days of receipt of invoices submitted by the Division. The invoices will be submitted according to the following schedule:

Payment to be requested by invoice based on actual hours of service performed in the previous month, with cumulative payments not to exceed the total agreed amount listed above.

Except as herein amended, the provisions of the Original Agreement remain in full force and effect. The Original Agreement and any previous amendments are incorporated into this amendment by reference.

APPROVED:

1. REQUESTING AGENCY	2. DIVISION
By: Tim Title: Jahnke Date: 2021.01.28 14:59:48 -06'00' Digitally signed by Tim Jahnke	By: Renda E Rappa Title: Rappa Date: 2021.01.28 10:33:57 -06'00' Digitally signed by Renda E Rappa