

Accountancy
Board

Kelly Heffron

Date sent: Wed, 4 Nov 2009 14:26:30 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/04/2009.

project: Database Conversion

id_part1: B7P

id_part2: 2151

cfms: B15133

vendor: Charter Solutions

agency: Accountancy Board

evaluator: Andrea Barker

eval_date: 11/04/2009

email_list: andrea.barker@state.mn.us

purpose: This contract was to convert the Board of Accountancy license database from FoxPro to SQL and to also combine the new SQL database with the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design licensing database so that the two Boards would have 1 shared database application.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 200,000.00

actual_cost: 89,107.50

cost_effective: The new SQL database and custom application allows the 2 Boards, which shares some staff, to easily access data for both sets of licensees and convey that information more quickly. Additionally, the new database allowed for online renewal of licenses for more licensees than the old system allowed. There were several changes to Board rules which changed the requirements for continuing education and renewal cycles. The new database application accounted for these changes and was created with the ability to allow for online license renewal - greatly reducing staff time needed to process the renewals.

amended: No

terminated: No

engage: Yes

engage_e: The contractor that worked on this project is phenomenal. He has worked with both Boards on their database needs extensively for many years.

[Faint, illegible text]

[Faint, illegible text]

[Faint, illegible text]

28

Kelly Heffron

Date sent: Tue, 30 Mar 2010 10:04:14 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/30/2010.

project: A Web-Enabled Enterprise-Wide Real Property Management System

id_part1: G02

id_part2: 1876

cfms: B10630

vendor: Applied Data Systems, Inc

agency: ADMINISTRATION DEPT

evaluator: Nicky Giancola

eval_date: 03/30/2010

purpose: The purpose of the contract was to provide the State of Minnesota with a web-based enterprise wide real property management system, including full implementation.

accomplished: No

accomplished_e: Through their actions over the course of the Contract, ADSI exhibited a consistent pattern of disregard for the requirements in the Contract and toward resolving issues that affect both the quality of work and the project schedule in a timely manner, resulting in an overall failure to satisfactorily perform the work under the Contract. Efforts required to attempt to arrive at resolutions to contract compliance issues resulted in significant time expenditures on the part of State staff and the Attorney General's Office. Final resolution to fix the problems with the system delivered by ADSI resulted in significant costs being incurred by the State and its taxpayers. The following outlines specific performance issues under the Contract: A. Application functions. ADSI failed to complete and / or fix 15 documented application functions / tasks. 1. Publish to DWF function does not work. 2. Condition Assessment reports do not work. 3. Email notification function does not work. 4. Update All Area Totals function does not work. 5. Data base fields in Web screens do not refresh correctly. 6. Number of floors fields are missing in Add / Edit Building function. 7. Move Request screen does not populate Bldg, Floor and Room when requestor opens the screen. 8. Equipment Financial Data screen freezes and shows duplicate records. 9. PM Schedules Site does not backfill after a bldg is selected. Allows users to pick wrong sites. 10. Agency field is missing in Add / Edit PM Schedules function. 11. Friendly data names are missing in some Web screens. 12. Add Work Request function allows users to mix Problem Categories and Problem Types. 13. WebCentral Update / Closeout Work Requests is missing the Work Request Status: Reviewed But On Hold. Work Requests set to this status do not show up when filtering on Active Work Requests. 14. Eqstd table has Equipment Category multi-line headers

assigned to two different fields. Eqcat_id and category fields. Eqcat_id validates to the eqcat table. Category validates nowhere. 15. Security data can be written to other agency s tables. I.e. An H55 user could inadvertently type a T79 prefix when adding a new building. This would be adding erroneous data to the table. B. Additional Incomplete Deliverables 1. Data migration fr0m four legacy systems. ADSI migrated data fr0m four legacy systems in October 2008 and did not communicate this to the State CAFM Administrator until an invoice was received in May 2009. The resulting data was out of date, unusable and caused the State CAFM Administrator to delete unusable database records. ADSI billed in excess of \$35,000.00 for migrating obsolete data. 2. Role based security plan and process navigators user profiles / roles. ADSI delivered Archibus user profiles / roles for each agency s end users. In all cases these profiles / roles did not address agency business needs and needed to be revised by State employees to meet the business needs. ADSI refused to modify the profiles / roles to meet the needs citing that the deliverable had been fulfilled. ADSI billed in excess of \$95,000 for Archibus user profiles / roles that did not work for the agencies. 3. Reports. ADSI failed to understand the State business needs for reporting data. ADSI delivered web based reports that are limited to 250 records. In cases where report criteria indentified more that 250 records, the records were dropped fr0m the reports. Many of these reports return useless data. Many of these reports do not work and return system errors. C. Web based Archibus Condition Assessment module. The Contract required ADSI to deliver an Archibus Condition Assessment module in web format. ADSI developed this module, billing the State in excess of \$400,000.00 for this development. ADSI failed to inform the State that Archibus planned to release an out of the box Condition Assessment module in June 2009 that provided the functionality needed by the State. The cost of the out of the box Condition Assessment module is approximately \$8,000.00. D. Change Order The proposal submitted by ADSI dated April 25, 2006 indicated ADSI was uniquely qualified to deliver an Enterprise Real Property System to the State. The following is an excerpt fr0m the proposal: Deep Understanding of the State of Minnesota and its Agencies. For the past eight years, ADSI and ARCHIBUS have provided the State of Minnesota with the software, implementation planning, customization, and technical support services of the kind identified in the Request for Proposal. ADSI has extensive experience working with the State of Minnesota ARCHIBUS/FM User Group, an organization recognized for its inter-agency cooperation. Additional excerpts fr0m the proposal include: Based on our careful reading of the RFP, ADSI s extensive previous experience with the installation of real property management solutions in Minnesota and other states, and our partners experience as vendor partners working on the Drive to Excellence Transformation Roadmap initiative, The successful completion of the requested project will involve overcoming a number of historical, organization and technical hurdles. The proposal further indicates ADSI had the in-house capability to form a complete team capable of handling large and complex implementations. ADSI entered into a fixed price contract but submitted a \$500,000 change order for additional fees based on an hourly

rate claiming certain tasks were taking longer than anticipated or out of scope. The Contract terms include the following: 2.1 The Contractor, who is not an employee, will provide the state with a Web-Based Enterprise Wide Real Property Management System based upon the most current version of ARCHIBUS software for a fixed price as set forth in section 4.1. 2.3 Implementation shall be conducted in accordance with Exhibit A Project Statement of Work and Exhibit B Work Plan, both of which are attached and incorporated into this contract. Tasks and events not detailed but necessary to achieve full implementation are the responsibility of the contractor. ADSI was in a much better position than the State to understand the time involved with delivering a project of this nature. Furthermore, there are a number of examples where ADSI had very limited staff time involved in certain deliverables, including related to business needs analysis, which was primarily cut and pasted from documents readily available through ARCHIBUS. The work involved in these areas has been misrepresented by ADSI throughout the project. Lastly, ADSI did not follow the approved change process related to the claim for additional fees. E. Infringement Claims ADSI claimed certain Works and Documents created and paid for under the Contract were ADSI intellectual property, including documents that were nearly identical to the out-of-the-box Archibus application. ADSI repeatedly refused to provide supporting documentation that would allow the State to distinguish between Archibus software and Applied Data Works software. This became a serious issue early in the project and was a constant distraction throughout the project. Repeated good faith attempts by the State to resolve issues around intellectual property consumed significant time and resources from the State. In a letter dated November 18, 2009, ADSI indicated an intention to protest a solicitation issued by the State and in the process made several false allegations, including that the State intends to abandon the Enterprise Real Property System. Ultimately, ADSI filed a legal claim against the State. All of these combined actions appeared to be an attempt to require the State to sole source all future work related to the Enterprise Real Property System to ADSI at significant cost to the State and its taxpayers.

contract_date: 06/30/2009

amended_date: several

actual_date: 06/30/2009

contract_cost: 2,775,000.

amended_cost: 323,271.

actual_cost: 3,098,271.

cost_effective: The web-based enterprise wide real property management system facilitates efficient and effective strategic facilities management and allows for an enterprise governance approach to real property management.

amended: Yes

amended_e: The contract was amended to provide AutoCAD drawings and Archibus application software licensing and subscriptions.

terminated: No

engage: No

engage_e: Unsatisfactory performance

Kelly Heffron

Date sent: Fri, 26 Mar 2010 13:16:31 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/26/2010.

project: Real Property Archibus Support

id_part1: G02

id_part2: 2399

cfms: B32700

vendor: Computerized Facility Integration

agency: ADMINISTRATION DEPT

evaluator: Fred Anderson

eval_date: 03/26/2010

purpose: The purpose of the contract was to provide State Archibus System Administrators with training in Archibus functions. Areas of training included working with Archibus Process Navigators, Web forms and reports, database schema and automated processes. CFI, Computerized Facility Integration, is an Archibus Business Partner with extensive Archibus training experience.

accomplished: Yes

contract_date: 06/30/2010

actual_date: 09/28/2009

contract_cost: \$4,600.00

actual_cost: \$4,600.00

cost_effective: State Archibus System Administrators gained knowledge to help administer the Archibus system. Ten agency Administrators attended the training as a group. This was less expensive than individual training and allowed attendees to share experiences with Archibus.

amended: No

terminated: No

engage: Yes

David Schmidtke

Date sent: **Mon, 28 Dec 2009 14:24:16 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 12/28/2009.

project: Minnesota Statewide 911 Network Modernization Planning Project
id_part1: P07 id_part2: 1952 cfms: B00579 vendor: L Robert Kimball and
Associates agency: ADMINISTRATION DEPT evaluator: Jackie Mines eval_date:
12/28/2009 purpose: The contract was for the assistance of a professional
consultant with broad 911 experience to provide technical advice and
assistance in documenting and evaluating the current status of the two 911
networks operated within the state of Minnesota, in identifying real and
perceived limitations in the existing networks, in identifying and
evaluating potential solutions to those limitations, and to identify
strategic alternatives to upgrading the state s 911 network to an Internet
Protocol (IP) based broadband network utilizing new technologies and
capable of providing access to the state of Minnesota s 911 network for
emerging technologies. accomplished: Yes contract_date: 12/31/2007
amended_date: 02/27/2009 actual_date: 02/25/2009 contract_cost: 496,000.00
amended_cost: 496,000.00 actual_cost: 496,000.00 cost_effective: The
contractor has 911 experience across multiple disciplines such as CPE
equipment, traditional 911 networks and Internet Protocol (IP) based
networks, emerging technologies as well as involvement in the national
Department of Transportation s project to demonstrate the use of IP
networks with 911. The contractor has performed this type of work in many
states across the country. The existing personnel within ECN do not have
the technical expertise in many of these areas. Further, this contract was
let through an RFP and open bid process and some of the network analysis
completed through this project has resulted in documented ongoing network
cost savings. amended: Yes amended_e: The work was not completed in the
timeframe expected due to the size of the project. terminated: No engage:
Yes engage_e: Yes, I would use this contractor again. Kimball performed
to the specifics of the contract within the initial budget. The State
benefited from the experience of multiple resources within Kimball.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Wed, 2 Dec 2009 12:46:28 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/02/2009.

project: Interagency Security Modification to FleetFocusM5

id_part1: g02

id_part2: 2129

cfms: c-784

vendor: Maximus

agency: ADMINISTRATION DEPT

evaluator: Tim Morse

eval_date: 12/02/2009

purpose: The M5 security enhancement will help the state better manage it

fleet. Decentralized management of the state fleet necessitates that

security allow agency fleet managers to change their respective portions

of fleet information without concern that they may inadvertently change data

that belongs to another agency. Agency managers also need to be

comfortable in knowing that their agency data can not be changed by

unauthorized fleet system users. accomplished: Yes contract_date:

04/30/2009 actual_date: 04/30/2009 contract_cost: 96,883.82 actual_cost:

96,883.82 cost_effective: One shared fleet management system reduces costs

for multiple applications, servers and maintenance and licenses. One

shared system also allows for more efficiencies in state wide reporting.

amended: No terminated: No engage: Yes

Kelly Heffron

Date sent: **Wed, 16 Sep 2009 15:55:43 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 09/16/2009.

project: Geographic Information Systems Functional Transformation

id_part1: G02

id_part2: 2169

cfms: B14372

vendor: Applied Geographics

agency: ADMINISTRATION DEPT

evaluator: David Arbeit

eval_date: 09/16/2009

purpose: Contract to perform a statewide analysis of GIS use and needs among state agencies and recommend options for implementing an enterprise approach to coordinate and manage GIS technology.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 03/31/2009

contract_cost: 145,860

actual_cost: 139,326

cost_effective: This project required an external and independent assessment of the State's GIS needs and capabilities from a contractor with a deep knowledge and understanding both of GIS technology and how it is being managed by other states around the nation. State staff would have been capable of performing some of this work, but only at a greater cost and by diverting resources from other critical needs.

amended: No

terminated: No

engage: Yes

engage_e: Applied Geographics did an exceptional job of working with the project principals to plan and implement details of this engagement and with stakeholders in a variety of ways to engage them through interviews, public forums, surveys, etc. The commitment and skills of the consulting team are first rate and, as a consequence, they have been engaged by several other agencies on related projects.

Kelly Heffron

Date sent: Fri, 26 Jun 2009 11:20:58 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 06/26/2009.

project: Retail Software and Point-of-Sale System

id_part1: G02

id_part2: 2001

cfms: None shown

vendor: Clever Computing

agency: ADMINISTRATION DEPT

evaluator: Mary Mikes

eval_date: 06/26/2009

purpose: Minnesota's Bookstore inventory management, order processing and point-of-sale system and software replacement

accomplished: Yes

contract_date: 06/27/2007

amended_date: 06/30/2010

actual_date: 06/30/2010

contract_cost: \$72,553

actual_cost: \$73,341

cost_effective: The bookstore's old inventory management, order processing and point-of-sale system was more than 20 years old and in need of replacement.

amended: Yes

amended_e: Contract has been extended until June 30, 2010 because company will continue to support software through FY10.

terminated: No

engage: Yes

engage_e: Although the transition to the new software was more complex and time consuming than either party imagined, their work was professional and our objectives were ultimately met.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Administration		
Contractor Name: PDG Consultants		CFMS Contract Number: B09991
Project Name (if applicable): Enterprise Lean Program	Project Number (if applicable):	Project Duration (Dates): 12/10/07 – 6/30/08
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To introduce the concepts of continuous improvement into state government based on the principles and methodologies of the Lean approach. It was necessary to contract this service as the state did not have adequate expertise and experience to teach and lead process improvement efforts within the various state agencies using this approach.		
Billable Hours (if applicable): 664 hours – 83 days	Total Contract Amount: \$150,000.00	Source of Funding: General fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: At the initiation of this effort there was little understanding or capability to teach, or lead kaizen improvement events. Part of the rationale for issuing this contract was to develop that expertise within state government over time.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractor was knowledgeable, and skilled at both training and facilitating using the Lean methodologies. The contractor was responsive to the needs of the different agencies, and flexible enough to adjust their services to address their unique situations. Feedback from all agencies and staff involved was very positive.		
Agency Head Signature: 	Title: Commissioner	Date: 8/09/08

Kelly Heffron

Date sent: **Fri, 27 Jun 2008 16:57:15 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 27, 2008 at 16:57:14

_config: vendeval
project: Imaging and Document Management Solution for Personnel and Related Files
id_part1: G02
id_part2: 1998
cfms: B02883
vendor: OET in conjunction with vendor
agency: ADMINISTRATION DEPT
evaluator: Sue Wickham
eval_date: 6/27/2008
purpose: We wanted to make sure that our personnel records were computerized so that they would be protected and backed-up in case of an environmental problem (fire, tornado, etc.) that would destroy our originals. We do not have any IT expertise on staff nor available to us in the department.
accomplished: No
accomplished_e: The project was originally intended to be completed by July 1, 2007. It is not complete on July 1, 2009. We are able to scan the material at this point but do not have a server available yet so that staff can access the scanned material.
contract_date: 6/30/2007
actual_date: 12/30/2008
contract_cost: \$13,000
actual_cost: \$7,000
cost_effective: It is too early to tell because I do not know what the final cost will be nor the cost of using the system on a monthly basis.
amended: No
terminated: No
engage: No
engage_e: The OET staff working on this project have been wonderful to work with - very friendly, very kind. The vendor was also very customer-oriented and seemingly (from an amateur point of view) very knowledgeable. However, the staff seemed to be held hostage to a commitment they hadn't made and were not quite sure how to fulfill. They did their best, I think. I wish they did not have as many barriers.

Kelly Heffron

Date sent: Fri, 27 Jun 2008 16:54:23 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 27, 2008 at 16:54:23

_config: vendeval
project: Imaging and Document Management Solution for Personnel and
Related Files
id_part1: G02
id_part2: 1998
vendor: OET in conjunction with vendor
agency: ADMINISTRATION DEPT
evaluator: Sue Wickham
eval_date: 6/27/2008
purpose: We wanted to make sure that our personnel records were
computerized so that they would be protected and backed-up in case of
an environmental problem (fire, tornado, etc.) that would destroy our
originals. We do not have any IT expertise on staff nor available to us
in the department.
accomplished: No
accomplished_e: The project was originally intended to be completed by
July 1, 2007. It is not complete on July 1, 2009. We are able to scan
the material at this point but do not have a server available yet so
that staff can access the scanned material.
contract_date: 6/30/2007
actual_date: 12/30/2008
contract_cost: \$15,000
actual_cost: \$7,000
cost_effective: It is too early to tell because I do not know what the
final cost will be nor the cost of using the system on a monthly basis.
amended: No
terminated: No
engage_e: The OET staff working on this project have been wonderful to
work with - very friendly, very kind. The vendor was also very
customer-oriented and seemingly (from an amateur point of view) very
knowledgeable. However, the staff seemed to be held hostage to a
commitment they hadn't made and were not quite sure how to fulfill.
They did their best, I think. I wish they did not have as many
barriers.

Kelly Heffron

Date sent: Fri, 27 Jun 2008 16:52:54 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 27, 2008 at 16:52:54

_config: vendeval
project: Imaging and Document Management Solution for Personnel and
Related Files
id_part1: G02
id_part2: 1998
vendor: OET in conjunction with vendor
agency: ADMINISTRATION DEPT
evaluator: Sue Wickham
eval_date: 6/27/2008
purpose: We wanted to make sure that our personnel records were
computerized so that they would be protected and backed-up in case of
an environmental problem (fire, tornado, etc.) that would destroy our
originals. We do not have any IT expertise on staff nor available to us
in the department.
accomplished: No
accomplished_e: The project was originally intended to be completed by
July 1, 2007. It is not complete on July 1, 2009. We are able to scan
the material at this point but do not have a server available yet so
that staff can access the scanned material.
contract_date: 6/30/2007
contract_cost: \$15,000
cost_effective: It is too early to tell because I do not know what the
final cost will be nor the cost of using the system on a monthly basis.
amended: No
terminated: No
engage_e: The OET staff working on this project have been wonderful to
work with - very friendly, very kind. The vendor was also very
customer-oriented and seemingly (from an amateur point of view) very
knowledgeable. However, the staff seemed to be held hostage to a
commitment they hadn't made and were not quite sure how to fulfill.
They did their best, I think. I wish they did not have as many
barriers.

Kelly Heffron

Date sent: Tue, 24 Jun 2008 14:54:24 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, June 24, 2008 at 14:54:24

_config: vendeval
project: CIS Code Conversion
id_part1: G02
id_part2: 2018
cfms: B00976
vendor: Tech-Pro, Inc.

agency: ADMINISTRATION DEPT

evaluator: Annette Wilkinson

eval_date: 06/24/2008

purpose: The purpose of the contract was to convert an existing in-house Contract Information System (CIS) from ASP/HTML to ASP.NET, create new reporting and vendor notification functionalities within the system, change code from interfacing with a MS Access database to interfacing with an existing MS SQL database, add a new insurance tracking feature and providing secure login to the system for in-house user. It was necessary to enter into a contract to reach these project goals because no canned software exists to meet the need of the division. Also, there was no state employee available with the skills to complete the project in a timely manner.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 07/31/2007

actual_date: 07/31/2007

contract_cost: \$23,750

amended_cost: \$0

actual_cost: \$23,750

cost_effective: Conversion of the current code from ASP/HTML to ASP.NET environment will take advantage of new software and programming technology. This will take the current code from outdated development tools to the new standard in development tools. The proposed conversion and additional features will make the system more robust, add needed security, add needed functionality and put the code in a much more desirable format for expansion and maintenance in the future.

amended: Yes

amended_e: The original time schedule was very tight for completion of the goals that were to be accomplished and more time was needed to complete all phases of the conversion due to several unexpected work interruptions. The MMD office was being physically relocated during the time that the vendor was working on the conversion and there were

several times when the vendor was not able to work on the conversion because they weren't able to get to the division's computer system(s). Also, due to an accident, the Contract Administrator was not available to work with the vendor during integral parts of the process, therefore disrupting the work schedule for more than two weeks.

terminated: No

engage: Yes

engage_e: MMD feels that the vendor went out of their way to complete the conversion in a manner that resulted in an application that meets the needs of the division's unique set of circumstances. In fact, the end product has been very well received and I would go so far as to say that Tech-pro not only met, but exceeding the division staff's expectations.

comments: Tech-Pro's Project Manager on this conversion, Steve Anderson, was extremely dedicated to this project and displayed a high level of skills and work ethics. He was a crucial element in making this project a success.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Administration / State Architect's Office		
Contractor Name: MacDonald & Mack Architects, Ltd.		CFMS Contract Number: 434222
Project Name (if applicable): Design for Upgrade & Remodel of Administrative Annex Building (Old Warden's Residence)- at MCF- Stillwater	Project Number (if applicable): 78542 SWX	Project Duration (Dates): April 20, 2005 through April 1, 2010
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Dept. of Corrections submitted a project initiation form to the State Architect's Office for the purpose of providing architectural and engineering design for the upgrade and remodel of the Admin Annex Building at MN Correctional Facility – Stillwater.		
Billable Hours (if applicable): Not Applicable	Total Contract Amount: \$91,225.00	Source of Funding: Agency (DOC) funding
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The Admin Annex is the old warden's residence which is designated a historical building by the MN State Historical Society. The building was unused and deteriorating. Since the Department of Corrections needed agency meeting space; they determined that remodeling this building would serve as a conference center in lieu of adding additional square footage to their space inventory. Rather than building new space, this remodeling avoided having to increase operational costs that come with a new facility or addition. At the request of the facility, the project was designed and construction documents were prepared in a manner so that parts of the design would be bid with other work to be done by the licensed trades that work at the facility.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: This was not a single source contract. A Request For Proposal was forwarded to five (5) vendor firms who are on the State Architect's Office Master Roster of qualified firms. (Firms that have responded to a Request For Qualifications published in the State Register). Three Responses to the RFP were received and evaluated and scored and MacDonald & Mack Architects scored the highest and were selected.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor performed all duties as required by the contract. With historical restoration design being a specialty field of this firm, they successfully coordinated the design with the MN State Historical Preservation Office. Their overall performance was very good; particularly with their efforts in getting the construction contractor to complete their work and close out the project.		
Agency Head Signature: 	Title: Assistant Director	Date: 12/3/07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Administration		
Contractor Name: Master Communications Group		CFMS Contract Number: A94010
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): Contract period: September 20, 2006 to August 15, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Maintain, update, make necessary revisions to the websites for the Governor's Council on Developmental Disabilities (GCDD) and Partners in Policymaking on an ongoing basis; convert products and services to a web based format; add historical and background documents to Parallels n Time, Part 2 and With An Eye to the Past; post notices, announcements, and grant applications and Requests for Proposal; collect and report monthly visitor statistics; troubleshoot and resolve problems related to full functioning of the websites; assure full accessibility .</p>		
Billable Hours (if applicable):	Total Contract Amount: \$75,050.00	Source of Funding: Federal (P.L. 106-402)
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The GCDD receives an annual federal allocation under the Developmental Disabilities Assistance and Bill of Rights Act (DD Act). At least 70% of these funds support projects and activities that are aligned with the goals and objectives in the GCDD's Five Year State Plan. The new Five Year State Plan (FFYs 2007 - 2011) includes e-business goals - to increase the number of people who receive information through a variety of electronic formats on topics that include employment, housing, education, and health care.</p> <p>The GCDD and Partners in Policymaking websites are accessible and aligned with the GCDD's business - information, education, and training. The GCDD's commitment to e-business and Five Year State Plan goals are consistent with the Drive to Excellence, using information technology to advance our business, and products and services available to a greater number of people with developmental disabilities and their families.</p> <p>The GCDD allocates funds across all projects and activities. The dollar amount noted above is what was available to maintain and manage both websites, and complete other website work as specified above.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Master Communications Group is an approved vendor on the OET Master Contract List in the areas of Web Design and Development, and Web Content Management. Hourly rates, and similar types of experience and expertise were reviewed for several other businesses, also included on the Master Contract List. No business identified any experience in website maintenance and updating, the area that is the backbone of a website and determines, in large part, the extent to which visitors can rely upon the accuracy and currency of website content. Most are only interested in big projects and mainframe systems, software engineering and applications, and multimedia projects.</p>		

Forms are tested on a regular basis to assure full functionality; visitor surveys help to identify problem pages; trouble shooting and resolution are a priority, and some issues require customer contact; monthly stats are collected and reported monthly. Postings are reviewed in advance of release, and review and feedback are ongoing with any new product development.

Agency Head Signature: <i>Colleen Wueck</i>	Title: <i>Exec Dir</i>	Date: <i>9/10/07</i>
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(Rev. 6/03)

Report on Professional/Technical Contracts Over \$50,000



Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin		
Contractor Name: Tobin Real Estate DBA CRESA PARTNERS		CFMS Contract Number: 433050
Project Name (if applicable): Move Coordination for State Lab	Project Number (if applicable): 02279SPL	Project Duration (Dates): 6-30-04 to 7-31-06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$176,410.00	Source of Funding: 02, G02, 500, 2004, 204
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <p>The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was excellent. The contract fee compensation was representative of other proposals I would rank this vendor' overall performance as excellent. They worked diligently to identify the user agency's needs and then to get contracts in place. Their managing the contract move vendors was superior. Their work was always timely and met difficult schedules despite last minute changes.</p>		
Agency Head Signature: 	Title: 	Date: 8-7-07

Rev. 6/03

P/T SERVICES CONTRACT CERTIFICATION FORM

Project Title: MDA-MDH Laboratory Building Lot Y on the Capitol Complex St. Paul, MN	State Project Manager: Glenn Metz	SAO Project No. 02279SPL
Department: Administration	Division: State Architect's Office	
Estimated Cost: \$163,400.00	Source of Funds: Fund 500	
*Contract Period: From: May 30, 2004 To: January 31, 2006 The above contract period is necessary in order to complete 12-month warranty period following substantial completion.		

Agency certifies that Minn. Stat. § 15.061 allows Admin to enter into this professional/technical service contract.

Nature of Contract: Scheduling and coordination of move for new NDA-MDH laboratory building and relocation of staff in several locations to the new Laboratory Building.

Product or Result: Move Plan, Pricing Matrix, Move Handbook, Disposal of Assets Plan and coordination of successful completion of move.

In accordance with Minn. Stat. § 16C.08, subdivisions 2 and 3, provide the following: (attach additional pages if necessary)

- 1) Describe how the proposed contract is necessary and reasonable to advance the statutory mission of your agency: **Admin is responsible to the new tenants, who require services to coordinate moving out of and into their new facilities so that minimal disruption occurs.**

- 2) Describe your plan to notify firms or individuals who may be available to perform the services called for in the solicitation other than advertising in the *State Register* or on the MMD Web site; and **RFP was published on the SAO website. Three proposals were received - CRESA, RSP Architects and Beltmann Group. Tobin Real Estate Company DBA CRESA PARTNERS was selected because an evaluation committee selected the consultants by scoring each proposal based on criteria in the RFP. CRESA scored the highest.**

- 3) Describe the performance measures or other tools that will be used to monitor and evaluate contract performance and how the results of the work will be used. **SAO project managers set milestones and monitor the Consultant's progress throughout the project for compliance with project schedule. At the end of the project the consultant is formally evaluated by the Project Manager and the user Agency staff.**

Contract Valued Over \$50,000 (formal solicitations)

Attach both: ___ Copy of the complete Request for Proposals & ___ Proposed *State Register* Notice

Contract Valued \$5,000 to \$50,000 (informal solicitations)

- 1) Attach: ___ Informal Solicitation OR ___ Formal RFP (*Check which option will apply*)

- 2) Public Notice will be given by: (*check all that apply*)
 - ___ Posting on the MMD Web page (Agency will post the notice). Complete the following:
 - Total posting time _____
 - Geographical location of the work _____
 - Agency contact person (*who vendors will contact for a copy of the informal solicitation*) _____

Name _____
 Fax _____ E-Mail _____

State Register

Other as described above

Single Source Request [Complete this section only if you are required to get more than one proposal and do not do so.]
Identity of Contractor:
____ Attach a justification memo. A sample can be found at www.mmd.admin.state.mn.us/.

Agency Certifications. Pursuant to Minn. Stat. § 16C.08, I certify:

1. *No state employee is (a) able and (b) available to perform the services called for by the contract*
A. How did you reach this conclusion:
 To the best of our knowledge, no state agencies have staff available to perform the services.

B. List other methods considered for accomplishing the work: Services require specialized technical expertise. No other methods are known.
2. *The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.*
3. *Reasonable efforts will be made to publicize the availability of the contract to the public.*
4. *The agency will develop and implement a written plan providing for the assignment of specific agency personnel to manage the contract, including a monitoring and liaison function, the periodic review of interim reports or other indications of past performance, and the ultimate utilization of the final product of the services. The following person has been assigned to manage the contract as well as monitor and act as liaison for the contract: **Glenn Metz.***
5. *No one in or on behalf of the agency will authorize the contractor to begin work before the contract is fully executed unless an exception has been granted by the Commissioner of Administration under Minn. Stat. § 16C.05, subd. 2a and funds are fully encumbered.*
6. *The contract will not establish an employer-employee relationship between the state or the agency and any person performing under the contract.*
7. *In the event the results of the contract work will be carried out or continued by state employees upon completion of the contract, the agency will require the contractor to include state employees in development and training, to the extent necessary to ensure that after completion of the contract, state employees can perform any ongoing work related to the same function.*
8. *No current state employee will engage in the performance of the contract.*
9. *Reasonable efforts will be made to avoid conflicts of interest throughout the selection and performance of this contract. All potential or actual conflicts of interest will be reported to MMD.*

ADMINISTRATION SAO Approvals

Project Manager:	Date
Authorized Certification/Officer (Person authorized to sign contracts):	Date:

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Not applicable	Date:
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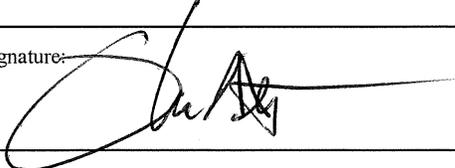
ADMINISTRATION Materials Management Division Approval

Professional Technical Section:	Date
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Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin		
Contractor Name: CPMI		CFMS Contract Number: 429607
Project Name (if applicable): Owner's Representative for new State Laboratory	Project Number (if applicable): 02279SPL	Project Duration (Dates): 9-4-02 to 12-31-06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$938,023.00	Source of Funding: 02, G02, 500, 2004, 204
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was good. The contract fee compensation was representative of other proposals I would rank this vendor' overall performance as average. They worked diligently to identify the user agency's needs and to get the contractors and consultants to perform. Their work was timely and met schedules		
Agency Head Signature: 	Title: 	Date: 

Rev. 6/03)

RETURN THIS COPY WHEN PROCESSING CONTRACT

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (for State Use Only)

Project Title: Owner's Project Representative for new office, laboratory, and parking facilities for Departments of Health and Agriculture		Project Manager: Peter Paulson	Project No. None Assigned
Department: Administration		Division: Building Construction	
Estimated Cost: \$1,550,000.00		Source of Funds: GO Bonds and Lease-Purchase	
*Contract Period: From: May 31, 2002 To: May 31, 2007 This contract will exceed two years because the design and construction schedule for a new building, which includes a 2-year warranty review, requires 5 years to complete.			

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts): Owner's Project Representative services on the design and construction of office, laboratory, and parking facilities for the Departments of Health and Agriculture

Product or Result: The result is facilities that provide the "best value" for the state with respect to quality, sustainability, durability, life-cycle costs, operating costs, maintenance, space utilization, security, indoor environment, technology, image, flexibility, comfort, and productivity.

Other Methods Considered: DSBC staff were considered; however, no one is available to perform services.

By signing this form, I certify:

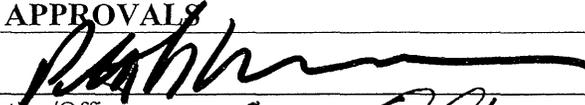
- No state employee is (a) able and (b) available to perform the services called for by the contract—see above "Other Methods Considered"
- The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
- The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
- Reasonable efforts will be made to publicize the availability of the contract.

Attached is the Notice of Availability of Contract which will be published in the *State Register* on Monday, April 15, 2002

Also attached is a copy of the Request for Proposals.

- On all contracts estimated to in excess of \$25,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07 – Notice will be provided through the *State Register*. Due consideration will be given to any responding employee when the responses to the Request for Proposals are evaluated. And the following statement will be added to the RFP, "In compliance with "Minn. Stat. § 16C.07, the availability of this work is being offered to state employees. The State will evaluate the responses of any state employee, along with other responses to this Request for Proposals."
- A written detailed work plan will be submitted by the contractor and accepted by the agency.
- The following person has been assigned to monitor and act as liaison for the contract: **Peter K. Paulson**
- There will be periodic review of the progress of the contractor and the final product will be utilized.
- The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
- No current state employee will engage in the performance of the contract.
- No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

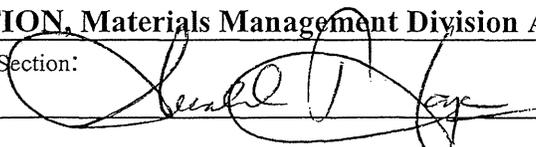
Project Manager: 	Date: 4/10/02
Authorized Certification/Officer (Person authorized to sign contracts): 	Date: 4/11/02

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Not applicable	Date:
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ADMINISTRATION, Materials Management Division Approval

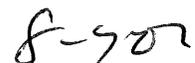
Professional Technical Section: 	Date: 4/11/02
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MMD Cert # 10421

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin		
Contractor Name: Architectural Alliance		CFMS Contract Number: 429754
Project Name (if applicable): Space Planning for New Ag/Health office and DHS office	Project Number (if applicable): 02280SPL And 02281SPL	Project Duration (Dates): 10-10-02 to 2-8-06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$144,935.00	Source of Funding: 02, G02, 500, 2004, 204
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <p>The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was excellent. The contract fee compensation was representative of other proposals I would rank this vendor' overall performance as excellent. They worked diligently to identify the user agency's needs and get them documented. Their space planning was use to develop the building plans, They continued to be a productive part of the team though out the process of design and construction. Their work was always timely and met difficult schedules.</p>		
Agency Head Signature: 	Title: 	Date: 

Rev. 6/03)

34652

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (for State Use Only)

Project Title: Space Planning Representative for Departments of Agriculture (MDA) & Health (MDH) Office and Laboratory and Human Services (DHS) Office , St. Paul, MN		Project Manager: Paul Dahlberg	Project No. 02279SPL 02280SPX 02281SPX
Department: Administration		Division: Building Construction	
Estimated Cost: Partial: \$132,435.00; total \$1,442,735.00		Source of Funds: Fund 500,100,200	
*Contract Period: From: September 16, 2002 To: December 31, 2005			

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts): **Space Planning for the Departments of Agriculture & Health Office and Laboratory and Human Services Office, St. Paul, MN**

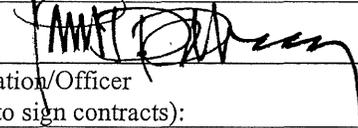
Product or Result: **Programming Report, Furniture Inventory Report, Space Planning Diagram and Furniture Systems Installation Drawing and Specifications.**

Other Methods Considered: **DSBC Staff were considered; however, no one is available to perform services.**

By signing this form, I certify:

- No state employee is (a) able and (b) available to perform the services called for by the contract--see "Other Methods Considered"
 - The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
 - The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
 - Reasonable efforts will be made to publicize the availability of the contract.
- A Request for Proposal was published in the State Register on April 29, 2002. Architectural Alliance (\$1,442,735), Wold Architects (1,779,000), Adams Group (\$962,524), and Perkins & Will (\$1,098,125) responded. Proposals were received on May 22, 2002. A quality based review of the proposals was completed, each submittal was evaluated based upon a list of criteria and ranked using a pre-established value criteria. Architectural Alliance was selected as the space planning representative because it received the highest score by the 6-member evaluation committee.**
- On all contracts estimated to in excess of \$25,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07
 - Notice of this contract will be provided to the human resource offices of all Minn. Stat. § 15.91 agencies and the Higher Education Services Office. (The list of HR offices may be found at: www.mmd.admin.state.mn.us) After five working days, due consideration will be given to any responding employee when the final contracting decision is made.
 - A written detailed work plan will be submitted by the contractor and accepted by the agency.
 - The following person has been assigned to monitor and act as liaison for the contract: **Paul Dahlberg**
 - There will be periodic review of the progress of the contractor and the final product will be utilized.
 - The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
 - (3) No current state employee will engage in the performance of the contract.
 - No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

Project Manager: 	Date 10-8-02
Authorized Certification/Officer (Person authorized to sign contracts):	Date:

ADMINISTRATION *Technology and Policy Bureau* Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Not applicable	Date:
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ADMINISTRATION, Materials Management Division Approval

Professional Technical Section:	Date
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MMD Cert # _____

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin for MVHB		
Contractor Name: WAI/Continuum		CFMS Contract Number: 433050
Project Name (if applicable): Renovation of Bldg 17 Mpls and misc items	Project Number (if applicable): 76177MPC	Project Duration (Dates): 3-27-03 to 2-8-06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$183,888.00	Source of Funding: 02, G02, 500, 2004, 204
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor did not provide timely work or timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was not good and some were unacceptable and had to be redone by them. The contract fee compensation was higher than that of other proposals I would rank this vendor' overall performance as poor. They did not do well in identifying the user agency's needs. The contract documents were not easily constructible and the end product did not prove to be serviceable. Their managing the contractor was poor and slow. Their work was usually untimely and did not meet schedules despite extensions.		
Agency Head Signature: 	Title: PM	Date: 8-7-07

Rev. 6/03)

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (for State Use Only)

Project Title: MVH Mpls Renovate Bldg #16	Project Manager: Jim Whipkey	Project No. PENDING
Department: Administration	Division: Building Construction	
Estimated Cost: \$ 2,000,000.00 120,000.00	Source of Funds	
*Contract Period: From: July 1, 2002 To: December 31, 2004		

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts):

Provide complete design, construction documents and construction administration services to renovate Building #16 on the Minneapolis Veterans Home Campus. Additionally, design and construction administration for the work of several smaller projects on the same campus. Building #16 is a nursing care facility.

Product or Result: Bid documents and construction administration.

Other Methods Considered: DSBC Staff were considered; however, no one is available to perform services.

By signing this form, I certify:

- No state employee is (a) able and (b) available to perform the services called for by the contract--see "Other Methods Considered"
- The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
- The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
- Reasonable efforts will be made to publicize the availability of the contract.

A RFP will be published in the State Register on July 8, 2002.

- On all contracts estimated to in excess of \$25,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07
 - Notice of this contract will be provided to the human resource offices of all Minn. Stat. § 15.91 agencies and the Higher Education Services Office. (The list of HR offices may be found at: www.mmd.admin.state.mn.us) After five working days, due consideration will be given to any responding employee when the final contracting decision is made.
- A written detailed work plan will be submitted by the contractor and accepted by the agency.
- The following person has been assigned to monitor and act as liaison for the contract:** Jim Whipkey
- There will be periodic review of the progress of the contractor and the final product will be utilized.
- The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
- No current state employee will engage in the performance of the contract.
- No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

Project Manager: <i>Jim Whipkey</i>	Date: <i>7/1/02</i>
Authorized Certification/Officer (Person authorized to sign contracts): <i>Paul C. Christoph</i>	Date: <i>7/1/02</i>

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Date:
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ADMINISTRATION, Materials Management Division Approval

Professional Technical Section: <i>[Signature]</i>	Date: <i>7/2/02</i>
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Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin on behalf of MVHB		
Contractor Name: Palanisami & Associates, Inc.		CFMS Contract Number: 429551
Project Name (if applicable): Infrastructure Improvements Phase III	Project Number (if applicable): 76167HAL	Project Duration (Dates): 8-29-02 to 12-31-2006
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$939,770.00	Source of Funding: 02, 500, H76, 2015, 215
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was average. The contract fee compensation was representative of other proposals I would rank this vendor' overall performance average. He worked diligently to identify the user agency's needs and to get the contractors and consultants to perform. However They lacked the ability to coordinate all disciplines for an efficient and effective design. Their work was usually timely and met most schedules		
Agency Head Signature: 	Title: PM	Date: 8-9-07

Rev. 6/04

RETURN THIS COPY WHEN PROCESSED

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (for State Use Only)

Project Title: Infrastructure Improvements Phase III Minnesota Veterans Home - Hastings Hastings, Minnesota	Project Manager: Glenn Metz	Project No.
Department: Administration	Division: Building Construction	
Estimated Cost: Seven Million +/- depending on Bonding	Source of Funds:	
*Contract Period: From: 6-02 To: 6-06		

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts): **All Architectural and Engineering Services for design, Bidding, and Construction Observation**

Product or Result: **Construction Documents for Bidding and Construction of Infrastructure Improvements**

Other Methods Considered: **DSBC Staff were considered; however, no one is available to perform services. Services require licensure under M.S. 326.02-326.15**

By signing this form, I certify:

- No state employee is (a) able and (b) available to perform the services called for by the contract--see "Other Methods Considered"
- The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
- The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
- Reasonable efforts will be made to publicize the availability of the contract.
- On all contracts estimated to in excess of \$50,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07

X **Contract Valued Over \$50,000.**

Attach:

- Copy of the Request for Proposals
- State Register notice

List any additional publications where this will be posted: None

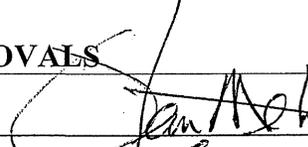
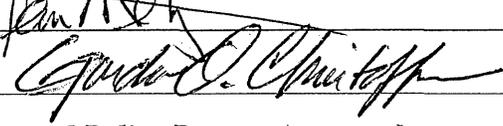
6. A written detailed work plan will be submitted by the contractor and accepted by the agency.

7. The following person has been assigned to monitor and act as liaison for the contract:

Glenn Metz

- There will be periodic review of the progress of the contractor and the final product will be utilized.
- The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
- No current state employee will engage in the performance of the contract.
- No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

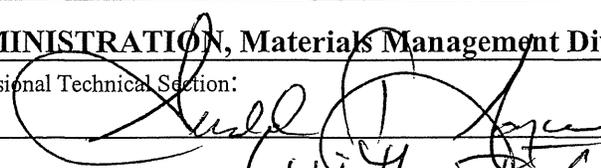
Project Manager: 	Date: 4-17-02
Authorized Certification/Officer (Person authorized to sign contracts): X 	Date: X 4/18/02

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Date:
Not applicable	

ADMINISTRATION, Materials Management Division Approval

Professional Technical Section: 	Date: 5/2/02
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(with F.C. language added as indicated)

MMD Cert # 10455

*with TOLED
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5/3*

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin on behalf of MVHB		
Contractor Name: James Whipkey, Architect		CFMS Contract Number: 430766
Project Name (if applicable): Owner's Representative	Project Number (if applicable): 76167HAL	Project Duration (Dates): 5-27-03 to 6-1-06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$108,000.00	Source of Funding: 02, 500, H76, 2015, 215
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was very good. The contract fee compensation was representative of the low end other proposals I would rank this vendor' overall performance as above average. He worked diligently to identify the user agency's needs and to get the contractors and consultants to perform. His work was timely and met schedules		
Agency Head Signature: 	Title: PM	Date: 8-7-07

Rev. 6/03)

For DSBC/SAO
bale only

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (for State Use Only)

Project Title: Owner's Representative for Phase III Infrastructure at Hastings Veterans Home, Hastings, Minnesota		Project Manager: Glenn Metz	Project No. 76167HAL
Department: Administration		Division: Building Construction	
Estimated Cost: 168,000.00		Source of Funds: Fund 500	
*Contract Period: From: June 1, 2003 To: June 1, 2006			

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts): Owner's Representative services are needed for Phase III Infrastructure at Hastings Veterans Home, Hastings, Minnesota. Services include advice and consultation to State's Project Manager in overseeing the construction project and administering the contracts of the State's consultants and contractors on the project.

Product or Result: Bi-weekly status reports, digital photo history, digital data file of project tracking.

Other Methods Considered: DSBC Staff were considered; however, no one is available to perform services.

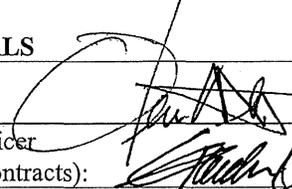
By signing this form, I certify:

- No state employee is (a) able and (b) available to perform the services called for by the contract--see "Other Methods Considered"
- The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
- The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
- Reasonable efforts will be made to publicize the availability of the contract.

Proposals were received from: Sandra Gay, \$164,320.00; Klein McCarthy, \$264,992.00; North & Associates (disqualified), WCL Assoc., \$305,900.00; and James E. Whipkey, \$168,000.00. James E. Whipkey, Architect was selected because Proposals were evaluated by a committee of two and this consultant received the most points based on qualifications and fee.

- On all contracts estimated to in excess of \$25,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07
 - Notice of this contract will be provided to the human resource offices of all Minn. Stat. § 15.91 agencies and the Higher Education Services Office. (The list of HR offices may be found at: www.mmd.admin.state.mn.us) After five working days, due consideration will be given to any responding employee when the final contracting decision is made.
- A written detailed work plan will be submitted by the contractor and accepted by the agency.
- The following person has been assigned to monitor and act as liaison for the contract:** **Glenn Metz**
- There will be periodic review of the progress of the contractor and the final product will be utilized.
- The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
 - (3) No current state employee will engage in the performance of the contract.
- No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

Project Manager:		Date: 5-28-03
Authorized Certification/Officer (Person authorized to sign contracts):		Date: 5/28/03

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Not applicable	Date:
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ADMINISTRATION, Materials Management Division Approval

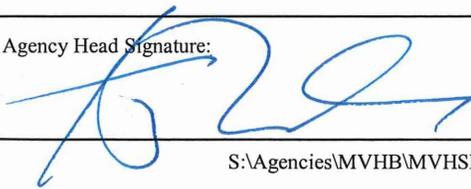
Professional Technical Section:	Date:
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MMD Cert # _____

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin for MVHB		
Contractor Name: Thomas, John Ivey Assoc		CFMS Contract Number: 42957
Project Name (if applicable): Roof replacement at Vets Home in Silver Bay	Project Number (if applicable): 76164SBI	Project Duration (Dates): 8-29-02 to 8-30-05
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See attached Certification form		
Billable Hours (if applicable):	Total Contract Amount: \$300,531	Source of Funding: Bonded
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See attached Certification form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The project was handled very professionally with good design, construction documents , construction observation, and resulted in a satisfied customer		
Agency Head Signature: 	Title: A.P.	Date: 3.14.07



RETURN THIS COPY WHEN
PROJECT IS COMPLETED

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (For State Use Only)

Project Title: Roof Replacement at Minnesota Veterans Home - Silver Bay Silver Bay, Minnesota	Project Manager: Glenn Metz	Project No.
Department: Administration	Division: Building Construction	
Estimated Cost: Two Million +/- depending on Bonding	Source of Funds: Bonding	
*Contract Period: From: 6-02 To: 6-05		

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts): **All Necessary Architectural and Engineering Services for Design, Bidding, and Construction Observation**

Product or Result: **Construction Documents for Bidding and Construction for Roof Replacement**

Other Methods Considered: DSBC Staff were considered; however, no one is available to perform services. Services require licensure under M.S. 326.02-326.15

By signing this form, I certify:

- No state employee is (a) able and (b) available to perform the services called for by the contract--see "Other Methods Considered"
 - The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
 - The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
 - Reasonable efforts will be made to publicize the availability of the contract.
 - On all contracts estimated to in excess of \$50,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07
- Contract Valued Over \$50,000.**

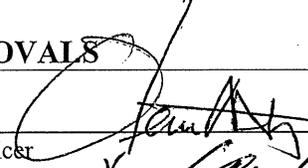
Attach:

- Copy of the Request for Proposals
- State Register notice

List any additional publications where this will be posted: None

- A written detailed work plan will be submitted by the contractor and accepted by the agency.
- The following person has been assigned to monitor and act as liaison for the contract: **Glenn Metz**
- There will be periodic review of the progress of the contractor and the final product will be utilized.
- The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
- No current state employee will engage in the performance of the contract.
- No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

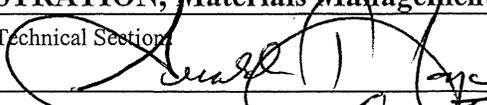
Project Manager: 	Date 4-17-02
Authorized Certification/Officer (Person authorized to sign contracts): <input checked="" type="checkbox"/> 	Date: 4/18/02

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Date:
Not applicable	

ADMINISTRATION, Materials Management Division Approval

Professional Technical Section: 	Date 5/3/02
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(with T.G. language added as indicated)

MMD Cert # 10454

*with T.G. language added as indicated
WOR
5/2*

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin on behave of MVHB		
Contractor Name: KKE Architects		CFMS Contract Number: 427445
Project Name (if applicable): Predesign Assit Living and Link	Project Number (if applicable): 76214MPX	Project Duration (Dates): 8-6-05 to 2-28-06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$122,000.00	Source of Funding: 06, 200, H76, 001, B10
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <p>The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was very good. The contract fee compensation was approximately half of others I would rank this vendor' overall performance as above average. They worked diligently to identify the user agency's needs Their work was timely and met schedules</p>		
Agency Head Signature: Micky Giancola	Title: Assit Commr	Date: 8/3/07

Rev. 6/03)

P/T CONTRACT CERTIFICATION FORM

Project Title: Predesign, Assist Living and Link	State Project Manager: Glenn Metz	Project No. 76214MPX
Department: Administration	Division: State Architect's Office	
Estimated Cost: \$,122,000.00	Source of Funds: 6, H76, 200, 01, B10	
<p>*Contract Period: From: Sept 2005 To: Aug 2010 The above contract period is necessary in order to complete 12-month warranty period following substantial completion.</p>		

Agency certifies that Minn. Stat. § 15.061 allows Admin to enter into this professional/technical service contract.

Nature of Contract: Perform Predesign for the next projects on the master plan

Product or Result: Predesign documents for funding requests to legislature

In accordance with Minn. Stat. § 16C.08, subdivisions 2 and 3, provide the following: (attach additional pages if necessary)

- 1) Describe how the proposed contract is necessary and reasonable to advance the statutory mission of your agency. The State Architects Office oversees the Predesign process for this state agency.
- 2) Describe your plan to notify firms or individuals who may be available to perform the services called for in the solicitation other than advertising in the *State Register* or on the MMD Web site.

Requests were sent to 10 consulting firms selected from the SAO Consultant Master Roster. The Selected firm best met the qualification as reviewed by the selection committee.

- 3) Describe the performance measures or other tools that will be used to monitor and evaluate contract performance and how the results of the work will be used. --SAO Project Managers set milestones and monitor the Consultant's progress throughout the project for compliance with the SAO Design Guidelines. At the end of the project the Consultant is formally evaluated by the Project Manager and the user Agency staff. Results of the evaluations will be used to improve our process for future consultant selections and/or procedural changes.

Single Source Request

Identity of Contractor N/A

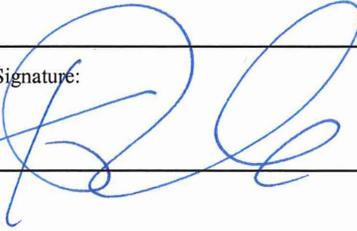
Attach a justification memo. A sample can be found at www.mmd.admin.state.mn.us/.

MMD Cert # 7489

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

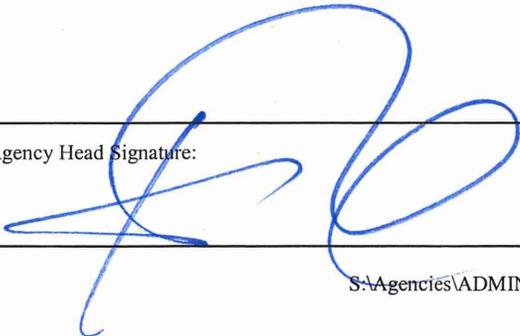
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Administration		
Contractor Name: The Adkins Association		CFMS Contract Number: 429526
Project Name (if applicable): Design and Construction Administration to Reconstruct Office Space Following Asbestos Abatement	Project Number (if applicable): 02276SPX	Project Duration (Dates): 8/29/2002 to 6/30/2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Design and construction contract administration for a project to rebuild office space in the existing warehouse after asbestos abatement demolition. Project included testing and design for stabilization on one corner of the building, architectural design, furnishings, HVAC, and electrical design.		
Billable Hours (if applicable):	Total Contract Amount: \$100,308.15	Source of Funding: 03 G02 820 4737 237
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Administration determined that using SAO and SAO's Master Roster to request and obtain consulting engineering services was the most cost effective manner of obtaining the appropriate services at the lowest cost. SAO has the expertise and knowledge required to obtain the services and contract with the consultant.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Consultant performance was acceptable throughout the project. They followed the SAO Designer's Procedure Manual and justified all costs associated with their contract.		
Agency Head Signature: 	Title: A.D.	Date: 3-13-07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin		
Contractor Name: American Engineering and Testing		CFMS Contract Number: 424553
Project Name (if applicable): Tuck pointing State Office Building	Project Number (if applicable): 02051SOX	Project Duration (Dates): 10-1999 to 11-2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See attached contract certification form		
Billable Hours (if applicable):	Total Contract Amount: \$172,173.00	Source of Funding:
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See attached contract certification form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Work was performed professionally and satisfactorily		
Agency Head Signature: 	Title: A.D.	Date: 3-9-07

CERTIFICATION/INTERNAL CONTRACT NEGOTIATION

Submit in duplicate to Department of Administration, Materials Management Division, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155.

Project Title: Tuckpointing and Repair to the Exterior Stone Masonry Facade of the State Office Building	Project Mgr: Richard Cottle	Project No. 02051SOX
Department of Administration	Division of Building Construction	
Estimated Cost \$25,000.00	Source of Funds	
Period: From: To: October 1, 1999 to October 1, 2000 (Estimated Term of Agreement)		

Nature of Contract: Engineering services

Product or Result: Contract documents

Other Methods Considered: DSBC staff were considered; however, no staff were available.

Certifications: (Required by Minn. Stat. § 16C.08, for all consultant or professional/technical services contract in excess of \$5,000.)

NOTE: If Item Number 4 is not satisfactorily completed, this form will be returned without approval.

1. There is no state employee (a) capable and (b) available to perform the described service.
2. Competitive bidding will not provide for adequate performance of the service
3. The service is not available as the product of a prior contract, and the contractor will certify its product will be original in character.
4. Reasonable efforts will be made to publicize the availability of the contract.
Public notice (as required for all contracts in excess of \$5,000) will be made as follows:

Proposals were received from American Engineering Testing, Inc., who is on our list of architectural/engineering consultants' list prepared from the responders to our RFQ published in the *State Register* on June 1, 1999.

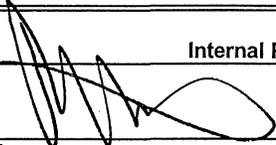
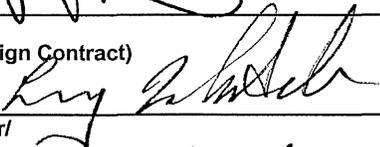
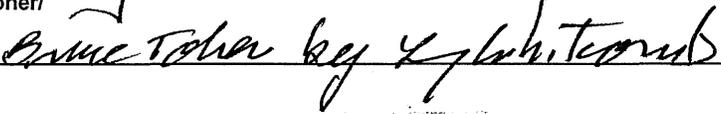
American Engineering Testing, Inc. was selected because it is familiar with the project and available to meeting project schedule. AET previously completed a study, predesign and design development for project.

On Certs over \$25,000 (Check one)

- In conjunction with the public notice of this contract, notice of this contract will be provided to the Human Resources offices of all Minn. Stat. § 15.091 agencies and the Higher Education Board. Due consideration will be given to any responding employee when the responses to the Request for Proposal are evaluated.
- Notice of this contract will be provided to the Human Resources offices of all Minn. Stat. § 15.091 agencies and the Higher Education Board. After 5 working days, due consideration will be given to any responding employee when the final contracting decision is made. (For sole source requests)

5. A written work plan will be submitted by the contractor and accepted by the agency.
6. The following person has been assigned to monitor and act as liaison for the contract:

Richard Cottle
7. There will be periodic review of the progress of the contractor, and the final product will be utilized.
8. The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
9. No current state employee will engage in the performance of the contract.

Internal Preapprovals	Date
Project Manager 	9/21/99
Authorized Certification (Person Authorized to Sign Contract) 	12-14-99
Assistant Commissioner/ Division Director 	12-14-99

Department of Administration's Information Policy Office review and approval signature required prior to sending form to the Materials Management Division for their approval for requests for information resource technology and/or services.

Information Policy Office Approval	Date

Materials Management Division Approval	Date

	Date
1. Information Resource Technology Certification to the Information Policy Office	
2. Certification to Contract Management	
3. Contract to Contract Management	
4. Contract Executed	
5. Evaluation Completed (Within 30 days of contract expire date)	

This statement should be included in your RFP, if over \$25,000.00.

- In compliance with Minn. Stat. § 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

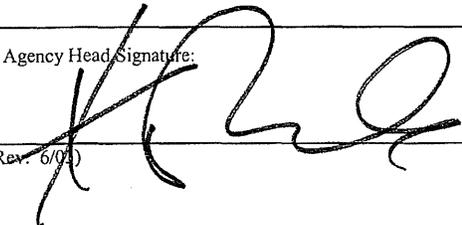
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Administration		
Contractor Name: Tolz, King, Duvall, Anderson and Associates, Inc. (TKDA)		CFMS Contract Number: 434270
Project Name (if applicable): Modifications to COB Ramp and Parking Lot Q	Project Number (if applicable): 02381CPX	Project Duration (Dates): 4/19/05 – 5/25/2006
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The completion of the Freeman Building and the Health and Agriculture Laboratory created a severe parking shortage on the Capitol Campus. The Agency concluded that an expansion of the COB Ramp and Parking Lot Q would partially alleviate the problem. TKDA was selected to prepare design documents and administer construction services on behalf of the State		
Billable Hours (if applicable): NA	Total Contract Amount: \$151,100.00	Source of Funding: 05 200 G02 2460 220
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: It was determined that competitive contractor bids based on complete Construction Documents (Plans and Specifications) and effective construction contract administration would be the most cost effective project delivery method. With detailed contract documents costs due to unexpected conditions are minimized.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: This was not a single source contract.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: TKDA executed this difficult project efficiently and in a timely manner. They demonstrated highly skilled Structural and Landscape Design capabilities, and they worked well with the St Paul Code Officials. Construction Administration was handled firmly. Their ability to negotiate changes in the project resulted in several cost savings to the State. ETC.		
Agency Head Signature: 	Title: A.D.	Date: 3-7-07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

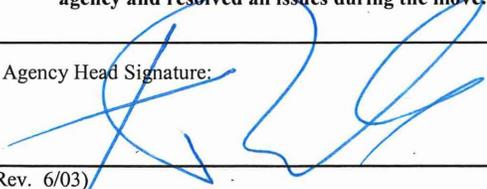
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Administration / State Architect's Office		
Contractor Name: Studio Five Architects		CFMS Contract Number: -
Project Name (if applicable): Predesign Supportive Housing / Adult Day Care MVH-Hastings	Project Number (if applicable): 76213HAX	Project Duration (Dates): 8/10/05 - 5/17/06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: As required by Minnesota Statute 16B.335 a Pre-Design study must be performed and the results submitted to the Department of Administration prior to commencement of design. The Minnesota Veterans Homes Board is interested in expanding services at their Hastings campus to include Supportive Housing and Adult Day Care programs. The contract aided the facility in pursuing these goals.		
Billable Hours (if applicable): -	Total Contract Amount: \$54,000.00	Source of Funding: MVHB Agency Funds H76 200 B001 B10
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The agency solicited proposals from three consultants on the State's Master Roster of qualified firms. These three firms were invited to submit proposals due to their expertise in predesign, specialized care, and housing. The selected consultant was chosen for their qualifications to perform the work, and lowest fee of the three proposals.		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The consultant met all of the objectives of the contract. They responded promptly to interim project milestones and facility requests. The final Predesign reports produced were complete, in meeting the requirements of the SAO Predesign Manual, and accurate, in reflecting the project requirements of the Facility.		
Agency Head Signature: 	Title: A.D.	Date: 5-18-06

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin for DPS		
Contractor Name: CRESA Partners, Inc.		CFMS Contract Number: 430136
Project Name (if applicable): Move Coordination for BCA Maryland Ave, New bldg, St Paul, MN	Project Number (if applicable): 07002UNL	Project Duration (Dates): 12-30-2002 to 12-31-2003
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$151,300	Source of Funding: 110
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was very good. The contract fee compensation was approximately average I would rank this vendor' overall performance as above average. They worked diligently to identify the user agency's needs bids came in near expectations. During the move, they diligently worked with the consultant and contractor to make needed adjustments and meet needs of the user agency and resolved all issues during the move.		
Agency Head Signature: 	Title: A.P.	Date:

(Rev. 6/03)

Return Copy w/
Contract

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (for State Use Only)

Project Title: Move Coordinator Services for the new DPS, BCA office and Forensic Laboratories Bldg		Project Manager: Glenn Metz	Project No. 07002UNL
Department: Administration		Division: Building Construction	
Estimated Cost: \$150,000.00		Source of Funds: Fund Bonded Funds (502)	
*Contract Period: From: January 17, 2003 To: December 31, 2003			

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts): Planning and move coordination of the move and installation of existing and new furniture and equipment form 3 existing BCA locations to the new location at 1430 Maryland Avenue East, St. Paul

Product or Result: "Cert Product or Result"

Other Methods Considered: DSBC Staff were considered; however, no one is available to perform services.

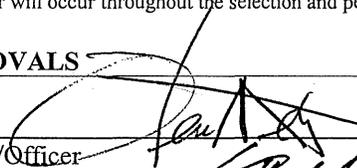
By signing this form, I certify:

- No state employee is (a) able and (b) available to perform the services called for by the contract--see "Other Methods Considered"
- The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
- The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
- Reasonable efforts will be made to publicize the availability of the contract.

A Notice of Availability of Request for Proposal will be published in the November 4, 2002 State Register.

- On all contracts estimated to in excess of \$25,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07
 - Notice of this contract will be provided to the human resource offices of all Minn. Stat. § 15.91 agencies and the Higher Education Services Office. (The list of HR offices may be found at: www.mmd.admin.state.mn.us) After five working days, due consideration will be given to any responding employee when the final contracting decision is made.
- A written detailed work plan will be submitted by the contractor and accepted by the agency.
- The following person has been assigned to monitor and act as liaison for the contract: **Glenn Metz**
- There will be periodic review of the progress of the contractor and the final product will be utilized.
- The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
 - (3) No current state employee will engage in the performance of the contract.
- No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

Project Manager:		Date: 10-29-02
Authorized Certification/Officer (Person authorized to sign contracts):		Date: 10/29/02

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office	Not applicable	Date:
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ADMINISTRATION, Materials Management Division Approval

Professional Technical Section:		Date: 11/4/02
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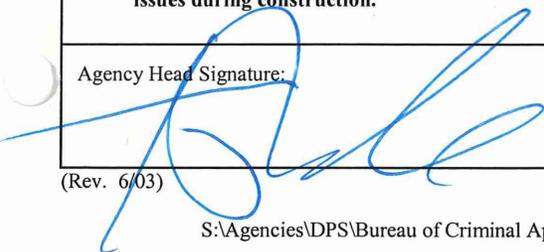
MMD Cert # 10906

(Approved with changes made
as indicated to RFP.) gtj

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin on behave of DPS		
Contractor Name: Robert Arrmbruster		CFMS Contract Number: 427445
Project Name (if applicable): Owner's Rep for Construction Of New BCA, Maryland Ave, St Paul	Project Number (if applicable): 07002UNL	Project Duration (Dates): 6-13-01 to 6-30-04
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached Certification Form		
Billable Hours (if applicable):	Total Contract Amount: \$261,744	Source of Funding: Fund 500
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached Certification Form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was very good. The contract fee compensation was approximately half of others I would rank this vendor' overall performance as above average. He worked diligently to identify the user agency's needs After bids came in high, He worked with the design consultant to redesigned the project. After doing so, the second bids were favorable and the project was constructed. During construction, he diligently worked with the consultant and contractor to interpret the design and needs of the user agency and resolved all issues during construction.		
Agency Head Signature: 	Title: A. D.	Date:

(Rev. 6/03)

Return this copy to MMD
with contract

PROFESSIONAL/TECHNICAL CONTRACT --CERTIFICATION FORM (for State Use Only)

Project Title: Owner's Representative services for construction of an 3w BCA Office and Forensic Laboratories Building, Maryland Ave/Barclay, St. Paul		Project Manager: Glenn Metz	Project No. 07002UNL
Department: Administration		Division: Building Construction	
Estimated Cost: \$280,000.00		Source of Funds: Fund 500	
*Contract Period: From: June 15, 2001 To: June 30, 2003			

Nature of Contract (M.S. 15.061 allows Admin to enter into PT contracts): To support the DSBC project manager in overseeing the construction project and administering the contracts for State's consultants and construction contractors.

Product or Result: To have a new BCA building completed that meets requirements of all applicable laws, rules, regulations, codes, plans and specifications. "

Other Methods Considered: DSBC Staff were considered; however, no one is available to perform services.

By signing this form, I certify:

1. No state employee is (a) able and (b) available to perform the services called for by the contract--see "Other Methods Considered"
2. The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
3. The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
4. Reasonable efforts will be made to publicize the availability of the contract.

A complete RFP will be published in the State Register on May 21, 2001

5. On all contracts estimated to in excess of \$25,000, my agency will publicize the need for services to state employees according to Minn. Stat. § 16C.07
Notice of this contract will be provided to the human resource offices of all Minn. Stat. § 15.91 agencies and the Higher Education Services Office. (The list of HR offices may be found at: www.mmd.admin.state.mn.us) After five working days, due consideration will be given to any responding employee when the final contracting decision is made.
6. A written detailed work plan will be submitted by the contractor and accepted by the agency.
7. **The following person has been assigned to monitor and act as liaison for the contract:** **Glenn Metz**
8. There will be periodic review of the progress of the contractor and the final product will be utilized.
9. The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
(3) No current state employee will engage in the performance of the contract.
11. No conflict of interest has or will occur throughout the selection and performance of this contract.

ADMIN DSBC APPROVALS

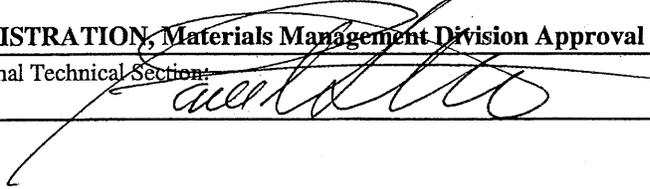
Project Manager: 	Date: 5-15-01
Authorized Certification/Officer (Person authorized to sign contracts): 	Date: 5-15-01

ADMINISTRATION Technology and Policy Bureau Approvals

(Required for information and communications technology contracts over \$100,000). Obtain approval of Certification Form and RFP prior to sending them to MMD.

Technology Policy Office Not applicable	Date:
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ADMINISTRATION, Materials Management Division Approval

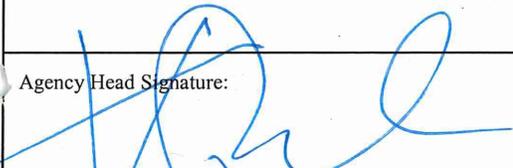
Professional Technical Section: 	Date: 15 JUN 01
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MMD Cert # **9513**

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Admin for DPS		
Contractor Name: Kroll Schiff & Assoc Inc.		CFMS Contract Number: 423049
Project Name (if applicable): Security design for new BCA Bldg Maryland Ave, St Paul	Project Number (if applicable): 07002UNL	Project Duration (Dates): 4-6-1999 to 7-31-2003
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See attached Certification form		
Billable Hours (if applicable):	Total Contract Amount: \$231,405	Source of Funding: 98 110 G02 8010 810
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See attached Certification form		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The vendor provided timely work as well as timely responses when carrying out the responsibilities of their contract. The quality of service that was provided was very good. The contract fee compensation was approximately average for this work I would rank this vendor' overall performance as above average. They worked diligently to identify the user agency's needs After bids came in high, they worked with the design consultant to redesigned the project. After doing so, the second bids were favorable and the project was constructed. During construction, They diligently worked with the consultant and contractor to interpret the design and needs of the user agency and resolved all issues during construction.		
Agency Head Signature: 	Title: A - D.	Date:

(Rev. 6/03)

**PROFESSIONAL/TECHNICAL
CONTRACT CERTIFICATION FORM**

**TURN THIS COPY WITH
PROCESSING CONTRACT**

Submit to: Department of Administration, Materials Management Division, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155.

Certification Requirements: Required for all Professional/Technical Service Contracts, Master Professional/Technical Contracts, and Joint Powers Agreements in excess of \$5,000 (Minn. Stat. § 16C.08). Agencies should submit two copies of this Contract Certification Form. When the Professional/Technical Service Contracts are estimated to be over \$25,000, submit two copies of this form with a copy of the *State Register* ad and a copy of your complete RFP.

Department of Administration	Division of Building Construction
Estimated Cost \$50,000 + \$10,000 reimbursables	Source of Funds 98 110 G02 8010 810
Original Contract Period: From: March 8, 1999 To: December 30, 1999 (option to extend <u>0</u> years) <small>(Estimated Term of Agreement)</small>	

*Note: According to Minn. Stat. § 16C.08 Subd. 3 (7), the combined contract and amendment cannot exceed five years, unless otherwise provided for by law. The term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state. If you are requesting that the original contract length be longer than two years, please write a justification below:

Nature of Contract: *(Include a brief description of the service.)* Establish objectives through meetings and discussion with the Owner, Architect and State project managers, for the security systems, for the project. Integrate the planning into the Architecture; design documents.

Agency certifies that Minn. Stat. § 15.061 allows agency to enter into this professional technical service contract.
(Please check with agency attorney general staff, if in doubt.)

Product or Result: *(e.g.: report with recommendations; plans and specifications; activity - give details)*
Provide reports and documents as to Security Systems, equipment, space requirements, and budget to support the design of the new BCA administrative offices and forensic lab building.

Other Methods Considered: *(e.g.: in house, other divisions or offices; other state agencies; other municipalities)*

1. I certify that no state employee is (a) able and (b) available to perform the described services.
State below how you reached this conclusion: Work schedules of qualified employees in DSBC have been considered; and no one is available.
2. I certify that competitive bidding will not provide for adequate performance of the service.
3. I certify that the service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
4. Reasonable efforts will be made to publicize the availability of the contract. **If less than \$25,000, list the vendors that will be contacted:**

Public notice in the State Register is required for all contracts in excess of \$25,000. Check below where you will advertise:

Notice will be placed in the *State Register* Other _____

MMD Cert # 6997

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 27, 2006 9:12 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 27, 2006 at 09:11:31

_config: vendeval
project: Router Upgrades
id_part1: G02
id_part2: 1292
cfms: A-51063
vendor: Net2Net
agency: ADMINISTRATION DEPT
evaluator: Jim E. Johnson
eval_date: 10/27/2006
email_list: Jim.E.Johnson@state.mn.us; Beth.Rohow@state.mn.us
purpose: Assist in the emergency IOS upgrade of all MNET routers that are subject to vulnerabilities.
accomplished: Yes
contract_date: 12/31/2003
actual_date: 10/10/2003
contract_cost: \$23,400.00
actual_cost: \$23,400.00
cost_effective: The required vulnerability upgrades needed to be completed in a short timeframe and this augmented existing staff to ensure completion of the task within that timeframe.
mended: No
erminated: No
engage: Yes
engage_e: Contractor is competent and efficient.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 27, 2006 9:22 AM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 27, 2006 at 09:22:00

_config: vendeval
project: CICS0 VPN Deployment
id_part1: G02
id_part2: 1570
cfms: A-71718
vendor: Net2Net
agency: ADMINISTRATION DEPT
evaluator: Jim E. Johnson
eval_date: 10/27/2006
email_list: Jim.E.Johnson@state.mn.us; Beth.Rohow@state.mn.us
purpose: Needed provision of WAN services for BAC/DPS in the delivery of encrypted data
across the CJDN backbone in order for BCA to comply with Federal law.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 03/31/2005
contract_cost: \$25,000.00
actual_cost: \$24,990.00
cost_effective: The selected vendor provided high level design configuration and
installation of VPN concentrators. The level of existing state resources needed to
complete this jobs wan not available due to prior commitments. Project had defined start
and stop dates.
(one time only)
amended: No
terminated: No
engage: Yes
engage_e: Contractor is competent and efficient.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, October 27, 2006 9:32 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 27, 2006 at 09:32:27

_config: vendeval
project: North Star Portal and Integration Technology
id_part1: G02
id_part2: 1130
cfms: A-42443
vendor: Labyrinth Consulting
agency: ADMINISTRATION DEPT
evaluator: Jim E. Johnson
eval_date: 10/27/2006
email_list: Jim.E.Johnson@state.mn.us; Beth.Rohow@state.mn.us
purpose: P/T resources for design verification, test and evaluation, technology training and technical documentation to support and fulfill the obligations of ITG to its customers in supporting Portal and Integration technologies and Enterprise architecture. No State employee with sufficient knowledge is available to meet project timelines.
accomplished: Yes
contract_date: 06/30/2003
actual_date: 06/30/2003
contract_cost: \$90,000.00
actual_cost: \$89,970.00
cost_effective: Integration and architecture to enhance North Star was part of an implementation project. The State benefited from advanced expertise not available from current staff. On completion of project when operational phase began, contractor was no longer needed.
amended: No
terminated: No
engage: Yes
engage_e: Contractor is competent and efficient.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 27, 2006 9:45 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 27, 2006 at 09:45:01

_config: vendeval
project: Fiber Optic Connections
id_part1: G02
id_part2: 1541
cfms: A-70958
vendor: Ellert & Associates
agency: ADMINISTRATION DEPT
evaluator: Jim E. Johnson
eval_date: 10/27/2006
email_list: Jim.E.Johnson@state.mn.us; Beth.Rohow@state.mn.us
purpose: Need assistance in engineering and oversight of construction of fiber optic links
connecting existing or planned fiber facilities in
Dakota County. We do not have state resources available to complete
detailed engineering work.
accomplished: Yes
contract_date: 12/31/2005
actual_date: 03/31/2005
contract_cost: \$25,000.00
actual_cost: \$11,950.00
cost_effective: Timeframe was tight and there was a need for detailed engineering design
within a short timeframe.
umended: No
terminated: No
engage: Yes
engage_e: Contractor is competent and efficient.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 27, 2006 9:09 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 27, 2006 at 09:08:54

_config: vendeval
project: Router Upgrades
id_part1: G02
id_part2: 1292
cfms: A-51063
vendor: Net2Net
agency: ADMINISTRATION DEPT
evaluator: Jim E. Johnson
eval_date: 10/27/2006
email_list: Jim.E.Johnson@state.mn.us; Beth.Rohow@state.mn.us
purpose: Assist in the emergency IOS upgrade of all MNET routers that are subject to vulnerabilities.
accomplished: Yes
contract_date: 12/31/2003
contract_cost: \$23,400.00
actual_cost: \$23,400.00
cost_effective: The required vulnerability upgrades needed to be completed in a short timeframe and this augmented existing staff to ensure completion of the task within that timeframe.
amended: No
terminated: No
engage: Yes
engage_e: Contractor is competent and efficient.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, September 29, 2006 3:21 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, September 29, 2006 at 15:20:38

_config: vendeval
project: North Star enterprise portal Phase II project
id_part1: 000
id_part2: 0000
cfms: A40030
vendor: Roundarch
agency: ADMINISTRATION DEPT
evaluator: James Kauth
eval_date: 09/29/2006
purpose: Phase II of the North Star enterprise portal project including standardizing
Dept. of Commerce web content, development of an online license renewal application
and creation of a centralized payment processing engine.
accomplished: Yes
contract_date: 08/19/2002
actual_date: 08/19/2002
contract_cost: 1,100,000
actual_cost: 1,100,000
cost_effective: The Department of Commerce had recently had their databases analyzed and
the data cleansed which made them a good candidate for piloting an enterprise licensing
system. We were able to deliver 7 online license renewal applications for Commerce and
update their paper-only processes to reduce license delivery times, complexity and errors.
mended: No
terminated: No
engage: No
engage_e: While contractually Roundarch delivered the required components, the scalability
desired was not there. We were able to deliver for the Department of Commerce the solution
necessary, but unable to expand the solution to any other agencies.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, July 17, 2006 8:44 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 17, 2006 at 08:44:18

_config: vendeval
project: Billing for IPT (vendor provided)
id_part1: G02
id_part2: 1604
cfms: A74449
vendor: Ultimate Workflow Integration Partners
agency: ADMINISTRATION DEPT
evaluator: Shari Borth
eval_date: 07/17/2006
purpose: Develop a program that can take a monthly billing file from our IPT vendor and update our ARS/Remedy voice system for active and inactive telephone numbers and features. Our ARS/Remedy voice billing system will be modified to include the capability to mark records as active and inactive and any other identified needs from the design phase. It was necessary to enter this contract to meet a new service need from an external vendor providing IPT. This autatomed the billing of this service.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: \$16,000
actual_cost: \$16,000
post_effective: This allowed the state to develop an autoamted billing mechanism that did not require Service Center (hands on) entry of billing data.
amended: No
terminated: No
engage: Yes

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Administration		
Contractor Name: Deloitte Consulting		CFMS Contract Number: A67530
Project Name (if applicable): Drive To Excellence Transformation Roadmap	Project Number (if applicable):	Project Duration (Dates): September 2004 – January 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>There were two reasons the state contracted with Deloitte Consulting to facilitate the Drive to Excellence Transformation Roadmap.</p> <p>First, the project was large with a very short timeline, and the state needed an existing, experienced team to provide the project management arms and legs that would meet such an aggressive deadline. On a day-to-day operational basis, the Deloitte team developed and executed the project's work plan and communications plan, directed by the project's Steering Committee and project managers, all state employees. Deloitte also provided a ready-made "skeleton" of 31 experienced staff to lead the surveying, interviewing, ideas generation, and business case development. Over 200 state staff from more than 18 agencies provided the "meat" on the bones, doing the lion's share of the research and the final development of the Transformation Roadmap.</p> <p>Second, and equally important, Deloitte Consulting made available from among its international network the thought leaders and subject matter experts who could provide us with the best information about what was happening around the world related to government transformation, including what has worked, and what hasn't. The company brought knowledge to the table that would not otherwise have been available and/or would have taken state staff months to uncover. Through Deloitte staff, their contacts, and their research, working teams were able to access experience and data from government reform efforts as close to home as Iowa, and as far away as Australia, interacting with those who had experience to share.</p> <p>In the end, the \$2.5 million paid to consulting staff is only part of the picture, but it was an essential investment in staff and expertise that would have cost far more if the state had attempted this project on its own.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$2,500,000	Source of Funding: 970 Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Deloitte's involvement in the project resulted in:</p> <ul style="list-style-type: none"> • An as-is inventory of IT assets in the Executive Branch to answer the question, "what IT do we own and where is it?" • An as-is business function inventory of the Executive Branch to answer the question, "what functions do we perform, where are they performed and by whom, and what does it cost us as an enterprise perspective?" • A focused, collaborative, facilitated, participative and managed process that engaged over 200 state staff and leaders across 66 state agencies, boards and commissions in evaluating the State's business and how to improve it, and modeled the enterprise culture change that is to come. • Actionable business cases for 24 Minnesota government transformational initiatives and an actionable "roadmap" for implementation, including a recommended ongoing project/change management structure and policy/legislative changes. • A governance model and funding alternatives the state can use to realize real change and benefits across the state from an enterprise-wide and customer-centric perspective. <p>Although the most measurable changes are yet to come though the implementation of the specified reforms, the Drive to Excellence process after this phase, had already begun a culture shift that would accelerate in the next phase as the</p>		

real work began. During the contract's five months, over 200 state employees removed their agency "hats" and worked on behalf of the state as one enterprise, thinking about what could be done better through collaboration, shared resources and services. This was a new way of thinking, enabled by the technologies available at the start of the 21st Century and by the experience, knowledge, and dedication to "public good" that exist in the people who work for the State of Minnesota.

If this was a single source contract, explain why the agency determined there was only a single source for the services:

No

Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:

The Transformation Roadmap was created over a period of five months, from September, 2004 – January, 2005, and involved literally hundreds of state employees, sharing their expertise and ideas. Specifically, the project was executed with a core team that consisted of

- Deloitte Consulting team staff – 31 FTEs
- State Steering Committee and subcommittees - 20
- 174 State of Minnesota staff routinely interacting with project
- Several hundred State staff participating in surveys and interviews
- National subject matter experts provided by Deloitte

The project was divided into three phases:

Phase I: Data gathering – surveys, interviews, and ideas generation

Phase II: Research and business case development in eight "Business Transformation Areas:"

- Enterprise Planning & Budgeting (overall state planning, budgeting, and systems management of finances)
- Grant Management (how the state disburses money to individuals and other government entities)
- Sourcing (how the state purchases services and commodities)
- Real Property (how the state tracks and manages its building and land resources)
- Licensing, Regulation & Compliance (how the state manages professional and occupational licensing)
- Human Capital Management (how the state manages its human resources)
- Customer Service Innovation (how the state interfaces with citizen and business customers, i.e., the taxpayer)
- Information Technology (how the state manages the technology infrastructure that enables the functions of government)

Phase III: Evaluation and sequencing of business cases and transformation opportunities into the "Transformation Roadmap" recommendations.

Deloitte provided the following deliverables on a timely manner according to the fixed rate contract:

- Communication Plan
- New Project Alignment Strategy
- Enterprise Baseline report
- Initial List of Opportunities (100)
- Business Cases (24)
- Transformation Roadmap

Performance Specifics:

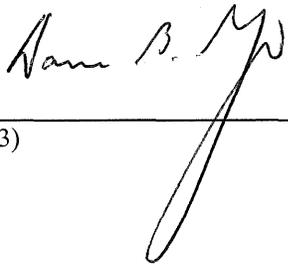
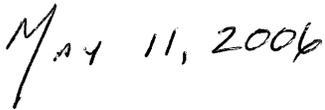
1. Development of a Transformation Roadmap: Following extensive data gathering and analysis, idea generation and validation, the development and management of 24 business case teams, involving over 200 state employees, the Transformation Roadmap was presented to the Governor in early 2005. The State of Minnesota is in the process of implementing six of those business case projects, with many more in the planning stages. The Roadmap itself, a 257 page document, summarizes the business cases, discusses an implementation timetable, talks extensively about resources required and costs to be saved, and most importantly, recommends a detailed governance structure for implementation.

2. Business Process Reengineering: The real purpose of the Drive to Excellence managed by Deloitte was not detailed business process engineering at the "working level." Thus, while the consultants recommended a strategic procurement approach, for instance, and suggested a governance structure to implement demand management and strategic procurement, they stopped short of developing step-by-step processes. These kinds of high level business process redesign were offered in IT, grants management, business and professional licensing, building code enforcement, HR and finance processes, just to name some. However, neither time nor resources permitted the kind of detailed business process engineering that needs to come in the implementation phase, led by the state employees who actually do the work. (We would love to be guided by Deloitte in this phase as well, but resources in our budget situation do not permit that luxury).

3. Stayed on Budget: This was a fixed price contract and Deloitte was paid that contract price for all its efforts. In my judgment, we got more than our money's worth in terms of national expertise, consultant effort, final product and ongoing support even following the engagement.

4. Responsive to client requests: In a project of this magnitude, things change and not everything goes as planned at all times. There is variation in consultant skill and "fit." Priorities change--as particular areas of focus are abandoned and others move to the forefront. In my experience as co-lead for the Drive to Excellence, Deloitte was entirely responsive to all our requests. For instance, in the (rare) case of consultant fit issues, new people were assigned immediately. Also in the rare case that we felt we were not getting enough "horsepower" in a particular discipline, Deloitte was quick to bring in additional national practice experts--e.g., in IT or procurement.

5. Overall: Unquestionably, we are pleased with the results of the Deloitte contract.

Agency Head Signature: Dana Badgerow 	Title: Commissioner of Administration	Date: 
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(Rev. 6/03)

What is the authority to use the 970 fund for Drive to Excellence?

Minnesota Statutes Section 16B.48 provides authority. Actions taken to confirm the appropriateness of the 970 fund, including consultation with the Department of Finance, as well as the project's definition and scope, further supported this use.

Process to determine to charge 970 fund?

Admin, at the time included the InterTechnologies (ITG) group and was responsible for its financial management, including customer rates, rebates, internal service funds and investments. In 2004, a wide range of discussions were held within Admin, with ITG's major customers, with the Department of Finance and with the Governor's office to determine the appropriateness of using this fund to improve IT effectiveness throughout the executive branch of state government. Additional actions taken to confirm this direction included:

- Federal auditors were consulted to ensure use of 970 Fund would be an allowable expenditure within the federally approved rate structure.
- Finance reviewed and approved 970 fund rate package and business plan which included the set aside of funds to invest in the Drive effort.
- Extensive multi-agency panel discussions were held, including discussions among the senior leaders of ITG's major customers, who were also the Steering Team for the Drive to Excellence effort.

Does all of the Drive cost apply to the 970 fund?

The contract focused on broadly examining the state's use of technology and the business processes to:

- Provide modern, comprehensive and user-friendly access to State services
- Facilitate statewide high-speed communication access for business development and educational opportunities
- Decrease the administrative cost of government while increasing the quality and efficiency of public services
- Create more 'one-stop shop' opportunities for easy access to government services by Minnesota citizens and business customers
- Enhance the state's e-government offerings

The connections between processes and technology and have long been recognized and it was determined that the 970 fund was an appropriate funding source for these investments.

How does this match the purpose of the 970 fund?

Use of the 970 fund was dedicated to providing overall benefit to all state government agencies and to providing mechanisms for process improvement including implementation of shared service models, improved technology use, establishment of enterprise standards, development of cost-savings proposals, including technology purchases enterprise-wide, and other technology-based systems and process enhancements.

Examples of research and development projects funded by the 970 fund will be provided.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Administration - Materials Management Division		
Contractor Name: Tech Pro		CFMS Contract Number: A28020
Project Name (if applicable): MMCAP Database Management	Project Number (if applicable):	Project Duration (Dates): 8/1/2001 thru 6/30/2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Updating an application that managed large amounts of data from distributors and manufacturers about drug purchases. Purchases from, currently, 43 states and the City of Chicago - in excess of \$1 billion annually.		
Billable Hours (if applicable):	Total Contract Amount: \$286,172.63	Source of Funding: MMCAP (Fund 940)
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: No in house staff		
If this was a single source contract, explain why the agency determined there was only a single source for the services: They had worked with us to develop the original application and shifting would have meant reworking. Vendor's unique expertise and experience in the pharmaceutical industry and its intimate knowledge of specialized software.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The work performed under this contract was quality work that met the anticipated timelines. Work was tested and certified and met the objectives set forth by this contract.		
Agency Head Signature: 	Title: MMCAP Manager/Assistant Director, Materials Management Division	Date: May 5, 2006

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, May 04, 2006 1:53 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 04, 2006 at 13:52:48

_config: vendeval
project: Network Cost Analysis
id_part1: G02
id_part2: 1453
cfms: A64186
vendor: Labyrinth Consulting, Inc.
agency: ADMINISTRATION DEPT
evaluator: Jim E. Johnson
eval_date: 05/04/2006
email_list: Jim.E.Johnson@state.mn.us; Beth.Rohow@state.mn.us
purpose: Purpose was to review and analyze network costs; identify and analyze alternative network technologies and agreements; identify, analyze and make recommendations for reducing network costs; identify opportunities for shared network resources, and assist in negotiating agreements with local governments and telecommunications service providers.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: \$20,000.00
actual_cost: \$19,781.60
cost_effective: FTE who previously worked with MNet had retired.
Specified consultant had worked with InterTech and MNet extensively in past and was extremely knowledgeable of InterTech's MNet services organization/operations.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
sent: Tuesday, April 25, 2006 1:15 PM
to: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us; Elizabeth.Kemling@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, April 25, 2006 at 13:15:09

_config: ot/vendeval2
project: fdfg
id_part1: 999
id_part2: 9999
cfms: 12345
vendor: vfdfdf
agency: ADMINISTRATION DEPT
evaluator: dff
eval_date: 11/01/2005
email_list: elizabeth.kemling@state.mn.us
purpose: fdgdg
accomplished: Yes
contract_date: 11/01/2003
amended_date: 11/01/2004
actual_date: 11/01/2005
contract_cost: 2000.00
amended_cost: 4000.00
actual_cost: 50,000.00
cost_effective: f
amended: No
terminated: No
engage: No
engage_e: fdgfgdf
comments: gfdf

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Administration/Developmental Disabilities Council		
Contractor Name: ZenMation, Inc.		CFMS Contract Number: A67201
Project Name (if applicable): Conversion of the Partners in Policymaking program to an e-learning site - course #4	Project Number (if applicable):	Project Duration (Dates): 9/22/04 - 9/15/05 for course #4
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Design and develop a comprehensive, interactive e-learning course on the history of disabilities that focuses on the time period 1950 - present and bridges the "Parallels in Time" history to more recent times. A Request for Proposal was issued at the outset of this multi-year project which will cover a total of 5 years. The Council allocates funds for this project on an annual basis; dollars available vary depending on the course content and need to make refinements to previously released courses based on customer input.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$114,560.00	Source of Funding: Federal: P.L. 106-402
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The online conversion of the Partners in Policymaking program makes this leadership training available to whomever visits the Partners/Council web sites. The courses are web based; they are promoted to Partners graduates as refresher courses, serve to supplement the classroom training program for Partners participants, and are used in college courses/programs that are disability related. The courses are also used for orientation and continuing education training for direct care workers - free training available 24/7 for those who work in the disability field but lack the financial resources to meet ongoing training requirements.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>An RFP was issued at the beginning of this multi-year project. The Council receives an annual federal allocation and cannot assure funds beyond a single year. A Single Source request is prepared each year for the duration of the five-year project period.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Performance is evaluated at various phases/stages throughout the design and development processes. Each of the courses is previewed by the Council before beta testing and general release. The courses have all received high ratings and high levels of customer satisfaction.</p> <p>ZenMation understands that the budget for each course is firm and based on allocation decisions made by the Council.</p>		
Agency Head Signature: <i>Colleen Wueck</i>	Title: <i>12/19/05</i>	Date: <i>Exec Director</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Administration – State Architect’s Office		
Contractor Name: Karges - Falconbridge, Inc. St. Paul, MN	AGPS/CFMS Contract Number: 426592	
Project Name : Health Building Improvements 717 Delaware St. Mpls.	Project Number : 02146HLL	Project Duration (Begin/End Dates): March 6, 2001 – December 31, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>MN Laws of 2000 provided \$4,000,000 for the upgrades and renovations to the MDH Building. Major elements of work included;</p> <ol style="list-style-type: none"> 1. Enhancements to the Mechanical Systems to provide adequate make-up air supplying the laboratories, thus correcting an unsafe situation. 2. Converting the make-up air system from constant volume to variable volume for energy efficiency. 3. Mold abatement on the exterior walls with plaster repair and refinishing. 4. Voice/Data upgrades. 		
Billable Hours (if applicable): NA	Total Contract Amount: \$495,060	Source of Funding: 2000 Bonding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The essence of the project resolved health and human safety issues.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: NA</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The project involved design/redesign of complex mechanical and control systems – the design met the project objectives satisfactorily, on time and under budget. The building remained occupied during the work requiring KFI to carefully plan temporary employee/operation relocations. The original Mechanical Contractor defaulted during construction and KFI reacted swiftly and smoothly.</p> <p>Overall the performance of services was excellent/outstanding. Some post-occupancy supplemental work could have been performed more timely.</p>		
SAO Proj Mgr Initials / Date: <i>CDF 04-29-04</i>	Assistant Director / Director Signature / Date: <i>[Signature] 5/3/04</i>	
Assist. Commissioner Initials / Date: <i>[Signature] 5.5.04</i>	Dept Head Signature / Title / Date: <i>[Signature] 5/5/04</i>	

Filepath: DSBC\Template\Contract\Consultant Evaluation \$50K+ (MMD Form)

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration/Developmental Disabilities Council		
Contractor Name: ZenMation, Inc.	CFMS Contract Number: A37897	
Project Name (if applicable): E-learning Site, Making Your Case	Project Number (if applicable):	Project Duration (Dates): May 14 - November 15, 2002
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>Begin the conversion of the Partners in Policymaking leadership training program (eight weekend sessions) to an e-learning site and the development of the first of five interactive e-learning courses, <u>Making Your Case</u>. This is a multi-year, multi-phase project. The expectation is that one e-learning course will be designed and developed each year for a five-year period (2001-2006).</p> <p>The Governor's Council on Developmental Disabilities is a federal grant recipient with an annual grant allocation from the Administration on Developmental Disabilities (ADD) under provisions of the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) (P.L. 106-402). According to the DD Act, 70% of our funds must be awarded to agencies/organizations/businesses in the community (external to the GCDD). <u>In addition, we do not have the internal expertise for the work.</u></p>		
Billable Hours (if applicable):	Total Contract Amount: \$ 75,000.00	Source of Funding: Federal (P.L. 106-402)
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>We used a Request for Proposal (RFP) process to solicit proposals for this multi-year multi-phase project, with the first year/first phase for the design and development of an e-learning course entitled <u>Making Your Case</u>. This effort is consistent with the Ventura administration's Big Plan and Department of Administration's Strategic Plan, Technology for the Future goal.</p> <p>E-government services is included in the GDCDD's Five Year State Plan (2001-2006); federal funds will be allocated to continue this effort during this five year period.</p>		
Agency Head Signature: <i>Colleen Wick</i>	Title: <i>Exec Director</i>	Date: <i>11/8/02</i>

SECTION 18: REPORT ON PROFESSIONAL/TECHNICAL CONTRACTS OVER \$40,000

According to Minn. Stat. § 16C.08, subdivision 4(c) (emphasis added), "Within 30 days of final completion of a [professional/technical services] contract over \$40,000 . . . the head of the agency entering into the contract must submit a one-page report to the commissioner [of administration] who must submit a copy to the legislative reference library. The report must: (1) summarize the purpose of the contract, including why it was necessary to enter into a contract; (2) state the amount spent on the contract; and (3) explain why this amount was a cost-effective way to enable the agency to provide its services or products better or more efficiently."

When processing the report, it is important to remember that it must be submitted within 30 days of the completion of the contract and you may send it directly to the Professional/Technical Services section of MMD.

The following form, available on the MMD website, will assist in preparing this report.

Report on Professional/Technical Contracts Over \$40,000

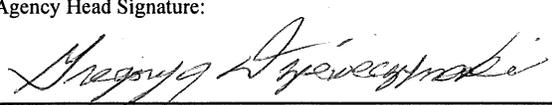
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: <i>Administration</i>		
Contractor Name: <i>Halleland Lewis Nilan</i>	CFMS Contract Number: <i>A06713</i>	
Project Name: <i>MN DOT Contract Compliance Review</i>	Project Number:	Project Duration (Dates): <i>3/2000 - 10/2000</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Conduct an independent review of general contracting practices for highway and building construction and professional/technical services, as managed by MN Dept of Transportation</i>		
Billable Hours (if applicable): <i>N/A</i>	Total Contract Amount: <i>\$51,000</i>	Source of Funding: <i>MN DOT</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>Independent review of contracting practices provided means to identify any broad issues of concern regarding state and federal contract compliance.</i>		
Agency Head Signature: 	Title: <i>Comm</i>	Date: <i>11/17/00</i>

(Rev. 3/00)

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration, InterTechnologies Group		
Contractor Name: Zinncorp, Inc.	CFMS Contract Number: A04825	
Project Name: Consulting Services	Project Number:	Project Duration (Dates): 12/01/99 to 12/17/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To supplement our staffing and ensure the timely delivery of Security Impact Analysis work. We had 14 agencies signed to conduct this security assessment on their technology infrastructure. This work utilized security funding available in the legislative initiative.</p>		
Billable Hours (if applicable): 375	Total Contract Amount: \$75,000.00	Source of Funding: ORG # 4468
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p style="text-align: center;"><i>It supplemented our staffing to ensure the timely delivery of the SIA</i></p>		
Agency Head Signature: 	Title: Director	Date: 3/22/02

STATE OF MINNESOTA

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

State Accounting Information:

Agency: Admin/InterTech	Fiscal Year: 2000	Vendor Number:
Total Amount of Work Order: \$75,000.00	Amount of Work Order First FY:	
Commodity Code: 700 17	Commodity Code:	Commodity Code:
Object Code: 2D70	Object Code:	Object Code:
Amount: \$75,000.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 970	Fund:	Fund:
Appr: 240	Appr:	Appr:
Org/Sub: 4468	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount: \$75,000.00	Amount:	Amount:

Processing Information:

Master Contract Number: A00530

Master Order Number (MWK):

A04825 1/21/00
 Number/Date/Signature
[Individual signing certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05]

NOTICE TO CONTRACTOR: You are required by Minn. Stat. § 270.66 to provide your social security number or federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action that require you to file state tax returns and pay delinquent state tax liabilities, if any. This work order will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the work order and the payment of state obligations.

Contractor Name and Address: ZinnCorp, Inc
1001 Marquette Ave S. Suite 219
Minneapolis, MN 55403

Soc. Sec. or Federal Employer I.D. No. 41-1630645 Minnesota Tax I.D. No. (if applicable) 2523665

**THIS PAGE OF THE WORK ORDER CONTAINS PRIVATE INFORMATION.
 EXCEPT AS DEFINED ABOVE, THIS PAGE SHOULD NOT BE REPRODUCED
 OR DISTRIBUTED EXTERNALLY WITHOUT EXPRESS WRITTEN PERMISSION
 OF THE CONTRACTOR.**

If you circulate this work order internally, only offices that require access to the tax identification number AND any individuals/offices signing this work order should have access to this page.

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

This Work Order is issued under the authority of the State Master Contract No. A00530 between the State of Minnesota, acting through its Department of Administration InterTechnologies Group (hereinafter the "STATE"), and ZinnCorp. (hereinafter "CONTRACTOR"), and is subject to all provisions of the Master Contract which is incorporated by this reference.

I. CONTRACTOR's DUTIES:

Perform the duties identified in and according to the project schedule contained in Attachment A, which is incorporated by reference and made part of this Work Order.

II. CONSIDERATION AND TERMS OF PAYMENT:

A. CONSIDERATION: Consideration for all services performed by the CONTRACTOR pursuant to this Work Order shall be paid by the STATE as follows:

1. COMPENSATION: Compensation in an amount not to exceed \$75,000.00 which has been arrived at according to the following:

375 hours of consulting services at \$200.00/hr.

2. REIMBURSEMENT: Reimbursement for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this work order in an amount not to exceed none dollars (\$); provided that the CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioners Plan" promulgated by the Commissioner of Employee Relations. The CONTRACTOR shall not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless given prior written approval for such out-of-state travel from the STATE.

THE TOTAL OBLIGATION OF THE STATE FOR ALL COMPENSATION AND REIMBURSEMENTS TO CONTRACTOR SHALL NOT EXCEED: Seventy five thousand dollars (\$75,000.00).

B. TERMS OF PAYMENT:

1. INVOICE: Payments shall be made by the STATE promptly after the CONTRACTOR's presentation of invoices for services performed and acceptance of such services by the STATE's Authorized Representative pursuant to clause IV. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

III. TERMS OF WORK ORDER: This work order shall be effective on December 1, 1999, and shall remain in effect until December 17, 1999, or until all obligations set forth in this work order have been satisfactorily fulfilled, whichever occurs first.

NET ACCESS

Securing Information Assets

November 30, 1999

Mr. Greg Dziejewczynski
Division Manager, Department of Administration - ITG
658 Cedar Street
Saint Paul, MN 55155

Dear Greg:

You have asked us to outline some specifics with regard to providing Network Assessments as part of the Security Impact Analysis work DoA is providing to various agencies.

You have asked for Net Access to assist with the following agencies, in this order:

Department of Agriculture
Department of Corrections
Minnesota Historical Society
Department of Economic Security

With the exception of the Department of Agriculture (see below), we would anticipate performing the work as outlined in our response to your Request For Proposal dated August 27, 1999. The anticipated hours you have spoken to me about seem reasonable, and will be modified as necessary as we move through the process with each agency. Since this is time-and-materials billing, you will receive invoices per project for actual hours used at each agency.

Regarding the Department of Agriculture: given that they have been hacked (several weeks ago now), Dept of Ag may find it beneficial to move directly into the assessment of their network, beginning with a minimum number of interviews. We will focus on the point of entry used by the outsider perpetrator, and any other segment(s) of the network the Dept of Agriculture defines as critical. This would allow us to provide findings and recommended fixes in the shortest amount of time possible. Then, Net Access will go back in and perform the balance of the interviews as outlined in the process for our RFP response.

It has been requested that Cathy Markham perform as much of this work at all agencies as is possible. While it is not Net Access' policy to assign one sole resource to projects of this nature, we will commit to you that she will be no less than the key resource ultimately responsible for all work performed on these network security assessments.

To accommodate your request to complete the Dept of Agriculture network security assessment as soon as possible, as well as Cathy's vacation the last two weeks of December, we suggest Cathy begin the Dept of Agriculture assessment on Wednesday, December 1. If you agree with the 'modified' approach to this agency's assessment, we are confident Cathy can complete the assessment by December 17. Of course, this will be dependent upon not only your authorization to begin immediately, but also the availability of key Dept of Ag resources, diagrams and access.

Net Access is prepared to offer you a discounted cost for our services for engaging us for all four of the above named assessments in their entirety. For this commitment, we will modify our rate for assessment services from the standard \$200 per hour to \$185 per hour. We propose that the first three agencies assessed be invoiced as defined in our response to your RFI at the \$200 per hour rate. Then, upon completion of the fourth assessment, the invoice we submit will reflect a \$15 per hour discount for every hour spent on all four projects at the time the last engagement, Dept of Economic Security, is invoiced.

Time is of the essence if we are to complete these assessments in a timely manner, particularly Dept of Agriculture. Your signature on this document faxed back to me (612 395 6660) will be our authorization to deploy Cathy on Wednesday, December 1.

Thank you for the opportunity to once again work with you and the Dept. of Admin on your security issues.

Sincerely,

Lona Gruebele
Account Executive
612 309 7671

Department of Administration Authorization:

Signed by:

Dated:



Admin
MINNESOTA

Department of Administration

InterTechnologies Group
500 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
VOICE: 651.296.6360
FAX: 651.296.6362
TTY: 651.296.3931

To: Jack Yarbrough
Assistant Commissioner

From: Greg Dzieweczynski *GD*
Director, Interagency Services

Date: January 18, 2000

Subject: Security Impact Analysis Initiative

We have 14 agencies that have signed a Statement of Work to conduct a security assessment and ethical hacker on their technology infrastructure. We have 3 additional agencies that received the Statement of Work but have not returned the signed copy. To supplement our staffing and ensure the timely delivery of the Security Impact Analysis requires the engagement of consultant services. These consultant services for this security assessment will be managed by us. A copy of the targeted project schedule is attached.

Please do not hesitate to contact me if you have any questions.

Thank you.

**ITG Assistant Commissioner
Signature Request**

1. **Originating Division:**

- | | |
|--|--|
| <input type="checkbox"/> Admin Information Services | <input checked="" type="checkbox"/> Interagency Services |
| <input type="checkbox"/> Assistant Commissioner's Office | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Customer Service and Product Management | <input type="checkbox"/> Technical Support |
| <input type="checkbox"/> Financial Management | |

2. **Was this expenditure budgeted for:** Yes No

3. **Transaction Type:**

- Contract Purchase RFP Out of State Travel

Security Impact Analysis Initiative Funds

4. **Reason** (Explain why you are buying / requesting / traveling):

To supplement our staffing and ensure the timely delivery of Security Impact Analysis work, which will be managed by us. We have 14 agencies signed to conduct this security assessment on their technology infrastructure. This work will utilize security funding available in the legislative initiative. A tentative project schedule is attached.

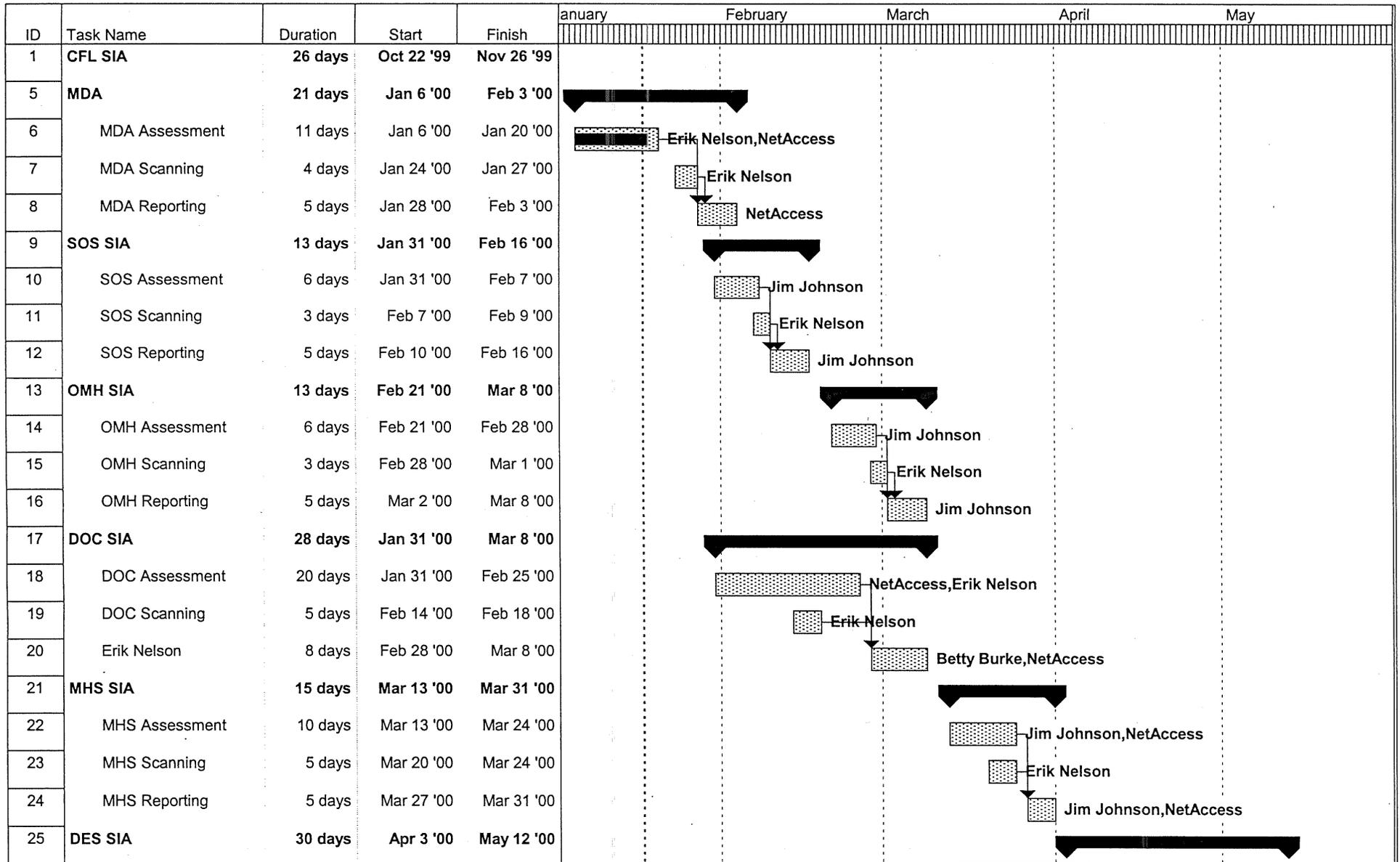
5. **All who have reviewed and approved this request should sign below:**

Printed Name	Signature
<i>Gregory J. Dzierwczynski</i>	<i>Gregory Dzierwczynski</i>

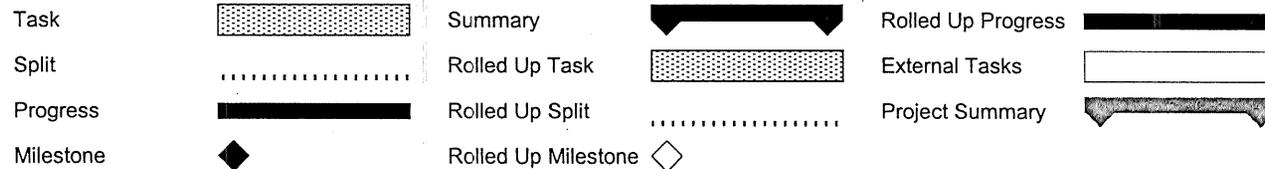
6. **Does this transaction require the Commissioner's signature:** Yes No

7. **Approved for Commissioner's Signature:**

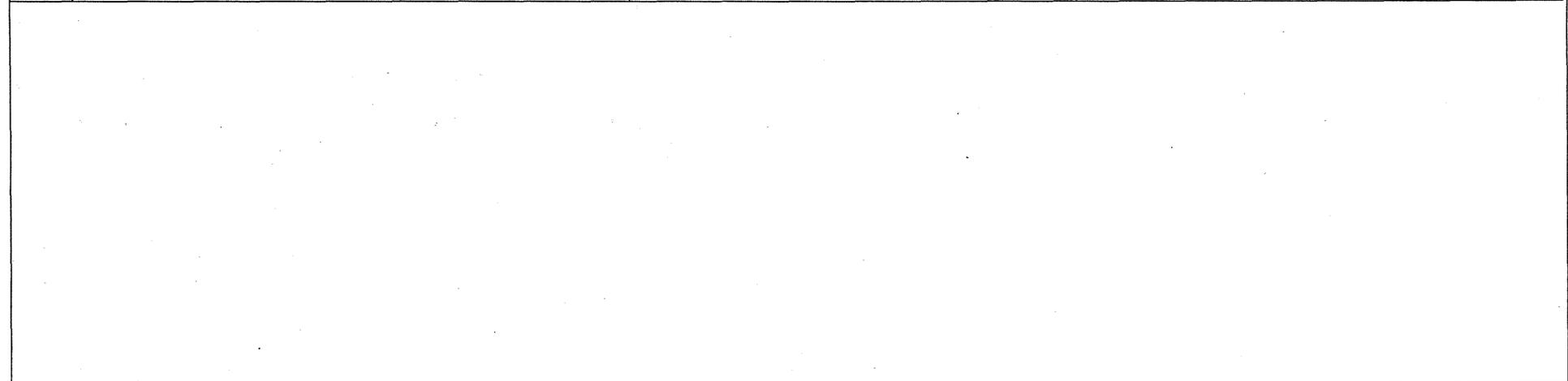
Jack Yarbrough	<i>Jack Yarbrough</i>
Date	

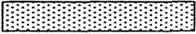
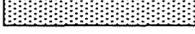
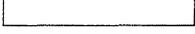


Project: project schedule
Date: Jan 18 '00



ID	Task Name	Duration	Start	Finish	January																															February																															March																															April																															May																														
48	CFB Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
49	DOER	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
50	DOER Assessment	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
51	DOER Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
52	DOER Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
53	MN PCA	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
54	PCA Assessment	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
55	PCA Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
56	PCA Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
57	DNR	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
58	DNR Assessment	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
59	DNR Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											
60	DNR Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																																																																																																											



Project: project schedule Date: Jan 18 '00	Task		Summary		Rolled Up Progress	
	Split		Rolled Up Task		External Tasks	
	Progress		Rolled Up Split		Project Summary	
	Milestone		Rolled Up Milestone			

ID	Task Name	Duration	Start	Finish	January												February												March												April												May																							
26	DES Assessment	20 days	Apr 3 '00	Apr 28 '00																																																													Jim Johnson, NetAcces											
27	DES Scanning	5 days	Apr 17 '00	Apr 21 '00																																																													Erik Nelson											
28	DES Reporting	10 days	May 1 '00	May 12 '00																																																													Jim Johnson											
29	Lottery SIA	1 day	Nov 8 '99	Nov 8 '99																																																																								
30	Lottery Assessment	1 day	Nov 8 '99	Nov 8 '99	<i>To be Scheduled</i>																																																																							
31	Lottery Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																								
32	Lottery Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																								
33	MN Planning	1 day	Nov 8 '99	Nov 8 '99																																																																								
34	Planning Assessment	1 day	Nov 8 '99	Nov 8 '99																																																																								
35	Planning Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																								
36	Planning Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																								
37	MDH SIA	1 day	Nov 8 '99	Nov 8 '99																																																																								
38	MDH Assessment	1 day	Nov 8 '99	Nov 8 '99																																																																								
39	MDH Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																								
40	MDH Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																								
41	MN Senate	1 day	Nov 8 '99	Nov 8 '99																																																																								
42	Senate Assessment	1 day	Nov 8 '99	Nov 8 '99																																																																								
43	Senate Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																								
44	Senate Reporting	1 day	Nov 8 '99	Nov 8 '99																																																																								
45	Campaign Finance	1 day	Nov 8 '99	Nov 8 '99																																																																								
46	CFB Assessment	1 day	Nov 8 '99	Nov 8 '99																																																																								
47	CFB Scanning	1 day	Nov 8 '99	Nov 8 '99																																																																								

Project: project schedule Date: Jan 18 '00	Task		Summary		Rolled Up Progress	
	Split		Rolled Up Task		External Tasks	
	Progress		Rolled Up Split		Project Summary	
	Milestone		Rolled Up Milestone			

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration, InterTechnologies Group		
Contractor Name: Zinncorp, Inc.	CFMS Contract Number: A06072	
Project Name: Consulting Services	Project Number:	Project Duration (Dates): 3/13/00 to 8/31/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Technical report writing for the "Incident Handling" documents and the "Security Impact Analysis" conducted for agencies.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$50,000.00	Source of Funding: ORG # 4470
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p style="text-align: center; font-family: cursive;">they were the least expensive</p>		
Agency Head Signature: 	Title: Director	Date: 3/22/02

STATE OF MINNESOTA

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

Agency: Admin/InterTech	Fiscal Year: 2000	Vendor Number:
Total Amount of Work Order: \$50,000.00	Amount of Work Order First FY:	
Commodity Code: 700 17	Commodity Code:	Commodity Code:
Object Code: 2D70	Object Code:	Object Code:
Amount: \$50,000.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 100	Fund:	Fund:
Appr: 243	Appr:	Appr:
Org/Sub: 4470	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount: \$50,000.00	Amount:	Amount:

Processing Information:

Master Contract Number : **A00530**

Master Order Number (MWK):

A06072 3/15/00
 Number/Date/Signature *agg*

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

NOTICE TO CONTRACTOR: You are required by Minn. Stat. § 270.66 to provide your social security number or federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action that require you to file state tax returns and pay delinquent state tax liabilities, if any. This work order will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the work order and the payment of state obligations.

Contractor Name and Address: **ZinnCorp, Inc.**

**1001 Marquette Ave S. Suite 219
 Minneapolis, MN 55403**

Soc. Sec. or Federal Employer I.D. No. 41-1630645 Minnesota Tax I.D. No. (if applicable) 2523665

**THIS PAGE OF THE WORK ORDER CONTAINS PRIVATE INFORMATION.
 EXCEPT AS DEFINED ABOVE, THIS PAGE SHOULD NOT BE REPRODUCED
 OR DISTRIBUTED EXTERNALLY WITHOUT EXPRESS WRITTEN PERMISSION
 OF THE CONTRACTOR.**

*If you circulate this work order internally, only offices that require access to the tax identification number
 AND any individuals/offices signing this work order should have access to this page.*

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

This Work Order is issued under the authority of the State Master Contract No. **A00530** between the State of Minnesota, acting through its **Department of Administration InterTechnologies Group** (hereinafter the "STATE"), and **ZinnCorp, Inc.** (hereinafter "CONTRACTOR"), and is subject to all provisions of the Master Contract which is incorporated by this reference.

I. **CONTRACTOR's DUTIES:**

Perform the duties identified in and according to the project schedule contained in Attachment A, which is incorporated by reference and made part of this Work Order.

II. **CONSIDERATION AND TERMS OF PAYMENT:**

A. **CONSIDERATION:** Consideration for all services performed by the CONTRACTOR pursuant to this Work Order shall be paid by the STATE as follows:

1. **COMPENSATION:** Compensation in an amount not to exceed **\$50,000.00** which has been arrived at according to the following:

688 hours of consulting work at \$72.50.

2. **REIMBURSEMENT:** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this work order in an amount not to exceed **none** dollars (\$ **0**); provided that the CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioners Plan" promulgated by the Commissioner of Employee Relations. The CONTRACTOR shall not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless given prior written approval for such out-of-state travel from the STATE.

THE TOTAL OBLIGATION OF THE STATE FOR ALL COMPENSATION AND REIMBURSEMENTS TO CONTRACTOR SHALL NOT EXCEED: **Fifty thousand** dollars (**\$50,000.00**).

B. **TERMS OF PAYMENT:**

1. **INVOICE:** Payments shall be made by the STATE promptly after the CONTRACTOR's presentation of invoices for services performed and acceptance of such services by the STATE's Authorized Representative pursuant to clause IV. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

III. **TERMS OF WORK ORDER:** This work order shall be effective on **March 13, 2000**, and shall remain in effect until **August 31, 2000**, or until all obligations set forth in this work order have been satisfactorily fulfilled, whichever occurs first.

IV. **STATE'S AUTHORIZED REPRESENTATIVE:** the STATE's Authorized Representative for the purposes of administration of this work order is **Greg Dzieweczyński**, phone number **651-296-6360**. Such representative shall have final authority for acceptance of CONTRACTOR's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.

V. **CONTRACTOR'S AUTHORIZED REPRESENTATIVE:** The CONTRACTOR's Authorized Representative for the purposes of administration of this work order is **Phil Kirsch** phone number **612-338-1474**.

VI. **OTHER PROVISIONS:** **None.**

IN WITNESS WHEREOF, the parties have caused this work order to be duly executed intending to be bound thereby.

APPROVED:

1. CONTRACTOR:

CONTRACTOR certifies that the appropriate person(s) have executed the Work Order on behalf of the CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By:	<i>Phil Kirsch</i>
Title:	<i>Accy. Dir. OR</i>
Date:	<i>3/8/00</i>

2. STATE AGENCY:

Agency signatory certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By (authorized signature):	<i>Paul Yarbrough BY Ops</i>
Title:	Assistant Commissioner
Date:	<i>3/14/00</i>

By:	
Title:	
Date:	

Distribution:

- Agency - Original (fully executed) work order
- Contractor
- State Authorized Representative

*Missy - #1470
PO.
Mag*

STATEMENT OF WORK

This statement of work is an addendum to the Master Agreement executed between ZinnCorp, Inc. (AKA) The IT Doctors, (Company) and the Client named below. It is intended to govern the terms and conditions of the engagement listed below.

Date: 2/17/00

Consultant: Al Strauss

Client: State of Minnesota per Master Contract A00530

Client Manager: Greg Dziejewczynski

Start Date: 2/24/00

*110 hour Espirio
\$140 hour Lucent
\$92 hr Mattison Associates*

Compensation: Company will r
by Consultant and all reasonabl
travel. This engagement is aut

End Date 7/15/00

Client may extend the engagcm
the End Date above.

Client may terminate engagemt
notice 30 days prior to the desin

Description of work:

1. Develop and Document Security Incident Handling Response team procedures.
2. Document Security Impact Analysis by division as directed by the client.

ZinnCorp Inc. The IT Doctors

[Signature]
sign

VP OF SALES + MKTG
Title

2/18/00
Date

Client: State of Minnesota

[Signature]
sign

Director
Title

2/29/00
Date

**ITG Assistant Commissioner
Signature Request**

1. **Originating Division:**

- | | |
|--|--|
| <input type="checkbox"/> Admin Information Services | <input checked="" type="checkbox"/> Interagency Services |
| <input type="checkbox"/> Customer Service and Product Management (CPD) | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Financial & Business Management (FBMD) | <input type="checkbox"/> Technical Support |

2. **Is this expenditure for Out-State Travel / Training:** Yes No

If yes, an ITG Out-State-Travel / Training justification form (OSTRAVEL.DOC) must accompany this request.

3. **Was this expenditure budgeted for:** Yes No

4. **Transaction Type** (select all that are applicable):

- Contract Purchase Mock PO RFP Out of State Travel Training

5. **Reason** (Explain why you are buying / requesting):

see attached.

Technical report writing for the "Incident Handling" documents and the "Security Impact Analysis" conducted for agencies.

6. **All who have reviewed and approved this request should sign below:**

Printed Name	Signature
<i>Gregory J. Dziejewski</i>	<i>Gregory J. Dziejewski</i>

7. **Does this transaction require the Commissioner's signature:** Yes No

8. **Approved for Commissioner's Signature:**

Jack Yarbrough	
Date	



Admin
MINNESOTA

Department of Administration

InterTechnologies Group
500 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
VOICE: 651.296.6360
FAX: 651.296.6362
TTY: 651.296.3931

To: David Fisher
Commissioner

From: Greg Dzieweczynski, Director *GD*
Interagency Services

Date: March 1, 2000

Subject: Justification

A competitive request for information (RFI) was done with four vendors responding. The proposals and amounts are listed as follows:

- Lucent \$140.00/hour
- Espiria \$110.00/hour
- Mattson & Associates \$92.00/hour
- Zinncorp, Inc. \$72.50/hour

The proposal from Zinncorp was selected, which is also the least expensive.

Thank You.

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration, InterTechnologies Group		
Contractor Name: Syntegra	CFMS Contract Number: A02215	
Project Name: Consultant Support for Mail Hub	Project Number:	Project Duration (Dates): Additional 4 months
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This was an extension to the Master Work Order # A02215 for an additional 4 months. Consultant to provide supplemental operational support services for the state's e-mail hub environment.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$90,000.00	Source of Funding: ORG # 4469
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p style="font-size: 1.2em; margin-left: 40px;">Supplement support resources for full benefit of the mail hub.</p>		
Agency Head Signature: 	Title: Director	Date: 3/22/02

Contract Amendment/Change (KAMD)

Contract Numbr	A02215	CONSULTANT SUPPORT FOR MAIL HUB		
Amd/Chq Tit	SYNTEGRA/DZIEWECYNSKI MAIL HUB EXTN			
Contract Stat	ENS	ENCUMBRANCE SUCCESSFUL		
Amd/Chq Num1	01	Requisition Age1	G02907	
Amend/Change	00	Contract Review Num		
Amd/Chq Status C	ENS	ENCUMBRANCE SUCCESSFUL		
Status Change D:	05/18/00	Send to Accounti		
Amd/Chq Type C	AMD	AMENDMENT		
Amend/Change Am	90000.00	Account Distribution Nur		
Contract Revised Bc		Contract Revised I	06/30/00	
Amd/Chq Effective D	05/18/00	Date Entere	05/18/00	
Agency Date Recei				
CR Date Receiv				
Date Approv	05/18/00			
Last Changed I	18300	Date Last Chan	05/18/00	

Business Functions | Min | Close | KAMD | KCAC | KOFY | KCTX | KACG | KOF2 | KOF

Phone
888 742 5864
Fax
651 415 4891
E-mail
info@syntegra.com
Internet
www.syntegra.com



March 8, 2000

Gregory J. Dzieweczynski
State of Minnesota
InterTechnologies Group
Business & Information Services
658 Cedar Street
St. Paul MN 55155

Dear Mr. Dzieweczynski:

Enclosed is the State's copy of the signed agreement to extend the services of the on-site Syntegra consultant for an additional 4-month period.

Thank you for your continued confidence in Syntegra's products and services.

Syntegra
USA Headquarters
4201 Lexington Avenue North
Arden Hills, MN 55126

Sincerely,

SYNTEGRA (USA) Inc.

A handwritten signature in cursive script, appearing to read "Mary J. Moore".

Mary J. Moore
Contracts Manager
651-415-4541

cc: Conny Brown

Phone
888 742 5864
Fax
651 415 4891
E-mail
info@syntegra.com
Internet
www.syntegra.com



January 27, 2000

Mr. Gregory J. Dzieweczynski
State of Minnesota
InterTechnologies Group
Business & Information Services
500 Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155

Dear Greg:

Like many enterprises whose business focus is outside the electronic messaging marketplace, the State is faced with internal resource limitations that restrict its ability to fully realize the benefits of its sophisticated electronic messaging environment.

During the past 6 months, Syntegra has partnered with the State to augment the State's personnel in supporting this environment. The current operational support funding expires in mid-February. This letter is an offer to extend Syntegra's supplemental support resources at the State to ensure that the State realizes the full benefits of its Mail*Hub environment. Specifically, this is an offer to extend the services of a Syntegra Consultant, during normal business hours, 5 days a week (Monday through Friday), excluding holidays, for a period of 4 months with two renewal 4-month periods at the option of the State.

It is envisioned that the State will continue to provide the basic level-one telephone help desk for its clients as it does today. It is also anticipated that the State will provide a primary liaison that will be the principal contact for the Syntegra Consultant and that will provide logistics coordination.

The tasks that could be performed by Syntegra's Consultant during this period are:

- ♦ Installation and testing of corrective code (patches) to the Mail*Hub software products and Solaris operating system software.
- ♦ Installation and testing of new Mail*Hub software and Solaris operating system software upgrades.
- ♦ On-the-job training of State resources.
- ♦ System administration tasks beyond first-level telephone support for the electronic messaging environment, such as:
 - ◊ Tape backup of systems, as required

Syntegra
USA Headquarters
4201 Lexington Avenue North
Arden Hills, MN 55126



- ◊ System performance monitoring
- ◊ Monthly summary reporting of system utilization, message activity, and problems encountered
- ◊ System outage resolution coordination
- ◊ Software problem reporting to the vendors (Sun and Syntegra) on the applicable forms
- ◊ New import/export file creation, as required
- ◊ Problem reporting and tracking
- ◊ Directory synchronization
- ◊ Message routing, monitoring, and problem resolution
- ◊ System shutdown and reboot, as required
- ◊ New post office additions, as required
- ◊ Manual directory synchronization when required because of system actions
- ◊ Distribution list creation, as required
- ◊ System configuration file maintenance
- ◊ Test and add additional features to the electronic transport backbone, as required
- ◊ Mailer problem determination and resolution

The proposed Time and Materials price for this analyst service described above is \$140 per hour, billed monthly.

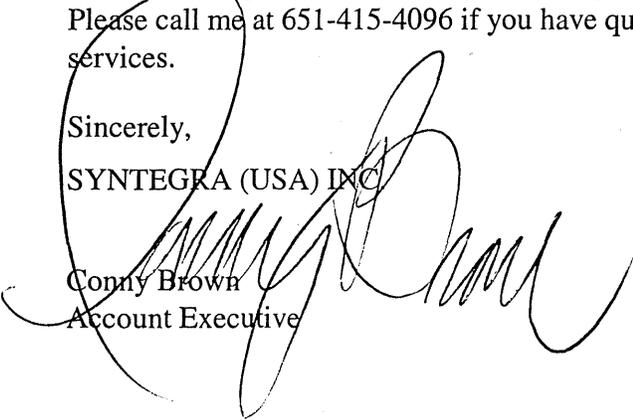
This offer is valid for 20 days from the date of this letter. Syntegra's applicable terms and conditions are those proposed for the renewal of Agreement No. M8744 between the State of Minnesota and Syntegra (USA) Inc.

Syntegra is eager to continue as your strategic partner for this operational support. Please call me at 651-415-4096 if you have questions about the proposed services.

Sincerely,

SYNTEGRA (USA) INC

Conny Brown
Account Executive





AGREED AND ACCEPTED:

(Seller)

(Customer)

SYNTEGRA (USA) INC.

INTERTECHNOLOGIES GROUP
STATE OF MINNESOTA

By: *Mary J. Moore*

By: *Gregory J. Dziejczynski*

Name: **Mary J. Moore, Contracts Mgr.**

Name: *Gregory J. Dziejczynski*

Title: _____

Title: *Director*

Date: *3/8/00*

Date: *2/1/00*



Syntegra USA, Inc.
4201 Lexington Avenue North
Arden Hills, MN 55126-6198

Mr. Jack Yarbrough
Assistant Commissioner
InterTechnologies Group
Business & Information Services Division
Department of Administration
State of Minnesota
510 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

May 1, 2000

Dear Mr. Yarbrough:

In our recent meeting, you and Mr. Dzieweczynski brought to our attention that there may be some misunderstanding relative to alleged litigation involving IBM and Syntegra (USA) Inc ("Syntegra"). I have discussed this situation with James A. Bellandi, Syntegra's General Counsel.

Mr. Bellandi would be aware of any litigation involving Syntegra. He has assured me that there is no current or threatened litigation involving IBM against Syntegra. He is aware of a matter that would potentially include both IBM and Syntegra. The matter has to do with a patent infringement suit initiated against various companies. Syntegra has not been named in the suit but it has been advised of possible potential involvement. The thrust of the lawsuit seems to be focused on technology that may have been supplied by IBM and others. In any event, Syntegra is not involved in any active or threatened litigation against IBM.

To be specific regarding our relationship with IBM, Syntegra is an IBM Business Partner and participates in the IBM Business Partnership. We assist clients with technology-deployment including IBM-provided solutions. We integrate the solutions of our technology partners, such as IBM, into Integrated Security Management solutions as necessary to meet client requirements. Syntegra, and formerly Control Data Systems, has a long, active relationship with IBM in numerous areas.

With regard to the current activity in which we are assisting the State – common authorization infrastructure – Syntegra does not develop a solution. Instead, our approach is to deploy appropriate solutions from a number of providers including IBM and many others. We can assure the State that we have no intent to offer a specific solution in the authorization arena.



We regret that you may have been misinformed regarding this situation. Our only intention has been to assist the State in deploying the appropriate infrastructure in support of Electronic Government Services in a consultative relationship. I trust that this clears up any confusion regarding these matters. If you have further questions, please feel free to contact me. You can also contact Conny Brown, the State's Account Executive.

Thank you again for the opportunity to be of support to your team and the State of Minnesota.

Warmest Regards,

A handwritten signature in black ink, appearing to read "R. Booker", with a long horizontal flourish extending to the right.

Robert E. Booker
Vice President, Security Programs

cc: Mr. Conny Brown, State of Minnesota Account Executive
Mr. James Bellandi, General Counsel

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration, InterTechnologies Group		
Contractor Name: Zinncorp, Inc.		CFMS Contract Number: A05825
Project Name: Security Architecture Services	Project Number:	Project Duration (Dates): 3/06/00 to 6/30/00
Summarize the purpose of the contract, including why it was necessary to enter into a contract: This was a joint venture with DPS to insure a state of readiness for security infrastructure in their organization necessary for EGS delivery of motor vehicle licensing. The project involved security architecture services with a design for conceptual and physical network security. We split the cost between DPS and Legislative Initiative funds.		
Billable Hours (if applicable):	Total Contract Amount: \$51,000.00	Source of Funding: ORG # 4470
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:		
Agency Head Signature:	Title: Director	Date:

STATE OF MINNESOTA

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

Agency: Admin/InterTech	Fiscal Year: 2000	Vendor Number:
Total Amount of Work Order: \$51,000.00	Amount of Work Order First FY:	
Commodity Code: 700 17	Commodity Code:	Commodity Code:
Object Code: 2D70	Object Code:	Object Code:
Amount: \$51,000.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 100	Fund:	Fund:
Appr: 243	Appr:	Appr:
Org/Sub: 4470	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount: \$51,000.00	Amount:	Amount:

Processing Information:

Master Contract Number : **A00530**

Master Order Number (MWK): **A05825**

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

NOTICE TO CONTRACTOR: You are required by Minn. Stat. § 270.66 to provide your social security number or federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action that require you to file state tax returns and pay delinquent state tax liabilities, if any. This work order will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the work order and the payment of state obligations.

Contractor Name and Address: **ZinnCorp, Inc**
1001 Marquette Ave S. Suite 219
Minneapolis, MN 55403

Soc. Sec. or Federal Employer I.D. No. 41-1630645 Minnesota Tax I.D. No. (if applicable) 2523665

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AND any individuals/offices signing this work order should have access to this page.*

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

This Work Order is issued under the authority of the State Master Contract No. A00530 between the State of Minnesota, acting through its Department of Administration InterTechnologies Group (hereinafter the "STATE"), and ZinnCorp. (hereinafter "CONTRACTOR"), and is subject to all provisions of the Master Contract which is incorporated by this reference.

I. CONTRACTOR's DUTIES:

Perform the duties identified in and according to the project schedule contained in Attachment A, which is incorporated by reference and made part of this Work Order.

II. CONSIDERATION AND TERMS OF PAYMENT:

A. CONSIDERATION: Consideration for all services performed by the CONTRACTOR pursuant to this Work Order shall be paid by the STATE as follows:

1. COMPENSATION: Compensation in an amount not to exceed \$51,000.00 which has been arrived at according to the following:

Technology evaluation \$9,000; development of draft design document for a proposed strategic network & security architecture \$18,000; review of draft design document with MN Dept of Public Safety staff \$4,500; finalize draft design \$15,000; present final document finding to the MN Dept of Public Safety's executive staff \$4,500.

2. REIMBURSEMENT: Reimbursement for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this work order in an amount not to exceed none dollars (\$ 0); provided that the CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioners Plan" promulgated by the Commissioner of Employee Relations. The CONTRACTOR shall not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless given prior written approval for such out-of-state travel from the STATE.

THE TOTAL OBLIGATION OF THE STATE FOR ALL COMPENSATION AND REIMBURSEMENTS TO CONTRACTOR SHALL NOT EXCEED: Fifty one thousand dollars (\$51,000.00).

B. TERMS OF PAYMENT:

1. INVOICE: Payments shall be made by the STATE promptly after the CONTRACTOR's presentation of invoices for services performed and acceptance of such services by the STATE's Authorized Representative pursuant to clause IV. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

III. TERMS OF WORK ORDER: This work order shall be effective on March 6, 2000, and shall remain in effect until June 30, 2000, or until all obligations set forth in this work order have been satisfactorily fulfilled, whichever occurs first.

IV. **STATE'S AUTHORIZED REPRESENTATIVE:** the STATE's Authorized Representative for the purposes of administration of this work order is Greg Dziejewczynski, phone number 651-296-6360. Such representative shall have final authority for acceptance of CONTRACTOR's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.

V. **CONTRACTOR'S AUTHORIZED REPRESENTATIVE:** The CONTRACTOR's Authorized Representative for the purposes of administration of this work order is Phil Kirsch phone number 612-338-1474.

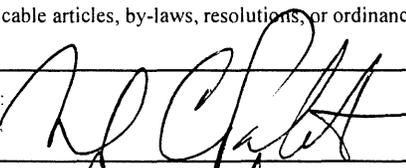
VI. **OTHER PROVISIONS:** None.

IN WITNESS WHEREOF, the parties have caused this work order to be duly executed intending to be bound thereby.

APPROVED:

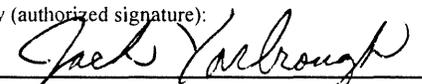
1. CONTRACTOR:

CONTRACTOR certifies that the appropriate person(s) have executed the Work Order on behalf of the CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By:	
Title:	<u>ACG - Autos</u>
Date:	<u>3/8/00</u>

2. STATE AGENCY:

Agency signatory certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By (authorized signature):	
Title:	Assistant Commissioner
Date:	<u>3/14/00</u>

By:	
Title:	
Date:	

Distribution:

- Agency - Original (fully executed) work order
- Contractor
- State Authorized Representative

InterTechnologies Group

PAGE 1

Financial Management Division

MOCK ORDER

Contract Number:
412645

Division Name:
Interagency Services

Vendor Name:
Zinncorp Inc.

Vendor Address:
1001 Marquette Ave, #219
Minneapolis, MN 55403-2418

Budgeted: Yes No

Unit Name : Security Infra.
BILLBACK

Org. # : 4470 for \$49,250.00
4401 for \$68,250.00

Master Lease Purchase: Yes No

Fixed Asset Yes No

or
Sensitive Item Yes No

Betterment/Asset # _____

Depr. Org. #: _____

For Business Services Use Only							
FUND	ORG	OBJ CODE	AGENCY	APPR UNIT	COMM CODE		
Product Code	Qty.	Description (be specific)		Unit	Unit Price	Disc. %	Total
		\$49,250.00 will be paid out of 4470					
		\$68,250.00 will be a bill back 4401 charged to Public Safety					
		CHARGE NUMBER: 129948					
	1	Organizational Impact Analysis		ea.	\$4,000.00		\$4,000.00
	1	Security Impact Analysis		ea.	\$9,000.00		\$9,000.00
	1	Current Firewall Assessment		ea.	\$5,000.00		\$5,000.00
	1	Network Bandwidth & Protocol Analysis		ea.	\$19,000.00		\$19,000.00
	1	Technical Impact Analysis		ea.	\$7,500.00		\$7,500.00
	1	Development of Assessments & Requirements documents		ea.	\$18,000.00		\$18,000.00
	1	Review of the Assessment & Requirements document with					
		Minnesota Department of Public Safety project staff.		ea.	\$4,500.00		\$4,500.00
		FREIGHT COST					\$0.00
Comment - Justification							
						Sub Total	\$67,000.00
APPROVALS		Attention		Assistant Commissioner - Date		Commissioner - Date	
_____		Org. Manager - Date		Check One Only:			
____/____/____		Division Director - Date		Org. Manager Signature OR Business Services to Sign			

(Sign page 2)

InterTechnologies Group

MOCK ORDER

Contract Number:
412645

Division Name:
Interagency Services

Vendor Name:
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Vendor Address:
1001 Marquette Ave, #219
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Budgeted: Yes No

Unit Name : Security Infra.
BILLBACK

Org. # : 4470/4401

Master Lease Purchase: Yes No

Fixed Asset Yes No
or

Sensitive Item Yes No

Betterment/Asset # _____

Depr. Org. #: _____

For Business Services' Use Only							
FUND	ORG	OBJ CODE	AGENCY	APPR UNIT	COMM CODE		
Product Code	Qty.	Description (be specific)		Unit	Unit Price	Disc. %	Total
		Sub Total					\$67,000.00
	1	Technology Evaluation		ea.	\$9,000.00		\$9,000.00
	1	Development of a draft design document for a proposed strategic network & security architecture		ea.	\$18,000.00		\$18,000.00
	1	Review of the draft design document with the Minnesota Department of Public Safety staff		ea.	\$4,500.00		\$4,500.00
	1	Finalize design document		ea.	\$15,000.00		\$15,000.00
	1	Present final document and findings to the Minnesota Department of Public Safety's executive staff		ea.	\$4,500.00		\$4,500.00
		FREIGHT COST					\$0.00
Comment - Justification InterSec will perform Security Architecture services for the MN Dept of Public Safety for the business units identified in the project							
Statement of Work for the purpose of providing the MN Dept of Public Safety with a design for conceptual & physical network security.						Total	\$118,000.00
APPROVALS		Assistant Commissioner - Date		Commissioner - Date			
_____		Greg Dzieweczynski/Missy Mueller 7-5575					
_____		Org. Manager - Date		Check One Only:			
____/____/____		Division Director - Date <i>2/10/00</i>		<input checked="" type="checkbox"/> Org. Manager Signature OR <input type="checkbox"/> Business Services to Sign			

**ITG Assistant Commissioner
Signature Request**

1. **Originating Division:**

- | | |
|--|--|
| <input type="checkbox"/> Admin Information Services | <input checked="" type="checkbox"/> Interagency Services |
| <input type="checkbox"/> Assistant Commissioner's Office | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Customer Service and Product Management | <input type="checkbox"/> Technical Support |
| <input type="checkbox"/> Financial Management | |

2. **Was this expenditure budgeted for:** Yes No

3. **Transaction Type:**

- Contract Purchase RFP Out of State Travel

4. **Reason** (Explain why you are buying / requesting / traveling):

This is a joint venture with DPS (Dept of Public Safety) to insure a state of readiness for security infrastructure in their organization necessary for E65 delivery of motor vehicle licensing. The project involves security architecture services with a design for conceptual and physical network security. We are splitting the cost between DPS and legislative initiative funds.

All who have reviewed and approved this request should sign below:

Printed Name	Signature
<i>Gregory J. Dziejewski</i>	<i>Gregory J. Dziejewski</i>

6. **Does this transaction require the Commissioner's signature:** Yes No

7. **Approved for Commissioner's Signature:**

Jack Yarbrough	
Date	

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



InterSec will perform Security Architecture services for the Minnesota Department of Public Safety for the business units identified in the project Statement of Work for the purpose of providing the Minnesota Department of Public Safety with a design for conceptual and physical network security. These services include:

• **Service Scope:**

◊ Architectural Requirements Analysis.	
◆ Organizational Impact Analysis.	\$ 4,000.00
◆ Security Impact Analysis.	9,000.00
◆ Current Firewall Assessment.	5,000.00
◆ Network Bandwidth and Protocol Analysis.	19,000.00
◆ Technical Impact Analysis.	7,500.00
	<i>Architectural Requirements Analysis Sub-total:</i> 44,500.00
◊ Development of an Assessments and Requirements document.	18,000.00
◊ Review of the Assessment and Requirements document with Minnesota Department of Public Safety project staff.	4,500.00
◊ Technology Evaluation.	9,000.00
◊ Development of a Draft Design document for a proposed strategic network and security architecture.	18,000.00
◊ Review of the draft design document with the Minnesota Department of Public Safety staff.	4,500.00
◊ Finalize design document.	15,000.00
◊ Present final document and findings to the Minnesota Department of Public Safety's executive staff.	4,500.00
◊ Optional training for the Minnesota Department of Public Safety personnel (delivered on-site or at InterSec's location):	(see original schedule)

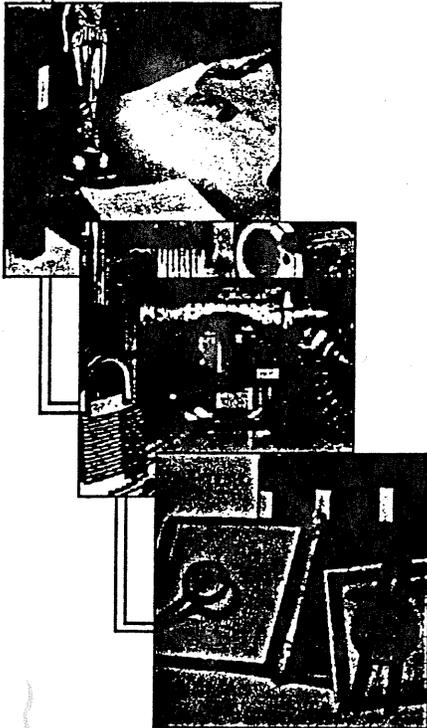
Total, including Network Bandwidth and Protocol Analysis: ~~\$117,500.00~~
118,000.00

Minnesota Department of Public Safety

Revised Statement of Work

Network Security Architecture Project

December 23, 1999



INTERSEC
COMMUNICATIONS



OVERVIEW

InterSec Communications, Inc. and Enventis, Inc. are pleased to provide the Minnesota Department of Public Safety with this revised Statement of Work for the Department's network and security architecture, along with a detailed proposed project plan, resumes of the proposed project personnel, and revised pricing based. These revisions are based on our discussions of last week relative to the scope and magnitude of this project.

STATEMENT OF WORK

A revised Statement of Work follows for the next several pages. This is an expansion and revision of the Statement of Work included in our original proposal. It is supported by the attached project plan.

PROPOSED PROJECT PLAN

Based on our discussions of last week, InterSec and Enventis are proposing a project of three to four weeks in duration with a team of one project manager and two network security engineers from InterSec, and one network engineer from Enventis. A proposed project plan is attached, following the Statement of Work.

RESUMES OF PROPOSED PROJECT PERSONNEL

Also attached are the resumes of the proposed project personnel:

- ⇒ David Kenady, CISSP Project Manager
- ⇒ Kyle Johnson Network Security Engineer
- ⇒ Dan Endrizzi Network Security Engineer
- ⇒ Mark Lanie Network Engineer

PRICING

Revised pricing, below, is based on the attached project plan and the utilization of the project personnel from InterSec and Enventis as proposed above, and is *fixed rate pricing*. Based on the assumptions included in the Statement of Work, and based upon InterSec's and Enventis' understanding of the project as reflected in the Statement of Work and attached project plan, this pricing will not change regardless of the amount of time or effort necessary to provide the Department with the Service Deliverables outlined in the Statement of Work.

Project Services:

Network and Security Architecture Design:	\$98,500.00
Network Firewall Assessment:	<i>Included in above</i>
Network Bandwidth and Protocol Analysis:	\$19,00.00

Training (Optional):

Network Security Analysis (on-site/classroom, per person):	\$1,600.00*
Internet Administration (on-site/classroom, per person):	\$895.00*
Firewall Administration (on-site/classroom, per person):	\$1,895.00*

Support and Maintenance Services:

InterSec Support – 30-day phone and e-mail support:	Free**
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Travel and Expenses:

Billed at cost as incurred

* Discounts available for more than three students.

** Support is included at no extra cost, but only if Department personnel receive InterSec training first.



InterSec will perform Security Architecture services for the Minnesota Department of Public Safety for the business units identified in the project Statement of Work for the purpose of providing the Minnesota Department of Public Safety with a design for conceptual and physical network security. These services include:

• **Service Scope:**

- ◊ Architectural Requirements Analysis. Research and review of the Minnesota Department of Public Safety's environment, including interviews of key business and technical personnel. Also included, performance of the following:
 - ◆ Organizational Impact Analysis.
 - ◊ Business Requirements – understanding business needs and justifications for past and projected network capabilities.
 - ◊ Government Regulations – understanding any governmental or other regulations that apply to the planned architecture.
 - ◊ Organizational Structure – primarily determining how and to what extent the organization is capable of supporting the planned environment.

◆ Security Impact Analysis. This service will be provided only as it applies to the proposed security environment, and WILL NOT include a complete, organization-wide analysis. Areas of interest/scrutiny will include:

- ◊ Information security policy as applicable.
- ◊ Information security practice as applicable.
- ◊ E-mail, Internet, intranet, web site, network and system (server and PC/workstation) security provisions, usage and requirements.
- ◊ Vulnerability and threat prevention, and alarm systems.

◆ Current Firewall Assessment / *Research conducted*

- ◊ Review of existing firewall environment and architecture.
- ◊ Review of applicable security policy and practice (if necessary beyond the review performed during the Security Impact Analysis, above).
- ◊ Analysis of current file system and associated permissions.
- ◊ Analysis of firewall platform user access (who currently has access to the firewall platforms).
- ◊ Review of current authentication procedures for protected services and what services are protected.
- ◊ Review of physical access policy and procedure.
- ◊ Review of current logging practice and analysis of current logs.
- ◊ Review formal and informal administrative procedures and actual practice.
- ◊ Determination of current backup/restore procedures and practices.
- ◊ Review of auditing and testing procedures for performance and security.
- ◊ Assess ability/training/skill level of current staff to administer firewalls.
- ◊ Evaluate change control policy and practices.
- ◊ Evaluate current alert management and response plans and mechanisms.

◆ Network Bandwidth and Protocol Analysis (focused on security environment). The purpose of this service is to understand the traffic patterns and network utilization associated with the servers and services accessed by various users internal and external the Department of Public Safety through the Department's security facilities (firewalls and other devices/services). This consists of:

Handwritten notes:
 4-6 wk
 Secure
 Competing
 Net Access
 Check
 SEM/PA
 Watchguard
 PIX or Checkpoint

Handwritten mark: 10/21



- ◇ Monitoring and capture of network traffic statistics over a selected 24-hour period within each of the following network segments:
 - DPS Backbone LAN
 - DPS Security DMZ network
 - Bureau of Criminal Apprehension Backbone LAN
 - Bureau of Criminal Apprehension DMZ network
- ◇ Analysis of the data and information gathered in the capture phase:
 - Graph overall LAN utilization (assuming the Cabletron switches have the ability to monitor an entire broadcast domain).
 - Graph of protocol distribution.
 - List of 'top talkers'.
 - Record of network errors (i.e., collisions, runts, CRCs, etc.)
- ◇ Determination of network utilization and traffic patterns associated with various servers within the above network segments. This will include monitoring of traffic to and from a list of to-be-determined servers that will include:
 - Network utilization of the connection to this server.
 - Determination of the networks/agencies/entities that are accessing this server.
 - List of 'top talkers' to the selected servers.
 - Percentage of network utilization this server generates.
- ◆ Technical Impact Analysis (in addition to Firewall Assessment and Network Bandwidth and Protocol Analysis).
 - ◇ Cursory Assessment of Operating System for DPS systems (server/PC/workstations).
 - ◇ Network Assessment. This includes a review of DNS structure, IP and routing architectures, cursory infrastructure assessment and review beyond the immediate security environments, connectivity to other organizations and entities, management of the environment, growth patterns and projections, and business requirements of the network infrastructure.
 - ◇ Intranet and E-commerce Assessment. Review current and planned applications, architectural requirements, security policy and practice, server access, development practices, management, strategic plans and auditing.
 - ◇ High Availability Assessment. Review of high availability, failover and recovery capabilities and requirements, current and planned. Areas of scrutiny will include policy, procedure, practice, recovery/failover testing, maturity of environment to support requirements, impact on applications, review of options, routing requirements, load balancing, manual versus automatic recovery, cost/benefits of various options.
 - ◇ Remote Access Assessment. Review current and planned capabilities and requirements, including infrastructure, requirements, connectivity, authorized users, VPN usage and options, DNS, IP and dynamic routing capabilities and options, support structure, planned usage and capacity and scalability.



- ◇ Application Level Assessment. Review of current and planned applications as they apply to the security environment, including e-mail, intranet, Internet and extranet applications; finance, HR, operational, and partner/regulator applications as applicable.
- ◇ PKI and Encryption Assessment. Determination of capabilities and requirements for encryption and public key infrastructure, including authentication, confidentiality and non-repudiation requirements; as well as ability to integrate into the existing and planned technical environment.
- ◇ Development of an Assessments and Requirements document. This will include finding from all of the assessment work performed in the Architectural Requirements phase described above, including:
 - ◆ Organizational, Security Impact, and Technical Impact analysis findings.
 - ◆ Firewall Assessment findings.
 - ◆ Network Bandwidth and Protocol Analysis findings.
- ◇ Review of the Assessment and Requirements document with Minnesota Department of Public Safety project staff.
- ◇ Technology Evaluation. Review and evaluation (potentially including hands-on review) of network and security technologies that will provide capabilities to meet the requirements determined through the assessment phase of the project. This may include (but is not limited to) review and evaluation of technology that provides the following functionality, and associated costs and benefits:
 - ◆ Firewall capabilities, including access control, logging and application support.
 - ◆ High availability and/or failover capabilities.
 - ◆ Remote access technology.
 - ◆ Encryption and PKI technology.
 - ◆ Other security-related network and system technology as appropriate (router, switch, server, workstation, PC, etc.)
- ◇ Development of a draft design document for a proposed strategic network and security architecture to support the requirements identified in the Assessments and Requirements document. This will include recommendations as a result of the Organizational, Security and Technical Impact analyses, Firewall Assessment, and Network Bandwidth and Protocol analyses.
- ◇ Review of the draft design document with the Minnesota Department of Public Safety staff.
- ◇ Finalize design document.
- ◇ Present final document and findings to the Minnesota Department of Public Safety's executive staff.
- ◇ Optional training for the Minnesota Department of Public Safety personnel (delivered on-site or at InterSec's location):
 - ◆ Network Security Analysis training.
 - ◆ Internet Administration training.
 - ◆ Firewall Administration training.



- **Service Deliverables:**
 - ◇ Assessments and Requirements document, including the following:
 - ◆ Organizational, Security Impact, and Technical Impact analysis findings.
 - ◆ Firewall Assessment findings.
 - ◆ Network Bandwidth and Protocol Analysis findings, including graphs of utilization, protocol distribution, list of 'top talkers' (for network segments and servers that are examined) and record of network errors.
 - ◇ Strategic network security architecture – proposed design (draft).
 - ◇ Strategic network security architecture - proposed design (final, following draft modifications and approval by appropriate DPS project members).
 - ◇ Both the draft and final documents will contain the following:
 - ◆ A detailed network diagram showing all network components (within the security environment) including but not limited to communication links, routers, firewalls, switches, hubs, servers and workstations.
 - ◆ Identification and justification of equipment, operating system and software proposed and/or recommended. This will include an analysis of the various equipment and software options.
 - ◆ Determination of a phased approach to implementation of the proposed design, including a list of priorities based on probability and impact.
 - ◆ Proposed project implementation plan identifying the estimated time and costs required to implement the proposed design per the proposed phased approach.
 - ◆ Identification of all resources (Department's or otherwise) required for implementation per the proposed plan as well as for ongoing support and maintenance.
 - ◆ Estimated cost of resources (personnel, maintenance, support, other) associated with implementation and operation.
 - ◇ Presentation of findings and proposed architecture to executive staff.
 - ◇ Training of DPS staff and/or project members if selected as an option.



- Assumptions:

- ◇ The scope of project is focused on the network security environment of the Minnesota Department of Public Safety, and as such the resulting architecture and proposed design will primarily address those aspects of the Department's technical environment.
- ◇ Proposed project personnel are subject to change dependent upon the start date of the project, but not without the approval of the Department of Public Safety.
- ◇ Proposed pricing is valid for sixty (60) days.
- ◇ The Minnesota Department of Public Safety will pay any applicable sales tax associated with the project.
- ◇ Travel and expenses associated with the project are not included and are the responsibility of the Minnesota Department of Public Safety and will be billed to the Department at cost, as incurred.
- ◇ The Minnesota Department of Public Safety will assign an executive sponsor for the overall project. This sponsor will provide project support and will be accountable for making all project and business decisions in a timely manner.
- ◇ The Minnesota Department of Public Safety will supply InterSec with an office at the Minnesota Department of Public Safety site that includes desks, chairs, telephones and network connections for two project members.
- ◇ The Minnesota Department of Public Safety will provide the necessary business resources and cooperation according the project plan to meet project objectives in a timely and effective manner.
- ◇ The Minnesota Department of Public Safety personnel will be available, with appropriate notice, as needed for interviews and/or meetings to facilitate the completion of this project.
- ◇ The Minnesota Department of Public Safety will provide access to appropriate corporate information as needed by InterSec to fulfill its obligations hereunder; and InterSec will keep such information confidential unless otherwise directed by the Minnesota Department of Public Safety.
- ◇ The firewall assessment service may impact firewall performance during analysis. The Minnesota Department of Public Safety must allocate a maintenance window to allow performance of this service unencumbered by production concerns.
- ◇ The information supplied to InterSec by the Minnesota Department of Public Safety personnel is accurate and complete.
- ◇ This Statement of Work, the attached project plan and associated project pricing was developed based on discussions with, and documentation received from the Minnesota Department of Public Safety. Changes in the project scope, requirements, timeframes, deliverables, and/or above assumptions will change the project plan, delivery timeframes and price of this project.

ID		Task Name	Duration	Predecessor	Start	Finish	% Complete	Resource Names
1		Project Preparation and Maintenance	75 days		Mon 11/8/99	Fri 2/18/00	71%	DEK
2	✓	Prepare & Present Customer Proposal	5 days		Mon 11/8/99	Fri 11/12/99	100%	MGM
3	☐	Obtain Project Approval / PO	8 hrs		Fri 1/14/00	Fri 1/14/00	0%	MGM
4	☐	Complete InterSec Trip Report	1 day		Fri 2/18/00	Fri 2/18/00	0%	KWJ
5		Introduction and Goal Review Customer Meeting	0.03 days		Mon 1/17/00	Mon 1/17/00	0%	
6	☐	Process Overview (Project Plan Review)	0.2 hrs		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
7		Security Architecture / Design	13 days		Mon 1/17/00	Wed 2/2/00	0%	
8	☐	Perform Information Gathering	8 hrs		Mon 1/17/00	Mon 1/17/00	0%	KWJ
9		Perform Organizational Impact Analysis	1 day		Mon 1/17/00	Mon 1/17/00	0%	
10	☐	Review/Access Business Requirements	1 day		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
11	☐	Review/Access Government Regulations	1 day		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
12	☐	Review/Access Organizational Structure	1 day		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
13		Perform Security Impact Analysis	1 day		Mon 1/17/00	Mon 1/17/00	0%	
14	☐	Review Information Security Policies	1 day		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
15	☐	Review Information Security Practices	1 day		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
16	☐	Review Email / Internet / Website Security Provisions	1 day		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
17	☐	Review Vulnerability/Threat Prevention and Alarm System	1 day		Mon 1/17/00	Mon 1/17/00	0%	DEK,KWJ
18	☐	Perform InterSec Site Survey	5 days		Mon 1/24/00	Fri 1/28/00	0%	KWJ
19	☐	Analyze Network Diagrams	40 hrs		Mon 1/24/00	Fri 1/28/00	0%	KWJ
20	☐	Perform Network "Sniffing" (If Necessary)	2 days		Mon 1/24/00	Tue 1/25/00	0%	KWJ
21	☐	Design "Draft" Network Security Diagram	2 days		Mon 1/24/00	Tue 1/25/00	0%	KWJ
22	☐	Review Design "Draft" with DPS Staff (Meeting)	1 day		Wed 2/2/00	Wed 2/2/00	0%	KWJ
23	☐	Finalize Design Document	1 day		Wed 2/2/00	Wed 2/2/00	0%	KWJ
24		Network Bandwidth and Protocol Analysis	1 day		Mon 1/17/00	Mon 1/17/00	0%	
25	☐	Monitor and Capture Network Traffic Statistics	1 day		Mon 1/17/00	Mon 1/17/00	0%	TR,ML

ID		Task Name	Duration	Predece	Start	Finish	% Complete	Resource Names
26	H	Perform Analysis of Data Gathered in Capture Phase	1 day		Mon 1/17/00	Mon 1/17/00	0%	TR,ML
27	H	Determine Network Utilization and Traffic Patterns	1 day		Mon 1/17/00	Mon 1/17/00	0%	TR,ML
28		Technical Impact Analysis	1 day		Mon 1/17/00	Mon 1/17/00	0%	
29	H	Cursory Assessment of OS for DPS Systems	1 day		Mon 1/17/00	Mon 1/17/00	0%	KWJ
30	H	Perform Network Assessment	1 day		Mon 1/17/00	Mon 1/17/00	0%	KWJ
31	H	Perform Intranet and E-Commerce Assessment	1 day		Mon 1/17/00	Mon 1/17/00	0%	KWJ
32	H	Perform High Availability Assessment	1 day		Mon 1/17/00	Mon 1/17/00	0%	KWJ
33	H	Perform Remote Access Assessment	1 day		Mon 1/17/00	Mon 1/17/00	0%	KWJ
34	H	Perform Application Level Assessment	1 day		Mon 1/17/00	Mon 1/17/00	0%	KWJ
35	H	Perform PKI Encryption Assessment	1 day		Mon 1/17/00	Mon 1/17/00	0%	KWJ
36		Develop Assessments and Requirements Document	1 day		Mon 1/24/00	Mon 1/24/00	0%	
37	H	Review Organizational, Security and Technical Impacts	1 day		Mon 1/24/00	Mon 1/24/00	0%	KWJ,DEK
38	H	Review Firewall Assessment Findings	1 day		Mon 1/24/00	Mon 1/24/00	0%	KWJ,DEK
39	H	Review Network Bandwidth and Protocol Analysis	1 day		Mon 1/24/00	Mon 1/24/00	0%	KWJ,DEK
40	H	Review Assessments Requirements Document with DPS	1 day		Mon 1/24/00	Mon 1/24/00	0%	KWJ,DEK
41		Perform Technology Evaluation	1 day		Mon 1/31/00	Mon 1/31/00	0%	
42	H	Review/Test Firewall Capabilities	1 day		Mon 1/31/00	Mon 1/31/00	0%	KWJ,DEK
43	H	Review/Test High Availability/Failover	1 day		Mon 1/31/00	Mon 1/31/00	0%	KWJ,DEK
44	H	Review/Test Remote Access	1 day		Mon 1/31/00	Mon 1/31/00	0%	KWJ,DEK
45	H	Review/Test Encryption and PKI	1 day		Mon 1/31/00	Mon 1/31/00	0%	KWJ,DEK
46	H	Review/Test Other Security Network Technology	1 day		Mon 1/31/00	Mon 1/31/00	0%	KWJ,DEK
47		Firewall Vulnerability / Health Check	4 days		Mon 2/14/00	Thu 2/17/00	0%	
48	H	Review Existing Firewall and Architecture	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
49	H	Review Current Firewall Policy and Practice	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
50	H	Review Current Firewall File System	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK

ID		Task Name	Duration	Predece	Start	Finish	% Complete	Resource Names
51	H	Review Current Firewall Platform User Access	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
52	H	Review Current Firewall Authentication Procedures	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
53	H	Review of Current Firewall Physical Access	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
54	H	Review Current Firewall Logging Practice and Analysis	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
55	H	Review Current Firewall Administrative Procedures	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
56	H	Review Current Firewall Backup/Restore Procedures	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
57	H	Review Current Firewall Auditing and Testing Procedures	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
58	H	Assess Ability/Training Level of Current Firewall Admin Staff	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
59	H	Evaluate Firewall Change Control Practices and Policy	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
60	H	Evaluate Firewall Alert Management and Response Plans	1 day		Mon 2/14/00	Mon 2/14/00	0%	KWJ,DEK
61	H	Obtain Customer Firewall Box IP Addresses	1 day		Mon 2/14/00	Mon 2/14/00	0%	MSP
62	H	Obtain Scan Key(s)	8 hrs		Mon 2/14/00	Mon 2/14/00	0%	MSP
63	H	Scan Customer Firewall Box(s)	2 days		Mon 2/14/00	Tue 2/15/00	0%	MSP
64		Prepare Vulnerability Report	16 hrs	63	Wed 2/16/00	Thu 2/17/00	0%	MSP,KWJ
65	H	Provide Necessary OS Security Hardening Support	1 day		Wed 2/16/00	Wed 2/16/00	0%	MSP,KWJ
66		Project Closure Meeting	0.03 days		Fri 2/18/00	Fri 2/18/00	0%	
67	H	Present Assessments and Requirements Documents	0.25 hrs		Fri 2/18/00	Fri 2/18/00	0%	DEK,KWJ,MGM,MSF
68	H	Present All Architecture Documents to MDPS Executives	0.25 hrs		Fri 2/18/00	Fri 2/18/00	0%	DEK,KWJ,MGM,MSF
69	H	Present All Findings Documents to MDPS Executives	0.25 hrs		Fri 2/18/00	Fri 2/18/00	0%	DEK,KWJ,MGM,MSF
70	H	Review all Project Deliverables	0.25 hrs		Fri 2/18/00	Fri 2/18/00	0%	DEK,KWJ,MGM,MSF
71		Firewall Vulnerability / Health Check Project Closure	0.13 days		Fri 2/18/00	Fri 2/18/00	0%	
72	H	Present Any Vulnerability Reports Discuss Actions	1 hr		Fri 2/18/00	Fri 2/18/00	0%	MSP,DEK,KWJ,MGM

NAME: DAVID E. KENADY, CISSP

TITLE: VP SECURITY SERVICES

EDUCATION: BACHELOR OF ARTS-ECONOMICS

INDUSTRY EXPERIENCE: 1986 - PRESENT

SECURITY EXPERIENCE: 1986 - PRESENT

CERTIFIED INFORMATION SYSTEMS
SECURITY PROFESSIONAL (CISSP)

SECURITY EXPERIENCE: EXTENSIVE EXPERIENCE IN CORPO-
RATE INFORMATION SECURITY, IN-
FORMATION SECURITY ADMINISTRA-
TION; BUSINESS CONTINUATION,
DISASTER RECOVERY AND CONTIN-
GENCY PLANNING AND TESTING.

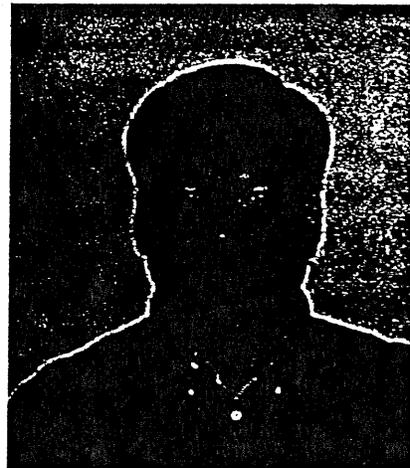
SECURITY TRAINING: ACF2 MVS BASICS
ACF2 CICS BASICS
ACF2 ADVANCED ADMINISTRATION
PHILIP CROSBY AND ASSOC. QUALITY COLLEGE
EDS LEADERSHIP
STROHL SYSTEMS LDRPS
CHECKPOINT CCSA/CCSE

TRADE MEMBERSHIPS: ISC²-INTERNATIONAL INFORMA-
TION SYSTEMS SECURITY CERTIFI-
CATION CONSORTIUM, INC.
INFORMATION SYSTEMS SECURITY
ASSOCIATION (ISSA)-TWIN CITIES
GROUP

CLIENTS SERVED: HORACE MANN INSURANCE
NORTHLAND INSURANCE

InterSec Communications, Inc.

InterSec Communications Inc.
357 E. Kellogg Blvd.
St. Paul, MN, 55101
(651) 310-1551



"Making Network Security Simple."

**David E. Kenady, CISSP
5881 Blackberry Bridge Path
Inver Grove Heights, MN 55076**

Home (651) 451-8446

Experience:

Enstar Networking Corporation, (1997-present)
6479 City West Parkway, Eden Prairie, MN 55344

Director, Security Integration Group

- * Directly responsible for corporate Information Security, Business Continuation, and Disaster Recovery planning, testing, programs, products and services for clients and the enterprise.
- * Responsible for security and contingency enterprise services expansion in six key areas, policy, architecture, related tools, administration, and audit.
- * Responsible for the development of all security and contingency pre-sales, and sales development programs
- * Direct security and contingency consultant staff of five (5) full time equivalents. Maintain capital budget for the division.
- * Develop and provide information security policy and security awareness training programs for clients and throughout the corporation.
- * Develop and maintain key corporate vendor relationships with several security industry partners. (Security Dynamics, Check Point Software, Internet Security Scanner ISS, PGP/Network Associates, Shiva, Cisco, and Bay Networks.)

United HealthCare Corporation, (1993-1997)
9900 Bren Road East, Minnetonka, MN 55343

Corporate Business Continuation Planning Manager

All Senior Business Resumption Planner duties below, and the following:

- * Directly responsible for corporate Business Continuation, and Disaster Recovery planning, testing, programs and products for the entire enterprise.
- * Directed staff of five (5) full time equivalents.
- * Creator, developer, and active participant in the corporate Crisis Assistance Team.
- * Developed and provided security awareness training sessions throughout the corporation, as required by business unit demand.
- * Developed and maintained full confidential document destruction and off-site storage policy process and procedures for the corporation.
- * Active participant and co-developer of the corporate Safety Committee.

- * Active in the development of corporate employee identification/access, policy, process and procedures.
- * Actively lead high level fraud and forgery related investigations on behalf of the corporation.

Senior Business Resumption Planner

- * Responsible for the development, maintenance, and testing of full business continuation plan policy and programs for all corporate locations.
- * Provided development assistance and business unit liaison functions for all information systems disaster recovery planning efforts.
- * Provided consultant services in the areas of information security, physical security, business continuation planning, and fraud and forgery investigations, as required by the corporation.
- * Developed corporation executive protection programs.
- * Created facility/property physical security minimum requirements guidelines.

EDS (Electronic Data Systems), (1991 - 1993)

7700 France Avenue South, Minneapolis, MN 55435

Supervisor, Information Security

- * Responsible for overall information security leadership for large EDS Account (National Car Rental)
- * Supervisor of Information Security Administration and Technical Support Team personnel.
- * Responsible for yearly information security budget of over \$350,000.
- * Developed and maintained full information security documentation (Standards, Policies and Procedures).
- * Developed and implemented full data resource ownership policy and request process.
- * Developed and implemented a large information security coordinator network.
- * Made extensive use of ACF2 Userkeys for numerous application programs.
- * Two year Chairman of Twin Cities ACF2 Users Group.
- * Developed and coordinated a full system process for data investigations.
- * Developed and maintained disaster recovery plans for all information security systems.

National Car Rental System, (1986-1991)

7700 France Avenue South, Minneapolis, MN 55435

Data Security Specialist

- * Provided information security administration for multiple MVS, CICS, and DB2 systems.
- * Created and developed several administration tools using ISPF, SAS, and DOCUTEXT.
- * Developed disaster recovery plans for National Car Rental Information Services.

First Bank System Information Services, (1986)

332 Minnesota Street, Saint Paul, MN 55101

Data Security Administrator

- * Provided information security administration for multiple MVS mainframe systems.

First Bank Saint Paul, (1981-1986)

332 Minnesota Street, Saint Paul, MN 55101

Contingency Planner

- * Developed and maintained contingency plans for First Bank Saint Paul.
- * Provided as-needed support to the Corporate Security area, in physical security, fraud and forgery investigations, data security, and security awareness training.
- * Administrated end-user data security function for First Bank Saint Paul.
- * Provided as-needed protection to First Bank System executive officers and staff.

Training:

- * ACF2 MVS Basics
- * ACF2 CICS Basics
- * ACF2 Advanced Administration
- * Philip Crosby and Assoc. Quality College
- * EDS Leadership
- * EDS Cultural Diversity
- * Strohl Systems LDRPS (Living Disaster Recovery Planning System)
- * UHC Incident Tracking System (Lotus Notes)
- * Check Point Certified Systems Administrator / Systems Engineer

Other Training and Experience:

- * ISPF, FILEAID, DOCUTEXT, SAS, JCL, PANVALET, DB2 Security, MicroSoft Windows, Word, Excel, WordPerfect, Lotus 123, Notes, and Organizer.
- * Member Twin Cities Business Continuation Planners (BCP) Group
- * Member Information Systems Security Association (ISSA) Twin Cities Group
- * Certified Information Systems Security Professional (CISSP)

Education

1976 South St. Paul Senior High School

1976 - 1981 University of Minnesota, College of Liberal Arts

References

Available on request.

INTERSEC COMMUNICATIONS PROFESSIONAL SERVICES PERSONNEL BIOGRAPHIES

NAME: KYLE JOHNSON

TITLE: NETWORK SECURITY ENGINEER

EDUCATION: BACHELOR OF SCIENCE
INDUSTRIAL STUDIES

INDUSTRY EXPERIENCE: 1995 - PRESENT

SECURITY EXPERIENCE: 1996 - PRESENT: INTERNET FIREWALL INTEGRATION AND TRAINING, NETWORK SECURITY DESIGN AND IMPLEMENTATION, HIGH AVAILABILITY FIREWALL DEPLOYMENT

SECURITY SOLUTIONS: VPN'S, NETWORK SECURITY ANALYSIS, SECURITY TRAINING, INTERNET FIREWALL INTEGRATION, PUBLIC KEY INFRASTRUCTURE

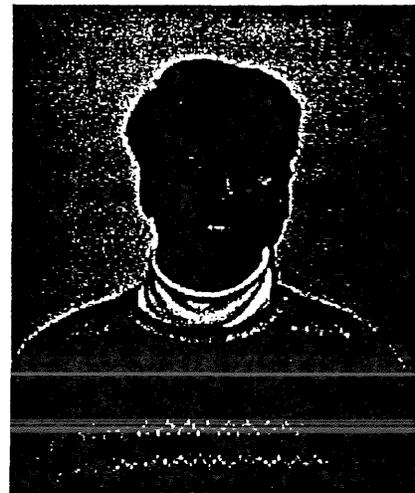
FIREWALL EXPERIENCE: SIDEWINDER, CHECK POINT

NETWORK EXPERIENCE: TCP/IP, IPX, DNS, UDP, HTTP, SMTP, NTP, SWITCHED NETWORKS, TOKEN RING, ETHERNET, FRAME RELAY, CISCO ROUTERS, BAY NETWORKING, LEASED LINES

OPERATING SYSTEMS: NT, IIS, MMC, HP-UX, LINUX, WIN 95/98, LOTUS NOTES

InterSec Communications, Inc.

InterSec Communications Inc.
357 E. Kellogg Blvd.
St. Paul, MN, 55101
(651) 310-1551



Making Network Security Simple."

KYLE WAYNE JOHNSON

925 McLean Avenue
Saint Paul, Minnesota 55106
H (651) 774-6816 ~ W (612) 372-5519

Experienced network developer who is well versed in all aspects of network topologies and products. Focused on Internet activity from a security and network perspective. Outstanding communication and mentoring skills. Interested in a position with a dynamic, technically oriented company, which will utilize excellent network, Internet and communication skills.

TECHNICAL EXPERIENCE

- Environments: INTERNET, T1s, FRAME RELAY, LEASED LINES, CISCO ROUTERS, BAY NETWORKING, TCP/IP, UDP, HTTP, SMTP, NTP, SWITCHED NETWORKS, TOKEN RING, ETHERNET, MICROSOFT NT, IIS AND MMC, HPUX, and LINUX
- Development Tools: SECURE COMPUTING'S SIDEWINDER FIREWALL, CHECKPOINT'S FIREWALL-1, MICROSOFT & NETSCAPE PROXY SERVERS, SECURE AUTHENTICATION, PROTOCOL ANYLIZERS, TERMINAL EMULATION SOFTWARE, HP OPENVIEW MICROSOFT OFFICE SUITE, LOTUS NOTES, DOMINO, MICROSOFT PROJECT, HP REMOTE ASSISTANT, OPTIVITY, and PC ANYWHERE

PROJECT EXPERIENCE

RELIASTAR, Minneapolis, MN

02/99 – Present

Senior Security Analyst

Acted as an internal consultant to groups and business units within Reliastar on Internet and Internet security and networking issues. Met with key decision makers to determine their business requirements, designed solutions to meet their requirements and planned for implementation.

Technical responsibilities include authorizing all Firewall port openings and IOS changes relevant to critical LAN Segments and VLANs. Controlled all external access into the network, including dial-up access through Cisco routers, Secure ID, and ACE Server 3.3. VPN solutions using Security Dynamic's and Altiga's VPN solutions. In the process of converting over 1,100 Secure ID users over to a Soft Token based strong authentication method. This includes research, documentation, project management, and implementation.

GREEN TREE FINANCIAL, St. Paul, MN

05/96 – 02/99

Network Designer- Tech Lead

Worked extensively with business units in determining their needs for network and Internet access. Gathered requirements for Internet and terminal applications to determine hardware, software and circuit requirements. Interacted with outside vendors (Cisco, Bay and Comdisco) to acquire products and implement solutions. Technical responsibilities included designing and implementing an Internet Security Policy. Using Secure Computing's Sidewinder Firewall and multiple Checkpoint's Firewalls, I provided a secure environment for electronic data transfers. Setup a secured environment for WWW servers while providing a controlled access point of entry and exit for all employees to the Internet. Supported our Cisco routed network by setting up Network Address Translation tables, static routes, and access control lists. Ordered frame relay circuits, and updated VISIO drawings while maintaining very strong relations with external vendors and our Network Service providers. Utilized Microsoft RAS technologies to provide dial-up access. Developed and administered 19 Lotus Notes Domino servers, and 4000 users across the United States. Setup and administered SMTP Gateways and Mail Transfer Agents between CG: Mail and Lotus Notes. External Point-to-Point business partner connections over controlled points of access. Provided support for over 100 Novell NetWare 4.11 File and Print servers.

METROPOLITAN COUNCIL, St. Paul, MN

09/95 – 05/96

Computer Specialist

Provided end user support to over 400 users on a Novell LAN/WAN. Responsible for hardware and software installation, including Token ring and Ethernet communication peripherals. Administered Novell GroupWise e-mail accounts on all workstations. Scheduled and monitored nightly backups and assisted in recovery situations. Balanced many different tasks at the same time and ultimately provided appropriate customer support resulting in a high level of customer satisfaction.

POLY-TEX, Castle Rock, MN

3/95 - 09/95

Computer Aided Design

Worked directly with sales personnel to design commercial and retail greenhouses. Designed processes utilizing AutoCAD and other Postscript applications. Organized drawings, ensuring manufacturing employees had current drawings on file. Served as technical resource for PC users.

EDUCATION

- ❖ Bachelor of Science Degree in Industrial Studies (March 1996), ST. CLOUD STATE UNIVERSITY, St. Cloud, Minnesota
- ❖ Lived and studied in Aalborg Denmark (September 1991 - March 1992), ST. CLOUD STATE INTERNATIONAL STUDIES PROGRAM, Aalborg, Denmark.

NAME DAN ENDRIZZI

TITLE NETWORK SECURITY ENGINEER

EDUCATION MASTER OF SCIENCE GEOGRAPHY
BACHELOR OF SCIENCE
GEOGRAPHY GEOLOGY

INDUSTRY EXPERIENCE 1991 - PRESENT

SECURITY EXPERIENCE 1994 - PRESENT FIREWALL IN-
STALLATION AND TOOL DEVELOP-
MENT

SECURITY SOLUTIONS VPN'S/HIGH AVAILABILITY FIRE-
WALLS NETWORK SECURITY
ANALYSIS SECURITY TRAINING
INTERNET FIREWALL INSTALLA-
TIONS CHECK POINT CERTIFIED
SECURITY INSTRUCTOR

FIREWALL EXPERIENCE SIDEWINDER CHECKPOINT RAP-
TOR PIX ROUTER PACKET FILTER

NETWORK EXPERIENCE TCP/IP IPX OSPF RIP SNMP
EXTENSIVE DNS SMTP PPTP
HTTP BUILDING HIGH AVAILABILITY
FIREWALL SYSTEMS

LANGUAGES C JAVA PERL FORTRAN
PASCAL

OPERATING SYSTEMS CGI/NT UNIX WIN95/98
LINUX HP/UX

CLIENTS SERVED INCLUDE CONAGRA NORWEST
MORTGAGE FLORIDA LOTTERY
TEPPCO AMERITECH TEKTRONIX
CARGILL

InterSec Communications, Inc.

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357 E. Kellogg Blvd.
St. Paul MN 55101
(651) 310-1551



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Local Address
7465 128th Street W. #3305
Apple Valley MN 55124
(612) 546-5896

Daniel C. Endrizzi

Permanent Address
745 Fortuna Drive
Brandon FL 33511
(813) 685-0386

EXPERIENCE

INTERNET ENGINEER-InterSec Communications, St. Paul, MN (1995-Present)

- Internet firewall installation, integration, and training
- Collection and presentation of Internet statistics using UNIX shells, perl, sed & awk, Tcl/Tk
- PC hardware/software maintenance and troubleshooting for Linux, BSD UNIX, DOS, Windows 3.x, 95, 98
- TCP/IP configuration: routing and client/server applications (HTTP, FTP, NFS, DNS, mail, SMB...)

GIS COORDINATOR-Strgar-Roscoe-Fausch, Inc., Plymouth, MN (1995-96)

- Geographic data coordination for various ongoing contracts via ARC/INFO version 7.0.3 for HP-UX
- Data translation from various government agency data sources (CAD, DLG's, DEMs, Intergraph, etc)
- Compilation and output of data in map or tabular format
- UNIX support for HP-715/80 workstation

GIS TECHNICIAN - WI Department of Natural Resources, Monona, WI (1993-95)

- Maintenance and creation of computerized geographic databases using ESRI's ARC/INFO for DOS and UNIX
- ARC/INFO experience: 3.4.1, 2 for DOS, 6.1.1, 7.0.2 for UNIX; digitizing, data conversion, attribution
- Data collection from field work, field notes, DNR field stations, and county agencies
- Local UNIX administration on DEC3000 workstations (BSD-based), including filesystem and user maintenance, some shell scripting
- Miscellaneous projects: bird counts, technical support, SAS & Lotus data analysis, etc

CARTOGRAPHER- WI Geological & Natural History Survey, Madison WI (1993-95)

- Desktop publishing of maps/graphic using Corel/PageMaker on DOS/Windows platform
- Layout and Production using darkroom and traditional cartographic methods
- Miscellaneous projects: data storage, supply runs, minimal computer troubleshooting, etc.

TEACHING ASSISTANT-University of Wisconsin, Madison WI (1992-93)

- Preparing and delivering lectures/quizzes/assignments for introductory cartographic laboratory
- Demonstrating various mapping and statistical software packages
- Addressing student difficulties

CARTOGRAPHER-State of Florida, Tallahassee FL (1988-91)

- Map (and related graphics) layout and production for Florida Resources and Environmental Analysis Center
- Use of scribing, camera and darkroom techniques, typesetting, pen-and-ink drafting, template lettering

EDUCATION

1991-93 M.S. Geography-University of Wisconsin, Madison WI

- AREA OF STUDY: physical geography, with emphasis on cartography/GIS
- GPA: 4.0 on 4.0 scale
- SKILLS:
 - -basic statistical knowledge -pollen processing and counting
- COMPUTER SKILLS:
 - -BASIC, FORTRAN, Pascal -GIS packages (ARC/INFO, IDRISI)
 - -word-processing (WP 5.0, MacWrite) -statistical (Statistix, Lotus 1-2-3, e.g.)
 - -graphics (Micrografx, MacDraw, e.g.) -mapping (Mapview, Surfer, World)
 - -familiarity with DOS and Macintosh operating systems
- HONORS:
 - -Teaching Assistantship (1992-93), Wisconsin Alumni Research Fund (WARF) fellowship (1991-92)

1987-91 B.S. Geography/Geology-Florida state University, Tallahassee FL

- AREAS OF STUDY: geography/geology, with minors in mathematics and chemistry
- GPA: 4.0 on 4.0 scale, graduated Summa Cum Laude
- SKILLS:
 - -science/math background -basic surveying
 - -geologic mapping & identification -pen-and-ink drafting/lettering
- HONORS:
 - -Outstanding Undergraduate Male Student of the Year (1988-1990), completion of Liberal Studies Honors program (1988-89), National Merit Scholarship with related school scholarship



ENVENTIS
TOMORROW'S NETWORKS TODAY

Enventis is a premier network integration services company focused on providing reliable network infrastructures for the technologies of tomorrow.

Engineering Profiles

Mark Lanie

Senior Network Engineer

Mark Lanie has thirteen years experience working with LAN and WAN technologies. He has built and operated network infrastructures that span globally and support over 1,000 sites worldwide. His technology expertise includes: SNA, IP, IPSec, IPX and AppleTalk protocols, Internet systems, firewalls, VPNs, ATM, Frame Relay, ISDN, Ethernet, Token Ring, Fast Ethernet and networking equipment -- switches, routers, hubs and associated customer premise equipment (CPE).

Mark's recent engagements include the design and implementation of a global Virtual Private Network for NRG Energy, a subsidiary of Northern States Power. This VPN connects power plants and offices around the world and saves NRG Energy thousand of dollars per month compared to a traditional frame relay infrastructure.

At Payless Cashways, Mark designed and deployed a 200 site frame relay WAN that connected retail locations to the corporate HQ. More recently, Mark redesigned and implemented the corporate LAN backbone to incorporate Gigabit and Fast Ethernet technologies. He also designed and implemented the new, redundant firewall system including a site-to-site VPN.

For Pennzoil, Mark designed and implemented a 100 site frame relay WAN connecting distribution centers, refineries and sales offices around the world. He also redesigned and deployed a new Fast Ethernet switched backbone and lead the relocation of their corporate data center from the HQ tower to a dedicated facility.

Other projects include a 100 site WAN for Gould National Battery and a 70 site frame relay network for the Star Tribune.

As a senior level engineer at a Fortune 500 technology services firm, Lanie fostered and assisted in an engineering development program. He spent much of his time developing engineering practices and mentoring junior level engineers within the organization.

Lanie also spent three years with 3M in their engineering information systems division. Lanie is a Certified Cisco Network Professional (CCNP).

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration, InterTechnologies Group		
Contractor Name: NetCare		CFMS Contract Number: A08195
Project Name: Consulting Services	Project Number:	Project Duration (Dates): 05/15/00 to 9/29/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contract vehicle to engage information security consultants to perform security related work for Electronic Government Services. The specific area was the security assessments for 14 agencies.</p>		
Billable Hours (if applicable): 487	Total Contract Amount: \$90,000.00	Source of Funding: ORG # 4468
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p><i>out of six vendors MN based company office possessing qualified staff to perform the security consulting</i></p> <p><i>Out of six vendors- MN based company office possessing qualified staff to perform the security consulting</i></p>		
Agency Head Signature: 	Title: Director	Date: 3/22/02

STATE OF MINNESOTA
PROFESSIONAL AND TECHNICAL SERVICES CONTRACT

This contract is between the State of Minnesota, acting through its **Department of Administration, InterTechnologies Group** ("State") and **NetCare, 8009 34th Avenue South, Suite 1450, Bloomington, Minnesota 55425.**

Recitals

1. Under Minn. Stat. § 15.061 the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of **a temporary information security professional to provide security assessments for the Interagency Services Division.**
3. The Contractor, **NetCare** represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

Contract**1 Term of Contract**

- 1.1 **Effective date: May 15, 2000** or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
The Contractor must not begin work under this contract until this contract is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration date: September 29, 2000** or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction, and Venue; and 16 Data Disclosure.

2 Contractors Duties

The Contractor, who is not a state employee, will:

Perform the duties specified in exhibit A which is attached and incorporated into this contract.

3 Time

The Contractor must comply with all the time requirements described in this contract. In the performance of this contract, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Contractor under this contract as follows:

- (1) **Compensation.** The Contractor will be paid **At an hourly rate of \$185.00 up to a maximum of 487 hours, not to exceed \$90,000.00.**
- (2) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this contract will not exceed \$ **0.00**, provided that the Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan promulgated by the commissioner of Employee Relations. The Contractor will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

- (3) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Contractor under this contract will not exceed **\$90,000.00**

4.2. **Payment**

- (1) **Invoices.** The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:
- (2) **Retainage.** Under Minnesota Statutes Section 16C.08, subdivision 5(b), no more than 90% of the amount due under this contract may be paid until the final product of this contract has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Contractor has satisfactorily fulfilled all the terms of this contract.
- (3) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this contract will be made from federal funds obtained by the State through Title N/A CFDA number N/A of the N/A Act of N/A. The Contractor is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Contractor's failure to comply with federal requirements.

5 **Conditions of Payment**

All services provided by the Contractor under this contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Contractor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is **Greg Dziejewczynski, Director, Interagency Services Division, 651-296-6360**. Or his successor has the responsibility to monitor the Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

- 5 The Contractor's Authorized Representative is **Nick Hernandez, Account Representative, NetCare, 8009 34th Avenue South, Suite 1450, Bloomington, Minnesota 55425, 612-876-2462**. If the Contractor's Authorized Representative changes at any time during this contract, the Contractor must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Contract Complete**

- 7.1 **Assignment.** The Contractor may neither assign nor transfer any rights or obligations under this contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 7.2 **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.
- 7.4 **Contract Complete.** This contract contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

8 Liability

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

9 State Audits

Under Minn. Stat. § 16C.05, subd. 5, the Contractor's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract.

10 Government Data Practices and Intellectual Property

10.1. **Government Data Practices.** The Contractor and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Contractor or the State.

If the Contractor receives a request to release the data referred to in this Clause, the Contractor must immediately notify the State. The State will give the Contractor instructions concerning the release of the data to the requesting party before the data is released.

10.2. Intellectual Property Rights

(1) **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this contract*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Contractor upon completion or cancellation of this contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Contractor assigns all right, title, and interest it may have in the Works and the Documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(2) Obligations

1. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this contract, the Contractor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. *Representation.* The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Contractor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor's or the State's opinion is likely to arise, the Contractor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Affirmative Action

- 11.1 For contracts in excess of \$100,000.00 the Contractor certifies that it is in compliance with Minn. Stat. § 363.073.
- 11.2 If the Contractor has had more than 40 full-time employees within the State of Minnesota on a single working day during the previous 12 months the Contractor must comply with the following Affirmative Action requirements for disabled workers:
- (A) The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- (B) The Contractor will comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (C) In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section 363.073, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (D) The Contractor will post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- (E) The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minnesota Statutes Section 363.073, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

2 Workers' Compensation

The Contractor certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Contractor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13 Publicity and Endorsement

13.1 **Publicity.** Any publicity regarding the subject matter of this contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Contractor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this contract.

13.2 **Endorsement.** The Contractor must not claim that the State endorses its products or services.

14 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Termination

15.1 **Termination by the State.** The State or commissioner of Administration may cancel this contract at any time, with or without cause, upon 30 days' written notice to the Contractor. Upon termination, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2 **Termination for Insufficient Funding.** The State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Contractor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Contractor notice of the lack of funding within a reasonable time of the State's receiving that notice.

16 Data Disclosure

Under Minn. Stat. § 270.66, and other applicable law, the Contractor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Contractor to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

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

(with delegated authority)

Signed: Allen J. Ophoven

Date: 5/8/00

CFMS Contract No. A-08195

2. CONTRACTOR

The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.

By: Mike Hernandez

Title: BUSINESS DEVELOPMENT MANAGER

Date: MAY 5, 2000

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: Jack Lyuboff
Assistant Commissioner

Title: _____

Date: 5/9/00

4. ATTORNEY GENERAL

As to form and execution

By: Patricia Noble

Date: May 12, 2000

5. COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: [Signature]

Date: 5/19/00

Distribution:
Agency
Contractor
State's Authorized Representative - Photo Copy

WORK ORDER AGREEMENT

Client PO#: _____
Client Name: Intertechnologies Group
Client Number: _____
Agreement Number: _____
Start Date: _____
Estimated End Date: _____
Estimated Duration: Approximately 2 months
Prepared By: John Peavey and Nick Hernandez

Description of work to be performed: Based upon discussions held between the state of Minnesota and International Network Services (INS), INS proposes to deliver Network Security Consulting services to lead Intertech through a complete Agency Security Assessment. Project activities are described below.

Engagement Objective: The objective of this engagement is to conduct a full agency security assessment with Intertech, providing Intertech personnel skill transfer while performing the full audit engagement. INS will provide coaching and mentoring, training and expertise, process and framework involved in conducting a comprehensive security audit. INS will accomplish this with a staffing strategy consisting of a Senior Consultant experienced in performing comprehensive audits to lead Intertech personnel through the entire process. The Senior Consultant and Intertech personnel participating in the agency audit will, at prescribed times identified in the project plan, be joined by INS Security Engineers conversant in the specialty testing functions called for in the project plan. Below is a description of the engagement approach; it is not meant to be an all-inclusive description. The project plan created in the Discovery Phase will contain all milestones and tasks associated with the audit approach.

Discovery

Information gathered in this phase will provide INS with an understanding of the Agency environment. The INS methodology makes use of a variety of data collection techniques including interviews with key personnel and customer groups where necessary. Using information gathered from this process INS will develop and document a penetration testing checklist that may include:

Phase I - Discovery

- Develop project plan and approach is based upon existing INS best practices and the Intertech Statement of Work presented to the agency being audited.
- Collect and review security policy information.
- Collect and review Firewall configuration information
- Collect and Review Internal Device Information
- Collect and Review Supplier/Vendor Connectivity Information
- Collect and Review Remote Access Server Solutions in place
- LAN/WAN Configuration
- Collect and Review Authentication/Authorization/Accounting System (AAA) configuration information
- Collect and Review Network Infrastructure Device Information (Routers, Switches, Cable Modems)
- Identify and review phone lines to be tested

Deliverables for Phase I

- Summary of all information collected during Phase I with the supporting documentation.
- Detailed project plan that identifies timelines and resources for the duration of the project.
- Weekly status reports
- Overall Project Plan
- Detailed tasks for testing each of the following:
 - Internet Connection
 - E-Commerce Connection
 - Internal Network Devices
 - Vendor/Supplier Connections
 - Remote Access Server Solutions
 - Networked Servers

Phase II - Testing

During the *Testing Phase* tests will be conducted in accordance with the test plan developed and approved by InterTechnologies. InterTechnologies will be responsible for providing the ISS security scanning tools.

INS will test the State Agency systems in the following groups:

- Firewall Systems Penetration Testing
- Vendor/Supplier Connectivity Firewall System Penetration Testing
- Remote Access Server Connectivity Testing
- Network Infrastructure Testing
- Networked Server Testing

Documentation and Knowledge Transfer

Deliverables Phase II

Detailed report that documents the security problems encountered and provides both tactical and strategic solutions for them.

Phase III Recommendations

The *recommendation phase* will outline technical debriefings as well as summary of review for proposal and assessment. Recommendations will be presented in the form of an Executive level presentation of findings and recommended solutions.

INS Deliverables:

INS will provide the following deliverables as part of this engagement:

- All deliverables described above
- Engagement Book that contains all additional information gathered by INS in support of this project. Typically this information includes security policy documents, network documentation, interview summaries, electronic mail, and final deliverables.
- Weekly status reports

Client Requirements: INS staff must be provided with dedicated workspace that is available on 7X24 basis (including desks, chairs, telephone w/analog line for dial out access, PC with access to the states network and printers), normal and customary office supplies. INS resources must have appropriate access to the states network management systems, and facilities (i.e. badges with proper security and 7X24 access rights).

INS Resource Definition: As part of the INS Values Statement and commitment to shareholders, customers, and employees, INS reserves the right to rotate consultants, with prior approval from the State of Minnesota, within a six month basis or when necessary as a proactive measure for professional development and employee career progression.

In keeping with our commitment to customers and strategic partners, INS will provide replacement resources and manage the resource transition to assure project continuity and client satisfaction. This typically includes INS assuming the cost of overlapping resources and advance training and preparation for the customer's network environment.

INS Methodology: As part of the INS engagement methodology, INS will provide a kickoff meeting to review proposed project activities, weekly written status reports, and scheduled status review meetings with the client project leader/sponsor. INS will utilize change control process to identify, track and gain approval for changes in the scope of this project. At the end of the engagement, INS will provide a closeout review and a client satisfaction survey. For each project INS creates and maintains an Engagement Book of deliverables. This book becomes the intellectual property of The State, and is maintained as an audit trail of work delivered. It consists of this Statement of Work or project definition, change request forms, research completed on the client behalf, documentation of weekly status reports, white papers, and final client deliverables. All INS work is delivered in a collaborative environment, leveraging such resources as the INS proprietary KnowledgeNET system, a repository of information and methodology.

Description of resources to be utilized: INS will provide one Sr. Network Security Consultant. INS Consultants will be billed on time and material and invoiced monthly. All invoices are based upon the actual hours of worked performed by the subject matter expert assigned to this engagement. A four-week notification is required for renewal, extension or cancellation of this Statement of Work.

Rate plan for design services (skill level, billing rate, quantity, hours): The standard rates for an INS network consultant is based on the level of skill that is required for the project. Client is responsible for paying reasonable and customary travel and expenses associated with this effort.

INS Resource and Rate Plan

Senior Security Consultant: Responsibilities will include mentoring Intertech through a full audit lifecycle, focusing processes such as preparing and executing executive interviews, overall project management, engagement frame work

Security Engineers: Security engineers will be introduced according to the project plan to perform specialty roles, such as running platform tests, interpreting scanning tool results, knowledge transfer to Intertech personnel on testing procedure, results interpretation and report format/presentation.

The rate for both the Senior Security Consultant and Security Engineer will each be billing at a \$185/hour rate. Time frame to complete all tasks will be finalized in the project plan presented to the agency being audited. Intertech is responsible for paying reasonable and customary travel and expenses associated with this effort.

Cost Estimate: Labor: T& M = \$185 per hour Travel: \$ _____ Other: \$ _____ Total: \$ _____
Description of Services

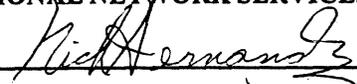
Invoice Instructions

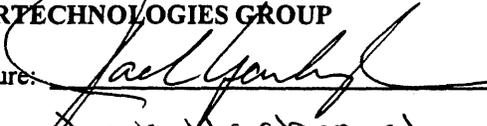
Submit invoice with valid documentation to: _____ Copy to: _____
Name: _____
Address: _____
Phone: _____
Fax: _____

Additional Terms of Engagement

INS will invoice services and expenses monthly and client agrees to pay all invoices upon receipt. Client is responsible for all applicable taxes, except for taxes due on the net income of INS. INS WARRANTS THAT THE SERVICES WILL BE PROVIDED IN A PROFESSIONAL AND WORKMANLIKE MANNER AND INS MAKES NO OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. INS is in the business of providing network consulting services drawing upon the knowledge, understanding and expertise INS has gained in the course of working with many individual clients, both similar and different from Client. Nothing in this SOW or otherwise is intended to assign rights or limit INS' use of any know-how or knowledge to the extent it does not include clients confidential information and that INS had prior to providing the services or that INS obtains during its performance under this SOW. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES NOR SHALL EITHER PARTY'S LIABILITY EXCEED THE VALUE OF THIS SOW. During the term of this SOW and for 12 months thereafter neither party will solicit for employment any employee or contractor of the other who was directly or indirectly involved in the services performed under this SOW. A general advertisement or a request for employment initiated exclusively by the employee is not considered a solicitation.

Accepted and Agreed to by:

INTERNATIONAL NETWORK SERVICES
Signature: 
Name: NICK HERNANDEZ
Date: MAY 5, 2000

INTERTECHNOLOGIES GROUP
Signature: 
Name: Jack Garbrough
Date: 5/9/00

**ITG Assistant Commissioner
Signature Request**

1. **Originating Division:**

- | | |
|--|--|
| <input type="checkbox"/> Admin Information Services | <input checked="" type="checkbox"/> Interagency Services |
| <input type="checkbox"/> Customer Service and Product Management (CPD) | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Financial & Business Management (FBMD) | <input type="checkbox"/> Technical Support |

2. **Is this expenditure for Out-State Travel / Training:** Yes No

If yes, an ITG Out-State-Travel / Training justification form (OSTRAVEL.DOC) must accompany this request.

3. **Was this expenditure budgeted for:** Yes No

4. **Transaction Type** (select all that are applicable):

- Contract Purchase Mock PO RFP Out of State Travel Training

5. **Reason** (Explain why you are buying / requesting):

Contract vehicle to engage information security consultants to perform security related work for EGS (Electronic Government Services). The specific area is the security assessments for 14 agencies.

6. **All who have reviewed and approved this request should sign below:**

Printed Name	Signature
<i>Gregory J. Dzewczyk</i>	<i>Gregory J. Dzewczyk</i>

7. **Does this transaction require the Commissioner's signature:** Yes No

8. **Approved for Commissioner's Signature:**

Jack Yarbrough	
Date	



InterTechnologies Group
Room 510
658 Cedar Street
St. Paul, MN 55155
VOICE: 651.296.6360
FAX: 651.296.6362
TTY: 651.296.3931

Date: April 18, 2000

To: Whom It May Concern

From: Greg Dzieweczynski, Director *[Signature]*
Interagency Services Division

Subject: Selection of Information Security Professional Services for EGS SIA Work Activities

Scope:

The Department of Administration, InterTechnologies Group, has a strategic goal of establishing a leadership position in security. The term used to describe this goal is Enterprise Security Architecture. The focus areas to deliver this leadership position are host and LAN security, remote access and perimeter security, and Internet/Intranet security. We are aware that additional safeguards, measures and controls may be required to minimize our risk of access to sensitive and critical data, hardware and software from unauthorized sources. The purpose of the security impact analysis assessment is to identify exposures, explain the impact of the vulnerability and recommend actions to eliminate or minimize the risk in preparation for EGS (Electronic Government Services).

The process:

Researched the marketplace to identify vendors of the required professional services. We identified seven companies as possible vendors. The seven vendors contacted were:

- NetAccess
- IBM Global Services
- Computer Associates
- INS/Lucent Technologies
- Unisys
- InterSec
- Network Associates

These companies were contacted by phone, sent a letter and an electronic mail to inform them of the need for assistance in the following area:

- document our security infrastructure and develop a detailed security model.
- identify key vulnerabilities in the network and security infrastructure.
- recommend a plan or framework for addressing vulnerabilities.

Meetings were also established with the vendors to answer questions regarding the requested services, expectations, and deliverables.

If the vendor was interested in providing the requested services they provided a statement of work discussing the method or approach they would use and an estimated cost should they be awarded the contract. Referenced were requested and checked.

Results:

Six vendors responded to this request for information. The cost structure for the services range from \$175 - \$275/hour. The selected vendor is INS/Lucent Technologies. They have a Minnesota based company office possessing qualified staff to perform the security consulting for the price of \$185/hour.

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration, InterTechnologies Group		
Contractor Name: Zinncorp, Inc.	CFMS Contract Number: A05826	
Project Name: Security Architecture Services	Project Number:	Project Duration (Dates): 3/06/00 to 6/30/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This was a joint venture with DPS to insure a state of readiness for security infrastructure in their organization necessary for EGS delivery of motor vehicle licensing. The project involved security architecture services with a design for conceptual and physical network security. We split the cost between DPS and Legislative Initiative funds.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$67,000.00	Source of Funding: ORG # 4401
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p style="text-align: center;"><i>To ensure the states readiness for security infrastructure.</i></p>		
Agency Head Signature: 	Title: Director	Date: 3/22/02

STATE OF MINNESOTA

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

Agency: Admin/InterTech	Fiscal Year: 2000	Vendor Number:
Total Amount of Work Order: \$67,000.00	Amount of Work Order First FY:	
Commodity Code: 700 17	Commodity Code:	Commodity Code:
Object Code: 2D70	Object Code:	Object Code:
Amount: \$67,000.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 970	Fund:	Fund:
Appr: 240	Appr:	Appr:
Org/Sub: 4401	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount: \$67,000.00	Amount:	Amount:

Processing Information:

Master Contract Number : **A00530**

Master Order Number (MWK): **A05826**

Number/Date/Signature

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

NOTICE TO CONTRACTOR: You are required by Minn. Stat. § 270.66 to provide your social security number or federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action that require you to file state tax returns and pay delinquent state tax liabilities, if any. This work order will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the work order and the payment of state obligations.

Contractor Name and Address:

ZinnCorp, Inc

1001 Marquette Ave S. Suite 219

Minneapolis, MN 55403

Soc. Sec. or Federal Employer I.D. No. 41-1630645 Minnesota Tax I.D. No. (if applicable) 2523665

**THIS PAGE OF THE WORK ORDER CONTAINS PRIVATE INFORMATION.
EXCEPT AS DEFINED ABOVE, THIS PAGE SHOULD NOT BE REPRODUCED
OR DISTRIBUTED EXTERNALLY WITHOUT EXPRESS WRITTEN PERMISSION
OF THE CONTRACTOR.**

If you circulate this work order internally, only offices that require access to the tax identification number AND any individuals/offices signing this work order should have access to this page.

PROFESSIONAL/TECHNICAL MASTER WORK ORDER

This Work Order is issued under the authority of the State Master Contract No. A00530 between the State of Minnesota, acting through its Department of Administration InterTechnologies Group (hereinafter the "STATE"), and ZinnCorp. (hereinafter "CONTRACTOR"), and is subject to all provisions of the Master Contract which is incorporated by this reference.

I. CONTRACTOR's DUTIES:

Perform the duties identified in and according to the project schedule contained in Attachment A, which is incorporated by reference and made part of this Work Order.

II. CONSIDERATION AND TERMS OF PAYMENT:

A. CONSIDERATION: Consideration for all services performed by the CONTRACTOR pursuant to this Work Order shall be paid by the STATE as follows:

1. COMPENSATION: Compensation in an amount not to exceed \$67,000.00 which has been arrived at according to the following:

Organization impact analysis \$4,000; security impact analysis \$9,000; current firewall assessment \$5,000; network bandwidth & protocol analysis \$19,000; technical impact analysis \$7,500; development of assessments & requirements documents \$18,000; review of the assessment & requirements documents with the Mn Dept of Public Safety project staff \$4,500.

2. REIMBURSEMENT: Reimbursement for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this work order in an amount not to exceed none dollars (\$ 0); provided that the CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioners Plan" promulgated by the Commissioner of Employee Relations. The CONTRACTOR shall not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless given prior written approval for such out-of-state travel from the STATE.

THE TOTAL OBLIGATION OF THE STATE FOR ALL COMPENSATION AND REIMBURSEMENTS TO CONTRACTOR SHALL NOT EXCEED: Sixty seven thousand dollars (\$67,000.00).

B. TERMS OF PAYMENT:

1. INVOICE: Payments shall be made by the STATE promptly after the CONTRACTOR's presentation of invoices for services performed and acceptance of such services by the STATE's Authorized Representative pursuant to clause IV. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

III. TERMS OF WORK ORDER: This work order shall be effective on March 6, 2000, and shall remain in effect until June 30, 2000, or until all obligations set forth in this work order have been satisfactorily fulfilled, whichever occurs first.

IV. **STATE'S AUTHORIZED REPRESENTATIVE:** the STATE's Authorized Representative for the purposes of administration of this work order is Greg Dzieweczynski, phone number 651-296-6360. Such representative shall have final authority for acceptance of CONTRACTOR's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.

V. **CONTRACTOR'S AUTHORIZED REPRESENTATIVE:** The CONTRACTOR's Authorized Representative for the purposes of administration of this work order is Phil Kirsch phone number 612-338-1474.

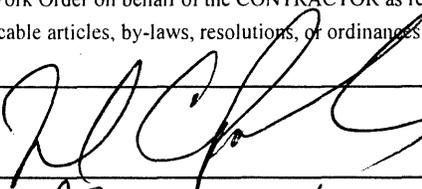
VI. **OTHER PROVISIONS:** None.

IN WITNESS WHEREOF, the parties have caused this work order to be duly executed intending to be bound thereby.

APPROVED:

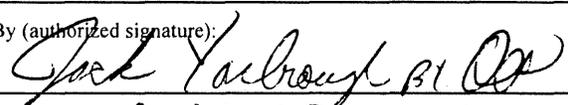
1. CONTRACTOR:

CONTRACTOR certifies that the appropriate person(s) have executed the Work Order on behalf of the CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By:	
Title:	Act. Mgr.
Date:	3/8/00

2. STATE AGENCY:

Agency signatory certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By (authorized signature):	
Title:	Assistant Commissioner
Date:	3/14/00

By:	
Title:	
Date:	

Distribution:

- Agency - Original (fully executed) work order
- Contractor
- State Authorized Representative



**MINNESOTA
HOUSING
FINANCE
AGENCY**

November 30, 2000

Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division
112 Administration Building
St. Paul, Minnesota 55155

Dear Commissioner:

In accordance with Minnesota Statutes 16B.17, Subdivision 4 (c), I am submitting this one page completion report on the following Professional/Technical contract:

Contract Number	A-05009
Vendor Name	Sierra Atlantic Inc
Dollars Spent	\$128,600
Source of Funds	G01 - General Reserve
Contract Duration	11/30/99 – 11/30/00

The purpose of this contract is to provide Oracle programming and business analysis for on going software enhancements. This contract was for a lead programmer.

The amount spent for the above services was \$128,600. from the General Reserve.

These contracted duties are essential to the smooth operation of MHFA. This vendor and consultant are experienced and knowledgeable in this field and provides MHFA quality system development and programming. This contract was created after a through RFP process which insured the best service for the best price.

Sincerely,

Katherine G. Hadley
Commissioner



**MINNESOTA
HOUSING
FINANCE
AGENCY**

November 30, 2000

Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division
112 Administration Building
St. Paul, Minnesota 55155

Dear Commissioner:

In accordance with Minnesota Statutes 16B.17, Subdivision 4 (c), I am submitting this one page completion report on the following Professional/Technical contract:

Contract Number	A-09800
Vendor Name	Compuware Inc
Dollars Spent	\$82,840.00
Source of Funds	G01 - General Reserve
Contract Duration	07/01/00 – 11/30/00

The purpose of this contract is to provide a consultant to be the Data Base Administrator. MHFA hired a full time employee in the position, and that employee has since resigned.

The amount spent for the above services was \$82,840. from the General Reserve.

These contracted duties are essential to the smooth operation of MHFA. This vendor and consultant are experienced and knowledgeable in this field and provides MHFA quality consultants. This contract was created using the Master Roster procedures.

Sincerely,

Katherine G. Hadley
Commissioner



**MINNESOTA
HOUSING
FINANCE
AGENCY**

November 30, 2000

Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division
112 Administration Building
St. Paul, Minnesota 55155

Dear Commissioner:

In accordance with Minnesota Statutes 16B.17, Subdivision 4 (c), I am submitting this one page completion report on the following Professional/Technical contract:

Contract Number	A-05010
Vendor Name	Sierra Atlantic Inc
Dollars Spent	\$131,000
Source of Funds	G01 - General Reserve
Contract Duration	10/11/99 – 11/30/00

The purpose of this contract is to provide Oracle programming and business analysis for on going software enhancements.

The amount spent for the above services was \$131,000. from the General Reserve.

These contracted duties are essential to the smooth operation of MHFA. This vendor and consultant are experienced and knowledgeable in this field and provides MHFA quality system development and programming. This contract was created after a through RFP process which insured the best service for the best price.

Sincerely,

Katherine G. Hadley
Commissioner



**MINNESOTA
HOUSING
FINANCE
AGENCY**

November 30, 2000

Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division
112 Administration Building
St. Paul, Minnesota 55155

Dear Commissioner:

In accordance with Minnesota Statutes 16B.17, Subdivision 4 (c), I am submitting this one page completion report on the following Professional/Technical contract:

Contract Number	A-09790
Vendor Name	Compuware Inc
Dollars Spent	\$82,840.00
Source of Funds	G01 - General Reserve
Contract Duration	07/01/00 – 11/30/00

The purpose of this contract is to provide a consultant to be the acting software development manager. MHFA has hired a full time employee in the position.

The amount spent for the above services was \$82,840. from the General Reserve.

These contracted duties are essential to the smooth operation of MHFA. This vendor and consultant are experienced and knowledgeable in this field and provides MHFA quality consultants. This contract was created using the Master Roster procedures.

Sincerely,

Katherine G. Hadley
Commissioner



**MINNESOTA
HOUSING
FINANCE
AGENCY**

November 30, 2000

Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division
112 Administration Building
St. Paul, Minnesota 55155

Dear Commissioner:

In accordance with Minnesota Statutes 16B.17, Subdivision 4 (c), I am submitting this one page completion report on the following Professional/Technical contract:

Contract Number	A-09781
Vendor Name	PSI/Metamor Inc
Dollars Spent	\$99,000
Source of Funds	G01 - General Reserve
Contract Duration	07/01/00 – 11/30/00

The purpose of this contract is to provide a consultant to be the acting IS Director. MHFA is currently seeking a full time IS director.

The amount spent for the above services was \$99,000. from the General Reserve.

These contracted duties are essential to the smooth operation of MHFA. This vendor and consultant are experienced and knowledgeable in this field and provides MHFA quality consultants. This contract was created using the Master Roster procedures.

Sincerely,

Katherine G. Hadley
Commissioner



**MINNESOTA
HOUSING
FINANCE
AGENCY**

November 30, 2000

Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division
112 Administration Building
St. Paul, Minnesota 55155

Dear Commissioner:

In accordance with Minnesota Statutes 16B.17, Subdivision 4 (c), I am submitting this one page completion report on the following Professional/Technical contract:

Contract Number	417810/A01103
Vendor Name	Generic Telephone And Data
Dollars Spent	\$126,000
Source of Funds	G02 - General Reserve
Contract Duration	11/1/97 – 10/31/00

The purpose of this contract is to provide analysis and resolution of network problems, telephone repair and replacement, add, move and change telephone or ethernet twisted pair drops and update cable plant and documentation for MHFA.

The amount spent for the above services was \$126,000 from the General Reserve.

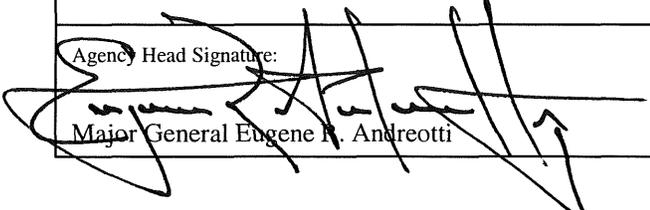
These contracted duties are essential to the smooth operation of MHFA. This vendor is experienced and knowledgeable in this field and provides MHFA with on call and normal service thereby insuring the smooth operation of our telephone and network systems. This contract is created after an extensive RFP process insuring the best possible price for the best services received.

Sincerely,

Katherine G. Hadley
Commissioner

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Department of Military Affairs		
Contractor Name: RE/SPEC, Inc.		CFMS Contract Number: NA
Project Name: Indoor Firing Range Study at 12 MN National Guard Armories	Project Number: 93015	Project Duration (Dates): 9/25/98 - 9/25/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>In house staff unavailable or lacking the technical skills required to evaluate and summarize issue for the department. Facility planning and environmental compliance initiatives to be directed at Armories with indoor firing range.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$185,000.00	Source of Funding: NGB-ARE
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>To insure that state facilities were in compliance with state rules. No in-house resources available to perform services.</p>		
Agency Head Signature:  Major General Eugene R. Andreotti	Title: The Adjutant General	Date: 11/3/2000



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

November 14, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 79217
Phalen Boulevard Environmental Impact Statement

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: A04303
Contractor: City of St. Paul
Source of Funding: Trunk Highway
Total Cost to the State: \$350,000.00
Duration of Contract: June 1, 1999 to May 30, 2000
Billable Hours: Not available
Agreement Administrator: Mark Hagen
Mn/DOT Project Manager: Marc Goess

The purpose of this Contract was to share with the City of St. Paul the cost of developing an environmental impact statement for the proposed Phalen Boulevard in the area of I-35E. Mn/DOT is planning to realign and reconstruct I-35E in this area.

This project was contracted out as Mn/DOT did not have personnel available with the necessary expertise. The conduct of this project through an outside Contractor was cost effective to the state because by joining with the City of St. Paul the state was able to avoid duplicating an environmental impact study already conducted by the City of St. Paul, thereby saving money to the public.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elwyn Tinklenberg', written over a horizontal line.

For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

November 6, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 79292
Research Design for the Phase II Evaluation of Site 21-BL-37 and Archaeological
and Geo archaeological Assessment of the TH 197 Bridge Abutments of the
Mississippi River Inlet, in the City of Bemidji, Beltrami County, Minnesota

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: A02033
Contractor: Leech Lake Reservation
Source of Funding: Trunk Highway
Total Cost to the State: \$183,091.10
Duration of Contract: September 24, 1999 - December 29, 2000
Agreement Administrator: Dawn D. Thompson
Mn/DOT Project Manager: Craig Johnson

The purpose of this Contract was for Mn/DOT to Conformance with National Historical Preservation Act of 1966, Historic Preservation (36 CFR 800), Laws and Guidelines.

This project was contracted out as the State did not have the employees with the expertise available to provide the described services.

The conduct of this project through an outside Contractor was cost effective to the State because the nature of this project was specialized and services such as these are needed on a irregular basis.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elwyn Tinklenberg', written over a horizontal line.

For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/282-5127

November 13, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 79545
Hiwatha LRT Utility Design

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 79545
Contractor: Toltz King Duvall Anderson
1500 Piper Jaffrey Plaza
444 Cedar Street
St Paul, MN 55101
Source of Funding: Trunk Highway
Total Cost to the State: \$752,122.27
Duration of Contract: 10/29/99 to 8/9/00
Billable Hours: 11,429
Agreement Administrator: Linda Moline
Mn/DOT Project Manager: Vicki Barron

The purpose of this contract was utility coordination services to provide data to reduce the risk associated with the relocation of utilities necessary for the construction of the light rail transit by a design/build contractor.

This project was contracted out as Mn/DOT did not have personnel with the necessary expertise available to perform this work.

The conduct of this project through an outside contractor was cost effective to the state because the successful completion of this utility coordination results in a lower costs for the utility relocation work by the contractor.

Sincerely,

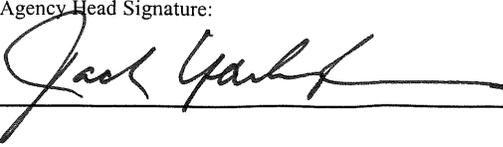

For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin; File

An equal opportunity employer

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration - InterTech		
Contractor Name: Zinncorp/Securien, Inc.		CFMS Contract Number: A04779
Project Name: Security Disruption Plan	Project Number:	Project Duration (Dates): 12/27/99 - 4/6/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of this contract was to prepare a contingency plan to prevent the disruption of information system services while continuing to safeguard the security and integrity of the information resources of the State of Minnesota. The contingency plan addressed identifiable but unpredictable events and circumstances. Three key components were identified as a solution to this situation:</p> <ol style="list-style-type: none"> 1. Review of a current security audit, 2. Analysis of vulnerabilities, and 3. Formulation of response and implementation. 		
Billable Hours (if applicable):	Total Contract Amount: \$56,784	Source of Funding:
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State had an immediate need for a strike contingency plan that would provide minimal or no disruption to information security support for the Y2K cutover and the opportunity to formulate a response to potential future service interruptions identified by the vulnerability analysis. An information security disruption during the Y2K cutover would have been very costly.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/17/00

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration, InterTechnologies Group		
Contractor Name: Beta Systems		CFMS Contract Number: A06077
Project Name: Harbor Technical Client Server Customer Support	Project Number:	Project Duration (Dates): 3/22/00 to 6/30/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract was to provide technical support for Harbor a LAN back up and restore service in order to meet the customer requirements and expectations in a timely and competent manner. It was necessary because of the inability to fill an ITS-4 Harbor Technical Specialist position that was forwarded to Human Resources on October 11, 1999 and was reopened on March 3, 2000 because two candidates declined job offers. This was a short-term solution to reduce the backlog of customer requests and to meet customer requirements.</p>		
Billable Hours (if applicable): 280 hours	Total Contract Amount: \$67,000. (including travel expense)	Source of Funding: ORG # 4413
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Due to long and difficult time in filling a permanent position, this was an efficient and cost effective way to meet the requirements and expectations of our Harbor customers. We did lose two pilot customers, prior to implementing this short-term solution, because of our inability to respond to customer requests in a timely manner. Customer feedback was very positive after this short-term solution was implemented. A permanent full time Harbor Technical Specialist is now on staff to meet the need of providing client server technical support to our customers.</p>		
Agency Head Signature: 	Title: Assistant Comm	Date: 8/9/00

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Admin/InterTech		
Contractor Name: Macro Group		CFMS Contract Number: A03846
Project Name: DBA Support	Project Number:	Project Duration (Dates): 11/16/99-6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Provide database administration and programming to meet customer needs until a qualified candidate could be found and hired.</p>		
Billable Hours (if applicable): 1246.5	Total Contract Amount: \$112,185	Source of Funding: InterTech Project Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Since a qualified person was not available to be hired, contracting for the necessary skills was the most practical way to meet customer needs.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/9/00

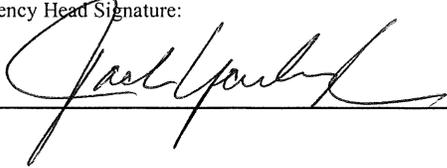
Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: InterTechnologies Group, Department of Administration		
Contractor Name: Network Associates	CFMS Contract Number: A02161	
Project Name: Sniffer Training	Project Number:	Project Duration (Dates): October 25, 1999-November 5, 1999
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Sniffer allows an operator to look at everything happening on a network and troubleshoot any problems. This training was needed by InterTech personnel working on the state network backbone system as well as by personnel working on InterTech's network systems. Network Associates was the sole provider of this training. We could have sent staff out of state for the training which would have cost significantly more than what was paid to bring the training in-house.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$71,600.00	Source of Funding: 4406
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>If InterTech would have sent staff to Network Associates headquarters, out of state, to acquire this training the cost just for the public course registration would have been \$1000 more per person. This would not have included approximately \$1200 more per person for travel, lodging and meals.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/9/00

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: InterTechnologies Group, Department of Administration		
Contractor Name: MindSharp Learning Center	CFMS Contract Number: A04339	
Project Name: Novell Netware 5.0 training	Project Number:	Project Duration (Dates): February, 2000 – June, 2000
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>InterTechnologies Group and several other divisions of the Department of Administration were in need of training LAN personnel in the operations of the Novell Netware client/server system. This system was used in the divisions for connectivity to other computers within the same operation. In order to train personnel in a timely manner and at a greatly reduced rate over the cost of public classes, it was determined that an RFP would be published for vendors to submit proposals.</p> <p>The vendor that was selected submitted a proposal that conducted the training in a timely fashion, allowed us to use their swappable hard drives for each class thereby saving us considerable time in setting up the networks for training, and provided that training for approximately 60% of the public classes.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$70,000.00	Source of Funding: 4406
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The cost of providing Novell Netware 5.0 training on this contract was approximately 60% of what it would have cost to send personnel to public classes.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/9/00

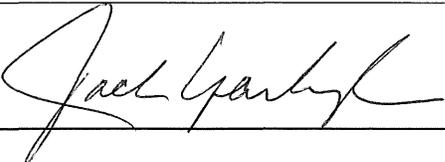
Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: InterTechnologies Group, Department of Administration		
Contractor Name: Mindsharp Learning Center	CFMS Contract Number: A02605	
Project Name: Microsoft NT Training	Project Number:	Project Duration (Dates): August, 1999-January, 2000
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>InterTechnologies Group and several other divisions of the Department of Administration were in need of training LAN personnel in the operations of a Microsoft NT client/server system because this was the one used for connectivity in the state backbone operations. In order to train the sixteen personnel in a timely manner and at a greatly reduced rate over the cost of public classes it was determined that an RFP would be published for vendors to submit proposals.</p> <p>The vendor that was selected submitted a proposal that conducted the training in a timely fashion, allowed us to use their facilities for several classes because of the unavailability of InterTech's training facilities, and provided that training for approximately 60% of the public classes.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$59,620.00	Source of Funding: 4406
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The cost of providing Microsoft NT training on this contract was 60% of what it would have cost to send personnel to public classes.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/9/00

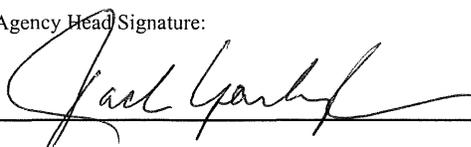
Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration / <i>INTERTECH</i>		
Contractor Name: Learning Tree International	CFMS Contract Number: <i>A01557</i>	
Project Name: Internet Security Training	Project Number:	Project Duration (Dates): Sept. Through December 1999
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This project started from an RFP generated by the Department of Human Services. They identified Learning Tree as the premier vendor for presenting conceptual knowledge about information security as it relates to the internet and intranet environments. The security management team in Intertech decided that we should host these classes for both our internal staff and as a customer service to other agencies to help promote good security practices throughout the state.</p>		
Billable Hours (if applicable):	Total Contract Amount: 85,770.00	Source of Funding: 4406
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This contract covered: 3 four day sessions of Deploying Internet/Intranet firewalls 1 four day session of Internet/Intranet Introduction 1 - ½ day management level session on Internet/Intranet Security</p> <p>The contract amount of 85,770 was based on maximum enrollments. Invoiced amounts were somewhat less. We were billed for a minimum of 14 students in each class, 15-25 students were billed on a per student basis. Around 75% of those attending were from other agencies and Intertech charged back to those agencies a student rate based on cost of the class divided by the number of students.</p>		
	Title: <i>Assistant Commissioner</i>	Date: <i>8/9/00</i>

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Administration / INTERTECH		
Contractor Name: Global Knowledge	CFMS Contract Number: A00121	
Project Name: Cisco Router LAN Switches class	Project Number:	Project Duration (Dates): 8/6/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>We had a significant number of people who needed this training within the Telecommunications division of Intertech. In some cases the supervisor felt that her entire work area would benefit from this training. Since it was a five-day class, we needed to bring it in twice so that the staff in a single work area would all be able to attend. The cost of sending students to a public class was \$2295 per student. By bringing this training on site we were able to train more people at a considerable savings. Additionally, by bringing the two sessions in back-to-back we saved an additional \$1000 in shipping costs. Cost per student was around \$1815 a savings of nearly \$500 per student.</p> <p>Staff that attended one of the two sessions included, the LAN staff, Consulting Service, Product Management, and security staff. Additionally, four students attended from other agencies. These agencies were charged back \$1815.00 for each attendee.</p>		
Billable Hours (if applicable):	Total Contract Amount: 48,155	Source of Funding: 4406
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See above.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/9/00

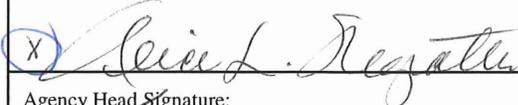
Report on Professional/Technical Contracts Over \$40,000

Public Safety

Agency MN DPS		
Contract Firm UNISYS	Master Contract Number <i>A02530</i>	
Project Name General LEMS Support	Project Number	Project Duration (Dates) <i>7/1/99 - 6/30/00</i> <i>10/1/99</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. Provide LEMS Continuation Support, on an as required basis for the Law Enforcement Message Switch in the form of System Design, consultation, training, and programming. LEMS Continuation Support includes the following categories and sub categories. 1. LEMS Application Support (Install new LEMS software, integrate fixes into the LEMS software, support local customization of the LEMS software, consult with DPS clients in interfacing with the message switch, functional training, programmer training and consulting on new functionality or capabilities.) 2. Hot Files Application Support (design code/test new programs or changes, assist in problem identification, assist in design of relational databases, and assist in database reorganization and recovery.) 3. Network Support (Assist in network configuration changes, installation of fixes to the network, and identification and resolution of network problems including equipment failures, line problems, software problems or protocol violations.) 4. System Support (Installation of new system release, installation of fixes to the system software, changes and or enhancements to SMART console operations, and performance analysis of the ClearPath and/or DCP.)</p>		
Billable Hours (if applicable)	Amount Spent \$113,603	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>This contract allows OTSS to selectively reach out for specific skills and knowledge that compliment its existing staff and allows the OTSS staff to focus on strategic issues rather than support.</p>		
Chief Executive Signature 	Title <i>Act Comm.</i>	Date <i>7/31/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Trade and Economic Development		
Contractor Name: Spangler Design Team	CFMS Contract Number: B22 2731	
Project Name: Graphic Design Services	Project Number:	Project Duration (Dates):
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Provide graphic design services for major literature produced by the department; logo creation as needed; materials for high-profile business development missions; as well as other general design necessary. A Professional/Technical Contract is entered into because we do not have the necessary skills or equipment in-house.</p>		
Billable Hours (if applicable):	Total Contract Amount: 45,000	Source of Funding: 100-800-8100
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Our department works closely with the Governor's Office as well as the Commissioner's Office to turnaround requests immediately. Having a Professional/Technical Contract with a vendor that can turnaround requests and handle everything in-house helps us meet these frequent requests.</p>		
<input checked="" type="checkbox"/>  Agency Head Signature:	Title: 	Date: 8/4/00

DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT
Professional/Technical Contracts
Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd 4(c)

contractor Next Communications
fund 200 contractor # _____
orgn-appr 4211-404 contract period 5-1/99-12/31/99
amount \$55000.00 Contract billable hours _____
\$49979.15 paid (if applicable)

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide design and pre-print services for 2000 Minnesota Travel Guide. Updated information and images using existing design. Design new cover. Receive advertising orders and layout advertising pages and provide advertising design services as ordered. Provide color separations and prepress services for entire 130 page guide.

Explain why this amount was a cost-effective way to enable the agency to provide services or products better or more efficiently:

Services not available in-house.

Division Head

Steven D. Markun 3/15/00

Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration.
DTED's contract officer can be reached at 297-1978.



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

June 26, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 78428
Develop GIS Interface for Hydinfra Software

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 422970
Contractor: Rowekamp Associates, Inc.
3800 West Old Shakopee Road, Bloomington, MN 55431
Source of Funding: Trunk Highway
Total Cost to the State: \$49,955.45
Duration of Contract: April 15, 1999 to December 30, 1999
Billable Hours: 525
Agreement Administrator: Mark Hagen
Mn/DOT Project Manager: Thomas Martin

The purpose of this Contract was to develop a user interface for querying and reporting data from the Mn/DOT hydraulic infrastructure (Hydinfra) software application and 1998 Mn/DOT Base Map. This project was contracted out because the enhanced interface needed to be in-place for the Spring 2000 annual hydraulic inspections, and Mn/.DOT did not have personnel with the necessary expertise available to perform the work when needed. The conduct of this project through an outside Contractor was cost effective to the state because the Contractor was able to deliver the final product when needed and within budget.

Sincerely,


For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
Calvin Robinson/File



Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

June 26, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 77753
TH 23 Preliminary and Final Design
in Clara City

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

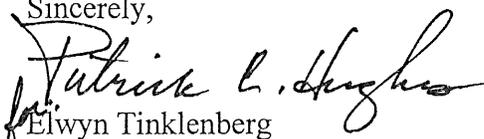
MAPS Contract Number: 420882
Contractor: Bonestroo, Rosene, Anderlik and Associates.
Address: 205 5th Street, SW Willmar, MN 56201
Source of Funding: (Trunk Highway)
Total Cost to the State: \$134,047.27
Duration of Contract: From 9/1/1998 to 4/30/2000
Agreement Administrator: Alex Chernyaev
Mn/DOT Project Manager: Ronald Mortensen

The purpose of this Contract was to conduct the Preliminary Design and Final Design for the portion of TH 23 between the junction with TH 7 and Kandiyohi County Road 5 near Willmar.

This project was contracted out as Mn/DOT did not have the personnel with necessary expertise available.

The conduct of this project through an outside Contractor was cost effective to the state because Mn/DOT did not have sufficient staff to complete the Preliminary and Final Design for this project along with other projects already being developed by District 8. By having a consultant do the work MnDOT did not have to hire extra staff or work excessive overtime and other project development was completed on time.

Sincerely,


Elwyn Tinklenberg
Commissioner



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

June 21, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 77945
TH 2 Preliminary and Final Design
in East Grand Forks

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

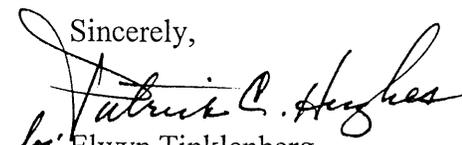
MAPS Contract Number: 421539
Contractor: ULTEIG ENGINEERS, Inc.
Address: 5201 East River Road, Suite 308 Minneapolis, MN 55421
Source of Funding: (Trunk Highway)
Total Cost to the State: \$227,205.39
Duration of Contract: From 11/3/98 to 4/29/2000
Agreement Administrator: Alex Chernyaev
Mn/DOT Project Manager: Joseph McKinnon

The purpose of this Contract was to conduct the Preliminary Design and Final Design for the portion of TH 2 located between TH 220 and Junction of TH Business 2 in East Grand Forks.

This project was contracted out as Mn/DOT did not have the personnel with necessary expertise available.

The conduct of this project through an outside Contractor was cost effective to the state because Mn/DOT did not have sufficient staff to complete the Preliminary and Final Design for this project along with other projects already being developed by District 2. By having a consultant do the work MnDOT did not have to hire extra staff or work excessive overtime and other project development was completed on time.

Sincerely,


for: Elwyn Tinklenberg
Commissioner



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

June 13, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 78093
Architectural Design Services for
State Patrol Training Facility, Camp Ripley, Little Falls, Minnesota.

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 421787
Contractor: Luken Architecture, Inc.
Source of Funding: Trunk Highway
Total Cost to the State: \$74,659.20
Duration of Contract: November 13, 1998 - May 31, 2000
Agreement Administrator: Dawn D. Thompson
Mn/DOT Project Manager: Ron Lagerquist

The purpose of this Contract was to provide Architectural Design Services for State Patrol Training Facility, Camp Ripley, Little Falls, Minnesota.

This project was contracted out as Mn/DOT did not have the employee with the expertise on staff to provide the described services.

The conduct of this project through an outside Contractor was cost effective to the State because there is limited amounts of work in this area and staffing and training of these positions would not be cost effective.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elwyn Tinklenberg', written over a horizontal line.

For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

June 13, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 78071
Phase I Archaeological and Geomorphological Survey of
S.P. 1059-19 (T.H. 200) Between Lake Itasca to Zerkel

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 422671
Contractor: Foth & Van Dyke
Source of Funding: Trunk Highway
Total Cost to the State: \$79,611.50
Duration of Contract: March 31, 1999 - May 31, 2000
Agreement Administrator: Dawn D. Thompson
Mn/DOT Project Manager: Craig Johnson

The purpose of this Contract was for Mn/DOT to Conformance with National Historical Preservation Act of 1966, Historic Preservation (36 CFR 800), Laws and Guidelines.

This project was contracted out as Mn/DOT did not have the employee with the expertise on staff to provide the described services.

The conduct of this project through an outside Contractor was cost effective to the State because of the very nature of this project is very specialized and will be on a irregular basis.

Sincerely,


For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

July 13, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 77532
Develop a Computerized Cultural Resource
Relational Database System

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 420767
Contractor: Sufficient Systems, Inc.
Source of Funding: Trunk Highway
Total Cost to the State: \$155,000.00
Duration of Contract: August 11, 1999 - March 31, 2000
Agreement Administrator: Dawn D. Thompson
Mn/DOT Project Manager: Jackie Sluss

The purpose of this contract was to develop a computerized cultural resource relational database system that can be shared and accessed by both the Minnesota Department of Transportation project managers, the State Historic Preservation Office in Minnesota Historical Society, and the State Archaeologist.

This project was contracted out as the State did not have the employees with the expertise on staff to provide the described services.

The conduct of this project through an outside Contractor was cost effective to the State due to highly specialized nature of the project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elwyn Tinklenberg', written over a white background.

For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

August 1, 2000

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 80279
Market Research
Metro Division

Dear Commissioner Fisher;

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: A08417
Contractor: MarketLine Research, Inc.
1313 5th St. SE
Mpls, MN 55414
Source of Funding: Fund # 270
Total Cost to the State: \$47,500
Duration of Contract: 5/16/00- 6/30/00
Billable Hours: NA
Agreement Administrator: Steven Porter
Mn/DOT Project Manager: Chris McMahan/William Servatius

The purpose of this Contract was to gather data on the motoring publics' preferences concerning road closure versus one lane open for construction or road repair, and to determine if changes in parameters affect preferences (i.e. rural versus metro). The research also gathered data to determine how Mn/DOT can best educate the public about the benefits of road closure.

This project was contracted out as Mn/DOT does not employ enough professionally trained interviewers to gather the needed data in a timely and cost-efficient manner.

The conduct of this project through an outside Contractor was cost effective to the state because to attempt the work on our own would have used many hours of people at higher salaries, and would have ultimately cost much more.

Sincerely,

For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File

(4/99)



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, MN 55155

August 1, 2000

Subject: Mn/DOT Agreement No. 78318
Market Research Study of Statewide Transit

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 423030
Contractor: SRF Consulting Group, Inc.
Source of Funding: 80% Federal and 20% State general fund
Total Cost to the State: 20% of total contract amount of \$50,000 = **\$10,000**
Duration of Contract: June 28, 1999 to September 29, 2000
Billable Hours: Lump sum contract
Agreement Administrator: Steve Porter
Mn/DOT Project Manager: Lee Brady

The purpose of this Contract was to gather transit rider and non-transit rider profiles, needs, and awareness of transit service.

The conduct of this project through an outside Contractor was cost effective to the state because of the Federal participation and also there are no state employees available or with the expertise to provide these services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elwyn Tinklenberg', written over a horizontal line.

For Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675

(4/99)

Department of Administration - Materials Management Division
 112 Administration Building
 St. Paul, MN 55155

Report on Professional/Technical Contracts Over \$40,000

Agency	Minnesota Veterans Board	
Facility	Veterans Home – Silver Bay	
Contractor	First Plan of Minnesota	(Master) Contract Number 419541
Project Name (if applicable)	Project Number	Project Duration (Dates) <i>5/1/98 - 4/30/00</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract.		
<p>Physician services for weekend and holiday coverage; <i>necessary for the provision of medical services to residents of facility. mxx</i></p>		
Billable Hours (if applicable)	Amount Spent: \$51,142	Source of Funding Fund 200
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.		
<p>Sole Source within 50 miles; <i>not cost effective to hire physicians for this service. mxx</i></p>		
Executive Director Signature		Date <i>6/1/00</i>
<p>Minn. Stat. §16C.08, subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

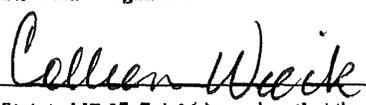
Original to Dep't. Administration, Materials Management Division
 Copies to Facility, Board Office

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Department of Administration - Office of Technology		
Contractor Name: META Group, Inc.	CFMS Contract Number: A06712/A06724	
Project Name: Adaptive Architecture Immersion Workshop	Project Number:	Project Duration (Dates): April 25-27, 2000
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Office of Technology is charged with development of a statewide technology architecture. The following items were to be addressed in the workshop</p> <ul style="list-style-type: none"> • Creating a common architecture vision between lines of business and IT • Demonstrating the value of enterprise architecture (EA) to senior management • Realizing key issues an EA must-address • Benefiting from consistent best practices • Organizing for successful EA • Constructing an "adaptive architecture" • Leveraging emerging technologies like EGS and impacting business strategy • Customizing EA approaches among organizations • Mapping the maturity of EA processes • Understanding the role of enterprise program management • Leveraging the EAS Infusion program <p>Enterprise Architecture Overview</p> <ul style="list-style-type: none"> • Why develop Enterprise Architecture? • What is Enterprise Architecture? <p>A Process Model for Enterprise Architecture</p> <ul style="list-style-type: none"> • Holistic Enterprise Architecture • Enterprise-wide Technical Architecture • Architecture Maturity <p>Getting Started (Topics and Exercise)</p> <ul style="list-style-type: none"> • Planning for an architecture initiative • Organizing for Architecture success • Assessing Organizational Readiness <p>Selling Architecture (Topics and Exercise)</p> <ul style="list-style-type: none"> • Techniques to sell management on the need for architecture • The Value of Enterprise Architecture <p>Emerging Technology Planning (Topics and Exercise)</p> <ul style="list-style-type: none"> • Instantiating the impact of technology trends <p>A Process for Enterprise Wide Technical Architecture</p> <ul style="list-style-type: none"> • Aligning IT with Strategy and Vision • Building Actionable adaptive Enterprise-Wide Technical Architecture • Technology Domain Architecture details <p>Transition Planning</p> <ul style="list-style-type: none"> • Using Enterprise Program Management to facilitate Architecture change <p>This workshop provided a common understanding of architecture, why it is important and the resources, time, and commitment required to develop. The attendees were the CIOs and lead technical staff from the cabinet agencies. The computing and networking environment in the state is very complex and the expertise to conduct this type of workshop was not available internally.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$42,000.00	Source of Funding: OT/TPB Admin Operat

Report on Professional/Technical Contracts Over \$40,000

Agency Administration/Developmental Disabilities Council		
Contract Firm Master Communications Group Inc.	Master Contract Number NA	
Project Name Two- volume CD-ROM: "Virtual Library" and "The History of Disabilities"	Project Number 413627	Project Duration (Dates) 9/27/96-11/01/97
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <ol style="list-style-type: none"> 1. Produce a CD-ROM that contains an archival record of the Council's 25-year history (studies, reports, State Plans, policy papers, publications, and other documents); product compatible with Macintosh and PC platforms; 2. Redesign and complete a CD-ROM that traces present attitudes and treatment of people with developmental disabilities and supplements the first weekend session of Partners in Policymaking , a leadership training program for parents of young children with developmental disabilities and adults with disabilities. 		
Billable Hours (if applicable) NA	Amount Spent \$83,000.00	Source of Funding Federal: P.L. 104-183
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>Vendor has expertise and experience in developing high quality education and training materials in CD-ROM format: Able to complete all production components (scan more than 10,000 pages of documents and proof to 100% accuracy, prepare user-friendly navigation system and indexing system with search capability, use software compatible with Macintosh and PC platforms; able to redesign and make necessary repairs to CD-ROM, produced by another vendor, that was an incomplete and unsatisfactory product when delivered. Final products are in a usable and educational format.</p>		
Chief Executive Signature 	Title Exec Dir.	Date 11/7/97
<p>MN Statute 16B.17, Subd (c) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		



Department of Administration

DIVISION OF PROCUREMENT
 CONTRACT MANAGEMENT SECTION
 112 ADMINISTRATION BUILDING
 ST. PAUL, MN 55155
 (612) 296-8489

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management.

A. Department/Division ADMIN./D.S.B.C.		Contractor Name MILLER-DUNWIDDIE-ASSO.	
Contract No.		Effective Dates	
Total Amount \$ 153,002.70		From: SEPT. 1993	To: OCT. 1997
Amendment No.		Amendment Dates, if any	
Amount		From: OCT. 1993	To: —
		From: —	To: JULY 1997

B. Brief description of work required:
REMODEL BUILDINGS #20 & #21 AT BRAINERD R.#S.C.

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time?
 If no, explain. Yes No

2. Did the work involve recommendations for future actions by your agency?
 If yes, will these recommendations be implemented?
 If no, explain. Yes No

3. Were the contractor's services and the documents produced satisfactory?
 If no, explain. Yes No

4. Would you engage the contractor's services again?
 If no, explain. Yes No

5. General Comments:
EXCELLANT PERFORMANCE-DHS WAS VERY SATISFIED.

D. Complete when the final product of a contract is a report.

Report Title: _____ Report Date: _____

Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

E. Signature of Contract Authorized Agent: _____ Date: **10/2/97**

Agency Authorized Signature: _____ Date: **10/2/97**



Department of
Administration

DIVISION OF PROCUREMENT
CONTRACT MANAGEMENT SECTION
112 ADMINISTRATION BUILDING
ST. PAUL, MN 55155
(612) 296-8489

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management.

A. Department/Division ADMIN/D.S.B.C.		Contractor Name BWBR ARCHITECTS	
		Effective Dates	
Contract No.	Total Amount \$ 602,678.00	From: 09/17/1992	To: 10/22/1996
Amendment No.	Amount	Amendment Dates, if any	
		From:	To:
		From:	To: 10/22/1996

B. Brief description of work required:
ADDITION AND REMODELING TO HIGH SECURITY BUILDING AT ST. PETER REGIONAL TREATMENT CENTER

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? Yes No
If no, explain.

2. Did the work involve recommendations for future actions by your agency? Yes No
If yes, will these recommendations be implemented? Yes No
If no, explain.

3. Were the contractor's services and the documents produced satisfactory? Yes No
If no, explain.

4. Would you engage the contractor's services again? Yes No
If no, explain.

5. General Comments:
EXCELLANT PERFORMANCE.

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent [Signature]	Date 10/29/97	Agency Authorized Signature [Signature]	Date 10/2/97
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Administrative
Hearings

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, April 25, 2006 1:12 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us; Elizabeth.Kemling@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, April 25, 2006 at 13:11:40

_config: ot/vendeval2
project: test
id_part1: 999
id_part2: 9999
cfms: 1234
vendor: ilo[pi
agency: Administrative Hearings
evaluator: klm;lo
eval_date: 01/05/2006
email_list: elizabeth.kemling@state.mn.us
purpose: kjoko
accomplished: No
accomplished_e: io;ljo
contract_date: 11/11/2005
amended_date: 11/11/2004
actual_date: 11/11/2005
contract_cost: 2500.00
amended_cost: 2550.00
actual_cost: 3000.00
most_effective: hjj
amended: No
terminated: Yes
terminated_e: hkyguh
engage: Yes
engage_e: mhggukh
comments: hg bh

Agriculture

David Schmidtke

Date sent: Thu, 7 Jan 2010 14:26:16 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Larry.Palmer@state.mn.us,
Russ.Havir@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/07/2010.

project: Human Resources One-Stop

id_part1: B04

id_part2: 2450

cfms: B32516

vendor: Genus Technology

agency: Agriculture Dept

evaluator: Larry Palmer

eval_date: 01/07/2010

email_list: larry.palmer@state.mn.us, russ.havir@state.mn.us

purpose: The Minnesota Department of Agriculture contracted with a P/T services vendor to analyze, design and develop a workflow management process using IBM Content Manager. The MDA examined current staff skills & knowledge and determined in-house resources were inadequate to perform the required tasks. accomplished: No accomplished_e: The services provided by the vendor to evaluate the native IBM Content Manager workflow tool was satisfactory. The findings from the tool evaluation and requirements documentation phase showed the objectives of the project could not be met within the scope identified. Therefore, this led the Project Team to cancel the project on November 16, 2009 during discovery/design period. contract_date: 08/19/2009 actual_date: 12/31/2009 contract_cost: 21,960 actual_cost: 14,025 cost_effective: The business need was to streamline the hiring process using a technology solution already licensed for use within MDA. The P/T contract provided skilled and knowledgeable professionals to evaluate the desired approach and design a solution. amended: No terminated: Yes terminated_e: Upon discovery the objectives could not be met, the project was promptly canceled. engage: Yes engage_e: The vendor resources assigned to this engagement were professional and experienced.

Kelly Heffron

Date sent: Wed, 30 Sep 2009 15:01:30 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/30/2009.

project: Laboratory Information System Upgrade

id_part1: B04

id_part2: 2261

cfms: B19078

vendor: ThermoFisher Scientific

agency: Agriculture Dept

evaluator: Rick Jordan

eval_date: 09/30/2009

purpose: Purpose was to facilitate the update of the MDA Laboratory Service Division,s (LSD) Nautilus LIMS sofeware to the most current release and to aide in the establishment of a proper operational and testing environment.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 05/06/2009

contract_cost: 39,550.40

actual_cost: 37,300.40

cost_effective: By ingaging the vendor in this way MDA, LSD was able to correct system database problems, prepare the proper hardware and software environment and to perform the physical software upgrade in an accurate, efficient and timely manner. There were little or no gaps in service to internal users and customers.

amended: No

terminated: No

engage: Yes

engage_e: Thier knowledge of our particular system was instrumental in quickly diagnosing problems and were adapt at instructing IT staff in maintaining and servicing system.

comments: Excellent training of system tools for correcting problems.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, October 16, 2006 10:17 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, October 16, 2006 at 10:17:05

_config: vendeval
project: JAVA, Web Sphere and WSAD Training
id_part1: B04
id_part2: 1596
cfms: A72976
vendor: Born Information Services
agency: Agriculture Dept
evaluator: Kurt Wood
eval_date: 10/16/2006
purpose: Knowledge transfer and Java & WebSphere training
accomplished: Yes
contract_date: 4/15/2005
amended_date: 6/30/2005
actual_date: 6/30/2005
contract_cost: 10,800
actual_cost: 3,960
cost_effective: The contactor had used a former MDA employee that was familiar with our
systems and needs
amended: Yes
amended_e: To extend the dates due to contactor conflicts
terminated: No
engage: Yes
engage_e: They provided the support we needed at a reasonable cost

Sandy Lueth

From: Steve.Gustafson@state.mn.us
ent: Tuesday, February 07, 2006 2:35 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Greg.Buzicky@state.mn.us; Larry.Palmer@state.mn.us; Roger.Mackedanz@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, February 07, 2006 at 14:35:24

_config: ot/vendeval2
project: Compliance Management Application
id_part1: B04
id_part2: 1554
cfms: A72283
vendor: Midwave Corporation
agency: Agriculture Dept
evaluator: Larry Palmer
eval_date: 02/07/2006
email_list: greg.buzicky@state.mn.us, larry.palmer@state.mn.us, roger.mackedanz@state.mn.us
purpose: The Minnesota Department of Agriculture (MDA) needed one Project Manager / Business Analyst and (optional) one Technical Support Analyst to assist MDA staff in the successful implementation of a selected vendor software package. The Agronomy and Plant Protection (APP) Division is responsible for regulation of the use and handling of agricultural chemicals. Current business processes rely heavily on paper-based forms, utilizing a mix of discrete options (check boxes) and hand written notations to record findings. The Project Manager / Business Analyst will lead the Agronomy and Plant Protection pesticide regulatory programs through analysis, planning, design, and adaptation of new business processes.
accomplished: No
accomplished_e: The project plan included the following phases: Administration, Validation, Design, Development, Testing, Documentation and Training, and Go-Live. Phases that were in process but not completed at the end of the contract included Testing, Documentation and Training, and Go-Live.
contract_date: 12/01/2005
amended_date: 12/31/2005
actual_date: 12/31/2005
contract_cost: 90,000
amended_cost: 160,200
actual_cost: 160,200
cost_effective: Current business processes rely heavily on paper-based forms, utilizing a mix of discrete options (check boxes) and hand written notations to record findings. The new electronic tool set will
amended: Yes
amended_e: It was determined through current work efforts, project status reports, end-user feedback, and project team assessment that additional contractor effort was needed to successfully complete the tasks outlined in the Statement of Work.
terminated: No
engage: Yes

Bureau of
Criminal Apprehension

Kelly Heffron

Date sent: Thu, 19 Mar 2009 16:11:53 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/19/2009.

project: Minnesota Generic Database Upgrade

id_part1: B14

id_part2: 2249

cfms: B14849

vendor: Alan Peck

agency: Animal Health Board

evaluator: Ray Scheierl

eval_date: 03/19/2009

email_list: Ray.Scheierl@bah.state.mn.us

purpose: Develop Oracle reports which allow for monitoring and tracking animal movement between premises. The Minnesota Board of Animal Health does not have a full time state employee to develop Oracle reports.

accomplished: Yes

contract_date: 12/31/2008

actual_date: 12/31/2008

contract_cost: 24735

actual_cost: 24735

cost_effective: The Minnesota Board of Animal Health does not have enough Oracle application forms and reports development work to warrant a full time Oracle developer employee. It is most cost effective to contract the work out as needed through out the year.

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 26 Jun 2008 14:44:35 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 26, 2008 at 14:44:35

_config: vendeval
project: Minnesota Generic Database Enhancements
id_part1: B14
id_part2: 1931
cfms: A95880
vendor: Alan Peck
agency: Animal Health Board
evaluator: Ray Scheierl
eval_date: 06/26/2008
email_list: Ray.Scheierl@bah.state.mn.us
purpose: Modification and development of applications and forms that enhance the Minnesota Generic Database (GDB) to interface and synchronize with the United States Department of Agriculture's (USDA) Animal Health and Surveillance Database (AHSM).
accomplished: Yes
contract_date: 06/15/2007
actual_date: 05/12/2007
contract_cost: \$27,500
actual_cost: \$27,500
cost_effective: The Minnesota Board of Animal Health does not have enough Oracle application and form development work to employ a full time Oracle developer. It most cost effective to contract this 500 hours of work needed during a year out.
amended: No
terminated: No
engage: Yes
engage_e: The applications that Alan Peck develops work without error and met the design requirements.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Of Criminal Apprehension (BCA)-Criminal Justice Information Systems (CJIS)		
Contractor Name: Unisys Corp.		CFMS Contract Number: A58118
Project Name (if applicable): Server Consolidation Study	Project Number (if applicable):	Project Duration (Dates): 3/29/2004 to 6/30/2004
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To provide a comprehensive evaluation of BCA's applications and target environments for 3 Unisys ES7000 servers purchased by the BCA off of state contract # 429558. Contractor will also evaluate the BCA's daily business processes for services to include interactivity of applications with each other, application usage (load), security concerns and other business drivers such as "Clustering" for high availability. The ES7000 environment is proprietary and therefore Unisys was the only qualified vendor to perform the work. No state staff was qualified to do this type of evaluation.		
Billable Hours (if applicable):	Total Contract Amount: \$ 70,000	Source of Funding: CJIS General Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: State staff were committed to other projects and did not have the skill set necessary to perform this work.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: The ES7000 environment is proprietary and therefore Unisys was the only qualified vendor to perform the work. No state staff was qualified to do this type of evaluation.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The work was done on time and in a satisfactory manner. The recommendations and roadmap that BCA CJIS received from this study will be used over a period of time for migration of applications to the new ES7000 environment.		
Agency Head Signature: 	Title: ASST. COMM	Date: 8/20/04

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

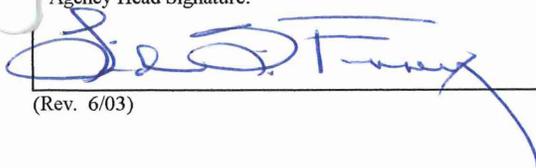
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Of Criminal Apprehension (BCA)-Criminal Justice Information Systems (CJIS)		
Contractor Name: Unisys Corp.	CFMS Contract Number: A58118	
Project Name (if applicable): Server Consolidation Study	Project Number (if applicable):	Project Duration (Dates): 3/29/2004 to 6/30/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To provide a comprehensive evaluation of BCA's applications and target environments for 3 Unisys ES7000 servers purchased by the BCA off of state contract # 429558. Contractor will also evaluate the BCA's daily business processes for services to include interactivity of applications with each other, application usage (load), security concerns and other business drivers such as "Clustering" for high availability. The ES7000 environment is proprietary and therefore Unisys was the only qualified vendor to perform the work. No state staff was qualified to do this type of evaluation.</p>		
Billable Hours (if applicable):	Total Contract Amount:	Source of Funding: CJIS General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State staff were committed to other projects and did not have the skill set necessary to perform this work.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The ES7000 environment is proprietary and therefore Unisys was the only qualified vendor to perform the work. No state staff was qualified to do this type of evaluation.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The work was done on time and in a satisfactory manner. The recommendations and roadmap that BCA CJIS received from this study will be used over a period of time for migration of applications to the new ES7000 environment.</p>		
Agency Head Signature: 	Title: <i>acting Superintendent</i>	Date: <i>August 13, 2004</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Bureau Of Criminal Apprehension (BCA)-Criminal Justice Information Systems (CJIS)		
Contractor Name: Tata Consultancy Services	CFMS Contract Number: A56534	
Project Name (if applicable): Computerized Criminal; History (CCH) on the Internet	Project Number (if applicable):	Project Duration (Dates): 1/12/2004-7/23/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>During the 2003 legislative session a bill was passed requiring the BCA to develop an Internet interface for citizens and businesses to access State of Minnesota public CCH to be placed into production by 7/1/2004. The BCA had no development resources available that were not committed on other projects within that timeframe therefore the legislation allowed the BCA to contract for services to develop this interface.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$135,090.00	Source of Funding: SF 0840-1A (2003 Session)
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>It was the only way to accomplish <i>the legislative deliverables.</i> ^{rt}</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The contract was competitively bid by RFP.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>TCS America produced a superior product, was outstanding in their approach to development and was accommodating to a fluid environment and very easy to work with. They produced the required development on time, on budget and provided value added features such as having their in-house user interface expert review the design for user functionality and user friendliness at the expense of TCS (Most of those recommendations were subsequently implemented) and BCA CJIS staff mentoring in UML, OOAD and the Mercury QuickTest tool. In addition TCS provided many UML artifacts, web based tracking of issues and web based project access.</p>		
Agency Head Signature: 	Title: <i>adg</i> <i>Superintendent</i>	Date: <i>8/11/04</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference library).

Agency: Bureau of Criminal Apprehension		
Contractor Name: Printrak, A Motorola Company		CFMS Contract Number: A36334
Project Name (if applicable): Cardhandler Program Phase 1A	Project Number (if applicable):	Project Duration (Dates): 12/2/02 - 08/29/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Allowed the BCA to meet its statutory mandates under MN Statutes 299C.10, 299C.11, 299C.62, 299C.68, 122A.18 subpart 8, 123B.03 subpart 1, 326.336, and 171.321. Statutes 299C.10 and 299C.11 require the BCA to accurately record fingerprints and criminal history in a timely fashion, and to provide accurate background checks, also in a reasonable time. Section 299C.62 requires background checks for children's service providers. Section 299C.68 provides for background checks of apartment managers with the means to enter tenants' dwellings. 122A.18 requires background checks for teacher and 123B.03 requires background checks for all school employees. Statute 326.336 requires background checks on security guards and statute 171.321 requires background checks for school bus drivers. Upgrades were made to the Cardhandler to: <ul style="list-style-type: none"> • Provide ORI selection for each Arrest Count. This allowed for multiple arresting agencies to be entered on a single booking. • Provide confirmation of receipt messages from the Cardhandler to the originating Live Scan upon receipt of a Live Scan submission. This gave the submitting agency confirmation that the live scan transmission was received at the Cardhandler. • Provide the ability for Name Search Verification to maintain the CCH candidate name list sequence. This allowed the fingerprint technicians to view the responses based on the confidence level determined by the CCH. • Provide the ability to view rolled and slap prints during Quality Control. This allowed for the fingerprint technicians to view slap prints along with rolled images to verify correct fingerprinting sequence. • Provide workflow modifications to prevent Live Scan users from resubmitting a booking until the temporary ID number (TIN) has been returned. This prevented the possibility of a booking being transmitted multiple times. 		
Billable Hours (if applicable):	Total Contract Amount: \$235,200.00	Source of Funding: 200 3240 323
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: It allowed Live Scan agencies to perform the electronic transmission of booking information more efficiently by allowing them to enter multiple arresting agencies on one booking vs. doing separate bookings for each arresting agency. Allowed Live Scan agencies to receive status messages on their live scan transmissions so the possibility of transmitting duplicate bookings was eliminated. Gave the fingerprint technicians the ability to view the highest hitting subjects at the beginning of the list vs. scrolling through all candidates to determine which subjects had the highest hitting scores and the ability to view both rolled and slap prints so that they could verify all fingers were rolled in the correct sequence. These changes allowed both the Live Scan agencies and the BCA Fingerprint Technicians to perform their duties more affectively and efficiently.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: The AFIS in the State of Minnesota is Printrak, A Motorola Company, product. This product consists of a series of proprietary software and equipment that operates together. This is a unique system and does not lend itself to swapping parts/software from other AFIS vendors when something does not work or when upgrades are needed.		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: All deliverables, tasks, and milestones have been completed for this project as described in the contract and in the Statement of Work dated November 21, 2002. Implementation of this project proceeded in accordance with a finalized project schedule that was jointly approved by Printrak and BCA and was completed within the time allotted.		
Agency Head Signature: 	Title: Director, AFIS	Date: 10/17/03

Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Bureau of Criminal Apprehension		
Contract Firm: Myriad Genetic Laboratories	Master Contract No: A17828	
Project Name:	Project No:	Project Duration (Dates) 2/20/01—12/31/01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Myriad Genetic Laboratories was contracted to perform professional/technical services using STR DNA testing procedures to analyze blood samples collected from convicted offenders so that these samples could be added to existing DNA databases.</p>		
Billable Hours (if applicable):	Amount Spent: \$144,000.00	Source of Funding: National Institute of Justice. (NIJ)
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The BCA was attempting to analyze approximately 10,000 samples using a new DNA testing technique. Current laboratory capacity could not meet the demand to do so in a timely manner. The NIJ allocated funds in the form of grants to forensic laboratories around the country to outsource back-logged samples in order to expedite the process of adding them to offender databases.</p>		
Chief Executive Signature: 	Title: Superintendent	Date: 3-12-2002
<p>MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Campanon Finance
and Public Board
Disclosure Board

Report on Professional/Technical Contracts Over \$40,000

Agency: Campaign Finance and Public Disclosure Board
Contract Firm: McMullen Software Corporation
Project Name: Campaign Finance Management System
Project Dates: 7/1/97-6/30/99

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The contract was to develop a Windows-based application for use by political committees to manage their campaign finance activities and report them to the Board electronically. It was necessary to enter into a contract for this project since the Board does not have staff resources sufficient for a software development project of this size. The development effort required multiple developers over a period of more than one year. It would not be practical to attempt to hire employees to carry out such an effort. Rather, it was necessary to obtain the services of an organization already established to provide the range and level of resources required.

Amount spent: \$85,830

Source of Funding: Legislative appropriation for this purpose

Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently:

The agency conducted an extensive RFP process to select the vendor for this project. Based on that process, the agency concluded that the selected vendor offered the strongest package of services at the best price. Several vendors notified the agency that they felt the budget for the project was too small and they declined to propose. It would not have been cost efficient to hire several new employees for a short term, even if people with the necessary expertise were available.

The project itself benefits the agency's clients who use the application by giving them a tool to test compliance with statutory requirements as they enter financial transactions. One of the goals of the project was to enable clients to eliminate inadvertent errors in financial activities. The agency's review of the application suggests that this goal has been met.

Additionally, the electronic filing component of the software will, as demonstrated in the last election cycle, eliminate significant amounts of data entry now done by staff. While this reduction will not result in direct financial savings, it will make staff available for more client training and customer service, thus improving the agency's overall delivery of service and assisting clients in voluntarily complying with the law.

Chief Executive Officer: 

Jeanne Olson

Title: Executive Director

Date: July 26, 1999

Children, Families,
and Learning

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <p align="center">A30344</p>		Contractor's Name: (Exactly as it appears on the contract) <p align="center">MN Institute of Public Health/MN Prevention Resource Ctr</p>
Actual amount <u>spent</u> on contract: <p align="center">\$73,235.84</p>	Beginning and Ending dates of contract <p align="center">9-28-01 through 6-30-2003</p>	Funding Source: (State, Federal, Other – If Other, please identify) <p align="center">State Tobacco Endowment</p>

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

PURPOSE:

Evaluation of MDE's tobacco use prevention initiative for school programs.

RATIONALE:

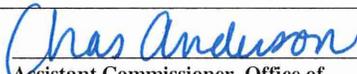
As a requirement of the grant received from MDH who managed the tobacco prevention program, the evaluation was conducted to provide information to correct and improve the program as it developed and to verify the importance of school-based programs.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Evaluation requires a non-biased collection and interpretation of data.

Signatures:


 Authorized Representative Date 1/20/04


 Assistant Commissioner, Office of Date
 Finance and Administrative Services 4/24/04

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A27569		Contractor's Name: (Exactly as it appears on the contract) MetriTech, Inc.	
Actual amount spent on contract: \$1,261,434.00	Beginning and Ending dates of contract 8/10/01-6/30/03	Funding Source: (State, Federal, Other – If Other, please identify) State and Federal	

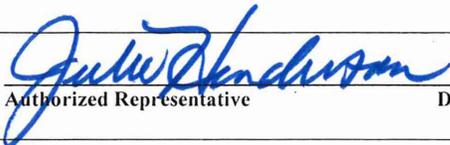
Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of this contract was to fulfill state legislation requiring a "commissioner approved test of academic English". The provisions in the Limited English Proficient (LEP) state law at the time for LEP students was for them to have test scores below a test to receive state level supplementary funds. MetriTech, Inc. was a testing company that produces the Test of Emerging Academic English, and therefore, was the choice at the time.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Because LEP is a special population for which tests are not normally designed and because MetriTech specialized in this type of test, it was a cost effective means for Minnesota to fulfill the legislation. It would have been impossible at the time for the testing department to do this work in house. They required a test vendor who knew how to develop a test of emerging academic English for LEP students, and MetriTech was the only company at the time that had such a test.

Signatures:

 10/6/03
 Authorized Representative Date

 10/10/03
 Assistant Commissioner, Office of Finance and Administrative Services Date

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A30372		Contractor's Name: (Exactly as it appears on the contract) State of Health Products, DBA Public Private Enterprises, Inc.	
Actual amount spent on contract: \$55,000 \$ 72,000	Beginning and Ending dates of contract 11/30/01-6/30/03	Funding Source: (State, Federal, Other – If Other, please identify) Federal	
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. A contract was entered into with State Health Products to design and maintain a health information Web site co-sponsored by the Minnesota Department of Education and Health. Project activities included expanding the Web site's navigation features, expanding the availability of resources available through the site, hosting the site and providing ongoing maintenance.</p>			
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>State of Health Products is a health-focused Web company with a long history in tobacco prevention and development of the K-12 Today Web Site. Staff could deliver in a timely fashion the material and the tools addressing the CDC 6 Risk Behaviors.</p> <p>MDE entered into this contact to access the expertise necessary to construct and maintain the site because MDE IT staff were not available to provide the necessary level of assistance and time commitment to meet the timelines established by the Centers for Disease Control and Prevention Grant which provides the funding for this activity.</p>			
Signatures:			
 _____ Authorized Representative	8-20-03 _____ Date	 _____ Deputy Commissioner	9/29/03 _____ Date

ASSISTANT
OFFICE OF FINANCE & ADMIN SERV

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A29253		Contractor's Name: (Exactly as it appears on the contract) <p align="center">Worksite Wellness Program</p>
Actual amount spent on contract: <p align="center">\$121,350</p>	Beginning and Ending dates of contract <p align="center">9-17-01 through 6-30-03</p>	Funding Source: (State, Federal, Other – If Other, please identify)

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

To design and provide seminars, web-based programs and other staff development regarding evidence-based tobacco use prevention curricula for middle school and high school teachers. Worksite wellness will also convene a panel of educators to review tobacco use prevention resources and publish the results. Technical assistance was provided to middle school pilot sites developing comprehensive school-based programs including policy, curriculum student services and family linkages.

The current workload did not allow for the scope of work to be managed by state staff. The requirements for time and expertise in development and implementation of the scope of work cannot be accomplished.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

State staff do not have the broad base and specific knowledge in tobacco use prevention and a clinical understanding of nicotine dependence and treatment. The contractor had the experience of assisting on a case-by-case basis local schools in partnership with communities in implementing the theories related to tobacco use prevention and establishing relationships with educators and public health personnel in tobacco use prevention

Given this wide base, the contractor was able to spring board the project with minimal start up time.

Signatures:

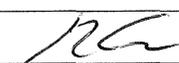
[Signature] 09/08/03
 Authorized Representative Date

[Signature] 9/19/03
 Deputy Commissioner, Office of Finance & Administrative Services Date

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A32990		Contractor's Name: (Exactly as it appears on the contract) Roger Trent	
Actual amount spent on contract: \$27,805.49	Beginning and Ending dates of contract July 1, 2001-June 30, 2003	Funding Source: (State, Federal, Other – If Other, please identify) Federal	
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>This person provided expert consultation on Minnesota's large-scale assessment, serving on MDE's national Technical Advisory Committee. This committee provides advice and recommendations on all aspects of statewide assessment including item development, test construction, test administration, scoring, and reporting. This committee is necessary because of the highly complex and technical nature of large scale assessments where the consequence of error is very costly in terms of dollars and inconvenience to schools and students.</p>			
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>Short-term consultation by highly skilled and knowledgeable experts has worked satisfactorily for our technical needs and proven to be cost-effective, given the alternative of employing persons with this expertise.</p>			
<p>Signatures:</p> <p> _____ Authorized Representative</p> <p> _____ Assistant Commissioner, Office of Finance and Administrative Services</p>		<p>_____ 8/26/03 Date</p>	

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A32991		Contractor's Name: (Exactly as it appears on the contract) Susan E. Phillips	
Actual amount spent on contract: \$15,976.51	Beginning and Ending dates of contract July 1, 2001-June 30, 2003	Funding Source: (State, Federal, Other – If Other, please identify) Federal	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

This person provided expert consultation on Minnesota's large-scale assessment, serving on MDE's national Technical Advisory Committee. This committee provides advice and recommendations on all aspects of statewide assessment including item development, test construction, test administration, scoring, and reporting. This committee is necessary because of the highly complex and technical nature of large scale assessments where the consequence of error is very costly in terms of dollars and inconvenience to schools and students. This person also provided specialized legal consultation, as she is also an attorney with unique experience with large scale assessments in several states.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Short-term consultation by highly skilled and knowledgeable experts has worked satisfactorily for our technical needs and proven to be cost-effective, given the alternative of employing persons with this expertise.

Signatures:

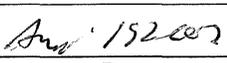
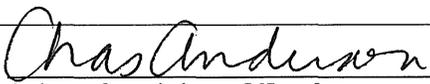
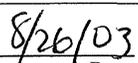
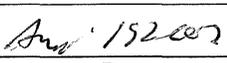
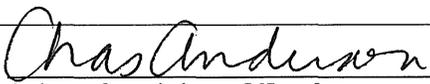
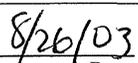
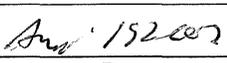
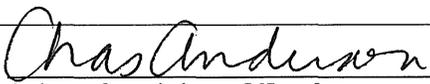
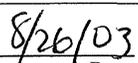
RA *Aug. 19 2003*
Authorized Representative Date

Chas Anderson *8/26/03*
Assistant Commissioner, Office of Date
Finance and Administrative Services

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

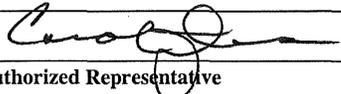
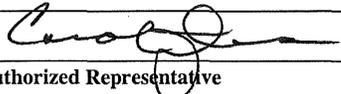
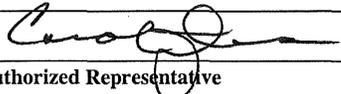
Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A32989		Contractor's Name: (Exactly as it appears on the contract) John Olson					
Actual amount spent on contract: \$36,207.16	Beginning and Ending dates of contract July 1, 2001-June 30, 2003	Funding Source: (State, Federal, Other – If Other, please identify) Federal					
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>This person provided expert consultation on Minnesota's large-scale assessment, serving on MDE's national Technical Advisory Committee. This committee provides advice and recommendations on all aspects of statewide assessment including item development, test construction, test administration, scoring, and reporting. This committee is necessary because of the highly complex and technical nature of large scale assessments where the consequence of error is very costly in terms of dollars and inconvenience to schools and students.</p>							
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>Short-term consultation by highly skilled and knowledgeable experts has worked satisfactorily for our technical needs and proven to be cost-effective, given the alternative of employing persons with this expertise.</p>							
<p>Signatures:</p> <table style="width:100%; border:none;"> <tr> <td style="width:50%; text-align:center; vertical-align:bottom;">  Authorized Representative </td> <td style="width:50%; text-align:center; vertical-align:bottom;">  Date </td> <td style="width:50%; text-align:center; vertical-align:bottom;">  Assistant Commissioner, Office of Finance and Administrative Services </td> <td style="width:50%; text-align:center; vertical-align:bottom;">  Date </td> </tr> </table>				 Authorized Representative	 Date	 Assistant Commissioner, Office of Finance and Administrative Services	 Date
 Authorized Representative	 Date	 Assistant Commissioner, Office of Finance and Administrative Services	 Date				

DUPLICATE

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A28027		Contractor's Name: (Exactly as it appears on the contract) Valerian John DBA EMPOWER					
Actual amount spent on contract: \$195,800	Beginning and Ending dates of contract 9-1-2001 through 5-15-2003	Funding Source: (State, Federal, Other – If Other, please identify) State & Federal					
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>This project continued the development of a comprehensive web-based Grants Management System that was begun under a technical assistance program award from the U.S. Department of Justice. The web-based grants management system tracks award, financial, administrative and security issues for grants program staff at MDE. The system allows for tracking grant awards, generating grant contracts, tracking line item budgets and processing requests for grantee award payments. Additionally up to 1000 grantees will file expenditure reports and progress reports online.</p>							
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>Because the system was computerized, accuracy in financial transactions greatly improved. This alleviated time spent troubleshooting between MDE fiscal department and the Learning Readiness and Support team. Many times a hand-written invoice was not read correctly by the fiscal department because of handwriting or incorrect account numbers. Because all budgets were in the system, balancing to the State's accounting system, MAPS, became straightforward and no longer needed to be done manually by pulling paper files.</p> <p>Customer service also improved as turn around time greatly improved. Reimbursement payments are now processed in half the time. MDE grants staff are now able to apply this time to other needs of the team.</p>							
<p>Signatures:</p> <table style="width: 100%; border: none;"><tr><td style="width: 45%; text-align: center; border: none;"> Authorized Representative</td><td style="width: 15%; text-align: center; border: none;">8-20-03 Date</td><td style="width: 40%; text-align: center; border: none;"> Assistant Commissioner, Office of Finance and Administrative Services</td><td style="width: 10%; text-align: center; border: none;">8/21/03 Date</td></tr></table>				 Authorized Representative	8-20-03 Date	 Assistant Commissioner, Office of Finance and Administrative Services	8/21/03 Date
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Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

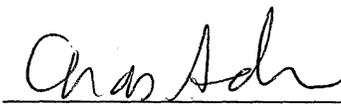
This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A 28263		Contractor's Name: (Exactly as it appears on the contract) Leah Goldstein									
Actual amount spent on contract: \$89,956.81	Beginning and Ending dates of contract Oct. 1, 2001 – June 30, 2002	Funding Source: (State, Federal, Other – If Other, please identify) Federal									
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract was to develop a tool for evaluating MN charter schools on the extent to which they were meeting the purposes/goals stated in the MN charter school law; apply the tool to a sample of charter schools and write a report on the results to inform MN stakeholders and policymakers. The contract was necessary because there were not any CFL staff qualified and available to conduct such an evaluation. In addition, an outside contractor supported the perception of increased objectivity and credibility.</p>											
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>The results of this contract will help the Department and charter schools policy makers in making decisions about providing future support and technical assistance to promote successful charter school in their development and operation. Based on the results of this evaluation, resources (human and fiscal) can be directed to areas that need the most improvement in Minnesota's charter schools.</p>											
<p>Signatures:</p> <table border="0" style="width:100%"> <tr> <td style="text-align:center"><i>Andrea Coffey</i></td> <td style="text-align:center">4-8-03</td> <td style="text-align:center"><i>Chas And</i></td> <td style="text-align:center">4/14/03</td> </tr> <tr> <td style="text-align:center">Authorized Representative</td> <td style="text-align:center">Date</td> <td style="text-align:center">Deputy Commissioner <i>assistant</i></td> <td style="text-align:center">Date</td> </tr> </table>				<i>Andrea Coffey</i>	4-8-03	<i>Chas And</i>	4/14/03	Authorized Representative	Date	Deputy Commissioner <i>assistant</i>	Date
<i>Andrea Coffey</i>	4-8-03	<i>Chas And</i>	4/14/03								
Authorized Representative	Date	Deputy Commissioner <i>assistant</i>	Date								

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

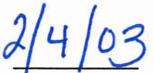
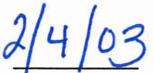
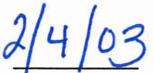
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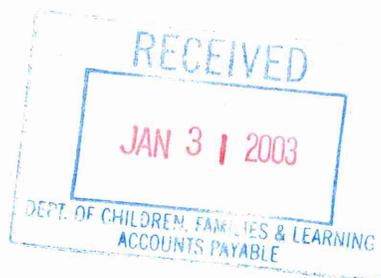
Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <p align="center">A14653/A46834</p>		Contractor's Name: (Exactly as it appears on the contract) <p align="center">U of Minnesota – CEED</p>	
Actual amount <u>spent</u> on contract: <p align="center">\$146,131.00</p>	Beginning and Ending dates of contract <p align="center">10/1/00-9/30/02</p>	Funding Source: (State, Federal, Other – If Other, please identify) <p align="center">Federal – Child Care Research Partnership</p>	
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Department of Children, Families & Learning received a three-year research partnership grant from the Federal government to implement five research studies in Minnesota to better understand the impact of child care assistance on the market for child care and on the outcomes for families and children. The U of Minnesota, CEED, was one of the partners included in the grant application.</p> <p>This agency had recently completed the development of a methodology to measure the quality of child care in Minnesota. One aspect of the federal grant application is to conduct the study on the quality of child care in Minnesota. Since the staff at the University were responsible for designing the methodology they were identified as an appropriate partner in the federal grant application and are responsible for implementing the study.</p> <p>Due to the specialized training in research methodologies necessary to carry-out this study it was necessary to enter into this contract.</p>			
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>Due to the nature of this work, training and dedication of state staff time to complete this study was not possible. The contractor was able to focus their efforts on the research involved in the study. They also were able to provide other University resources to the project.</p>			
<p>Signatures:</p> <p>   </p> <p align="center"> _____ _____ _____ _____ </p> <p align="center"> Authorized Representative Date Deputy Commissioner Date </p> <p align="center"> 10/21/02 3/11/03 </p>			

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

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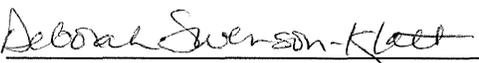
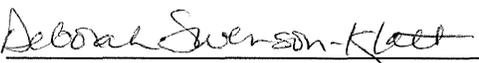
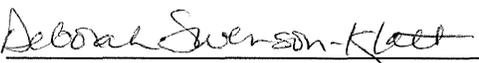
Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <p align="center">A28775</p>		Contractor's Name: (Exactly as it appears on the contract) <p align="center">North Central Service Cooperative</p>					
Actual amount spent on contract: <p align="center">\$297,320.40</p>	Beginning and Ending dates of contract <p align="center">10/1/01-9/30/02</p>	Funding Source: (State, Federal, Other – If Other, please identify) <p align="center">Federal & Other (Other is a revenue account.)</p>					
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Department of Children, Families & Learning receives funding to enhance the infrastructure of early childhood programs in Minnesota. The Department sponsors several events throughout the state to obtain public input. A vendor is needed to provide the logistical structure for gathering this statewide input which is used to advise the Commissioner and to serve as a catalyst for establishing a continuum of coordinated, integrated, culturally responsive and family-centered early childhood services for families.</p> <p>Through this contract public input was received on early childhood programs in Minnesota. The Commissioner was advised on issues pertaining to funding and policies. Statewide focus groups, parent interviews, meetings, trainings, workshops and public hearings were conducted.</p>							
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>Due to the volume of work included in this contract dedication of state staff time to complete this work was not possible or cost-effective. The input gathered has assisted the Department in obtaining funding and targeting resources in an effective manner so that families in Minnesota may access quality early childhood programs.</p>							
<p>Signatures:</p> <table border="0"> <tr> <td align="center">  <hr/> Authorized Representative </td> <td align="center">  <hr/> Date </td> <td align="center">  <hr/> Deputy Commissioner <i>asst.</i> </td> <td align="center">  <hr/> Date </td> </tr> </table>				 <hr/> Authorized Representative	 <hr/> Date	 <hr/> Deputy Commissioner <i>asst.</i>	 <hr/> Date
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Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

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Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <p align="center" style="font-size: 1.2em;">A15095</p>		Contractor's Name: (Exactly as it appears on the contract) <p align="center" style="font-size: 1.2em;">Wilder Research Center</p>					
Actual amount <u>spent</u> on contract: \$ 207,139	Beginning and Ending dates of contract 11/1/00-9/30/02	Funding Source: (State, Federal, Other – If Other, please identify) Federal – Child Care Development Fund					
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Department of Children, Families & Learning entered into a contract with Wilder Research Center to assist in the development of outcome-based grants for the Child Care programs. The initial work with Wilder Research Center involved developing an outcome-based RFP for the Child Care grant programs, entering into outcome based grants with 39 short-term (or one-time) grantees and working with 10 long-term (or grantees receive funding year after year) to introduce them to an outcome evaluation system. The work of this contract with Wilder Research Center was for the following data collection activities involved in the outcome evaluation:</p> <ol style="list-style-type: none"> 1. Coordinate mailing of survey agreement form packets to up to 1000 providers. 2. Coordinate mail survey, reminder post card, and one reminder phone call with up to 4000 English-reading families and providers (not to exceed 100 families and 50 providers per grantee) to document selected outcomes and indicators. 3. Attempt up to 600 phone surveys with families and providers in Spanish, Hmong, Sudanese, Russian, and Somali to document selected outcomes and indicators. 4. Data entry for all completed surveys 5. Provide a draft report of the first round of data collection. 6. Analysis and summary reports of results for 5 grantee clusters (Special Needs, Mentorship and Training, Culturally Responsive care, Community Partnerships, Long-term Training and Professional Development) and aggregate total on expected outcomes and indicators. 7. Review and synthesize reports of 4 indirect short-term and long-term grantees (CFL will coordinate the collection and forward reports to WRC) and prepare summary report describing the results-focused activity. 							
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>The volume of surveying completed made it impossible for the Department to take on this work. Wilder Research Center staff are properly trained in surveying families and service providers and were able to complete work of this scope at a reasonable cost to the Department.</p>							
<p>Signatures:</p> <table style="width:100%; border: none;"> <tr> <td style="text-align: center; width: 30%; vertical-align: bottom;">  <hr style="width: 80%; margin: 0 auto;"/> Authorized Representative </td> <td style="text-align: center; width: 15%; vertical-align: bottom;"> 10-21-02 <hr style="width: 80%; margin: 0 auto;"/> Date </td> <td style="text-align: center; width: 30%; vertical-align: bottom;">  <hr style="width: 80%; margin: 0 auto;"/> Deputy Commissioner </td> <td style="text-align: center; width: 15%; vertical-align: bottom;"> 10-25-02 <hr style="width: 80%; margin: 0 auto;"/> Date </td> </tr> </table>				 <hr style="width: 80%; margin: 0 auto;"/> Authorized Representative	10-21-02 <hr style="width: 80%; margin: 0 auto;"/> Date	 <hr style="width: 80%; margin: 0 auto;"/> Deputy Commissioner	10-25-02 <hr style="width: 80%; margin: 0 auto;"/> Date
 <hr style="width: 80%; margin: 0 auto;"/> Authorized Representative	10-21-02 <hr style="width: 80%; margin: 0 auto;"/> Date	 <hr style="width: 80%; margin: 0 auto;"/> Deputy Commissioner	10-25-02 <hr style="width: 80%; margin: 0 auto;"/> Date				

Minnesota Department of Children, Families & Learning

Over \$40,000.00 Contract Summary Report

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Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A17303		Contractor's Name: (Exactly as it appears on the contract) North Central Regional Educational Laboratory	
Actual amount spent on contract: \$338,350	Beginning and Ending dates of contract 2/9/01 – 10/30/02	Funding Source: (State, Federal, Other – If Other, please identify) Federal	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

Federal and state legislation require that CFL support continuous school improvement, accountability and the use of data to support decisions at public schools and districts. In an effort to quickly deliver to its stakeholders, a comprehensive web site for school improvement and accountability, CFL worked with NCREL (North Central Regional Educational Laboratory), a federal regional lab with expertise and experience in planning, designing and delivering an accountability web site for other states.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

It allowed CFL to jump start the process by using the experience, expertise and templates previously developed and implemented in other states to support CFL accountability initiatives, the school improvement process and public dissemination of educational data including student demographics, test results, teacher and financial data. Use of previously developed templates and processes was the most cost effective way to accomplish required legislative tasks and CFL initiatives.

Signatures:

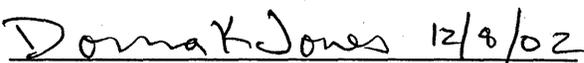
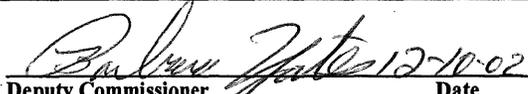
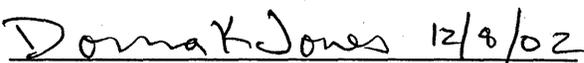
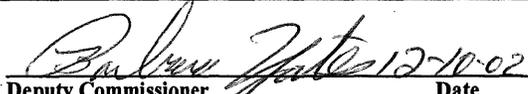
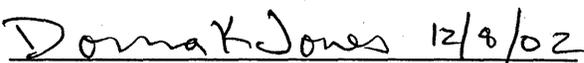
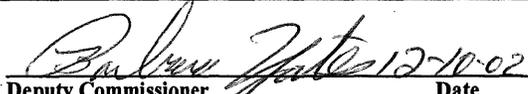
Mary Pat Olsen 12/1/02
 Authorized Representative Date

Barbara Gates 12-10-02
 Deputy Commissioner Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A35131		Contractor's Name: (Exactly as it appears on the contract) Ronald Hedberg			
Actual amount <u>spent</u> on contract: \$51,000.00	Beginning and Ending dates of contract 4/17/02 – 9/30/02	Funding Source: (State, Federal, Other – If Other, please identify) Federal			
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The electronic Services Program (eSP) is a browser accessed secure application developed by the State of Minnesota, managed by the Department of Children, Families, and Learning, and hosted on a secure server at the Minnesota Department of Administration InterTechnologies Group. eSP is an electronic system for the Individual Family Service Plan (IFSP) and the Individualized Interagency Intervention Plan (IIIP) which are used to implement coordinated, multidisciplinary, interagency intervention service plans for Minnesota children ages birth through 5 with disabilities. The data contained on these electronic plans is classified as private under the Minnesota data practices act so that access is limited to select individuals.</p> <p>It was discovered that the application did not provide adequate security at the local security administrator level. This security deficiency allowed some plans to inappropriately display in lists of local security administrators outside the area of jurisdiction for the plan. The need to repair this unauthorized access was urgent. The application security is quite complicated, involves many different components of the system. Design modifications were made to enhance the application security.</p>					
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>This application was developed using IBM's Notes/Domino software, which is not a standard development tool used by the state. Outsourcing this contract was necessary because there were no state employees available with Domino Web development and Domino security expertise to complete the work. Due to the urgency of fixing the application security to protect the data there was not time to train a state IT employee to make the code changes. The need to immediately secure the data to avoid potential litigation outweighed the option of training state personnel.</p>					
<p>Signatures:</p> <table border="0" style="width:100%"> <tr> <td style="width:50%; text-align:center">  _____ Authorized Representative Date </td> <td style="width:50%; text-align:center">  _____ Deputy Commissioner Date </td> </tr> </table>				 _____ Authorized Representative Date	 _____ Deputy Commissioner Date
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Minnesota Department of Children, Families and Learning

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Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A 31284		Contractor's Name: (Exactly as it appears on the contract) Mannan Johnson DBA M. J. Johnson	
Actual amount spent on contract: \$ 116,880	Beginning and Ending dates of contract 10/30/01 - 10/30/02	Funding Source: (State, Federal, Other - If Other please identify) Do Detail	

This contract was developed to conflict resolution, mediation, facilitation, documentation and transcript of meeting minutes as well as report writing of activities related to federally or legislatively mandated statewide advisory or interagency policy leadership groups. It was critical to have neutral and/or objective personnel available to provide services indicated in the contract. Documentation provided resulted in reports to OSEP.

The services provided ~~and~~ rates charged were comparable to those provided by the Department of Administration - Management Analysis Division. Because of the level of experience provided by the personnel associated with this contract, this agency was able to achieve planning and implementation outcomes sooner than anticipated.

Signatures: [Signature] 11/15/02 [Signature] 12-10-02
 Authorized Representative Date Deputy Commissioner Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A 35338		Contractor's Name: (Exactly as it appears on the contract) DATA RECOGNITION CORPORATION	
Actual amount spent on contract: \$ 626683	Beginning and Ending dates of contract APRIL 6 2002 - OCTOBER 15 2002		Funding Source: (State, Federal, Other - If Other, please identify) STATE

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

DESIGN, DEVELOPMENT, IMPLEMENTATION, SCORING, REPORTING OF JULY 2002 BASIC SKILLS TESTS IN READING AND MATHEMATICS REQUIRED BY MINNESOTA STATUTE 120B.30 TO ALLOW STUDENTS TO MEET GRADUATION REQUIREMENTS OF A PASSING NOTATION IN BASIC SKILLS. CONTRACT IS WITH A VENDOR ABLE TO PROVIDE SERVICES, DEPARTMENT IS NOT EQUIPPED TO PROVIDE THESE SERVICES.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

CONTRACT WAS LET AFTER APPRAISAL OF RESPONSES TO RFP FROM SEVERAL OFFERS. THIS CONTRACT WAS BEST OFFER FOR A BEST CONSISTENT WITH PAST PRACTICES AND CURRENT LEGISLATION

Signatures:

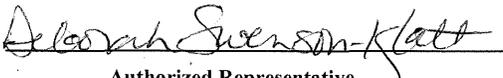
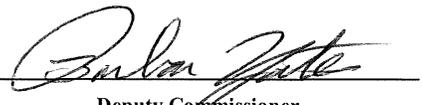

Authorized Representative Nov 30 2002
Date


Deputy Commissioner 12-10-02
Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

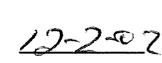
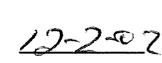
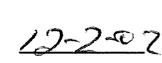
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Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <p align="center">A13737</p>		Contractor's Name: (Exactly as it appears on the contract) <p align="center">U of Minnesota – Applied Economics</p>	
Actual amount spent on contract: <p align="center">\$92,424.46</p>	Beginning and Ending dates of contract <p align="center">10/1/00-9/30/02</p>	Funding Source: (State, Federal, Other – If Other, please identify) <p align="center">Federal – Child Care Research Partnership</p>	
Summarize the purpose of the contract, including why it was necessary to enter into a contract. <p>The Department of Children, Families & Learning received a three-year research partnership grant from the Federal government to implement five research studies in Minnesota to better understand the impact of child care assistance on the market for child care and on the outcomes for families and children. The U of Minnesota, Department of Applied Economics, was one of the partners included in the grant application.</p> <p>This agency was responsible for completing the second aspect of the federal grant, which is a study on parents' choice of type of care, as well as, a portion of the third aspect on employment, earnings and job stability of parents receiving child care assistance. Their experience with oversight of research processes and analyzing data of this nature has positioned them as the leader in this field in Minnesota.</p> <p>Due to the specialized training in research methodologies necessary to carry-out this study it was necessary to enter into this contract.</p>			
Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently. <p>Due to the nature of this work, training and dedication of state staff time to complete this study was not possible. The contractor was able to focus their efforts on the research involved in the study. They also were able to provide other University resources to the project.</p>			
Signatures:			
 Authorized Representative	10-21-02 Date	 Deputy Commissioner	12-2-02 Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

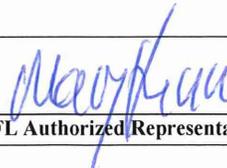
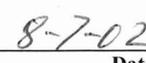
This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <p align="center">A13744</p>		Contractor's Name: (Exactly as it appears on the contract) <p align="center">Child Trends</p>					
Actual amount spent on contract: <p align="center">\$136,286.99</p>	Beginning and Ending dates of contract <p align="center">10/1/00-9/30/02</p>	Funding Source: (State, Federal, Other – If Other, please identify) <p align="center">Federal – Child Care Research Partnership</p>					
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Department of Children, Families & Learning received a three-year research partnership grant from the Federal government to implement five research studies in Minnesota to better understand the impact of child care assistance on the market for child care and on the outcomes for families and children. Child Trends was one of the partners included in the grant application.</p> <p>Child Trends received funding from the MacArthur Foundation to disseminate briefings on early childhood research projects. Child Trends will assist the Department in the fourth aspect of the research grant, which is to study the impact of tiered reimbursement on providers and quality. Child Trends has been brought into this project as a partner because of their national experience and expertise on child care policy and qualitative and quantitative research methods for collecting and analyzing child care data. They also have available funding for the dissemination of the study briefings.</p> <p>Due to the specialized training in research methodologies necessary to carry-out this study it was necessary to enter into this contract.</p>							
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>The contractor was able to provide private funding to assist with the project. Also, due to the nature of this work, training and dedication of state staff time to complete this study was not possible. The contractor was able to focus their efforts on the research involved in the study.</p>							
<p>Signatures:</p> <table border="0" style="width:100%"> <tr> <td style="text-align:center">  _____ Authorized Representative </td> <td style="text-align:center">  _____ Date </td> <td style="text-align:center">  _____ Deputy Commissioner </td> <td style="text-align:center">  _____ Date </td> </tr> </table>				 _____ Authorized Representative	 _____ Date	 _____ Deputy Commissioner	 _____ Date
 _____ Authorized Representative	 _____ Date	 _____ Deputy Commissioner	 _____ Date				

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A14739		Contractor's Name: (Exactly as it appears on the contract) Judy Mager	
Actual amount spent on contract: \$45,644.57	Beginning and Ending dates of contract November 13, 2000 – May 31, 2002	Funding Source: (State, Federal, Other – If Other, please identify) Federal	
Summarize the purpose of the contract, including why it was necessary to enter into a contract. To provide services related to conducting USDA Child Nutrition Programs administrative reviews and assess and test alternate streamlined review processes and systems. The project was comprised of three components: contractor orientation and training, USDA Child Nutrition Programs sponsor administrative reviews, and investigation of alternate review processes. In addition, the project explored the idea of regional field representatives so it was necessary to have field representation throughout the entire review process. FNS did not have reviewers available to conduct the complete regional reviews.			
Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently. Due to the required number of USDA CNP administrative reviews and the lack of FNS FTE's available to conduct the required reviews, we contracted with outside persons to complete the work within time constraints. The contractor's time was spent solely on external review related activities. This resulted in a cost-effective way of enabling the agency to complete reviews in an efficient manner. FNS employees completed internal tasks, which supported contractor work.			
Signatures:			
 CFL Authorized Representative	 Date	 Deputy Commissioner	 Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

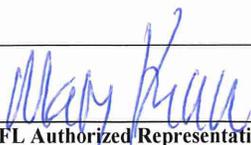
Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A14748		Contractor's Name: (Exactly as it appears on the contract) Felicia Busch & Associates	
Actual amount spent on contract: \$110,136.55	Beginning and Ending dates of contract November 13, 2000 to May 31, 2002	Funding Source: (State, Federal, Other – If Other, please identify) Federal	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

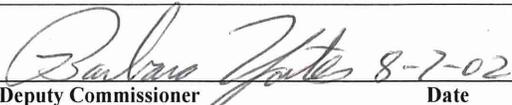
To provide services related to conducting USDA Child Nutrition Programs administrative reviews and assess and test alternate streamlined review processes and systems. The project was comprised of three components: contractor orientation and training, USDA Child Nutrition Programs sponsor administrative reviews, and investigation of alternate review processes. In addition, the project explored the idea of regional field representatives so it was necessary to have field representation throughout the entire review process. FNS did not have reviewers available to conduct the complete regional reviews.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently. Due to the required number of USDA CNP administrative reviews and the lack of FNS FTE's available to conduct the required reviews, we contracted with outside persons to complete the work within time constraints. The contractor's time was spent solely on external review related activities. This resulted in a cost-effective way of enabling the agency to complete reviews in an efficient manner. FNS employees completed internal tasks, which supported contractor work.

Signatures:


CFL Authorized Representative

8-5-02
Date


Deputy Commissioner

8-7-02
Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08,

To Barb
for signature
7/2

Contract Number: (Found in the accounting block at the top of the contract) A04803		Contractor's Name: (Exactly as it appears) Management Services for Education Data	
Actual amount spent on contract: \$ 61,418	Beginning and Ending dates of contract 1-3-2000 - 12-31-2001	Funding Source: (State, Federal, Other - If Other, please identify) Federal	
Summarize the purpose of the contract, including why it was necessary to enter into a contract. <p>Management Services for Education Data (MS ED) owns the copyright of the specialized software to track migrant student achievement and immunization and to generate Certificates of Eligibility (COE) and produce required federal reports. The purpose of the contract is to allow CFL to use their software to collect this data.</p> <p>It was necessary to enter into a contract with MS ED because CFL administers the Migrant Ed program and is required to complete annual federal performance reports. This system generates the reports. CFL does not have the expertise to develop a specialized migrant student software system.</p>			
Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently. <p>A software system that stores, retrieves, reports, and manages migrant student information is cost-effective because it enables the agency to provide information in an electronic format which can be used to match records in the MARSS database. This matching process can provide additional information.</p>			
Signatures:			
Jan Blawie Authorized Representative		Barbara J. [Signature] Deputy Commissioner	
6-7-02 Date		7-19-02 Date	

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

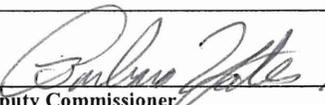
Contract Number: (Found in the accounting block at the top of the contract)		Contractor's Name: (Exactly as it appears on the contract)	
A13079		KPMG	
Actual amount spent on contract: \$	Beginning and Ending dates of contract	Funding Source: (State, Federal, Other - If Other, please identify)	
\$ 600,000.00	10/1/00 - 12/31/01	Federal	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

To provide technology support services, oracle database administration, Knowledge transfer to FNS Staff, database tuning, batch process monitoring and status reporting to FNS administration.
 This contract was necessary due to the oracle database and web based system. No Children Families & Learning staff were dedicated or knowledgeable to maintain the newly launched system.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

FNS Interactive web system streamlines the administration of Child Nutrition system for both internal FNS staff + external customers. The ClCS system allows for increased data integrity at the local level due to the system edits.
 Data integrity impacts federal + state reimbursements, which impact Minnesota tax payers.

Signatures:			
		4/10/02	7-11-02
Authorized Representative	Deputy Commissioner	Date	Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (Found in the accounting block at the top of the contract) A30288		Contractor's Name: (Exactly as it appears on the contract) University of Oregon, intoCareers	
Actual amount spent on contract: \$ 50,905	Beginning and Ending dates of contract 7/1/01 - 6/30/02	Funding Source: (State, Federal, Other - If Other, please identify) MCIS 200 E37 3135-217	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

To obtain license and technical services from intoCareers that are essential for the operation of the Minnesota Career Information System (MCIS).

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

intoCareers is the sole source vendor for the license and services provided by this contract. The license and services are essential to the operation of the Minnesota Career Information System, MCIS software is used by ~~our~~ students and adults in over 600 sites in Minnesota. Operating in a competitive market MCIS is the preferred choice of these sites.

Signatures:

Jerry Ham 7/23/02
Authorized Representative Date

Paula Jelle 8-16-02
Deputy Commissioner Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (Found in the accounting block at the top of the contract) A 24869		Contractor's Name: (Exactly as it appears on the contract) Erickson Institute	
Actual amount spent on contract: \$ 57,583.06	Beginning and Ending dates of contract 8-1-01 to 8-30-02	Funding Source: (State, Federal, Other - If Other, please identify) F 37-4408-322 - \$30,000 E 37-4702-323 - \$30,000	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

Purpose:
To field test in 4 Minnesota sites (ECFE and child care) the 0-3 year old Ounce of Prevention Scale for use with infants and toddlers, their parents, and teachers/caregivers in assessing and building parent and teacher/caregiver observation skills. Experts from the Erickson Institute in Chicago provided MN site staff with training in use of the scale in their programs. The extent of the field test oversight and training needed necessitated entering into a contract for services.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The Ounce of Prevention Scale materials were developed by Dr. Samuel Meesels and his colleagues at the Erickson Institute in Chicago. No one else has the expertise to train in their use and field-testing. As a result of field-testing the Ounce Scale, five MN trainers will receive national training in it in Rhode Island ~~and~~ August at the expense of the national publisher of the materials. These trainers will then provide statewide training in use of the Scale at moderate cost to Minnesota teachers/caregivers.

Signatures:

<u><i>D. Cooke</i></u>	<u>7/22/02</u>	<u><i>Barbara J. Jiles</i></u>	<u>8-2-02</u>
Authorized Representative	Date	Deputy Commissioner	Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

A 04782

Contract Number (found in accounting block at the top of the contract)

ACHIEVE, INC.

2 / 1 / 2000 - 6 / 30 / 2001

Contractor's name (exactly as it appears on the contract)

Beginning/Ending Dates of Contract

\$185, 000

FEDERAL

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify)

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of this contract was to conduct a review of Minnesota's Profile of Learning K-12 content standards and analyze and evaluate them using the benchmarking which has been developed by Achieve, Inc. and used with other states across the country and to include an analysis of the alignment of the Minnesota Comprehensive Assessment (MCA) tests to the content standards as required by 2000 legislation (M.S. 120B.03 as amended). These services are not available from State of Minnesota staff.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Achieve, Inc. is unique in its services to states and is the best source for the services Minnesota needs for this activity. In 1996 at the National Education Summit, the governors from across the country (National Governors' Association) agreed to put into place academic standards in their states. They also created Achieve, Inc., an independent bipartisan non-profit organization for the purpose of helping states to do this by serving as a resource center to states on standards, assessment and accountability.

Achieve, Inc. has developed an objective benchmarking system to analyze state standards that has the flexibility to offer a state the opportunity to customize this analysis tool to its own standards and needs for information. Standards and the standards reform in education is the only area of consultation Achieve, Inc. is engaged in.

Achieve, Inc. works in collaboration with other education organizations selected to meet the specific needs for a state's review. For this review Achieve, Inc. collaborated with Council for Basic Education (CBE), a national, non-profit organization, which has since 1992 worked with standards based education projects in 17 states and 16 individual school districts in standards development, implementation, analysis and revision. CBE brings a reputation as an impartial critic of education reform. The collaborative working relationship already established between Achieve, Inc. and CBE makes this the best source for the services Minnesota needs in the review of the K-12 standards.


Authorized Agent

2/19/02
Date


Deputy Commissioner

8-2-02
Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

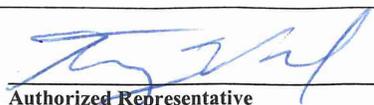
Contract Number: (Found in the accounting block at the top of the contract) A10279		Contractor's Name: (Exactly as it appears on the contract) Freelantz Solutions	
Actual amount spent on contract: \$ 200,000	Beginning and Ending dates of contract 11/15/00 - 12/31/01	Funding Source: (State, Federal, Other - If Other, please identify) Federal	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

CFL is required to collect data on the Child Care Assistance Program from counties in MN. So that data could be collected consistently and accurately, CFL contracted with Freelantz Solutions to develop child care management software to be used by counties to aid them in case management. Data collected through this system is reported to the federal government.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The development of this system allowed the State to meet federal reporting requirements that otherwise may not have been met. Failure to meet federal reporting requirements would result in the loss of federal funds to the Child Care Assistance Program in Minnesota.

Signatures:		6/6/02		7-19-02
	Authorized Representative	Date	Deputy Commissioner	Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

E37-17909

Contract Number (found in accounting block at the top of the contract)

Human Capital Research Corporation

Contractor's name (exactly as it appears on the contract)

4/15/98 - 3/15/99

Beginning/Ending Dates of Contract

87,680.00

Actual amount spent on contract

State - Voc²⁵¹³Ldrshp Fed Stw³¹⁸³Ldrshp

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

Assist in implementation of H.S. follow-up survey. State does not have necessary coord-data analysis resource available w/ CFL.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

CFL would not be able to conduct in given timeline & w/ accurate results.

[Signature]
Authorized Agent

2/26/99
Date

[Signature]
Deputy Commissioner

Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

10148

Contract Number (found in accounting block at the top of the contract)

Judy Cutler

Contractor's name (exactly as it appears on the contract)

01-09-97 - 06-30-98

Beginning/Ending Dates of Contract

\$50,000

Actual amount spent on contract

Federal

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

- 1) Develop a leadership development training to increase participants' capacity to collaborate, be inclusive and measure the impact of their efforts. Provide at least six trainings in both the metro area and greater Minnesota.
- 2) Staff did not have the expertise to provide and develop these services.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Contractor had both the experience and contacts to efficiently develop and provide the trainings. Contractor assumed all responsibilities relating to service provision.

Carol Johnson

Authorized Agent

7-22-99

Date

Barbara J. H. [Signature]

Deputy Commissioner

7-22-99

Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

9952 Amendment 15430

Contract Number (found in accounting block at the top of the contract)

Center for Evaluation Research

Contractor's name (exactly as it appears on the contract)

1/6/97 - 3/31/99

Beginning/Ending Dates of Contract

125,000

Actual amount spent on contract

Federal & State

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

C.E.R. provided external evaluation of community-based grantees measuring the impact of services provided. They also provided training and technical assistance to grantee organizations relating to developing and implementing process and outcome evaluation. These skills and expertise were not available through CFL staff.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

C.E.R. brought skills and expertise to this evaluation effort that were beyond the scope of state staff. As external consultants, they provided integrity to the design and implementation of the evaluation.

[Signature] 8-4-99
Authorized Agent Date

[Signature] 7-2-99
Deputy Commissioner Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

5595

Contract Number (found in accounting block at the top of the contract)

Mary Lee Haugee

Contractor's name (exactly as it appears on the contract)

July 1, 1996 - June 30, 1997

Beginning/Ending Dates of Contract

\$13,000.00

Actual amount spent on contract

State appropriation

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

MAEF received legislative direction and appropriation to implement program services to students and schools. MAEF had no permanent position to complete the work. A contractor was retained to assist MAEF in the planning and delivery of these programs. The programs included Partners for Quality, Governor's Scholars, Gathering of Champions and others.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The use of a contractor enabled these projects to be deployed without establishing a long-term liability for the State of Minnesota.

Jean S. Lund 7/27/99
Authorized Agent Date

Paulina Yates 9-2-99
Deputy Commissioner Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4 (c).

E37-15773

Contract Number (found in accounting block at the top of the contract)

Terry Donovan

Contractor's name (exactly as it appears on the contract)

1/1/98 – 9/30/98

Beginning/Ending Dates of Contract

\$60,000.00

*Actual amount **spent** on contract*

State

Funding source (State, Federal, Other (if other, identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

MN Statutes, section 119B.061 required the development of the guidelines for the At Home Infant Child Care Program. The contractor conducted research, convened an advisory committee and compiled data on this program.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

No state staff were available to complete this work. A very in-depth study was done with this contractor over a short period of time so that we could meet our implementation date. This contractor was able to meet with county staff to develop and implement the program. This contractor also completed work on the rule revision process where it pertains to this program. State staff would not have been able to complete this work in the allotted time.

Michelle Weber 3/17/99
Authorized Agency *Date*

Barbara J. [Signature] 7-15-99
Deputy Commissioner *Date*

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

E 37-16987

Contract Number (found in accounting block at the top of the contract)

CAIRN & ASSOCIATES

Contractor's name (exactly as it appears on the contract)

2/17/98 - 9/30/98

Beginning/Ending Dates of Contract

\$42,420⁰⁰

Actual amount spent on contract

FEDERAL 3116 486

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of this contract was to develop a training program that would support grantees to develop. pilot. field test, and produce assessment toolw which supported the Minnesota Graduation Standards performance packages by integrating service-learning with the curriculum. These grantees were trained then extensive follow-up continued during the year to support this initiative.

Cairn and Associates were the primary individuals who developed the training package which was delivered to the mini grantees and then were responsible for the follow-up throughout the year.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The amount of time spent on this initiative was considerable and the Cairn's have been able to attend the MEEP II training and participate in the development of the service-learning training necessary to follow this initiative through.

This was year two of the three year federal grant from the Corporation for National Service.

Mindy Becker 22 February 99 Barbara Jates 6-25-99
Authorized Agent Date Deputy Commissioner Date

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

401619
 Contract Number (found in accounting block at the top of the contract)
PROFESSIONAL DATA ANALYSTS, INC.
 Contractor's name (exactly as it appears on the contract)
\$ 207,999.30
 Actual amount spent on contract

8/15/94 - 9/30/98
 Beginning/Ending Dates of Contract
Revenue (fees, etc)
 Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of this contract was to establish an evaluation system for all grantees receiving funds from CFL Children's Trust Fund. As required by state and federal legislation and Advisory Council recommendations an evaluation requirement was established for all grantees. A contract was necessary because this level of expertise, time involved, in documenting, recording and summarizing data, was not the expertise and experience of staff.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

This contract enabled the agency and program to provide evaluation training, document preparation, technical assistance to all grantees. The final report indicates strengths of programs, need for additional technical assistance and potential services to be provided. Through hiring a contractor for evaluation grantees were given additional information, support and training that could not have been provided by staff - Grantees now have a range of knowledge and experience in working through an evaluation process.

Sue Devich 2-25-99
 Authorized Agent Date

Paulina Yates 6-25-99
 Deputy Commissioner Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

E37-3009-003

Contract Number (found in accounting block at the top of the contract)

The Sullivan Group

Contractor's name (exactly as it appears on the contract)

May 5, 1997 - June 30, 1998

Beginning/Ending Dates of Contract

\$48,232.50

Actual amount spent on contract

State

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

To design, plan and facilitate a large group interactive meeting. The Dept. of Children, Families & Learning began on October 1, 1995. The last programs transferred into the agency on July 1, 1997.

The large group meeting resulted in the creation of a real-time strategic plan for the entire agency. Elements identify what is working, what is not working, hundreds of ideas to address the identified problems and a structure for implementation, were all outcomes of the meeting. Since all agency staff attended the meeting, implementation began immediately.

The Sullivan Group was the only facilitators in Minnesota that had extensive experience in large group meetings.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Without the use of Large Group Interactive Event technology, strategic plans take months to develop and months to communicate to employees. Using this organization development tool allowed us to develop a real-time strategic plan saving months of time for development and communication to employees

Authorized Agent

Date

Paulina Zales 2/19/99
Deputy Commissioner Date

DEPARTMENT OF CHILDREN, FAMILIES & LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4 (c).

E35 2535
Contract Number (found in accounting block at the top of the contract)

American Institutes for Research
Contractor's name (exactly as it appears on the contract)

\$75,000.00
Actual amount **spent** on contract

Nov. 19, 1997 to June 30, 1998
Beginning/Ending Dates of Contract

State
Funding source (State, Federal, Other (If other Identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

This contract was to define the best methods for the transferal of classroom standards into tests aligned with those standards. The contract would provide analysis of the specifications outlined in the Profiles of Learning, evaluate and recommend test options. Outside expertise was needed to gather information on a national basis; therefore, a contract was recommended by the Statewide Graduation Standards Advisory Committee.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more effectively.

The amount of this contract was \$75,000 which would have covered only the hiring of one professional staff person to accomplish this amount of work and produce a report for the Department and Legislature within the allotted timeline. This amount would not cover expenses that would be needed to obtain information from other states concerning test assessments and the providing of additional expert staff to evaluate the data. The cost to use the American Institutes for Research was far less because of its national ties to education and the availability of experts already under contract to them.



Authorized Agent

7/3/99

Date



Deputy Commissioner

4/2/99

Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16B.17, Subdivision 4(c).

E35-1630

Contract Number (found in accounting block at the top of the contract)

Diversified Marketing Resource/Pioneer Teleproductions 3-31-97 to 7-30-97

Contractor's name (exactly as it appears on the contract)

Beginning/Ending Dates of Contract

945,000.00

state funds

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

We needed to do a contract with a video production company because we do not have that capability within our agency.

Purpose:

- 1) parent education video - 25 minutes
- 2) parent handbook
- 3) facilitator's guide
- 4) public service announcements and other promotional materials.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

We received 15 proposals interviewed the best possible candidates & decided to hire DMR/Pioneer Teleproductions. They gave us double the time on our video. It was cost effective because we can disseminate career development information to many parents with this package - Many Doors to Opportunity: Exploring Tomorrow's Careers. and we received twice the product for the money... that is cost effective.

[Signature]
Authorized Agent

Date

[Signature] 9-21-99
Deputy Commissioner

Date

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (Found in the accounting block at the top of the contract) <i>A04803</i>		Contractor's Name: (Exactly as it appears on the contract) <i>Management Services For Education Data</i>	
Actual amount spent on contract: \$ <i>61,418</i>	Beginning and Ending dates of contract <i>1-3-2000 - 12-31-2001</i>	Funding Source: (State, Federal, Other - If Other, please identify) <i>Federal</i>	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

Management Services for Education Data (MSED) owns the copyright of the specialized software to track migrant student achievement and immunization and to generate Certificates of Eligibility (COE) and produce required federal reports. The purpose of the contract is to allow CFL to use their software to collect this data. It was necessary to enter into a contract with MSED because CFL administers the Migrant Ed program and is required to complete annual federal performance reports & this system generates the reports. CFL does not have the expertise to develop a specialized migrant student software system.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

A software system that stores, retrieves, reports, and manages migrant student information is cost-effective because it enables the agency to provide information in an electronic format which can be used to match records in the MARSS database. This matching process can provide additional information.

Signatures:

<i>Jan Blawie</i> Authorized Representative	<i>6-7-02</i> Date	<i>Brian J. [Signature]</i> Deputy Commissioner	<i>7-2-02</i> Date
--	-----------------------	--	-----------------------

Minnesota Department of Children, Families and Learning

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (Found in the accounting block at the top of the contract) <i>A 14620</i>		Contractor's Name: (Exactly as it appears on the contract) <i>Worksite Wellness Programs, Inc.</i>	
Actual amount spent on contract: \$ <i>67,500.00</i>	Beginning and Ending dates of contract <i>September 30, 2000 - Dec 31, 2001</i>	Funding Source: (State, Federal, Other - If Other, please identify) <i>state - contract from MDH Tobacco Endowment</i>	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contact was to provide training and technical assistance to schools regarding school-based tobacco use prevention programs, a CFL project funded by an interagency agreement with Minnesota Department of Health's Youth Tobacco Prevention Initiative from Tobacco Endowment funds.

The work required a specific scope of knowledge and experience that is both broad and in-depth. This encompasses knowledge of school and community initiatives in tobacco use prevention. This included many elements including school policy, research-based curriculum, student services, family/parent linkages and the relationships among these. Also included were linkages to community-based strategies that establish the social norm that tobacco use among youth is unacceptable.

The work load did not allow for the scope of work to be managed by state staff. The requirements for time and expertise in development and implementation of the scope of work could not have been accomplished.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The single contract created the vehicle for a multipronged strategy to be integrated, regional centers to be served and new strategies brought from region to region and integrated into the state plan. It expanded public health and school partnerships, connections with groups serving populations at high risk for tobacco use. The contract had extensive expertise in the science of tobacco use and addiction as well as experience in curriculum and instruction. Given this wide base, the contractor was able to spring board the project with minimal start up time.

Signatures: <i>[Signature]</i> Authorized Representative <i>5/29/02</i>	<i>[Signature]</i> Date <i>5-30-02</i>	<i>[Signature]</i> Deputy Commissioner Date <i>6-4-02</i>
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DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

E44 0000000107

Contract Number (found in accounting block at the top of the contract)

IND SCHOOL DIST # 656

7-1-98/6-30-99

Contractor's name (exactly as it appears on the contract)

\$307,882.00

Beginning/Ending Dates of Contract

STATE

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify)

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract was to provide educational programs through the mainstream experience for students of either the Mn State Academy f/t Blind or Mn State Academy f/t Deaf whose Individual Education Plan require the mainstream experience. In order to fulfill this requirement of the student's IEP a mainstreaming contract with a local school district is imperative.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Since the students IEP includes educational programs through the mainstream experience; a contract with the local school district in Faribault which is in close proximity to the Mn. State Academies is the most efficient way to receive these services.

Elaine Sween

10-18-99

Authorized Agent

Date

Barbara Zales

12-29-99

Deputy Commissioner

Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

E44 0000000066

Contract Number (found in accounting block at the top of the contract)

IND SCHOOL DIST # 656

8-25-97/6-30-98

Contractor's name (exactly as it appears on the contract)

Beginning/Ending Dates of Contract

\$273,312.76

STATE

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract was to provide educational programs through the mainstream experience for students of either the Mn State Academy f/t Blind or Mn State Academy f/t Deaf whose Individual Education Plan require the mainstream experience. In order to fulfill this requirement of the student's IEP a mainstreaming contract with a local school district is imperative.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Since the students IEP includes educational programs through the mainstream experience; a contract with the local school district in Faribault which is in close proximity to the Mn. State Academies is the most efficient way to receive these services.

Elaine Sween

10-18-99

Authorized Agent

Date

Barbara Zite

Deputy Commissioner

Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

E44 0000000014

Contract Number (found in accounting block at the top of the contract)

IND SCHOOL DIST # 656

8-28-96/6-30-97

Contractor's name (exactly as it appears on the contract)

\$273,192.31

Beginning/Ending Dates of Contract

STATE

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify)

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract was to provide educational programs through the mainstream experience for students of either the Mn State Academy f/t Blind or Mn State Academy f/t Deaf whose Individual Education Plan require the mainstream experience. In order to fulfill this requirement of the student's IEP a mainstreaming contract with a local school district is imperative.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Since the students IEP includes educational programs through the mainstream experience; a contract with the local school district in Faribault which is in close proximity to the Mn. State Academies is the most efficient way to receive these services.

Elaine Sween
Authorized Agent

10-18-99
Date

Barbara J. [Signature]
Deputy Commissioner

11-5-99
Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

18085

Contract Number (found in accounting block at the top of the contract)

Professional Data Analysts, Inc.

(PDA) 3-16-98 - 9-30-98

Contractor's name (exactly as it appears on the contract)

Beginning/Ending Dates of Contract

100 001 4160 E37

25,000 FY 98 25,000 FY 99

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

programming for the purpose(s) of analyzing and organizing several data bases in order to produce 1998 state, county & school district reports as well as trend reports from 1989 1992 1995 & 1998 - again for state, county & school districts

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently. Contracting w/PDA was the most efficient means of accomplishing these tasks

The contractor has worked with the database since 1999 and has great familiarity with the desired reports and with the details involved in company results over time. This familiarity resulted in great savings in both time & overall efficiency & quality control.

James R. Colwell
Authorized Agent

7-23-98
Date

Burlan Yates
Deputy Commissioner

9-2-99
Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

17002
Contract Number (found in accounting block at the top of the contract)

University of Minnesota
Contractor's name (exactly as it appears on the contract)

1/1/98 - 11/30/98
Beginning/Ending Dates of Contract

\$50,000
Actual amount spent on contract

State
Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract was to develop and implement a locally driven outcome evaluation process for Family Services Collaboratives that is based on a core set of outcomes and indicators. Other purposes of the contract are to develop a research-based self-study on the components of an integrated service system, analyze and summarize the two-year outcome reports required in legislation, and to provide technical assistance to collaboratives and the Evaluation Focus Team. It was necessary to contract for this work because state staff did not possess the research background and knowledge of data collection required by this effort.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The amount spent on this contract was cost-effective because:

- It purchased the background knowledge and experience of seasoned evaluators
- The agency does not have personnel trained in this type of evaluation
- The Family Services Collaboratives were provided technical assistance in evaluation in the most effective and efficient manner

Gayle E. Kueper 7-7-99
Authorized Agent Date

Barbara J. [Signature] 7-22-99
Deputy Commissioner Date



Minnesota Department of Transportation

District 8

2505 Transportation Road
P.O. Box 768
Willmar, MN 56201-0768

Office Tel: 320/231-5195

Fax: 320/231-5168

May 18, 1999

Commissioner David Fisher
Department of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. ~~77930~~ 77390
TH 59, 19 & 23 Marshall Transportation Study

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 419569
Contractor: SEH, Inc.
3535 Vadnais Center Drive, St. Paul, MN 55110
Source of Funding: Trunk Highway
Total Cost to the State: \$57,138.42
Duration of Contract: From 5/15/98 to 4/30/99
Agreement Administrator: Alex Chernyaev
Mn/DOT Project Manager: Patrick Weidemann

The purpose of the contract was to develop a comprehensive Transportation Plan for the City of Marshall including, but not limited to, state Highway 59, 19 and 23 under cooperative agreement with the City of Marshall and Lyon County.

This project was contracted out as Mn/DOT did not have employees available to perform the described services with the project schedule.

The conduct of this project through an outside contractor was cost effective to the State because the development of the Transportation Plan for the Marshall area is a one time project and does not require on going investment.

Sincerely,

Elwyn Tinklenberg
Commissioner

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

3560

Contract Number (found in accounting block at the top of the contract)

College Board
Contractor's name (exactly as it appears on the contract)

7/31/98 - 10/30/98
Beginning/Ending Dates of Contract

\$865,600
Actual amount spent on contract

State
Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract is to:

1. Provide and score AP examinations ordered by Minnesota public and private schools
2. Provide CFL with invoice, indicating schools and number of exams per school
3. Provide a Minnesota Colleges Data Disk identifying students attending MN institutions
4. Provide student scores of 3, 4, and 5 for each MN public and private school.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The College Board develops examinations for 30 courses, for students nationally and internationally. They also develop rubrics and provide for scoring all exams. CFL does not have the resources to develop the same level of quality and quantity of exams, nor for the ability to score these exams. It is more cost-effective to purchase these services from an agency whose primary purpose is to develop reliable and valid exams and then score them consistently with all other exams taken by non-Minnesota students. Logistically and qualitatively, we could not provide the AP exams for the amount spent on the College Board.

Marlyp Peters - Melius 3/2/99
Authorized Agent Date

Barbara J. [Signature] 3-25-99
Deputy Commissioner Date

DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

This summary is being submitted in accordance with requirements of M.S. 16C.08, Subdivision 4(c).

E37-6091

Contract Number (found in accounting block at the top of the contract)

MARILYN LARSON, COMMUNITY CONNECTORS

8/1/96 - 6/30/98

Contractor's name (exactly as it appears on the contract)

Beginning/Ending Dates of Contract

\$ 60,496.⁰⁰

REVENUE (FEES, ETC.)

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of this contract was to begin the establishment of a leadership development model that could be utilized by Community members in an effort to prevent child abuse and neglect. It was necessary to enter into a contract because of staffing time restraints and the lack of expertise in the area of leadership development.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

It was cost effective because the trainers were able to organize and plan all parts of the training - they made the invitations, phone calls, (pre and follow up), planned agenda and made arrangements with the hotel. More community members were able to be trained in community capacity building and their ongoing development and evaluation of progress is being followed by trainers.

Sue Devick 2/26/99
 Authorized Agent Date

Paula Jeter 3-25-99
 Deputy Commissioner Date

Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency Department of Public Safety, Emergency Management		
Contract Firm Gregg D. Davis		Master Contract Number 2000-2958
Project Name <i>Project Public Assistance Oversight</i>	Project Number	Project Duration (Dates) <i>1/1/98 - 12-31-98</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>The purpose of the contract was to provide technical expertise and guidance to construction managers of six major facilities destroyed and being rebuilt in northwestern Minnesota, and being funded through the Public Assistance Program (PA). The PA program, which is administered by DPM has general + specific criteria for construction projects and with the size of the projects along with the volume of other projects, there was a need for this type of oversight</i></p>		
Billable Hours (if applicable) <i>N/A</i>	Amount Spent <i>36,000 + Travel</i>	Source of Funding <i>75% Fed / 25% State</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>This task required an immediate source of assistance as these construction projects were already underway. This contractor had a thorough complete knowledge of construction practices as well as with the Public Assistance program.</i></p>		
Chief Executive Signature <i>Stan Ch...</i>	<i>Paul W. Dean</i> Title ASSISTANT COMMISSIONER	Date <i>3/29/99</i> <i>3-17-99</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		



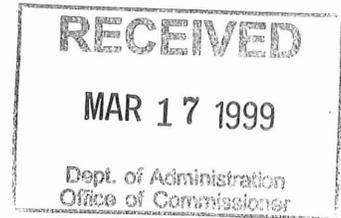
Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

March 10, 1999

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 75794
Final Detail Design Services
T.H. 62 over MN&S Railroad

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 415103
Contractor: Wells Engineers Minnesota, Inc.
123 North Third Street, Suite 203
Minneapolis, MN 55401
Source of Funding: Trunk Highway
Total Cost to the State: \$75,000.00
Duration of Contract: 4/3/97 - 6/18/98
Billable Hours: Not available
Agreement Administrator: Linda Moline
Mn/DOT Project Manager: Michael Spielmann

The purpose of this Contract was to provide final detail design services to replace and widen the decks of Bridge Nos. 27085 and 27086. This project was contracted out as Mn/DOT did not have personnel with the necessary expertise available at the time the work was needed.

The conduct of this project through an outside Contractor was cost effective to the state because this project was part of a training initiative using firms with limited experience preparing Mn/DOT roadway design plans. This will lead to increased competition for future roadway design projects.

Sincerely,

Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



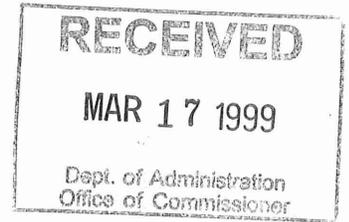
Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

March 12, 1999

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 78227
Asbestos Removal and Clean-up of General Andrews - Kettle Rest Area Demolition

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 421888
Contractor: Metro Environmental Site Services, Inc.
19050 Industrial Blvd. N.W. Suite 1, Elk River, MN 55330
Source of Funding: Trunk Highway
Total Cost to the State: \$121,849.46
Duration of Contract: July 22, 1999 - August 31, 1998
Agreement Administrator: Dawn D. Thompson
Mn/DOT Project Manager: Brian Alexander

The purpose of this Contract was to clean up the problem that developed with the demolition at the Kettle River and General Andrews Rest Area. During the demolition of the gazebos and the roof of the main building it was discovered the buildings contain friable asbestos fire blanket, which means those facilities are unsuitable for general demolition activities. Immediately asbestos abatement was needed for the clean up.

This project was contracted out as Mn/DOT did not have the employee available to perform the described services.

The conduct of this project through an outside Contractor was cost effective to the state because asbestos cleanup is not a service that the state does on a regular basis. Because of the irregular nature, it would not be cost effective to hire employees and invest in equipment to provide asbestos abatement services.

Sincerely,

Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



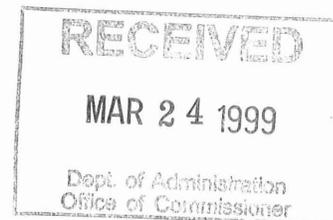
Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

March 15, 1999

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 77199
Planning Study
City of Pipestone

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 77199
Contractor: OSM & Associates, Inc.
300 Park Place East
5775 Wayzata Boulevard
Minneapolis, Minnesota 55416-1228
Source of Funding: Trunk Highway Funds
Total Cost to the State: \$59,988.98
Duration of Contract: April 23, 1998 to March 31, 1999
Billable Hours: 888.5
Agreement Administrator: Patrick J. Weidemann

The purpose of this Contract was to study the long range transportation needs of the City of Pipestone through a cooperative partnership involving the City of Pipestone, Pipestone County, and Mn/DOT. This project was contracted out as Mn/DOT did not have the necessary personnel available when the work was needed.

The conduct of this project through an outside Contractor was cost effective to the state because the study of the transportation needs of the City of Pipestone is not a regular occurring activity within the Department. Therefore, purchasing this one time service was cost effective.

Sincerely,

Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



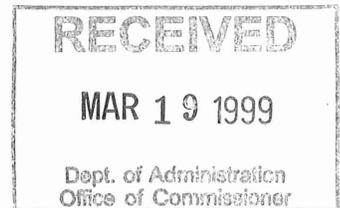
Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

March 18, 1999

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 72438
Final Design
T.H. 610 Stage 4

Dear Commissioner Fisher

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 405484
Contractor: SRF Consulting Group, Inc.
One Carlson Parkway North, Suite 150
Minneapolis, MN 55447-4443
Source of Funding: Trunk Highway
Total Cost to the State: \$932,469.00
Duration of Contract: May 23, 1995 to May 31, 1998
Billable Hours: 17368.8
Agreement Administrator: Mark Hagen
Mn/DOT Project Manager: Michael Spielmann

The purpose of this Contract was to provide final roadway construction plans for Stage 4 of T.H. 610, from west of T.H. 169 to west of Hampshire Avenue.

This project was contracted out as Mn/DOT did not have personnel with the necessary expertise available at the time the work was needed.

The conduct of this project through an outside Contractor was cost effective to the state because a set of final roadway construction plans was delivered to the state. This allowed the state to stay on schedule for bid letting. Therefore purchase of this one-time service was cost effective to the state.

Sincerely,

Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



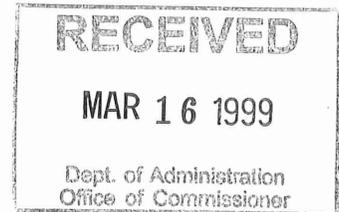
Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

February 10, 1999

Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 75547
TH 12 in Delano; Corridor Study

Dear Commissioner:

This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 416129
Contractor: Bonestroo, Rosene, Anderlik & Associates
2335 West Highway 36, St. Paul, MN 55113
Source of Funding: Trunk Highway
Total Cost to the State: \$74,350.75
Duration of Contract: From June 30, 1997 to September 30, 1998
Agreement Administrator: Alex Chernyaev
Mn/DOT Project Manager: Steve Ryan

The purpose of the contract was to provide TH 12 Corridor Study within the City of Delano limits.

This project was contracted out as Mn/DOT did not have employee available to perform the described services.

The conduct of this project through an outside contractor was cost effective to the state because we (Mn/DOT) were able to continue with the design of other project and did not have to put any projects on hold or authorize any overtime.

Sincerely,

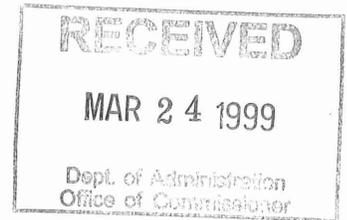
Elwyn Tinklenberg
Commissioner



Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127



March 5, 1999

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155

Subject: Mn/DOT Agreement No. 73312
Final Design Bridge 82011
TH 36 Over St. Croix River at Oak Park Heights

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 406327
Contractor: SEH, Inc.
Source of Funding: Trunk Highway Funds
Total Cost to the State: \$32,837.
Duration of Contract: 6-6-95 to 12/31/98
Agreement Administrator: Linda Moline

The purpose of this Contract was Bridge Design. This project was contracted out as Mn/DOT did not have expertise to design a segmental post tension concrete box girder.

The conduct of this project through an outside Contractor was cost effective to the state because this type of structure is rarely constructed in Minnesota, therefore the necessary expertise is not normally required.

Sincerely,

Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File



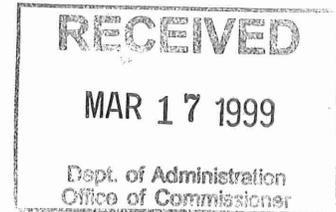
Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

March 10, 1999

David Fisher
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 77415
Systems Design
Mn/DOT Human Resources

Dear Commissioner Fisher:

This is the final acceptance report for the above referenced Contract, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 419307
Contractor: Jackson Fuehrer & Associates, Inc.
1400 Energy Park Drive, Suite 19
Energy Park Plaza
St. Paul, MN 55108
Source of Funding: Trunk Highway Funds
Total Cost to the State: \$28,300.00
Duration of Contract: 4/6/98 - 7/20/98
Billable Hours: Not available
Agreement Administrator: Sally B. Chial

The purpose of this Contract was to design a Human Resource system based on the concept models developed as a result of the HR Reengineering Project at Mn/DOT. This project focused on four major content areas: 1) Job Evaluation/Position Description, 2) Recruitment and Selection, 3) Workforce Planning/Succession Planning/Career Management, and 4) Performance Management. Jackson Fuehrer and Associates were responsible for developing systems for the first three content areas.

This project was contracted out as Mn/DOT did not have the necessary expertise or personnel available to develop the system.

The contract was ended before completion because of the contractor's inability to provide deliverables that met the expectations of the project leadership. Only \$28,300.00 of the \$85,000.00 contract amount was paid. The deliverables that were received were reworked by the contractor to comply with the project standards. These deliverables will be useful to the project

teams as they move forward to complete the development of their respective human resources systems.

Sincerely,



Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
Calvin Robinson/File, MS 680

This summary is being submitted in accordance with requirements of M.S. 16B.17, Subdivision 4(c).

16C.08

76 100 E37 1531 30343843

Contract Number (found in accounting block at the top of the contract)

University of Minnesota - Center for Applied Research and Educational Improvement

Contractor's name (exactly as it appears on the contract)

2-26-96 to 6-30-97

Beginning/Ending Dates of Contract

\$ 75,000.00

State

Actual amount spent on contract

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The 1995 legislative appropriated \$75,000 to the State Board of Education to evaluate Minnesota charter schools. It was necessary to enter into a contract for this project because (1) the size and scope of the study was beyond the capacity of department staff to implement, and (2) the purpose of the study was to have a neutral third party evaluate charter schools, including the role of the department.

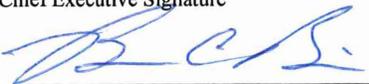
Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

This contract and the subsequent report enabled the Department to evaluate the status of Minnesota charter schools, their strengths and needs and to then plan effective strategies for change. For example, (1) the department funded two positions in the charter schools association to more effectively provide services and coordination to charter schools, and (2) the department initiated a long-range planning program with charter school operators as well as development of a report and accountability system. All of these activities were a direct result of the study and report. There is no way we could have learned as much in such a short time.

William Allen 1-25-99
Authorized Agent Date

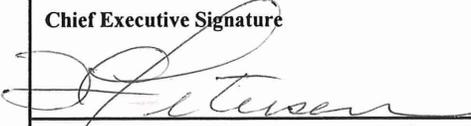
Barbara Zito 2/8/99
Deputy Commissioner Date

Report on Professional/Technical Contracts Over \$40,000

Agency <p style="text-align: center; margin: 0;">Minnesota Pollution Control Agency</p>		
Contract Firm <p style="text-align: center; margin: 0;">Tetra Tech EM, Inc.</p>	Master Contract Number	
Project Name <p style="text-align: center; margin: 0;">Cost-Benefit Scoping Study</p>	Project Number	Project Duration (Dates) <p style="text-align: center; margin: 0;">7/10/98 to 12/28/98</p>
Summarize the purpose of the contract, including why it was necessary to enter into a contract. <p style="margin: 10px 0 0 40px;">The purpose of the contract was to complete a scoping study for a cost-benefit model to analyze water quality standards, while working with the Cost-Benefit Task Force.</p> <p style="margin: 10px 0 0 40px;">The contract was necessary to fulfill a legislative requirement.</p>		
Billable Hours (if applicable) <p style="text-align: center; margin: 0;">542</p>	Amount Spent <p style="text-align: center; margin: 0;">\$50,000</p>	Source of Funding <p style="text-align: center; margin: 0;">General Fund 100 3140 WF8</p>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently. <p style="margin: 10px 0 0 40px;">The 1998 Legislature required that a task force be established to, in part, select a contractor to complete a scoping study on cost-benefit analysis of water quality standards. The agency does not have experts in cost-benefit analysis on staff and the project time frame was too short to develop in-house expertise. Therefore, a contractor was needed to provide that expertise in a cost-effective manner for this short-term project, and to fulfill the legislative requirement.</p>		
Chief Executive Signature 	Title BRUCE C. BISER Chief Financial Officer Fiscal Services Division	Date <p style="text-align: center; margin: 0;">1/26/99</p>
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency <i>Public Safety</i>		
Contract Firm <i>Richard C. Smith</i>	Master Contract Number <i>9200-335</i>	
Project Name <i>NightCAP Liaison</i>	Project Number <i>99-14-11</i>	Project Duration (Dates) <i>10/1/98 - 9/30/98</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>As a condition of receiving some federal alcohol incentive funds, it was necessary to create a program that focused upon enhanced DWI enforcement saturations involving state, county, and local law enforcement agencies, as well as media and education efforts along with these saturations. Because this was a critical program, and because of the multi-jurisdictional complexity, it required concentrated attention. The law enforcement focus of the program also required experience in this area. Richard Smith was a retired law enforcement officer with extensive coordination experience who was able to work with the Office of Traffic Safety^(OTS) staff as well as the 88 different agencies involved with these saturations. This level of coordination would not have been possible if only OTS staff were responsible for this highly successful project.</i></p> <p style="text-align: right;"><i>\$ 58,568.57</i></p>		
Billable Hours (if applicable) <i>1,414</i>	Amount Spent <i>150,600 anticipated</i>	Source of Funding <i>Federal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Because the success of this project was critical to receiving these federal incentive funds, close attention was necessary to program details and operation. Current OTS staffing levels do not permit this level of supervision. In addition, Smith's law enforcement background greatly facilitated the cooperation of the numerous law enforcement agencies.</i></p>		
Chief Executive Signature 	Title <i>DEPUTY COMMISSIONER</i>	Date <i>11-18-98</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

12/21/98

DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT
Professional/Technical Contracts
Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd 4(c)

contractor	<u>Destination Marketing Group</u>	contractor #	<u>B22 2228</u>
fund	<u>100</u>	contract period	<u>11/15/97-12/31/98</u>
orgn-appr	<u>900</u>	billable hours (if applicable)	<u>N/A</u>
amount	<u>\$45,000</u>		

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The purpose of this contract was to perform initial analysis and re-design work on the Minnesota Office of Tourism Database and Journey Application. Work included development of business requirements, initial report and screen specifications and prototypes, data element identification and recommendations regarding the appropriate level of integration with the Department database.

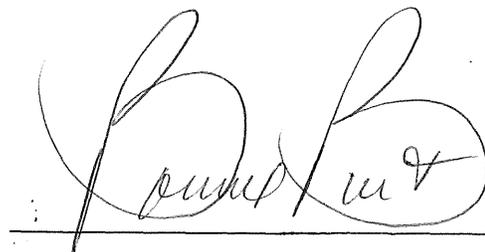
The Department entered into the contract to improve the design, functionality and performance of the current Journey database application and its associated Explore Minnesota Website.

Explain why this amount was a cost-effective way to enable the agency to provide services or products better or more efficiently:

This was a cost effective means to provide the requested work because:

- A) The workload on existing staff supporting the existing database application did not allow them to perform the analysis; and
- B) The vendor selected has designed Tourism database applications for other states and their experience was needed and valued.

Division Head



12-18-98

Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration.
DTED's contract officer can be reached at 297-1978.



Minnesota Department of Transportation

Office of Technical Support

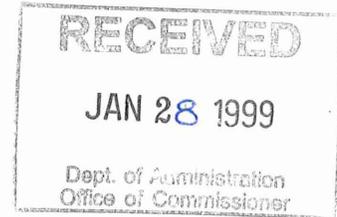
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

SRS

January 21, 1999

Scott Simmons
Acting Commissioner of Administration
50 Sherburne Avenue
St. Paul, Minnesota 55155



Subject: Mn/DOT Agreement No. 76501
Detail Design, TH 22 in Mankato

Dear Acting Commissioner Simmons:

This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 416352
Contractor: Blue Earth County, Mankato, MN 56002
Source of Funding: Trunk Highway
Total Cost to the State: \$276,704.59
Duration of Contract: From October 28, 1997 to December 1, 1998
Agreement Administrator: Alex Chernyaev
Mn/DOT Project Manager: Brett Benzkofer

The purpose of the contract was to provide Final Design to include Preparation of Construction Plans, Special Provisions, and Engineering Estimate for the construction of S.P. 0714-30 (TH 22) in Blue Earth County. The project is located from the intersection of TH 14 in Mankato to CSAH 12 and includes Grading and Surfacing works.

This project was contracted out as Mn/DOT did not have employee available to perform the described services.

The conduct of this project through an outside contractor was cost effective to the state because we (Mn/DOT) were able to continue with the design of other project and did not have to put any projects on hold or authorize any overtime.

Sincerely,

Elwyn Tinklenberg
Commissioner

cc: G. Joyce
D. Gerdes
File

To
Geny J.
MINNESOTA
DEPARTMENT OF TRANSPORTATION

Minnesota Department of Transportation

Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

January 8, 1998

Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 73051
Detail Design, TH 71 in Redwood Falls

Dear Commissioner:

This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 406811
Contractor: City of Redwood Falls, MN 56283-0010
Source of Funding: Trunk Highway
Total Cost to the State: \$115,750.00
Duration of Contract: From March 9, 1995 to June 30, 1996
Agreement Administrator: Alex Chernyaev
Mn/DOT Project Manager: Gene Setrum

The purpose of the contract was to provide Final Design services on TH 71 improvements in the City of Redwood Falls.

This project was contracted out as Mn/DOT did not have employee available to perform the described services.

The conduct of this project through an outside contractor was cost effective to the state because we (Mn/DOT) were able to continue with the design of other project and did not have to put any projects on hold or authorize any overtime.

Sincerely,

A handwritten signature in black ink, appearing to read "Elwyn Tinklenberg".

Elwyn Tinklenberg
Commissioner

This summary is being submitted in accordance with requirements of M.S. 16B.17, Subdivision 4(c).

8661

Contract Number (found in accounting block at the top of the contract)

Margo J Berg

Contractor's name (exactly as it appears on the contract)

10/1/96 - 9/30/97

Beginning/Ending Dates of Contract

\$33,651.34

Actual amount spent on contract

federal

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract was to engage Margo Berg as Project Director for "From Access to Application: Bringing the Internet into the Science and Mathematics Classroom," a grant to SciMathMN (CFL) from the U.S. Department of Education, Eisenhower National Program for mathematics and science education. Ms. Berg was named in the federal grant application as co-director of the grant.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

This contract was cost-effective because it provided unique management expertise for continuing a federally funded project which SciMathMN had already begun a year earlier. The contractor engaged (Margo Berg) was the best choice as project director because (1) she was one of the original co-directors of the project, and the other original co-director had left SciMathMN and left the state and, thus, was not available to the project; (2) Ms. Berg had computer training and development expertise not available within the unit (SciMathMN) or the development (MDCFL) at the time; and (3) hiring on a project-basis for this work was more cost-effective over time than hiring a permanent employee.

1998 NOV 30 A 10:35

MATERIALS MGMT DIV
DEPT OF ADMINISTRATION
STATE OF MINNESOTA

Bill Lindquist

7/13/98

Authorized Agent

Date

This summary is being submitted in accordance with requirements of M.S. 16B.17, Subdivision 4(c).

11265
Contract Number (found in accounting block at the top of the contract)

Playhouse Child Care Center, Inc.
Contractor's name (exactly as it appears on the contract)

4/20/97-9/30/97
Beginning/Ending Dates of Contract

\$43,069.00
Actual amount spent on contract

Federal
Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The Department of Children, Families and Learning applied for and received a grant from the Department of Health and Human Services, Maternal and Child Health Bureau to coordinate Healthy Child Care America. No state employee was available or qualified to perform this service.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

Contracting this service out allowed activity to be ongoing and community based for this project. This contractor was able to build Project EXCEPTIONAL regional training teams to recruit child care providers who are able to care for children with special health needs; identify, understand and develop cross training opportunities and resources among disciplines serving young children with special health needs and their families; and identify strategies to involve legal non-licensed child care providers in training to ensure basic health and safety needs are met. There was not a state employee available to do this kind of in-depth work.

Michelle Weber
Authorized Agent Date 7/24/98

DEPT OF ADMINISTRATION
MATERIALS MGMT DIV
SECURITY OF INFORMATION

7497

This summary is being submitted in accordance with requirements of M.S. 16B.17, Subdivision 4(c).

Vendor # 02804001100
Purchase Order 9672

FEDERAL IO# 41-1642136
STATE IO# 2620033

No other numbers listed on top of contract

Contract Number (found in accounting block at the top of the contract)

Lynch Jarvis JONES, INC.

Contractor's name (exactly as it appears on the contract)

Jan. 1, 1997 through Dec 31, 1997

Beginning/Ending Dates of Contract

\$752,654.22

Actual amount spent on contract

State

Funding source (State, Federal, Other (if Other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

We entered into this contract in order to obtain the expertise necessary to develop, manage, execute and evaluate a multimedia violence prevention campaign.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

The state does not have the expertise to develop and manage a multimedia ad campaign. The services purchased through this contract allowed the cost effective provision of these services. Further, Lynch Jarvis Jones was able to assist in obtaining close to \$2,000,000 in in-kind donations to the campaign. These are resources the state would not have raised without the assistance of Lynch Jarvis Jones.

1998 NOV 30 A 10: 34
MATERIALS MGMT DIV
DEPT OF ADMINISTRATION
STATE OF MINNESOTA

Mary R. Ellis

Authorized Agent

7/15/98

Date



Minnesota Department of Transportation

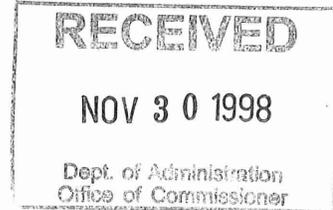
Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Handwritten signatures and initials: 'Hagen' (crossed out), 'BARB J'

Fax: 651/ 282-5127

November 17, 1998

Elaine S. Hanson
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, MN 55155



Subject: Mn/DOT Agreement 77492
Market Segmentation Research Project
Metro Division

Dear Commissioner Hanson:

This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statute 16B.17, subdivision 4(c).

MAPS contract Number: 419572
Contractor: Satisfaction Management Systems, Inc.
5959 Baker Road, Suite 300
Minnetonka, MN 55345-5957
Source of Funding: Trunk Highway Funds
Total Cost to the State: \$49,814.00
Duration of Contract: May 5, 1998 - September 30, 1998
Billable Hours: N/A
Agreement Administrator: Mark Hagen
Project Manager: Chris McMahon

The purpose of the contract was to perform a freight industry segmentation market survey to validate the findings of an earlier survey and to discover new transportation issues which may exist inn the freight and shipping industry. This project was contracted out as Mn/DOT did not have enough personnel with the necessary expertise available when the work was needed.

The conduct of this project through an outside contractor was cost effective to the State because Mn/DOT does not normally require the manpower which was needed to gather this data in a timely fashion. Therefore, purchasing this one time service was cost effective.

Sincerely,

Handwritten signature of James N. Denn

James N. Denn
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
L. Moline/File, MS 680



Minnesota Department of Transportation

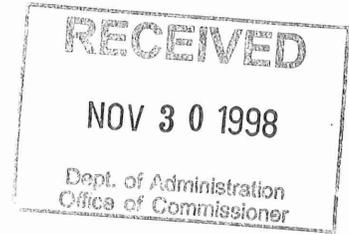
Office of Technical Support
Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Handwritten initials and signature in blue ink at the top right.

Fax: 651/ 282-5127

November 23, 1998

Elaine S. Hansen
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, Mn 55155



Subject: Mn/DOT Agreement No. 77313
Market Research
Metro Division

Dear Commissioner Hansen:

This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statutes Section 16C.08, subdivision 4(c).

MAPS Contract Number: 419130
Contractor: C.J. Olson Market Research, Inc.
2125 East Hennepin Avenue, Suite 100
Minneapolis, MN 55413-2720
Source of Funding: Trunk Highway
Total Cost to the State: \$50,000.00
Duration of Contract: April 29, 1998 to September 17, 1998
Billable Hours: Not Available
Agreement Administrator: Mark Hagen
Mn/DOT Project Manager: Chris McMahan

The purpose of the contract was to perform a market research survey to determine the level of tolerance for traffic congestion among Twin Cities area residents.

This project was contracted out as Mn/DOT does not have sufficient resources to collect market research data for large-scale studies.

The conduct of this project through an outside contractor was cost effective to the state because the expertise needed for this project is not normally required by Mn/DOT. Therefore purchasing these one-time services was cost effective.

Sincerely,

Handwritten signature of James N. Denn

James N. Denn
Commissioner



Minnesota Department of Transportation

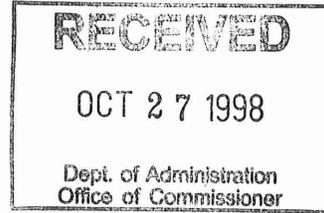
Transportation Building

395 John Ireland Boulevard
Saint Paul, Minnesota 55155-1899

October 13, 1998

~~HUNT~~
BARB J

Elaine S. Hanson
Commissioner of Administration
50 Sherburne Avenue
St. Paul, MN 55155



Subject: Mn/DOT Agreement 75440
Cultural Resources/T.H. 10, Point Douglas
Statewide

Dear Commissioner Hanson:

This is the final acceptance report for the above reference agreement, in accordance with the provisions of Minnesota Statute 16B.17, subdivision 4(c).

MAPS Contract Number: 409057
Contractor: Rivercrest Associates, 113 South Main Street, P.O. Box 898, Stillwater, MN 55082
Source of Funding: Trunk Highway Funds
Total Cost to State: \$76,107.00
Duration of Contract: October 24, 1998 - April 30, 1998
Billable Hours:
Agreement Administrator: Linda Moline

The purpose of this contract was for the mitigation for work along T.H. 10, Point Douglas Townsite. This project was contracted out as Mn/DOT did not have the staff time to conduct this activity. Furthermore, when this project was started Mn/DOT did not have a historian on staff to conduct any research on this activity. Thus, the necessary expertise was lacking.

Conducting this project through an outside contractor was cost effective to the State because Mn/DOT did not have the necessary expertise to perform this study in-house. Even with a historian on staff the project was far too large in scope for one person to accomplish. Therefore, purchasing this one time services was cost effective.

Sincerely,

James N. Denn
Commissioner

cc: G. Joyce, 112 Administration
D. Gerdes, MS 675
FILE



Minnesota Department of Transportation

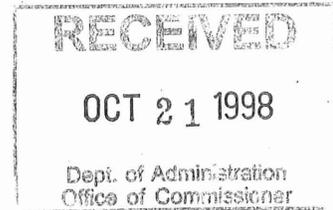
Transportation Building

395 John Ireland Boulevard
Saint Paul, Minnesota 55155-1899

Handwritten signatures and initials: "Kant", "BARB", "J"

October 8, 1998

Elaine S. Hanson
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, MN 55155



Subject: Mn/DOT Agreement 76991
Final Design Bridge 40004
T.H. 22 Under Union Pacific RR; Near St. Peter

Dear Commissioner Hanson:

This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statute 16B.17, subdivision 4(c).

MAPS contract Number: 418113
Contractor: Toltz, King, Duvall, Anderson & Associates, Inc.
Source of Funding: Trunk Highway Funds
Total Cost to the State: \$75,000.00
Duration of Contract: 12-18-97 to 7-31-98
Billable Hours: N/A
Agreement Administrator: Linda Moline

The purpose of the contract was Final Design services for Bridge No. 40004 on T.H. 22 near St. Peter, Minnesota. This project was contracted out as Mn/DOT had no personnel with expertise available.

The conduct of this project through an outside contractor was cost effective to the State because the expertise necessary to design a railroad structure is normally not required. Consequentially, these bridges are assigned to contracting firms with design experience on these type structures.

Sincerely,

James N. Denn
Commissioner

cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File, MS 680



Minnesota Department of Transportation

Office of Technical Support

Consultant Services Unit, MS 680
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 282-5127

October 15, 1998

Elaine S. Hanson
Commissioner of Administration
50 Sherburne Avenue
Saint Paul, MN 55155

Subject: Mn/DOT Agreement 76487
TH 100 Preliminary Design
TH 100 from Glenwood Ave. to 50th Avenue

Dear Commissioner Hanson:

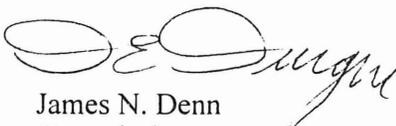
This is the final acceptance report for the above referenced agreement, in accordance with the provisions of Minnesota Statute 16B.17, subdivision 4(c).

MAPS contract Number: 416601
Contractor: Barton-Aschman Associates, Inc.
111 Third Avenue South, Suite 350
Minneapolis, MN 55401
Source of Funding: Trunk Highway Funds
Total Cost to the State: \$202,765.00
Duration of Contract: August 8, 1997 to June 30, 1998
Billable Hours: 2856 hours
Agreement Administrator: Joseph P. Pignato
Project Manager: Wayne A. Norris

The purpose of the contract was to complete the Preliminary Design for the portion of TH 100 between Glenwood Avenue and 50th Avenue North, which was started by Barton-Aschman on November 6, 1989. The services provided for under this contract were completion of the Draft EIS and the Final EIS, preparation of the Draft Record of Decision, and the printing of the Final EIS including one (1) photo-ready copy and one (1) electronic file copy of the Final EIS. This project was contracted out as Mn/DOT did not have the available necessary and qualified personnel to conduct the services covered under this contract.

The conduct of this project through an outside contractor was cost effective to the State because the necessary and qualified Mn/DOT personnel were not available and the timely completion of the Final EIS and the Draft Record of Decision were extremely important to the Department. The contract allowed completion of the environmental documentation for TH 100 from Glenwood Avenue to 50th Avenue North which had originally started in 1989.

Sincerely,

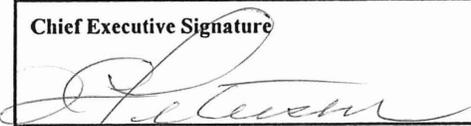


James N. Denn
Commissioner

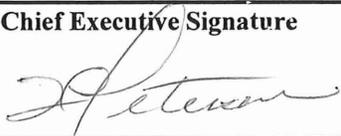
cc: G. Joyce, 112 Admin
D. Gerdes, MS 675
File, MS 680

Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency Public Safety		
Contract Firm AAMVA/Lockheed VISTA	Master Contract Number PO 7000-56	
Project Name IRP Computer Registration System	Project Number	Project Duration (Dates) 8/7/96 to 8/6/98
Summarize the purpose of the contract, including why it was necessary to enter into a contract. The contractor supplied a fully supported computer system for the processing of registration applications for interstate trucking companies. This service was necessary for compliance to the International Registration Plan (IRP). The computer system provided the following functions: Maintain and update registration data for each trucking firm, Calculate registration tax for each jurisdiction based on the registration laws of each jurisdiction, Prepare billing notice detailing the taxes and administrative fees, Record payments, Determine delinquency of tax payment and process accordingly, Issue proper registration credentials so that trucking firm is valid for travel, Extract reports validating the distribution of payment to each jurisdiction and controlling that distribution, Track, maintain and monitor accounts receivable and payable. A fully supported IRP computer system was necessary to ensure proper collection of registration taxes for Minnesota and the member jurisdictions. Failure to properly calculate the tax results in a loss of revenue for the State of Minnesota, member jurisdictions, or trucking companies.		
Billable Hours (if applicable)	Amount Spent \$450,720	Source of Funding 280
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently. The prior computer system was outdated and becoming costly to maintain. Resources (funds and personnel) were not available to design, implement and deploy a new system. The cost was estimated at \$750,000. In addition, two employees were needed to maintain and support the system once operational. The contractor supplied a fully supported system (hardware, software and support) to perform the mandated registration functions. The contractor system was in place and fully operational. Minnesota goal was to convert to a system that was seamless to the customers. A computer system was available and functional that provided the necessary services for the Minnesota Trucking Industry. We were not required to dedicate technical Minnesota staff employees to support and maintain the computer system functions.		
Chief Executive Signature 	Title Deputy Comm	Date 11/3/98
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Report on Professional/Technical Contracts Over \$40,000

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Minnesota Safety Council		Master Contract Number 9200292
Project Name Buckle Up MN!	Project Number 98-02-03	Project Duration (Dates) 10/1/97 to 9/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to develop and conduct educational activities such as the NHTSA and MN Honor Roll programs, the High School Safety Belt Challenge, and the Saved by the Belt Program. This project also staffs and facilitates the safety belt coalition; conducts the annual observational study of safety belt use; and distributes educational information on safety belt use through brochures, posters and a video loaning library.</p> <p>The Department of Public Safety entered into this contract because it does not have the resources to conduct the Buckle Up MN! Program.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$159,323.82	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>This was a cost effective way for the Department of Public Safety to provide the services of the Buckle Up MN! Program. The Minnesota Safety Council is fully staffed with experts on safety belt use and already has a strong network in place to disseminate this information to the public through its membership in many safety organizations and its connections to thousands of employers.</p>		
Chief Executive Signature 	Title <i>Deputy Commissioner</i>	Date <i>11/5/98</i>
<p>Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

This summary is being submitted in accordance with requirements of M.S. 16B.17, Subdivision 4(c).

410 793 - 30444598

SKAMP Corporation

Contract Number (Found in the accounting block at the top of the of the contract)

Contractor's Name (Exactly as it appears on the contract)

\$135,000
Actual amount spent on contract

April 15, 1995 - January 15, 1996
Beginning and Ending dates of contract

State
Funding Source (State, Federal, Other (If other identify))

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract was to work with the Graduations staff and pilot sites to:

1. Define system and reporting requirements
2. Build a system to capture required data
3. Make necessary modifications

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

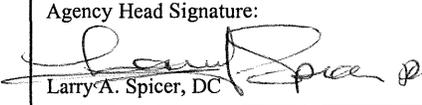
The Department entered into a contract because it did not have the resources to develop a software application. Therefore, it seemed appropriate to contract for these services. Because of the timelines specified by the legislature to implement the graduation standards it was necessary to begin building a system that would capture data required for state and local reporting before policy issues affecting those requirements were finalized. During the period of this contract, the State Board of Education made policy decisions that significantly affected these requirements. Consequently, the final software product produced by SKAMP did not reflect current policy changes. This product however, does serve as a prototype to school districts on how they can begin to operationize the capturing of data on a student's progress towards graduation standards.

Signatures: Marc Manning CH 12-20-96 [Signature] 12/20/96
 Authorized Agent Date Deputy Commissioner Date

Chiropractic
Examinations

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: MINNESOTA BOARD OF CHIROPRACTIC EXAMINERS (MBCE)		
Contractor Name: ACT	CFMS Contract Number: A15773	
Project Name: FY01 Database Fix Project	Project Number:	Project Duration (Dates): 12-2000 to 6-2001
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Purpose was to correct errors in programming and fine tune system used to register and track licensed chiropractors in the State of Minnesota.		
Billable Hours (if applicable):	Total Contract Amount: \$16,000	Source of Funding: 171 Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This contract covered what the MBCE considered to be Phase II of its electronic government initiative. Its goal was to fine tune the program and correct errors so that they system would be ready for implementation of Phase III (electronic government services and online renewal implementation). The contractor selected modified the program and assisted the agency with defining and implementing proper input methodologies. Because the MBCE has only 5 employees it is unable to keep the expert staff required for programming needs as a part of its daily staff complement. The contractor met with agency staff 2-4 times per month, worked off site to correct errors and delivered fixes for testing and distribution.		
Agency Head Signature:  Larry A. Spicer, DC	Title: Executive Director	Date: 7/30/01

(Rev. 4/00)

Commerca

David Schmidtke

Date sent: **Mon, 11 Jan 2010 09:58:16 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Brian.Schnese@state.mn.us
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 01/11/2010.

project: Development of Metrology, PIS, and Accounting Crystal Reports
id_part1: B13 id_part2: 2370 cfms: B28333 vendor: Twenty-Second Century
Technologies, Inc. agency: Commerce Dept evaluator: Brian Schnese
eval_date: 01/11/2010 email_list: brian.schnese@state.mn.us purpose: The
DOC was in need of 14 reports to be developed using Crystal Reports 2008.
The 14 reports originate from three separate business areas:
Placing-in-Service (PIS) permitting, Metrology work orders, and Billing
and Accounting. They are predominantly administrative summary reports for
use by accounting and supervisory staff, with a few of the reports being
more polished and sent outside of the Department. With the receipt of
these 14 reports, the Weights and Measures Division as part of the
Department of Commerce was able to harness the information being stored in
the AssetSmart application and database in order to meet its measurement
objective and mission of maintaining the State standards of mass, length,
volume, density and temperature, and providing reliable metrological
measurement services suited to the needs of their clients. accomplished:
Yes contract_date: 07/31/2009 amended_date: 10/02/2009 actual_date:
10/02/2009 contract_cost: \$22,752.00 amended_cost: NA actual_cost:
\$22,752.00 cost_effective: After consulting the MN Dept. of Commerce
Information Technology Services division, it was determined that they
currently do not hold the advanced Crystal Reporting capabilities required
to address the complexity of the reports that are required. It was
determined that the MN Dept. of Commerce Information Technology Services
division had neither the expertise nor the resources required to
successfully complete the work required. Offsite Crystal Reports training
of in-house state employees was ruled out because of the high cost and
time commitment associated with this option. amended: Yes amended_e: The
original contract expiration date was amended to accommodate a project
delay that originated within the Minnesota Department of Commerce. The
vendor was flexible in accommodating the unforeseen project delay.
terminated: No engage: Yes engage_e: The vendor provided Mr. Craig
Buchanan, an excellent local resource for the Department. His work was of
the highest quality. He provided the deliverables outlined in our contract
in whole and was very diligent about responding to our emails and phone
calls. In some cases, his creative solutions were the success factor in
dealing with unforeseen problems. Mr. Buchanan served as the technical

resource and main point of contact while representatives from Twenty-Second Century Technologies, Inc. handled all contract and invoice-related items. Representatives from Twenty-Second Century Technologies, Inc. were competent in managing the contract and associated invoices.

Kelly Heffron

Date sent: Thu, 17 Sep 2009 10:41:52 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/17/2009.

project: Case Management System
id_part1: B13
id_part2: 2209
cfms: B23136
vendor: Law Enforcement Technology Group
agency: Commerce Dept
evaluator: Martin Harris
eval_date: 09/17/2006
email_list: martin.harris@state.mn.us
purpose: To secure a qualified vendor for DOIFP new case management system
accomplished: Yes
contract_date: 06/30/2009
amended_date: 06/30/2010
actual_date: 06/30/2010
contract_cost: 155,520.00
amended_cost: 155,869.59
actual_cost: 155,869.59
cost_effective: The CMS was specifically designed for a Police Agency's. LETG's product was turn key, web based, and only require the technology infrastructure to run. Product is deployed in numerous police agencies across Minnesota which allowed good feedback.
amended: Yes
amended_e: The state was unable to meet it's requirements regarding finalizing the contract and technology set up required for the project. Original schedule was a little to ambitious.
terminated: No
engage: Yes
engage_e: They delivered what was promised.
comments: Contract date was ammended to incorporate Software Maintenance Agreement. We went live with system on June 9th, 2009.

Kelly Heffron

Date sent: Thu, 3 Sep 2009 14:05:38 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/03/2009.

project: Electronic Document Migration to FileNet P8
id_part1: b13
id_part2: 2331
cfms: 99999
vendor: Genus Technologies
agency: Commerce Dept
evaluator: Jim Darling
eval_date: 9/3/2009
email_list: Steve.Gustafson@state.mn.us
purpose: Commerce decided to move to the FileNet P8 installation at OET
from their own FileNet Image Services system
accomplished: Yes
contract_date: 6/30/2009
actual_date: 6/30/2009
contract_cost: 34,375
actual_cost: 34,375
cost_effective: It made sense for Commerce to join the Enterprise wide
application rather than maintain the system and costs themselves.
amended: No
terminated: No
engage: Yes
comments: The Genus staff was highly skilled and great to work with.

Kelly Heffron

Date sent: **Mon, 24 Aug 2009 14:57:27 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 08/24/2009.

project: Business Methodology Improvements

id_part1: B13

id_part2: 2236

cfms: B18950

vendor: Advanced Strategies, Inc.

agency: Commerce Dept

evaluator: John Harvanko

eval_date: 08/24/2009

purpose: Training to improve the skills of the Energy Assistance Program to advance the methodology of managing the program and projects and to optimize the involvement, focus and input of the Policy Advisory Committee.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$61,810

actual_cost: \$61,810

cost_effective: This contract provided State staff with additional skills to more effectively manage a \$165 million per year program with 8 state employees serving over 153,000 Minnesota households.

amended: No

terminated: No

engage: Yes

engage_e: Advanced Strategies continues to prove themselves as experts in providing methodologies to complex public problems.

comments: I would highly recommend Advanced Strategies to any group wishing to most out of themselves and the activities or work they manage or perform.

Kelly Heffron

Date sent: Fri, 26 Jun 2009 10:45:45 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 06/26/2009.

project: Nortel Switch Upgrade

id_part1: B13

id_part2: 2125

cfms: n/a

vendor: n/a

agency: Commerce Dept

evaluator: Richard Gooley

eval_date: 06/26/2009

purpose: The contract was intended to be used to upgrade the Nortel core switches of Commerce's network. The contract was never executed.

accomplished: No

accomplished_e: The contract was never executed.

contract_date: 06/30/2007

actual_date: 06/30/2007

contract_cost: 0.00

amended_cost: 0

actual_cost: 0.00

cost_effective: The project was not completed under this contract.

amended: No

terminated: Yes

terminated_e: The timing of the contract. Commerce was unable to complete the work by 6/30/2007 so it was never started.

engage: Yes

engage_e: n/a

12 August 2008

Legislative Reference Library
645 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

RE: B10469 / Geothermal Heat Pump Study

To Whom It May Concern:

Please find the enclosed report from Michaels Engineering, Inc. regarding the Geothermal Heat Pump Study. The report was funded by the State's General Fund (M.L. 2007, Ch. 57, Article 2, Sec. 3, subd 6).

Should you have any questions about the report, please contact the Program Manager for this project:

Kenneth Brown, Project Manager
Office of Energy Security
Minnesota Department of Commerce
85 Seventh Place East, Suite 500
Saint Paul, MN 55101
Phone: 651-297-2326

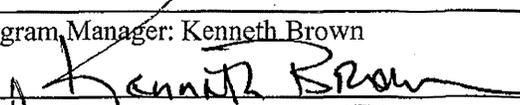
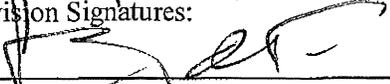
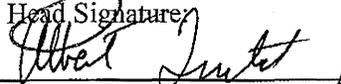
Thank you,

Amy Bicek
Senior Grant Specialist

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes, Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Commerce		
Contractor Name: Michaels Engineering, Inc.		CFMS Contract Number: B10469
Project Name: Geothermal Heat Pump Study	Project No.:	Project Duration: Start: 01/14/2008 End: 05/28/2008
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p><i>The primary purpose of this project was to:</i></p> <ul style="list-style-type: none"> • <i>Determine the difference in energy use, user costs, and amounts of pollutants and carbon dioxide emissions for Geothermal Heat Pumps (GHPs) as compared to conventional Heating, Ventilation and Air Conditioning (HVAC) systems in Minnesota residential, commercial and institutional buildings used for heating and cooling air and water heating, and;</i> • <i>Identify current installations of GHPs, available financial incentives, manufacturers and installers, economic development potential, and barriers to more widespread, cost effective use of the technology in Minnesota.</i> • <i>The DOC does not own the modeling software or have staff available to run the software needed to compare energy use, user costs, and amounts of pollutants and carbon dioxide emissions, applications, climate zones and costs for specified Geothermal Heat Pumps (GHPs) and conventional Heating, Ventilation and Air Conditioning (HVAC) systems.</i> 		
Billable Hours (if applicable):	Total Contract Amount: \$50,000	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p><i>The DOC does not own the modeling software or have staff available to run the software needed to compare energy use, user costs, and amounts of pollutants and carbon dioxide emissions, applications, climate zones and costs for specified Geothermal Heat Pumps (GHPs) and conventional Heating, Ventilation and Air Conditioning (HVAC) systems.</i></p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p><i>Not applicable. Contractor was selected through RFP process.</i></p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p><i>The contractor communicated well, was timely, used best available assumptions (Energy Star) and showed considerable expertise with modeling software, including use of DOE2. The contractor performed well, especially given the budget and timeline for the project.</i></p>		
Program Manager: Kenneth Brown 	Title: Program Manager	Date: 8/12/08
Division Signatures: 	Title: See operations supv.	Date: 8/12/08
Agency Head Signature: 	Title: Attorney	Date: 8/12/08

12 August 2008

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645 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

RE: B10469 / Geothermal Heat Pump Study

To Whom It May Concern:

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Should you have any questions about the report, please contact the Program Manager for this project:

Kenneth Brown, Project Manager
Office of Energy Security
Minnesota Department of Commerce
85 Seventh Place East, Suite 500
Saint Paul, MN 55101
Phone: 651-297-2326

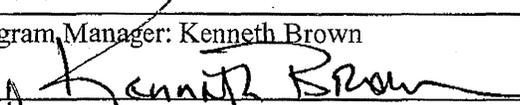
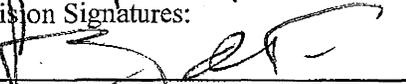
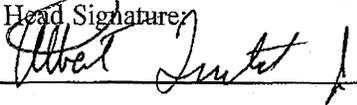
Thank you,

Amy Bicek
Senior Grant Specialist

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes, Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Commerce		
Contractor Name: Michaels Engineering, Inc.		CFMS Contract Number: B10469
Project Name: Geothermal Heat Pump Study	Project No.:	Project Duration: Start: 01/14/2008 End: 05/28/2008
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p><i>The primary purpose of this project was to:</i></p> <ul style="list-style-type: none"> • Determine the difference in energy use, user costs, and amounts of pollutants and carbon dioxide emissions for Geothermal Heat Pumps (GHPs) as compared to conventional Heating, Ventilation and Air Conditioning (HVAC) systems in Minnesota residential, commercial and institutional buildings used for heating and cooling air and water heating, and; • Identify current installations of GHPs, available financial incentives, manufacturers and installers, economic development potential, and barriers to more widespread, cost effective use of the technology in Minnesota. • The DOC does not own the modeling software or have staff available to run the software needed to compare energy use, user costs, and amounts of pollutants and carbon dioxide emissions, applications, climate zones and costs for specified Geothermal Heat Pumps (GHPs) and conventional Heating, Ventilation and Air Conditioning (HVAC) systems. 		
Billable Hours (if applicable):	Total Contract Amount: \$50,000	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p><i>The DOC does not own the modeling software or have staff available to run the software needed to compare energy use, user costs, and amounts of pollutants and carbon dioxide emissions, applications, climate zones and costs for specified Geothermal Heat Pumps (GHPs) and conventional Heating, Ventilation and Air Conditioning (HVAC) systems.</i></p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p><i>Not applicable. Contractor was selected through RFP process.</i></p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p><i>The contractor communicated well, was timely, used best available assumptions (Energy Star) and showed considerable expertise with modeling software, including use of DOE2. The contractor performed well, especially given the budget and timeline for the project.</i></p>		
Program Manager: Kenneth Brown 	Title: Program Manager	Date: 8/12/08
Division Signatures: 	Title: Sec operations supv.	Date: 8/12/08
Agency Head Signature: 	Title: Attorney	Date: 8/12/08

Kelly Heffron

Date sent: **Mon, 2 Jun 2008 14:01:28 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

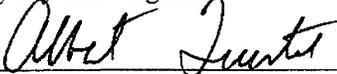
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, June 02, 2008 at 14:01:28

_config: vendeval
project: Weatherization Assistant Software Upgrade
id_part1: B13
id_part2: 2053
cfms: B00486
vendor: Fishbaugher & Associates LLC
agency: Commerce Dept
evaluator: Steve Loomis
eval_date: 06/02/2008
email_list: Steve.Loomis@state.mn.us
purpose: Include additional functionality into software used by over 30
community action agencies for performing energy audits and home
weatherization services for low-income families.
accomplished: Yes
contract_date: 05/02/2007
amended_date: 09/14/2007
actual_date: 02/29/2008
contract_cost: 6500.00
amended_cost: 4150.00
actual_cost: 10650.00
cost_effective: The added functionality was requested by many of the
community action agencies to help them provide services more
effectively. The U.S. Dept. of Energy spent a matching amount of funds
directly to the contractor for services, allowing the State of
Minnesota to receive the benefit of additional functionality beyond our
scope of work.
amended: Yes
amended_e: To address issues discovered while working on tasks outlined
in the original agreement.
terminated: No
engage: Yes
engage_e: Because he wrote most of the software and has worked on
upgrades over the past 10 years.

Report on Professional/Technical Contract Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 ©, requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion

Agency: Minnesota Department of Commerce (DOC)		
Contractor Name: Systems Technology Group, Inc. 3155 W. Big Beaver Road, Suite 220 Troy, Michigan 48084-3007		CFMS Contract Number: #A-57213
Project Name: (If applicable) eHEAT Development Phase III – Build and implement System	Project Number: (If applicable) Not applicable	Project Duration: (Dates) January 31, 2005 to April 30, 2007
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>The Minnesota Department of Commerce (DOC) contracted for services for the design, development and implementation of an electronic information system to be called eHEAT (Electronic Household Energy Automation Technology). The contracted services develop technical solutions for the Minnesota Energy Assistance Program (EAP) and Weatherization Assistance Program (WAP). This contractor performed tasks necessary to implement the new system for the program year beginning October 1, 2004. The contract included the maintenance, support and enhancement of the system once in production. Finally, the contractor performed knowledge transfer to enable state management of the ongoing system.</p> <p>The purpose of the eHEAT Project was to utilize state-of-the-art technology to update delivery, management, and accountability for EAP and WAP. The new system was designed to support program and administrative services to eligible Minnesotans. The system facilitates program functions, record keeping, program evaluation and reporting. It integrates with related systems and provides the basis for future business changes and have the capacity to incorporate future technological improvements.</p>		
Billable Hours: (If applicable) Not applicable – It was a fixed bid	Total Contract Amount: \$1,907,300	Source of Funding: Federal LIHEAP Allocation
Explain why the amount was a cost effective way for the agency to provide its services or products better or more efficient <p>eHEAT was built using industry standards for technology, however the combination of a JAVA application and DB2 database on the ZO2 Mainframe in OET is unique. Many of the system requirements have been learned jointly with STG, DOC and OET.</p> <p>OET or DOC did not have the expertise of STG with the functionality and technical design of the system. Additionally, this continuity will ensure the use of accepted practices to continue the quality of the system. Hiring personnel to design and architect the is system would have locked in staff positions which would not have been effective after the system was in production and knowledge was transferred.</p>		
If this was a single source contract, explain why the agency determined there was only a single source for the services Not applicable		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <p>The contractor proposed a detailed timeline proved to be exactly what was needed. The made every deadline on time. The quality of the deliverables was top notch and served as the bases to build the data system. The cost was a great value and worth the expenditure based on the deliverables impact on the project outcomes. STG had incredibly discipline approach to project management and system design. STG's work performance was unquestionably effective, efficient and had a tremendously positive effect on the success of the project, both in their phase of the process and in later stages.</p>		
Agency Head Signature: 	Title: Attorney	Date: 4/22/08

Kelly Heffron

Date sent: Thu, 22 May 2008 15:51:39 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 22, 2008 at 15:51:39

_config: vendeval
project: FileNet Installation
id_part1: B13
id_part2: 1851
cfms: A90177
vendor: FileNet Corporation
agency: Commerce Dept
evaluator: Jim Darling
eval_date: 05/22/2008
email_list: greg.fetter@state.mn.us
purpose: The need for professional and technical services for the
installation of FileNet P8 on development servers.
accomplished: Yes
contract_date: 06/19/2006
actual_date: 08/31/2006
contract_cost: 11,000.00
actual_cost: 11,000.00
cost_effective: FileNet technical staff are highly skilled in
installation of their product.
amended: No
terminated: No
engage: Yes
engage_e: They are highly skilled and professional

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Commerce		
Contractor Name: Promissor, Inc., a Pearson VUE Business		CFMS Contract Number: A 91029
Project Name (if applicable): Promissor PULSE Implementation	Project Number (if applicable):	Project Duration (Dates): July 3, 2006 to July 31, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Commerce Department needed a web-based, vendor-hosted solution for licensing and regulation of Real Estate and Debt Collection companies and individuals, to correspond to and interact with the existing web-based, vendor-hosted Insurance regulation and licensing system.</p>		
Billable Hours (if applicable): n/a	Total Contract Amount: \$250,600.00	Source of Funding: \$250,600.00 General Fund-Admin
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Department installed a web-based, vendor-hosted system for uniform national Insurance licensing and regulation in 2006. The Promissor PULSE web-based regulation and licensing product provided a way for the Department to integrate its Real Estate and Debt Collection regulation and licensing processes with the the existing web-based Insurance system.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>n/a</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department found it necessary to enact a contingency plan to aggressively manage the quality of the services provided and to hold the vendor accountable in meeting critical deadlines. Thereafter, a majority of services were completed to our satisfaction in order of priority and the project was concluded on schedule and within budget. It was agreed that certain terms of the contract could be met at a later date, which has been reflected our amended contracts. After intervention from the Department, the vendor increased staffing levels and oversight to better respond to the Department's needs and fulfill their contractual obligations.</p>		
Agency Head Signature: 	Title: COMMISSIONER	Date: 12-7-07

Report on Professional/Technical Contracts Over \$50,000

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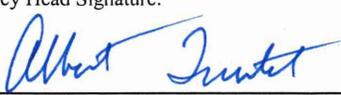
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Commerce		
Contractor Name: Sircon Corporation		CFMS Contract Number: A 81564
Project Name (if applicable): Sircon for States	Project Number (if applicable):	Project Duration (Dates): October 10, 2005 to June 30, 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Commerce Department needed a complete web-based, vendor-hosted solution to meet NAIC standards for uniform licensing and regulation of insurance companies and individuals engaged in the sale, marketing, and administration of insurance.</p>		
Billable Hours (if applicable): n/a	Total Contract Amount: \$175,000	Source of Funding: \$ 75,000 General Fund \$100,000 Implementation Incentive Funding from National Insurance Producer Registry (NIPR)
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Under the requirements of the Gramm-Leach-Bliley Act, the Department must conform to the national insurance regulation standards for uniform insurance licensing and regulation. The Sircon developed computer software for the Department of Commerce to implement to meet uniform standards within federal time limits.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>n/a</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Sircon was timely in the delivery of the services they provided. These services were performed in a high-quality, professional manner. The project was concluded on schedule and within budget.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 10-10-07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

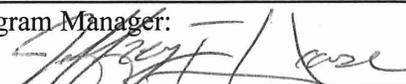
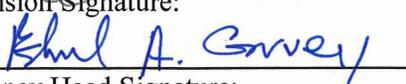
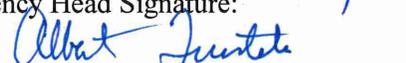
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Department of Commerce – Petroleum Tank Release Cleanup Fund (Petrofund) Division		
Contractor Name: ProSource Technologies, Inc.		CFMS Contract Number: A61697
Project Name (if applicable): Abandoned Underground Petroleum Storage Tank and Contaminated Soil Removal and Disposal Project	Project Number (if applicable): 813PF	Project Duration (Dates): 5/1/2004 to 4/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To help protect public health and welfare and the environment, the Petrofund entered into this contract for environmental consultant and subcontractor services required to remove abandoned underground petroleum storage tanks and, if necessary, excavate and dispose of petroleum contaminated soil.</p> <p>The Minnesota Department of Commerce did not have staff or equipment available to perform environmental consulting or underground petroleum storage tank removal services. As a result, it was necessary to contract with entities that had the required expertise and resources.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$300,000	Source of Funding: Petroleum Tank Release Cleanup Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Petrofund program did not provide these services prior to entering into this contract. Removing abandoned underground petroleum storage tanks was a new initiative at the time this contract was put into place. As a result, the cost effectiveness of this work cannot be compared to previous levels of service or efficiency.</p> <p>In order to help ensure cost effectiveness, however, competitive proposals were obtained for these services. Nine environmental consultants provided proposals, and contracts were awarded to the two highest scoring firms (ProSource Technologies, Inc. and MSA Professional Services), as determined by a team of five qualified evaluators.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>This was not a single source contract.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Together, ProSource Technologies, Inc. and MSA Professional Services removed 103 abandoned underground petroleum storage tanks from 57 sites over the three-year period covered by this contract. A total of 26,157 gallons of petroleum/sludge that could have eventually contaminated nearby soil and groundwater was removed from those tanks. Already existing contamination was discovered at 35 of those sites and reported to the State Duty Officer. As these figures indicate, the broad objectives of the contract were met.</p> <p>ProSource Technologies, Inc. ably accommodated the Petrofund's timelines for performing the individual abandoned petroleum storage tank removal projects that were scattered around the state. It was initially estimated that the contract period would cover five years, but due to the large volume of applications received and the availability of the contractors, the \$300,000 contract amount was expended in just three years.</p> <p>Other than a few instances where it was determined that subcontractors were not performing certain tank removal tasks in accordance with state requirements, the quality of the services provided by ProSource Technologies, Inc. met the standards set in the contract. In those cases where subcontractor error occurred, ProSource Technologies, Inc. ensured that either the subcontractor fixed the problem or it was removed from the project.</p> <p>The competitive bidding process mentioned above helped to keep costs down. The hourly rates charged by ProSource Technologies, Inc. were significantly lower than the maximum hourly rates determined to be reasonable by the Petrofund as part of its primary function of reimbursing cleanup costs related to contamination from petroleum storage tanks. In order to help ensure the reasonableness of the costs for subcontractor work, ProSource Technologies, Inc. obtained competitive bids from tank removal contractors for each site.</p>		
Agency Head Signature: 	Title: Asst. Commissioner	Date: 8/21/07

Report on Professional/Technical Contracts Over \$50,000

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Agency: Commerce		
Contractor Name: National Association of State Energy Officials		CFMS Contract Number: A80629
Project Name: Energy Emergency Preparedness Plan	Project No.:	Project Duration: Start: 09/21/2005 End: 01/31/2007
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>The purpose of the contract was to develop an energy emergency plan for the state of Minnesota. This plan was based on the State Energy Emergency Assurance Guidelines that were developed by the National Association of State Energy Officials. The plan was needed to assist emergency personnel in the evaluation and assessment of energy infrastructure and energy rules/procedures in the event of a statewide emergency.</i>		
Billable Hours (if applicable):	Total Contract Amount: \$50,000	Source of Funding: Federal funds to Public Safety who issued IA with Commerce
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>To meet the timelines for the development of the plan dedicated resources had to be committed. The Department did not have the necessary resources to devote to this effort. The contractor that did the work also had done similar plans for other states and had developed general guidelines for the development of these plans. Thus, the Department was able to utilize their expertise and resources to develop the plan in a cost effective manner.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>The National Association of State Energy Officials has spent considerable resources on the development of State Energy Emergency Assurance Guidelines. In addition, they have developed similar plans for other states</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>The work that was done met all timelines, the quality of the final product was as expected, while there could have been improvements to the way the information was packaged, overall the final product was good. The cost for doing the work ended up being less than was budgeted. The overall performance in meeting the terms and objectives of the contract was good.</i>		
Program Manager: 	Title: Program Manager	Date: 8/21/07
Division Signature: 	Title: Deputy Commissioner	Date: 8/22/07
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/22/07

Report on Professional/Technical Contracts Over \$50,000

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Agency: Minnesota Department of Commerce – Petrofund Division		
Contractor Name: MSA Professional Services		CFMS Contract Number: A61699
Project Name (if applicable): Abandoned Underground Petroleum Storage Tank and Contaminated Soil Removal and Disposal Project	Project Number (if applicable): 813PF	Project Duration (Dates): 5/1/2004 to 4/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To help protect public health and welfare and the environment, the Petrofund entered into this contract for environmental consultant and subcontractor services required to remove abandoned underground petroleum storage tanks and, if necessary, excavate and dispose of petroleum contaminated soil.</p> <p>The Minnesota Department of Commerce did not have staff or equipment available to perform environmental consulting or underground petroleum storage tank removal services. As a result, it was necessary to contract with entities that had the required expertise and resources.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$300,000	Source of Funding: Petroleum Tank Release Cleanup Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Petrofund program did not provide these services prior to entering into this contract. Removing abandoned underground petroleum storage tanks was a new initiative at the time this contract was put into place. As a result, the cost effectiveness of this work cannot be compared to previous levels of service or efficiency.</p> <p>In order to help ensure cost effectiveness, however, competitive proposals were obtained for these services. Nine environmental consultants provided proposals, and contracts were awarded to highest scoring firms, as determined by a team of five qualified evaluators.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>This was not a single source contract.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Together, MSA Professional Services and ProSource Technologies, Inc. removed 103 abandoned underground petroleum storage tanks from 57 sites over the three-year period covered by this contract. A total of 26,157 gallons of petroleum/sludge that could have eventually contaminated nearby soil and groundwater was removed from those tanks. Already existing contamination was discovered at 35 of those sites and reported to the State Duty Officer for future cleanup. As these figures indicate, the broad objectives of the contract were met.</p> <p>MSA Professional Services ably accommodated the Petrofund's timelines for performing the individual abandoned petroleum storage tank removal projects that were scattered around the state. It was initially estimated that the contract period would cover five years, but due to the large volume of applications received and the availability of the contractors, the \$300,000 contract amount was expended in just three years.</p> <p>Other than a few instances where it was determined that subcontractors were not performing certain tank removal tasks in accordance with state requirements, the quality of the services provided by MSA Professional Services met the standards set in the contract. In those cases where subcontractor error occurred, MSA Professional Services ensured that either the subcontractor fixed the problem or it was removed from the project.</p> <p>The competitive bidding process mentioned above helped to keep costs down. The hourly rates charged by MSA Professional Services were significantly lower than the maximum hourly rates determined to be reasonable by the Petrofund as part of its primary function of reimbursing cleanup costs related to contamination from petroleum storage tanks. In order to help ensure the reasonableness of the costs for subcontractor work, MSA Professional Services obtained competitive bids from tank removal contractors for each site.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 8/21/07

Report on Professional/Technical Contracts Over \$50,000

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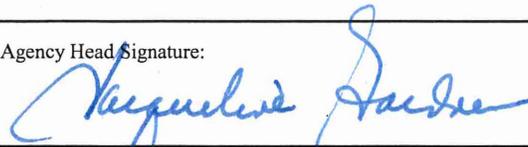
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Department of Commerce (DOC)		
Contractor Name: Systems Technology Group, Inc. 3155 W. Big Beaver Road, Suite 220 Troy, Michigan 48084-3007	CFMS Contract Number: #A-57213	
Project Name (if applicable): eHEAT Development Phase III – Design, Build and implement System	Project Number (if applicable): Not applicable	Project Duration (Dates): January 31, 2005 to April 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Minnesota Department of Commerce (DOC) contracted for services for the design, development and implementation of an electronic information system to be called eHEAT (Electronic Household Energy Automation Technology). The contracted services develop technical solutions for the Minnesota Energy Assistance Program (EAP) and Weatherization Assistance Program (WAP). This contractor performed tasks necessary to implement the new system for the program year beginning October 1, 2004. The contract included the maintenance, support and enhancement of the system once in production. Finally, the contractor performed knowledge transfer to enable state management of the ongoing system.</p> <p>The purpose of the eHEAT Project was to utilize state-of-the-art technology to update delivery, management, and accountability for EAP and WAP. The new system was designed to support program and administrative services to eligible Minnesotans. The system facilitates program functions, record keeping, program evaluation and reporting. It integrates with related systems and provides the basis for future business changes and has the capacity to incorporate future technological improvements.</p>		
Billable Hours (if applicable): Not applicable – It was a fixed bid deliverable based contract	Total Contract Amount: \$2,088,236.00	Source of Funding: Federal LIHEAP Allocation
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: eHEAT was built using industry standards for technology, however the combination of a JAVA application and DB2 database on the ZO2 Mainframe in OET is unique. Many of the system requirements have been learned jointly with STG, DOC and OET.</p> <p>OET or DOC did not have the expertise of STG with the functionality and technical design of the system. Additionally, this continuity will ensure the use of accepted practices to continue the quality of the system. Hiring personnel to design and architect the system would have locked in staff positions which would not have been effective after the system was in production and knowledge was transferred.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: Not applicable</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractor proposed a detailed timeline proved to be exactly what was needed. The made every deadline on time. The quality of the deliverables was top notch and served as the basis to build the data system. The cost was a great value and worth the expenditure based on the deliverables impact on the project outcomes. STG had incredibly discipline approach to project management and system design. STG's work performance was unquestionably effective, efficient and had a tremendously positive effect on the success of the project, both in their phase of the process and in later stages.</p>		
Agency Head Signature: 	Title: <i>Asst Com</i>	Date: <i>8/20/07</i>

Report on Professional/Technical Contracts over \$50,000

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Agency: Department of Commerce		
Contractor Name: RSM McGladrey, Inc. (Formerly American Express Tax & Business)		CFMS Contract Number: A83913
Project Name (if applicable): Financial Examinations	Project Number (if applicable): IDS Life (now Riversource)	Project Duration (Dates): 12/1/05 – 6/30/07
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: MS 60A.031 – Examinations, Sub. 1(1) states that the Commissioner shall examine the affairs and conditions of every insurer licensed in this state not less than once every five years. MS 60A.031, Sub. (c) states the Commissioner may retain professionals and specialists as examiners.</p> <p>These consultants are retained on a continuous basis to have the resources available, as many or as few as is necessary, for the examination requirements in any given year on the five-year cycle.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$800,000	Source of Funding: Revolving Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Contracting provides the agency with the flexibility to manage staff requirements in consideration of the annual work load. There is also efficiency in the savings of staff development costs, which is significant due to the highly specialized skill sets required of the individuals who perform insurance financial examinations.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Not applicable.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The work performed has been better than satisfactory.</p>		
Agency Head Signature: 	Title: Asst Comm	Date: 8/17/07

(Rev. 6/03)



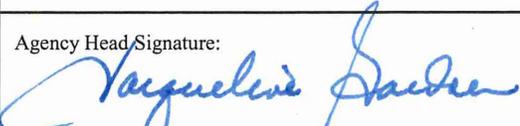
Asst Comm

8/20/07

Report on Professional/Technical Contracts over \$50,000

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Agency: Department of Commerce		
Contractor Name: Deloitte Consulting		CFMS Contract Number: A77589
Project Name (if applicable): Financial Examinations	Project Number (if applicable):	Project Duration (Dates): 7/1/05 – 6/30/07
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: MS 60A.031 – Examinations, Sub. 1(1) states that the Commissioner shall examine the affairs and conditions of every insurer licensed in this state not less than once every five years. MS 60A.031, Sub. (c) states the Commissioner may retain professionals and specialists as examiners.</p> <p>These consultants are retained on a continuous basis to have the resources available, as many or as few as is necessary, for the examination requirements in any given year on the five-year cycle.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$5 Million	Source of Funding: Revolving Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Contracting provides the agency with the flexibility to manage staff requirements in consideration of the annual work load. There is also efficiency in the savings of staff development costs, which is significant due to the highly specialized skill sets required of the individuals who perform insurance financial examinations.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Not applicable.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The work performed is now better than satisfactory, and the new personnel have worked well with the agency in maintaining a higher level of service.</p>		
Agency Head Signature: 	Title: Asst Comm	Date: 8/17/07

(Rev. 6/03)



Asst Comm

8/20/07

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 06, 2006 9:48 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Rochelle.Garrow@state.mn.us; Dennis.Munkwitz@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 06, 2006 at 09:48:26

_config: vendeval
project: Captioned Telephone (CapTel) Relay Service
id_part1: B13
id_part2: 1067
cfms: A-45861
vendor: Sprint Communications Company, LP
agency: Commerce Dept
evaluator: Rochelle Renee Garrow
eval_date: 10/06/2006
email_list: rochelle.garrow@state.mn.us, dennis.munkwitz@state.mn.us
purpose: Telecommunications Relay Services (TRS), created by Title IV of the Americans with Disabilities Act of 1990, are mandated by rules and regulations of the Federal Communications Commission (47 C.F.R. 64.601 64.605) and the promulgated rules and laws of the State of Minnesota (Minn. Stat. 237.50 - .57 and Minnesota Rules 8775). TRS provides equal access to the telecommunications network for persons who are deaf, hard of hearing, speech or mobility disabled. Captioned Telephone (CapTel) relay service is a new form of TRS that provides a person with hearing loss the ability to use their residual hearing on a phone call, while at the same time they also receive word for word captions of their telephone conversation. Ultratec, Inc. is the developer, and currently the only provider, of CapTel relay services and equipment. Sprint (Minnesota s TRS provider) contracted with Ultratec in order to provide CapTel relay service as part of Minnesota Relay s TRS platform. The state developed a separate contract with Sprint for CapTel relay service as this service required different and specialized contract requirements.
accomplished: Yes
contract_date: 12/31/2003
amended_date: 6/30/2006
actual_date: 6/30/2006
actual_cost: \$1,435,724
cost_effective: CapTel relay service and equipment are proprietary technologies of Ultratec (the developer) and are only provided by Ultratec. The state was not able to directly provide CapTel relay service to Minnesota consumers, but was able to secure the service through a contract with Minnesota s TRS provider, Sprint, to include CapTel on Minnesota Relay s platform.
amended: Yes
amended_e: Ammendment #1: The State amended the contract in order to extend the CapTel trial for one additional month to cover the interim between the original trial expiration date and the date the Contractor proposed to make CapTel services available to the general public. New Expiration date was January 31, 2004. Total contract amount remained the same (not to exceed \$300,570). Amendment #2: The State amended the contract in order to transition captioned telephone service in Minnesota from a limited trial service available to approximately 135 participants, to being available to all Minnesotans 24 hours per day/365 days per year. Outreach responsibilites were also added to the contract. New expiration date was January 31, 2005. Total contract amount was amended to "not to exceed \$1,253,000." Amendment #3: The State amended the contract in order to continue to offer captioned telephone service to Minnesota consumers. The State extend the contract for an additional seventeen months and removed CapTel outreach language as well as language pertaining to Equipment. As the previous price per session minute (\$1.36) was contingent upon the distribution of 100 CapTel phones per month, and as the State remove this contingency, the price increase to

\$1.40 per session minute of service.

New expiration date was June 30, 2006. Total contract amount was amended to "not to exceed \$3,600,000." Amendment #4: The State amended the contract in order to include 2-line CapTel services.

2-line CapTel is a variation of captioned telephone services that offers the same functionality while also offering the user additional features such as call waiting, call forwarding and the ability to call

9-1-1 directly. Expiration date remained June 30, 2006. Total contract amount remained at "not to exceed \$3,600,000."

terminated: No

engage: Yes

engage_e: Sprint satisfactorily performed all contracted services.

Contractual compliance issues that did arise were resolved timely and in a manner acceptably to the state. CapTel relay service is in

its infancy and Sprint, Ultratec, the FCC, state relay administrators and consumers are constantly looking for ways to improve this service.

Sprint has worked diligently with Ultratec to enhance the quality and ease of use of this service for consumers. Sprint has also been cooperative in meeting the specific needs and contract requirements of

the state of Minnesota. The state of Minnesota received very few consumer complaints on CapTel relay service during the contract term.

Any complaint received was resolved expeditiously.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 06, 2006 9:18 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 06, 2006 at 09:18:17

_config: vendeval
id_part1: B13
id_part2: 1067
vendor: Sprint Communications Company, LLC
agency: Commerce Dept
evaluator: Rochelle Renee Garrow
eval_date: 10/06/2006
purpose: Telecommunications Relay Services (TRS), created by Title IV of the Americans with Disabilities Act of 1990, are mandated by rules and regulations of the Federal Communications Commission (47 C.F.R. 64.601 64.605) and the promulgated rules and laws of the State of Minnesota (Minn. Stat. 237.50 - .57 and Minnesota Rules 8775). TRS provides equal access to the telecommunications network for persons who are deaf, hard of hearing, speech or mobility disabled. Captioned Telephone (CapTel) relay service is a new form of TRS that provides a person with hearing loss the ability to use their residual hearing on a phone call, while at the same time they also receive word for word captions of their telephone conversation. Ultratec, Inc. is the developer, and currently the only provider, of CapTel relay services and equipment. Sprint (Minnesota s TRS provider) contracted with Ultratec in order to provide CapTel relay service as part of Minnesota Relay s TRS platform. The state developed a separate contract with Sprint for CapTel relay service as this service required different and specialized contract requirements.
accomplished: Yes
contract_date: 12/31/2003
amended_date: 6/30/2006
actual_date: 6/30/2006
actual_cost: \$1,435,724

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Department of Commerce</i>		
Contractor Name: <i>Zylatek Systems, Inc.</i>		CFMS Contract Number: <i>A23266</i>
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): <i>6/14/01 - 12/31/05</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>To provide technical engineering advice concerning the inputs to the cost model used to develop cost estimates in Minnesota in a State Universal Service Fund</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>\$99,000</i>	Source of Funding: <i>Telephone Rerouting Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The Commerce Department did not have an engineer on staff qualified to provide the required analysis.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Original contract awarded to Traian after RFP process. Traian went out of business. A new contract was awarded to Zylatek to keep the same people working on the project.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor performed all tasks with high quality and on time. Cost model inputs were modified and cost estimates for all Minnesota exchanges were produced by this project.</i>		
Agency Head Signature: <i>Robert A. Corvey</i>	Title: <i>Deputy Comir</i>	Date: <i>1/30/06</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Minnesota Department of Commerce</i>		
Contractor Name: <i>Laurits R. Christensen Associates</i>		CEMS Contract Number: <i>A17126</i>
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): <i>1/17/01 - 12/31/05</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>To assist in the analysis of cost models to be used in a State Universal Service Fund.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>\$ 311,000</i>	Source of Funding: <i>Telephone Revolving Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The Commerce Department did not have the number of analysts to carry out the time-intensive analysis required to modify the cost models and determine the model inputs as a function of density and company size.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>N/A</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor performed all tasks with high quality and on-time. Cost model was modified and cost estimates for all Minnesota exchanges were produced by this project.</i>		
Agency Head Signature: <i>Richard A. Covey</i>	Title: <i>Deputy Comr</i>	Date: <i>1/30/06</i>

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Department of Commerce</i>		
Contractor Name: <i>Zylatek Systems, Inc</i>		CFMS Contract Number: <i>A31535</i>
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): <i>9/27/01 - 12/31/05</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>To provide technical engineering's advice to the Department related to (1) Quost's compliance with its 251 interconnection obligations and (2) Quost's 271 application</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>\$240,000</i>	Source of Funding: <i>Telephone Reliability Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The Department did not have an engineer on staff to provide the technical expertise on the many issues surrounding the review of the services provided by Quost to CCECs</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor performed all tasks with high quality and on time.</i>		
Agency Head Signature: <i>Richard A. Carvey</i>	Title: <i>Deputy/Comin</i>	Date: <i>1/30/06</i>

Report on Professional/Technical Contract Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 ©, requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion

Agency: Minnesota Department of Commerce (DOC)		
Contractor Name: Advanced Strategies, Inc. U.S. Bancorp Piper Jaffray Plaza 444 Cedar Street Suite 1170, St. Paul, Minnesota, 55101	CFMS Contract Number: A49163	
Project Name: (If applicable) eHEAT Development Phase II – Business Modeling	Project Number (If applicable) Not applicable	Project Duration (Dates): June 9, 2003 to February 28, 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Department of Commerce contracted to complete concise business analytical models for Phase II of the eHEAT initiative. The key product from this phase were business models that moved the analysis from conceptual to logical and then be decomposed to facilitate the design, architecture and construction of the final software product called eHEAT. Success in Phase III allowed for the creation of a concise map that the design and implementation of the product to assure the product addressed the needs of the business. In addition, the contractor provided knowledge transfer and quality control throughout Phase III.</p> <p>The consultants facilitated a process for stakeholders to develop in-depth analytical description of re-engineered business processes, objects events and integration. This phase had two major requirements. The first was the analysis and associated deliverables to move the business model from conceptual to physical, which represented the bulk of the work. The second requirement was quality assurance and oversight in Phase III.</p>		
Billable Hours: (If applicable) Not applicable – It was a fixed bid	Total Contract Amount: \$398,500	Source of Funding: Federal LIHEAP Allocation
<p>Explain why the amount was a cost effective way for the agency to provide its services or products better or more efficient</p> <p>The project designed, developmental and implemented an electronic information system called eHEAT (Electronic Household Energy Automation Technology). The eHEAT Project developed technical solutions for the Minnesota Energy Assistance Program (EAP) and Weatherization Assistance Program (WAP).</p> <p>The purpose of the eHEAT is to utilize state-of-the-art technology to update delivery, management, and accountability for EAP and WAP. The system supports program and administrative functions necessary to deliver services to eligible Minnesotans by facilitating program functions, record keeping, program evaluation and reporting. It integrates with related systems and provide the basis for future business changes and has the capacity to incorporate future technological improvements. These outcomes serve to make the programs services delivery more efficient.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services</p> <p>Not applicable</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor proposed a detailed timeline proved to be exactly what was done and needed. The made every deadline on time. The quality of the deliverables was top notch and served as the bases to build the data system. The cost was a great value and worth the expenditure based on the deliverables impact on the project outcomes. Advanced Strategies work performance was unquestionably effective, efficient and had a tremendously positive effect on the success of the project, both in their phase of the process and in later stages.</p>		
Agency Head Signature: L. A. Garvey (R3)	Title: Deputy Com. ✓	Date: 1/30/04

Report on Professional/Technical Contracts Over \$50,000

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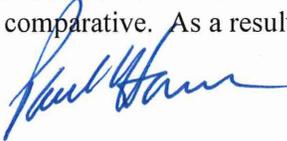
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00. Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <u>Commerce</u>		
Contractor Name: <u>Windlogics, Inc</u>		CFMS Contract Number: <u>A75423</u>
Project Name (if applicable): <u>Statewide Wind Maps</u>	Project Number (if applicable):	Project Duration (Dates): <u>5/11/05 - 9/30/05</u>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <u>The purpose of the contract was to produce advanced state wide wind maps that would improve on the Department's existing wind maps. This was accomplished through Windlogics' use of atmospheric computer modelling to arrive at a more accurate characterization of the wind resource.</u>		
Billable Hours (if applicable):	Total Contract Amount: <u>\$205,000</u>	Source of Funding:
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <u>It became necessary for the Department to improve both the quality of wind maps as well as to increase the height of the resource maps, i.e. 8 meters to 100 meters. This is necessary to reflect the changes in the technology and to provide a more accurate depiction of production potential statewide.</u>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <u>Windlogics is the only Minnesota company capable of providing the requested services. The process used by the company uses a forty year data set to develop resource information, which was then used to develop maps. It was necessary that the department receive all GIS files that were products of the work as well as data for virtual towers throughout the state. Windlogics was the only company capable of performing this work.</u>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <u>The company was quite timely in the delivery of information and deliverables. The Department's involvement in the process was welcomed throughout the work period. The company's performance was outstanding in delivering a top-notch product that will be accepted by wind energy stakeholders throughout the state. The company continues to offer technical support for use of the GIS files as part of the project. The project was on-time & on-budget.</u>		
Agency Head Signature: <u>Velund A. Carvey</u>	Title: <u>Deputy Commissioner</u>	Date: <u>1/27/06</u>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Commerce		MASTER CONTRACT	
Contractor Name: Huff Thomas, Inc.		CFMS Contract Number: A36822	
Project Name (if applicable): Examinations - multiple	Project Number (if applicable):	Project Duration (Dates): 4/1/02 to 4/30/04	
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>The Commissioner of Commerce is charged with the enforcement of all the laws relating to the business of insurance. In furtherance of that duty the Market Assurance Division conducts market conduct examinations of insurance companies that are alleged, or suspected, to have not complied with Minnesota insurance laws. Where violations of law are found to have occurred the Market Assurance Division takes appropriate legal action. Restitution to Minnesota residents or businesses, and the assessment of penalties function to both provide a remedy for any violations and act as a deterrent to others thereby minimizing or eliminating harm to Minnesota residents</p>			
Billable Hours (if applicable):	Total Contract Amount: See attached	Source of Funding: 200 fund Companies Examined - 60A.031	
A) Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>This Division is solely responsible for the investigation and examination of market conduct and insurance law violations of insurers doing business within Minnesota. As a consequence, this Division is the only state agency that would have employees with the knowledge and experience to handle these services. Absent the use of these contracts most, if not all, of this work would not be performed due to the lack of staffing. Contracts provide the ability to pick and choose what personnel would be used and when they will be used.</p>			
If this was a single source contract, explain why the agency determined there was only a single source for the services: <p>Multiple vendors were used.</p>			
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <p>Overall work was performed satisfactorily. The issues typically involved are highly complex, vary significantly from exam to exam, may involve litigation and the examinations generally involve issues that are significant at the national level. Several involve multistate and multiagency collaboration. As a result the issues involving timeliness and quality are more comparative. As a result, in a comparison with other states insurance departments Commerce appears to be a leader.</p> <div style="text-align: center; margin-top: 10px;">  </div>			
Agency Head Signature: 	Title: Deputy Commissioner	Date: 2/15/06	

1/13/2005

HUFF THOMAS & CO

A 36822

RK ORDER #

AMOUNT PAID

**03A36825A 33,378.89

**03A36826A 304,532.66

u **03A37477A 7,395.08

**03A40944A 9,398.92

**03A43089A 185,259.50

**03A43661A 93,378.35

**03A47240A 68,760.18

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**03A52755A 12,782.18

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**04A52755A 12,451.36

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**04A54913A 137,595.67

**04A56036A 63,495.96

**04A58027A 9,896.88

u **04A58519A 1,452.75

**04A58959A 721.83

**04A59837A 2,653.07

~~**04A61053A 7,324.98~~

**05A59835A 36,436.76

**05A59836A 3,646.27

~~**05A61050A 9,196.90~~

~~**05A61051A 26,528.51~~

~~05A61053A 339.18~~

~~**05A62062A 132,525.76~~

\$ 1,105,112.08

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

MASTER CONTRACT		
Agency: Commerce		
Contractor Name: Insurance Logic, Inc		CFMS Contract Number: A36821
Project Name (if applicable): Examinations - multiple	Project Number (if applicable):	Project Duration (Dates): 1/1/02 to 4/30/04
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>The Commissioner of Commerce is charged with the enforcement of all the laws relating to the business of insurance. In furtherance of that duty the Market Assurance Division conducts market conduct examinations of insurance companies that are alleged, or suspected, to have not complied with Minnesota insurance laws. Where violations of law are found to have occurred the Market Assurance Division takes appropriate legal action. Restitution to Minnesota residents or businesses, and the assessment of penalties function to both provide a remedy for any violations and act as a deterrent to others thereby minimizing or eliminating harm to Minnesota residents</p>		
Billable Hours (if applicable):	Total Contract Amount: See attached	Source of Funding: 200 fund Companies Examined 60A.031
A) Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>This Division is solely responsible for the investigation and examination of market conduct and insurance law violations of insurers doing business within Minnesota. As a consequence, this Division is the only state agency that would have employees with the knowledge and experience to handle these services. Absent the use of these contracts most, if not all, of this work would not be performed due to the lack of staffing. Contracts provide the ability to pick and choose what personnel would be used and when they will be used.</p>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <p>Multiple vendors were used.</p>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <p>Overall work was performed satisfactorily. The issues typically involved are highly complex, vary significantly from exam to exam, may involve litigation and the examinations generally involve issues that are significant at the national level. Several involve multistate and multiagency collaboration. As a result the issues involving timeliness and quality are more comparative. As a result, in a comparison with other states insurance departments Commerce appears to be a leader.</p> <p style="text-align: center;"><i>Paul Hansen</i></p>		
Agency Head Signature: 	Title: Deputy Commissioner	Date: 2/15/04

1/13/2005

INSURANCE LOGIC INC

A36821

~~5.17~~

WORK ORDER #	AMOUNT PAID
**03A36823A	293,145.66
**03A36824A	140,680.64
**03A39773A	235,961.69
**03A39776A	111,525.42
**03A40943A	151,067.63
**03A40986A	276,152.84
**03A41042A	118,281.55
**03A43013A	180,881.29
**03A43654A	331,870.67
**03A43656A	24,439.12
**03A43658A	87,986.14
**03A44275A	183,264.40
**03A46685A	41,994.86
**03A47238A	107,671.87
**03A47239A	49,125.03
**03A49066A	60,947.61
**03A49718A	12,889.99
**03A49719A	27,097.15
**03A49762A	55.04
**04A47239A	103,548.63
**04A49066A	24,023.68
**04A49718A	68,437.09
**04A49719A	169,191.27
**04A49762A	5,324.97
**04A50978A	102,422.64
**04A52890A	3,768.64
**04A53071A	87,925.54

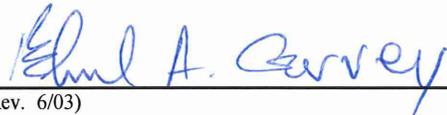
WORK ORDER #	AMOUNT PAID
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**04A54656A	262,386.41
04A55182A	10,763.82
**04A55666A	38,360.04
**04A55692A	70,361.15
**04A56794A	106,428.98
**04A57798A	2,876.80
**04A59656A	5,576.05
**04A59838A	30,285.44
**04A59840A	10,127.64
**04A59841A	4,687.64
**04A59842A	25,014.48
**04A61039A	8,039.16
**04A61040A	490.93
**04A61044A	18,614.20
04A61046A	10,187.74
**05A59842A	11,760.07
**05A61039A	5,175.75
**05A61041A	47,249.98
**05A61044A	14,819.39
**05A61046A	101,758.18
**05A61047A	41,934.98
**05A64003A	52,691.86
**05A64004A	14,753.92
**05A69379A	1,872.05
TOTAL	4,046,585.98

3,639,003.61

Report on Professional/Technical Contracts Over \$50,000

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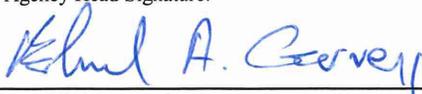
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Commerce		
Contractor Name: IAQ Projects, LLC		CFMS Contract Number: A54731
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): Start: 15 October 2003 End: 31 January 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: Minnesota Statute §216C.32 requires the Department of Commerce to develop a program to provide information on techniques and standards for the design and construction of buildings which maximize energy efficiency. The contracted study would provide a report with recommendations on how continuous indoor air quality monitoring can be used to implement opportunities for energy management in commercial buildings.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$60,000	Source of Funding: Federal Funds
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Although this detailed investigation was somewhat less cost effective than a simple retrocommissioning study would have been, it did provide cost effective thorough documentation of interior air quality conditions that is never documented in standard retrocommissioning studies. As a result of this project future retrocommissioning studies will be able to use the understanding gained from this work to more cost effectively accomplish their goals.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: 1. No state employee has access to the unique equipment required to perform the services required in this project. 2. Other state agencies have staff with expertise in standard indoor air quality measurement, but do not have experience with the continuous indoor air quality measurement required in this project.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: While the cost of this project was somewhat high due to the complexity of the detailed indoor air quality monitoring approach, the contractor's timeliness, quality, and overall performance was satisfactory.</p>		
Agency Head Signature: 	Title: Deputy Commissioner, Energy Division	Date: 2/1/06

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <p style="text-align: center;">Commerce</p>		
Contractor Name: <p style="text-align: center;">THO Software Systems, Inc.</p>		CFMS Contract Number: A32906
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/01/01 - 9/30/04
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to maintain access to software for program operation and management. It was necessary to enter into a contract because the contractor owns what was then the only applicable software and has exclusive access to the code.		
Billable Hours (if applicable):	Total Contract Amount: \$258,500	Source of Funding: <p style="text-align: center;">Federal</p>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This amount was necessary to operate the LIHEAP and WAP programs for 3 years. It also purchased transition and interface software to the new, state-owned system.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: A single source contract was necessary because the contractor was the owner of program software.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Contractor initially produced quality software, sometimes very quickly, but often did not meet his own timelines. Billing was sporadic and often didn't meet our billing requirements. Initial reasonable costs escalated as the contract end neared. Software quality declined during the last three months.		
Agency Head Signature: 	Title: Deputy Commissioner	Date: 5/19/05

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <u>Commerce</u>		
Contractor Name: <u>Reden & Anders</u>		CFMS Contract Number: <u>A43984</u>
Project Name (if applicable): <u>study Feasibility of a School Employee Health Insurance Plan.</u>	Project Number (if applicable): <u>NA</u>	Project Duration (Dates): <u>1-2-03 to 6-30-04</u>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <u>MN Statute 62A.661 created the School Employee Insurance Plan and Design Committee to determine the feasibility of a new risk pool covering MN school districts, and to compare the projected costs of such a pool under various scenarios to the projected costs under current coverage arrangements. Commerce Dept. did not have staff to perform this study.</u>		
Billable Hours (if applicable): <u>NA</u>	Total Contract Amount: <u>\$484,750.00</u>	Source of Funding: <u>General Fund</u>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <u>Department of Commerce did not have staff to assist the Committee in collecting data and study of the feasibility, cost, design and implementation of a school employee health insurance plan.</u>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <u>Actuarial firm of Reden & Anders had the staff and resources to perform this study.</u>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <u>Excellent.</u>		
Agency Head Signature: 	Title: <u>ASSISTANT COMMISSIONER</u>	Date: <u>1-18-2005</u>

Vince Chawley

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: JOHN H. HERBERT	CFMS Contract Number: A27692	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 9/4/01 to 12/31/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>The purpose of the contract was to hire a consultant to assist the Department in determining whether Aquila Networks-PNG and Aquila Networks-NMU, two natural gas utilities in Minnesota, should be permitted to recover all costs incurred for fixed-price gas purchases for fiscal year ending (FYE) 1998. It was determined that although Department staff has conducted a general review of the natural gas industry environment in Minnesota, time and resource constraints prohibit the development of extensive price and risk management expertise of the national gas industry needed for a thorough investigation and potential litigation.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$65,000.00	Source of Funding: General fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The Department began a search for independent consultants by contacting members of the National Association of Regulatory Utility Commissioners (NARUC) and attending NARUC gas subcommittee conferences. Mr. Herbert was identified as a uniquely qualified person with extensive knowledge of national price trends and risk management issues who regularly presented ideas to NARUC members and served other state regulatory bodies with both technical support and expert witness testimony. Someone with Mr. Herbert's experience level usually charges between \$200 - \$500 per hour. In fact, Mr. Herbert has charged upwards of \$500 per hour in previous contracts with other companies. Therefore, the \$200 per hour quoted by Mr. Herbert is within the appropriate range of hourly fees charged by consultants and engineers that the Department of Commerce has contracted with in the past.</p>		
Agency Head Signature: Kenneth A. Carvey	Title: Deputy Comptroller	Date: 5/18/04

John Hawanko

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Dept. of Commerce		
Contractor Name: Legal Services Advocacy Project	CFMS Contract Number: A39225	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 8/5/02 to 9/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: (1). The overarching goals of the Outreach Project were to expand awareness of and increase participation in LIHEAP. Particular attention was paid to achieving these goals for under-served populations, including seniors and those with limited English proficiency. (2) The overarching goal of the Natural Gas Aggregation Feasibility Study was to identify potential new strategies to improve energy affordability for low-income energy assistance recipients. For this purpose, DOC contracted with the LSAP, which worked with Energy Cents Coalition, to conduct a technical and legal analysis of the feasibility of developing and implementing a low-income natural gas aggregation pilot program or full program in Minnesota. LSAP was selected for this contract because of its specialized knowledge, expertise, access to community resources, and experience working with low-income communities.		
Billable Hours (if applicable):	Total Contract Amount: \$44,500.00	Source of Funding: Federal
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The contract was completed under budget at \$30,463.03. The Outreach project targeted populations that the program has historically had a difficult time reaching. LSAP, in collaboration with the Energy Cents Coalition (a low-income energy advocacy group), worked with Tri-County Action Programs, Inc., and the St. Cloud Area Legal Services to design and conduct a series of innovative outreach activities. Outreach is a vital piece of the LIHEAP program that serves only approximately 20% of the eligible Minnesota households eligible for the assistance. Agen, language barriers and cultural barriers are not an acceptable reason to deny access to the program. An effective outreach plan is an essential part of the LIHEAP program. (see back side)		
Agency Head Signature: Michael A. Carvey	Title: Deputy Comr	Date: 5/6/04

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Commerce		
Contractor Name: Center for Energy & Environment		CFMS Contract Number: A43636
Project Name (if applicable): Improving the Energy Performance of Minnesota Multifamily Buildings	Project Number (if applicable):	Project Duration (Dates): 12/23/02 - 9/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To conduct a project that will have a lasting positive effect on the energy performance of new and remodeled Minnesota multifamily buildings. The two components of the contract were to conduct a Market Survey and Characterization Study of Minnesota new multifamily buildings and to provide Design Assistance for three multifamily projects.</p> <p>Entering into a contract for this project was necessary because no state employee was available with the expertise to perform the services called for by the contract. There was also no ongoing state project pertaining to multifamily buildings that would have enabled this project to be launched from a firmly established base.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$65,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This contract leveraged the efforts of the ongoing Minnegasco Affordable New Construction Program to offer a comprehensive service to improve the quality of design and construction of multifamily buildings in Minnesota. For the market survey part of this contract, we were able to add questions and expand the coverage of a study that was already planned and funded by another source. For the Design Assistance part of this contract, we were able to very cost effectively add three multifamily design assistance projects to a larger number of multifamily design assistance undertakings.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bid. Notice of RFP published in the State Register.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Contracted completed on time and within budget. Excellent work quality. Trens and objectives of contract were fully met.</p>		
Agency Head Signature: <i>Michael A. Carver</i>	Title: <i>Dignity Lowir</i>	Date: <i>5/6/04</i>

Greg Doyle

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: W. CLAY DEANHARDT	CEMS Contract Number: A29351	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/22/01 to 3/31/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>To assist the Department in investigating Qwest's compliance with 47 USC. section 251 of the 1996 Telecommunications Act and compliance with the 17 point checklist under section 271 of the Act.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$266,250.00	Source of Funding: Spec. revenue
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The expertise of Mr Deanhardt enabled the Department to thoroughly analyze interconnection agreements between local service providers and address questions of compliance with the Public Utilities Commission</p>		
Agency Head Signature: Richard A. Carvey	Title: Deputy Comr	Date: 4/27/04

Greg Doyle

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: ECONOMICS + TECH	CFMS Contract Number: A29602	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/22/01 to 9/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>To assist the Department in investigating Qwest's compliance with 47 USC section 251 of the 1996 Telecommunications Act and compliance with the 14 point checklist under section 271 of the Act.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$685,000.00	Source of Funding: Spec. revenue
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>Economics & Technology, Inc. provided extensive analysis at the direction of the Department to thoroughly analyze Qwest's compliance with the 14 point checklist under the Telecommunications Act, Section 271.</p>		
Agency Head Signature: Richard A. Carvey	Title: Deputy Com'r	Date: 4/27/04

Greg Doyle

Report on Professional/Technical Contracts Over \$40,000

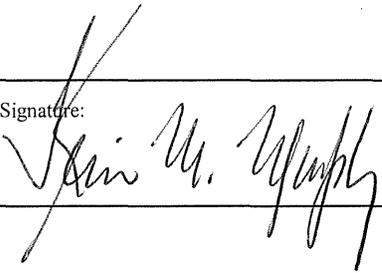
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: PLATINUM TELECOMMUNICATIONS		CFMS Contract Number: A 33360
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 2/19/02 to 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>To evaluate the Hatfield wireless cost model for use in developing estimates of the forward-looking cost of basic local service to in the universal service cost project. The Department does not have the expertise in wireless engineering, making outside help necessary.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$90,000.00	Source of Funding: Special revenue
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The Department provided the MPVC with estimates for basic local service costs for each exchange in MN. This contract allowed us to understand that this model was not appropriate for use in this project.</p>		
Agency Head Signature: Richard A Carvey	Title: Deputy Comir	Date: 4/27/04

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

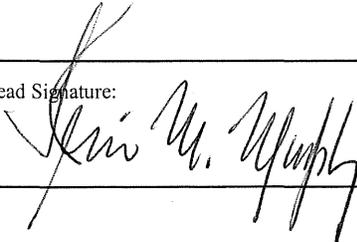
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Commerce		
Contractor Name: PriceWaterhouseCoopers		CFMS Contract Number: A39159
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 7/15/02 – 6/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contract provided resources when necessary to perform financial examinations of insurance companies per MS 60A.031. Examinations must be conducted every five years.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$2,500,000	Source of Funding: Special Revenue
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Commerce Department did not and does not have a full-time examiner staff with the talent and knowledge to conduct meaningful examinations of the larger Minnesota insurance companies. Because of the five year exam cycle, there are peaks and valleys in the workload and the use of contractors is more efficient way to perform the statutory examinations with a more competent work product.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor's work product and performance was satisfactory and conformed to contract terms.</p>		
Agency Head Signature: 	Title: Deputy	Date: 4/21/04

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

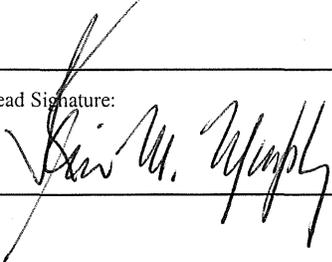
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Commerce		
Contractor Name: American Express Tax & Business Services		CFMS Contract Number: A37683
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 7/15/02 – 6/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contract provided resources when necessary to perform financial examinations of insurance companies per MS 60A.031. Examinations must be conducted every five years.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$3,000,000	Source of Funding: Special Revenue
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Commerce Department did not and does not have a full-time examiner staff with the talent and knowledge to conduct meaningful examinations of the larger Minnesota insurance companies. Because of the five year exam cycle, there are peaks and valleys in the workload and the use of contractors is more efficient way to perform the statutory examinations with a more competent work product.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor's work product and performance was satisfactory and conformed to contract terms.</p>		
Agency Head Signature: 	Title: Deputy	Date: 4/24/04

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Commerce		
Contractor Name: INS Regulatory Insurance Services		CFMS Contract Number: A29391
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/1/01 – 6/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contract provided resources when necessary to perform financial examinations of insurance companies per MS 60A.031. Examinations must be conducted every five years.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$2,500,000	Source of Funding: Special Revenue
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Commerce Department did not and does not have a full-time examiner staff with the talent and knowledge to conduct meaningful examinations of the larger Minnesota insurance companies. Because of the five year exam cycle, there are peaks and valleys in the workload and the use of contractors is more efficient way to perform the statutory examinations with a more competent work product.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor's work product and performance was satisfactory and conformed to contract terms.</p>		
Agency Head Signature: 	Title: Deputy	Date: 4/22/04

Tony Mendoza

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: Larkin + Assoc.	CFMS Contract Number: A26832	
Project Name (if applicable): Sherburne County Rate Case	Project Number (if applicable):	Project Duration (Dates): 8/15/01 to 8/29/02

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

This contract was necessary to conduct the rate case with Sherburne County Rural Telephone Company. Consulting expertise was necessary to analyze and provide testimony on rate base, expenses, affiliate transactions, salaries and revenues.

Billable Hours (if applicable):	Total Contract Amount: \$ 67,827.00	Source of Funding: Special revenue
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Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:

The transactions examined in this proceeding were extremely complex. While the company argued that there is a revenue deficiency, through the expertise of the consultant it is was agreed that there is a revenue surplus of \$925,000, which results in ongoing rate reductions to customers in excess of \$8/MONTHLY.

Agency Head Signature: Gregory A. Doyle	Title: MGR - TELECOM	Date: 12/23/02
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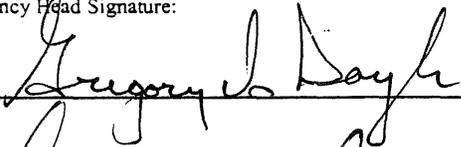
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Anthony J. Pulley Deputy Commr **12/26/02**

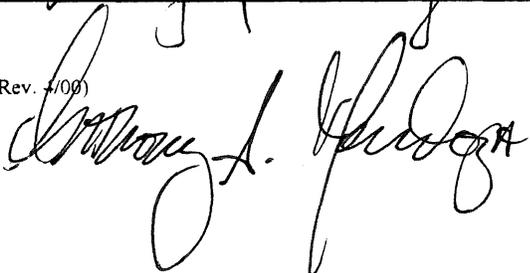
Tony Mendoza

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: Zylated Systems	CFMS Contract Number: A 23249	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 6/15/01 to 6/30/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>This contract was for \$57,700 to assist the Department in analyzing the sale of 43 exchanges from Qwest to Citizens. Routing diversity needed to be addressed since several communities raised service quality issues.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$57,700.00	Source of Funding: Special release
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The sale from Qwest to Citizens was not consummated in Minnesota. The use of consultants was discontinued at that time. The only invoice on file is for \$1912.50.</p>		
Agency Head Signature: 	Title: MGR - TELECOM	Date: 12/23/02

(Rev. 4/00)



Deputy Comm'r

12/24/02

Tony Mendoza

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: <u>COMMERCE</u>		
Contractor Name: <u>Trion Internet Products</u>		CFMS Contract Number: <u>A17177</u>
Project Name (if applicable): <u>USF COST DOCKET</u>	Project Number (if applicable):	Project Duration (Dates): <u>1/16/01 TO 6/30/02</u>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>This was the initial contract to employ the services of Wes Legursky, a telecommunications engineer, to give expert opinion on the engineering related aspects of the local service cost models evaluated by the Department. The purpose of the models is to estimate the cost of telephone services for the over 700 telephone exchanges in Minnesota.</p>		
Billable Hours (if applicable):	Total Contract Amount: <u>\$91,000.00</u>	Source of Funding: <u>special revenue</u>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>Trion Internet Products went out of business. Wes Legursky continued to work on the project under contract A 23266. The Department does not have a telecommunications engineer on staff - using a consultant when expert opinion is needed is an efficient way to get this information</p>		
Agency Head Signature: <u>Gregory J Doyle</u>	Title: <u>MGR-TELECOM</u>	Date: <u>12/23/02</u>

(Rev. 4/00)

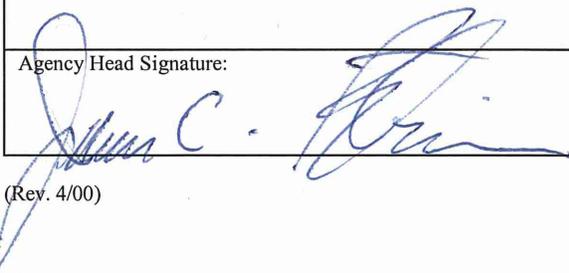
Tony Mendoza

Deputy Comm'r

10/20/08

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Commerce		
Contractor Name: Shelter Source		CFMS Contract Number: A16389
Project Name (if applicable): Evaluation of Energy Performance of New Minnesota Homes	Project Number (if applicable):	Project Duration (Dates): 1/4/01 - 6/30/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>To evaluate new Minnesota homes for the effectiveness of installed envelope and mechanical systems, the energy and indoor air quality performance of occupied homes, and to identify less costly methods for achieving healthy and efficient homes.</p> <p>It was necessary to enter into a contract because staff in neither the Department of Commerce Department of Administration, Building Codes and Standards Division had time with their numerous other duties to conduct this research or prepare a report.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$80,000.00	Source of Funding: Federal
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The information collected provides valuable insight as to how new homes built under different versions of the Minnesota energy code are performing. It suggests what issues need further attention for research, code modification and education for better performing and more cost effective new homes. This contract was a cost effective way for the department to provide its services or products better or more efficiently for the following reason. The average price of just one new home then twin cities metropolitan area is twice the amount of this contract (\$160,000). The outcomes of this contract have the potential for benefiting all of the approximately 25,000 annual housing starts expected in Minnesota in the coming years.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 12/31/02

(Rev. 4/00)

Vendor Performance Evaluation Questions

This form combines the "Report on Professional/Technical Contracts Over \$40,000" fulfilling MN Statute Section 16C.08 subdivision 4(c), AND the vendor performance evaluation reporting requirements of the Office of Technology.

Project Title:

CFMS Number:

Vendor Name:

Agency Name:

Evaluator Name:

Date: *Submitted on-line*
-- mm/dd/yyyy

1. "Summarize the purpose of the contract, including why it was necessary to enter into a contract" (MN Statute 16C.08 subd.4(c)(1))

Department was in need of expertise in the conduct of Joint Development Modeling Session Facilitation to leverage prior work efforts done as part of the Agency's overall Enterprise re-engineering project. Such expertise was not available within the agency nor could other sources guarantee consistent staff for the two life of the project.

2. Were the objectives/deliverables accomplished? Yes No

If no, re-state the objectives/deliverables and identify those that were not accomplished:

3. Identify the following project completion dates:

Contractual Date: -- mm/dd/yyyy

Amended Date (if applicable): -- mm/dd/yyyy

Actual Date: -- mm/dd/yyyy

4. Identify the following project completion costs:

Contractual Cost:

Amended Cost (if applicable): (Total of original contractual cost + amended cost)

Actual Cost: (MN Statute 16C.08 subd.4(c)(2))

5. "Explain why this amount was a cost-effective way to enable the agency to provide its services or products better or more efficiently" (MN Statute 16C.08 subd.4(c)(3))

This effort laid the foundation for data-sharing within the agency and served to define and document data standards/architecture/dictionary and restructured data tables to better enable the Department to meet its needs and demands for information management. A concentrated effort and time was not possible with current expertise and staffing levels.

6. Was the original contract amended? Yes No

If yes, identify reason(s) for the amendment:

7. Was the contract terminated for non-performance or other reasons? Yes No

If yes, identify reason(s) for the termination:

8. Would you engage the contractor's services again? Yes No

Why or why not?

The vendor provided a much higher level of service than we had envisioned even though based we had very high expectations based upon other state agency recommendations. The depth and wealth of experience we were able to tap into and the quality of the work product was quite impressive

9. Additional Comments:

The vendor's willingness to go the extra mile and take real ownership over their work contributions assured the success of this project and I would encourage anyone looking to do a similar project to at least meet with them to get insight into how an organization can be assured of meeting their objectives. A CD of all documentation/deliverables generated was given to Reggie David and Greg Peterson. Other copies of the CD are available. Reggie and Greg also participated in an executive exit conference/demo that was held.

Gary LaBasseur

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: C.J. OLSON MARKET RESEARCH		CFMS Contract Number: A 13630
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 9/28/00 - 4/30/01
Summarize the purpose of the contract, including why it was necessary to enter into a contract: See Attached		
Billable Hours (if applicable):	Total Contract Amount: \$51,000.00	Source of Funding: special revenue
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: See Attached		
Agency Head Signature: Gary A LaBass	Title: Deputy Commissioner	Date: 06-14-02

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Minnesota Session Laws 2000, Chapter 342, Section 2 mandated that the Department of Commerce complete a pricing study of the auto glass replacement industry to be used by the Department in resolving disputes between auto glass installers and insurance companies. The Department has determined that we will need a sample of 20 auto glass installers from across Minnesota. We will be contacting a randomized list of installers and asking them to provide the consultant with pre-selected two days of billed invoices. Contractor will then compile raw data, code it by type of glass and install, location, pricing unit, differentials and discounts applied, labor charged and installation kit costs. Compiled data will then be modeled to determine competitive ranges for various glass types based on metro and non-metro location. Both auto glass replacement industry and insurance industry are paying for actual cost of study as per legislative agreement. No state monies are to be spent on this study.

Explain why this amount was a cost effective way for the agency to provide its services or products better and more efficiently:

Detailed analysis of model together with extensive data tables showing acceptable ranges based on actual costs. Tables will include both actual prices and percentages of wholesale glass cost used for invoicing. No other state agencies have this expertise. The Department lacks expertise. Various other data collection and analysis methods have been considered. Methodology described above is both statistically projectable and valid, and, is affordable.

Vendor Performance Evaluation Questions

This form combines the "Report on Professional/Technical Contracts Over \$40,000" fulfilling MN Statute Section 16C.08 subdivision 4(c), AND the vendor performance evaluation reporting requirements of the Office of Technology.

Project Title: Oracle Test Plan and Modification
CFMS Number: A23247
Vendor Name: Advanced Strategies
Agency Name: Commerce Dept
Evaluator Name: Robert Commodore
Date: 10/24/2001 -- mm/dd/yyyy *Submitted on-line*

1. "Summarize the purpose of the contract, including why it was necessary to enter into a contract" (MN Statute 16C.08 subd.4(c)(1))

Agency was in need of third party development/verification of test plan before rolling out new application as well as expertise in reviewing/modifying/creating test conversion scripts and conversion results. Expertise and adequate staff level was not present within the Department in addition to the desire for the independent verification.

2. Were the objectives/deliverables accomplished? Yes No

If no, re-state the objectives/deliverables and identify those that were not accomplished:

3. Identify the following project completion dates:

Contractual Date: 06/30/2001 -- mm/dd/yyyy
Amended Date (if applicable): -- mm/dd/yyyy
Actual Date: 06/30/2001 -- mm/dd/yyyy

4. Identify the following project completion costs:

Contractual Cost: 40,000.00
Amended Cost (if applicable): (Total of original contractual cost + amended cost)

Actual Cost: (MN Statute 16C.08 subd.4(c)(2))

5. "Explain why this amount was a cost-effective way to enable the agency to provide its services or products better or more efficiently" (MN Statute 16C.08 subd.4(c)(3))

Contract was let to better leverage vendor's skill set, ready expertise and ready staffing against the needs and efforts of the Department

6. Was the original contract amended? Yes No

If yes, identify reason(s) for the amendment:

7. Was the contract terminated for non-performance or other reasons? Yes No

If yes, identify reason(s) for the termination:

8. Would you engage the contractor's services again? Yes No

Why or why not?

This vendor exceeded all of our expectations. The depth of expertise of their staff and their willingness to allow us direct contact with all members of their organization (beyond the contracted skill set) was greatly appreciated. The consistent quality and quantity of the deliverables was everything we could have hoped for. Given the very short time frame between the SOW and the signing of this contract as well as the short life of the contract, the vendor was clearly able to rise to occasion and delivered great results

9. Additional Comments:

A CD of all documentation and deliverables will be forwarded to Intertech and is available for anyone else seeking a copy.

STATE OF MINNESOTA
Support and Operations Services Work Order

This work order is between the State of Minnesota, acting through its Department of Commerce ("State") and Advanced Strategies, Inc., 3980 DeKalb Technology Parkway, Suite 800, Atlanta, GA 30340 ("Contractor"). This work order is issued under the authority of Master Contract T-Number 102SM, CFMS Number AB47, and is subject to all provisions of the master contract which is incorporated by reference.

Work Order

1 Term of Work Order

1.1 *Effective date:* June 11, 2001, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

The Contractor must not begin work under this work order until it is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.

1.2 *Expiration date:* June 30, 2001, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Contractor's Duties

The Contractor, who is not a state employee, will:

- Conduct Application system review
- Create transaction profiles for test guidance
- Create profile of the system using a data dictionary
- Develop an overall test plan
- Develop manual test scripts for each transaction
- Develop a discrepancy report format
- Initiate testing using manual scripts by a test team

3 Consideration and Payment

3.1 *Consideration.* The State will pay for all services performed by the Contractor under this work order as follows:

- (A) **Compensation.** The Contractor will be paid an hourly rate of \$150.00 up to a maximum of 240 hours, not to exceed \$36,000.00.
- (B) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this work order contract will not exceed \$ 4,000.00.
- (C) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Contractor under this work order contract will not exceed \$ 40,000.00.

3.2. Invoices. The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:
Upon completion of the services.

4 Authorized Representatives

The State's Authorized Representative is Robert Commodore. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Contractor's Authorized Representative is John Schroeder. If the Contractor's Authorized Representative changes at any time during this work order, the Authorized Representative must immediately notify the State.

1. CONTRACTOR

The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles or bylaws.

By: John J. Schreder
Title: Director Government Practice
Date: 6/10/01

2. STATE AGENCY

By: [Signature]
(with delegated authority)
Title: Commissioner
Date: 6/9/01

3. COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: [Signature]
Date: 6/8/01

4. ATTORNEY GENERAL

As to form and execution

By: NA
Date: _____

Greg Doyle

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: OBJECTWAVE CORP		CFMS Contract Number: A 06084
Project Name (if applicable): Line sharing cost case	Project Number (if applicable):	Project Duration (Dates): 03/16/00 - 12/31/00

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The Department required a telecommunications engineer to assist with developing cost estimates for line sharing unbundled network elements (Docket No. P421/01-99-1665). No current employee had this specialized knowledge required for this case.

Billable Hours (if applicable):	Total Contract Amount: \$ 54,000.00	Source of Funding: special revenue
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Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:

The Department does not have a continuous need for a telecommunications engineer with the ability to provide written and oral testimony. By using a technical consultant, we can use the expert just for those times that we have such a case.

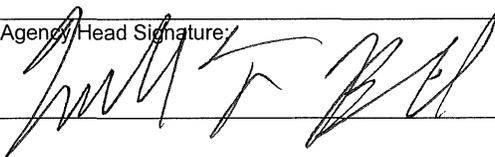
Agency Head Signature: Gregory J. Doyle	Title: Mgr-Telecom	Date: 7/25/2002
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(Rev. 4/00)

Anthony Padua Deputy Comm'r 7/25/02

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes, Section 16C.08, subdivision 4(C), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00

Agency: Department of Commerce		
Contractor Name: Corporate Interiors		CFMS Contract Number: A 12354
Project Name (if applicable): Relocate Department of Commerce	Project Number (if applicable):	Project Duration (Dates): 7/1/2000 -- 12/31/2000
Summarize the purpose of the contract, including why it was necessary to enter into a contract:: <p>Corporate Interiors was hired to assist the Department of Commerce in moving from two locations into one new location. The contract required Corporate Interiors to design office spaces, in the Golden Rule Building, by using existing office cubicle furniture that would be moved from the department's two existing locations and reassembled, in a completely new configuration. Additionally, Corporate Interiors was required to produce a moving schedule that would minimize downtime for department staff.</p> <p>These are extremely complicated tasks that require expert knowledge of office furniture design and construction, and expert knowledge of the time and cost involved in disassembling, moving and reassembling office furniture. To accomplish the move, Corporate Interiors generated large spreadsheets that accounted for every wall panel, connector, fastener, work surface and file cabinet. The Department of Commerce does not have this level of expertise and could not have accomplished the move without expert assistance.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$42,500.00	Source of Funding: General Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>It would have been impossible for the Department of Commerce to move without the assistance of an experienced contractor to design the new work space, and to schedule the tear down, moving and re-assembly of the department's furniture. The process was so intensely complicated that the only alternative would have been to purchase new furniture. The amount paid to Corporate Interiors represents an insignificant fraction of the cost of purchasing furniture for 300 employees.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: June 13, 2002

Report on Professional/Technical Contracts Over \$40,000

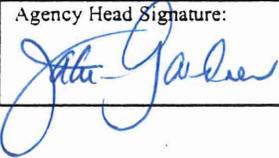
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: ADVANCED STRATEGIES, INC.		CFMS Contract Number: A09904
Project Name (if applicable): IDEA Project	Project Number (if applicable):	Project Duration (Dates): 1/28/2000-12/31/2000
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>Department was in need of expertise in the conduct of Joint Development Modeling Session Facilitation to lay the foundation for work efforts to be done as part of the Agency's overall Enterprise re-engineering project. Such expertise was not available within the agency nor could other sources guarantee consistent staff for the two life of the project.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$277,992.00	Source of Funding: General Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>This effort laid the foundation for data-sharing within the agency and served to define and document data standards/architecture/dictionary and restructured data tables to better enable the Department to meet its needs and demands for information management. A concentrated effort and time was not possible with current expertise and staffing levels.</p>		
Agency Head Signature: 	Title: ASS) STAFF COMMISSIONER	Date: 6-19-2002

Jaki Gardner

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: INS REGULATORY INS SVCS		CFMS Contract Number: A21663
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 6/1/01 to 2/28/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To perform financial examinations of large, complex, multi-state insurers domiciled in MN. Sufficient qualified staff is not presently available in house. However, statutes require examinations occur every 5 years		
Billable Hours (if applicable):	Total Contract Amount: \$ 250,000.00	Source of Funding: special revenue
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: More efficient and provides flexibility. Prevents need to hire permanent staff during heavy workload periods		
Agency Head Signature: 	Title: Asst. Comm	Date: 6/18/02

Jaki Gardner

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: <u>COMMERCE</u>		
Contractor Name: <u>STRATEGIC ASSET ALLIANCE</u>		CFMS Contract Number: <u>A31072</u>
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): <u>12/17/01 - 2/28/02</u>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <u>To perform financial review of investments of large insurer where portfolio was complicated and risky. Do not have investment specialist on staff. Status of Insurer's investment portfolio raised concern and posed surplus risk.</u>		
Billable Hours (if applicable):	Total Contract Amount: <u>\$75,000.00</u>	Source of Funding: <u>Special revenue</u>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <u>Not feasible to hire or train person with these areas of knowledge & expertise for sporadic use.</u>		
Agency Head Signature: <u>Jaki Gardner</u>	Title: <u>Asst Comm</u>	Date: <u>6/18/02</u>

Jaki Gardner

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: COMMERCE		
Contractor Name: ARTHUR ANDERSEN LLP	CFMS Contract Number: A21658	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 6/1/01 to 12/31/01

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

To perform financial examinations of large, complex, multi-state insurers domiciled in MN. Sufficient qualified, certified, in house staff is not presently available. However, statutes require examinations occur every 5 years.

Billable Hours (if applicable):	Total Contract Amount: \$600,000.00	Source of Funding: Special Revenue
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Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:

More efficient and provides flexibility. Prevents need to hire permanent staff during heavy workload periods.

Agency Head Signature: 	Title: Asst. Comm	Date: 6/18/02
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Corrections

Kelly Heffron

Date sent: Tue, 23 Mar 2010 12:31:50 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/23/2010.

project: Corrections Applications Upgrade Project

id_part1: P78

id_part2: 2213

cfms: B17208

vendor: Compuware

agency: Corrections Dept

evaluator: Diane Morel

eval_date: 07/29/2009

purpose: To do the development work for the foundational areas of offender obligation including sentencing, status, and location. This work is related to COMS so that it may be restructured to meet the needs of the users.

accomplished: Yes

contract_date: 7/22/2008

amended_date: 6/30/2009

actual_date: 6/30/2009

contract_cost: 220000

amended_cost: 270000

actual_cost: 270000

cost_effective: There was a temporary need for additional staff to perform this work.

amended: Yes

amended_e: Fund additional work identified for the COMS Upgrade (Obligation/ID)

terminated: No

engage: Yes

engage_e: The completed the requested work.

comments: The questions on this survey were answered to the best of my ability, based on the notes left by my predecessor in this position.

David Schmidtke

Date sent: Thu, 7 Jan 2010 10:45:15 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/07/2010.

project: Structured Sentencing Simulation (SSS) Redesign

id_part1: P78

id_part2: 2217

cfms: B15600

vendor: Ron Anderson

agency: Corrections Dept

evaluator: Grant Duwe

eval_date: 01/07/2010

purpose: The contract was for work performed on the redesign of Structured Sentencing Simulation (SSS), a microsimulation model that the Department of Corrections uses to forecast the prison population. As the creator of the SSS model, the vendor was the only one who could adequately redesign the model so that it can be compatible with the software environment in which it's used. accomplished: Yes contract_date: 04/30/2009 actual_date: 04/30/2009 contract_cost: \$46,000 actual_cost: \$46,000 cost_effective: The DOC uses prison population forecasts for both budgetary and operational purposes. Accordingly, developing accurate prison population forecasts are critical in effectively allocating resources in the future. The accuracy of the forecasts is contingent on the ability to easily use the model in the current software environment, which necessitated changes to the original SSS model. amended: No terminated: No engage: Yes engage_e: The contractor performed satisfactory work within the dates established by the contract.

Kelly Heffron

Date sent: **Mon, 2 Nov 2009 11:57:36 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 11/02/2009.

project: Court Services Tracking System (CSTS)

id_part1: P78

id_part2: 2009

cfms: A75223

vendor: Minnesota Counties Computer Cooperative (MCCC)

agency: Corrections Dept

evaluator: Dan Traun

eval_date: 11/2/2009

email_list: dan.traun@state.mn.us

purpose: The State is in need of a coordinator for a Court Services Tracking System (CSTS) on behalf of the statewide Corrections User Group. The Corrections User Group consists of all corrections agencies in the state of Minnesota (with the exception of Hennepin County) that use the same management information system, CSTS. Minnesota Counties Computer Cooperative (MCCC) has purchased CSTS on behalf of the Corrections User Group. This information system provides management with all the necessary data for outcome measures and offender tracking. The data contained in this system does upload on daily basis to the Statewide Supervision System, which in turn is aggregated with other CriMNet components. CriMNet will provide information to the Court System, Law Enforcement, Probation and Supervised Release Agencies, and all other public agencies entitled to information on offenders located at Adult/Juvenile detention facilities.

accomplished: Yes

contract_date: 07/01/2005

amended_date: 06/11/2008

actual_date: 06/30/2009

contract_cost: 160000

amended_cost: 297500

actual_cost: 457500

cost_effective: This agreement provides the Department of Corrections (DOC) Field Services Unit full voting membership in MCCC s Corrections User Group and entitle the DOC to all upgrades and enhancements of the current version with the necessary technical support.

amended: Yes

amended_e: it was extended; additional FY's added.

terminated: No

engage: Yes

engage_e: To go elsewhere for development of a court services tracking

system would not be cost effective. Intergration with other information systems and other counties make this they most cost effective method available.

Kelly Heffron

Date sent: **Wed, 5 Aug 2009 11:50:34 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 08/05/2009.

project: OnBase Technical Support

id_part1: P78

id_part2: 1899

cfms: 0

vendor: Edocument Resources

agency: Corrections Dept

evaluator: Debbi Larson

eval_date: 08/04/2009

email_list: dklarson@minncor.com

purpose: To provide ongoing technical support for the electronic documentation system (OnBase), to provide training related to the OnBase system when required.

accomplished: Yes

contract_date: 10/31/2008

actual_date: 10/31/2008

contract_cost: 0

amended_cost: 0

actual_cost: 0

cost_effective: na

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Wed, 29 Jul 2009 08:59:06 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 07/29/2009.

project: MINNCOR's Open Systems TRAVERSE Software Support

id_part1: P78

id_part2: 2057

cfms: B07668

vendor: Open Systems, Inc

agency: Corrections Dept

evaluator: Diane Morel

eval_date: 07/29/2009

purpose: Provide technical support, program modifications and enhancements for TRAVERSE, and the TRAVERSE/MAPS interface. Provide training and user assistance. This software supports MINCOR's key business functions including manufacturing.

accomplished: Yes

contract_date: 06/30/2009

amended_date: 04/27/2009

actual_date: 06/30/2009

contract_cost: 100,000.00

amended_cost: 78,000.00

actual_cost: 71,000.00

cost_effective: DOC IT staff does not have the expertise or means to support or modify TRAVERSE, which is a third-party software package.

amended: Yes

amended_e: To reduce funds encumbered for FY2009. (Note: Contract was amended again for FY2010, but MINNCOR will be responsible)

terminated: No

engage: Yes

comments: This contract will continue in FY2010 under MINNCOR funding.

Kelly Heffron

Date sent: Wed, 7 May 2008 14:08:27 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, May 07, 2008 at 14:08:26

_config: vendeval
project: Corrections Applications Upgrade Project
id_part1: P78
id_part2: 1940
cfms: A98450
vendor: Logisolve LLC
agency: Corrections Dept
evaluator: Margarita Rock
eval_date: 05/07/2008
purpose: This contract was for staff augmentation to compliment
Department of Corrections staff to meet the deadline of June 30, 2007
for gathering user requirements and documenting them into a Business
Requirement Document for the COMS Obligation project.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 200,000.00
actual_cost: 200,000.00
cost_effective: This contract was for staff augmentation to meet the
deadline of June 30, 2007 for gathering user requirements and
documenting them into a Business Requirement Document for the COMS
Obligation project.
amended: No
terminated: No
engage: Yes
engage_e: The quality of one of the analyst was excellent.
comments: The contract was awarded based on two analysts. One analyst
was performing consistently. The second analyst was not able to
contriube the required number of hours as expected in the contract. A
third person was provided to fulfil the requirement which was somewhat
disruptive to the project.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections P78		
Contractor Name: J. Cameron & Associates - Dr. Verna Price		CFMS Contract Number: B00469
Project Name (if applicable): Federal Life Skills for State and Local Prisoners	Project Number (if applicable):	Project Duration (Dates): 7/1/06 - 12/31/08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The J. Cameron and Associates contract was written to meet the goals of the Federal Life Skills for State and Local Prisoners grant. The goal to provide Self Development training to 700 offenders in four medium custody facilities included the curriculum and training that J. Cameron and Associates provided in three of the facilities.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$69,384.00	Source of Funding: U.S. Department of Education Office of Safe and Drug Free Schools
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Self Development – Power of People curriculum was written by J. Cameron and Associates. J. Cameron and Associates trained the instructors who taught the classes at each of the facilities. There were several people trained so that there would not be a shortage to provide the classes. The instructors provided the classes during day hours and in the evenings as requested by the DOC scheduling and classroom availability within the prospective facilities.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>J. Cameron and Associates owns the copyrights of the Self Development – Power of People curriculum and have sole copyrights to the curriculum and the books used in the classes.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The performance of the contractor was very good. Typical of any new person coming into a prison facility and needing to learn policies and procedures, all of the instructors also had to learn. Once they were familiar with the processes there were no problems or concerns, everything went smoothly.</p>		
Agency Head Signature: 	Title: 	Date: 4/29/08

Kelly Heffron

Date sent: Fri, 21 Aug 2009 15:33:02 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/21/2009.

project: OnBase and SharePoint Software Integrations

id_part1: P78

id_part2: 2386

cfms: B27517

vendor: eDocument Resources

agency: Corrections Dept

evaluator: Lon Erickson

eval_date: 08/21/2009

purpose: Agency required assistance implementing solutions with specific tools for several document management needs from replacing paper documents to developing workflows to improve department efficiency.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$20,000

actual_cost: \$18,450

cost_effective: Contracted resources had the knowledge and skills with the tools to most effectively produce the needed results.

amended: No

terminated: No

engage: Yes

engage_e: Vendor staff were very knowledgeable and provided expertise not present in the agency.

Kelly Heffron

Date sent: Wed, 29 Jul 2009 13:25:26 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/29/2009.

project: Statewide Supervision Support

id_part1: P78

id_part2: 2237

cfms: B16929

vendor: The Macro Group, Inc.

agency: Corrections Dept

evaluator: Deb Kerschner

eval_date: 07/29/2009

purpose: 1)Provide support and maintenance for the Statewide Supervision System, an accessible web site for statewide criminal justice professionals; 2)Provide support and maintenance for the nightly data feeds to the system from 150+ local agencies; 3)Provide support for the formal processes for accessing and feeding data to the statewide system; 4)Provide support and maintenance for audit screens for checking errors of file transfer.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 49,950

amended_cost: 117,990

actual_cost: 167,940

cost_effective: Our agency does not have sufficient internal staff (vacancies plus legislative budget cuts) to effectively support this critical system.

amended: Yes

amended_e: See #5 above. The Statewide Supervision System is a critical system with users in all criminal justice agencies statewide. Maintaining accurate, timely data is critical and DOC does not have sufficient IT resources.

terminated: No

engage: Yes

engage_e: The Macro Group is an excellent vendor. Staff are well trained, efficient and dedicated to quality work.

Kelly Heffron

Date sent: **Mon, 13 Jul 2009 07:43:32 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 07/13/2009.

project: Archibus System maintenance

id_part1: P78

id_part2: 2184

cfms: A91609

vendor: Applied Data Systems, Inc

agency: Corrections Dept

evaluator: Chris Robinson

eval_date: 07/13/2009

purpose: Technical support for our Archibus program, CAD updates, and project updates to system.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2008

actual_date: 06/30/2009

contract_cost: 63,600.00

amended_cost: 187,160.00

actual_cost: 159,558.00

cost_effective: Local vendor support for a proprietary software is the most efficient source for tech support. CAD update costs done at vendor versus in-house FTE was more cost effective.

amended: Yes

amended_e: To continue tech support another fiscal year.

terminated: No

engage: Yes

engage_e: Local vendor support, history of our project, turnaround time for all tech issues were handled in a very fast professional manner.

comments: DOC has used this vendor for 10 years and we have never had any issues with them.

Kelly Heffron

Date sent: Tue, 4 Aug 2009 09:35:09 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/04/2009.

project: Corrections Applications Upgrade Project

id_part1: P78

id_part2: 2094

cfms: B09146

vendor: The Macro Group

agency: Corrections Dept

evaluator: Diane Morel

eval_date: 08/28/2008

purpose: To do the analyst work writing system design specifications for foundational areas of offender obligation including sentencing, status and location. This work was related to the Correctional Operations Management System (COMS) so that it may be restructured to meet the needs of the users.

accomplished: Yes

contract_date: 11/26/2007

amended_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$110,000

amended_cost: \$170,000

actual_cost: \$170,000

cost_effective: This contract was for staff augmentation to compliment Department of Corrections staff to perform the analyst work for the COMS Obligation Project.

amended: Yes

terminated: No

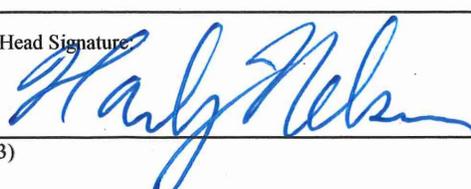
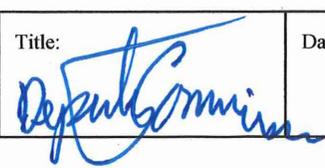
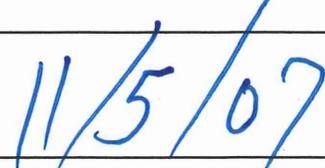
engage: Yes

comments: The Macro Group was able to provide an exceptional individual for performing analyst work on the Obligation Project.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

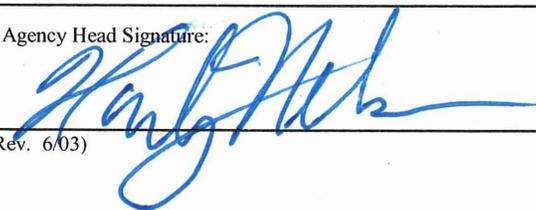
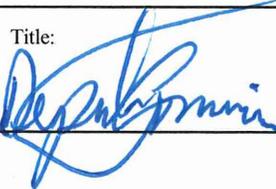
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Corrections		
Contractor Name: Ambient Consulting		CFMS Contract Number: A76645
Project Name (if applicable): Corrections Application Support	Project Number (if applicable):	Project Duration (Dates): 7/1/2005 – 6/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Assist with further integration of agency applications with other applications including biometric security applications. To provide resources to help with design and development responsibilities to supplement agency IT staff with mission critical application development work.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$350,000.00	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This contract was for staff augmentation to compliment Department of Corrections staff to perform the development needs and meet deadlines.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Ambient was able to provide a few exceptional people which enabled DOC to meet deadlines for delivery of Applications including the Document Exchange Manager (DEM) project.</p>		
Agency Head Signature: 	Title: 	Date: 

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

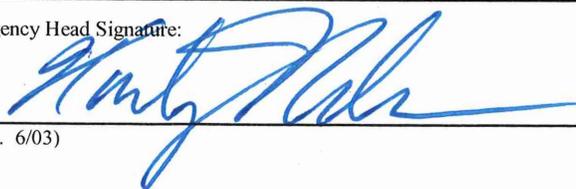
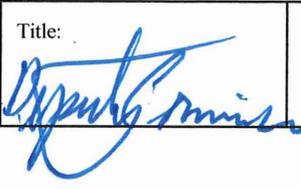
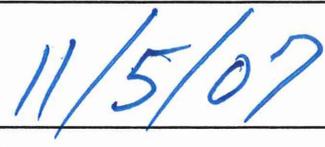
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Corrections		
Contractor Name: Logisolve LLC	CFMS Contract Number: A98450	
Project Name (if applicable): Corrections Application Upgrade Project	Project Number (if applicable):	Project Duration (Dates): 2/20/2007 – 6/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To document the business requirements for the foundational areas of offender sentencing, status, and location. This work was related to the Correctional Operations Management System (COMS) so that it may be restructured to meet the needs of the users.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$200,000.00	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This contract was for staff augmentation to compliment Department of Corrections staff to meet the deadline of June 30, 2007 for gathering user requirements and documenting them into a Business Requirement Document for the COMS Obligation project.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Logisolve was able to provide an exceptional person that enabled DOC to meet deadline for gathering requirements and producing the Business Requirement Document for the COMS Obligation Project.</p>		
Agency Head Signature: 	Title: 	Date: 11/5/07

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Corrections		
Contractor Name: Open Systems, Inc.	CFMS Contract Number: A77379	
Project Name (if applicable): Traverse Support	Project Number (if applicable):	Project Duration (Dates): 7/01/2005 – 6/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Provide technical support including systems analysis, development, testing, upgrading TRAVERSE software, and data conversion. Provide program modifications and enhancements for Traverse (including any custom changes/interfaces) including modifications for the TRAVERSE/Minnesota Accounting and Procurement Systems (MAPS) interface. Provide training and user assistance as requested to familiarize State staff with TRAVERSE software and main on-going support.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$100,000.00	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This contract was for staff augmentation to provide technical support for MINNCOR's Open Systems TRAVERSE software package.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Open Systems did an excellent job with all of the work they did including meeting timelines, quality, cost for all of the support provided.</p>		
Agency Head Signature: 	Title: 	Date: 

Report on Professional/Technical Contracts Over \$50,000

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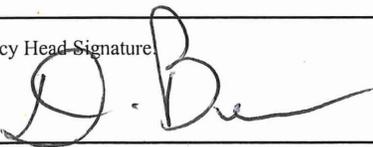
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: DOC		
Contractor Name: Applied Data Systems, Inc	CFMS Contract Number: A91609	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates):
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To maintain the State's ARCHIBUS system.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$133,560.00	Source of Funding: Plant ops
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of Minnesota does not provide this service. The Dept of Administration determined that Applied Data was a single source vendor.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The MN Dept of Administration made the determination of the single source.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>This vendor exceeds all expectations in customer service and delivery time of contracted services.</p>		
Agency Head Signature: 	Title: Asst. Comm.	Date: 10-31-07

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Department of Corrections		
Contractor Name: Corrections Corporation of America (CCA)		CFMS Contract Number: A61118
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): May 24, 2004 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of this contract is to house offenders committed to the Commissioner of Corrections. The Minnesota Department of Corrections is experiencing offender population pressures. This contract, along with Joint Powers Agreements with Minnesota counties, will help relieve overcrowding and lack of space issues in Minnesota correctional facilities.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$46,000,000.00	Source of Funding: 100 – Facilities General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The Minnesota Department of Corrections is experiencing offender population pressures. This contract allows the department to house adult male offenders at a Corrections Corporation of America facility located in Appleton, Minnesota. Logistically, this is the most cost effective procedure to manage the state's offender population.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: Corrections Corporations of America is the only privately operated and licensed facility in the State of Minnesota. Housing offenders outside of the State of Minnesota would increase costs for the Department of Corrections.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractor is licensed by the State of Minnesota and maintains compliance to American Correctional Association (ACA) standards. The CCA facility is continuously monitored by the Department of Corrections including an on-site contract monitor. The contractor has met all terms and objectives of the contract including timeliness, quality and cost. Based on the Department of Corrections' evaluation, the contractor's overall performance is satisfactory.</p>		
Agency Head Signature: 	Title: Deputy Comm	Date: 9-25-07

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Corrections/Employee Development		
Contractor Name: Learnistics, Inc.		CFMS Contract Number: A77372
Project Name (if applicable): E-Learning Training Project	Project Number (if applicable): N/A	Project Duration (Dates): August 1, 2005 to June 30, 2007
Summarize the purpose of the contract, including why it was necessary to enter into a contract: We entered into a contract with Learnistics, Incorporated to provide technical support for the Employee Development's goal of providing more on-line training for the department.		
Billable Hours (if applicable): N/A	Total Contract Amount: \$37.00 per hour, not to exceed \$100,000.00)	Source of Funding: General Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: During the term of the contract Employee Development did not have someone at the DOC who could 1.) Ensure the ongoing operation of current on-line learning curriculum, 2.) Maintain and enhance current infrastructure of the on-line courses and databases, 3.) Act as a resource for Employee Development staff involved in the on-line training project. Vendor would also ensure ongoing operation of current on-line learning system, maintain existing courseware, utilities, Web site, and database – resolving any problems that would arise and making any needed adjustments. Technical support to Employee Development was needed since DOC/IT could not offer the level of technical assistance required to support a growing on-line training program.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: This was not a single source contract.		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The work done by Learnistics, Inc for the DOC had been excellent. As mentioned above this company has a strong background specific to customized e-learning training module development. As for cost, in 2004, when the DOC went out for proposal, Learnistics, Inc. submitted a proposal at the same hourly rate as the previous year. The cost of their service was always manageable and predictable. They also consistently delivered the specifications of our solicitation in the time allotted. However, despite this positive performance report a decision was made in 2006 to bring someone on staff who could do the work done by Learnistics, Inc. As a result, we will not contract for this type of service in the near future.		
Agency Head Signature: 	Title: asst. Comm.	Date: 9/24/07

(Rev. 6/03)

Report on Professional/Technical Contracts Over \$50,000

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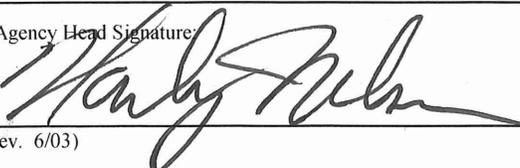
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Rochester Women's Shelter</i>		
Contractor Name: : Rochester Women's Shelter		CFMS Contract Number: A88843
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: <i>\$84,648.00</i>	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>180 Degrees; Inc.</i>		
Contractor Name: 180 Degrees; Inc.	CFMS Contract Number: A89134	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$158,711.48	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the term and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Volunteers of America</i>		
Contractor Name: Volunteers of America		CFMS Contract Number: A89138
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$222,252.22	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Transformation House</i>		
Contractor Name: Transformation House		CFMS Contract Number: A89081
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: <i>\$134,581.00</i>	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

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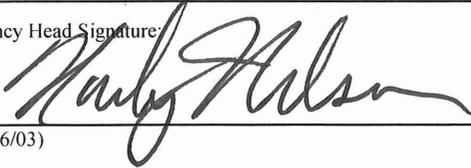
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>R S Eden</i>		
Contractor Name : R S Eden	CFMS Contract Number: A89136	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: <i>\$1,098,711.00</i>	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

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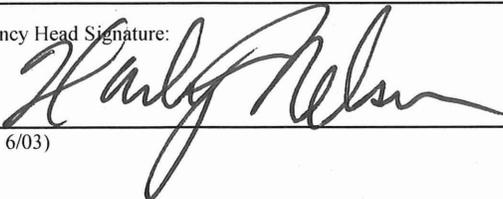
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Red Lake Band of Chippewa - Northern Winds Treatment Center</i>		
Contractor Name: Red Lake Band of Chippewa - Northern Winds Treatment Center		CFMS Contract Number: A92325
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: <i>\$1,550.00</i>	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

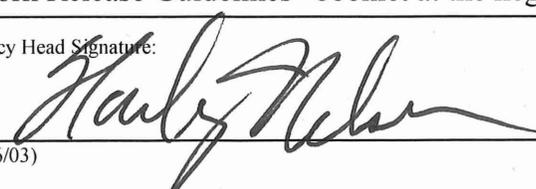
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Midwest Challenge</i>		
Contractor Name: Midwest Challenge	CFMS Contract Number: A88835	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$385,280.00	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

Report on Professional/Technical Contracts Over \$50,000

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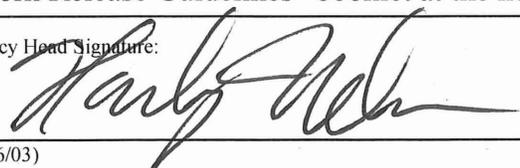
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Duluth Bethel Society</i>		
Contractor Name: Duluth Bethel Society	CFMS Contract Number: A88827	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: <i>\$331,969.74</i>	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

Report on Professional/Technical Contracts Over \$50,000

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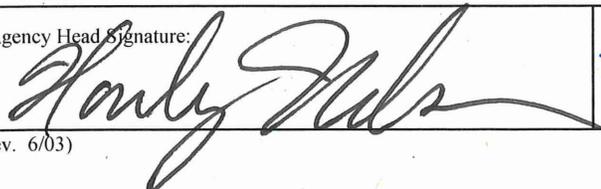
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Damascus Way</i>		
Contractor Name: <i>Damascus Way</i>	CFMS Contract Number: <i>A88817</i>	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): <i>07/01/2006 through 06/31/2007</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p><i>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</i></p>		
Billable Hours (if applicable): <i>Per diem</i>	Total Contract Amount: <i>\$432,370.00</i>	Source of Funding: <i>State – General Fund DOC</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p><i>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</i></p> <p><i>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</i></p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p><i>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</i></p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p><i>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</i></p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Lutheran Social Services – Portland House</i>		
Contractor Name: Lutheran Social Services – Portland House	CFMS Contract Number: A88831	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 07/01/2006 through 06/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Contractor provided room and board and correctional programming (work release) for select offenders returning to their release area. The Work Release program has an average daily population of 210 offenders housed at various contractor and governmental unit facilities throughout the state.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: <i>\$189,626.80</i>	Source of Funding: State – General Fund DOC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State of MN does not operate work release facilities. Therefore it is necessary to contract with local existing facilities in counties that can provide work release room and board and programming.</p> <p>The State enters into contract negotiation with each vendor every Fiscal Year to establish per diem rates. Vendors have to submit budget's demonstrating their operation costs or when contracting with County Jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic location, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of the work release program, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactory. During this time a distillation process has occurred with contact programs providing high quality services at a competitive price. The Department of Corrections knows of all possible work release programs in the state as the programs must meet license requirements and have the ability to follow the Department of Corrections' work release guidelines. Any program that is licensed and can meet the work release guidelines may contract with the Department of Corrections and their services will be used if there is a need in their particular geographical area.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met the terms and conditions of the contact by providing room and board and work release programming to select state inmates agreed upon by both parties based upon the expectations outlined in the "Work Release Guidelines" booklet at the negotiated per diem.</p>		
Agency Head Signature: 	Title: <i>Deputy Commissioner</i>	Date: <i>September 24, 2007</i>

Report on Professional/Technical Contracts Over \$50,000

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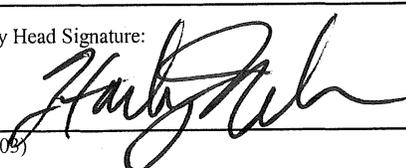
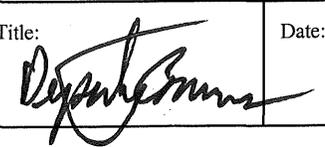
Agency: Corrections		
Contractor Name: HIRED		CFMS Contract Number: A86667
Project Name (if applicable): Changing Lives	Project Number (if applicable):	Project Duration (Dates): 3-7-06 to 6-30-07
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to provide pre release and post release employment preparation and placement services for sex offenders exiting State correctional facilities. This is not a service that the Department of Corrections provides.		
Billable Hours (if applicable):	Total Contract Amount: \$600,000	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This service would be more expensive for the DOC to provide. It was deemed more cost effective to contract with a community based non profit agency for the provision of this service.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: NA		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The Contractor performed all services described in the contract to the satisfaction of the Department of Corrections.		
Agency Head Signature: <i>Harley Nelson</i>	Title: <i>Deputy Commissioner</i>	Date: <i>9/19/07</i>

03-28-31101333

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: 180 Degrees	CFMS Contract Number: 76173	
Project Name (if applicable): NA	Project Number (if applicable): NA	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release.</p>		
Billable Hours (if applicable): NA	Total Contract Amount: \$1,300,000	Source of Funding: Base budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the contract services of community residential correctional services which includes, but is not limited to group/and or individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referral, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding does not provide adequate performance of the services because the programs are very specialized and varied and most were created for the purpose of providing unique correctional services. It is also essential that the services be geographically matched to needs. The Department of Corrections is willing to contract with any vendors throughout the State that can provide the unique services required by our target population in the geographic area needed.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>180 Degrees has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: 	Title: 	Date: 9/19/07

Report on Professional/Technical Contracts Over \$50,000

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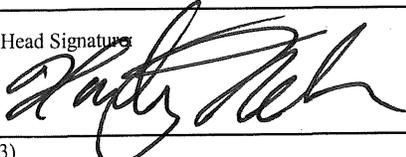
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Damascus Way	CFMS Contract Number: 76171	
Project Name (if applicable): NA	Project Number (if applicable): NA	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release.</p>		
Billable Hours (if applicable): NA	Total Contract Amount: \$600,000	Source of Funding: Base budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the contract services of community residential correctional services which includes, but is not limited to group/and or individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referral, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding does not provide adequate performance of the services because the programs are very specialized and varied and most were created for the purpose of providing unique correctional services. It is also essential that the services be geographically matched to needs. The Department of Corrections is willing to contract with any vendors throughout the State that can provide the unique services required by our target population in the geographic area needed.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Damascus Way has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: 	Title: 	Date: 9/19/07

Report on Professional/Technical Contracts Over \$50,000

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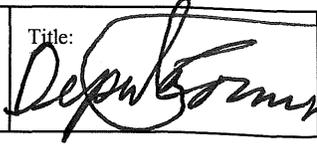
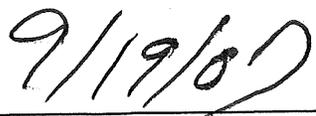
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Duluth Bethel	CFMS Contract Number: 77716	
Project Name (if applicable): NA	Project Number (if applicable): NA	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release.</p>		
Billable Hours (if applicable): NA	Total Contract Amount: \$600,000	Source of Funding: Base budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the contract services of community residential correctional services which includes, but is not limited to group/and or individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referral, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding does not provide adequate performance of the services because the programs are very specialized and varied and most were created for the purpose of providing unique correctional services. It is also essential that the services be geographically matched to needs. The Department of Corrections is willing to contract with any vendors throughout the State that can provide the unique services required by our target population in the geographic area needed.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Duluth Bethel has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: 	Title: 	Date: 9/19/07

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: RS Eden		CFMS Contract Number: 76547
Project Name (if applicable): NA	Project Number (if applicable): NA	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release.</p>		
Billable Hours (if applicable): NA	Total Contract Amount: \$1,700,000	Source of Funding: Base budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the contract services of community residential correctional services which includes, but is not limited to group/and or individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referral, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding does not provide adequate performance of the services because the programs are very specialized and varied and most were created for the purpose of providing unique correctional services. It is also essential that the services be geographically matched to needs. The Department of Corrections is willing to contract with any vendors throughout the State that can provide the unique services required by our target population in the geographic area needed.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>RS Eden has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: 	Title: 	Date: 

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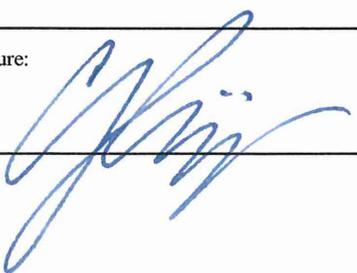
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: MINNCOR Industries		
Contractor Name: Bohte Design LLC		CFMS Contract Number: M-7307
Project Name (if applicable): State of Minnesota Master Graphic Design Services Contract	Project Number (if applicable):	Project Duration (Dates): June 1, 2004 to May 31, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p style="padding-left: 40px;">To provide a Master State Contract for print media graphic design services for Minnesota State agencies</p> <p style="padding-left: 40px;">The need was created because of a lack of state capability in some areas of creation and design, a large workload and the need to meet multiple deadlines requiring MINNCOR Industries, acting on behalf of the Department of Administration Material Management Division, to create a Master State Contract with outside entities for professional, technical, and creative services, as needed in this area of expertise.</p> <p style="padding-left: 40px;">Costs were determined by rate schedules provided by each contractor selected to participate in this contract and each project</p> <p style="padding-left: 40px;">The product/result will be to provide consultation, creation, production, and delivery of various creative services, as assigned. Contractor provides staff, materials, production facilities and equipment, and pick-up and delivery, as required.</p> <p style="padding-left: 40px;">The product will consist of the following minimum graphic design services:</p> <ul style="list-style-type: none"> - Creative consultation and concept development. - Graphic design and layout for traditional publishing of booklets, brochures and the like as well as electronic publishing including website creation. - Photography, black and white and color, film negative and digital. In studio and on-location. - Photography retouching (air brush or using Photoshop). - Illustration. - Graph, chart and table design and artwork. - Desktop publishing. - Keylining. - Display or point-of-purchase art. <p style="padding-left: 40px;">Services will be completed using traditional graphic arts methods or digitally.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$225,000 Limit	Source of Funding: State Agencies
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p style="padding-left: 40px;">This was a multiple vendor Master State Contract award established with dollar limits for each vendor to allow State Agencies to select the most cost effective and suitable provider for their projects.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p style="padding-left: 40px;">The performance measured by the users (State Agencies) was good. No negative comments or reports were received based on any projects.</p>		
Agency Head Signature: Chris Pizinger	Title: MINNCOR CEO	Date: September 17, 2007

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

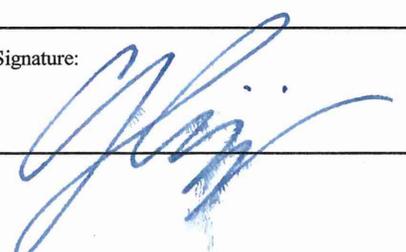
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: MINNCOR Industries		
Contractor Name: I Design		CFMS Contract Number: M-7309
Project Name (if applicable): State of Minnesota Master Graphic Design Services Contract	Project Number (if applicable):	Project Duration (Dates): June 1, 2004 to May 31, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To provide a Master State Contract for print media graphic design services for Minnesota State agencies</p> <p>The need was created because of a lack of state capability in some areas of creation and design, a large workload and the need to meet multiple deadlines requiring MINNCOR Industries, acting on behalf of the Department of Administration Material Management Division, to create a Master State Contract with outside entities for professional, technical, and creative services, as needed in this area of expertise.</p> <p>Costs were determined by rate schedules provided by each contractor selected to participate in this contract and each project</p> <p>The product/result will be to provide consultation, creation, production, and delivery of various creative services, as assigned. Contractor provides staff, materials, production facilities and equipment, and pick-up and delivery, as required.</p> <p>The product will consist of the following minimum graphic design services:</p> <ul style="list-style-type: none"> - Creative consultation and concept development. - Graphic design and layout for traditional publishing of booklets, brochures and the like as well as electronic publishing including website creation. - Photography, black and white and color, film negative and digital. In studio and on-location. - Photography retouching (air brush or using Photoshop). - Illustration. - Graph, chart and table design and artwork. - Desktop publishing. - Keylining. - Display or point-of-purchase art. <p>Services will be completed using traditional graphic arts methods or digitally.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$225,000 Limit	Source of Funding: State Agencies
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This was a multiple vendor Master State Contract award established with dollar limits for each vendor to allow State Agencies to select the most cost effective and suitable provider for their projects.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The performance measured by the users (State Agencies) was good. No negative comments or reports were received based on any projects.</p>		
Agency Head Signature: 	Title: MINNCOR CEO	Date: September 17, 2007 
Chris Pizinger		

Report on Professional/Technical Contracts Over \$50,000

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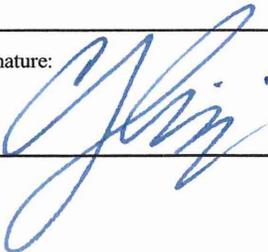
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: MINNCOR Industries		
Contractor Name: Parker Durrant	CFMS Contract Number: M-7312	
Project Name (if applicable): State of Minnesota Master Graphic Design Services Contract	Project Number (if applicable):	Project Duration (Dates): June 1, 2004 to May 31, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p style="margin-left: 40px;">To provide a Master State Contract for print media graphic design services for Minnesota State agencies</p> <p style="margin-left: 40px;">The need was created because of a lack of state capability in some areas of creation and design, a large workload and the need to meet multiple deadlines requiring MINNCOR Industries, acting on behalf of the Department of Administration Material Management Division, to create a Master State Contract with outside entities for professional, technical, and creative services, as needed in this area of expertise.</p> <p style="margin-left: 40px;">Costs were determined by rate schedules provided by each contractor selected to participate in this contract and each project</p> <p style="margin-left: 40px;">The product/result will be to provide consultation, creation, production, and delivery of various creative services, as assigned. Contractor provides staff, materials, production facilities and equipment, and pick-up and delivery, as required.</p> <p style="margin-left: 40px;">The product will consist of the following minimum graphic design services:</p> <ul style="list-style-type: none"> - Creative consultation and concept development. - Graphic design and layout for traditional publishing of booklets, brochures and the like as well as electronic publishing including website creation. - Photography, black and white and color, film negative and digital. In studio and on-location. - Photography retouching (air brush or using Photoshop). - Illustration. - Graph, chart and table design and artwork. - Desktop publishing. - Keylining. - Display or point-of-purchase art. <p style="margin-left: 40px;">Services will be completed using traditional graphic arts methods or digitally.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$225,000 Limit	Source of Funding: State Agencies
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p style="margin-left: 40px;">This was a multiple vendor Master State Contract award established with dollar limits for each vendor to allow State Agencies to select the most cost effective and suitable provider for their projects.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p style="margin-left: 40px;">The performance measured by the users (State Agencies) was good. No negative comments or reports were received based on any projects.</p>		
Agency Head Signature: 	Title: MINNCOR CEO	Date: September 17, 2007 

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: MINNCOR Industries		
Contractor Name: The Design Company		CFMS Contract Number: M-7308
Project Name (if applicable): State of Minnesota Master Graphic Design Services Contract	Project Number (if applicable):	Project Duration (Dates): June 1, 2004 to May 31, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To provide a Master State Contract for print media graphic design services for Minnesota State agencies</p> <p>The need was created because of a lack of state capability in some areas of creation and design, a large workload and the need to meet multiple deadlines requiring MINNCOR Industries, acting on behalf of the Department of Administration Material Management Division, to create a Master State Contract with outside entities for professional, technical, and creative services, as needed in this area of expertise.</p> <p>Costs were determined by rate schedules provided by each contractor selected to participate in this contract and each project</p> <p>The product/result will be to provide consultation, creation, production, and delivery of various creative services, as assigned. Contractor provides staff, materials, production facilities and equipment, and pick-up and delivery, as required.</p> <p>The product will consist of the following minimum graphic design services:</p> <ul style="list-style-type: none"> - Creative consultation and concept development. - Graphic design and layout for traditional publishing of booklets, brochures and the like as well as electronic publishing including website creation. - Photography, black and white and color, film negative and digital. In studio and on-location. - Photography retouching (air brush or using Photoshop). - Illustration. - Graph, chart and table design and artwork. - Desktop publishing. - Keylining. - Display or point-of-purchase art. <p>Services will be completed using traditional graphic arts methods or digitally.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$225,000 Limit	Source of Funding: State Agencies
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This was a multiple vendor Master State Contract award established with dollar limits for each vendor to allow State Agencies to select the most cost effective and suitable provider for their projects.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The performance measured by the users (State Agencies) was good. No negative comments or reports were received based on any projects.</p>		
Agency Head Signature: 	Title: MINNCOR CEO	Date: September 17, 2007 
Chris Pizinger		

Report on Professional/Technical Contracts Over \$50,000

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Agency: MINNCOR Industries		
Contractor Name: Triad Marketing		CFMS Contract Number: M-7311
Project Name (if applicable): State of Minnesota Master Graphic Design Services Contract	Project Number (if applicable):	Project Duration (Dates): June 1, 2004 to May 31, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p style="padding-left: 40px;">To provide a Master State Contract for print media graphic design services for Minnesota State agencies</p> <p style="padding-left: 40px;">The need was created because of a lack of state capability in some areas of creation and design, a large workload and the need to meet multiple deadlines requiring MINNCOR Industries, acting on behalf of the Department of Administration Material Management Division, to create a Master State Contract with outside entities for professional, technical, and creative services, as needed in this area of expertise.</p> <p style="padding-left: 40px;">Costs were determined by rate schedules provided by each contractor selected to participate in this contract and each project</p> <p style="padding-left: 40px;">The product/result will be to provide consultation, creation, production, and delivery of various creative services, as assigned. Contractor provides staff, materials, production facilities and equipment, and pick-up and delivery, as required.</p> <p style="padding-left: 40px;">The product will consist of the following minimum graphic design services:</p> <ul style="list-style-type: none"> - Creative consultation and concept development. - Graphic design and layout for traditional publishing of booklets, brochures and the like as well as electronic publishing including website creation. - Photography, black and white and color, film negative and digital. In studio and on-location. - Photography retouching (air brush or using Photoshop). - Illustration. - Graph, chart and table design and artwork. - Desktop publishing. - Keylining. - Display or point-of-purchase art. <p style="padding-left: 40px;">Services will be completed using traditional graphic arts methods or digitally.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$225,000 Limit	Source of Funding: State Agencies
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p style="padding-left: 40px;">This was a multiple vendor Master State Contract award established with dollar limits for each vendor to allow State Agencies to select the most cost effective and suitable provider for their projects.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p style="padding-left: 40px;">The performance measured by the users (State Agencies) was good. No negative comments or reports were received based on any projects.</p>		
Agency Head Signature: Chris Pizinger	Title: MINNCOR CEO	Date: September 17, 2007

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Corrections</i>		
Contractor Name: <i>Otter Tail County Sheriff's Office</i>		CFMS Contract Number: <i>MPK A76247</i>
Project Name (if applicable): <i>ICWC Affordable Homes Program</i>	Project Number (if applicable):	Project Duration (Dates): <i>on-going July 1, 2005 - June 30, 2007</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide for care and custody of state inmates participating in the Institution Community Work Crew ICWC Affordable Homes Program.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>600,000.00</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The cost of boarding state inmates in these local jail facilities is less than the state prison per diem and it frees up needed prison beds.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Licensed local correctional facilities are the only location/source available to provide for secure care and custody of inmates.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor met all contract requirements and objectives of the ICWC Program in a timely manner.</i>		
Agency Head Signature: 	Title: <i>Deputy Chief</i>	Date: <i>7/23/07</i>

Report on Professional/Technical Contracts Over \$50,000

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Agency: <i>Corrections</i>		
Contractor Name: <i>Pennington County Sheriff's Office</i>		CFMS Contract Number: <i>MPK A77730</i>
Project Name (if applicable): <i>ICWC Affordable Homes Program</i>	Project Number (if applicable):	Project Duration (Dates): <i>on-going July 1, 2005 - June 30, 2007</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide for care and custody of state inmates participating in the Institution Community Work Crew ICWC Affordable Homes Program.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>300,000.00</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The cost of boarding state inmates in these local jail facilities is less than the state prison per diem and it frees up needed prison beds.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Licensed local correctional facilities are the only location/source available to provide for secure care and custody of inmates.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor met all contract requirements and objectives of the ICWC Program in a timely manner.</i>		
Agency Head Signature: <i>[Signature]</i>	Title: <i>Deputy Sheriff</i>	Date: <i>7/20/07</i>

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Corrections</i>		
Contractor Name: <i>Duluth Bethel Society</i>		CFMS Contract Number: <i>MPK A76152</i>
Project Name (if applicable): <i>ICWC Affordable Homes Program</i>	Project Number (if applicable):	Project Duration (Dates): <i>on-going July 1, 2005 - June 30, 2007</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide for care and custody of state inmates participating in the Institution Community Work Crew ICWC Affordable Homes Program.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>300,000</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The cost of boarding state inmates in these local jail facilities is less than the state prison per diem and it frees up needed prison beds.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Licensed local correctional facilities are the only location/source available to provide for secure care and custody of inmates.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor met all contract requirements and objectives of the ICWC Program in a timely manner.</i>		
Agency Head Signature: <i>[Signature]</i>	Title: <i>Deputy Com</i>	Date: <i>7/20/07</i>

Report on Professional/Technical Contracts Over \$50,000

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Agency: <i>Corrections</i>		
Contractor Name: <i>Becker County Sheriff's Office</i>		CFMS Contract Number: <i>MPK A76250</i>
Project Name (if applicable): <i>ICWC Affordable Homes Program</i>	Project Number (if applicable):	Project Duration (Dates): <i>on-going July 1, 2005 - June 30, 2007</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide for care and custody of state inmates participating in the Institution Community Work Crew ICWC Affordable Homes Program.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>300,000.00</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The cost of boarding state inmates in these local jail facilities is less than the state prison per diem and it frees up needed prison beds.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Licensed local correctional facilities are the only location/source available to provide for secure care and custody of inmates.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor met all contract requirements and objectives of the ICWC Program in a timely manner.</i>		
Agency Head Signature: <i>Stanley Pahr</i>	Title: <i>Deputy Sheriff</i>	Date: <i>7/20/07</i>

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Agency: <i>Corrections</i>		
Contractor Name: <i>Douglas County Sheriff's Office</i>		CFMS Contract Number: <i>MPK A77741</i>
Project Name (if applicable): <i>ICWC Affordable Homes Program</i>	Project Number (if applicable):	Project Duration (Dates): <i>on-going July 1, 2005 - June 30, 2007</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide for care and custody of state inmates participating in the Institution Community Work Crew ICWC Affordable Homes Program.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>600,000.00</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The cost of boarding state inmates in these local jail facilities is less than the state prison per diem and it frees up needed prison beds.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Licensed local correctional facilities are the only location/source available to provide for secure care and custody of inmates.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor met all contract requirements and objectives of the ICWC Program in a timely manner.</i>		
Agency Head Signature: <i>[Signature]</i>	Title: <i>Asst. Comm</i>	Date: <i>7/20/07</i>

Report on Professional/Technical Contracts Over \$50,000

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Agency: <i>Corrections</i>		
Contractor Name: <i>Beltrami County Sheriff's Office</i>		CFMS Contract Number: <i>MPK A76327</i>
Project Name (if applicable): <i>ICWC Affordable Homes Program</i>	Project Number (if applicable):	Project Duration (Dates): <i>on-going July 1, 2005 - June 30, 2007</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide for care and custody of state inmates participating in the Institution Community Work Crew ICWC Affordable Homes Program.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>300,000.00</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The cost of boarding state inmates in these local jail facilities is less than the state prison per diem and it frees up needed prison beds.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Licensed local correctional facilities are the only location/source available to provide for secure care and custody of inmates.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor met all contract requirements and objectives of the ICWC Program in a timely manner.</i>		
Agency Head Signature: <i>Harley Hub</i>	Title: <i>Deputy Coroner</i>	Date: <i>7/20/07</i>

Report on Professional/Technical Contracts Over \$50,000

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Agency: <i>Corrections</i>		
Contractor Name: <i>Crow Wing County Sheriff's Office</i>		CFMS Contract Number: <i>MPK A76875</i>
Project Name (if applicable): <i>ICWC Affordable Homes Program</i>	Project Number (if applicable):	Project Duration (Dates): <i>on-going July 1, 2005 - June 30, 2007</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide for care and custody of state inmates participating in the Institution Community Work Crew ICWC Affordable Homes Program.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>600,000.00</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>The cost of boarding state inmates in these local jail facilities is less than the state prison per diem and it frees up needed prison beds.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <i>Licensed local correctional facilities are the only location/source available to provide for secure care and custody of inmates.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Contractor met all contract requirements and objectives of the ICWC Program in a timely manner. Note: Crew operations in this area ended prior to the end of this contract term so final payments for services were completed in May of 07.</i>		
Agency Head Signature: <i>[Signature]</i>	Title: <i>Deputy Governor</i>	Date: <i>7/20/07</i>

Kelly Heffron

Date sent: Wed, 15 Aug 2007 08:50:55 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, August 15, 2007 at 08:50:54

_config: vendeval
project: Corrections Application Support
id_part1: P78
id_part2: 1624
cfms: A76645
vendor: Ambient Consulting Solutions
agency: Corrections Dept
evaluator: Margarita Rock
eval_date: 08/15/2007
purpose: Provided resources to help with design and development
responsibilities to supplement agency IT staff with mission critical
development work.
accomplished: Yes
contract_date: 06/30/2007
actual_date: 06/30/2007
contract_cost: 400,000.00
actual_cost: 389,513.50
cost_effective: Ambient was able to provide a few exceptional people
which enabled us to meet deadlines.
amended: Yes
amended_e: To change amount of contract.
terminated: No
engage: Yes

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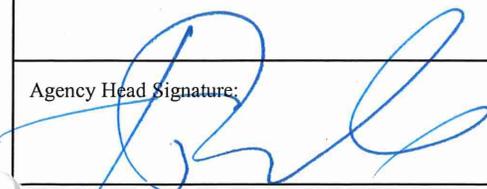
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Klein McCarthy Architects	CFMS Contract Number:	
Project Name (if applicable): Design and Construction Administration for Upgrade Electrical & HVAC, MCF-Stillwater, MN	Project Number (if applicable): 78440SWX	Project Duration (Dates): 3-21-03 thru 3-5-05
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to <ul style="list-style-type: none"> Review existing Pre-design Document (Administration Building Remodeling Study, May 10, 2002, sent previously with initial RFP) and develop Schematic Design Documents for the Mechanical HVAC portion of the project. With the assistance of the State/Agency/Facility, develop an approach (including cost estimates) for the project that will allow for only the Mechanical HVAC and associated General/Electrical work to be constructed under this contract. Assist the State in identifying, planning and coordinating associated General demolition and construction work that can be done by the owner. Based on the approved Schematic Design Documents develop Design Development Documents for the project. Based on the approved Design Development Documents develop Construction Documents for the project that will allow for the bidding and construction of the Project Print, issue and distribute the Construction Documents. Assist the State/Agency/Facility in obtaining bids for the work. Administer the project through the construction, closeout and warranty phases. <p>It was necessary to enter the contract in order to assure the continued safe and secure operation of the facility.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$142,861.00	Source of Funding: 03 / 100 / P78 / I405 / I11
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Corrections determined that using SAO and SAO's Master Roster to request and obtain consulting engineering services was the most cost effective manner of obtaining the appropriate services at the lowest cost. SAO has the expertise and knowledge (that Corrections does not have) required to obtain the services and contract with the consultant.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Consultant performance was acceptable throughout the project. They followed the SAO Designer's Procedure Manual and justified all costs associated with their contract.		
Agency Head Signature: 	Title: A.D.	Date: 3.7.07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Dept of Corrections		
Contractor Name: Schoell & Madson		CFMS Contract Number: 425318
Project Name (if applicable): Replacement of Sewer System – MCF Faribault	Project Number (if applicable): 78173FAL	Project Duration (Dates): 4/17/2000 – 8/25/2006
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The sanitary and sewer systems at the Correctional Institution in Faribault was not in compliance with MN Codes and Statues. There were citations from the MN Pollution Control Agency. In order to bring the Facility into compliance the Sewer system had to be modified and in some areas completely replaced. This contract was for sewer design and construction supervision.		
Billable Hours (if applicable):	Total Contract Amount: \$1,248,380.32	Source of Funding: 99 Bonding
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The project designer was selected by the Designer Selection Board. The fees were based on industry standards. And the fees were negotiated after the proposal.		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The project design and site supervision were adequate. There was a problem with the MN Dept of Health late in the project (MDH letter of Sept. 4, 2002). These inadequacies were addressed.		
Agency Head Signature: 	Title: A.D.	Date: 3-7-07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

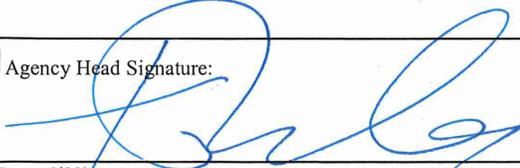
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Dept of Corrections		
Contractor Name: CNA Consulting Engineers, Inc.		CFMS Contract Number: 433715
Project Name (if applicable): Design Services to Reshape and Grout the Deep Sanitary Sewer Tunnel @ MCF-Faribault	Project Number (if applicable): 78528FAX	Project Duration (Dates): 12/23/04 to 10/09/06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Design and Construction supervision were needed to shape and grout the deep tunnel sides and top. This prevents the existing pipes being undermined by the storm water that travels through the tunnel.		
Billable Hours (if applicable):	Total Contract Amount: \$331,566.00	Source of Funding: 99 Bonding
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The designer was chosen between the Commissioner of Admin and the Designer Selection Board. The fees were below the usual rates for this type of work		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The consultant did very good work – quality, cost and overall performance exceeded the norm.		
Agency Head Signature: 	Title: A.D	Date: 3-7-07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Dept of Corrections		
Contractor Name: Karges Faulconbridge Inc		CFMS Contract Number: 435340
Project Name (if applicable): Design for HVAC Upgrade for Cell Block C - Stillwater MCF	Project Number: 78584 SWP	Project Duration (Dates): 11-10-05 to 2-28-07
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Design was needed for Heating , Ventilation upgrades to Cell Block C . This is the an old segregation ward and is now used for chemical dependency classes. The air handler, ductwork and heating piping were in need of upgrades and replacement.		
Billable Hours (if applicable):	Total Contract Amount:\$49,735.00	Source of Funding: Asset Preservation
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The ventilation rate and temperatures in the area were unacceptable under present air quality standards. In addition air conditioning was added as an incentive for the inmates to attend these classes.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: It was not a single source contract it was sent to three possible vendors,		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The Consultant did a good job on a difficult project. Their initial cost estimate for the project was quite short of the mark, but the fans and ductwork fit nicely and the client is satisfied with the project.		
Agency Head Signature: 	Title: A.P.	Date: 3.7.07

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: 180 Degrees Inc	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63759	Total Amount: \$186,255	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time?
If no explain. Yes No

2. Did the work involve recommendations for future actions by your agency?
If yes, will these recommendations be implemented?
If no, explain. Yes No
Ongoing PIT service

3. Were the contractor's services and the documents produced satisfactory?
If no, explain. Yes No

4. Would you engage the contractor's services again?
If no, explain. Yes No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent <i>[Signature]</i>	Date 11/7/05	Agency Authorized Signature <i>[Signature]</i>	Date 11/8/05
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Damascus Way Re Entry Center	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63939	Total Amount: \$247,922.	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain. <i>Ongoing PIT service</i>	Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:		
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Signature of Contract Authorized Agent <i>J. D. Debar</i>	Date 11/7/05	Agency Authorized Signature <i>[Signature]</i>	Date 11/18/05

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Duluth Bethel Society	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63943	Total Amount: \$369,165.	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.
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Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	Yes <input checked="" type="checkbox"/> No
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2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain. <i>Ongoing PIT service</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="checkbox"/> No
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4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="checkbox"/> No
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5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent <i>D. Debra</i>	Date 11/7/05	Agency Authorized Signature <i>Karl...</i>	Date 11/8/05
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Lutheran Social Services	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63946	Total Amount: \$200,894.	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="radio"/> Yes No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain. <i>Ongoing P/T service</i>	Yes <input checked="" type="radio"/> No Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent <i>[Signature]</i>	Date 11/7/05	Agency Authorized Signature <i>[Signature]</i>	Date 11/8/05
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Midwest Challenge	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63953	Total Amount: \$452,264.	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input checked="" type="radio"/> No Yes <input type="radio"/> No
<i>Ongoing P/T service</i>	
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:		
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Signature of Contract Authorized Agent <i>[Signature]</i>	Date 11/2/05	Agency Authorized Signature <i>[Signature]</i>	Date 11/8/05

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: RS Eden	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63955	Total Amount: \$1,202,179.	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input checked="" type="radio"/> No Yes <input type="radio"/> No
<i>Ongoing P/T service</i>	
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:		
Copies sent to: ___ Legislative Reference Library ___ Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Signature of Contract Authorized Agent <i>E D Deber</i>	Date 11/7/05	Agency Authorized Signature <i>Mary Ann</i>	Date 11/18/05

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Transformation House Inc.	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63957	Total Amount: \$174,359.	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time?
If no explain. Yes No

2. Did the work involve recommendations for future actions by your agency?
If yes, will these recommendations be implemented?
If no, explain. Yes No

Ongoing P/T service

3. Were the contractor's services and the documents produced satisfactory?
If no, explain. Yes No

4. Would you engage the contractor's services again?
If no, explain. Yes No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:

Report Date:

Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent

Date

Agency Authorized Signature

Date

[Signature]

11/17/05

[Signature]

11/18/05

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Volunteers Of America	
	Effective Dates:	From: 07/01/04 To: 06/30/05
Contract No.: A63965	Total Amount: \$272,033.	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain. <i>Ongoing PIT service</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:		
Copies sent to: ___ Legislative Reference Library ___ Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Signature of Contract Authorized Agent <i>E D Decker</i>	Date 11/2/05	Agency Authorized Signature <i>Harry R. ...</i>	Date 11/8/05

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: RS Eden	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48934	Total Amount: \$800,000.	
Amendment No.: 4	Amendment Amount: 1. \$290,000. 2. \$186,000. 3. \$50,000. 4. \$125,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	Yes <input checked="" type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="radio"/> No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent	Date	Agency Authorized Signature	Date
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A D Dasher 9/22/07 *Philip J. Nelson* 9-28-04

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: RS Eden	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48934	Total Amount: \$800,000.	
Amendment No.: 4	Amendment Amount: 1. \$290,000. 2. \$186,000. 3. \$50,000. 4. \$125,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Scott County Annex	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48798	Total Amount: \$76,000.	
Amendment No.: 2	Amendment Amount: 1. (\$25,000.) 2. \$10,000.	Amendment Dates, if any: From: To:

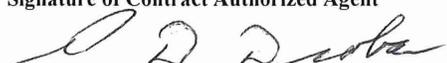
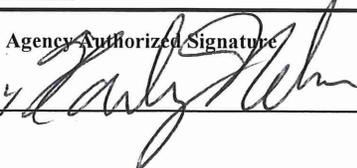
Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Transformation House, Inc.	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48935	Total Amount: \$152,000.	
Amendment No.: 2	Amendment Amount: 1. (\$20,000.) 2. (\$17,000.)	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time?
If no, explain. Yes No

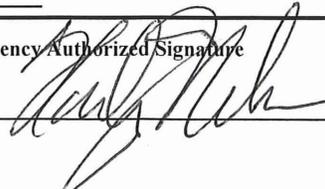
2. Did the work involve recommendations for future actions by your agency?
If yes, will these recommendations be implemented?
If no, explain. Yes No
Yes No

3. Were the contractor's services and the documents produced satisfactory?
If no, explain. Yes No

4. Would you engage the contractor's services again?
If no, explain. Yes No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	
Signature of Contract Authorized Agent 	Date 9/22/04
Agency Authorized Signature 	Date 9-28-04

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Volunteers of America	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48936	Total Amount: \$70,000.	
Amendment No.: 2	Amendment Amount: 1. \$110,000. 2. \$10,000.	Amendment Dates, if any: From: To:

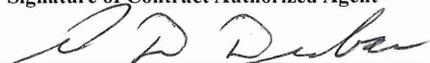
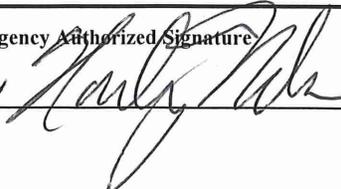
Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

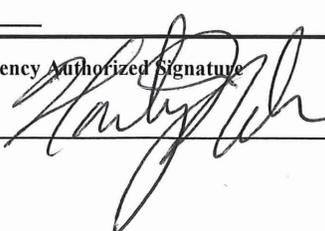
Department/Division: Corrections	Contractor Name: Women's Shelter, Inc.	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48938	Total Amount: \$70,000.	
Amendment No.: 2	Amendment Amount: 1. \$20,000. 2. \$4,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="radio"/> No <input type="radio"/>
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:		
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Anoka County Community Corrections	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A55492	Total Amount: \$75,000	
Amendment No.: 1	Amendment Amount: 1. (\$7,000.)	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input checked="" type="radio"/> No Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Benton County Jail	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48769	Total Amount: \$106,000.	
Amendment No.: 2	Amendment Amount: 1. \$33,000. 2. (\$3,000.)	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="radio"/> Yes <input checked="" type="radio"/> No Yes No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Chain Of Lakes Behavior Health Services	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48884	Total Amount: \$65000.	
Amendment No.:	Amendment Amount:	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time?
If no explain. Yes No

2. Did the work involve recommendations for future actions by your agency?
If yes, will these recommendations be implemented?
If no, explain. Yes No
Yes No

3. Were the contractor's services and the documents produced satisfactory?
If no, explain. Yes No

4. Would you engage the contractor's services again?
If no, explain. No
Facility closed

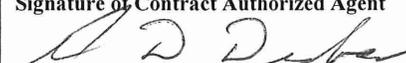
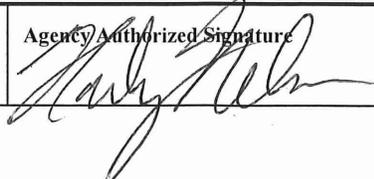
5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Duluth Bethel Society	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48894	Total Amount: \$200,000.	
Amendment No.: 3	Amendment Amount: 1. \$220,000. 2. (\$70,000.) 3. (\$7,000.)	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

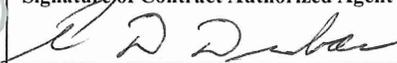
1. Were the objectives of the contract accomplished in the specified time? If no explain.	Yes <input checked="" type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="radio"/> No
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
 Materials Management Division
 112 Administration Building
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EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Damascus Way	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48888	Total Amount: \$80,000	
Amendment No.: 3	Amendment Amount: 1. \$88,000. 2. \$5,000. 3. \$2,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	Yes <input checked="" type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="radio"/> No

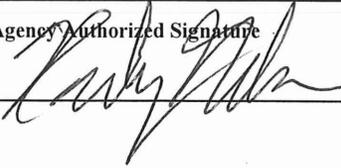
5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

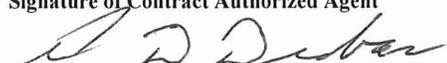
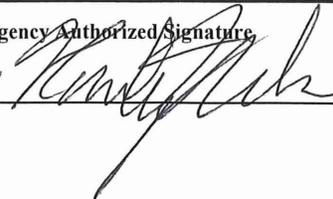
Department/Division: Corrections	Contractor Name: Hennepin County Community Corrections	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A57169	Total Amount: \$75,000.	
Amendment No.: 1	Amendment Amount: 1. \$35,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	Yes <input checked="" type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input type="radio"/> No <input checked="" type="radio"/>
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	Yes <input checked="" type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	Yes <input checked="" type="radio"/> No
5. General Comments: None	

Complete when the final product of a contract is a report.

Report Title:	Report Date:		
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04

Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Midwest Challenge, Inc.	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48931	Total Amount: \$430,000.	
Amendment No.: 3	Amendment Amount: 1. (\$10,000.) 2. (\$24,000.) 3. \$9,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input checked="" type="radio"/> No Yes No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes No

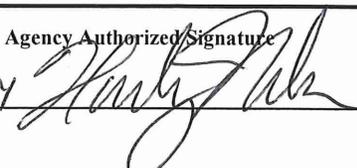
5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: 180 Degrees, Inc.	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48881	Total Amount: \$200,000.	
Amendment No.: 1	Amendment Amount: 1. \$172,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time?
If no explain. Yes No

2. Did the work involve recommendations for future actions by your agency?
If yes, will these recommendations be implemented?
If no, explain. Yes No

3. Were the contractor's services and the documents produced satisfactory?
If no, explain. Yes No

4. Would you engage the contractor's services again?
If no, explain. Yes No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Signature of Contract Authorized Agent <i>[Signature]</i>	Date 9/22/04	Agency Authorized Signature <i>[Signature]</i>	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Ottertail County	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48796	Total Amount: \$33,180..	
Amendment No.: 2	Amendment Amount: 1. \$35,000. 2. \$14,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

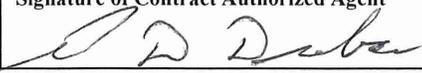
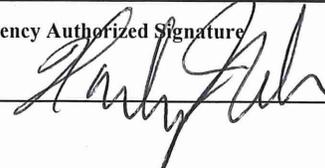
Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input checked="" type="radio"/> No Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Pennington County	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48797	Total Amount: \$25,180.	
Amendment No.: 5	Amendment Amount: 1. \$80,000. 2. (\$30,000.) 3. (\$35,000.) 4. (\$4,000.) 5. \$10,000.	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input checked="" type="radio"/> No Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
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Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

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Department of Administration
Materials Management Division
112 Administration Building
St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Corrections	Contractor Name: Lutheran Social Services	
	Effective Dates:	From: 07/01/03 To: 06/30/04
Contract No.: A48929	Total Amount: \$150,000.	
Amendment No.: 2	Amendment Amount: 1. \$47,000. 2. (\$5,000.)	Amendment Dates, if any: From: To:

Brief description of work required: To provide Work Release services to select offenders for the MN Department of Corrections.

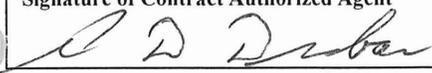
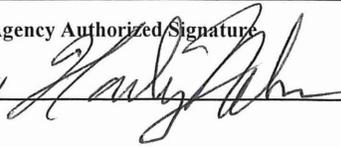
Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	Yes <input checked="" type="radio"/> No Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No

5. General Comments: None

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent 	Date 9/22/04	Agency Authorized Signature 	Date 9-28-04
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Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

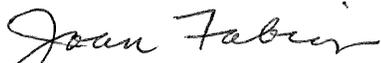
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Amherst Wilder Foundation		CFMS Contract Number: A36562
Project Name (if applicable): EXCEL	Project Number (if applicable):	Project Duration (Dates): July 1, 2002 to June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide pre and post-release services to offenders committed to the Commissioner of Corrections.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$231,000	Source of Funding: Ancillary Services Base Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the services including, but not limited to, group and/or individual counseling, employment and educational assistance, legal and medical referral, daily living skills, and culturally specific services for Hispanic offenders.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>NA</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The EXCEL program has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: <i>Juan Fabian</i>	Title: COMMISSIONER	Date: 7-25-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Duluth Bethel	CFMS Contract Number: A35977	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): July 1, 2002 to June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$150,000	Source of Funding: Ancillary Services Base Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the contract services of community residential correctional services which includes, but is not limited to group/and or individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referral, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding does not provide adequate performance of the services because the programs are very specialized and varied and most were created for the purpose of providing unique correctional services. It is also essential that the services be geographically matched to needs. The Department of Corrections is willing to contract with any vendors throughout the State that can provide the unique services required by our target population in the geographic area needed.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Duluth Bethel has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: 	Title: COMMISSIONER	Date: 7-25-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

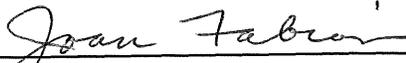
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: 180 Degrees	CFMS Contract Number: A35973	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): July 1, 2002 to June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$265,000	Source of Funding: Ancillary Services Base Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the contract services of community residential correctional services which includes, but is not limited to group/and or individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referral, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding does not provide adequate performance of the services because the programs are very specialized and varied and most were created for the purpose of providing unique correctional services. It is also essential that the services be geographically matched to needs. The Department of Corrections is willing to contract with any vendors throughout the State that can provide the unique services required by our target population in the geographic area needed.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>180 Degrees has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: <i>Joan Fabric</i>	Title: COMMISSIONER	Date: 7-25-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Damscus Way	CFMS Contract Number: A35976	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): July 1, 2002 to June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$150,000	Source of Funding: Ancillary Services Base Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of providing the contract services of community residential correctional services which includes, but is not limited to group/and or individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referral, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding does not provide adequate performance of the services because the programs are very specialized and varied and most were created for the purpose of providing unique correctional services. It is also essential that the services be geographically matched to needs. The Department of Corrections is willing to contract with any vendors throughout the State that can provide the unique services required by our target population in the geographic area needed.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Damascus Way has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: 	Title: COMMISSIONER	Date: 7-25-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: RS Eden	CFMS Contract Number: A35694	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): July 1, 2002 to June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide halfway house placement services for releasees who remain under the supervision of the DOC while they finish their commitment to the Commissioner of Corrections. Offenders who are assigned halfway house placement as a condition of release have been identified as Public Risk Monitoring (determined to be a high risk to re-offend and have committed very serious crimes against persons) or are Level 2 and 3 sex offenders and do not have suitable housing upon their release. In addition, the facility provide electronic monitoring services to offenders who are not appropriate for residential placement, but are determined to be at a risk to offend requiring an increased level of supervision. The offender is hooked up to electronic monitoring immediately upon release from a DOC facility and remains on monitoring for approximately 60 days. The service provides monitoring 24 hours per day seven days per week.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$565,000	Source of Funding: Ancillary Services Base Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>State employees are not capable or available to perform the contract services of electronic monitoring which includes installing and maintaining equipment; distribution and retrieval of monitoring equipment from offenders; arranging and assuming temporary financial responsibility for the installation of phone lines for indigent offenders; monitoring offenders according to a schedule established by the supervising agent; providing training to agents; reporting violations to appropriate staff; providing violation reports and testimony as necessary.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>NA</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>RS Eden has successfully met all of the conditions of the contract. The agency has submitted accurate and timely invoices. The services provided have held offenders accountable in complying with the conditions of their release and have motivated them to correct undesirable behavior, complete treatment, obtain employment, etc.</p>		
Agency Head Signature: 	Title: COMMISSIONER	Date: 7-25-03

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: My Home, Inc.	CFMS Contract Number: A35979	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): July 1, 2002 to June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide culturally specific post-release services to African American supervised releasees.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$55,000	Source of Funding: Ancillary Services Base Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>There are no state employees capable and available to perform the contract services of community non-residential correctional services which includes, but is not limited to, group and/or individual counseling, employment and educational assistance, family and chemical dependency counseling, legal and medical referral, daily living skills, specialized therapy based on a variety of specific treatment modes, and culturally specific services.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>It is imperative that the services be geographically matched to meet the needs of the releasees and My Home, Inc. has developed strong alliances and partnerships with other African American organizations to fill the void in the service delivery system.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>My Home, Inc. has successfully met all the requirements of the contract. The agency has submitted invoices in a timely manner and has provided quality programming to African American releasees to address recidivist behavior, chemical dependency and relapse prevention, community and domestic violence, parenting, educational planning, work readiness skill building and employment training.</p>		
Agency Head Signature: 	Title: COMMISSIONER	Date: 7-25-03

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Novell	CFMS Contract Number: A41748	
Project Name (if applicable): Security Access System	Project Number (if applicable):	Project Duration (Dates): 10/22/02-3/31/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Modifications to Novell software were needed for this project. Novell software is proprietary and Novell is the only vendor that can legally modify it.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$60,000	Source of Funding: IT budget (V35/V162)
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Because the vendor that supplies the software that required modifications is the only one that can make the modifications, this sole source contract was the only way to complete the project. The state did not have resources to complete the work.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Because the vendor that supplies the software that required modifications is the only one that can legally make the modifications, this sole source contract was the only way to complete the project.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Cost, quality and timeliness were all within project requirements. The vendor was accommodating and satisfied all elements of the statement of work.</p>		
Agency Head Signature: 	Title: COMMISSIONER	Date: 7-25-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Eggleston Medscribe		CFMS Contract Number: A41320
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates):
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to provide skilled medical transcription services to the state correctional facilities. The state does not employ medical transcribers nor does the state have a job classification established for medical transcription. Prior to this contract some simple reports were transcribed by office and administrative specialists but most facilities required physicians to hand-write their medical record notes.</p> <p>Since the Department of Corrections has entered into an agreement to provide medical services through a vendor, Correctional Medical Services, it is to the state's advantage to facilitate the most efficient medical care possible. Therefore, making it possible for physicians to dictate their notes, instead of hand-writing them, is a very cost-effective way to go.</p>		
Billable Hours (if applicable):	Total Contract Amount: FY 2003: \$50,000	Source of Funding: Health Services Budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This contract facilitates a reduction in physician hours provided to the care of offenders even though it increases the secretarial time spent on each case. Obviously the secretarial hours are less costly than M.D. hours.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Not a single source contract.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>This contract was originated through a competitive bidding process. Eggleston Medscribe was the only vendor to respond to the RFP. However, the company reduced their prices from the first contract year by 3 cents per line. Based on departmental research on the market prices, we are receiving a broad range of services for the cost.</p> <p>Performance is satisfactory at this time however there were periods when the DOC was not satisfied with time delays and was considering dropping the contract. The quality of the transcription is very good and has been consistently good.</p>		

Agency Head Signature:

P. J. Lawrence

Title:

Adm Mgr

Date:

7-17-03

(Rev. 6/03)

*Lawrence M. Schwan Director
Health Services 7/17/03*

~~X *Joan Fabian* COMMISSIONER 7-25-03~~

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Damascus Way		CFMS Contract Number: A36324A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$60,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Lutheran Social Services		CFMS Contract Number: A36330A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$146,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

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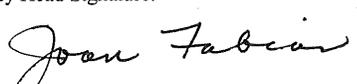
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Midwest Challenge		CFMS Contract Number: A36331A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$352,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Pennington County		CFMS Contract Number: A36333A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$53,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: RSEden	CFMS Contract Number: A36335A	
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$1,150,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

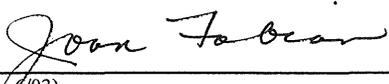
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Transformation House		CFMS Contract Number: A36337A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$152,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

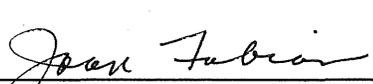
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Volunteers of America		CFMS Contract Number: A36338A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$42,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Womens Shelter Inc.	CFMS Contract Number: A36339A	
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$65,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature:	Title:	Date:
	Commissioner	7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Duluth Bethel Society		CFMS Contract Number: A36327A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$204,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: House of Hope Inc.		CFMS Contract Number: A36329A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$148,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature:	Title:	Date:
	Commissioner	7-21-03

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: 180 Degrees		CFMS Contract Number: A36317A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$185,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Corrections		
Contractor Name: Chain of Lakes		CFMS Contract Number: A36326A
Project Name (if applicable): Work Release	Project Number (if applicable):	Project Duration (Dates): 07/01/2002 through 06/30/2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota Statute 241.26 established the MN. Department of Corrections Work Release Program. The statute permits the Corrections Department to release select offenders to work at paid employment in their home communities. This statute authorizes the Department of Corrections to enter into contractual agreements with cities and counties and public and private agencies for the confinement and custody of work release offenders.</p>		
Billable Hours (if applicable): Per diem	Total Contract Amount: \$55,000.	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Minnesota Department of Corrections does not own or operate any community residential facilities (halfway houses) or non-residential facilities (county jails). There are also no state employees capable and available to perform the work release contract services of community residential (halfway houses) and non-residential correctional services (county jails) which include, but not limited to, groups and or/ individual counseling, employment and education assistance, custody, care, family and chemical dependency counseling, legal and medical referrals, daily living skills, and specialized therapy based on a variety of specific treatment modes.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Competitive bidding will not provide adequate performance of the services because the programs that provide work release services are specialized and varied and were created for the purpose of providing correctional services. These services must also be geographically matched to where the offenders will be released. The services provided require continuity and an individual's residential or non-residential work release programming can not be disrupted arbitrarily at the end of a contract year.</p> <p>Since 1982 Work Release has contracted with various residential and non-residential programs for work release services. Many programs have opened and closed and the state has cancelled contracts with programs not performing services satisfactory. During this time period, a distillation process has resulted in those programs, which provide quality services at a competitive price continuing to exist.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Department of Corrections contacted on a per diem bases per offender with this vendor. This program complied with the Work Release Guidelines in providing Work Release Programming on the selected offenders referred to their program.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-21-03

Report on Professional/Technical Contracts Over \$40,000

Agency <i>Corrections</i>		
Contract Firm <i>PSINet (Metamor)</i>	Master Contract Number <i>A10632</i>	
Project Name <i>COMS Phase II</i>	Project Number	Project Duration (Dates) <i>9/1/00 - 6/30/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Purpose was to add enhancements to agency's inmate tracking system (COMS). Insufficient internal IT resources were available to perform the project work.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$997,000</i>	Source of Funding <i>internal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Assistance was needed to move to new technology in a timely manner. Contract allowed needed enhancements to support agency's per-diem reduction plans.</i></p>		
Chief Executive Signature <i>Sheryl Rasmussen</i>	Title	Date <i>7-24-01</i>
<p>Minn. Stat. §16C.08, subd. 4 (a) requires that the chief executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Report on Professional/Technical Contracts Over \$40,000

Agency <i>Corrections</i>		
Contract Firm <i>Business Microvar, Inc</i>	Master Contract Number <i>A00871</i>	
Project Name	Project Number	Project Duration (Dates) <i>7/1/99-6/30/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Purpose is to provide support for MINNCO's primary software application package (Open Systems). Business Microvar is the only local VAR (value added reseller) that can support Open Systems.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$148,000</i>	Source of Funding <i>internal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The only viable way to support the Open Systems package is through a local, authorized VAR.</i></p>		
Chief Executive Signature <i>Sherry Ramona Dennis</i>	Title	Date <i>7-24-01</i>
<p>Minn. Stat. §16C.08, subd. 4 (a) requires that the chief executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Report on Professional/Technical Contracts Over \$40,000

Agency <i>Corrections</i>		
Contract Firm <i>Ciber, Inc.</i>	Master Contract Number <i>A13700</i>	
Project Name <i>Architectural Assessment</i>	Project Number	Project Duration (Dates) <i>10/9/00 - 4/30/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Purpose was to provide an assessment of agency IT environment, compare to expected needs (re use of the Web) and provide recommendations. Work required expertise not available internally.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$59,000</i>	Source of Funding <i>internal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>An objective, third party analysis was required using several resources unavailable within the agency.</i></p>		
Chief Executive Signature <i>Sheryl Rasmussen</i>	Title	Date <i>7-24-01</i>
<p>Minn. Stat. §16C.08, subd. 4 (a) requires that the chief executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Department of Administration
 Materials Management Division
 112 Administration Building
 St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: <i>Corrections/Mgmt Svcs</i>	Contractor Name: <i>Ciber, Inc.</i>	
	Effective Dates: From: <i>10/9/00</i> To: <i>6/30/01</i>	
Contract No.: <i>A13700</i>	Total Amount: \$ <i>60,000</i>	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: *Provide an assessment of agency IT environment, compare to expected needs, provide recommendations*

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No

5. General Comments: *work was very thorough.*

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent <i>Lon Erwin</i>	Date <i>7/19/01</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>7/13/01</i>
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Report on Professional/Technical Contracts Over \$40,000

Agency <i>Corrections</i>		
Contract Firm <i>PSINet (Metamor)</i>	Master Contract Number <i>A10632</i>	
Project Name <i>COMS Phase II</i>	Project Number	Project Duration (Dates) <i>7/1/00 - 6/30/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Purpose was to add enhancements to agency's inmate tracking system (COMS). Insufficient internal IT resources were available to perform the project work.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$997,000</i>	Source of Funding <i>internal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Assistance was needed to move to new technology in a timely manner. Contract allowed needed enhancements to support agency's per-diem reduction plans.</i></p>		
Chief Executive Signature <i>Sheryl Rasmussen</i>	Title	Date <i>7-24-01</i>
<p>Minn. Stat. §16C.08, subd. 4 (a) requires that the chief executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Department of Administration
 Materials Management Division
 112 Administration Building
 St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: <i>Corrections/Mgmt SVCS</i>	Contractor Name: <i>PSI Net (Metamor)</i>	
	Effective Dates:	From: <i>7/1/00</i> To: <i>6/30/01</i>
Contract No.: <i>A10632</i>	Total Amount: \$ <i>999,000</i>	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: *Provide enhancements to agency's inmate tracking system, COMS (Corrections Operations Mgmt System)*

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time?
If no, explain. Yes No

2. Did the work involve recommendations for future actions by your agency?
If yes, will these recommendations be implemented?
If no, explain. Yes No

3. Were the contractor's services and the documents produced satisfactory?
If no, explain. Yes No

4. Would you engage the contractor's services again?
If no, explain. Yes No

5. General Comments: *Work was high quality and done on time*

Complete when the final product of a contract is a report.

Report Title:	Report Date:
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

Signature of Contract Authorized Agent <i>Don Espinosa</i>	Date <i>7/19/01</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>7/13/01</i>
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Report on Professional/Technical Contracts Over \$40,000

Agency <i>Corrections</i>		
Contract Firm <i>Business Microvar, Inc</i>	Master Contract Number <i>A00871</i>	
Project Name	Project Number	Project Duration (Dates) <i>7/1/94-6/30/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Purpose is to provide support for MINNDCOR's primary software application package (Open Systems). Business Microvar is the only local VAR (value added reseller) that can support Open Systems.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$148,000</i>	Source of Funding <i>internal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The only viable way to support the Open Systems package is through a local, authorized VAR.</i></p>		
Chief Executive Signature <i>Sherry Ramona Dennis</i>	Title	Date <i>7-24-01</i>
<p>Minn. Stat. §16C.08, subd. 4 (a) requires that the chief executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Department of Administration
 Materials Management Division
 112 Administration Building
 St. Paul, MN 55155

EVALUATION OF CONTRACTOR PERFORMANCE

(Complete all parts of this form within 30 days after contract end date.)

Department/Division: <i>Corrections/Mgmt Svcs</i>	Contractor Name: <i>Business Microvar, Inc.</i>	
	Effective Dates:	From: <i>7/1/99</i> To: <i>6/30/01</i>
Contract No.: <i>A00871</i>	Total Amount: \$ <i>150,000</i>	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

Brief description of work required: *Provide technical support, modifications, training and assistance for a purchased software package for MINNEAPOLIS*

Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time?
 If no, explain. Yes No

2. Did the work involve recommendations for future actions by your agency?
 If yes, will these recommendations be implemented?
 If no, explain. Yes No

3. Were the contractor's services and the documents produced satisfactory?
 If no, explain. Yes No

4. Would you engage the contractor's services again?
 If no, explain. Yes No

5. General Comments: *Contractor is very knowledgeable re the package*

Complete when the final product of a contract is a report.

Report Title:	Report Date:
---------------	--------------

Copies sent to: Legislative Reference Library Other (specify) _____

Additional Copies ordered: Number _____ Date _____

Signature of Contract Authorized Agent <i>Lon Emmer</i>	Date <i>7/14/01</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>7/13/01</i>
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CONTRACT REPORT

Contractor Name <i>180° Degrees</i>	
Contract Number <i>PO 000-757</i>	Effective Date From <i>July 1 1996</i> To <i>June 30, 1997</i>
Total Expenditures <i>\$ 243,533 ⁵⁷</i>	Source of Funding (State, Dedicated, Federal, etc.) <i>STATE</i>

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide to supervised release offenders:

- A. → residential services including group, individual counseling
 2) Employment and educational assistance
 3) custody & monitoring

- B. → non-residential services, including
 monitoring of drug/alcohol use via UA
 monitoring of living, employment, school & financial situation, to be in accord with offense prevention plan.
 monitor curfew & check-in compliance.
 monitor aftercare group compliance
 compliance with rules of probation

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

for high risk sex offenders. This contract provides sex-offender specific & general offender services, at virtually the same cost as general offender 1/2 way house costs - perhaps with only several dollars /day difference for sex-offender specific services.

Re-offense prevention focus is a strong part of this 1/2 way house service during the past fiscal year.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
<i>Maury</i>	<i>10/1/97</i>	<i>Rothman</i>	<i>10/2/97</i>

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Reentry Services Inc.	
Contract Number 6400000056 FY 97 405545 FY 96	Effective Date From 07/01/95 To 06/30/97
Total Expenditures \$31,293.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The contractor provided residential correctional services and custody for DOC clients on institution status that had delivered babies during their incarceration at MCF/SHK.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The residential correctional services included group and/or individual counseling, employment and educational assistance, custody, care and treatment.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
<i>Michele Koffman</i>	8-22-97	<i>Erik Skonby Carlson</i>	9/30/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Reuben Goggeye	
Contract Number 406161 - 6	Effective Date From 7/1/95 To 6/30/97
Total Expenditures \$71,600.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The purpose of the contract is to provide a resource person to lead the Native American inmates in DOC facilities in practicing their spiritual beliefs. There is no person on DOC staff who can provide this service.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The contract allows one resource person to serve all facilities rather than having a separate person at each facility. Contracting vs hiring reduces costs as benefits are not paid for a contract staff.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
<i>Pat Adair</i>	<i>9/2/97</i>	<i>Erik Skon by TCarlson</i>	<i>9/30/97</i>

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Thomas Van Leer	
Contract Number 405106	Effective Date From 7/1/95 To 6/30/97
Total Expenditures 41,660.40	Source of Funding (State, Dedicated, Federal, etc.) STATE - CURR EXPENSE

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide religious and spiritual services to inmates with a multi-cultural emphasis on diversity. Current full-time employees do not have the same expertise in this area.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The provision of this contract meets the needs of this population without the hiring of additional full time staff.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	8/18/97	Erik Skonby Carlson	9/30/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Arrowhead Economic Opportunity Agency	
Contract Number P78 89000000-282	Effective Date From 7-1-96 To 6-30-97
Total Expenditures \$76,321.36	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

This contract provides services in the areas of Adult Basic Education and Adult Literacy. It consists of instructors, tutors and program aides. These services were for the Moose Lake inmates. The Willow River inmates received services in the areas of self-assessment of vocational/occupational interests, skills, abilities and work values.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

There is no other Educational organization in this area to provide these services, thereby it being a sole source. Also, these instructors only work 20 hours per week for Moose Lake and 6 hours per month for Willow River which is cost effective versus full-time positions.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
<i>Gary Suhr</i> <i>Doug Appelgren</i>	<i>8/27/97</i> <i>9/2/97</i>	<i>Erik Skon by</i> <i>TCarlson</i>	<i>9/30/97</i>

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

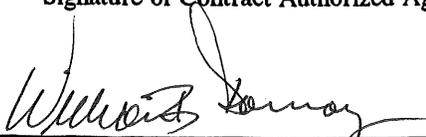
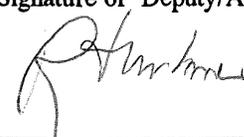
Contractor Name University of Minnesota Office of Research and Technology Transfer	
Contract Number 406864	Effective Date From 7-1-95 To 6-30-97
Total Expenditures \$89,914.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

To create an evaluation design and conduct a program evaluation of the sex offender program for juveniles at the Minnesota Correctional Facility at Sauk Centre. The evaluation design to be implemented includes the capability of state employees continuing data collection and evaluation as a product of this contract.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

It is necessary to have a program evaluation done by an experienced objective evaluator with extensive experience in sex offender program research.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	9/4/97		9/8/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

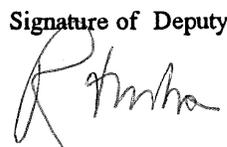
Contractor Name ReEntry Services, Inc.	
Contract Number 405530	Effective Date From 7-1-95 To 6-30-97
Total Expenditures \$63,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

To provide sex offender programming to sex offenders on release status from correctional facilities. This programming is designed to meet specific needs of geographical regions to provide enhanced supervision of sex offenders in the community. A contract is necessary in order to meet needs on a state wide basis through the use of professionally competent sex offender program specialists that operate in different areas of the state.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The services provided cannot be economically provided by state employees. The competitive process of contracting insures that the professional services are provided at a a reasonable fee.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	9/4/97		9/8/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

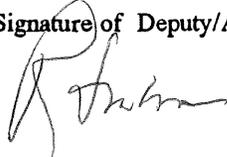
Contractor Name ALPHA SERVICE INDUSTRIES	
Contract Number 405387	Effective Date From 7-1-95 To 6-30-97
Total Expenditures \$66,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

To provide sex offender programming to sex offenders on release status from correctional facilities. This programming is designed to meet specific needs of geographical regions to provide enhanced supervision of sex offenders in the community. A contract is necessary in order to meet needs on a state wide basis through the use of professionally competent sex offender program specialists that operate in different areas of the state.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The services provided cannot be economically provided by state employees. The competitive process of contracting insures that the professional services are provided at a a reasonable fee.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	9/4/97		9/8/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

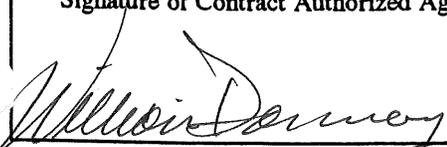
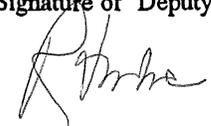
Contractor Name C.O.R.E. Psychological Services	
Contract Number 408469	Effective Date From 7-1-95 To 6-30-97
Total Expenditures \$44,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

To provide sex offender programming to sex offenders on release status from correctional facilities. This programming is designed to meet specific needs of geographical regions to provide enhanced supervision of sex offenders in the community. A contract is necessary in order to meet needs on a state wide basis through the use of professionally competent sex offender program specialists that operate in different areas of the state.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The services provided cannot be economically provided by state employees. The competitive process of contracting insures that the professional services are provided at a a reasonable fee.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	9/4/97		9/8/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

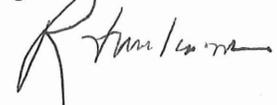
Contractor Name Fond Du Lac Reservation Business Committee	
Contract Number PO 000-531	Effective Date From 7/1/96 to 6/30/97
Total Expenditures \$88,600	Source of Funding (State, Dedicated, Federal, etc.): State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide designated nonresidential American Indian culturally-specific pre- and postrelease services to female and male offenders released from Minnesota correctional facilities.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The state contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Assistant Commissioner	Date
	8-11-97		8/11/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Minnesota Citizens Council on Crime and Justice	
Contract Number PO 000-798	Effective Date From 7/1/96 to 6/30/97
Total Expenditures \$197,500	Source of Funding (State, Dedicated, Federal, etc.): State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide designated nonresidential American Indian culturally-specific pre- and postrelease services to female and male offenders released from Minnesota correctional facilities.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The state contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Assistant Commissioner	Date
	8-11-97		8/11/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Bemidji Area Race Relations Task Force	
Contract Number PO 000-799	Effective Date From 7/1/96 to 6/30/97
Total Expenditures \$104,900	Source of Funding (State, Dedicated, Federal, etc.): State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide designated nonresidential American Indian culturally-specific pre- and postrelease services to female and male offenders released from Minnesota correctional facilities.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The state contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Assistant Commissioner	Date
	8-11-97		8/11/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name 180 Degrees, Inc.	
Contract Number PO000-113	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$200,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

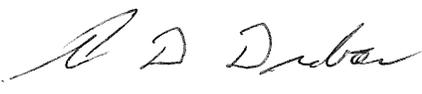
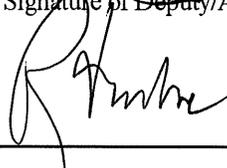
WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Scott County Sheriff's Department	
Contract Number	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$700,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

HOUSING INMATES

To provide room and board, and custody care to state inmates.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services due to lack of bed space in correctional facilities.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name House of Hope	
Contract Number PO000-106	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$128,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name DULUTH BETHEL SOCIETY	
Contract Number	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$119,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

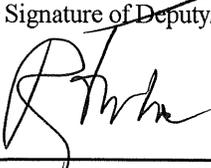
ANCILLARY SERVICES TO ENHANCE SUPERVISION

To provide residential services to select offenders, in northern Minnesota, released from correctional facilities, or who are restructured while on release status. Residential services provide room and board housing referrals to appropriate social agencies, monitors employment/treatment progress, and encourages and counsels offenders to make positive changes.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Dept. of Corrections

CONTRACT REPORT

Contractor Name Reentry Services, Inc.	
Contract Number PO000-110	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$900,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

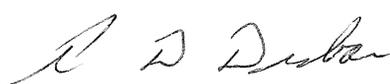
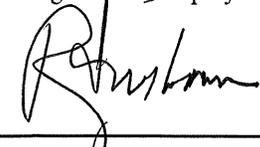
WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Lutheran Social Services - Portland House	
Contract Number PO000-116-02	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$86,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

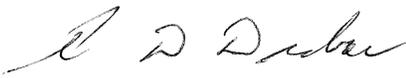
WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Duluth Bethel Society - Messabi Work Release	
Contract Number PO000-117	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$200,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Volunteers of America	
Contract Number PO000-114	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$138,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

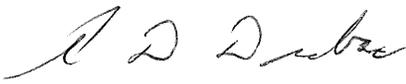
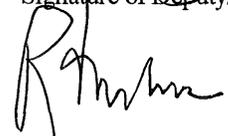
Summarize the purpose of the contract, including why it was necessary to enter into a contract:

WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Damascas Way	
Contract Number PO000-112	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$30,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

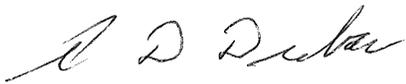
WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/9/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name REENTRY SERVICES, INC.	
Contract Number	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$450,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

ANCILLARY SERVICES TO ENHANCE SUPERVISION

To provide residential and non-residential services in the metro area to select offenders released from correctional facilities, or who are restructured while on release status. Residential services provide room and board housing referrals to appropriate social agencies, monitors employment/treatment progress, and encourages and counsels offenders to make positive changes. Non-residential services provide job seeking skills, life time skill classes, testing for alcohol and drug use, employment and treatment monitoring, and monitoring offenders through phone contacts.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Becker County Sheriff's Department	
Contract Number PO000-301	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$10,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

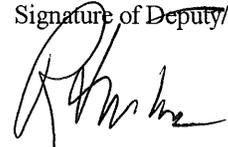
Summarize the purpose of the contract, including why it was necessary to enter into a contract:

WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Douglas County Sheriff's Department	
Contract Number PO000-109	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$18,500.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Washington County Sheriff's Department	
Contract Number	Effective Date From 06/30/95 To 07/01/96
Total Expenditures	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

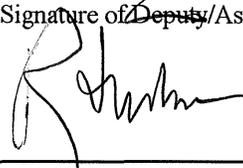
HOUSING INMATES

To provide room and board and custody care to state inmates.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services due to lack of bed space in correctional facilities.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Ottertail County Sheriff's Department	
Contract Number PO000-111	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$19,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

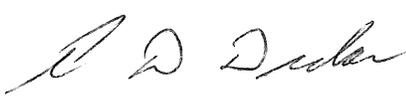
WORK RELEASE

To provide residential corrections services to those offenders on Work Release status. Services include room and board, custody, care management services, and employment and educational referral services.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS

Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name 180 DEGREES, INC.	
Contract Number	Effective Date From 07/01/95 To 06/30/96
Total Expenditures \$268,000.00	Source of Funding (State, Dedicated, Federal, etc.) State

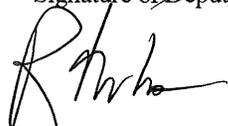
Summarize the purpose of the contract, including why it was necessary to enter into a contract:

ANCILLARY SERVICES TO ENHANCE SUPERVISION

To provide residential and non-residential services in the metro area to select offenders released from correctional facilities, or who are restructured while on release status. Residential services provide room and board housing referrals to appropriate social agencies, monitors employment/treatment progress, and encourages and counsels offenders to make positive changes. Non-residential services provide job seeking skills, life time skill classes, testing for alcohol and drug use, employment and treatment monitoring, and monitoring offenders through phone contacts.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

The State contracts for these services for less than what the cost would be if state employees provide the services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy Asst. Commissioner	Date
	1-9-97		1/13/97

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

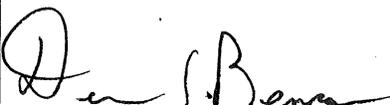
Contractor Name Health East Bethesda Hospital	
Contract Number 411279	Effective Date From 10-25-95 To 04-02-96
Total Expenditures \$290,985.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The contractor agrees to provide specialized inpatient and outpatient care and ventilator services for Department of Corrections' inmates.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

No other facility in the area was available to meet the health care needs of an inmate requiring ventilator services.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	8-12-96		8-14-96

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Bethel Care Center	
Contract Number 411720	Effective Date From 04-01-96 To 06-30-96
Total Expenditures \$82,680.00	Source of Funding (State, Dedicated, Federal, etc.) State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The contractor agrees to provide specialty equipment, medications, medical goods, and long-term care to a specific Department of Corrections' inmate. The contractor also processes any charges for pharmacy, supplies, equipment and therapy sessions.

The emergent nature of the inmate's condition required that the patient be moved to this facility.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

Bethel Care Center was the only facility in the metro area willing to provide these services to the inmate.

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	8-12-96		8-14-96

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Minnesota Citizens Council on Crime and Justice	
Contract Number 405069	Effective Date From 7/1/95 To 6/30/96
Total Expenditures \$183,723.00	Source of Funding (State, Dedicated, Federal, etc.) Ded. State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide designated nonresidential American Indian culturally specific pre-and post-release services to female and male, adult and juvenile offenders released from Minnesota correctional facilities in the state. The state does not provide this service.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

This contract covers the entire Southern portion of Minnesota. We can contract for these services for less than what the cost would be if state employees provided the services

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy Asst. Commissioner	Date
	8-2-96		8/6/96

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Northwest Indian Opportunities Industrialization Center	
Contract Number 405436	Effective Date From 7/1/95 To 6/30/96
Total Expenditures \$86,000.00	Source of Funding (State, Dedicated, Federal, etc.) Ded. State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide designated nonresidential American Indian culturally specific pre-and post-release services to female and male, adult and juvenile offenders released from Minnesota correctional facilities in the state. The state does not provide this service.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

This contract covers the entire Northwest portion of Minnesota. We can contract for these services for less than what the cost would be if state employees provided the services

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	8-2-96		8/4/96

Submit to Department of Corrections Contract Coordinator.

CONTRACT REPORT

Contractor Name Fond du Lac Reservation Business Committee	
Contract Number 405071	Effective Date From 7/1/95 To 6/30/96
Total Expenditures \$86,000.00	Source of Funding (State, Dedicated, Federal, etc.) Ded. State

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Provide designated nonresidential American Indian culturally specific pre-and post-release services to female and male, adult and juvenile offenders released from Minnesota correctional facilities in the state. The state does not provide this service.

Explain why this contract was a cost-effective way to provide services or products better or more effectively:

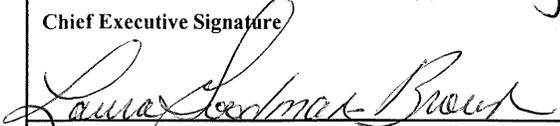
This contract covers the entire Northeast portion of Minnesota. We can contract for these services for less than what the cost would be if state employees provided the services

APPROVALS			
Signature of Contract Authorized Agent	Date	Signature of Deputy/Asst. Commissioner	Date
	8-2-96		8/4/96

Submit to Department of Corrections Contract Coordinator.

CRIME VICTIM
OMBUDSMAN

Report on Professional/Technical Contracts Over \$40,000

Agency Crime Victims Ombudsman		
Contract Firm Tech-Pro Inc., Emergingsoft Corporation	Master Contract Number 1000-283/9600-32	
Project Name	Project Number	Project Duration (Dates)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>THE PURPOSE OF THE CONTRACT WAS TO ESTABLISH A CASE MANAGEMENT SYSTEM FOR THE OFFICE OF CRIME VICTIMS OMBUDSMAN. DUE TO COST OF THE PROJECT AND TO ASSURE THAT A SUFFICIENT SYSTEM WOULD BE DESIGNED AND IMPLEMENTED IT WAS NECESSARY TO ENTER INTO A CONTRACT.</p>		
Billable Hours (if applicable)	Amount Spent \$95,000.	Source of Funding GENERAL FUND
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A CASE MANAGEMENT SYSTEM WAS NEEDED TO PROPERLY MANAGE THE OFFICE'S INVESTIGATIONS, victim assistance & training courses. A COMPUTERIZED CASE MANAGEMENT SYSTEM ALLOWS THE OFFICE TO MORE EFFICIENTLY & EFFECTIVELY SERVE CRIME VICTIMS, victim service agencies, members of the criminal justice system as well as the general public. This system allows for case files to be readily accessible revealing current case status, producing an accurate & complete case history which includes all services that have been provided to the victim. This system was also necessary to compile reports which include statistical data. The contractor selected submitted the lowest bid therefore making this the most cost effective way for the office to provide better services.</p>		
Chief Executive Signature 	Title Ombudsman	Date 7-28-99
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Human Services Board Advisory
Committee
Diversity Board

Kelly Heffron

Date sent: Fri, 5 Feb 2010 13:48:52 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/05/2010.

project: Database Rebuild

id_part1: H7F

id_part2: 2358

cfms: A74252

vendor: Tribeca, LTD

agency: Dentistry Board

evaluator: Monica Feider

eval_date: 2/5/2010

email_list: Steve.Gustafson@state.mn.us, Justin.Kaufman@state.mn.us,
Monica.Feider@state.mn.us, Marshall.Shragg@state.mn.us,
Cindy.Benton@state.mn.us, Steve.Gunn@state.mn.us

purpose: The Minnesota Health Professionals Services Program (HPSP) is designed to monitor health professionals with illnesses that may impact their ability to practice. HPSP currently monitors roughly 600 health professionals with substance, psychiatric and/or other medical disorders and maintains data on over 3,000 closed files. HPSP currently utilizes a MS Access 2000 database that was developed in 1998 for case management, statistical and billing purposes. The data inputted into the database needs to be managed with the highest degree of confidentiality and privacy. HPSP's business need was to move its existing MS Access 2000 database to MS Access 2007 with add-ons and to correct the data structure and Primary Key values that join data together. HPSP is in need of MS Access developers for this purpose.

accomplished: No

accomplished_e: 1) The work site monitor addresses were not transferred to new database 2) The random toxicology screening section of the database was not developed 3) We did not receive documentation regarding the development of the database 4) The vendor did not meet with our IT staff to review how to convert data and manage the software

contract_date: 03/16/2009

amended_date: 12/30/2009

actual_date: 2/5/2010

contract_cost: \$38,400.00

amended_cost: \$10,600.00

actual_cost: \$47,750.00

cost_effective: Prior to making the decision to develop a new database, we reviewed the cost of purchasing a similar database, which was determined cost prohibitive and would have also required the cost of ongoing specialized support. Therefore, we determined that building a new

database would be a cost effective method for HPSP to improve the functionality and stability of its data. Additionally, the redesigned database would enable HPSP to produce more outcome measures of program services. However, because the contractor did not complete the project, the HLB IT staff will need to complete the final elements of the new database prior to implementation.

amended: Yes

amended_e: The contract was amended three times. The first time it was amended because the programmer became ill and was unable to work for several weeks. At this time we also increased the amount of the contract by \$11,600 because the transfer of case note data required more time than initially estimated. The second and third amendments were made because the project was not completed.

terminated: Yes

terminated_e: The contractor did not complete the project. Please see the section below for additional information.

engage: No

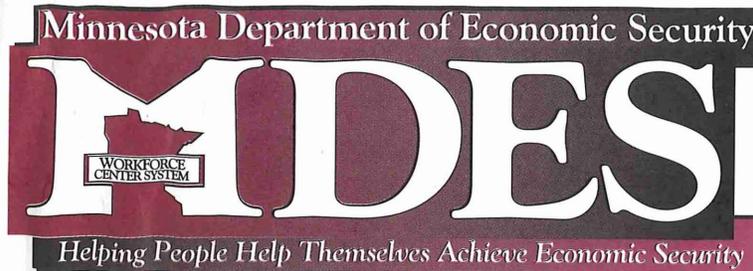
engage_e: It would not use Tribeca due to the unprofessional actions noted below: Communication: Tribeca's communication with HPSP was exceptional at the start of the project. However, as the project progressed, their lack of timely communication became a concern. For example, there were several instances in which they did not return phone calls or emails in a timely manner (days or not at all). There were also times when they did not show up for scheduled meetings and did not notify us in advance that they would not be attending. Contract Completion: At the start of the project, Tribeca communicated confidence that they would complete the project in three months. The project had to be amended three times, extending the timeframe for completion for six months. One of the extensions also included an additional \$11,600 increase to cover unforeseen challenges associated with case note data transfer. Tribeca felt that they completed the product prior to HPSP deeming the project completed. We disagreed on what the final product should entail. For example, Michael Spano, the president of Tribeca, asserted that it was outside the scope of the project to transfer all data from our old database to the new database. We asserted that all data was to be transferred. HPSP and Tribeca did not reconcile this. State Statute stipulates that contractors shall not be paid the final 10% of a contract until after the project is complete. Michael Spano disagreed even though this was clearly stated in the contract. In an effort to obtain the final software product and related documentation, we eventually relented to pay 5% prior to receipt of the final product but only after we had the opportunity to view the documentation (they refused to provide the documentation). We said that we would pay the final 5% following receipt of the final product, its related documentation and after a meeting with the developer and our IT staff. Michael Spano brought HPSP a USB device with the software product on January 15, 2010 without the related documentation. The software is not operational. Emails (January 12th, 14th, 20th, and 25th) were sent to Mr. Spano asking for a final meeting where project documentation would be provided and the developer (R. Jeff Smith) would meet with our IT staff. On January 25, 2010, Mr. Spano

replied that he would not meet until after the final invoices were paid, which was the remaining 5% (\$2,500) of the contract. HPSP responded that we would not pay the final 5% of the contract prior to the final meeting and receipt of documentation. We asked Michael Spano to contact us to schedule a meeting and indicated that if he chose not to do this, we would ask that Tribeca be removed from the State's master contract list. To date we have not heard anything from Tribeca. We seek to close the contract without paying the final 5% for these reasons.

comments: This form was not completed within 30 days from the date of contract expiration (12/30/2009) because the project was not completed.

Economic Security

Office of the
Commissioner

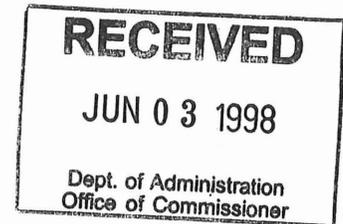


JERRY S
HUNT

Voice: (612) 296-3711
TTY: (612) 282-5909
Fax: (612) 296-0994

May 29, 1998

Commissioner Elaine Hansen
Minnesota Department of Administration
122 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155



Dear Commissioner Hansen:

The following has been prepared as required by the Materials Management Division for contracts over \$40,000.

Contract Purpose:

To develop a more modern client tracking system for workforce development activity. The amount of the contract with the Iowa Department of Workforce Development was \$200,000. This contract was necessary in order to take advantage of the economies of scale involved in joining a multi-state coordinated effort in the development of a client tracking system compared to each state independently developing systems. This effort was cost effective by paying for a portion of the development costs and having unrestricted access to the whole product including modules involving common intake, case management, scheduling, data integration and report generation systems (still in development).

Contract Number 419191
Iowa Department of Workforce Development
\$200,000 from a U.S. Department of Labor grant
Contract duration of September 1, 1997 through March 31, 1998

Sincerely,

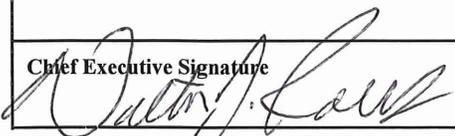
R. Jane Brown
Commissioner

RJB:fs

GERRY JOYCE

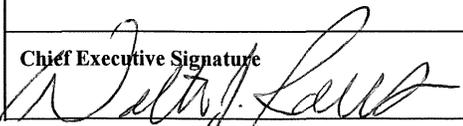
To: Department of Administration Commissioner
Elaine S. Hansen

MASTER CONTRACT PROJECT REPORT

Agency DDS/Department of Economic Security		
Contract Firm Programming Solutions, Inc.		Master Contract Number 400713
Project Name 831 Download	Project Number P07942	Project Duration (Dates) 10/95 - 4/96
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Social Security Administration (SSA) has 6 baseline automation initiatives that all Disability Determination Sections (DDS's) in the country need to attain. One of those initiatives is to download data from the federal computer system onto a state system and retrieve that information into an electronic format. There were no Department programmers experienced in Access or Visual Basic programming. For that reason, we had to use an outside consultant.</p>		
Billable Hours (if applicable)	Amount Spent 56,358.75	Source of Funding SSA-Federal- 100%
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The \$56,358.75 spent on the project will eliminate the need to rekey information already entered into a database by the federal components of SSA. Also, our professional staff will have access to an electronic decision form that has edits built into it and to automatic updates.</p>		
Chief Executive Signature 	Title Director, DDS	Date 4/23/96
<p>Minn. Stat. 16B.17, Subd. 4© requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.</p>		

To: Department of Administration Commissioner
Elaine S. Hansen

MASTER CONTRACT PROJECT REPORT

Agency DDS/Department of Economic Security		
Contract Firm Programming Solutions, Inc.		Master Contract Number 400713
Project Name 831 Download	Project Number P07942	Project Duration (Dates) 10/95 - 3/96
Summarize the purpose of the contract, including why it was necessary to enter into a contract. The Social Security Administration (SSA) has 6 baseline automation initiatives that all Disability Determination Sections (DDS's) in the country need to attain. One of those initiatives is to download data from the federal computer system onto a state system and retrieve that information into an electronic format. There were no Department programmers experienced in Access or Visual Basic programming. For that reason, we had to use an outside consultant.		
Billable Hours (if applicable)	Amount Spent 57,485.93	Source of Funding SSA-Federal- 100%
Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently. The \$57,485.93 spent on the project will eliminate the need to rekey information already entered into a database by the federal components of SSA. Also, our professional staff will have access to an electronic decision form that has edits built into it and to automatic updates.		
Chief Executive Signature 	Title Director, DDS	Date 4/4/96
Minn. Stat. 16B.17, Subd. 4© requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.		



Office of the Commissioner

Minnesota Department of Economic Security

Formerly the Department of Jobs and Training

390 North Robert Street • St. Paul, Minnesota 55101

(612) 296-3711 • TTY/TDD (612) 282-5909 • FAX (612) 296-0994

March 27, 1996

RECEIVED

APR 03 1996

To: Elaine S. Hansen, Commissioner
Department of Administration

Dept. of Administration
Office of Commissioner

From: R. Jane Brown, Commissioner
Department of Economic Security

Subject: Professional/Technical Contract Report - Contract Number 95DWU001

This report, regarding the referenced professional contract, is provided in accordance with Chapter 254 of Minnesota Laws, 1995.

The contract for this service was awarded to Lawrence Neil Bailis, Ph.D., for the purpose of providing an independent evaluation of the Dislocated Worker Pilot Project. The cost proposed by Dr. Bailis was the lowest of all the proposals received in response to our advertising. A total of \$52,500 was paid from the Dislocated Worker Fund upon completion of the report. The contract dates are September 11, 1995 to June 30, 1996.

The Governor's Job Training Council asked for this independent evaluation of the Pilot Project. The Minnesota Department of Economic Security agreed that an independent analysis of the impact of the program would provide valued insights as well as unbiased opinions. This examination will also help the agency to best provide these services to our customers in the future.

Dr. Bailis and his associate Dr. Frees are scheduled to make a presentation to the Governor's Workforce Development Council at their May 17, 1996 meeting. A copy of the report has been distributed to the Governor's Council and to other interested parties.

If you need further information regarding this contract please let me know or contact Connie McGowan at 297-1965.

• *Helping Minnesotans help themselves achieve economic security* •

Education

Kelly Heffron

Date sent: Thu, 18 Dec 2008 15:41:45 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/18/2008.

project: Bi Prototype
id_part1: E37
id_part2: 1869
cfms: A93502
vendor: Magenic Technologies
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/30/2008
purpose: Assistance in prototyping the school report card
accomplished: Yes
contract_date: 6/30/2008
actual_date: 6/30/2008
contract_cost: 21,600
amended_cost: 2,700
actual_cost: 23,895
cost_effective: we didn't have staff with time to devote to this effort
amended: Yes
amended_e: we needed additional hours
terminated: No
engage: Yes

Kelly Heffron

Date sent: Thu, 18 Dec 2008 15:30:14 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/18/2008.

project: Alteris Implementation
id_part1: E37
id_part2: 1877
cfms: A94051
vendor: GCIS
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/18/2008
purpose: Installation and configuration of Alteris
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 54,900
actual_cost: 54,900
cost_effective: We did not have staff with this specialized expertise
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Thu, 18 Dec 2008 15:30:23 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/18/2008.

project: Alteris Implementation
id_part1: E37
id_part2: 1877
cfms: A94051
vendor: GCIS

agency: Education Department

evaluator: Cathy Wagner

eval_date: 12/18/2008

purpose: Installation and configuration of Alteris

accomplished: Yes

contract_date: 6/30/2007

actual_date: 6/30/2007

contract_cost: 54,900

actual_cost: 54,900

cost_effective: We did not have staff with this specialized expertise

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 18 Dec 2008 15:33:03 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/18/2008.

project: Data Warehouse SQL

id_part1: E37

id_part2: 1804

cfms: A90025

vendor: Dahl

agency: Education Department

evaluator: Cathy Wagner

eval_date: 12/18/2008

purpose: We did not have sufficient staff with this level of expertise

accomplished: Yes

contract_date: 6/30/2007

actual_date: 6/30/2008

contract_cost: 149,940

amended_cost: 131,544

actual_cost: 281,259.25

cost_effective: We did not have sufficient staff with the required level
of skill

amended: Yes

amended_e: We needed additional hours

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 18 Dec 2008 15:35:32 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/18/2008.

project: SQL data warehouse
id_part1: E37
id_part2: 1876
cfms: A90228
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/18/2008
purpose: we did not have sufficient staff with this level of expertise
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 149,988
actual_cost: 101,804
cost_effective: we did not have sufficient staff with this level of
expertise
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Thu, 18 Dec 2008 15:39:08 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/18/2008.

project: Network assistance

id_part1: E37

id_part2: 1794

cfms: A88934

vendor: Midwave

agency: Education Department

evaluator: Cathy Wagner

eval_date: 12/18/2008

purpose: Assistance in installation and configuration of network devices.

accomplished: Yes

contract_date: 6/30/2007

actual_date: 6/30/2007

contract_cost: 15,000

actual_cost: 15,000

cost_effective: we did not have sufficient staff with this specialized skill set

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 18 Dec 2008 15:16:35 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/18/2008.

project: Java/SQL developer

id_part1: E37

id_part2: 1746

cfms: A86635

vendor: Virtelligence

agency: Education Department

evaluator: Cathy Wagner

eval_date: 12/18/2008

purpose: We needed additional hours to assist with federal projects

accomplished: Yes

contract_date: 9/30/2006

amended_date: 6/30/2007

actual_date: 6/30/2007

contract_cost: 89,930

amended_cost: 24,310

actual_cost: 114,240

cost_effective: We did not have sufficient staff

amended: Yes

amended_e: we mneeded additional hours

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Fri, 1 Aug 2008 11:40:33 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, August 01, 2008 at 11:40:33

_config: vendeval

project: Pro/Engineer Schools Edition Software Training

id_part1: E37

id_part2: 1964

cfms: A97881

vendor: Steven Ullrich

agency: Education Department

evaluator: Sally Wherry

eval_date: 07/18/2008

purpose: PTC, a Massachusetts-based global software company, provided PRO/ENGINEER Schools Edition software free, to any middle or high school teacher who successfully completed 3 days of training. Those teachers were then deemed to be "certified" and received a license enabling them to install the software on up to 300 computers. Steven Ullrich was the only person in the state of Minnesota who had qualified to be a trainer on this software.

accomplished: Yes

contract_date: 02/01/2007

actual_date: 02/01/2007

contract_cost: \$10,000

actual_cost: \$10,000

cost_effective: No one else could provide this service at that time.

Steven also trained a cadre of trainers to sustain the initiative.

amended: Yes

amended_e: Demand increased for more training sessions and funding was available through the National Governors Association STEM Honor State Grant to add more sessions.

terminated: No

engage: Yes

engage_e: Steve single-handedly trained over 100 teachers and thousands of students across the state on this cutting edge, cad-system software.

He continues to promote its use through professional organizations, support the newly developed trainers, and contribute to an electronic library of curriculum developed and piloted by Minnesota teachers.

comments: This contractor was honored by both the Governor and the Minnesota Technology Educators for his efforts.

Kelly Heffron

Date sent: **Mon, 28 Jul 2008 11:22:35 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 28, 2008 at 11:22:35

_config: vendeval
project: WebJunction Minnesota
id_part1: E37
id_part2: 1839
cfms: A90870
vendor: University of Minnesota-MINITEX
agency: Education Department
evaluator: Mary Ann Van Cura
eval_date: 07/28/2008
email_list: maryann.vancura@state.mn.us
purpose: The University of Minnesota MINITEX Library Information Network contracts for the license to the WebJunction Community Partner Program, for WebJunction Minnesota, on behalf of the three collaborating Minnesota partner organizations -- Minnesota State Library Services, a Division of the Minnesota Department of Education; MINITEX Library Information Network; and Metronet, a MN Multitype Library Cooperation System. In addition, MINITEX provides access to the information and services provided by the Program and participates as part of the WebJunction Minnesota Planning Committee. MINITEX staff, in conjunction with the Minnesota State Library Services staff, will provide appropriate training opportunities for local library staff and will publicize WebJunction throughout Minnesota.
accomplished: Yes
contract_date: 06/30/2008
actual_date: 06/30/2008
contract_cost: 40,000.00
actual_cost: 40,000.00
cost_effective: The WebJunction Community Partner Program is a national, collaborative, centralized service for networking, resource-sharing, and educational opportunities for library personnel. It is a unique service developed by and with foundations, other State Library agencies, and library service organizations. No other collaborative service of this sort exists. It is the responsibility of the State Library to provide training and support for libraries.
[134.31(2): the Dept of Ed shall give advice and instruction to the managers of any public library or to any governing body maintaining a library or empowered to do so by law upon any matter pertaining to the organization, maintenance or administration of libraries.] With limited staff and funding (both for the agency and the local entities)

and the great distances posed by Minnesota territory, this is an alternate method of providing training and support for small and rural libraries. It also is of support to metro area libraries that also have distressed continuing education budgets. It offers 24/7 options at the discretion of the user rather than depending on the ability to meet the schedule of a workshop offered in the area. Courses can also be taken over a period of time, allowing for more flexibility in schedules.

amended: No

terminated: No

engage: Yes

engage_e: MINITEX is accomplished and effective in arranging contracts with the parent company of WebJunction Minnesota, OCLC.

Kelly Heffron

Date sent: Fri, 13 Nov 2009 12:01:19 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/13/2009.

project: School and Public Library Data Collection and Retrieval

id_part1: E37

id_part2: 2170

cfms: B12638

vendor: Baker & Taylor, Inc.

agency: Education Department

evaluator: Bruce Pomerantz

eval_date: 11/13/2009

purpose: PURPOSE: (1) Separate web-based application for data collection of output measures of 359 public library buildings and 1600 public schools (including charter schools) and school libraries they may have and (2) separate web-based database application to retrieve data for analysis of strengths and weaknesses of libraries. Minnesota Statute 134.13 mandates the public library data collection. The web-based data collection application improves efficiency and effectiveness through programming that automatically spots inconsistencies within the year's report and anomalies from data of previous years. The database web-application also improves efficiency and effectiveness by eliminating the need to use spreadsheets for data analysis. NECESSITY: The Minnesota Department of Education IT staff could not devote the necessary personnel to create and maintain the data collection and data retrieval web applications at a comparable cost.

accomplished: Yes

contract_date: 07/29/2009

actual_date: 07/29/2009

contract_cost: \$78,550

actual_cost: \$78,550

cost_effective: As stated earlier, the MDE IT staff does not have the resources to create and maintain the web-based applications. Prior to web-based data collection, the data coordinator (who is the evaluator) had to manually calculate on Excel the individual data elements for each library in search of anomalies. The work required several hours per library. With the programming, the coordinator can vet the data for each library in minutes. The same will hold true for the school libraries when sufficient data has been collected over the years to establish parameters.

amended: No

terminated: No

engage: Yes

engage_e: The vendor support staff respond quickly to requests for assistance and makes needed changes as requested.

comments: Project completion date: The public library and school library data collections and uploads are on different schedules. Contract completion date is defined as when data is uploaded to web-application database upon instruction by the data collection coordinator, who is the evaluator for this report. The public library upload has a fixed date; the school data collection is flexible. The first school data set was uploaded in March 2009. The second data collection will be uploaded soon after the coordinator finishes vetting it.

Kelly Heffron

Date sent: Thu, 17 Jul 2008 18:00:54 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, July 17, 2008 at 18:00:53

_config: vendeval
project: Pro/ENGINEER Schools Edition Software Training
id_part1: E37
id_part2: 1964
vendor: Steven Ullrich
agency: Education Department
evaluator: Sally Wherry
eval_date: 07/18/2008
purpose: PTC, a Massachusetts-based global software company, provided PRO/ENGINEER Schools Edition software free, to any middle or high school teacher who successfully completed 3 days of training. Those teachers were then deemed to be "certified" and received a license enabling them to install the software on up to 300 computers. Steven Ullrich was the only person in the state of Minnesota who had qualified to be a trainer on this software.
accomplished: Yes
contract_date: 02/01/2007
actual_date: 02/01/2007
contract_cost: 10,000
actual_cost: 10,000
cost_effective: No one else could provide this service at that time. Steven also trained a cadre of trainers to sustain the initiative.
amended: Yes
amended_e: Demand increased for more training sessions and funding was available through the National Governors Association STEM Honor State Grant to add more sessions.
terminated: No
engage: Yes
engage_e: Steve single-handedly trained over 100 teachers and thousands of students across the state on this cutting edge, cad-system software. He continues to promote its use through professional organizations, support the newly developed trainers, and contribute to an electronic library of curriculum developed and piloted by Minnesota teachers.
comments: This contractor was honored by both the Governor and the Minnesota Technology Educators for his efforts.

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:35:54 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:35:54

_config: vendeval
project: Access Application Upgrades
id_part1: E37
id_part2: 1802
cfms: A90026
vendor: Twin Cities Solutions
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: Many of our access data bases needed upgrading and adjustments
to meet federal requirements for program ares
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 93,870
actual_cost: 93,870
cost_effective: MDE staff did not have time to work on this project.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Fri, 28 Dec 2007 12:37:25 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:37:25

_config: vendeval
project: DIRS Java Developer
id_part1: E37
id_part2: 1824
cfms: A90761
vendor: Labrynth
agency: **Education Department**

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:39:27 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:39:27

_config: vendeval
project: DIRS Java Developer
id_part1: E37
id_part2: 1824
cfms: A90761
vendor: Labrynth
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: The Disciplinary Incidents Application needed additional
features to meet the terms of a federal grant.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 90,000
actual_cost: 89,280
cost_effective: MDE IT staff did not have time to devote to this effort.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:43:08 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:43:08

_config: vendeval
project: Microsoft Project Enterprise Installation
id_part1: E37
id_part2: 1696
cfms: A83605
vendor: Milestone
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: MDE project management staff required a tool to track
resources being expended accross all agency projects.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 47,577.50
actual_cost: 47,577.50
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:43:38 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:43:38

_config: vendeval
project: Microsoft Project Enterprise Installation
id_part1: E37
id_part2: 1696
cfms: A83605
vendor: Milestone
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: MDE project management staff required a tool to track
resources being expended accross all agency projects.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 47,577.50
actual_cost: 47,577.50
cost_effective: MDE staff do not have expertise with this software
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Fri, 28 Dec 2007 12:44:32 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:44:32

_config: vendeval
project: Java Assessment
id_part1: E37
id_part2: 1825
cfms: A92268
vendor: Compuware
agency: Education Department
evaluator: C

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:46:01 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:46:01

_config: vendeval
project: Java Assessment
id_part1: E37
id_part2: 1825
cfms: A92268
vendor: Compuware
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: MDE needed additional staff time to complete work associated
with the statewide assessment projects
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 150,000
actual_cost: 150,000
cost_effective: MDE staff did not have sufficient time to devote to
this effort
amended: No
terminated: No
engage: No

Kelly Heffron

Date sent: **Fri, 28 Dec 2007 12:47:17 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:47:17

_config: vendeval
project: Business Analyst Quality Control Analyst
id_part1: E37
id_part2: 1733
cfms: A86904
vendor: Virtelligence
agency: Education Department

Kelly Heffron

Date sent: **Fri, 28 Dec 2007 12:48:59 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:48:59

_config: vendeval
project: Business Analyst Quality Control Analyst
id_part1: E37
id_part2: 1733
cfms: A86904
vendor: Virtelligence
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: MDE needed assistance in gathering requirements for a teacher
data base project.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 149,910
actual_cost: 67,365
cost_effective: MDE staff did not have sufficient time to devote to
this effort.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:52:29 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:52:29

_config: vendeval
project: DIRS Crystal Reporting
id_part1: E37
id_part2: 1827
cfms: A90765
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: Additional Crystal reports were needed to meet the terms of a
federal grant.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 95,000
actual_cost: 93,129
cost_effective: MDE staff did not have sufficient time to devote to
this project.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:55:07 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:55:07

_config: vendeval
project: Network Infrastructure - Assistance and Mentoring
id_part1: E37
id_part2: 1823
cfms: A91497
vendor: Midwave
agency: Education Department
evaluator: Cathy Wagner
eval_date: 6/30/2007
purpose: MDE staff left abruptly and we needed additional expertise to
bridge the gap to maintain our network services.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 49,950
actual_cost: 49,875
cost_effective: MDE staff did not have time to devote to this effort.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 28 Dec 2007 12:57:32 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 12:57:32

_config: vendeval
project: Special Education Project management
id_part1: E37
id_part2: 1805
cfms: A90024
vendor: Twin Cities Solutions
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: MDE did not have sufficient project management staff to
address the program needs for special education federal programs
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 250,000
actual_cost: 236,590
cost_effective: MDE did not have sufficient staff to devote to this
effort.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 28 Dec 2007 13:03:33 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 13:03:33

_config: vendeval
project: Java SQL Developer
id_part1: e37
id_part2: 1724
cfms: A86635
vendor: Virtelligence
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: Additional staff time was needed to create a teacher data
base for the agency,
accomplished: Yes
contract_date: 8/30/2007
actual_date: 8/30/2007
contract_cost: 90,000
actual_cost: 67,365
cost_effective: MDE did not have sufficient staff to devote to this
project.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 28 Dec 2007 13:15:23 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 13:15:23

_config: vendeval
project: Data Warehouse Design and Development
id_part1: E37
id_part2: 1828
cfms: 000000
vendor: WCER
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: Original purpose was to assist in the design of the
longitudinal data warehouse.
accomplished: No
accomplished_e: The contract was never executed due to disagreements in
contract language
contract_date: 7/14/2007
actual_date: 7/14/2007
contract_cost: 40,000
actual_cost: 000000
cost_effective: MDEdid not have the in-house expertise
amended: No
terminated: No
engage: No

Kelly Heffron

Date sent: **Fri, 28 Dec 2007 13:17:08 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, December 28, 2007 at 13:17:08

_config: vendeval
project: Special Education Java Developer
id_part1: e37
id_part2: 1801
cfms: A90022
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 12/29/2007
purpose: MDE did not have the in-house staff time to devote to this effort.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 149,976
actual_cost: 144,333.20
cost_effective: MDE did not have the in-house staff to do this work.
amended: No
terminated: No
engage: No

Jake Carson

From: Steve.Gustafson@state.mn.us
sent: Friday, January 12, 2007 2:10 PM
to: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, January 12, 2007 at 14:10:17

_config: vendeval
project: Windows XP upgrade
id_part1: E37
id_part2: 1817
cfms: A74395
vendor: GCI
agency: Education Department
evaluator: Cathy Wagner
eval_date: 1/12/2007
purpose: MDE staff did not have the expertise to upgrade the agency to Windows XP
accomplished: Yes
contract_date: 4/13/2005
actual_date: 4/13/2005
contract_cost: 26,600
amended_cost: 11,952
actual_cost: 38,552
cost_effective: Staff did not have the skills and bringing in a contractor was more cost
effective and efficient than sending staff to training.
amended: Yes
amended_e: Additional tasks were required.
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
sent: Friday, October 20, 2006 4:28 PM
to: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 16:27:43

_config: vendeval
project: Java Developer SEcurity Framework
id_part1: e37
id_part2: 1692
cfms: A83886
vendor: SDK Software
agency: Education Department
evaluator: Cathy Wagner
eval_date: 10/18/2006
purpose: MDE did not have sufficient staff
accomplished: Yes
contract_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: 100,000
actual_cost: 83,468
amended: No
terminated: Yes
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 4:28 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 16:28:02

_config: vendeval
project: Java Developer SEcurity Framework
id_part1: e37
id_part2: 1692
cfms: A83886
vendor: SDK Software
agency: Education Department
evaluator: Cathy Wagner
eval_date: 10/18/2006
purpose: MDE did not have sufficient staff
accomplished: Yes
contract_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: 100,000
actual_cost: 83,468
cost_effective: MDE did not have sufficient staff
amended: No
terminated: Yes
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, October 20, 2006 2:01 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 14:01:12

_config: vendeval
project: Crystal Enterprise configuration
id_part1: e37
id_part2: 1648
cfms: 79648
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 10/18/2006
purpose: MDE did not have staff available to do this contract
accomplished: Yes
contract_date: 6/30/2006
contract_cost: 150,000
actual_cost: 149,959
cost_effective: MDE did not have sufficient staff.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 2:01 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 14:01:27

_config: vendeval
project: Crystal Enterprise configuration
id_part1: e37
id_part2: 1648
cfms: 79648
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 10/18/2006
purpose: MDE did not have staff available to do this contract
accomplished: Yes
contract_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: 150,000
actual_cost: 149,959
cost_effective: MDE did not have sufficient staff.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 2:03 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 14:03:14

_config: vendeval
project: Library Search
id_part1: E37
id_part2: 1694
cfms: A83771
vendor: Charter solutions
agency: Education Department
evaluator: Cathy Wagner
eval_date: 10/18/2006
purpose: MDE did not have sufficient staff
accomplished: No
contract_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: 60,000
actual_cost: 55,680
cost_effective: MDE did not have sufficient staff
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 2:34 PM
io: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 14:33:51

_config: vendeval
project: Data Base SQL
id_part1: E37
cfms: A76536
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 10/18/2006
purpose: MDE did not have sufficient staff
accomplished: Yes
contract_date: 8/12/2005
actual_date: 8/12/2005
contract_cost: 40,600
actual_cost: 27,576
cost_effective: MDE did not have sufficient staff
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 2:36 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 14:35:36

_config: vendeval
project: Data Base MS SQL
id_part1: E37
id_part2: 1635
cfms: A76536
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 10/18/2006
purpose: MDE did not have sufficient staff
accomplished: Yes
contract_date: 8/12/2005
actual_date: 8/12/2005
contract_cost: 40,600
actual_cost: 27,576
cost_effective: MDE did not have sufficeint staff
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 9:52 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 09:52:24

_config: vendeval
project: Access Developer
id_part1: E37
id_part2: 1642
cfms: A86492
vendor: Twin Cities solutions
agency: Education Department
evaluator: Cathy ?Wagner
eval_date: 9/12/2006
purpose: MDE did not have sufficient staff to address the need for access programming.
accomplished: Yes
contract_date: 3/7/2006
contract_cost: 47,600
actual_cost: 47,600
cost_effective: Staff did not have the skills or time to do this work.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 9:53 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 09:52:46

_config: vendeval
project: Access Developer
id_part1: E37
id_part2: 1642
cfms: A86492
vendor: Twin Cities solutions
agency: Education Department
evaluator: Cathy ?Wagner
eval_date: 9/12/2006
purpose: MDE did not have sufficient staff to address the need for access programming.
accomplished: Yes
contract_date: 3/7/2006
actual_date: 3/7/2006
contract_cost: 47,600
actual_cost: 47,600
cost_effective: Staff did not have the skills or time to do this work.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 9:57 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 09:56:46

_config: vendeval
project: Data Base Conversions
id_part1: E37
id_part2: 1646
cfms: A79223
vendor: Dahl
agency: Education Department
evaluator: CWagner
eval_date: 9/12/2006
purpose: MDE did not have sufficient staff to meet the targeted deadlines.
accomplished: Yes
contract_date: 8/4/2005
actual_date: 8/4/2005
contract_cost: 150,000
amended_cost: 148,950.75
actual_cost: 148,950.75
cost_effective: MDE has a difficult time finding qualified SQL programmers.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 10:03 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:03:17

_config: vendeval
project: Web Assistance
id_part1: E37
cfms: A79592
vendor: Dahl
agency: Education Department
evaluator: Cwagner
eval_date: 9/12/2006
purpose: MDE was unable to meet the deadlines with existing staff
accomplished: Yes
contract_date: 8/16/2005
actual_date: 8/16/2005
contract_cost: 27,840
actual_cost: 25,247
cost_effective: MDE did not have sufficient staff to meet the timelines.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 10:04 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:03:39

_config: vendeval
project: Web Assistance
id_part1: E37
id_part2: 1644
cfms: A79592
vendor: Dahl
agency: Education Department
evaluator: Cwagner
eval_date: 9/12/2006
purpose: MDE was unable to meet the deadlines with existing staff
accomplished: Yes
contract_date: 8/16/2005
actual_date: 8/16/2005
contract_cost: 27,840
actual_cost: 25,247
cost_effective: MDE did not have sufficient staff to meet the timelines.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 10:07 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:06:36

_config: vendeval
project: Business Analyst
id_part1: E37
id_part2: 1649
cfms: A83769
vendor: Twin Cities Solutions
agency: Education Department
evaluator: Cathy Wagner
eval_date: 9/12/2006
purpose: MDE did not have sufficient staff to meet the deadlines.
accomplished: Yes
contract_date: 11/14/2006
actual_date: 11/14/2006
contract_cost: 120,00
actual_cost: 115,490
cost_effective: MDE did not have sufficient staff to meet the deadlines.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 10:12 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:12:20

_config: vendeval
project: Microsoft Office Server
id_part1: E37
id_part2: 1517
cfms: A69264
vendor: Internet Exposure
agency: Education Department
evaluator: Wagner
eval_date: 9/12/2006
purpose: MDE did not have expertise to confiture Microsoft Project.
accomplished: No
accomplished_e: Yes
contract_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: 20,000
actual_cost: 7,687
cost_effective: MDE did not have staff expertise
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 10:16 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:15:43

_config: vendeval
project: Java Developer
id_part1: E37
id_part2: 1647
cfms: A79591
vendor: Dahl
agency: Education Department
evaluator: Wagner
eval_date: 9/12/2006
purpose: MDE did not have sufficient staff to meet the deadlines.
accomplished: Yes
contract_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: 138,000
actual_cost: 137,999.80
cost_effective: MDE did not have sufficient staff to meet the deadlines.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, September 13, 2006 10:19 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:19:09

_config: vendeval
project: Data Architect
id_part1: E37
id_part2: 1645
cfms: A79221
vendor: Labrinth
agency: Education Department
evaluator: Wagner
eval_date: 9/12/2006
purpose: MDE did not have sufficient staff to meet deadlines.
accomplished: Yes
contract_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: 190,000
actual_cost: 185,415
cost_effective: MDE did not have sufficient staff to meet deadlines.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, June 01, 2006 10:16 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 01, 2006 at 10:16:24

_config: vendeval
project: Web Assistance
id_part1: E37
id_part2: 1579
cfms: A72316
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 6/1/2006
purpose: MDE did not have sufficient staff to meet the required deadlines for the new
agency website deployment.
accomplished: Yes
contract_date: 2/2/2005
actual_date: 6/30/2005
contract_cost: 49,000
actual_cost: 47,560
cost_effective: MDE did not have sufficient staff and was unable to hire on a short term
basis.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
sent: Thursday, June 01, 2006 10:29 AM
to: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 01, 2006 at 10:29:16

_config: vendeval
project: Teacher Recruitment Web Site
id_part1: E37
id_part2: 1473
cfms: A69014
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 6/1/2006
purpose: MDE did not have sufficient staff available to meet the timelines of the grant.
accomplished: Yes
contract_date: 9/13/2004
actual_date: 6/30/2005
contract_cost: 140,000
actual_cost: 127,440
cost_effective: MDE was not able to hire staff in a timely enough manner to meet the requirements of the grant.
amended: No
terminated: No
engage: Yes
engage_e: Work was done on time with appropriate knowledge transfer.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, June 01, 2006 10:26 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 01, 2006 at 10:26:04

_config: vendeval
project: Data Architect
id_part1: E37
id_part2: 1534
cfms: A71720
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 6/1/2006
purpose: MDE did not have staff with sufficient skill level available to do this work.
accomplished: Yes
contract_date: 1/10/2005
actual_date: 6/30/2005
contract_cost: 95,000
actual_cost: 95,000
cost_effective: MDE was not able to hire in a timely manner to meet the needs of this
project. We did not have sufficient staff available to meet these deadlines.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, May 31, 2006 5:50 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, May 31, 2006 at 17:50:28

_config: vendeval
project: Cyberlinked Interactive Child Nutrition System (Clics) Enhancement
id_part1: E37
id_part2: 939
cfms: A41276
vendor: Bering Point
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/31/2006
purpose: MDE staff did not have time to develop this application
accomplished: No
accomplished_e: The application was never completed according to MDE requirements,
knowledge transfer and documentation were insufficient or missing.
contract_date: 11/7/2002
actual_date: 11/5/2004
contract_cost: 2,200,000
actual_cost: 1,189,499
cost_effective: MDE did not have sufficient staff to create this application.
amended: No
terminated: No
engage: No
engage_e: The application was never completed according to MDE requirements, knowledge
transfer and documentation were insufficient or missing.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, May 09, 2006 2:04 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, May 09, 2006 at 14:04:05

_config: vendeval
project: ELS Data Collection System Phase II
id_part1: E37
id_part2: 1598
cfms: A74094
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/09/2006
email_list: cathy.wagner@state.mn.us
purpose: Additional federal requirements necessitated the addition of several new features
to the existing ELS Data Collection System
accomplished: Yes
contract_date: 3/1/2005
actual_date: 6/30/2005
contract_cost: 50,000
actual_cost: 50,000
cost_effective: MDE IT staff did not have time to devote to this project.
amended: No
terminated: No
engage: Yes
engage_e: The contractor provided excellent services in a timely manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, May 09, 2006 2:38 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, May 09, 2006 at 14:37:31

_config: vendeval
project: Assessment and Testing
id_part1: E37
id_part2: 1414
cfms: A65735
vendor: Language Learning Solutions, LLC
agency: Education Department
evaluator: Cheryl Alcaya
eval_date: 05/09/2006
purpose: Purpose: Develop listening and speaking test items and
administer tests in an online delivery system. Why necessary: This
project was funded by a federal grant, the timeline was very short for assessment
development, and MDE did not have the personnel required to perform the work.
accomplished: Yes
contract_date: 12/31/2005
actual_date: 12/31/2005
contract_cost: 954,090.00
actual_cost: 954,090.00
cost_effective: This web-delivered test required the development of a large amount of
audio and graphic media. MDE does not have the resources necessary for this type of work.
LLS had already done online language testing and had a delivery system and customer
service process in place. We did not have to begin development from the ground up.
amended: No
terminated: No
engage: No
engage_e: This contractor does not have the capacity to handle the approximately 60,000
tests that we will administer to English language learners in the future.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, May 05, 2006 1:01 PM
.o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Cathy.Wagner@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, May 05, 2006 at 13:01:23

_config: vendeval
project: Web Standardization
id_part1: E37
id_part2: 1535
cfms: A71639
vendor: CAI
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/05/2006
email_list: cathy.wagner@state.mn.us
purpose: MDE needed a number of web based applications standardized within the agency look
and feel of the current website.
accomplished: Yes
contract_date: 1/10/2005
actual_date: 6/30/2005
contract_cost: 55,500
actual_cost: 40,355.20
cost_effective: CAI was the best responder to the SOW issued by the State.
amended: No
terminated: No
engage: Yes
engage_e: CAI provided excellent services in a timely manner

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, May 05, 2006 1:06 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Cathy.Wagner@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, May 05, 2006 at 13:06:14

_config: vendeval
project: Cryatal Enterprise configuration
id_part1: E37
id_part2: 1536
cfms: A69014
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/05/2006
email_list: cathy.wagner@state.mn.us
purpose: MDE needed expertise in Crystal Enterprise congiguration as a number of users in
both IT and Agency Finance use this tool.
accomplished: Yes
contract_date: 1/10/2005
actual_date: 6/30/2005
contract_cost: 60,000
actual_cost: 33,104
cost_effective: MDE staff did not have the skills or time to complete this project within
the required timeframe.
amended: No
terminated: No
ngage: Yes
engage_e: This contractor provided excellent services in a timely manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, May 05, 2006 5:39 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Cathy.Wagner@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, May 05, 2006 at 17:39:23

_config: vendeval
project: Crystal Enterprise Configuration
id_part1: E37
id_part2: 1536
cfms: A71721
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/05/2006
email_list: cathy.wagner@state.mn.us
purpose: MDE needed assistance in configuring the crystal enterprise server and in
establishing report parameters for Crystal Reports.
accomplished: Yes
contract_date: 01/10/2005
actual_date: 06/30/2005
contract_cost: 60,000
actual_cost: 59,972.50
cost_effective: MDE did not have staff with skills or time to do the work.
amended: Yes
amended_e: This was a no-cost time extension.
terminated: No
engage: Yes
engage_e: This contractor provided excellent service in a timely manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, May 05, 2006 5:44 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Cathy.Wagner@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, May 05, 2006 at 17:44:24

_config: vendeval
project: MTRC Web Site
cfms: A69014
vendor: Dahl
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/05/2006
email_list: cathy.wagner@state.mn.us
purpose: MDE received a grant to develop a teacher recruitment web site.
accomplished: Yes
contract_date: 9/13/2004
actual_date: 06/30/2005
contract_cost: 140,000
actual_cost: 140,000
cost_effective: MDE did not have staff to meet the federally mandated timelines of the grant.
amended: Yes
amended_e: Additional hours and work were identified as part of the grant requirements.
terminated: No
engage: Yes
engage_e: This contractor provided excellent services in a timely manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
Content: Friday, May 05, 2006 12:58 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Cathy.Wagner@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, May 05, 2006 at 12:58:23

_config: vendeval
project: Data Architect
id_part1: E37
id_part2: 1535
cfms: A71720
vendor: Labrynth
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/05/2006
email_list: cathy.wagner@state.mn.us
purpose: MDE needed services of a data architect to map existing data elements into a data dictionary.
accomplished: Yes
contract_date: 1/10/2005
actual_date: 06/30/2005
contract_cost: 95,000
actual_cost: 95,000
cost_effective: MDE did not have staff who had the necessary skills or time to do this project. This contractor was the best responder to the SOW issued by the state.
amended: No
terminated: No
engage: Yes
engage_e: This contractor provided excellent services in a timely manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
nt: Friday, May 05, 2006 12:49 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Cathy.Wagner@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, May 05, 2006 at 12:48:53

_config: vendeval
project: MDE State Report Card Website Development
id_part1: E37
id_part2: 1242
cfms: A 48752
vendor: Sligo
agency: Education Department
evaluator: Cathy Wagner
eval_date: 05/05/2006
email_list: cathy.wagner@state.mn.us
purpose: MDE did not have sufficient staff to meet the federally mandated timelines to produce a web site displaying test scores and AYP results to meet requirements of NCLB.
accomplished: Yes
contract_date: 5/30/2003
actual_date: 3/30/2005
contract_cost: 110,000
actual_cost: 65,456.25
cost_effective: MDE did not have the inhouse staff to accomplish this project and Sligo was the best responder to the SOW issued by MDE.
amended: No
terminated: No
ngage: Yes
engage_e: They provided excellent services in a timely manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, May 04, 2006 4:14 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 04, 2006 at 16:13:58

_config: vendeval
project: MDE State Report Card Website Development
vendor: Sligo
agency: Education Department
evaluator: Cathy Wagner
eval_date: 5/4/2006
purpose: MDE did not have qualified staff to work on this effort
accomplished: Yes
contract_date: 5/30/2006
actual_date: 5/30/2006
contract_cost: 110,000
actual_cost: 110,000
cost_effective: MDE did not have sufficient staff to work on this effort and meet the
federally mandated timelines.
amended: No
terminated: No
engage: Yes
engage_e: The contractor provided excellent service

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, May 04, 2006 4:14 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 04, 2006 at 16:13:39

_config: vendeval
project: MDE State Report Card Website Development
vendor: Sligo
agency: Education Department
evaluator: Cathy Wagner
eval_date: 5/4/2006
purpose: MDE did not have qualitifed staff to work on this effort
accomplished: Yes
contract_date: 5/30/2006
actual_date: 5/30/2006
contract_cost: 110,000
actual_cost: 110,000
cost_effective: MDE did not have sufficient staff to work on this effort and meet the
federally mandated timelines.
amended: No
terminated: No
engage: Yes
engage_e: The contractor provided excellent service

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Saturday, April 29, 2006 1:33 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Saturday, April 29, 2006 at 13:33:14

_config: vendeval
project: IntelliGrants for Education Software Upgrade
id_part1: E37
id_part2: 1589
cfms: A72982
vendor: Agate Software
agency: Education Department
evaluator: Pat King & Michelle Weber
eval_date: 04/28/2006
email_list: pat.king@state.mn.us and michelle.weber@state.mn.us
purpose: customization and implementation of IntelliGrants for Educaiton software for the annual award and management of formula grants under the No Child Left Behind Act of 2001.
accomplished: Yes
contract_date: 05/31/2006
actual_date: 05/31/2006
contract_cost: 262000
actual_cost: 262000
cost_effective: The customization of this system allowed the department to transition from a paper grant management process of over 300 grants to an electronic grants management system. This allowed for the automated transfer of data into the department subsystem and alleviated the need for multiple staff to be involved in data entry.
mended: No
terminated: No
engage: Yes
engage_e: Agate Software was incredible to work with. They were timily and met all of the department needs in moving to an automated system.

Report on Professional/Technical Contracts Over \$50,000

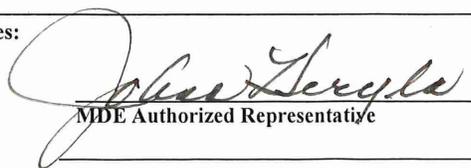
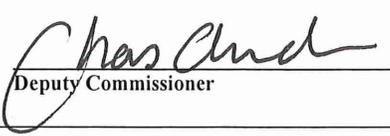
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>MN Dept Ed - State of MN</i>		
Contractor Name: <i>Assessment & Evaluation Concepts</i>		CFMS Contract Number: <i>A72245</i>
Project Name (if applicable): <i>Reading First</i>	Project Number (if applicable):	Project Duration (Dates): <i>2/10/05 → 9/30/06</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>US Dept. of Ed. requires an outside evaluation of Reading First projects</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>\$284,804.36</i>	Source of Funding: <i>Federal</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>A RFP was issued for an outside evaluator in Dec 2004. In February 2005 a committee selected (AEC) Assessment & Evaluation Concepts. All bids were within 1000 of each other of a \$298,000 contract</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>work was completed on time and all reports were accurate and in required format. Site visits to Reading First schools were complete and MDE received positive feedback from Reading First staff and schools. Excellent work</i>		
Agency Head Signature: <i>Chas And</i>	Title: <i>Deputy Comm.</i>	Date: <i>1/27/04</i>

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) <i>Teachscape Inc.</i>		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <i>A66749</i>
Beginning and Ending dates of contract: <i>8-23-04 to 9/30/05</i>	Actual amount spent on contract: <i>200,000.00</i>	Funding Source: (State, Federal, Other – If Other, please identify) <i>Federal</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>To provide scientifically based reading research K-3 reading professional development services.</i>		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: <i>Teachscape's online training design allowed the Minnesota Schools choosing this model to meet their individual SBRR reading training needs and use this training resource more cost effectively</i>		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Teachscape satisfactorily completed the contract work</i>		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services.		
Signatures: <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> MDE Authorized Representative </div> <div style="text-align: center;"> <i>8/30/05</i> <hr style="width: 100%;"/> Date </div> <div style="text-align: center;">  <hr style="width: 100%;"/> Deputy Commissioner </div> <div style="text-align: center;"> <i>10/20/05</i> <hr style="width: 100%;"/> Date </div> </div>		

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education								
Contractor's Name: (Exactly as it appears on the contract) Atomic Playpen		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A48617						
Beginning and Ending dates of contract: May 22, 2003 thru June 30, 2004	Actual amount <u>spent</u> on contract: \$95,040.00	Funding Source: (State, Federal, Other – If Other, please identify) Federal						
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: This was an interactive school improvement site for teachers and administrators to use in conducting federally mandated school improvement activities for Title I schools identified as not making Adequate Yearly Progress.</p>								
<p>Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: The complexity of this interactive site required highly skilled IT professionals. The deadline for completion was less than the amount of time MDE requires to develop a software application. In order to meet federal requirements, MDE sought assistance from an outside vendor.</p>								
<p>Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Contractor produced a quality site within required timelines and on budget.</p>								
<p>If this was a single source contract, explanation of why the agency determined there was only a single source for the services.</p> <p style="text-align: center;">See attached "Single Source Justification" documentation.</p>								
<p>Signatures:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;"> DKJ <u>Cathy Wagner</u> MDE Authorized Representative </td> <td style="width: 33%; text-align: center;"> <u>1/19/05</u> Date </td> <td style="width: 33%; text-align: center;"> <u>Chas And</u> Deputy Commissioner </td> </tr> <tr> <td></td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> </tr> </table>			DKJ <u>Cathy Wagner</u> MDE Authorized Representative	<u>1/19/05</u> Date	<u>Chas And</u> Deputy Commissioner		Date	Date
DKJ <u>Cathy Wagner</u> MDE Authorized Representative	<u>1/19/05</u> Date	<u>Chas And</u> Deputy Commissioner						
	Date	Date						

**PROFESSIONAL/TECHNICAL CONTRACT
CERTIFICATION FORM**

**RETURN THIS COPY WHEN
PROCESSING CONTRACT**

Instructions:

- 1) Required for professional/technical (P/T) services valued over \$5,000, including Joint Powers for P/T services (Minn. Stat. § 16C.08.)
- 2) Provide all required information and submit TWO copies to your Agency Contract Coordinator for Department of Administration approval.

Agency: Children, Families & Learning	Division: Management Services
Estimated Cost: \$98,000	Source of Funds: State
Contract Period: Start Date: June 1, 2003	Expiration Date: June 30, 2003
Minn. Stat. § 16C.08, Subd. 3 (7) the original contract period cannot exceed two years and the total contract term, including amendments, cannot exceed 5 years. If this request is for more than 2 years, provide a justification below:	

Nature of Contract/Description of the Work: Contractor will build a collaborative, web-based system that will be used as an online School Improvement tool for schools and school districts working to attain Adequate Yearly Progress (AYP).

Product or Result of the Contract: [EXAMPLES: DETAILED REPORT WITH RECOMMENDATIONS, PLANS AND SPECIFICATIONS, TRAINING PROGRAM] Online training tool (software program).

Publicity Requirements:

Contracts Over \$50,000 – Formal RFP Published in the State Register.

Attach:

- Copy of the Request for Proposals
- State Register notice

Direct Mail (Check here if RFP will be direct mailed to any vendors) _____

List any additional publications where this will be advertised: _____

Contracts from \$5,000.01 to \$50,000.

Public Notice will be given by: (Check the appropriate box and fill in information required)

- State Register (Attach formal RFP and State Register Notice)
- Posting on the MMD Web page. (Attach informal solicitation and MMD Posting Worksheet)
(If Informal Solicitation will also be direct mailed to any vendors, identify the vendors you plan to send the solicitation to) _____
- Informal solicitation will be sent to 10 vendors. (Identify by name the vendors the solicitation will be sent to and attach a copy of the informal solicitation)

Single Source Request – Notice of the resulting contract will be posted on the MMD web page upon execution of the contract.

This is a Single Source Request to contract with Atomic Playpen.

- Attach justification for single source request.
(Per Minn. Stat. § 16C.07 notice of sole source requests over \$25,000 must be provided to the Human Resources offices of appropriate state agencies. Agencies must allow five working days for state employees to respond. After five working days due consideration will be given to any responding employee when the final contracting decision is made.)

Amendments:

This is a request for an amendment to an existing contract with _____

- Attach justification addressing the need for the amendment.

Joint Powers Agreement (Minn. Stat. § 471.59, subd. 1) for Professional/Technical Services.

- Explain how/why this governmental unit was selected.
- Can this work be performed by any other governmental unit?

AGENCY CERTIFICATIONS

Pursuant to Minn. Stat. § 16C.08, I certify:

1. *No state employee is (a) able and (b) available to perform the services called for by the contract.*

A. How did you reach this conclusion:

The appropriate technical and school improvement knowledge is required to work on this project. Although CFL staff will work on the project, outside assistance is needed to meet the start of 2003-2004 school year deadline.

B. List other methods considered for accomplishing the work? In house - CFL does not have additional staff available with the technical skills needed to complete the project.

2. *Reasonable efforts will be made to publicize the availability of the contract.*

3. *The following person has been assigned to monitor and act as liaison for the contract:* Matthew Wilson

4. *A written detailed work plan will be submitted by the contractor and accepted by the agency.*

5. *The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.*

6. *The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.*

7. *There will be periodic review of the progress of the contractor and the final product will be utilized.*

8. *The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.*

9. *No current state employee will engage in the performance of the contract.*

10. *No conflict of interest has or will occur throughout the selection and performance of this contract.*

Agency (Children, Families & Learning) Approvals

Manager: <u>Matthew C. Wilson</u>	Date: <u>5/12/03</u>
Assistant Commissioner:	Date:
CFL Information Technology (required for technology contracts only): <u>Donell Joseph</u>	Date: <u>5/12/2003</u>
By: (Person with authority to sign contracts) <u>Chas Anderson</u>	Date: <u>5/12/03</u>

Office of Technology

(Required for technology contracts over \$100,000)

By:	Date:
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Department of Administration, Materials Management Division

By: Professional//Technical Services Contract Section <u>[Signature]</u>	Date: <u>5/14/03</u>
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Justification for a Sole Source Contract with Atomic Playpen

The purpose of this project is to build a collaborative, online system for schools and districts not making adequate yearly progress (AYP) as a tool to build a school improvement model for use throughout the 2003-2004 school year.

Adequate yearly progress is a requirement of the federal No Child Left Behind (NCLB) act, which says, "States must develop and implement a single, statewide accountability system that will be effective in ensuring that all districts and schools make adequate yearly progress, and hold accountable those that do not."

On June 30, 2003, the State will make public a list of districts and schools that are not making adequate yearly progress. The state is then required to create a means to assist those schools and districts.

Because the State's calculation of what is and what is not "adequate yearly progress" has changed to include more student populations, an increase in the number of schools not meeting adequate yearly progress is projected. This means that there will be a marked increase in the number of districts requiring assistance from the state. Creating an online tool as a form of assistance is the most cost effective way to achieve this goal.

Over the past six months, the Department has been rebuilding its entire web site, as well as implementing the Stellent content management system to run the site, due to launch June 2, 2003. The Stellent content management system is a specialized tool that organizes electronic content and enables easy publishing to the web by internal staff. This tool allows us to immediately post timely educational information for Minnesota's citizens.

The information architecture and the design templates for the new website were built by Atomic Playpen, who was selected after a Master Contract process in December 2002. This architecture and the associated templates are the framework for which all future online content will follow.

One of the major factors for selecting Atomic Playpen was because they are a Stellent certified partner and have staff trained to use and create tools within the Stellent system. All future online content and applications in CFL must interface with the Stellent system and utilizing a contractor with those skills is vital.

Because of the timeline for the release of adequate yearly progress information, the assistance the state must provide in conjunction with that release, and the existing knowledge Atomic Playpen has concerning our technical infrastructure, working with Atomic Playpen on this project will benefit the Department in time needed to complete the project and money.

If CFL does not have the School Improvement Online tool available for school district use during the 2003-2004 school year which begins in September, 2003, the State will be out of compliance with NCLB requirements. Failure to comply could result in administrative or programmatic funding being withheld from the state.

PROFESSIONAL/TECHNICAL CONTRACT CERTIFICATION FORM

Instructions:

- 1) Required for professional/technical (P/T) services valued over \$5,000, including Joint Powers for P/T services. (Minn. Stat. § 16C.08.)
- 2) Provide all required information and submit TWO copies to your Agency Contract Coordinator for Department of Administration approval.

Agency: Children, Families & Learning	Division: Management Services
Estimated Cost: \$98,000	Source of Funds: State
Contract Period: Start Date: June 1, 2003	Expiration Date: June 30, 2003
Minn. Stat. § 16C.08, Subd. 3 (7) the original contract period cannot exceed two years and the total contract term, including amendments, cannot exceed 5 years. If this request is for more than 2 years, provide a justification below:	

Nature of Contract/Description of the Work: Contractor will build a collaborative, web-based system that will be used as an online School Improvement tool for schools and school districts working to attain Adequate Yearly Progress (AYP).

Product or Result of the Contract: [EXAMPLES: DETAILED REPORT WITH RECOMMENDATIONS, PLANS AND SPECIFICATIONS, TRAINING PROGRAM] Online training tool (software program).

Publicity Requirements:

Contracts Over \$50,000 – Formal RFP Published in the State Register.

Attach:

- Copy of the Request for Proposals
- State Register notice

Direct Mail (Check here if RFP will be direct mailed to any vendors) _____

List any additional publications where this will be advertised: _____

To: Greg Peterson
5-3877
3 pages

Contracts from \$5,000.01 to \$50,000.

Public Notice will be given by: (Check the appropriate box and fill in information required)

- State Register (Attach formal RFP and State Register Notice)
- Posting on the MMD Web page. (Attach Informal solicitation and MMD Posting Worksheet) (If Informal Solicitation will also be direct mailed to any vendors, identify the vendors you plan to send the solicitation to) _____
- Informal solicitation will be sent to 10 vendors. (Identify by name the vendors the solicitation will be sent to and attach a copy of the informal solicitation)

Single Source Request – Notice of the resulting contract will be posted on the MMD web page upon execution of the contract.

This is a Single Source Request to contract with Atomic Playpen.

- Attach justification for single source request. (Per Minn. Stat. § 16C.07 notice of sole source requests over \$25,000 must be provided to the Human Resources offices of appropriate state agencies. Agencies must allow five working days for state employees to respond. After five working days due consideration will be given to any responding employee when the final contracting decision is made.)

Amendments:

This is a request for an amendment to an existing contract with _____
 • Attach justification addressing the need for the amendment.

Joint Powers Agreement (Minn. Stat. § 471.59, subd. 1) for Professional/Technical Services.

- Explain how/why this governmental unit was selected.
- Can this work be performed by any other governmental unit?

AGENCY CERTIFICATIONS

Pursuant to Minn. Stat. § 16C.08, I certify:

1. No state employee is (a) able and (b) available to perform the services called for by the contract.
 - A. How did you reach this conclusion:
 The appropriate technical and school improvement knowledge is required to work on this project. Although CFL staff will work on the project, outside assistance is needed to meet the start of 2003-2004 school year deadline.
 - B. List other methods considered for accomplishing the work? In house - CFL does not have additional staff available with the technical skills needed to complete the project.
2. Reasonable efforts will be made to publicize the availability of the contract.
3. The following person has been assigned to monitor and act as liaison for the contract: _____
4. A written detailed work plan will be submitted by the contractor and accepted by the agency.
5. The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.
6. The service is not available as the product of a prior contract and the contractor will certify this product will be original in character.
7. There will be periodic review of the progress of the contractor and the final product will be utilized.
8. The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
9. No current state employee will engage in the performance of the contract.
10. No conflict of interest has or will occur throughout the selection and performance of this contract.

Agency (Children, Families & Learning) Approvals

Manager: <u>Matthew C. Wilson</u>	Date: <u>5/12/03</u>
Assistant Commissioner:	Date:
CFL Information Technology (required for technology contracts only): <u>Donell Doreget</u>	Date: <u>5/12/2003</u>
By: <u>Chas And</u> (Person with authority to sign contracts)	Date: <u>5/12/03</u>

Office of Technology
 (Required for technology contracts over \$100,000)

By: <u>[Signature]</u>	Date: <u>5/13/2003</u>
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Department of Administration, Materials Management Division

By: _____ Professional//Technical Services Contract Section	Date:
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**RETURN THIS COPY WHEN
PROCESSING CONTRACT**

Gerald Joyce

From: McGlone, Tammy [Tammy.Mcglone@state.mn.us]
Sent: Tuesday, May 13, 2003 4:32 PM
To: 'greg.peterson@state.mn.us'; 'gerald.joyce@state.mn.us'
Subject: AYP - Atomic Playpen

Hi guys,

What a name, Atomic Playpen, this should be fun.

Anyway, Heather told me that you had some questions. Here goes an attempt to clarify. Keep in mind, Sandy is out with a family health emergency so I am lost and alone without her.

This certification and request for sole source is not the same project as the \$500,000 other certification. Greg, the \$500,000 is the one you and I have been trading phone calls on.

This piece is to put some data into the web site as required by No Child Left Behind (federal law) AYP - Adequate Yearly Progress is a large component of NCLB with significant requirements for data and data assessment and analysis. This request for waiver and cert is to build a piece on the website we have now, which was done by the atomic folks, will allow the posting of the data that school districts need to access to compute their AYP for the June 30 report.

The commissioner's memo dated 5/9 addresses the issues in greater depth, basically, this is a different piece of AYP and it is difficult for me to keep track of all the pieces. The problem that has been created is that the previous administration held on some of the NCLB decisions because of the cost and unknown situation with the budget. As the new administration has arrived and determined that MN was well behind where it needed to be for compliance, the world moved into a faster mode. Then came along the federal government who isn't playing nice and allowing MN more time to come into compliance. So now we are in a mad dash to get things done. We have a lot of information to get into the hands of school districts through this web tool. This is information the districts will then use to assess their progress as required for NCLB.

The commissioner's letter did use an estimate of up to \$125,000. As the memo was drafted and sent to the commissioner to move this along, IT staff was working with the vendor on a real estimate. The 125 was a best guess of agency staff. The vendor has provided a detailed estimate for the \$97,640. Because the commissioner is tied up with negotiations with the House and Senate on profiles of learning which is a major policy issue for us, I thought it would be ok with you guys if we just used the same letter, recognizing that the commissioner's memo says estimate and the info from the vendor shows \$97,640. You guys also know me, so you know at this point in a fiscal year, I am not going to let this be a more expensive proposition.

Anyway, unfortunately I am in a bind. I don't have Sandy here (she may stop in tomorrow, yeah) and I have to get this part done so the school districts can get their info. So I need your help to expedite the waiver and cert, and hopefully your approval on sole source.

Now to the confusion with the other contract this is getting linked to (and the item Greg and I have been trying to connect by phone on) the AYP Report Card. This is a different contract and process. It is the processing and formula evaluation of data and the presentation of the data on individual school districts AYP. On that process, as you may or may not be aware, there was an SOW posted and a bidders conference. In the mean time, it was discovered that significant portions of the responsibilities and owners of data within the agency were not consulted on the SOW. The SOW was very

incomplete. The manager who was negotiating this was looking to use a vendor they had used several times in the past and had things in the SOW that were not relevant to the project to assure that vendor got the job. Anyway, many very important and significant components of the project were left out, significant and important components of the project were understated and the whole thing was basically messed up.

A new team has been compiled made up of all areas of the agency that are impacted or affected. They are doing a new SOW/RFP draft that will better define the needs of the system. Can you believe it, they were going to spend \$500,000 to just do this years calculations and this is something that will have to happen every year. They were also going to have the vendor verify their own assumptions in developing the formula, nothing about input from policy makers, etc. How crazy is this, nobody even specified the appropriate system architecture in the SOW. Anyway I'm venting, besides my assistant commissioner, Chas Anderson has taken charge of this and has the working group of all program staff affected (rather than Food and Nutrition which has nothing to do with any of this) taking part. It is going to come to you guys again in a better format. And Sandy Hogen (or Heather Holt if Sandy doesn't make it back) is going to be involved.

My question for you guys will be on process. This is a big thing and I would like advise on which process may be better (considering the urgent time frame too) because we want the most opportunity for qualified vendors to compete. Advise?

Anyway, after my long sad story, here is what I really need. I need to get going on this contract so that the playpen can get the website on board by 6/30. We would like to have a contract to send through the system Thursday or Friday at the latest. What do you think, can we make it? Tomorrow my calendar is open between 10 and 12 so if we need to speak directly, let me know. I will keep that open right now for this matter.

Have a good one.

**RETURN THIS COPY WHEN
PROCESSING CONTRACT**

5/14/2003

Re: Single Source Certification with Atomic Playpen for AYP School Improvement Tool

Jerry,

I was able to get more information from our IT staff to answer your questions.

While they understand that the June 30, 2003, deadline sets an aggressive schedule, it is necessary to meet federal requirements. They believe that the contractor will be able to complete the project by the deadline for the following reasons:

- Atomic Playpen is planning on allotting the majority of their development staff to work solely on this project.
- Atomic Playpen built the information architecture and designed all the front-end templates for CFL's new website and therefore are already familiar with the site's infrastructure and code.
- Atomic Playpen is also a Stellent certified partner. Stellent is a Content Management System that stores all of our online content. We are currently working on migrating all online applications (data collection systems, search systems, etc.) into Stellent as well and want to make sure that all new system fit into Stellent from the start. As a certified partner, Atomic Playpen understands the Stellent infrastructure and will require no time to become familiar with the product.

They also feel that the cost estimate of \$97,640 is reasonable for this project. This system is designed to be a reusable "wizard style" application; meaning that the security model, database structure, and java code will be able to be reused for future online training projects, regarding of content topic. The cost to develop this type of application is typically higher than for a more static system. In addition, a bid received earlier from a different contractor (Sligo) to build a similarly complex system came in at approximately the same cost. We have an initial rough breakdown of the costs by major project component, which I have also attached.

I hope this answers your questions. Please let me know if you need more information.

Heather Holt
582-1138

**RETURN THIS COPY WHEN
PROCESSING CONTRACT**

Project Component	Summary	Price
Strategy & Analysis	AP will develop 3 - 4 solutions that will meet the needs of MDE for the school improvement project keeping in mind that whatever solution we chose must be scalable for the future. AP will then conduct a "brainstorming session" with MDE to present the solutions. MDE with collaboration with AP will determine what solution or combination of solutions to proceed with.	\$ 6,900
Information Architecture	AP will create wireframe templates that will be utilized for detailing the precise allocation of screen real estate to design and copy elements, such as text blocks, images, icons, buttons, dropdown menus, etc.	\$ 6,940 ^A
Promotional Collateral	Take wireframes that were developed in IA and apply the original design developed for MDE including the addition of some of the content to create promotional collateral to show future users.	\$ 3,720 ^A
Production	development of jsp files with SQL 2000 database incorporated into Stellant CMS integrating with	\$ 67,280 ^A
QA Testing & Bug Fixing	The testing of the School Improvement section and fixing any bugs that may arise.	\$12,800 ^A
Total Cost		\$ 97,640

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) <i>Artemis Alliance</i>		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <i>A5 7354</i>
Beginning and Ending dates of contract: <i>January 15, 2004 - June 30, 2004</i>	Actual amount spent on contract: <i>\$68,760</i>	Funding Source: (State, Federal, Other – If Other, please identify) <i>Both</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>The development of four data collection systems with web interfaces and SQL databases for Early Childhood Screening, School Readiness, Early Childhood Family Education, and Safe & Healthy Learners. In addition, an on-line coordinator directory was created with a web-based add/edit ability and a searchable public interface.</i>		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: <i>The project was necessary to collect information needed to meet NENB guidelines and legislative reporting requirements. There was not staff available to work on the system in the time that was required. The project was completed on budget through a competitive bid ^{request for proposals} process.</i>		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>The project was completed within budget and to an acceptable quality. The original developer became unavailable requiring the use of a subcontractor. The contractor did demand an additional \$40,000 for the project, but when that demand was denied, they did finish the contract within the original budget.</i>		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. <i>Not applicable</i>		
Signatures:		
 MDE Authorized Representative	<i>10-27-04</i> Date	 Deputy Commissioner
		<i>11/8/04</i> Date

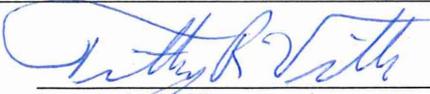
Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) <i>Metri-Tech</i>		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <i>A51320</i>
Beginning and Ending dates of contract: <i>7-1-03 - 6-30-04</i>	Actual amount spent on contract: <i>565,977</i>	Funding Source: (State, Federal, Other - If Other, please identify) <i>State and Federal</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>The development of The ELL Test (Test of Emerging Academic English) required staff and resources not available from within The state department.</i>		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: <i>This was Take on as part of a consortium of state which made the cost of developing the TEAE cost effective.</i>		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Metri-tech performed adequately on this contract although some the technical documentation is not up to APA, NCME, AERA, Standards. However, still adequate for documentation of The process.</i>		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services.		
Signatures:		
 MDE Authorized Representative	<i>10/11/04</i> Date	 Deputy Commissioner
		<i>10/20/04</i> Date

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) Harcourt Educational Measurement		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A 59903
Beginning and Ending dates of contract: 8/30/03 - 6/30/04	Actual amount spent on contract: 3,900,792	Funding Source: (State, Federal, Other - If Other, please identify) 100% Federal
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To build Grades 4, 6, and 8 MCA II's in reading and Mathematics, it was necessary to contract with a testing company to do the work in a sound Technical way and as efficiently as possible.		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: Having a dedicated testing company to handle item writing, Test material printing, ship, scoring, and reporting is both cost effective and efficient. The state is is not to be in the position to hire all the staff and buy the necessary equipment.		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Harcourt had numerous problems with its item development staff when I arrived in April. Harcourt has made improvements, but still lagging behind other vendors in quality of test items.		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. N/A		
Signatures:		
 MDE Authorized Representative	10/11/04 Date	 Deputy Commissioner
		10/13/04 Date

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) NCS Pearson		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A32577
Beginning and Ending dates of contract: 7/1/04 - 8/30/04	Actual amount spent on contract: 9,086,625	Funding Source: (State, Federal, Other – If Other, please identify) State and Federal
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To develop, maintain, and administer the MCA Grade 10 reading, MCA Grade 11 math, and the MCA/BST Writing. This included standard setting activities for reading and math.		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: The state use of Testing companies is both efficient and cost effective as the state would be hard pressed to buy necessary equipment, hire the appropriate personnel, and manage the administration and scoring of large-scale assessments.		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: NCS Pearson has performed well in its work this past year. They have provided good service and solid item quality.		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. N/A		
Signatures:		
 MDE Authorized Representative	10/11/04 Date	 Deputy Commissioner
		10/13/04 Date

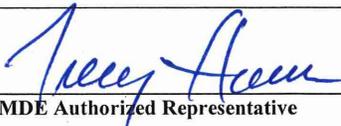
Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education						
Contractor's Name: (Exactly as it appears on the contract) CORD		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A49728				
Beginning and Ending dates of contract: 8/1/03-6/30/04	Actual amount spent on contract: \$57,675.61	Funding Source: (State, Federal, Other - If Other, please identify) Federal				
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose is to train Career and Technical education and mathematics teachers to work collaboratively on the design and integration of math concepts (especially algebra and geometry) in courses to enhance student achievement in an aligned way with state standards for mathematics and to support the agency's mission of high academic standards and achievement by all students.</p>						
<p>Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: This was more cost effective than developing the materials and designing and delivering the instruction.</p>						
<p>Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Contractors performance on work specified in contract met or exceeded specifications, work was completed on time, within budget and met over - all terms and objectives at a high performance level. Materials were of a high quality and contractor performed as requested.</p>						
<p>If this was a single source contract, explanation of why the agency determined there was only a single source for the services. N/A</p>						
<p>Signatures:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: bottom;">  _____ MDE Authorized Representative </td> <td style="width: 10%; text-align: center; vertical-align: bottom;"> 9/27/04 _____ Date </td> <td style="width: 50%; text-align: center; vertical-align: bottom;">  _____ Deputy Commissioner </td> <td style="width: 10%; text-align: center; vertical-align: bottom;"> 10/2/04 _____ Date </td> </tr> </table>			 _____ MDE Authorized Representative	9/27/04 _____ Date	 _____ Deputy Commissioner	10/2/04 _____ Date
 _____ MDE Authorized Representative	9/27/04 _____ Date	 _____ Deputy Commissioner	10/2/04 _____ Date			

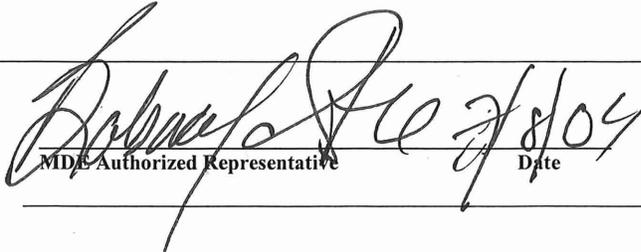
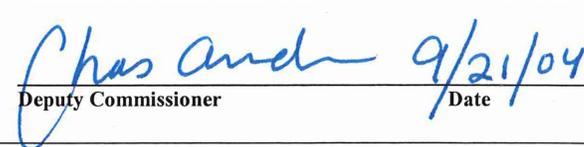
Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) University of Oregon, INTOCAREERS		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A52015
Beginning and Ending dates of contract: 7/1/03-6/30/04	Actual amount <u>spent</u> on contract: \$64,800.00	Funding Source: (State, Federal, Other - If Other, please identify) MCIS 200-E37-2114-217
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To obtain licence and services from intoCareers that are essential for the operation of the Minnesota Career Information System (MCIS).</p>		
<p>Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently:</p> <p>intoCareers is a nonprofit national office for a Consortium of 15 states. Costs to operate the career information system, such as programming and data development are distributed over 15 states.</p>		
<p>Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>intoCareers performed satisfactorily in all areas. Products and services were delivered on time for the fees stated in the contract.</p>		
<p>If this was a single source contract, explanation of why the agency determined there was only a single source for the services.</p> <p>No other contractor can provide this licence and services. intoCareers is the sole source provider for this service.</p>		
<p>Signatures:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  _____ MDE Authorized Representative </div> <div style="text-align: center;"> 9/27/04 _____ Date </div> <div style="text-align: center;">  _____ Deputy Commissioner </div> <div style="text-align: center;"> 10/7/04 _____ Date </div> </div>		

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) Teachers-Teachers.com		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A48078
Beginning and Ending dates of contract: June 1, 2003 – May 31, 2004	Actual amount spent on contract: \$92,000	Funding Source: (State, Federal, Other – If Other, please identify) Federal
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Providing Minnesota public school Special Education Directors' access to this national special education teacher recruitment resource. This allows Special Education Directors access to potential candidates nationwide interested in working in special education teaching positions. Special education teachers available to contact as potential candidates for employment will be listed in this resource by disability area. Technical assistance on how to use this online resource will be provided throughout contract period to all Special Education Director's offices. Sites will be updated with current information throughout the course of the contract.</i></p>		
<p>Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently:</p> <p>Teachers-Teachers.com is a nationally based operation that allows School districts to recruit from many different states. With Minnesota's shortage of special education teachers it is imperative our recruitment plan use the largest and only national resource to attract candidates.</p>		
<p>Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Teachers-teachers.com met all timelines and provided the services contracted for.</p>		
<p>If this was a single source contract, explanation of why the agency determined there was only a single source for the services. Minnesota public schools had unlimited access to this online teacher recruitment resource which resulted in a increase in the number of candidates eligible for special education teaching positions in Minnesota public school districts. This helped reduce the special education teacher shortages in Minnesota resulting in maintained and improved services to students with disabilities. There is no other company that can provide this extensive service.</p>		
<p>Signatures:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  _____ MIDE Authorized Representative Date </div> <div style="text-align: center;">  _____ Deputy Commissioner Date </div> </div>		

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) <i>go - e - biz . com</i>		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <i>A 29936</i>
Beginning and Ending dates of contract: <i>Nov. 01 - Oct. 03</i>	Actual amount spent on contract: <i>\$1,268,650.00</i>	Funding Source: (State, Federal, Other - If Other, please identify) <i>State</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>See attached</i>		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: <i>See attached</i>		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>See attached</i>		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. <i>This was not a single source contract.</i>		
Signatures: <i>Pinnaf Wason</i> <i>6/16/04</i> <i>Chas And</i> <i>6/17/04</i> MDE Authorized Representative Date Deputy Commissioner Date		

Report on Professional Technical Contracts Over \$50,000.00 Minnesota Department of Education

(Narrative Attachments for CFMS Contract Number A29936)

Summarize the purpose of the contact, including why it was necessary to enter into a contract:

The purpose of the contract was to identify and adapt up to date technology as a basis to improve the efficiency of a system which licenses school teachers, administrators, and related personnel. Some components of the legacy system were using very outdated technology, causing serious problems in processing of applications, frustrating key customers, and resulting in inefficient use of staff.

The Commissioner initiated the project into order to accomplish two major objectives:

1. To replace an outdated microfiche system used to manage licensure records. Maintenance costs were over \$100,000.00 per year.
2. The system for processing applications was also outdated and heavily dependent on manual processes which resulted in poor customer service: long processing times of applications (12-15 weeks), inefficient tracking of applications, stress to staff, and an inability to provide needed advising due to the need to manage paper, for example.

Thus, cost savings and improvements to customer service were the primary objectives; since it seemed that more up to date technology was available, the Department wished to automate as many of the processes as possible in order to cut down on costs and improve efficiency. Prior to the beginning of the contract, several attempts had been made to initiate projects to create these improvements. Due, however, to poor analysis and lack of available funding, the projects stalled.

School districts and licensure candidates (the Division of Personnel Licensing processed a large number of applications for licensure every year: on an average of 30,000) had voiced frustration over several years with the perceived long processing time of applications. Since hiring decisions were often contingent on processing of licensing applications, delays in processing were causing many districts and candidates to be outspoken in their criticism to the Department and elected state representatives. Complaints were routine, and licensure applications were routinely backed up, and many teachers were not able to be licensed in a timely manner. Candidates pay a fee for the licensing processing, and believed they were not receiving the service for which they were paying.

Staff were also very frustrated with this situation since they lacked the tools to process paper in a more speedy manner, and the microfiche system was cumbersome, slow, and lacked the needed security to insure records were efficiently and properly managed. Also, staff spent an inordinate amount of time

managing paper, and given the fiscal constraints on staffing, the relatively small staff of the Division was overly focused on paper shuffling and could not provide the level of advising which the complex system in Minnesota requires. The overall perception of the Department and the Division was negative: customer service was very poor as a result of lacking needed technology or using outdated technology.

There was a great deal of pressure on the Department to resolve these issues, and support from the Legislature and the Board of Teaching to make needed improvements. As a result of this pressure and a genuine desire to provide a better standard of service, the Department put out an RFP with specifications for a system which would improve the handling of paper applications, automate processing of applications, replace the microfiche system, provide cost savings, free up staff to provide needed advising to customers, improve the system for tracking of teacher renewal units and renewing of applications, improve data tracking, eliminate reliance on paper, etc.

Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently:

The amount spent has provided a significant return on the investment and effectively accomplished the following:

- Replaced the microfiche management system, resulting in direct production and maintenance savings of app. \$100,000.00 per year. The new scanning system virtually eliminates 90% of production and maintenance costs.
- Eliminated the need to maintain storage for paperwork by implementing a system to scan and store documents using imaging technology.
- Provided a 50% or better improvement in the processing of application times: reduced that time from 12-15 weeks, to 4-6 weeks and less.
- Eliminated 70% of the paperwork that used to be handled by staff.
- Allowed staff to process license applications such that we no longer have a negative impact on school staffing decisions.
- Improved tracking of data needed for use for policy makers and integrated the systems with current Department systems. For example, we now have a web based survey to provide information on the supply and demand for teachers and other school personnel during a time of critical discussion around these issues.
- Provided a means for on-line tracking of continuing education units by school districts, resulting in savings to the Department and school districts; within the first year of the system, over a third of all districts are using this system.
- Provided a means by which candidates can renew and pay for renewal applications on-line, resulting in efficiency for candidates and a reduction of paperwork for staff.

- The Department has invested in high quality hardware which not only will provide better functionality, but was purchased in order to last and reduce dependence on outside vendors for maintenance and upgrades. Current IT staff, therefore, are able to provide most of the support and maintenance of the systems.
- Greatly increased customer satisfaction; complaints have dropped to almost none.
- Staff are available to advise and consult with candidates, school districts, and other customers about more critical needs.
- Staff have reported greater satisfaction and productivity, and much less stress, as a result of the implementation of the scanning system and other new systems (integrated with new phone system, which was a separate expenditure).
- Security problems with confidential documents leaving the building (to be microfiched), and being lost in the paper shuffle have been eliminated.
- Systems were designed to minimize impact (i.e., cost) on legacy systems and designed, program, and implemented in such a way to minimized unnecessary changes.
- The public perception of the Department has been greatly enhanced as an efficient organization that provides services for the fees it collects.
- The systems created are recognized as state of the art across the country, and have allowed us to comply with some of the mandates of "No Child Left Behind" by having an efficient system which licenses teachers.

Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, costs, and overall performance in meeting the terms and objectives of the contract:

Overall, the performance of the contractor (go-e-biz.com) has been outstanding and the key reason for the success of the project. They provided not only excellent programming and technology services, but also excellent project management. They required, for example, that we have risk plan, provided detailed project management outlines, created a communication plan, thorough research and analysis of our needs, etc.. More specifically:

1. Timeliness: Every module was planned and scheduled and delivered on-time. The contractor made an extraordinary commitment to make sure all services were delivered on time, and did not fail to do so.
2. Quality: Staff from the contractor seemed to be very seasoned. The quality of the programming provided, contract management, cost estimates, responsiveness to our needs, quality of the products, was as high or higher than specified or expected. Overall, the contractor was customer focused, which is sometimes not true for a technology contractors. Staff and customers report great satisfaction with the products and the way they were implemented. Any problems were quickly and efficiently resolved, and contractor staff were very sensitive to the

integration of their work with the work of our staff and the Department. Evaluation from staff was excellent.

3. Cost: The perception is that the products delivered are of high quality and that we have received what we have paid for. In comparing the success of our systems to similar systems in other states carried out by other contractors, I have noted that systems in other states are often more expensive and, in numerous cases, not as successful as ours were. The contract manager in the Department who provided oversight of the contact for the IT department was constantly monitoring costs and was satisfied that these were in line with standards costs for technology and services.
4. Overall performance: This contractor seems to be the model for what a contractor should be in working with the state. During the course of the contact we went through great challenges which were all attributable to the state: loss of funding, virtual government shutdown, confusing and extensive paperwork, delays in processing of contracts, and other unusual challenges unique to state government. The contractor was extremely flexible and patient, and allowed none of these events as an excuse to diminish their services. Overall, everything envisioned in the contact was delivered by the contractor at a level equal to above the statement requirements of the RFP.

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education										
Contractor's Name: (Exactly as it appears on the contract) DATA RECOGNITION CORPORATION		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A 39708								
Beginning and Ending dates of contract: August 16, 2002 – October 31, 2003	Actual amount <u>spent</u> on contract: \$ 5,497,293.60	Funding Source: (State, Federal, Other – If Other, please identify) STATE / FEDERAL								
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The state doesn't have resources to construct, administer and score tests in Basic Skills Tests (Grades 8-12) and Minnesota Comprehensive Assessments in Reading, and Mathematics (Grades 3, 5, and 7).										
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: Using outside vendor is the only option when state doesn't have the resources to do this.										
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: See attached.										
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. NA										
Signatures: <table><tr><td>_____</td><td>_____</td><td><i>Chas Anderson</i></td><td><i>5/18/04</i></td></tr><tr><td>MDE Authorized Representative</td><td>Date</td><td>Deputy Commissioner</td><td>Date</td></tr></table>			_____	_____	<i>Chas Anderson</i>	<i>5/18/04</i>	MDE Authorized Representative	Date	Deputy Commissioner	Date
_____	_____	<i>Chas Anderson</i>	<i>5/18/04</i>							
MDE Authorized Representative	Date	Deputy Commissioner	Date							



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Quality control was a major theme in the RFP, proposals from responders and the final contract with DRC. Key aspects of quality control referred to in the contract include:

- item quality
- test construction
- translations
- test proofing
- test delivery

Item Quality

Some items brought to MDE had problems. However, the issue was resolved between MDE and DRC.

Test Construction

Comprehensive records of the drafts of tests, problems and flaws and reasons for rejection are maintained. Examples include

- drafts have included items that have not been field tested in the base test
- all 36 items from last year's field test on four passages were included in a draft of the BST reading test.

MDE felt it was necessary to expend resources in identifying such problems.

MDE is working with DRC to improve test construction. Progress has been made as it relates to the tests administered during the 2003-04 school plan.

Translations

The Spanish translation of the MCA grade 5 test had errors (omitted verbs, repeated distractor) in at least four items.

Test Printing

Bubbles were printed faintly or not at all on two pages of some copies of grade 3 test booklets.

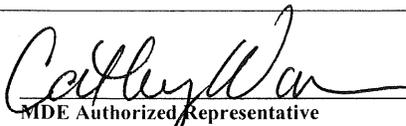
Test Delivery

MCA tests were delivered over a week late.

Report on Professional Technical Contracts Over \$50,000.00

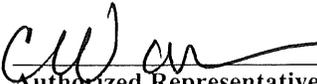
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Agency: **Department of Education**

Contractor's Name: (Exactly as it appears on the contract) Computer Aid, Incorporated		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A36845	
Beginning and Ending dates of contract: 6/28/02 – 7/31/03	Actual amount <u>spent</u> on contract: \$1,168,618.00	Funding Source: (State, Federal, Other – If Other, please identify) State	
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The department was required under Minnesota Session Laws 2001, First Special Session, Chapter 6, Article 2, Section 64 to contract with an independent school evaluation services contractor to evaluate and report on the academic and financial performance of the state's independent school districts using six core categories of analysis.			
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: The Statute referenced above required the department to contract with an independent school evaluation services contractor in order to deliver this product. The project came in under budget			
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Contractor met the timelines of the project, delivered good quality products within the project budget. The contractor met the terms and conditions of this contract.			
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. <p style="text-align: center;">N/A</p>			
Signatures: <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  _____ MDE Authorized Representative </div> <div style="text-align: center;"> April 27, 04 _____ Date </div> <div style="text-align: center;">  _____ Deputy Commissioner </div> <div style="text-align: center;"> 4/29/04 _____ Date </div> </div>			

**Minnesota Department of Education
Over \$40,000.00 Contract Summary Report**

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subd. 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A38843		Contractor's Name: (Exactly as it appears on the contract) Tech-Pro, Incorporated	
Actual amount <u>spent</u> on contract: \$38,760.00	Beginning and Ending dates of contract 8/02/02 – 6/28/03	Funding Source: (State, Federal, Other – If Other, please identify) State	
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Minn. Stats. § 16E.04 subd. 3 requires a risk assessment / risk mitigation plan for all information systems development projects estimated to cost more than one million dollars that are undertaken by a state agency in the executive or judicial branch by a constitutional officer. The School Academic and Financial Performance Evaluation Project (SAFPE) contract was valued at \$1.4Million. The purpose of this project was to conduct a risk assessment / risk mitigation plan on the above referenced project.</p> <p>The goals of this project were:</p> <ul style="list-style-type: none"> ▪ Identify and assess the risks associated with the SAFPE Project ▪ Recommend strategies for mitigating and managing the risks identified ▪ Review deliverables and monitor risks throughout the life cycle of the project. 			
<p>Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.</p> <p>This project was required by Minnesota Statute as it was the risk assessment / risk mitigation plan which was conducted on an information technology development project – School Academic and Financial Performance Evaluation Project (SAFPE). Minn. Stats. § 16E.04 subd. 3 requires a risk assessment / risk mitigation plan for all information systems development projects estimated to cost more than one million dollars that are undertaken by a state agency in the executive or judicial branch by a constitutional officer. Due to these requirements as well as the requirement, as stated in the Minnesota Session Laws 2001, First Session, Chapter 6, Article 2, Section 64, that the SAFPE project shall be completed by an independent school evaluation services contractor, the department would not have been able to maintain the project goal of objectivity if state employees had developed the risk assessment / risk mitigation plan for the SAFPE project. The project was completed under budget and the deliverables received from the contractor were acceptable and provided valuable information to the development team.</p>			
<p>Signatures:</p> <p>   </p> <p> Authorized Representative _____ Date <u>April 27, 04</u> Deputy Commissioner _____ Date <u>4/29/04</u> </p>			

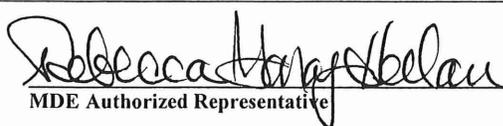
Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education	
Contractor's Name: (Exactly as it appears on the contract) Stone Arch Creative	CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A482 -
Beginning and Ending dates of contract: 5/20/2003 12/31/2003	Actual amount spent on contract: 60,000
Summarize the purpose of the contract, including why it was necessary to enter into the contract: Produce a multi-lingual video that included multiple audio tracks for students, educators and community leaders. <i>grant</i>	
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: Producing one video that had multiple audio tracks (Hmong, Somali, Spanish, English) was much cheaper than creating separate products/scripts for each language group. The video was a direct-distribution piece and also had cable TV air time. We	
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The resulting product was of excellent quality. There were serious timeline delays by the vendor at the start of the project. The state was insistent that the product ultimately come in on time and at budget. <i>later converted it to a DVD, for a modest charge through another firm.</i>	
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. N/A	
Signatures: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <i>Cynthia Sogakson</i> _____ MDE Authorized Representative </div> <div style="text-align: center;"> 4/14/04 _____ Date </div> <div style="text-align: center;"> <i>Chris Andrus</i> _____ Deputy Commissioner </div> <div style="text-align: center;"> 4/19/04 _____ Date </div> </div>	

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) University of St. Thomas		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A44540
Beginning and Ending dates of contract: November 25, 2002-September 30, 2003	Actual amount spent on contract: \$329,125.99	Funding Source: (State, Federal, Other – If Other, please identify) Federal Funds
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The 2002 No Child Left Behind legislation encourages partnerships with higher education institutions in order to provide research-based technical assistance to schools not making adequate yearly progress.</p>		
<p>Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently:</p> <p>The collaboration with the University of St. Thomas provides a crucial link with a higher education institution with expertise of research based teaching and learning practices, as described in federal legislation. As a teacher training center, UST, provides educators with the latest educational research as they are involved in working with schools in addressing the challenges of meeting the needs of urban learners.</p> <p>The continuation of a partnership which began in 1995 with UST, provides the most cost effective and timely way for the Department to provide the services to the schools identified in need of improvement.</p>		
<p>Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>By maintaining regular communication with the UST staff, we ensure that all activities are implemented on a timely basis, with a high degree of professionalism which meet or exceed the terms of this contract's objectives. Workshop participants, often comment on the positive atmosphere created by the higher education staff and ideal learning environment.</p>		
<p>If this was a single source contract, explanation of why the agency determined there was only a single source for the services.</p> <p>In order to meet the requirements and timelines of the 2002 and to continue to receive the federal funds, we had to expand the work that had been developed with the University of St. Thomas in 1995. It would have been difficult and to find another academic institution with the qualifications and experience in providing research-based assistance. To start over with a new contractor would have been very costly both in terms of funds and in the time required to work with a new contractor to recreate this project.</p> <p>The University of St. Thomas provides us with a high quality school support network at a very minimal cost.</p>		
<p>Signatures:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  MDE Authorized Representative </div> <div style="text-align: center;"> 4/8/04 4-25-04 Date </div> <div style="text-align: center;">  Deputy Commissioner </div> <div style="text-align: center;"> 4/9/04 Date </div> </div>		

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) Seward, Inc.		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A54753
Beginning and Ending dates of contract: 10/22/2003 to 2/27/2004	Actual amount <u>spent</u> on contract: \$50,800	Funding Source: (State, Federal, Other – If Other, please identify) Federal grant
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to develop a custom application to serve as a prototype for an assessment of listening and speaking skills of limited English proficient students in grades 9-12. The contract with Seward, Inc. required the creation of a user interface for the assessment, plus integrating the speech recording and scoring functionality provided by a separate contractor. Seward also created a website to upload data and audio files from the assessment to a master database, as well as for the rating of student spoken responses by MDE project staff and teachers. The project required advanced resources and programming skills which were not available within MDE.		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: The contract was a cost effective way to create a custom, fully functioning prototype of the computer-delivered assessment because specialized skills and manpower were utilized on a short term basis that were not available within the Department, including elearning development, instructional design, interactive programming, website design and database development.		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Overall, I feel the contractor successfully completed all requirements of this challenging project, while working under a tight deadline. Seward was extremely responsive to the MDE project team's requests, and committed to a high quality product. The project ended up requiring more work on the contractor's part than originally estimated, so the cost was reasonable for the amount of work performed. One of the challenges of the project was that the contractor had to collaborate with a contractor from another state, chosen by MDE, to integrate the recording function and the automatic scoring of speech into the prototype, introducing variables beyond their control. This contributed to the need for an amendment to the contract to extend the deadline by one month. One suggestion would be increased quality control by Seward staff throughout the programming process, but the contractor worked diligently to address all problems as quickly as possible.		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. 		
Signatures:		
 MDE Authorized Representative	4/1/04 Date	 Deputy Commissioner
		4/7/04 Date

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) Computer Aid Inc.		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A49372
Beginning and Ending dates of contract: June 3, 2003 – October 31, 2003	Actual amount <u>spent</u> on contract: \$83,600.00	Funding Source: (State, Federal, Other – If Other, please identify) State
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This contract was a staff augmentation necessitated by federal No Child Left Behind Adequate Yearly Progress requirements of providing a 30 day window correction process and system. In order to meet federal NCLB timelines for calculation and display of AYP results prior to the beginning of the school year, it was necessary to extend the IT staff. Due to staff cutbacks and attrition, IT did not have the staff resources to create a system needed in such a short time line and so it was necessary to enter into this contract.</p>		
<p>Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently:</p> <p>It was very cost-effective to contract for the necessary skills and Java expertise to build the system. Training staff is expensive and even though they have the historical knowledge, the learning curve for what was needed for application development would have been costly and created a delay that would not meet federal timelines.</p>		
<p>Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The Contractor's work was excellent. The Contractor was able to develop in Java using department methodologies and frameworks to deliver an electronic AYP correction system in a timely manner to meet federal timeline requirements.</p>		
<p>If this was a single source contract, explanation of why the agency determined there was only a single source for the services.</p> <p>N/A</p>		
<p>Signatures:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  _____ MDE Authorized Representative /Date </div> <div style="text-align: center;">  _____ Deputy Commissioner /Date </div> </div>		

Report on Professional Technical Contracts Over \$50,000.00

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency to submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Agency: Department of Education		
Contractor's Name: (Exactly as it appears on the contract) <i>Large Consultants</i>		CFMS Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <i>A28826</i>
Beginning and Ending dates of contract: <i>10/01/01 - 6/30/03</i>	Actual amount <u>spent</u> on contract: <i>Total of contract</i>	Funding Source: (State, Federal, Other - If Other, please identify) <i>Federal</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>The contract was for the purpose of having the State Special Education Improvement Grant evaluated by an outside source.</i>		
Explanation of why this amount was a cost-effective way for the agency to provide its services or products better or more efficiently: <i>The evaluation was done formatively and this allowed for continual improvement of the State Improvement Grant projects.</i>		
Evaluation of the contractor's performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Excellent performance in terms of keeping to agreed upon timelines, quality of reports was very high costs were as agreed, and support and information sharing with department excellent.</i>		
If this was a single source contract, explanation of why the agency determined there was only a single source for the services. <i>N/A</i>		
Signatures:		
<i>X</i>	<i>Emily B. Knight</i> MDE Authorized Representative	<i>7-23-03</i> Date
	<i>Chas And</i> Assistant Commissioner Office of Finance and Administrative Services	<i>7/23/03</i> Date

Minnesota Department of Education

Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) A44747		Contractor's Name: (Exactly as it appears on the contract) University of Oregon, INTOCareers	
Actual amount <u>spent</u> on contract: \$ 65,650.00	Beginning and Ending dates of contract 7/1/02-6/30/03	Funding Source: (State, Federal, Other – If Other, please identify) paid for by user fees paid by those using the MCIS system	

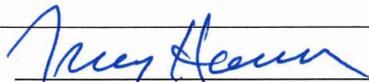
Summarize the purpose of the contract, including why it was necessary to enter into a contract.

This contract is essential for the operation of the Minnesota Career Information System (MCIS). It authorizes the use and distribution of licensed software and technical services from intoCareers at the University of Oregon.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

intoCareers is the sole source vendor for the license and services provided for this contract. The license and services are essential for the operation of the Minnesota Career Information System (MCIS). MCIS software is used by students and adults in over 600 sites in Minnesota. Operating in a competitive market MCIS is the preferred choice of these sites.

Signatures:

 9/8/03
 Authorized Representative Date

 9/29/03
 Assistant Commissioner, Office of Finance and Administrative Services Date

Minnesota Department of Education
Over \$40,000.00 Contract Summary Report

This summary is being submitted in accordance with the requirements of M.S. 16C.08, Subdivision 4(c).

Contract Number: (CFMS Contract No. on the contract or from the Encumbrance Worksheet) <i>A 36632</i>		Contractor's Name: (Exactly as it appears on the contract) <i>Teachers - Teachers.com</i>	
Actual amount spent on contract: \$ <i>88,900</i>	Beginning and Ending dates of contract <i>6/1/02 - 5/31/03</i>	Funding Source: (State, Federal, Other - If Other, please identify) <i>Federal</i>	

Summarize the purpose of the contract, including why it was necessary to enter into a contract.

Purpose

Membership and access to Teachers-Teachers.com will provide an efficient means for connecting candidates with Minnesota school districts. It will pool the recruiting resources of all the school systems in the state. All schools will have equal access to candidates to fill special education teaching positions. This opportunity will encourage communication with candidates in other states who are interested in teaching in Minnesota, which will result in a decrease in the need for Minnesota special education directors to travel to other states to find candidates.

Explanation of why the amount spent on this contract was a cost-effective way of enabling the agency to provide services or products better or more efficiently.

It will pool the recruiting resources of all school systems in the state and nationwide. All schools will have equal access to candidates to fill special education teaching positions. This opportunity will encourage communication with candidates in other states who are interested in teaching in Minnesota, which will result in a decrease in the need for Minnesota special education directors to travel to other states to find candidates and ultimately decrease teacher shortages in special education.

Teachers-Teachers.com partners with National Education Association (NEA), American Association of Colleges for Teacher Education, National Association of State Directors of Special Education (NASDSE), Council for Exceptional Children (CEC) and Teach for America. After attending many national conferences and meeting with NEA, CEC, and NASDSE it is concluded Teachers-Teachers.com is the only recruitment internet service that supports this and maintains these national connections and can provide access to this national talent pool.

Signatures:

W.B. McMillan
for Dave Stahle *6/13/03*
 Authorized Representative Date

Chas And *6/27/03*
 Asst. Commissioner Fin. & Admin Services Date

Emergency Medical
Services Regulatory
Board

Kelly Heffron

Date sent: Tue, 23 Feb 2010 11:48:16 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/23/2010.

project: Technical Assistance/Hosting Contract-MNSTAR System

id_part1: H7S

id_part2: 2172

cfms: A74803

vendor: ImageTrend, Inc

agency: Emergency Medical Services Bd

evaluator: Talia Landucci and Robert Norlen

eval_date: 02/23/2010

purpose: The purpose of the contract was for the contractor to provide technical assistance to the web-based Minnesota State Ambulance Reporting (MNSTAR). MNSTAR collects run data on all ambulance calls statewide in accordance with Minnesota Statutes. The technical assistance helps to provide system sustainability, updates and enhancements as they become available. The contractor also hosts the web-server at a secure off-site location to ensure data security and system availability.

accomplished: Yes

contract_date: 12/31/2009

actual_date: 12/31/2009

contract_cost: \$50,000

actual_cost: \$37,821

cost_effective: The EMSRB feels the contractual amount is a very cost-effective way to ensure continued availability and usage of the web-based MNSTAR system. The contractual costs ensure a secure-site for this web application which is mandatory to address data privacy concerns as well as including an infrastructure to ensure site availability by the participating ambulance services throughout the State of Minnesota. Providing these services by the EMSRB is essential to the overall enterprise/agency strategic plan to collect EMS data on all incidents in the State of Minnesota for reporting and informational purposes.

Cost-effectiveness is outlined by receiving the following services from the contractor: Provide overall technical assistance and maintenance with the operation and functions of the MNSTAR EMS web-based data collection system. Provide and install updates to the EMS database as needed to ensure system import and export features are functioning as designed. Analyze, provide and install fixes to errors or problems with current version of ColdFusion application used in MNSTAR. Analyze, provide and install all fixes to features in MNSTAR including but not limited to system report writer, knowledge base and emergency alerting system. Provide and install system updates to ensure compliance with

current NHTSA/NEMSIS requirements. Maintain database mapping systems to ensure EMS data can be collected from a variety of system architectures. Provide and install software upgrades, application fixes and enhancements as they become available for EMS web-based data collection systems (MNSTAR). Provide technical documentation related to software upgrades, installations, application fixes and enhancements to the web-based data collection system (MNSTAR). Server hosting site must be configured for maximum of security and stability and have the following capabilities:

- o Dry powder sprinkler system
- o Gas generator power backup
- o Climate controlled
- o 24/7/365 network monitoring
- o Guaranteed uptime is 99.9%
- o 4u of Rack space in secured private case
- o 5 Useable IP addresses
- o Triple redundant, high-speed internet connections over fiber optics
- o 5 gigabytes (GB) of bandwidth per day with additional bandwidth available as needed
- o Remote access to system monitoring services

amended: No

terminated: No

engage: Yes

engage_e: The contractor has been more than a vendor of a software system for EMS data collection in Minnesota. The contractor has been a true partner with the EMSRB in our EMS data collection initiative. The contractor continues to provide the EMSRB ongoing system support which ensures that MNSTAR remains operational and is compliant and up-to-date with current computer technology and National data requirements. The contractor is a reliable, customer focused, EMS Data Collection software and support contractor.

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Emergency Medical Services Regulatory Board		
Contractor Name: ImageTrend	CFMS Contract Number: A23471	
Project Name: Minnesota Statewide EMS Data System Development	Project Number: N/A	Project Duration (Dates): June 4, 2001 – July 12, 2002

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The Minnesota Emergency Medical Services Regulatory Board (EMSRB) has developed and implemented a strategy to incrementally move toward the collection of pre-determined emergency medical services (EMS) data from all licensed ambulance services in Minnesota. Through the direction of a "stakeholder" workgroup, two tracks were identified to accomplish this.

- First, test the ability of vendors to electronically collect and submit EMS data from ambulance services. Rural, volunteer providers not currently collecting EMS data were one of the targeted populations.
- Create an environment in which EMS systems already collecting EMS data can submit the data to the EMSRB. Statutory language was sought and achieved in 1999 to give the EMSRB the legal ability to collect EMS data from all ambulance service providers in the manner prescribed by the Board, thus granting the necessary authority to support this RFP.

Ambulance services in Minnesota perform just under 400,000 runs annually. Much of the EMS run data is collected individually by larger ambulance services. Currently, this data resides in disparate systems, making it impossible to analyze data on a statewide, aggregate basis. By transporting EMS data from existing systems the EMSRB anticipates receiving approximately 60 percent of the statewide run volume.

The EMSRB contract included:

- Develop a method to extract existing EMS data from ambulance service systems and to electronically transport the data to the EMSRB data repository.
- Design a web-based application to query and export these data to other state databases, e.g., Crash Outcomes Data Evaluation Systems (CODES) at the Department of Public Safety, Traumatic Brain Injury/Spinal Cord Injury Database at the Department of Health.

The data to be collected was to be consistent with the elements specified in the EMSRB-approved data dictionary, modeled after the National Highway Traffic Safety Administration (NHTSA) Uniform Data Element Dictionary Format.

Billable Hours (if applicable): N/A	Total Contract Amount: \$287,950	Source of Funding: General Fund
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Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:

The end result of this contract was the creation of a web based data collection system called MNSTAR, the Minnesota State Ambulance Reporting system. By developing MNSTAR as a web enabled application, the EMSRB avoided creating software that required local installation on hardware that met minimum requirements of the system. A web based application also avoids the costly and time consuming process of developing new versions of the software, sending the new versions to the end user, and supporting the user during the installation process.

MNSTAR also allows ambulance providers to select one of four different methods to electronically transfer data to MNSTAR. Ambulance providers can choose from direct data entry into the web application, exporting data from Firehouse software, importing data via a Microsoft Access database, or uploading an ODBC (Open Database Connection) compliant database. This range of options allows the smallest rural ambulance service to the largest metropolitan ambulance service to electronically transfer data to MNSTAR with minimal cost and effort.

Agency Head Signature: 	Title: Executive Dir.	Date: 2/15/02
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Employee Relations

Kelly Heffron

Date sent: Tue, 1 Sep 2009 09:23:23 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/01/2009.

project: IBM FileNet Remote Administration Systems Consultant

id_part1: B22

id_part2: 2233

cfms: B15916

vendor: IBM (FileNet Lab Services)

agency: Employ & Econ Development Dept

evaluator: Bruce Berntson

eval_date: 09/01/2009

email_list: bruce.berntson@state.mn.us

purpose: Unemployment Insurance Webclaim System uses FileNet for storage of Employer and Client Documents and Workflows. We have engaged FileNet Remote System Administration (RSA) Services to monitor, upgrade, support, and help us maintain the FileNet modules and components. We do not have the FileNet expertise on staff and FileNet Administrators demand a high salary per year, which as a state agency, does not conform to our state salary structure and therefore, we have no other means of providing this critical resource.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 90,000.00

actual_cost: 90,000.00

cost_effective: This contract was the only method we have of provide Remote FileNet Administration for Unemployment Insurance System. Remote Administration is more cost effective than relocating a consultant to St. Paul for the delivery of FileNet Administration.

amended: No

terminated: No

engage: Yes

comments: We have been extremely satisfied with IBM FileNet RSA Support.

Kelly Heffron

Date sent: Fri, 21 Aug 2009 15:14:15 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/21/2009.

project: OHE File Conversion and EDMS Application Development
id_part1: G46
id_part2: 2148
cfms: B13785
vendor: Macro Consulting Group
agency: Employee Relations Dept
evaluator: Dan Sunder
eval_date: 08/21/2009
purpose: Necessary skills and staff availability to set up OHE for EDMS.
New application.
accomplished: Yes
contract_date: 06/30/2009
actual_date: 06/29/2009
contract_cost: 0
actual_cost: 0
cost_effective: Allowed for faster deployment of application and
subsequent cost savings realization was sooner.
amended: No
terminated: No
engage: Yes
comments: Consultant could have doen a better job of communication needs
and requirements on scanning station issue. I am not sure of the original
dollar amount of contract so I will enter 0.

Kelly Heffron

Date sent: **Wed, 30 Jul 2008 17:08:07 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 30, 2008 at 17:08:07

_config: vendeval
project: Resumix On-going Support & Maintenance
id_part1: G24
id_part2: 2028
cfms: A51039
vendor: HRworX, Inc
agency: Employee Relations Dept
evaluator: Laurie Hansen
eval_date: 07/30/2008
purpose: The contract was necessary to allow the state to construct a state-wide applicant tracking system to meet the state's needs
accomplished: Yes
contract_date: 07/01/2003
amended_date: 06/01/2007
actual_date: 06/30/2008
contract_cost: 29,850
amended_cost: 330,082.97
actual_cost: 359,932.97
cost_effective: This contract "evolved" over its 5 year life span. While it appears that the original contract was to install a vendor supported system, Resumix, a number of issues surfaced that needed to be addressed so that the state could move forward with this project. The original vendor was deficient (not this contract) and had to be replaced. A technical state support staff member left which required the contract to be amended for ongoing technical support, finally, the software vendor, Resumix went out of business. HR WorX was contracted with to finish the development of the system component and in later years of the contract to provide on going maintenance and support.
amended: Yes
amended_e: The contract was amended as stated in #5 above.
terminated: No
engage: Yes
engage_e: We are currently finishing up a new contract with this vendor to provide no-going maintenance and support for the State's on-line applicant tracking system and web tools.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Employee Relations		
Contractor Name: Eide Bailly Employee Benefits	CFMS Contract Number: A-43844	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): January 1, 2003 to December 31, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contractor administered the State of Minnesota pre-tax benefits plan and the Minnesota State Colleges and Universities healthcare reimbursement accounts. It was necessary to enter into a contract for these services because no state employee has the broad experience and expertise necessary to administer these programs. It was necessary to complete the RFP process and enter into a contract to ensure that the most appropriate vendor was chosen to complete these responsibilities in the most cost-effective manner possible.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$3,275,400.00	Source of Funding:
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The work done by the contractor provided assurance that the pre-tax program was administered effectively. The program permitted FICA savings to the State and tax savings to the participants; in each year of the contract the program was shown to save the State more than \$1 million. In addition, there were performance measures for each year of the contract by which the vendor was compensated or assessed for the manner in which it fulfilled its responsibilities.</p> <p>Lastly, the expertise to administer a claims processing environment for pretax programs would be cost prohibitive. Startup costs related to staffing additional positions, IT infrastructure and other significant cost factors make contracting for such services more cost effective. In addition, SEGIP would be challenged to maintain the necessary expertise regarding federal IRS regulations to effectively administer such programs.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The quality of Eide Bailly's work and its overall performance was excellent. The firm's charges are extremely favorable. The working relationship our staff has developed with Eide Bailly staff has come to be a valuable component of the contract.</p>		
Agency Head Signature: 	Title: Director, EID	Date: 1/8/08

Kelly Heffron

Date sent: **Fri, 10 Aug 2007 12:20:15 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Carol.Stein@state.mn.us
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, August 10, 2007 at 12:20:15

_config: vendeval
project: Authoria Human Resource Management Integration
id_part1: G24
id_part2: 1418
cfms: A65290
vendor: Authoria, Inc.
agency: Employee Relations Dept
evaluator: Carol Stein
eval_date: 08/10/2007
email_list: carol.stein@state.mn.us
purpose: Authoria provides human resource knowledge models reflecting current regulatory requirements and logical user organization with the ability to adapt content to the State and integrate with SEMA4. The pre-configured connector to PeopleSoft (SEMAA4) produces personalized, employee-specific information supporting current and future electronic access and service delivery such as on-line insurance enrollment. The purposes of the contract were: 1) Consulting services for project management and implementation; 2) Training DOER functional and technical staff to implement and maintain Authoria; 3) Product support, maintenance and upgrades including content revisions to reflect legal and regulatory changes; and 4) User licensing of Authoria products. The contract was necessary because successful performance required comprehensive expertise in Authoria products to train, advise and assist staff in configuring content and implementing the system so that DOER had the ability to author new and modify built-in content and flow, independently deploy additional functionality and maintain system and content on an on-going basis. Because of its patented technology and unique relationship with PeopleSoft, Authoria is the only source for the services required.
accomplished: Yes
contract_date: 06/30/2007
actual_date: 06/30/2007
contract_cost: \$552,390.0
actual_cost: \$514,726.6
cost_effective: Statute directs DOER to assist employees and dependents in understanding and obtaining responses to questions about their

benefits and coverage. Regardless of time or the individual's location, Authoria makes available personalized benefits assistance and decision-making support that is otherwise impossible. As the chief personnel and labor relations manager for the Executive Branch, the Commissioner must operate a system for the retrieval of employee data and use technology to improve agency productivity, customer service and information access. Through Authoria's greater information access and self service retrieval, employees are able to answer more questions themselves, allowing DOER to focus on more complex and systemic issues and enhancing agency productivity and customer service. Authoria is also better and more cost effective than available alternative solutions. Attempting to develop a comparable knowledge system using internal resources would involve a far greater - if not prohibitive - level of time and money. Continuing the current process of providing generic information and handling questions individually is no longer sustainable and fails to advance state goals of greater user access and electronic service delivery.

amended: No

terminated: No

engage: Yes

engage_e: Beyond the vendor's products and services fulfilling our expectations, both local and corporate representatives demonstrated a high level of commitment and support for the State's adoption of Authoria. They were responsive and flexible in providing individual assistance and adapting work sessions, training, etc. to make best use of staff time.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 4:28 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 16:27:35

_config: vendeval
project: Workers Compensation Program Software Development, Maintenance and Support
id_part1: G24
id_part2: 271
cfms: A16105
vendor: GenSource Corporation
agency: Employee Relations Dept
evaluator: Allison Huiras@state.mn.us
eval_date: 09/29/2006
purpose: To provide on-going maintenance to GenComp, GenRisk and operating system software
for the purpose of managing the State worker's compensation claims. To provide
programming services to
customize software to meet the State's specific needs. To upgrade the
software to the most current version prior to the end of the contract period.
accomplished: Yes
contract_date: 01/01/2001
actual_date: 01/01/2001
contract_cost: \$605,000
actual_cost: \$597,849
amended: No
terminated: No
ngage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 4:29 PM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 16:28:50

_config: vendeval
project: Workers Compensation Program Software Development, Maintenance and Support
id_part1: G24
id_part2: 271
cfms: A16105
vendor: GenSource Corporation
agency: Employee Relations Dept
evaluator: Allison Huiras@state.mn.us
eval_date: 09/29/2006
purpose: To provide on-going maintenance to GenComp, GenRisk and operating system software for the purpose of managing the State worker's compensation claims. To provide programming services to customize software to meet the State's specific needs. To upgrade the software to the most current version prior to the end of the contract period.
accomplished: Yes
contract_date: 01/01/2001
actual_date: 01/01/2001
contract_cost: \$605,000
actual_cost: \$597,849
cost_effective: To upgrade the software to the most current version prior to the end of the contract period.
mended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, September 29, 2006 2:43 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Allison.Huiras@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, September 29, 2006 at 14:42:41

_config: vendeval
project: Workers' Comp Program Software Development, Maint., and Support
id_part1: G24
id_part2: 271
cfms: A16105
vendor: GenSource Corp
agency: Employee Relations Dept
evaluator: Allison Huiras
eval_date: 09/29/2006
email_list: allison.huiras@state.mn.us
purpose: To provide on-going maintenance to GenComp, GenRisk, and operating system
softwares for the purpose of managing the state's workers' compensation claims. To
provide programming services to
customize software to meet the state's specific needs. To upgrade the
softwares to the most current version prior to the end of the contract period.
accomplished: Yes
contract_date: 01/01/2001
actual_date: 04/30/2006
contract_cost: \$605,000
actual_cost: \$597,849

EMPLOYMENT AND
ECONOMIC DEVELOPMENT

Kelly Heffron

Date sent: **Wed, 3 Mar 2010 11:21:53 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 03/03/2010.

project: DEED Website

id_part1: B22

id_part2: 2029

cfms: B07475

vendor: ASI Communications

agency: Employ & Econ Development Dept

evaluator: Laura Winge

eval_date: 03/03/2010

purpose: ASI was contracted to design and build an agency website that reflected our agency's mission and served all external customers.

accomplished: Yes

contract_date: 08/31/2008

amended_date: 12/14/2009

actual_date: 12/14/2009

contract_cost: \$276,000

amended_cost: 390,000

actual_cost: 385,000

cost_effective: There is no way our agency had the staff time or expertise to completely redo a website of this scope and size, with so many different audiences. Our site has to serve all jobseekers, business and units of local govt, in the state, not to mention those businesses from outside of MN looking to expand.

amended: Yes

amended_e: We had to add a content management system and wanted ASI to handle that addition, since they would be the ones needing to work in the CMS to establish templates, etc. In addition, we had another amendment which scoped some additional specs for us, to add to the new website in "phase 2" - some time after original launch.

terminated: No

engage: No

engage_e: Vendor went through SIGNIFICANT turnover during the course of the project, causing us to start and stop many times while we brought the new project manager up to speed. We had at least 5 different project managers at the agency - maybe more. Toward the end, changes we were requesting were not being made and finally our staff had to be the ones taking notes at meetings, sending them out and reminding vendor what was requested in prior meetings.

Kelly Heffron

Date sent: **Mon, 10 Aug 2009 12:17:00 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 08/10/2009.

project: Unemployment Insurance Program Staff Augmentation

id_part1: B22

id_part2: 2298

cfms: B22917

vendor: BearingPoint

agency: Employ & Econ Development Dept

evaluator: Helen Korman

eval_date: 8/10/2009

purpose: The Minnesota Unemployment Insurance (UI) Program had an immediate, temporary, workload need to design and test system enhancements and automate regression test scripts. This was a short term contract to bring in two temporary BearingPoint business analysts to augment the current state UI business analysts. Due to our timeline and the training curve of hiring new staff, our only alternative was to obtain business analysts who already knew the UI Program, the new UI System and the UI database. The two BearingPoint business analysts were chosen because they worked on the UI Technology Initiatives Project for 4 years. We knew their skills and abilities. They were entrenched in the design of the system and they had the knowledge of the UI application and database which made them immediately productive from day one.

accomplished: Yes

contract_date: 4/3/2009

amended_date: 7/3/2009

actual_date: 7/2/2009

contract_cost: 161,200

amended_cost: 281,200

actual_cost: 189,642.50

cost_effective: The UI System is very complex and it would take a new business analyst a minimum of 6-12 months to learn the UI Program and the details of the system and database before they could become productive.

Plus we would lose one current, productive business analyst in the training process. So hiring a new, temporary business analyst off the street or within the State system and bringing them up to speed would not get the work done soon enough to meet our peak periods or be cost effective to the UI Program or the State.

amended: Yes

amended_e: In November, 2008 when we initiated this process, we were estimating our peak period activity for December through February, at a 110% to 125% increase. Our estimate turned out to be low as our activity

has been 200% higher than normal and we didn't see our volume decreasing anytime soon. In addition, due to the high unemployment rate in the State of Minnesota, multiple extensions to standard UI benefits triggered on. These programs have rules that we must implement that do not follow the normal UI rules and require substantial system changes to accommodate them. And they had to be done in very little time.

terminated: No

engage: Yes

engage_e: The two BA's we brought in new our system and processes and were able to be productive immediately. They were thorough and detailed.

Kelly Heffron

Date sent: Thu, 30 Apr 2009 13:44:40 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 04/30/2009.

project: DEED Website Usability

id_part1: B22

id_part2: 2175

cfms: B14040

vendor: Fredrickson Communications

agency: Employ & Econ Development Dept

evaluator: Laura Winge

eval_date: 4/30/2009

purpose: DEED sought a vendor to conduct formal usability testing at key stages in the design and development of a new agency website.

accomplished: Yes

contract_date: 12/31/2008

actual_date: 9/30/2008

contract_cost: 30,395.00

actual_cost: 18,325

cost_effective: We learned so much about our actual website users, instead of just guessing what they thought was important or what our agency thought was important.

amended: No

terminated: No

engage: Yes

engage_e: Fredrickson was absolutely incredible to work with. We cannot say enough good things about them. Extremely high-quality work, VERY fair pricing, accurate estimates and nice people.

Kelly Heffron

Date sent: Tue, 17 Mar 2009 14:16:20 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/17/2009.

project: Reporting Services Pilot
id_part1: B22
id_part2: 2146
cfms: B14501
vendor: Diginer
agency: Employ & Econ Development Dept
evaluator: Anita Scott
eval_date: 03/17/2009
email_list: anita.scott@state.mn.us
purpose: DEED needed supplemental assistance to deploy SQL Reporting Services in a production environment.
accomplished: Yes
contract_date: 07/31/2008
amended_date: 09/12/2008
actual_date: 09/12/2008
contract_cost: 115,900.00
actual_cost: 115,900.00
cost_effective: DEED needed supplemental assistance to deploy SQL Reporting Services in a production environment.
amended: Yes
amended_e: The agreement was amended due to issues that were encountered with Infrastructure builds and the servers which caused delays in the ability to move forward with tasks and completion of them according to the set schedule.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 28 Oct 2008 13:58:27 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/28/2008.

project: CareerOneStop User Experience Architecture Services

id_part1: B22

id_part2: 2082

cfms: B07835

vendor: Earley & Associates

agency: Employ & Econ Development Dept

evaluator: Bonita Sullivan

eval_date: 10/28/2008

email_list: Michael.Ellsworth@state.mn.us, Bonita.Sullivan@state.mn.us

purpose: Purpose of contract was usability, user-centered design and user experience architecture

accomplished: Yes

contract_date: 10/22/2007

amended_date: 10/21/2008

actual_date: 04/30/2008

contract_cost: 257,000.00

amended_cost: 482,290.00

actual_cost: 419,502.00

cost_effective: Provided the CareerOneStop team with a shared, consistent understanding of our u

amended: Yes

amended_e: to add funds for additional user test sessions

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Mon, 16 Mar 2009 09:13:12 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 03/16/2009.

project: IBM Websphere Technical Support
id_part1: B22
id_part2: 2159
cfms: B11561
vendor: IBM
agency: Employ & Econ Development Dept
evaluator: Jon Hill
eval_date: 3/16/2009

purpose: The purpose of the contract was to obtain IBM Websphere technical service and oversight as it related to the Unemployment Insurance software application.

accomplished: Yes

contract_date: 3/24/2008

actual_date: 3/24/2008

contract_cost: 76,000.00

actual_cost: 60,613.00

cost_effective: The contract was cost effective in that an expert in the IBM Websphere software application was on-site to assist with the implementation of the software in a UI Test environment. The contractor also was able to apply fixes to the production environment and work and perform knowledge transfer for the application. Having an IBM technical resource also allowed for direct contact with IBM support to resolve some issues which would have not been able to be addressed in a timely fashion.

amended: No

terminated: No

engage: Yes

engage_e: IBM is the developer of the Websphere software and has the technical resources available to provide needed support to DEED when necessary.

Kelly Heffron

Date sent: Tue, 28 Oct 2008 13:45:56 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/28/2008.

project: CareerOneStop Business Requirements

id_part1: B22

id_part2: 2058

cfms: B04604

vendor: Tribeca

agency: Employ & Econ Development Dept

evaluator: Bonita Sullivan

eval_date: 10/28/2008

email_list: Michael.Ellsworth@state.mn.us, Bonita.Sullivan@state.mn.us

purpose: CareerOneStop (COS) required assistance in gathering, organizing and documenting bu:
accomplished: Yes

contract_date: 08/01/2007

amended_date: 01/30/2008

actual_date: 08/31/2008

contract_cost: 90,000.00

amended_cost: 201,100.00

actual_cost: 196,038.52

cost_effective: The project timeline required a more immediate need than what could be provided
amended: Yes

amended_e: Ongoing work within the project dictated the need to extend the end date to August 3
terminated: No

engage: Yes

engage_e: This individual was very efficient, a great team member and was able to bring together

Kelly Heffron

Date sent: **Wed, 8 Oct 2008 13:08:54 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 10/08/2008.

project: FileNet Software Installation

id_part1: B22

id_part2: 2227

cfms: B11562

vendor: IBM

agency: Employ & Econ Development Dept

evaluator: Jon Hill

eval_date: 10/08/2008

email_list: jon.hill@state.mn.us

purpose: The purpose of the contract was to engage IBM technical resources for installation of File
accomplished: Yes

contract_date: 6/30/2008

amended_date: 8/1/2008

actual_date: 8/1/2008

contract_cost: 17595

amended_cost: 18731

actual_cost: 36326.00

cost_effective: For FileNet software installation and configuration - only FileNet certified Technician
amended: Yes

amended_e: Contract was amended to also have IBM install the FileNet scanning and capture soft

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Mon, 11 Aug 2008 14:19:21 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, August 11, 2008 at 14:19:21

_config: vendeval
project: Minnesota Job Bank Rewrite
id_part1: B22
id_part2: 1878
cfms: A94632-A94
vendor: Intertech
agency: Employ & Econ Development Dept
evaluator: Judson Person
eval_date: 08/11/2008
purpose: Provide technical .NET skills needed for the project
accomplished: Yes
contract_date: 12/30/2007
actual_date: 12/30/2007
contract_cost: \$ 450,000
actual_cost: \$ 450,000
cost_effective: The project could not be executed without the skill
Intertech provided.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Mon, 4 Aug 2008 14:25:55 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, August 04, 2008 at 14:25:55

_config: vendeval
project: Minnesota Job Bank Rewrite
id_part1: B22
id_part2: 1878
cfms: A94632-A94
vendor: -
agency: Employ & Econ Development Dept
evaluator: Judson Person
eval_date: 7/31/2008
purpose: Staff supplementation. Project needs the additional skills
that were not available through the State System 12/30/2007
accomplished: Yes
actual_date: 12/30/2007
amended: Yes
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 8 Jul 2008 11:49:48 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, July 08, 2008 at 11:49:47

_config: vendeval
project: CareerOneStop - User Experience/Release Mgmt/Beautification
id_part1: B22
id_part2: 2084
cfms: B7609
vendor: Tier 3, Inc. - Julie Carlson, Proj Mgr
agency: Employ & Econ Development Dept
evaluator: Bonita Sullivan
eval_date: 07/08/2008
purpose: The project required a project manager to assist and manage
the user experience, release mgmt and beautification portions of the
website development for CareerOneStop
accomplished: Yes
contract_date: 04/15/2008
amended_date: 06/30/2008
actual_date: 06/30/2008
contract_cost: 125,000.00
amended_cost: 165,000.00
actual_cost: 151,253.49
cost_effective: the project timeline required a more immediate need
than what could be provided through the job placement process - the
placement was quicker and less expensive (no benefits/overhead)
amended: Yes
amended_e: continued work & requirements within the Release Mgmt
process and Beautification process for the website development
terminated: No
engage: Yes
engage_e: very efficient, great team member and was able to bring
together members from a variety of teams to accomplish time sensitive
requirements based on priorities provided to the COS team by DOL

Kelly Heffron

Date sent: Tue, 24 Jun 2008 14:45:22 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, June 24, 2008 at 14:45:22

_config: vendeval
project: Perform Independent Verification and Validation of New Initial
Accounts System
id_part1: B22
id_part2: 2014
cfms: B02635
vendor: Integral Business Solutions
agency: Employ & Econ Development Dept
evaluator: Dottie Nieman
eval_date: 06/24/2008
purpose: We needed to have an independent contractor verify that our
new system design met the security requirements of the Social Security
Administration in order to allow real time access to their data.
accomplished: Yes
contract_date: 08/15/2007
actual_date: 08/22/2007
contract_cost: 13,500.00
actual_cost: 13,500.00
cost_effective: They were our only vendor. We were contracting for an
independent review - the state could not conduct their own review of
system design.
amended: No
terminated: No
engage: Yes
engage_e: They were clear with deliverables and were easy to work with
- they followed through and completed tasks.

Kelly Heffron

Date sent: Fri, 20 Jun 2008 09:59:02 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 20, 2008 at 09:59:02

_config: vendeval
project: TFS (Team Foundation Server) Integratin/Migration
id_part1: B22
id_part2: 2141
cfms: B12602
vendor: Intertech
agency: Employ & Econ Development Dept
evaluator: Anita Scott
eval_date: 06/20/2008
purpose: The Team Foundation Server Migraiton project consolidated
BIT's application source control and deployment process into a common
environment which was upgraded to the lastest version of Microsoft Team
Foundation Server. The reason for entering into a contract was that
there was not in-house expertise to complete the migration.
accomplished: Yes
contract_date: 04/30/2008
actual_date: 06/11/2008
contract_cost: 115,900
actual_cost: 115,900
cost_effective: Same as project number one above.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 20 Jun 2008 09:58:25 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 20, 2008 at 09:58:25

_config: vendeval
project: TFS (Team Foundation Server) Integratin/Migration
id_part1: B22
cfms: B12602
vendor: Intertech

agency: Employ & Econ Development Dept

evaluator: Anita Scott

eval_date: 06/20/2008

purpose: The Team Foundation Server Migraiton project consolidated BIT's application source control and deployment process into a common environment which was upgraded to the lastest version of Microsoft Team Foundation Server. The reason for entering into a contract was that there was not in-house expertise to complete the migration.

accomplished: Yes

contract_date: 04/30/2008

actual_date: 06/11/2008

contract_cost: 115,900

actual_cost: 115,900

cost_effective: Same as project number one above.

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: Fri, 20 Jun 2008 09:44:00 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 20, 2008 at 09:44:00

_config: vendeval
project: SQL Server Reporting Services Implementaiton Roadmap
id_part1: B22
id_part2: 2085
cfms: B06807
vendor: Diginer
agency: Employ & Econ Development Dept
evaluator: Anita Scott
eval_date: 06/20/2008
purpose: To provide an implementation roadmap for DEED's Reporting Environment. It was necessary to enter into this contract because there was not adequate expertise in-house to provide the implementation roadmap.
accomplished: Yes
contract_date: 11/30/2007
actual_date: 12/11/2007
contract_cost: 24,800
actual_cost: 24,800
cost_effective: Because there was no in-house expertise in Microsoft Reporting Services that could accomplish the task of developing an implementation roadmap.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 30 May 2008 07:58:38 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, May 30, 2008 at 07:58:38

_config: vendeval

project: ITIL Foundations Training

id_part1: B22

id_part2: 2049

cfms: B01998

vendor: Knowledge Peak

agency: Employ & Econ Development Dept

evaluator: Jon Hill

eval_date: 5/30/2008

purpose: DEED is focused on identifying a training solution that would provide a solid understanding of the foundations of the ITIL Framework and an understanding of ITIL terms / language. The training will provide a baseline level of knowledge for DEED staff to use to move forward with its efforts to implement all or portions of ITIL or industry best practices. ITIL foundations certification is desired and an after class test.

accomplished: Yes

contract_date: 07/01/2007

actual_date: 7/01/2008

contract_cost: 13080.00

actual_cost: 13080.00

cost_effective: It was cost effective because we were able to have the training on-site which allowed staff to come to their office and not have to incur travel expenses or be away from the office for 2 1/2 days.

amended: No

terminated: No

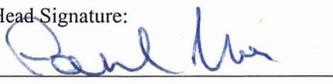
engage: Yes

engage_e: The vendor provided on-site training for DEED staff in an effective manner which allowed for BIT staff to attend the training without having to travel to an outside location. The company was easy to work with and the trainer provided was very knowledgeable in their field.

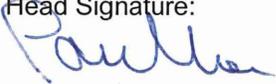
Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Employment & Economic Development (DEED)		
Contractor Name: Futurework Systems, Inc.		CFMS Contract Number: A79597
Project Name (if applicable): MN Performs	Project Number (if applicable):	Project Duration (Dates): 09/15/2005-11/14/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract was to obtain a web-based performance management system compliant with US Dept of Labor methodology for calculating Workforce Investment Act, a federal employment and training program, performance standards. The web-based performance management system also needed to be able to calculate performance outcomes for the nearly \$50 million dollar state Dislocated Worker program. Tracking workforce development program performance is critical since the state is sanctioned for failing and rewarded for exceeding federal performance standards. This service allows our local partners to track their program performance and is therefore crucial to maintaining program accountability to taxpayers and lawmakers.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$92,749.87	Source of Funding: WIA and State DW Program
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>In 2005 and 2006 DEED's IT department had neither the infrastructure nor available staff to build a similar application for the price that Futurework Systems was charging.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>An exhaustive web search yielded no off-the-shelf product or service that could replicate the application. Furthermore, the vendor signed a statement that their service was the only one commercially available.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract.</p> <p>The contractor has met all deadlines on time. The base application was available within 30 days of signing the contract. Customized items were available within 60 days of signing. The service is operating as advertised and all users are extremely pleased with its functionality and ease-of-use.</p>		
Agency Head Signature: 	Title: D. Commissioner	Date: 4-16-07

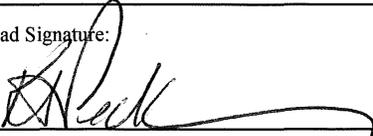
Report on Professional/Technical Contracts Over \$50,000

Agency: Minnesota Department of Employment and Economic Development (DEED)		
Contractor Name: Minnesota Business Leadership Network		CFMS Contract Number: A89107
Project Name (if applicable): National Business Leadership Network Conference / Disability Mentoring Day	Project Number (if applicable):	Project Duration (Dates): 06/01/06 – 06/30/07
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Business Leadership Network (MNBLN) was designated by the United States Business Leadership Network (USBLN) to plan, develop and host the national BLN conference in Minneapolis in October 2006 and will plan, develop and host the 2006 Minnesota Disability Mentoring Day for young adults with disabilities. The contract enabled the MNBLN to plan the two events, provided funding for payment of speakers and provides funds that the MNBLN can use to subsidize travel and conference expenses of small business owners, people with disabilities and other participants who otherwise would not have the resources to attend.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$65,000	Source of Funding: Pathways to Employment - CMS Grant #92405
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The State was in need of assistance to fulfill its mission to "support the economic success of individuals, businesses and communities by improving opportunities for growth." This need is further articulated in the State's participation in the federally funded Medicaid Infrastructure Grant (MIG) Pathways to Employment, which has as one of its' main tenants to improve employment opportunities and outcomes for people with disabilities. Since both the USBLN and MNBLN are nationally recognized programs that exist to bring together businesses and people with disabilities for the purpose of improving employment opportunities, hosting this important conference worked toward accomplishing both the State and Pathways to Employment goals. This conference brought both together participants on a local and national level that would not have been achieved in any other venue.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The USBLN is a nationally recognized organization that has as its' mission bringing together employers and people with disabilities for the purpose of improving employment outcomes. There is no other organization that has the membership and diversity of companies/sponsors with the ability to bring them together for a national conference. Disability Mentoring Day in Minnesota was initiated by the MNBLN, there is no other organization with the expertise necessary to conduct a successful Disability Mentoring Day and garner the support and participation of influential Minnesota companies such as 3M, Northwest Airlines, Cargill, Best Buy and Medtronic as well as other national organizations.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>This conference was a large undertaking with the participation of 297 companies nation wide. Through the use of nationally recognized subject matter experts, panels and speakers many disability employment issues were discussed which greatly enhanced the knowledge of participants and increased their ability to address problems concerning disability employment for both individuals and companies. A total of 411 high school students and 176 college aged students participated this improving their chances for future employment. All objectives for the conference were met.</p>		
Agency Head Signature: 	Title: 	Date: 

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: DEED		
Contractor Name: UNIVERSITY OF MN		CFMS Contract Number: A84762
Project Name (if applicable): VAP	Project Number (if applicable):	Project Duration (Dates): 10/01/2005 – 09/30/2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <ol style="list-style-type: none"> 1) Provide vocational assessment services to approximately 800 consumers with disabilities. 2) Provide training to Rehabilitation Services' staff to transition the program from a contractual service to an in-house program operated by DEED. <p>The University of Minnesota had the research capacity to develop assessment instruments and design a battery of assessments that measure the person's abilities, interests and values. This was outside the scope of the public Vocational Rehabilitation program.</p>		
Billable Hours (if applicable):	Total Contract Amount: 262,281.00	Source of Funding: FEDERAL
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The initial contracts with the University allowed the development of vocational assessment instruments, including the Minnesota Ability Test Battery and the Minnesota Importance Questionnaire. Graduate students did much of the research and served as psychometrists to administer the assessments. Initially, this was less expensive than hiring employees to do the research and test administration.</p> <p>Due to rising costs with the contract and a re-organization within Rehabilitation Services that changed staff responsibilities, Rehabilitation Services decided to end the contractual relationship with the University. This contract provided a transitional year to train our staff on how to administer the assessments and operate the Test Scoring Service.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The Minnesota Ability Test Battery (MATB), the core test in the assessment battery, is jointly owned by the University of Minnesota and Rehabilitation Services. The software needed to operate the Test Scoring Service is also jointly owned.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Contracted work was performed in a timely manner and within budget. Overall performance was excellent.</p>		
Agency Head Signature: 	Title: Kimberley T. Peck Date: 4/2/08 DIRECTOR REHABILITATION SERVICES	

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, March 21, 2007 4:37 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, March 21, 2007 at 16:37:12

_config: vendeval
project: Client Tracking System
id_part1: B22
id_part2: 1358
vendor: Saturn Systems
agency: Employ & Econ Development Dept
evaluator: David Niermann
eval_date: 03/21/2007
purpose: Client tracking system was needed to track and report on
activities of unregistered customers in Minnesota WorkForce Centers, in
order to provide accurate reports to federal Department of Labor, local
Workforce Investment Boards, and state legislators.
accomplished: Yes
contract_date: 08/02/2006
actual_date: 03/01/2007
contract_cost: 233,760
actual_cost: 233,760
cost_effective: A system to track activities of the "universal
customers" did not exist prior to this system. Saturn Systems was
judged to provide the most comprehensive system at the lowest cost
among all bidders.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, March 21, 2007 4:38 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, March 21, 2007 at 16:38:21

_config: vendeval
project: Client Tracking System
id_part1: B22
id_part2: 1358
cfms: A-77837
vendor: Saturn Systems
agency: Employ & Econ Development Dept
evaluator: David Niemann
eval_date: 03/21/2007
purpose: Client tracking system was needed to track and report on activities of unregistered customers in Minnesota WorkForce Centers, in order to provide accurate reports to federal Department of Labor, local Workforce Investment Boards, and state legislators.
accomplished: Yes
contract_date: 08/02/2006
actual_date: 03/01/2007
contract_cost: 233,760
actual_cost: 233,760
cost_effective: A system to track activities of the "universal customers" did not exist prior to this system. Saturn Systems was judged to provide the most comprehensive system at the lowest cost among all bidders.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, January 05, 2007 10:21 AM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, January 05, 2007 at 10:21:20

_config: vendeval
project: Minnesota Job Bank Upgrade
id_part1: B22
id_part2: 1831
cfms: A91865
vendor: Intertech
agency: Employ & Econ Development Dept
evaluator: Judson Person
eval_date: 1/5/2007
purpose: The Department of Employment and Economic Development, Minnesota Job Bank needs assistance in designing a Service Oriented Architecture for its' new labor exchange.
accomplished: Yes
contract_date: 9/15/2006
actual_date: 11/15/2006
contract_cost: 35000
actual_cost: 34593.75
cost_effective: This firm had the skills need that were not available in the State or DEED.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, January 05, 2007 10:28 AM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, January 05, 2007 at 10:28:19

_config: vendeval
project: Minnestoa Job Bank Upgrade
id_part1: B22
id_part2: 1719
cfms: A93077
vendor: Intertech
agency: Employ & Econ Development Dept
evaluator: Judson Person
eval_date: 01/05/2007
purpose: To assist DEED's IT department in creating a reliable, scalable and flexible
development process for .NET projects using Team Foundation Server.
accomplished: Yes
contract_date: 12/31/2006
actual_date: 10/31/2006
contract_cost: 14500
actual_cost: 14468.75
cost_effective: Intertech had the experience with this software and had
the most competent resource available.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Saturday, September 23, 2006 11:16 AM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jim.Hegman@state.mn.us;
Jim.Hegman@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Saturday, September 23, 2006 at 11:15:39

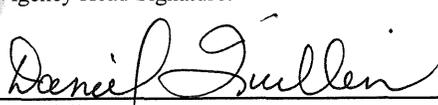
_config: vendeval
project: Unemployment Insurance Technology Initiative Project
id_part1: b22
id_part2: 1144
cfms: A48810
vendor: BearingPoint
agency: Employ & Econ Development Dept
evaluator: James Hegman
eval_date: 9/23/2006
email_list: jim.hegman@state.mn.us
purpose: The project was entered into to re-engineer Minnesota's unemployment insurance system. Both the tax collection and benefit payment parts of the UI system will be replaced by the end of the project. The first part of the system (tax) was delivered in June 2005.
The second part of the system (benefit payment) will be delivered in September 2007. BearingPoint is under contract through March 2008 to correct any defects that might be found in the benefit payment system.
DEED contracted with BearingPoint because there were not sufficient departmental resources or skills to complete the redesign and re-engineering in a reasonable period of time.
accomplished: No
accomplished_e: The final delivery of this project will September 2007 with a six month warranty period to follow.
contract_date: 3/30/2008
actual_date: 3/30/2008
contract_cost: 42,555,990
actual_cost: 42,555,990
cost_effective: The legacy UI tax system was over 30 years old and required a great deal of staff intervention to perform tasks that could be handled via self-service by employers. The legacy UI benefit payment system while only 17 years old, uses out-dated technology and business processes that also require staff intervention for tasks that could/shoudl be self-service. As a result of increased staffing costs and flat program funding, the UI program could not continue to operate with the legacy system in the future. In order to ensure the continued viability of the UI program, the department engaged in a project to replace the legacy systems so that at least a comparable (and in most cases superior) level of service could be provided to UI customer with fewer staff. Because of the impending funding crisis to the program, it was necessary to move through the redesign/re-engineering effort faster than department resources could handle. BearingPoint was selected through a competitive bid process to assist the department in completing the project in a timely manner.
amended: Yes
amended_e: The plan called for completing the project in two Phases. Phase I would be a redesign/re-engineer of the UI Tax system to be completed by 6/2005. At the state's option, there would be a second phase commencing in the summer of 2005 to redesign/re-engineer the benefit payment system. The original contract with BearingPoint was amended to accomodate the Phase II engagement.
terminated: No
engage: Yes
engage_e: So far we are satisfied with BearingPoint's performance.
comments: The completion of this form is premature. As noted above, this contract period has not yet ended, so an evaluation of this vendor's performance cannot be considered complete yet. I have tried to explain this fact to OET, but have gotten no response. I'm completing this form in hopes that someone at OET will correct their records so that this evaluation can be completed when the project is actually

done. James Hegman, Project Director, UITIP

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Employment and Economic Development		
Contractor Name: Ambient Consulting		CFMS Contract Number: A42577
Project Name (if applicable): Dislocated Worker IS Development Project	Project Number (if applicable):	Project Duration (Dates): 11/14/02-3/31/05
<p><i>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</i></p> <p>To develop a database application that provides a systematic means of monitoring and reporting on Dislocated Worker Events and State and Federal Grants dispersed by the Dislocated Worker Program to provide services to Dislocated Workers. The lack of such a system historically resulted in program inefficiencies, delays in service delivery and inadequate record keeping. The solution was to provide a customized database application that covered all aspects program service delivery and replaced manual and make shift systems. The new system improves DWP's capacity and efficiency in responding to dislocated worker events and monitoring and reporting on projects and funds. It enhances the DWP's capability of holding grantees accountable for providing contracted services to dislocated workers and is designed to meet the need of providing timely information to department staff, managers and state and federal authorities.</p> <p>This project was of such scope that its development was beyond the limited IS staff resources and it was therefore necessary to enter into a contract. With the completion of the contract it is can now be supported with internal resources.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$329,651	Source of Funding: Federal and State Funds
<p><i>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</i></p> <p>This expenditure of funds enables the Dislocated Worker program to more effective, efficient and responsive in responding to Dislocated Worker events and managing and monitoring subsequent grants that provide services to dislocated workers. The DWP database represents an integrated, cradle-to-grave repository of data which links dislocated worker events with subsequent project grants. The database enables the close monitoring and reporting of dislocated worker events, state and federal funds, project grants, disbursements, expenditures and subsequent performance data on these grants and funds. It replaces inefficient, make shift, manual systems that were time intensive to support. The bottom line is that the program activities of the Dislocated Worker Program are more responsive, better organized, with improved record keeping and more effective reporting being provided with more efficiency, resulting in better services and program accountability.</p>		
<p><i>If this was a single source contract, explain why the agency determined there was only a single source for the services:</i></p> <p>This contract was awarded under a competitive bid process with more than 15 vendors submitting proposals. A department evaluation team scored all proposals and the best proposal selected based on its score.</p>		
<p><i>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</i></p> <p>The Contractor (Ambient Consulting) did a very good job. They were very timely in the work they did. They went the extra mile to accommodate staff schedules, which is a traditional problem in implementing contracts. The quality of their work, particularly developers Bob Beix, Dave Lilliquist and Kent Dicke was exceptional. If there were any problems relative to programming code they were quick to address them. In instances where a question rose related to whether a problem was bug or enhancement or an area the contractor was responsible for with no additional charges they were quite cooperative and often gave the agency the benefit of the doubt. In addition, they provided certain software utility tools near the end of the project to help make data corrections in the database at no additional charge. In closing out the project they provided additional hours of work at no charge so as to make sure DEED business/technical staff were pleased and satisfied that the project was fully completed. Overall they did an excellent job of meeting the terms and objectives of the contract.</p>		
Agency Head Signature: 	Title: Supervisor MS Economic Development Unit BIT	Date: April 22, 2005

Report on Professional/Technical Contracts Over \$50,000

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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Employment and Economic Development		
Contractor Name: GovConnect, Inc.		CFMS Contract Number: A33632
Project Name (if applicable): Unemployment Insurance Technology Initiatives Phase I	Project Number (if applicable): B22-945	Project Duration (Dates): 3/5/02 through 9/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to develop the planning, assessment and quality assurance services needed for the Unemployment Insurance Technology Initiatives Project. That phase of the overall project involved creating a five to six year strategic plan for unemployment insurance. The strategic plan includes reengineering and redesign of all unemployment insurance business processes and technical systems. Additionally, the contractor assisted the department in defining the requirements for the system and in hiring a contractor to build the first phase of the reengineered system. The contract was necessary because the State has no resources to perform the work for which the contractor was hired.		
Billable Hours (if applicable): 43,359.5	Total Contract Amount: \$5,265,554	Source of Funding: UI Administrative funds
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The entire purpose of the project is to provide unemployment insurance services more efficiently by reengineering the business processes and supporting technology. The contractor was procured through a competitive RFP process to ensure that the department received the best value for its expenditure.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Timeliness and final deliverable quality were very good. However, because most of the contractor's staff was newly hired at the beginning of the project, there was a lack of understanding of its corporate common standards and methodologies, which was a major part of why we hired the contractor. This resulted in lower than expected quality in the initial drafts of deliverables. State staff was required to spend more time than should have been necessary in directing the contractor's staff in getting to the final deliverables. The cost for the work performed was appropriate. Overall, the contractor met the terms and objectives of the contract.		
Agency Head Signature: 	Title: Div Director	Date: Oct. 31. 2003

(Rev. 6/03)

To: Garry Joyce

297-5347

From: Scott Hemen

215-1235

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Minnesota Department of Employment & Economic Development (DEED) (formerly Department of Economic Development (DTED))		
Contractor Name: MN AFL-CIO	CFMS Contract Number: A37204	
Project Name (if applicable): Dislocated Worker Program, Labor/Employee Liaison	Project Number (if applicable):	Project Duration (Dates): 07/01/02 06/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Provide linkages between the Dislocated Worker Program and statewide and regional labor organizations. Promote labor-management committees in conjunction with plant closings and mass layoffs. Facilitate union involvement and participation in the Title I Workforce Investment Act (WIA) and State Dislocated Worker Program. Educate constituent labor groups and workers about the program's purpose and services.		
Billable Hours (if applicable):	Total Contract Amount: \$100,000	Source of Funding: Fund: 300 Appr: W02 Org: 3310
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: WIA requires the State to coordinate Rapid Response activities with Labor and Employer groups.		
Agency Head Signature: 	Title: Director, Dislocated Worker Program	Date: 7-29-03

Kelly Heffron

Date sent: **Wed, 24 Mar 2010 11:26:08 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 03/24/2010.

project: OET Office 2007 Staff Training

id_part1: G46

id_part2: 2470

cfms: B32089

vendor: Elert and Associates

agency: Enterprise Technology Office

evaluator: Donna Willis

eval_date: 03/24/2010

purpose: This contract provided for 32 half day training classes covering the use of Office 2007 for OET staff utilizing courseware written by Elert and Associates. OET does not employ any in-house training staff so it was necessary to bring in outside trainers.

accomplished: Yes

contract_date: 12/31/2009

amended_date: 03/14/2010

actual_date: 03/12/2010

contract_cost: \$20,000.00

actual_cost: \$19,560.00

cost_effective: The cost of \$580 per class was extremely reasonable and Elert already had the Office 2007 courseware written which saved on preparation cost.

amended: Yes

amended_e: Total number of classes were increased from 20 to 32 and date was extended from 12/31/2009 to 03/14/2010.

terminated: No

engage: Yes

engage_e: The staff and trainers employed by Elert were very easy to work with. They were extremely efficient and professional. The class evaluations from attendees were the best I have ever seen.

Kelly Heffron

Date sent: **Fri, 26 Feb 2010 10:15:20 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 02/26/2010.

project: wwwwww
id_part1: T79
id_part2: 1000
cfms: B0000
vendor: eeeee
agency: Enterprise Technology Office
evaluator: eeee
eval_date: 02/26/2010
email_list: setve.gustafson@state.mn.us
purpose: wwwwww
accomplished: Yes
contract_date: 02/26/2010
actual_date: 02/26/2010
contract_cost: 5,000
actual_cost: 5,000
cost_effective: wwwwww
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 19 Feb 2010 14:21:58 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/19/2010.

project: Enterprise E-mail On-site Outlook Floor Coach Training

id_part1: G46

id_part2: 2417

cfms: B29316

vendor: Dashe & Thomson

agency: Enterprise Technology Office

evaluator: Donna Willis

eval_date: 02/19/2010

purpose: During the Enterprise E-mail migration for all Executive Agencies OET has offered training for staff designated as floor coaches to support new users as they are migrated to the new mail system. These full day Outlook classes were offered by OET at the COB training facility and in a few cases at the individual agency site.

accomplished: Yes

contract_date: 12/31/2009

actual_date: 12/29/2010

contract_cost: \$49,000.00

actual_cost: \$16,720.00

cost_effective: We were able to present professionally facilitated classes at less than \$900 per day. This contract need was sporadic and spanned 6 months so utilizing vendor staff was more efficient than taking a full time staff person off task at intermittent intervals.

amended: No

terminated: No

engage: No

engage_e: We have worked with a different training vendor that has provided more professional services and has been easier to work with than Dashe & Thomson was.

Kelly Heffron

Date sent: Fri, 5 Feb 2010 12:29:18 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/05/2010.

project: Office of Enterprise Technology Website Project

id_part1: G46

id_part2: 2329

cfms: B23994

vendor: SiteWorx

agency: Enterprise Technology Office

evaluator: James Kauth

eval_date: 02/05/2010

email_list: james.kauth@state.mn.us

purpose: To redesign the OET website on Tridion requires expertise in the product we did not have.

accomplished: No

accomplished_e: The vendor successfully completed those deliverables we requested, but we ended the contract early due to long distance work complications.

contract_date: 12/31/2009

actual_date: 11/01/2009

contract_cost: 126075

amended_cost: 152450

actual_cost: 50422

cost_effective: They had the best integration skills for the products we purchased.

amended: Yes

amended_e: We added work to the deliverables that required additional resources from the vendor.

terminated: Yes

terminated_e: The vendor successfully completed those deliverables we requested, but we ended the contract early due to long distance work complications.

engage: Yes

engage_e: They were very professional and capable, just no travel budget for us.

David Schmidtke

Date sent: Tue, 19 Jan 2010 10:36:32 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Eileen.Quam@state.mn.us,
Jay.Achenbach@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/19/2010.

project: Vivisimo Velocity Search Platform Installation

id_part1: G46

id_part2: 2328

cfms: B23946

vendor: Vivisimo

agency: Enterprise Technology Office

evaluator: Eileen Quam

eval_date: 01/19/2010

email_list: eileen.quam@state.mn.us, jay.achenbach@state.mn.us

purpose: Purchase of search platform Velocity, vendor name Vivisimo.

Contracts involved license purchase, administration training, and professional/technical help from Vivisimo. accomplished: Yes

contract_date: 12/24/2008 actual_date: 05/1/2009 contract_cost: 27,875.00

actual_cost: 27,875.00 cost_effective: Because Vivisimo was interested in getting into the State government market, we received a lowered cost for the license and services. The training and professional services were

excellent in providing us with the tools necessary to administrate the Velocity platform. amended: No terminated: No engage: Yes engage_e: They are excellent trainers and professional/technical resources. They are very responsive and stand behind their products and professional work.

David Schmidtke

Date sent: Thu, 7 Jan 2010 10:07:05 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/07/2010.

project: OET Temporary Staff Augmentation for the Support of the OET
Desktop Support Process Documentation Pr id_part1: G46 id_part2: 2398
cfms: B28234 vendor: Entege agency: Enterprise Technology Office
evaluator: Donna Willis eval_date: 01/07/2010 purpose: The skills of a
business anayst were needed to define, capture, and document workflow
processes for the desktop support unit and to create a documentation
library. Assistance was also needed to define, implement, and coordinate
a software upgrade process based on the Office 2007 rollout. accomplished:
Yes contract_date: 09/30/2009 amended_date: 12/31/2009 actual_date:
12/28/2009 contract_cost: 49,000.00 amended_cost: 74,000.00 actual_cost:
73,082.40 cost_effective: This was a temporary project requiring business
analyst skills to define and organize process documentation that will
allow desktop support services to be delivered more efficiently and
cossistently. By creating clear porcesses to share with customers and
providing answers to frequently asked questions we hope to reduce the
number of support tickets. amended: Yes amended_e: Complexity of tasks
were under estimated and the work took longer that anticipated.
terminated: No engage: Yes engage_e: The business analyst provided by the
vendor under this contract did an excellent job in completing the
requirements, makeing valuable suggestions for the process development and
coordinated the work effort very well.

David Schmidtke

Date sent: **Mon, 21 Dec 2009 14:12:20 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
todd.pierce@state.mn.us,
periodicals@lrl.leg.mn,
Gerry.Anderson@state.mn.us,
Beth.Bengtson@state.mn.us,
Russ.Stolle@state.mn.us
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 12/21/2009.

project: Vista Data Center Management Software Suite Installation

id_part1: G46

id_part2: 2327

cfms: B23887

vendor: Aperture Technologies, Inc.

agency: Enterprise Technology Office

evaluator: Gerry Anderson

eval_date: 12/21/2009

email_list:

gerry.anderson@state.mn.us, beth.bengtson@state.mn.us, russ.stolle@state.mn.us.

us purpose: The installation and implementation of the Aperture Vista Data Center Management Software Suite that has been purchased by the State of Minnesota. OET has purchased the Aperture VISTA Suite of Data Center Management applications. Aperture is the developer and owner of the Aperture VISTA data center management software suite and is the only vendor that have consultants with the necessary training, experience and certification to install and implement the Aperture VISTA suite of data center management application software at OET and the integration of the data center management suite with the BMC ITSM ITIL based suite of tools especially for the updating and integration to BMC change management and CMDB update software, being implemented at OET accomplished: Yes
contract_date: 03/31/2009 amended_date: 06/30/2009 actual_date: 06/30/2009
contract_cost: 176,280.00 actual_cost: 164,817.80 cost_effective: Aperture consultants are the only ones who are trained and experienced on installing and implementing Aperture VISTA and have completed more than 300 customer installations to date. Aperture will assign an experienced Project Manager (most of which have more than 20 years IT experience) who will oversee the effort from end-to-end. They will involve Aperture consultants for various aspects of the project based on the needed skills and expertise. While Aperture will sometimes involve 3rd party assistance for things such as data collection and database population, their partners are required to undergo an extensive certification process (although they are working under the guidance of the Aperture Project Manager and Aperture is responsible for their deliverables). To date, there are not

any 3rd parties who are trained/certified to install and implement Aperture Vista (from end-to-end). amended: Yes amended_e: Work started later than originally anticipated and will take more time to complete than the original estimate anticipated, due to the limited (decreased) availability of the technical project members terminated: No engage: Yes engage_e: Vendor has good software knowledge, but awkward implementation skills. See #9 Additional Comments below. comments: Special attention to the vendor contract/engagement would need to address following issues: 1. Aperture s project management and communication skills were not evident which made it more difficult to understand the project s status and staff responsibilities. 2. Aperture invoices that were sent to OET did not follow the State Master Contract requirements. Aperture s very slow response to correct invoices and supply the required documentation resulted in very time consuming reconciliation work by OET staff. 3. Aperture was reluctant to share implementation challenges and best practices based on their experiences with other customers.

David Schmidtke

Date sent: Fri, 11 Dec 2009 16:21:03 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
todd.pierce@state.mn.us,
periodicals@lrl.leg.mn,
Mark.Mathison@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/11/2009.

project: OET Temporary Staff Augmentation for Support of OET Change Plan - Security Division id_part1: G46 id_part2: 2372 cfms: B27747 vendor: Benjamin Consulting Group agency: Enterprise Technology Office evaluator: Jill Larson eval_date: 12/11/2009 email_list: mark.mathison@state.mn.us purpose: Business Need: The Office of Enterprise Technology (OET) is seeking Professional/Technical Services to assist in the development of the Information Security Staffing and Development Project for the State of Minnesota. This Statement of Work is seeking a qualified individual to satisfy one position (Documentation Specialist) solicited through this Statement of Work. The responding vendor (Respondent) needs be registered in the Master Contract Vendor Category listed above to be considered for this Statement of Work. This Statement of Work may be awarded to the respondent with the requisite skills that are outlined in this document.

The State's Chief Information Security Officer is sponsoring this project to create a career path and clarified classification specification which will provide an accurate representation of the roles and responsibilities of information security professionals at the State of Minnesota. This not only provides internal organizational clarity but better communicates organizational structure to external stakeholders including other state governments, consultants and prospective employees.

To fully develop the comprehensive documentation surrounding the information security workforce development project, the state needs a talented and skilled professional to assist the Enterprise Security Office (ESO) in writing the position descriptions and career path focused on the enterprise. Two major constraints of this project is the aggressive due date with limited resources. Our project due is June 30, 2009. The objective of the Statement of Work is to solicit proposals from vendors to assist the ESO with the development of information security position descriptions and a career path in preparation for submission to the Hay evaluation process. This Statement of Work does not obligate the state to award a contract or complete the project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. While information security is an important business function, no information security positions exist within Minnesota state government. The primary classification used for information security professionals in Minnesota state government is Information Technology

Specialist. While information security often interacts with information technology, the skills and responsibilities of information security positions are not accurately addressed by the ITS classification and there is no career path for state security professionals. The ESO is developing pro-active risk management in its 2009-2013 Strategic Plan. One of the thirteen strategic outcomes is to create an HR framework for security professionals in the State of Minnesota. This project will design such a framework. accomplished: Yes contract_date: 06/30/2009 amended_date: 10/30/2009 actual_date: 10/30/2009 contract_cost: 95,000 amended_cost: 0 actual_cost: 95,000 cost_effective: The original project due date was aggressive with limited resources. amended: Yes amended_e: The original project due date was aggressive with limited resources. terminated: No engage: Yes

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Wed, 2 Dec 2009 14:12:56 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/02/2009.

project: Data Center Consolidation Data Center Assessments

id_part1: G46

id_part2: 2205

cfms: B15057

vendor: Excipio

agency: Enterprise Technology Office

evaluator: John Gibson

eval_date: 12/02/2009

purpose: A vendor was sought to be responsible for working with state employees to develop a comprehensive assessment of up to seventy data centers for the Data Center Consolidation initiative. This required assessment team(s) to visit the majority of the state sites to develop detailed assessment reports to determine build out capability as well as any potential for use as interim data centers. In order to develop this assessment, it was expected that the selected vendor would:

Participate in all project meetings. Provide technical expertise on data center consolidation and best practices. Recommend a multistage/multiyear migration plan and provide cost estimates for the migration. Develop scenarios and options for this plan. Provide relevant benchmarks and comparisons of current datacenter conditions to serve as decision criteria, including current costs, current risks, etc.

Recommend optimization possibilities - virtualization and de-duplication (Green IT). Recommend opportunities to improve environmental efficiency at the selected interim data centers (Green IT). Recommend data centers best suited to be interim data centers. Provide cost estimates for build out of recommended interim data centers to create the space required to complete the consolidation and information sufficient to create pre-design documents. Document risk factors that could inhibit the success of the proposed consolidation. This type of assessment requires expertise that OET does not have in-house as well as a robust methodology to manage the data gathering and analysis required to produce a meaningful deliverable. accomplished: Yes contract_date: 10/31/2008 amended_date: 6/30/2009 actual_date: 6/30/2009 contract_cost: 347,362.00 amended_cost: 449,097.00 actual_cost: 449,097.00 cost_effective: This project was done

on a fixed price contract. The vendor's bid was well below the other vendors who bid on the contract and we were very happy with the quality of the final product. This type of assessment requires expertise that OET does not have in-house. amended: Yes amended_e: Amendment #1 The end date was extended to 12/31/2008 with no change to the cost. Amendment #2 The end date was extended to 6/30/2009 with \$101,735.00 increase in cost. The additional work for amendment #2 was as follows: 1. An additional analysis (Detailed Allocation of Limited Funds) is added, this analysis will utilize the majority of data already collected, but will also include additional data, consisting of State (OET) interviews, architectural/mechanical review, analysis, processing and financial review of alternative options. 2. An Additional analysis (External Provider Option) is added. This analysis will utilize the majority of data already collected, but will also include additional data, consisting of State OET interviews, provider proposals, analysis, processing and financial review of alternative options. 3. An additional analysis (Disaster Recovery) is added, this analysis will utilize the majority of data collected, but will also include additional data, consisting of Client interviews, data collected via the States (OET) Disaster Recovery (DR) partner, analysis, processing and financial review of alternative options.

terminated: No engage: Yes engage_e: This project was required a great deal of organizational expertise to manage the huge volume of data gathered and the considerable number of Agencies involved. The vendor had a solid track record of doing this type of project and a robust methodology that helped keep the project on track and enhanced our ability to maintain a high level of data integrity. comments: I personally enjoyed working with the vendor and found them to be thorough and professional.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Tue, 1 Dec 2009 17:01:26 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/01/2009.

project: Security Program Project Manager Staff Augmentation

id_part1: G46

id_part2: 2337

cfms: B25259

vendor: Hollstadt & Associates

agency: Enterprise Technology Office

evaluator: Linda Erickson

eval_date: 12/01/2009

purpose: The Office of Enterprise Technology and the Enterprise Security Office (ESO) recognize that OET must have a robust information security program. OET was to be undergoing a number of functional and organizational changes, including the implementation of ITIL and there was a need to meet Enterprise Security policies and standards. This security program project was being initiated to enhance the current OET security posture and establish a more formalized information security program including security policies, standards and processes. accomplished: Yes contract_date: 06/30/2009 actual_date: 06/30/2009 contract_cost: 92,000.00 actual_cost: 87,400.00 cost_effective: The project needed to quickly ramp up to meet the short 6 month deadline. There were no available project managers available through the OET Project Management office, so the ESO and the PMO collaborated to obtain an outside resource who would staff the project. The contracted PM followed all internal project management methodology, processes and reported regularly to the PMO. This resulted in an efficient use of resources and there was no additional cost to the state to develop the pm resource and allow OET to keep all important projects on schedule. amended: No terminated: No engage: Yes engage_e: The company was very responsive in providing a qualified candidate and during the entire engagement. They communicated any needs promptly and followed up to ensure the contractor provided was performing to our expectations.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Tue, 1 Dec 2009 10:28:44 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Jim.E.Johnson@state.mn.us,
Beth.Rohow@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/01/2009.

project: DSPC Conversion

id_part1: G46

id_part2: 2487

cfms: B10812

vendor: Net2Net Solutions

agency: Enterprise Technology Office

evaluator: Jim E. Johnson

eval_date: 12/01/2009

email_list: Jim.E.Johnson@state.mn.us, Beth.Rohow@state.mn.us

purpose: This contract was to provide assistance in the conversion of RSVP Video to DSPC and its deployment. The upgrade required design, configuration and installation of Cisco routers and protocols statewide.

accomplished: Yes contract_date: 06/30/2008 actual_date: 06/30/2008

contract_cost: 25,000.00 amended_cost: 50,000.00 actual_cost: 50,000.00

cost_effective: Resource was used for staff augmentation and has a deep understanding around Network group policies and procedures prior to work activity. Additionally, contractor has strong technical and project

management skills. amended: Yes amended_e: The amount of time required to complete contracted services was underestimated. This agreement was

amended to cover additional monies needed to allow for the completion of the contracted services. terminated: No engage: Yes engage_e: Can work

independently and deliver results. Has strong technical and project

management skills. comments: THIS IS A REVISED EVALUATION FORM. THE FIRST EVALUATION SUBMITTED HAD INCORRECT ACTUAL CONTRACTUAL DATE (4.)

AND REASON

FOR THE AMENDMENT (6.). BOTH HAVE BEEN CORRECTED ON THIS EVALUATION.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Tue, 1 Dec 2009 08:56:43 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Jim.E.Johnson@state.mn.us,
Beth.Rohow@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/01/2009.

project: Audio and Net Conferencing Services Deployment

id_part1: G46

id_part2: 2321

cfms: B19614

vendor: Labyrinth Consulting

agency: Enterprise Technology Office

evaluator: Jim E. Johnson

eval_date: 12/01/2009

email_list: Jim.E.Johnson@state.mn.us, Beth.Rohow@state.mn.us

purpose: The State was in need of staff augmentation to assist in the deployment of several new conferencing services (consisting of reservationless audio and net meetings, and the ability for self-service scheduling of reserved audio and net meetings via a website) to the OET customer base, which includes all three branches of MN State Government, all public & private higher education, K-12 schools, cities, counties, tribal governments and public broadcasting. This was in response to strong customer demand for these services and in order to meet our customers' timelines and business requirements. accomplished: Yes contract_date: 06/30/2009 actual_date: 06/12/2009 contract_cost: 25,000.00 amended_cost: 50,000.00 actual_cost: 50,197.50 cost_effective: Resource has a deep understanding and knowledge of conferencing systems and was able to provide guidance on service development and roll out. amended: Yes amended_e: The number of hours required to completed the contracted services were underestimated. The agreement was amended to cover additional monies needed to allow for the completion of the contracted services. terminated: No engage: Yes engage_e: Contractor demonstrated expertise and efficiency. comments: This contract never got into a 16A situation. One of the original payments was made off an incorrect contract (B04892) with the same vendor for other services. The other contractor never used up all the monies that were set aside for him in repayment of the funds taken from the wrong contract and there were still funds available to pay the extra \$197.50.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Tue, 1 Dec 2009 08:22:46 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Jim.E.Johnson@state.mn.us,
Beth.Rohow@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/01/2009.

project: Fiber Optic Facility Opportunities

id_part1: G46

id_part2: 2075

cfms: B04892

vendor: Labyrinth Consulting

agency: Enterprise Technology Office

evaluator: Jim E. Johnson

eval_date: 12/01/2009

email_list: Jim.E.Johnson@state.mn.us, Beth.Rohow@state.mn.us

purpose: Assist OET with identifying, evaluating and establishing agreements with telecommunications providers, including municipalities and school districts, that result in improved cost/benefit values.

accomplished: Yes contract_date: 06/30/2008 amended_date: 06/30/2009

actual_date: 06/30/2009 contract_cost: 25,000.00 amended_cost: 50,000.00

actual_cost: 27,375.00 cost_effective: Resourse had worked with OET

extensive in the past and is extremely knowledgeable of OET's services and

organization/operations. amended: Yes amended_e: The amount of time

required to complete contracted services was underestimated. The agreement

was amended to cover additional monies needed to allow for completion of

contracted services. terminated: No engage: Yes engage_e: Contractor

demonstrates expertise and competency in Fiber Optic opportunities and is

familiar with OET's operations.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Tue, 1 Dec 2009 08:09:40 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Jim.E.Johnson@state.mn.us,
Beth.Rohow@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/01/2009.

project: Federal Government E-Rate and Rural Health Program Administration
id_part1: G46 id_part2: 2204 cfms: B14441 vendor: AGL Consulting agency:
Enterprise Technology Office evaluator: Jim E. Johnson eval_date:
12/01/2009 email_list: Jim.E.Johnson@state.mn.us, Beth.Rohow@state.mn.us
purpose: To assist OET with ongoing preparation and submittal of Federal
Government ERate and Rural Health Administration program filings and
administration. The OET employee responsible for administering the program
was out on an extended medical leave with no anticipated return date.
accomplished: Yes contract_date: 06/30/2008 amended_date: 06/30/2009
actual_date: 06/29/2009 contract_cost: 25,000.00 amended_cost: 50,000.00
actual_cost: 28,000.00 cost_effective: Resource assisted in filing all
ERate documents with the Federal Government, which is required by OET as
an ERate service provider. Contractor has expertise in understanding the
laws and regarding filings and ensures that OET is in compliance. amended:
Yes amended_e: Contractor has expertise in understanding the laws and
regarding filings and ensures that OET is in compliance with Federal
regulations. terminated: No engage: Yes engage_e: Contractor demonstrated
expertise in ERate knowledge and assisted in maintaining OET's compliancy.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Tue, 1 Dec 2009 07:19:18 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Jim.E.Johnson@state.mn.us,
Beth.Rohow@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/01/2009.

project: DSPC Conversion

id_part1: G46

id_part2: 2487

cfms: B10812

vendor: Net2Net Solutions, Inc.

agency: Enterprise Technology Office

evaluator: Jim E. Johnson

eval_date: 12/01/2009

email_list: Jim.E.Johnson@state.mn.us, Beth.Rohow@state.mn.us

purpose: This contract was to provide assistance in the conversion of RSVP Video to DSPC and its deployment. The upgrade required design, configuration and installatio of Cisco routes and protocols statewide.

accomplished: Yes contract_date: 06/30/2008 amended_date: 06/30/2009

actual_date: 06/30/2009 contract_cost: 25,000.00 amended_cost: 50,000.00

actual_cost: 50,000.00 cost_effective: Resource was used for staff

augmentation and has a deep understanding around Network group policies

and procedures prior to work activity. Additionally, contractor has strong

technical and project management skills. amended: Yes amended_e: More time

was needed to complete the project. terminated: No engage: Yes engage_e:

Contractor can work independently and deliver results. Has strong

technical and project management skills.

David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>
Forwarded to: david Schmidtke <davids.LRL>
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600
Date sent: Mon, 30 Nov 2009 15:41:27 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Jim.E.Johnson@state.mn.us,
Beth.Rohow@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/30/2009.

project: Network Cost/Benefit Opportunities
id_part1: G46
id_part2: 2196
cfms: A79006
vendor: Labyrinth Consulting
agency: Enterprise Technology Office
evaluator: Jim E. Johnson
eval_date: 11/30/2009
email_list: Jim.E.Johnson@state.mn.us, Beth.Rohow@state.mn.us
purpose: To assist OET with identifying, evaluating and establishing agreements with telecommunications providers, including municipal service providers that result in improved cost/benefit values. accomplished: Yes
contract_date: 06/30/2006 amended_date: 06/30/2007 actual_date: 05/31/2007
contract_cost: 20,000.00 amended_cost: 40,000.00 actual_cost: 39,955.00
cost_effective: Resource has worked with OET extensively in the past and is extremely knowledgeable of OET's services and organization/operations. No employees had the expertise or time to do the work. amended: Yes
amended_e: Amendment No. 1. More time was necessary to complete project.
terminated: No engage: Yes engage_e: Contractor demonstrates expertise and competency, and is familiar with OET's operations.

Kelly Heffron

Date sent: **Fri, 25 Sep 2009 11:49:01 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 09/25/2009.

project: ISTM - Implement Change, CMDB and Discovery

id_part1: G46

id_part2: 2203

cfms: B19809

vendor: Column Technologies, Inc.

agency: Enterprise Technology Office

evaluator: Kathy McCarthy

eval_date: 09/25/2009

email_list:

beth.bengtson@state.mn.us,dan.oehmke@state.mn.us,kathy.mccarthy@state.mn.us

purpose: OET required a vendor to assist with the installation of the BMC ITSM suite of tools, the configuration and testing of the Change Management application and initial configuration and population of the Configuration Management Database (CMDB). OET did not have resources knowledgeable in the ITSM suite that could be dedicated to this project.

accomplished: Yes

accomplished_e: Column could have helped us better prepare for this project by setting more concise up front expectations about pre-requisites and training required before the start of the contract.

contract_date: 02/14/2009

amended_date: 06/30/2009

actual_date: 3/31/2009

contract_cost: \$281,025

actual_cost: \$227,682

cost_effective: Column did a great job keeping project tasks on track, supplementing skills to assist with installation of new tools and providing good skills transfer to OET staff.

amended: Yes

amended_e: Amended to extend the end date of the project, no increase in funding required.

terminated: No

engage: Yes

engage_e: Column was a good partner with a disciplined delivery of what they said they would do. They had good issue/issues management tools that they shared with us.

comments: There was mutual respect and support for the role of the OET and Column project managers. Column provided good counsel and advice throughout the project. Their technicians were knowledgeable about the BMC

Kelly Heffron

Date sent: Thu, 17 Sep 2009 15:54:27 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/17/2009.

project: Distributed System Assessment

id_part1: g46

id_part2: 2389

cfms: ???

vendor: Aeritae

agency: Enterprise Technology Office

evaluator: Bryan Alpaugh

eval_date: 09/17/2009

purpose: An assessment of the Windows Server Support unit's internal processes.

accomplished: Yes

contract_date: 08/31/2009

actual_date: 08/31/2009

contract_cost: 25,000.00

actual_cost: 25,000.00

cost_effective: They were able to bring in industry best practices and work to implement them in this environment.

amended: No

terminated: No

engage: Yes

engage_e: They were very timely and thorough in their work.

comments: none.

Kelly Heffron

Date sent: Fri, 11 Sep 2009 19:11:08 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/11/2009.

project: FileNet Systems Architect
id_part1: G46
id_part2: 2342
cfms: B27044
vendor: IBM

agency: Enterprise Technology Office

evaluator: Leonard Olson

eval_date: 09/11/2009

purpose: Provide consulting services for the design and build of OET's FileNet environment to the new EDMS service we are offering to our customers. OET's did not have the in house knowledge to do this.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 36,400.00

actual_cost: 36,400.00

cost_effective: This extrnal support has allowed us to design a system that is flexible and expandable. Which will help us avoid future costs if we had to redesign the system because of a lack of flexibility or expandability.

amended: No

terminated: No

engage: Yes

engage_e: The contractor was knowledage and worked well with our staff.

Kelly Heffron

Date sent: **Wed, 2 Sep 2009 13:49:16 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 09/02/2009.

project: OHE File Conversion and EDMS Application Development
id_part1: G46
id_part2: 2148
cfms: B13785
vendor: Macro Consulting Group
agency: Enterprise Technology Office
evaluator: Dan Sunder
eval_date: 9/2/2009
email_list: dan.sunder@state.mn.us, leoanrd.olson@state.mn.us
purpose: Necessary skills and staff availability to set up OHE for EDMS.
New application (200 funds)
accomplished: Yes
contract_date: 06/30/2009
actual_date: 06/29/2009
contract_cost: 90,000.00
actual_cost: 89,925.00
cost_effective: Allowed for faster deployment of an application and subsequent cost savings realization was sooner.
amended: No
terminated: No
engage: Yes
comments: Consultant could have done a better job with communication and scanning requirements.

Kelly Heffron

Date sent: Fri, 28 Aug 2009 08:14:21 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/28/2009.

project: Communication and Marketing Plan for ISRM

id_part1: G46

id_part2: 2423

cfms: B29022

vendor: Insight Solutions Group Inc

agency: Enterprise Technology Office

evaluator: Greg Peterson

eval_date: 08/28/2009

email_list: amy.hinz@state.mn.us

purpose: The purpose of the communication and marketing plan is to provide a common understanding of the work ISRM performs and to identify the value of the program to Minnesota government entities. ISRM creates IT standards for more efficient and effective operations. It works closely with other units of government to create standard product offerings that significantly benefit IT within organizations. The plans should address a 1 - 2 year window.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 36000

actual_cost: 34000

cost_effective: A complete analysis was started to identify the top priorities for ISRM to implement. The work required expertise which was not available within ISRM staff and the work load makes it impossible to take on additional projects.

amended: No

terminated: No

engage: Yes

engage_e: The contractor performed their duties completely. The finding and recommendations in the report were clear and easy to follow. The phased approach provides a workable plan for the next one to two years.

comments: The contractor performed their duties completely. The finding and recommendations in the report were clear and easy to follow. The phased approach provides a workable plan for the next one to two years.

Kelly Heffron

Date sent: Fri, 28 Aug 2009 08:11:24 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/28/2009.

project: Analysis of ISRM Business Functions

id_part1: G46

id_part2: 2366

cfms: B26981

vendor: Advanced Strategies Inc

agency: Enterprise Technology Office

evaluator: Greg Peterson

eval_date: 8/28/2009

email_list: amy.hinz@state.mn.us

purpose: The Office of Enterprise Technology is seeking professional and technical consulting services to review, recommend and document IT Standards and Resource Management (ISRM) business processes. The consultant will analyze and document the current processes, recommend improvements and document the improved business processes.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 45000

actual_cost: 45000

cost_effective: A complete analysis was started to identify the top priorities for ISRM to implement. The work required expertise which was not available within ISRM staff and the work load makes it impossible to take on additional projects.

amended: No

terminated: No

engage: Yes

engage_e: The contractor performed their duties completely. The finding and recommendations in the report were clear and easy to follow. The phased approach provides a workable plan for the next one to two years.

comments: The contractor performed their duties completely. The finding and recommendations in the report were clear and easy to follow. The phased approach provides a workable plan for the next one to two years.

Kelly Heffron

Date sent: **Wed, 26 Aug 2009 08:19:15 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 08/26/2009.

project: EPM Portfolio/Internal Project Management/Collaboration Support

id_part1: G46

id_part2: 1907

cfms: A91128

vendor: Milestone Consulting Group, Inc

agency: Enterprise Technology Office

evaluator: Orrin Butterfield

eval_date: 08/26/2009

email_list: Orrin.Butterfield@state.mn.us

purpose: This contract provided 3rd level support of the EPM (Enterprise Project Management) system.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$4,800

amended_cost: \$92,600

actual_cost: \$92,600

cost_effective: The services provided by the EPM System had never been fully funded thereby making it necessary to contract for the support in order to continue operating the service in leau of hiring necessary personnel.

amended: Yes

amended_e: Continued operation of EPM Service necessitated extending its support.

terminated: No

engage: Yes

engage_e: Milestone is perported to be the most tecnical astute Microsoft Partner with EPM in the local region. They were linked up with OET when originally installing the system back in 2004-5 and are best equipped to support the customizations which have bee implemented.

comments: Milestone personnel are very professional in their work and have been apleasure to work with.

Kelly Heffron

Date sent: Fri, 21 Aug 2009 14:52:23 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/21/2009.

project: OET Temporary Staff Augmentation to Develop Strategies for Monitoring Secure (TLS/Encrypted) Email

id_part1: G46

id_part2: 2376

cfms: B27624

vendor: Caveo Technology

agency: Enterprise Technology Office

evaluator: Rick Ensenbach (and Chuck Tremain)

eval_date: 08/21/2009

email_list: steve.gustafson@state.mn.us, rick.ensenbach@state.mn.us, chuck.tremain@state.mn.us

purpose: The Minnesota Office of Enterprise Technology (OET) requires temporary staff augmentation for the purpose of determining alternative solutions to monitor Transport Layer Security (TLS) sessions between counties-and-OET and between OET-and-agencies and to provide a recommendation for the most best, cost-effective monitoring solution.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 08/19/2009

contract_cost: 25000.00

actual_cost: 25000.00

cost_effective: The Minnesota Office of Enterprise Technology (OET) required an analysis/evaluation of various scenarios that could perform monitoring/auditing of TLS-encryption messages between agencies and between agencies and counties. OET technical resources, with specific mail-related skill sets, are committed to other projects (including Enterprise Email) and were not available.

amended: No

terminated: No

engage: No

engage_e: I would engage this vendor only IF I needed the specific individual, with his specific email-related knowledge and experience. Any work order contract would have to specify "must work under close supervision of a State employee".

comments: Without running afoul of IRS contractor-versus-employee classifications, there must be language that can be inserted into a work order contract or a Statement of Work that requires a contractor to work on state premises, under close State supervision. I have used such language in the past but my recent SoWs had that language deleted, due to

the IRS threat.

Kelly Heffron

Date sent: Fri, 21 Aug 2009 13:16:58 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/21/2009.

project: IAM staff augmentation

id_part1: G46

id_part2: 1947

cfms: B02448

vendor: CA

agency: Enterprise Technology Office

evaluator: Jim Steinwand

eval_date: 08/21/2009

purpose: The contract was changed from a managed project to a staff augmentation project, to assist the ACS team and other OET technical staff to set up SiteMinder Federation, validate SiteMinder and Identity Manager installation configurations in anticipation of full production versions and building out the self-registration interface using Identity Manager, and integrate TAI for an application.

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: \$100,000

actual_cost: \$79,912.93

cost_effective: Insufficient qualified staff at the agency and state level to accomplish the highly technical requirements of the contract.

amended: Yes

amended_e: A change from a managed project to a staff augmentation project to best utilize the capabilities of the vendor.

terminated: No

engage: Yes

Kelly Heffron

Date sent: Wed, 19 Aug 2009 12:35:15 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/19/2009.

project: Access Management Staff Augmentation

id_part1: G46

id_part2: 2326

cfms: B24934

vendor: 22nd Century Technologies, Inc

agency: Enterprise Technology Office

evaluator: Jim Steinwand

eval_date: 08/19/2009

purpose: to provide staff augmentation for configuration and enhancement of Access Control Services functionality.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$78,400

actual_cost: \$73,108.00

cost_effective: Insufficient agency staff to complete requirements.

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: Wed, 19 Aug 2009 12:22:03 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/19/2009.

project: Access Management Staff Augmentation
id_part1: G46
id_part2: 2326
cfms: B24934
vendor: Keystone Computer Solutions
agency: Enterprise Technology Office
evaluator: Jim Steinwand
eval_date: 08/19/2009
purpose: To augment staff for Access Control Services for configuration
and enhancement of functionality.
accomplished: Yes
contract_date: 6/30/2009
actual_date: 6/30/2009
contract_cost: \$60,800
actual_cost: \$53,809.00
cost_effective: Insufficient staff within the agency to complete the
requirements
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Wed, 19 Aug 2009 12:24:00 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 08/19/2009.

project: Access Management Staff Augmentation

id_part1: G46

id_part2: 2326

cfms: B24934

vendor: DBI Consulting

agency: Enterprise Technology Office

evaluator: Jim Steinwand

eval_date: 08/19/2009

purpose: To augment staff for Access Control Services for configuration and enhancement of functionality.

accomplished: Yes

contract_date: 6/30/2009

actual_date: 6/30/2009

contract_cost: \$88,000

actual_cost: \$87,945.00

cost_effective: Insufficient staff within the agency to complete the requirements

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 6 Aug 2009 16:15:52 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/06/2009.

project: Financial Systems Improvement Project

id_part1: G46

id_part2: 2165

cfms: B14116

vendor: Systems Technologies Group

agency: Enterprise Technology Office

evaluator: Kathy McCarthy

eval_date: 08/06/2009

email_list: Steve.Gustafson@state.mn.us, Julie.Freeman@state.mn.us,
Kathy.McCarthy@state.mn.us

purpose: The current budget and rate-setting process is time-consuming, complex, labor intensive and inefficient. It consists of almost 1,000 Excel worksheets that are linked in various ways and do not easily provide for what if scenarios. The worksheets are used to develop the budget, distribute costs, and produce rate matrices. The data used in these spreadsheets comes from multiple, non-integrated financial systems, the state's HR system and manual input. Since much of the data is duplicated in various worksheets and word documents, management reporting requires manual data validation and the use of several reporting tools. The objective of this project is to produce a budgeting and rate-setting application that incorporates streamlined processes, a relational database with data integrity and effective and efficient reporting as well as one that is flexible to accommodate integration with other OET and state systems. Anticipated benefits to be derived from this application would be a logical and physical data model and database, reduction in the amount of staff time to produce budgets and rates, improved availability for more users, improved data integrity, and improved disaster recovery. It is also anticipated that automated tools will enable the implementation of the business processes into work flows, automated approvals, reports and input forms. OET needed to hire an outside vendor to develop the application as there was no packaged solution available and OET did not have the required development skills available.

accomplished: No

accomplished_e: Review of the system requirements documentation

Elaborate detailed processes and specifications Establish test and

production environments Migrate data and formulas from the existing

spreadsheets and other interfaces Build, code, test and implement

Train budget system users. Objectives not accomplished by vendor: 1.

Elaborate detailed processes and specifications: they did provide use case

documentation to us, but were very relectant to incorporate our feedback. In many cases, we were slow to provide feedback due to other work committments; but the consultant responsible for the documentation was unable to understand the concepts and the work product is unsatisfactory.

2. Migrate data from existing spreadsheets: this task turned out to be much more complex that anticipated and we are using OET resources to perform the migration. 3. Build, code, test and implement: we were able to implement only one of 5 modules of the new application while the vendor was here, partly because we (OET) had competing priorities and were unble to work on the project at the same capacity that the vendor was.

contract_date: 09/12/2008

amended_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$250,000

amended_cost: \$622,000

actual_cost: \$616,414

cost_effective: The risk of continuing to run the budgeting process on an ever expanding number of linked spreadsheets was that a single keystroke by an unsuspecting spreadsheet user could have wiped out the 'data base' for the affected year's budget. While a network restore could have been done to restore the spreadsheets, days worth of work could be lost in the process. OET had to do something to get the budget into a relational database with a more user friendly interface. Using a consulting company that had experience writing bugeting applications based on the technology platform we have in place was necessary to get the application designed and developed while OET staff resources continued to support other systems and day to day operational problems.

amended: Yes

amended_e: During the process of validating requirements for the system that were identified in a previous phase, additional requirements were identified. Also, during testing for the Volume Forecasting, Security and Customer Survey modules of the Budget and Rate Setting system (BRSS), technical infrastructure difficulties were encountered that required the consultants to participate in unplanned diagnostic and workaround activities that resulted in delays to the coding effort for the remainder of the system. In order to complete coding, testing, training and deployment of the remainder of the BRSS (Budget and Rate Setting) system, additional hours and funds had to be added. In addition, OET required that the system be developed using a technology platform that is not well suited for this type of application; the technology was new and had some technical issues we had to contact a different vendor to resolve. This resulted in increased complexity, additional coding effort and schedule overruns.

terminated: No

engage: No

engage_e: 1. I don't think the vendor provided a team that had a solid understanding of state budgeting processes. In addition we had a lot of difficulty with language differences (all 4 of the vendor staff was from India). 2. We could never get data model output when we asked for it

because we asked too soon in their process (based on the PRIDE method). We asked many times to see the logical data model and database design and did not get to see this until way into the development of the system.

While the lead person was pretty flexible about making changes, many changes would not have needed to be made if we had had the opportunity to review the design when we asked. 3. We were unable to effectively negotiate with them on contract extensions, their lead time was too long for our environment (for example, they needed 4 weeks lead time, which we found out way to late to step up to).

comments: 1. Once we had a signed agreement with STG and needed to amend the contract the first time, the OET project sponsors wanted to change the payment terms to pay based on milestones - which effectively changed the terms of the agreement. The vendor was extremely displeased and we changed back to the original terms. While it is true that we should not have done that, I feel that at this point the vendor forgot that we were his customer and he should have treated us more professionally. I think this soured our relationship for the remainder of the contract. We made some mistakes on this project and were not entirely blameless for the delays; however, theirs is the business of application development where ours is not and I think they should have pushed us harder for feedback and decisions (without risking the vendor/customer relationship). 2. I thought all the consulting team members from STG were very courteous; at times a couple of them were somewhat stubborn and unwilling or unable to let end users tell them what they really wanted in the system, but then that may have been a cultural issue. 3. I believe we had a difficult time settling on what the system requirements are and this caused some problems with the development effort. 4. We asked to have one team member we were unhappy with replaced on the project in October, 2008. That never happened until we told STG that he would be leaving at the end of January, 2009; they should have been more responsive to our requests.

Kelly Heffron

Date sent: **Mon, 3 Aug 2009 11:15:05 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 08/03/2009.

project: Enterprise Security Web Application and Document Management Applications

id_part1: G46

id_part2: 2335

cfms: B26717

vendor: Select Computing

agency: Enterprise Technology Office

evaluator: Debra Stafford

eval_date: 06/30/2009

email_list: Steve.Gustafson@state.mn.us, debra.stafford@state.mn.us

purpose: Develop the foundation for an OET extranet and develop an ESO web portal

accomplished: Yes

contract_date: 6/30/2009

actual_date: 6/30/2009

contract_cost: 250,000.00

actual_cost: 246,540.00

cost_effective: OET had limited resources to build the foundation needed for a secure extranet. This project developed that foundations, created a web portal for the enterprise security office and provide code that can be reused by other agencies who may have hte need for a secure extranet.

amended: No

terminated: No

engage: Yes

engage_e: This vendor was very response in an environment that was missing critical infrastructure components needed for this project. Yet, they were very proactive on reporting so we could make sure the contract came in on time and on budget.

comments: Highly recommend this vendor for future projects.

Kelly Heffron

Date sent: Tue, 12 May 2009 14:55:08 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/12/2009.

project: Access Management Staff Augmentation

id_part1: G46

id_part2: 2278

cfms: B20703

vendor: Integral Business Solutions

agency: Enterprise Technology Office

evaluator: Jim Steinwand

eval_date: 05/12/2009

purpose: To augment access management staff in implementation of Access Control Services.

accomplished: Yes

contract_date: 09/26/2008

amended_date: 10/31/2008

actual_date: 06/30/2009

contract_cost: 42,000

amended_cost: 196,000

actual_cost: 238,000

cost_effective: There are no state employees with the necessary skill set to perform these functions.

amended: Yes

amended_e: to add additional time and cost due to additional tasks being asked of contractor

terminated: No

engage: Yes

engage_e: The person working with us is one of the most qualified individuals in the business.

Kelly Heffron

Date sent: Tue, 31 Mar 2009 16:14:37 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/31/2009.

project: Email Encryption Project

id_part1: G46

id_part2: 1976

cfms: A96757

vendor: Level 2 Support

agency: Enterprise Technology Office

evaluator: Chuck Tremain

eval_date: 03/31/2009

email_list: steve.gustafson@state.mn.us, debra.johnson@state.mn.us

purpose: Staff augmentation to enable email server-to-server encryption (Transport Layer Security - TLS) between Executive Branch agencies and the MailHub. The contractor visited each agency and applied security certificates, enabled the TLS option, and tested the functionality.

accomplished: Yes

contract_date: 12/04/2006

actual_date: 06/30/2007

contract_cost: 4950.00

actual_cost: 4950.00

cost_effective: Our organization did not have the appropriate resources (expertise) available to perform the activities required by this project.

amended: No

terminated: No

engage: No

Kelly Heffron

Date sent: Tue, 10 Mar 2009 14:44:32 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/10/2009.

project: Minnesota Electronic Licensing System

id_part1: G4

id_part2: 2252

cfms: B12584

vendor: Deloitte Consulting

agency: Enterprise Technology Office

evaluator: James Kauth

eval_date: 03/10/2009

purpose: Develop an Enterprise Licensing System to capture the business processes, delivery mechanisms and organizational/physical consolidation for a statewide licensing system.

accomplished: No

accomplished_e: The project is not complete yet.

contract_date: 6/30/2009

amended_date: 6/30/2009

actual_date: 6/30/2009

contract_cost: 5,050,000

amended_cost: 5,765,307

actual_cost: 5765307

cost_effective: The State does not have the resources to implement this type of solution alone.

amended: Yes

amended_e: extensions of scope, cost and timelines

terminated: No

engage: Yes

engage_e: We are not sure yet if the proof of concept is proven nor whether there may be better vendors or approaches to the solution.

Kelly Heffron

Date sent: Tue, 10 Mar 2009 16:50:24 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/10/2009.

project: Enterprise Business Impact Analysis
id_part1: G46
id_part2: 2171
cfms: B15524
vendor: KPMG

agency: Enterprise Technology Office

evaluator: Debra Stafford

eval_date: 02/03/2009

email_list: linda.erickson@state.mn.us

purpose: Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Office of Enterprise Technology is responsible for meeting the requirements of set forth in Federal Circular 65, the Governor's Executive Order Assigning Emergency Responsibilities to State Agencies, HIPPA and other regulatory requirements. Recently, a security policy and standard on continuity of operations was released to all executive branch agencies. A key component of the standard is to have testable recovery strategies. Recovery strategies are a major cost factor to a continuity program. Understanding the business impact of an outage on agencies provides information necessary to formulate strategies that balance risks with the cost of mitigation controls and recovery strategies. This business impact analysis project will assist the Office of Enterprise Technology identify and evaluate four areas within the State of Minnesota's continuity program: vulnerabilities, financial impact, operational impact and technology requirements. At the conclusion of this project the State of Minnesota will have identified our exposure to a business disruption, the impact on the State of this exposure, steps the State can take to address it and how much these solutions cost.

accomplished: Yes

contract_date: 12/31/2008

amended_date: 1/31/2009

actual_date: 1/31/2009

contract_cost: 268,575.00

actual_cost: 268,575.00

cost_effective: By hiring a consultant, the State of Minnesota was able to gather the required information from all agencies in a timelier manner than trying to conduct interviews with each process owner statewide by utilizing information previously gathered.

amended: Yes

amended_e: There was a delay in the start of the project due to language amendments and the end of the project was never amended so more time was needed and the scope of the contract was modified to reach required deliverables.

terminated: No

engage: Yes

engage_e: Yes, I think the product produced was very good. However, I would manage the vendors differently by providing structured meetings more frequently. See additional comments.

comments: This contractor did not meet our expectation, because previously gathered information was not used by the contractor. Using previously gathered information was a clear requirement in the contract and associated project plans. This resulted in the need for more OET staff being used and the project being scaled back in order to meet basic deliverables. At times, it appeared this vendor was using the contract as training for a new employee. In fairness to the vendor, when we stressed this concerned, the vendor provided additional hours to address some of the project overages. This contractor represented itself to have knowledge of required software, BIA Professional, which they did not have. This resulted in additional work by OET staff, inefficiency by the contractor and additional hours charged to us which effectively were for their own training on the software. Furthermore, we were expecting to get a seasoned person with government related knowledge, but resulting deliverables seemed to provide little intellectual knowledge of previous government experience. This contractor did not exhibit the analytical skills or the understanding of the requirements of or considerations for business continuity planning in the public sector that we expected or they represented. The project lead/manager was content to include misinformation in the reports and did not seem to understand some of the basic implications or considerations of the data that was collected. This contractor's findings were fit into a standard template and the consultants assigned did not do much more than try to manipulate the data into their templates. Additionally, the analyses performed by the consultants was simple manipulation of reports and data, the state did not receive the full benefit of additional depth of analyses and independent strategy recommendations that a third party professional can provide based on their broad base of industry knowledge and similar work with other clients.

Kelly Heffron

Date sent: Thu, 22 Jan 2009 15:55:01 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/22/2009.

project: Identity and Access Business Case

id_part1: g46

id_part2: 2060

cfms: 502TS

vendor: Integral Business Solutions

agency: Enterprise Technology Office

evaluator: Jim Steinwand

eval_date: 01/22/2009

purpose: Identity and Access Management was part of the CIO community ordered Utility Service Consolidation Projects. The business case was the first work artifact ordered by the project.

accomplished: Yes

contract_date: 09/10/2007

actual_date: 09/10/2007

contract_cost: \$45,000

actual_cost: \$45,000

cost_effective: OET did not have staff with sufficient knowledge of IAM. The vendor selected has this practice as a key component of its portfolio.

amended: No

terminated: No

engage: Yes

engage_e: They have a staff of qualified, competent, professional IAM people.

Kelly Heffron

Date sent: Fri, 9 Jan 2009 14:50:22 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/09/2009.

project: Enterprise E-Mail Project Manager

id_part1: G46

id_part2: 1935

cfms: A97690

vendor: Hollstadt & Associates (Greg Gee)

agency: Enterprise Technology Office

evaluator: Greg Jonsen

eval_date: 01/09/2009

purpose: It was necessary to have a project manager who could coordinate both OET and Agency resources through the Pilot Phase

accomplished: Yes

contract_date: 10/31/2008

amended_date: 12/31/2009

actual_date: 12/31/2009

contract_cost: x

amended_cost: x

actual_cost: x

cost_effective: Greg's experience was invaluable to the project.

amended: Yes

amended_e: The project was delayed, and Greg was needed through the actual migrations, and there were additional requirements identified (specifically around Information Security) that were not identified up front.

terminated: No

engage: Yes

engage_e: Greg Gee was a major reason that the Pilot was so successful. I would engage Greg again in a heartbeat.

Kelly Heffron

Date sent: **Mon, 3 Nov 2008 07:50:28 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 11/03/2008.

project: CAAPB Website Redesign

id_part1: G46

id_part2: 2176

cfms: B13912

vendor: Dahl Consulting, Inc.

agency: Enterprise Technology Office

evaluator: Orrin Butterfield

eval_date: 11/03/2008

email_list: Nancy.Stark@state.mn.us

purpose: Redesign existing Capital Area Architectural and Planning Bosrd's (CAAPB) websute ti fa

accomplished: Yes

contract_date: 08/31/2008

actual_date: 7/31/2008

contract_cost: \$6,000

actual_cost: \$6,000

cost_effective: Agency had no staff to perform the work and this was accomplished via a competi

amended: No

terminated: No

engage: Yes

engage_e: Their assigned contractor resource, Catherine Bauer, did an excellent job, was very qu

comments: Mitch Plut, the vendors recruiter, also kept close tabs on the work as it proceeded and

Kelly Heffron

Date sent: **Wed, 15 Oct 2008 19:05:05 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 10/15/2008.

project: OET Temporary Staff Augmentation for Lotus Notes (Domino) Administration Support
id_part1: G46
id_part2: 2013
cfms: B01117
vendor: Insight
agency: Enterprise Technology Office
evaluator: Leonard Olson
eval_date: 10/15/2008
email_list: leonard.olson@state.mn.us
purpose: To provide temporary Lotus Notes Administrative support until staff could come up to spe
accomplished: Yes
contract_date: 06/30/2008
actual_date: 01/25/2008
contract_cost: 247,800.00
actual_cost: 100,000.00
cost_effective: Using a temporary contractor for this support avoided the state from hiring for this s
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 23 Sep 2008 14:16:46 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/23/2008.

project: Data Center Consolidation Business Case

id_part1: G46

id_part2: 2064

cfms: B0515

vendor: Unysis/Excipio

agency: Enterprise Technology Office

evaluator: John Gibson

eval_date: 09/23/2008

purpose: Develop a Business Case for Data Center Consolidation here at the State of Minnesota.

accomplished: Yes

contract_date: 8/13/2007

amended_date: 9/28/2007

actual_date: 9/20/2007

contract_cost: \$30,000.00

amended_cost: \$45,000.00

actual_cost: \$38,400.00

cost_effective: The contractor had previous experience working on the data gathering and financial

amended: Yes

amended_e: The end date was extended to allow the vendor to complete all deliverables and the c

terminated: No

engage: Yes

Kelly Heffron

Date sent: Tue, 23 Sep 2008 11:44:37 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/23/2008.

project: Wintel Server and Desktop Staff Augmentation
id_part1: G46
id_part2: 1988
cfms: B00480
vendor: Don't have vendor name
agency: Enterprise Technology Office
evaluator: Bryan Alpaugh
eval_date: 09/23/2008
purpose: Augment the staff to help with additiaoal workload.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 25000
actual_cost: 25000
cost_effective: Short term need.
amended: No
terminated: No
engage: Yes
engage_e: Satisfactory performance.

Kelly Heffron

Date sent: Tue, 23 Sep 2008 11:06:12 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/23/2008.

project: Wintel Server and Desktop Staff Augmentation
id_part1: G46
id_part2: 1988
cfms: B00480
vendor: Don't have vendor name
agency: Enterprise Technology Office
evaluator: Bryan Alpaugh
eval_date: 09/23/2008
purpose: Augment the staff to help with additiaeonl workload.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 25000
actual_cost: 25000
cost_effective: Short term need.
amended: No
terminated: No
engage: Yes
engage_e: Satisfactory performance.

Kelly Heffron

Date sent: **Wed, 30 Jul 2008 10:25:35 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 30, 2008 at 10:25:34

_config: vendeval
project: Web Based Collaboration Tools Architecture
cfms: A73451
vendor: Project Consulting group
agency: Enterprise Technology Office
evaluator: Paul Cavallo
eval_date: 07/30/2008
purpose: OET hired a SharePoint architect to design an architecture that would support the offering of SharePoint and EPM as an enterprise service to agencies throughout the state of Minnesota.
accomplished: Yes
contract_date: 05/28/2008
amended_date: 09/30/2008
contract_cost: \$31,320
amended_cost: \$5,400
actual_cost: \$36,720
cost_effective: The nature of the project called for a full-time SharePoint architect. The contractor possessed the expertise required and could devote his attention to the project full-time for the duration of the project.
amended: Yes
amended_e: OET will require the architect to conduct additional architectural design presentations as needed, and may be required to make minor updates to the original architectural design.
terminated: No
engage: Yes
engage_e: The contractor was very knowledgeable and skilled. He presented himself and his company very well. His work was outstanding and he was a pleasure to work with.

Kelly Heffron

Date sent: **Wed, 30 Jul 2008 10:36:16 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 30, 2008 at 10:36:16

_config: vendeval
project: Web Based Collaboration Tools Architecture
id_part1: G46
id_part2: 2206
cfms: A73451
vendor: Project Consulting group
agency: Enterprise Technology Office
evaluator: Paul Cavallo
eval_date: 07/30/2008
purpose: OET hired a SharePoint architect to design an architecture that would support the offering of SharePoint and EPM as an enterprise service to agencies throughout the state of Minnesota.
accomplished: Yes
contract_date: 05/28/2008
amended_date: 09/30/2008
actual_date: 09/30/2008
contract_cost: \$31,320
amended_cost: \$5,400
actual_cost: \$36,720
cost_effective: The nature of the project called for a full-time SharePoint architect. The contractor possessed the expertise required and could devote his attention to the project full-time for the duration of the project.
amended: Yes
amended_e: OET will require the architect to conduct additional architectural design presentations as needed, and may be required to make minor updates to the original architectural design.
terminated: No
engage: Yes
engage_e: The contractor was very knowledgeable and skilled. He presented himself and his company very well. His work was outstanding and he was a pleasure to work with.

Kelly Heffron

Date sent: **Wed, 30 Jul 2008 10:35:56 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 30, 2008 at 10:35:56

_config: vendeval
project: Web Based Collaboration Tools Architecture
id_part1: G46
id_part2: 2206
cfms: A73451
vendor: Project Consulting group
agency: Enterprise Technology Office
evaluator: Paul Cavallo
eval_date: 07/30/2008
purpose: OET hired a SharePoint architect to design an architecture that would support the offering of SharePoint and EPM as an enterprise service to agencies throughout the state of Minnesota.
accomplished: Yes
contract_date: 05/28/2008
amended_date: 09/30/2008
contract_cost: \$31,320
amended_cost: \$5,400
actual_cost: \$36,720
cost_effective: The nature of the project called for a full-time SharePoint architect. The contractor possessed the expertise required and could devote his attention to the project full-time for the duration of the project.
amended: Yes
amended_e: OET will require the architect to conduct additional architectural design presentations as needed, and may be required to make minor updates to the original architectural design.
terminated: No
engage: Yes
engage_e: The contractor was very knowledgeable and skilled. He presented himself and his company very well. His work was outstanding and he was a pleasure to work with.

Kelly Heffron

Date sent: Tue, 22 Jul 2008 09:53:24 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, July 22, 2008 at 09:53:24

_config: vendeval
project: Staff Augmentation
id_part1: G46
id_part2: 2135
cfms: A81892
vendor: Integral Business Solutions
agency: Enterprise Technology Office
evaluator: Jim Steinwand
eval_date: 07/22/2008
email_list: steve.gustafson@state.mn.us
purpose: Staff augmentation for Access Control Services, knowledge transfer for CA Identity Manager and Sun Java Directory.
accomplished: Yes
contract_date: 03/01/2008
actual_date: 03/01/2008
contract_cost: \$45,000
actual_cost: \$45,000
cost_effective: There is no staff member who possesses the requisite knowledge at this time to configure and implement Identity Manager.
amended: No
terminated: No
engage: Yes
engage_e: The contractor performed all duties assigned, including knowledge transfer for installed systems. I would engage this contractor again.

Kelly Heffron

Date sent: **Mon, 21 Jul 2008 15:05:34 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 21, 2008 at 15:05:34

_config: vendeval
project: firewall maintenance
id_part1: G46
id_part2: 2152
cfms: B11061
vendor: Webscurity
agency: Enterprise Technology Office
evaluator: Jim Steinwand
eval_date: 07/21/2008
email_list: steve.gustafson@state.mn.us
purpose: The agency was in need of services to maintain the application
firewall that protects the EPM application at OET. The agency person
previously doing the work had been reassigned.
accomplished: Yes
contract_date: 01/11/2008
actual_date: 01/11/2008
contract_cost: \$11,000
actual_cost: \$11,000
cost_effective: The expertise did not exist within the agency anymore,
and is a high level service used state-wide.
amended: No
terminated: No
engage: Yes
engage_e: Webscurity did a commendable job maintaining the firewalls,
with no signification down time by the customer.

Kelly Heffron

Date sent: **Mon, 21 Jul 2008 14:58:28 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 21, 2008 at 14:58:28

_config: vendeval
project: IAM
id_part1: G46
id_part2: 2160
cfms: B12598
vendor: Unisys Corporation
agency: Enterprise Technology Office
evaluator: Jim Steinwand
eval_date: 07/21/2008
email_list: steve.gustafson@state.mn.us
purpose: A business case was developed earlier, and this contract was to build on this and develop a comprehensive project plan, roadmap for implementation and detailed cost of ownership estimate for IAM.
accomplished: Yes
contract_date: 03/07/2008
actual_date: 03/07/2008
contract_cost: \$192,000
actual_cost: \$192,000
cost_effective: The expertise did not exist in the state to accomplish the stated goals for such a project.
amended: No
terminated: No
engage: Yes
engage_e: Unisys delivered what the agency desired.
comments: Very professional organization, well organized, prompt delivery, good project management.

Kelly Heffron

Date sent: **Wed, 16 Jul 2008 15:48:47 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 16, 2008 at 15:48:47

_config: vendeval
project: Cost/Benefit Analysis for IT Projects
id_part1: G46
id_part2: 2065
cfms: B04974
vendor: Caveo Technologies
agency: Enterprise Technology Office
evaluator: Larry Freund
eval_date: 07/16/2008
purpose: The duties included: -Completing a Business Case for enterprise web content management and electronic document management projects following a prescribed format, and -Completing a cost benefit analysis for the six Utility Service Consolidation Projects.
accomplished: Yes
contract_date: 11/01/2007
actual_date: 11/01/2007
contract_cost: 175,720.00
actual_cost: 167,274.80
cost_effective: We needed expertise in developing business plans and cost benefit analysis.
amended: No
terminated: No
engage: Yes
engage_e: They brought valuable expertise to our project and helped us through a difficult process.

Kelly Heffron

Date sent: **Mon, 14 Jul 2008 09:17:32 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 14, 2008 at 09:17:32

_config: vendeval
project: IBM DBA Training
id_part1: G46
id_part2: 2155
cfms: B11053
vendor: IBM
agency: Enterprise Technology Office
evaluator: Vicki Henning
eval_date: 07/14/2008
purpose: OET purchased a suite of DBA tools from IBM and the training
was not included in the ELA.
accomplished: Yes
contract_date: 01/25/2008
amended_date: 06/30/2008
actual_date: 06/26/2008
contract_cost: \$27,500
actual_cost: \$27,500
cost_effective: Other vendors were not able to provide the training.
amended: Yes
amended_e: The completion date was changed on the contract after I
submitted it.
terminated: No
engage: Yes
engage_e: IBM currently is the sole provider of training for this set
of products.

Kelly Heffron

Date sent: Tue, 1 Jul 2008 18:38:26 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, July 01, 2008 at 18:38:26

_config: vendeval
project: Security Information and Event Management Assessment
id_part1: G46
id_part2: 2110
cfms: B08612
vendor: NetSPI
agency: Enterprise Technology Office
evaluator: David Burress
eval_date: 07/01/2008
purpose: Independent assessment of the current state of security
information management in state government.
accomplished: Yes
contract_date: 05/30/2008
actual_date: 05/30/2008
contract_cost: 24500
actual_cost: 24500
cost_effective: The agency has no available resources with expertise in
this area.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 24 Jun 2008 14:23:04 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, June 24, 2008 at 14:23:04

_config: vendeval
project: OET Best Practices Asset Management
id_part1: g46
id_part2: 1973
cfms: A99023
vendor: Trissential LLC
agency: Enterprise Technology Office
evaluator: Sandra Thompson
eval_date: 06/24/2008
purpose: Establish basis for improving asset management in OET
Current asset management is fragmented and uncoordinated. This project
will set the stage for improved asset management at OET.
accomplished: Yes
contract_date: 06/30/2007
actual_date: 06/30/2007
contract_cost: \$36,800
actual_cost: \$36,800
cost_effective: We hired the best consultant for the best price to do
something for which we had no skills.
amended: No
terminated: No
engage: Yes
engage_e: Qulaity work, knowledgeable, flexible

Kelly Heffron

Date sent: Thu, 29 May 2008 11:57:23 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 29, 2008 at 11:57:23

_config: vendeval
project: Web Voice Invoice Deployment
id_part1: G02
id_part2: 2040
cfms: B01337
vendor: Mobius
agency: Enterprise Technology Office
evaluator: Dan Sunder
eval_date: 05/29/2008
email_list: dan.sunder@state.mn.us, Cheryl.Stapleton@state.mn.us
purpose: Needed contract to hire consultant with the skills to encrypt
our DocumentDirect for the Internet based special application for
TeleComm.
accomplished: Yes
contract_date: 6/30/2007
actual_date: 6/30/2007
contract_cost: 17,500
actual_cost: 16,125
cost_effective: The requirement for this skillset needed only once. It
was cheaper and faster to hire the skillset than to send someone to
training.
amended: No
terminated: No
engage: Yes
engage_e: Contractor had good knowledge to assist us with our
requirement. Our only complaint is that Mobius was in the process of
being purchased by ASG at the time which mixed up some things. (Staff,
timelines, etc)

Kelly Heffron

Date sent: **Mon, 5 May 2008 16:28:25 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, May 05, 2008 at 16:28:25

_config: vendeval
project: MOM and SMS System Development
id_part1: G46
id_part2: 1993
cfms: B00541
vendor: ATA
agency: Enterprise Technology Office
evaluator: Bryan Alpaugh
eval_date: 05/05/2008
purpose: Augment staff to allow the deployment of necessary tools.
accomplished: Yes
contract_date: 4/11/2008
actual_date: 4/11/2008
contract_cost: 25000
actual_cost: 25000
cost_effective: I allowed my group to implement the necessary tools to
provide better support.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Mon, 10 Sep 2007 12:32:47 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
chucktremain@state.mn.us,
Steve.Gustafson@state.mn.us**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, September 10, 2007 at 12:32:47

_config: vendeval
project: Secure Email Implementation Project
vendor: Level 2 Support (Mark Johnston)
agency: Enterprise Technology Office
evaluator: Chuck Tremain
eval_date: 09/10/2007
email_list: chucktremain@state.mn.us, steve.gustafson@state.mn.us
purpose: Required supplemental labor to travel from agency-to-agency
enabling the TLS encryption standard. Existing resources were unable
to dedicate time to this project.
accomplished: No
accomplished_e: The broad deliverables of the project were met.
Required written status reporting was virtually non-existent. Monthly,
on-time invoicing was non-existent.
contract_date: 03/26/2007
actual_date: 06/29/2007
contract_cost: 99,000
actual_cost: 3,400
amended: No
terminated: No
engage: No
engage_e: Contractor missed scheduled (and confirmed) on-site visits to
agencies. It was problematic to reach the contractor at times, due to
a bad email account or a full voice-messaging answering machine. It
was hard to get the contractor to invoice us for his services; the July
grace period for FY07 invoicing was nearing expiration and we had to
make repeated requests for an invoice.
comments: Seriously, evaluate your requirements before hiring this
one-person company. Remember, you get what you pay for.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, January 25, 2007 10:41 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, January 25, 2007 at 22:41:14

_config: vendeval
project: Problem Management and Ordering Application Changes
id_part1: G46
id_part2: 1697
cfms: A83491
vendor: Aesir, Inc.
agency: Enterprise Technology Office
evaluator: Shari Borth
eval_date: 01/25/2007
purpose: The purpose was to enhance our existing Problem/Incident ticketing system to web enable it for customers and to provide other enhancements such as escalation. This was necessary to improve customer service.
accomplished: Yes
contract_date: 06/30/2006
amended_date: 09/30/2006
actual_date: 09/07/2006
contract_cost: \$100,000
actual_cost: \$100,000
cost_effective: We only have one full time ARS programmer who was on other key projects. This allowed us to proceed with enhancing a system to web enable it to our customers. It was a short-term project so did not warrant a new hire.
amended: Yes
amended_e: We did not have the vendor on site full time as a lot of planning and decision making had to be done by the state.
terminated: No
engage: Yes
engage_e: Programmer had excellent technical skills in ARS and had interpersonal skill in working with the team to understand business needs and bring good solutions to meet those needs.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, October 10, 2006 4:38 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, October 10, 2006 at 16:37:51

_config: vendeval
project: Enterprise Security Assessment
id_part1: G02
id_part2: 1640
cfms: A79915
vendor: Espiria
agency: Enterprise Technology Office
evaluator: Jim Steinwand
eval_date: 10/10/2006
purpose: To identify vulnerabilities and protect critical and sensitive information, information systems and infrastructures, and to identify common policies, procedures and standards that can be implemented in a meaningful manner across the State enterprise to help streamline statewide operations, and to prescribe appropriate remedies and solutions to mitigate found vulnerabilities. The state does not have sufficient staff nor tools to accomplish this goal, and must rely on a contracted organization to fulfill its mission.
accomplished: Yes
contract_date: 08/22/2005
actual_date: 08/22/2006
contract_cost: \$425,000
actual_cost: \$425,000
cost_effective: This amount was a cost-effective way to enable the agency to provide its services, because the contract provided a means to self-assess the state's security posture without the necessity of bringing in high-cost consultants or to purchase software and or hardware to accomplish the desired results.
amended: No
terminated: No
engage: Yes
engage_e: Yes, although it was determined at this time that the state had learned a sufficient amount of detailed information to enable it to move forward on discovered information and remedies as set forth in the findings of this contract.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, September 28, 2006 2:23 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, September 28, 2006 at 14:22:46

_config: vendeval
project: State of Minnesota Web Security Project
cfms: A-29041
vendor: Deloitte & Touche
agency: Enterprise Technology Office
evaluator: Helen Major
eval_date: 09/28/2006
purpose: The state of Minnesota hired Deloitte & Touche to design and implement the web security infrastructure for the Minnesota North Star Portal. The security infrastructure included configuring Netegrity SiteMinder Web Authentication, Authorization, and Access software, designing and implementing an iPlanet directory schema for the user credentials, integrating the SiteMinder and the portal's Broadvision functions. Deloitte & Touche had expertise in all three of these major applications and OET (then ITG) did not.
accomplished: Yes
contract_date: 10/22/2001
amended_date: 08/30/2002
actual_date: 08/30/2002
contract_cost: 851,000
amended_cost: 1,141,000
actual_cost: 1,141,000
cost_effective: The state of Minnesota required a way to authenticate and manage identity and authorization in order to offer government services to citizens via the Internet. In 2001 this kind of security for Web Portals was at the cutting edge of technology and, therefore, expertise able to deliver the infrastructure needed to fulfill the 2000 Electronic Government Services initiative came at a premium price. Most of the money used was earmarked by the legislature for this purpose.
amended: Yes
amended_e: The integration between Netegrity and Broadvision proved to be more difficult than was originally thought. The Deloitte & Touche contract was amended in order to augment the Broadvision/North Star Portal staff complete the Portal build and integration.
terminated: No
engage: Yes
engage_e: They delivered excellent results and were easy to work with.

Jake Carson

From: Steve.Gustafson@state.mn.us
sent: Thursday, September 28, 2006 2:24 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, September 28, 2006 at 14:23:40

_config: vendeval
project: State of Minnesota Web Security Project
id_part1: 123
id_part2: 1234
cfms: A-29041
vendor: Deloitte & Touche
agency: Enterprise Technology Office
evaluator: Helen Major
eval_date: 09/28/2006
purpose: The state of Minnesota hired Deloitte & Touche to design and implement the web security infrastructure for the Minnesota North Star Portal. The security infrastructure included configuring Netegrity SiteMinder Web Authentication, Authorization, and Access software, designing and implementing an iPlanet directory schema for the user credentials, integrating the SiteMinder and the portal's Broadvision functions. Deloitte & Touche had expertise in all three of these major applications and OET (then ITG) did not.
accomplished: Yes
contract_date: 10/22/2001
amended_date: 08/30/2002
actual_date: 08/30/2002
contract_cost: 851,000
amended_cost: 1,141,000
actual_cost: 1,141,000
cost_effective: The state of Minnesota required a way to authenticate and manage identity and authorization in order to offer government services to citizens via the Internet. In 2001 this kind of security for Web Portals was at the cutting edge of technology and, therefore, expertise able to deliver the infrastructure needed to fulfill the 2000 Electronic Government Services initiative came at a premium price. Most of the money used was earmarked by the legislature for this purpose.
amended: Yes
amended_e: The integration between Netegrity and Broadvision proved to be more difficult than was originally thought. The Deloitte & Touche contract was amended in order to augment the Broadvision/North Star Portal staff complete the Portal build and integration.
terminated: No
engage: Yes
engage_e: They delivered excellent results and were easy to work with.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, September 18, 2006 11:35 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, September 18, 2006 at 11:34:51

_config: vendeval
project: Microsoft's Enterprise Project Management (EPM) Implementation
id_part1: G46
id_part2: 1690
cfms: A82063
vendor: Milestone Consulting Group
agency: Enterprise Technology Office
evaluator: Orrin Butterfield
eval_date: 09/18/2006
purpose: Implement initial phases of an Microsoft Enterprise Project Management (EPM) system for shared use by all agencies for both Portfolio and Project Management. A contract was required to provide both consulting and developmental support to configure and customise web aspects to facilitate operation with a simplified interface for users who do not employ the full toolset.
accomplished: Yes
contract_date: 10/01/2005
amended_date: 6/30/2006
actual_date: 6/30/2006
contract_cost: \$88,800.00
amended_cost: \$98,800.00
actual_cost: \$98,800.00
most_effective: EPM is a highly integrated offering which required technical knowledge to design and build an implementation within the State's environment. Our vendor was a Microsoft designated Partner in use of the EPM system.
amended: Yes
amended_e: Scope was expanded to include addition of an application security filter for improved security.
terminated: No
engage: Yes
engage_e: They are the most knowledgeable vendor in the Twin Cities area.

Jake Carson

From: Steve.Gustafson@state.mn.us
sent: Monday, September 18, 2006 11:32 AM
to: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, September 18, 2006 at 11:32:28

_config: vendeval
project: Microsoft's Enterprise Project Management (EPM) Implementation
id_part1: G46
id_part2: 1690
cfms: A82063
vendor: Milestone Consulting Group
agency: Enterprise Technology Office
evaluator: Orrin Butterfield
eval_date: 09/18/2006
purpose: Implement initial phases of an Microsoft Enterprise Project Management (EPM) system for shared use by all agencies for both Portfolio and Project Management. A contract was required to provide both consulting and developmental support to configure and customise web aspects to facilitate operation with a simplified interface for users who do not employ the full toolset.
accomplished: Yes
amended_date: 6/30/2006
actual_date: 6/30/2006
amended_cost: \$98,800.00
actual_cost: \$98,800.00
cost_effective: EPM is a highly integrated offering which required technical knowledge to design and build an implementation within the State's environment. Our vendor was a Microsoft designated Partner in use of the EPM system.
amended: Yes
amended_e: Scope was expanded to include addition of an application security filter for improved security.
terminated: No
engage: Yes
engage_e: They are the most knowledgeable vendor in the Twin Cities area.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, August 09, 2006 12:45 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, August 09, 2006 at 12:44:48

_config: vendeval
project: Test Project jg
id_part1: g22
id_part2: 5
cfms: 11234
vendor: None
agency: Enterprise Technology Office
evaluator: john gilbert
eval_date: 8/9/2006
purpose: adf
accomplished: Yes
accomplished_e: adf
contract_date: 8/9/2006
actual_date: 8/9/2006
contract_cost: 123
actual_cost: 123
cost_effective: adf
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, August 09, 2006 12:45 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, August 09, 2006 at 12:44:30

_config: vendeval
project: Test Project jg
id_part1: g22
id_part2: 5
cfms: 11234
vendor: None
agency: Enterprise Technology Office
evaluator: john gilbert
eval_date: 8/9/2006
purpose: adf
accomplished: Yes
accomplished_e: adf
contract_date: 8/9/2006
contract_cost: 123
actual_cost: 123
cost_effective: adf
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, July 24, 2006 9:33 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 24, 2006 at 09:33:14

_config: vendeval
project: OET Temporary Staff Augmentation for Support of DHS-SMI Project
id_part1: G46
id_part2: 1705
cfms: A85570
vendor: MSI System Integrators
agency: Enterprise Technology Office
evaluator: Debra Johnson
eval_date: 07/24/2006
purpose: Database: Staff augmentation for installing DB2 8.2
replication on IBM s pSeries and xSeries (64-bit, AMD Opteron) computer platforms.
Support for daily changes, maintenance and problem
resolution. Web Applications : Staff augmentation for tuning, and
problem resolution for JAVA applications on IBM s WebSphere Application
Server running on IBM pSeries and AMD Opteron. Hardware
Architecture : Technical expertise to support and guide the installation, maintenance,
assessment and configuration of HMC, VIO, LPARs, virtual processors, weighting, mirroring,
etcetera, for IBM s
pSeries and AMD Opteron computer platforms. Training: Provide
knowledge transfer (i.e., training) to OET staff and DHS SMI Team
members, as required. Service Level Agreements: Guide and assist in
the development of a service level agreement between DHS and OET for the SMI application
that includes recovery times, hours of availability, maintenance windows, cost sheets for
applications hosting, OET staff responsibilities, SMI staff responsibilities, problem
resolution processes & escalation, on-call support, failover options and time, application
and hardware configuration, and
documentation. Project Documentation: Develop/provide documentation
as required by the contract administrator. Said documentation shall adhere to the
standards as specified in the section General
Requirements. Other: Research and make recommendations as required.
accomplished: Yes
contract_date: 06/30/2006
amended_date: 6/30/2008
actual_date: 6/30/2008
contract_cost: 191,500
amended_cost: 291,500
actual_cost: 100,000
cost_effective: Lack of staff for complex implementation and tuning of pSeries and AMD
environment for the Department of Human Services
amended: Yes
amended_e: Project not completed - timelines changed needing an extension of the contract
and ongoing expertise as application is implemented into production
terminated: No
engage: Yes
engage_e: Very professional and technically competent

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, July 24, 2006 9:32 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 24, 2006 at 09:31:53

_config: vendeval
project: OET Temporary Staff Augmentation for Support of DHS-SMI Project
id_part1: G46
id_part2: 1705
vendor: MSI System Integrators
agency: Enterprise Technology Office
evaluator: Debra Johnson
eval_date: 07/24/2006
purpose: Database: Staff augmentation for installing DB2 8.2
replication on IBM s pSeries and xSeries (64-bit, AMD Opterons) computer platforms.
Support for daily changes, maintenance and problem
resolution. Web Applications : Staff augmentation for tuning, and
problem resolution for JAVA applications on IBM s WebSphere Application
Server running on IBM pSeries and AMD Opterons. Hardware
Architecture : Technical expertise to support and guide the installation, maintenance,
assessment and configuration of HMC, VIO, LPARs, virtual processors, weighting, mirroring,
etcetera, for IBM s
pSeries and AMD Opterons computer platforms. Training: Provide
knowledge transfer (i.e., training) to OET staff and DHS SMI Team
members, as required. Service Level Agreements: Guide and assist in
the development of a service level agreement between DHS and OET for the SMI application
that includes recovery times, hours of availability, maintenance windows, cost sheets for
applications hosting, OET staff responsibilities, SMI staff responsibilities, problem
resolution processes & escalation, on-call support, failover options and time, application
and hardware configuration, and
documentation. Project Documentation: Develop/provide documentation
as required by the contract administrator. Said documentation shall adhere to the
standards as specified in the section General
Requirements. Other: Research and make recommendations as required.
accomplished: Yes
contract_date: 06/30/2006
amended_date: 6/30/2008
contract_cost: 191,500
amended_cost: 100,000
cost_effective: Lack of staff for complex implementation and tuning of pSeries and AMD
environment for the Department of Human Services
amended: Yes
amended_e: Project not completed - timelines changed needing an extension of the contract
and ongoing expertise as application is implemented into production
terminated: No
engage: Yes
engage_e: Very professional and technically competent

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, April 26, 2006 2:49 PM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, April 26, 2006 at 14:49:15

_config: vendeval
project: Test Only - Please Disregard
id_part1: 123
id_part2: 4321
cfms: A222
vendor: JHA
agency: Enterprise Technology Office
evaluator: JA
eval_date: 04/26/2006
purpose: Summary
accomplished: Yes
contract_date: 04/26/2006
actual_date: 04/26/2006
contract_cost: 0
actual_cost: 0
cost_effective: Cost effective
amended: No
terminated: No
engage: Yes
comments: Comments

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, April 20, 2006 9:20 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, April 20, 2006 at 09:19:47

_config: ot/vendeval2
project: Oracle/Sybase DBA support
id_part1: G46
id_part2: 1710
cfms: A84558
vendor: Zinncorp (I.T. Doctors)
agency: Enterprise Technology Office
evaluator: Vicki Henning
eval_date: 04/20/2006
purpose: To obtain daily on-going support of Oracle and Sybase applications at OET until a permanent staff could be hired.
accomplished: Yes
contract_date: 06/30/2006
actual_date: 03/13/2006
contract_cost: \$50,000
actual_cost: \$47,586
cost_effective: Without support for the NorthStar, ARS and Video Scheduling database applications, OET was at risk of not providing those services, two of which are statewide applications.
amended: No
terminated: No
ngage: Yes
engage_e: The contractor was knowledgeable and able to do the work required. I recommended him to the Dept. of Finance for their migration of SEMA4 to Oracle.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, April 20, 2006 9:14 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, April 20, 2006 at 09:14:06

_config: ot/vendeval2
project: Oracle/Sybase DBA support
id_part1: G46
id_part2: 1710
cfms: A84558
vendor: Zinncorp (I.T. Doctors)
agency: Enterprise Technology Office
evaluator: Vicki Henning
eval_date: 04/20/2006
purpose: To obtain daily on-going support of Oracle and Sybase applications at OET until a
permanent staff could be hired.
accomplished: Yes
contract_date: 06/30/2006

Jake Carson

From: Steve.Gustafson@state.mn.us
sent: Wednesday, April 19, 2006 12:23 PM
to: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, April 19, 2006 at 12:22:53

_config: ot/vendeval2
project: Sybase DBA Support
id_part1: g02
id_part2: 1665
cfms: A73444
vendor: Virtelligence
agency: Enterprise Technology Office
evaluator: Vicki Henning
eval_date: 04/19/2006
purpose: I needed supplemental DBA help to complete the Sybase upgrades and implement a backup database server off-site. Current support staff workloads required additional short term help.
accomplished: Yes
contract_date: 06/23/2005
actual_date: 08/15/2005
contract_cost: \$25,000
actual_cost: \$16,443
cost_effective: It allowed us to complete the implementation of a backup solution faster than using current staff whose workloads on other projects kept them from working on this one.
recommended: No
terminated: No
engage: Yes
engage_e: I would use the same vendor again but would not use the same person because he didn't show up when expected on several occasions. I had to reschedule meetings and work. I discussed the problem the vendor rep who talked to the consultant about his work habits and timeliness.

Explore Minnesota
Tourism

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Ratchet	CFMS Contract Number: B03423	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): July 07-June 08
Summarize the purpose of the contract, including why it was necessary to enter into a contract:		
Web site development and maintenance		
Billable Hours (if applicable):	Total Contract Amount: \$340,900	Source of Funding: General fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:		
These services are beyond the capabilities of in-house staff so we went through a bidding process. Ratchet came in with the bid that was most compatible with our internal needs.		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:		
Ratchet worked on seven complete projects, which were estimated and completed separately. They brought on additional staff to complete our final project in a very time-efficient manner. All of the projects were completed to our specification by the end of the contract year.		
In addition, they maintained our site throughout the year on a maintenance contract. We have developed a good working relationship with Ratchet.		
Agency Head Signature: 	Title: Director	Date: 7-25-08

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Council of Great Lakes Governors	CFMS Contract Number: B04924	
Project Name (if applicable): Marketing Partnership	Project Number (if applicable):	Project Duration (Dates): Sept. 1, 2007-June 30, 2008
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Representation of Explore Minnesota Tourism in Great Lakes of North America marketing activities and promotions in target European countries. Explore Minnesota Tourism does not have the resources to maintain representation on its own, which makes the contract a cost-effective mechanism to promote travel to Minnesota.		
Billable Hours (if applicable):	Total Contract Amount: \$65,000.00	Source of Funding: 100-4221-400
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Representation in the Great Lakes marketing organization gives Explore Minnesota Tourism overseas representation valued at \$200,000; representation at international consumer shows valued at \$200,000; representation at international travel trade shows valued at \$40,000; and inclusion in media fam tours which produce articles worth thousands of dollars promoting Minnesota. This is excellent value for an investment of \$65,000.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Consulted Travel Industry of America Association for listings of multi-state tourism promotion Organizations, and found only one promoting the Great Lakes region internationally.		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Performance of the contractor met expectations. All trade shows were completed on budget, Minnesota hosted a number of familiarization tours which resulted in media articles, and thousands of Minnesota travel brochures were distributed at consumer shows in target markets.		
Agency Head Signature: 	Title: Director	Date: 7-21-08

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Explore Minnesota Tourism</i>		
Contractor Name: <i>Urban Planet</i>		CFMS Contract Number: <i>A84539</i>
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): <i>Jan. 1, 2006 - Jun 30, 2008</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Web site development; maintenance; hosting.</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>\$223,000</i>	Source of Funding: <i>General Fund</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>These services are beyond the capabilities of in-house staff.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Very good</i>		
Agency Head Signature: 	Title: <i>Director</i>	Date: <i>7-11-08</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Clarity Coverdale Fury	CFMS Contract Number: B02615	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): July 1, 2007 – June 30, 2008
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The contract with an advertising agency allows the state to plan, develop and purchase advertising to promote the State as a tourist destination. The contract covered a full range of advertising services, all provided by Clarity Coverdale Fury, including strategic planning, media planning, media negotiation and placement of advertisements, creative development, production of advertising, website design, private partnership development, brand research, online keyword strategy, and public relations. The majority of the contract was dedicated to media costs, including television, online, print, and radio.		
Billable Hours (if applicable):	Total Contract Amount: \$4,114,500.00	Source of Funding: 100-400-4232, 300-431-4203, 200-404-4200, 100-401-4100, 100-402-4231, 100-400-4100, 200-404-4410, 200-404-4412, 200-404-4413
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Retaining a full service advertising agency utilizes specialized expertise that integrates projects, yielding synergy and consistency for a more effective overall campaign. Integration through one agency also yields cost efficiencies, reducing duplication of efforts in areas such as creative development, copywriting, production e.g. photo shoots or purchasing of photography rights, editing and recording sessions, talent fees, etc. It also gives the agency more leverage in negotiating with media outlets, sub-contractors and outside vendors.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not applicable		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Strong overall performance with high quality creative development and production. Achievement of advertising goal targets, including increased website traffic, increased partnership value and participation, and consumer inquiries. The agency is very responsive to the needs of Explore Minnesota Tourism. Oversaw private partnership development that will bring between \$800,000 and \$900,000 in cash and in-kind marketing tactics in 2008 and 2009 extending Explore Minnesota's brand and messages. Aggressive media negotiation achieved media goals and attained significant added value as part of media buying. Provided \$15,000 of pro-bono hours as part of the contract. Tracked and surpassed target vendor goals through subcontracting. Billing and budgeting all within or below project estimates.		
Agency Head Signature: 	Title: Director	Date: 7-11-08

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <i>Explore Minnesota Tourism</i>		
Contractor Name: <i>NEXT Communications</i>		CFMS Contract Number: <i>B00629</i>
Project Name (if applicable): <i>Annual Travel Guide</i>	Project Number (if applicable):	Project Duration (Dates):
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>To complete design's culmination of annual travel guide, which is our primary response piece for consumers seeking information about travel in the state of Minnesota</i>		
Billable Hours (if applicable):	Total Contract Amount: <i>\$60,000</i>	Source of Funding: <i>300-404-4500</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>This was the second year of the contract for which a RFP process was conducted. Nextt was determined to be the best vendor through that process.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: <i>Excellent</i>		
Agency Head Signature: 	Title: <i>Director</i>	Date: <i>1-2-08</i>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

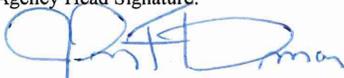
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Council of Great Lakes Governors		CFMS Contract Number: A-99295
Project Name (if applicable): Marketing Partnership	Project Number (if applicable):	Project Duration (Dates): July 1, 2006-June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Representation of Explore Minnesota Tourism in Great Lakes of North America marketing activities and promotions in target European countries. Explore Minnesota Tourism does not have the resources to maintain representation on its own, which makes the contract a cost-effective mechanism to promote travel to Minnesota.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$65,000.00	Source of Funding: 100-4221-400
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Participation in the Great Lakes marketing organization gives Explore Minnesota Tourism overseas representation valued at \$200,000; representation at international consumer shows valued at \$200,000; representation at international travel trade shows valued at \$40,000; and inclusion in media fam tours which produce articles worth thousands of dollars promoting Minnesota. This is excellent value for an investment of \$65,000.00.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Consulted Travel Industry of America Association for listings of multi-state tourism promotion organizations, and found only one promoting the Great Lakes region internationally.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Performance of the contractor met and exceeded expectations. All trade shows were completed on budget, Minnesota hosted a number of familiarization tours which resulted in media articles, and thousands of Minnesota brochures were distributed at consumer travel shows in target markets.</p>		
Agency Head Signature: 	Title: Director	Date: 7-9-07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Colle + Mc Voy		CFMS Contract Number: A78123
Project Name (if applicable): Advertising and Public Relations	Project Number (if applicable): NA	Project Duration (Dates): August 1, 2005 – July 31, 2006
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The contract with an advertising agency allows the state to plan, create and place advertising in a variety of media. The contract with Colle + Mc Voy provided a full range of advertising services including planning and development of media advertising schedules, negotiation and placement of advertising, development of creative elements and content for advertising, production of advertising units, and obtaining rights to creative materials. A majority of the contract went towards media placement of advertising including TV, radio, magazine, direct mail and online.		
Billable Hours (if applicable):	Total Contract Amount: \$3,900,000	Source of Funding: 100-400-4232, 200-404-4230, 200-404-4211, 300-431-4203, 100-402-4231, 200-404-4410, 200-404-4412, 200-404-4413
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Retaining a advertising agency allows the state to utilize their specialized expertise on per project basis including media planning, media negotiation, creative development and execution, production services, broadcast services, direct marketing, and electronic marketing. It allows for the development of professional, high quality creative messages delivered through targeted media placement.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not Applicable		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Overall the performance of the ad agency was solid and showed quality, cost containment and timely delivery of seasonal advertising campaigns. Consistently secured add value in negotiating advertising buys. New creative was designed and implemented for TV, magazine and direct mail that was consistent with objectives established. The contract included a provision for \$20,000 in pro bono services and the agency provided a total of \$28,840. Targeted vendor goal was reached in subcontracting. Project estimates and follow up billings were handled properly and within budgets.		
Agency Head Signature: 	Title: 	Date: 1/22/07

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: EXPLORE MINNESOTA TOURISM (EMT)		
Contractor Name: NEXT COMMUNICATIONS		CFMS Contract Number: A-87873
Project Name (if applicable): 2007 MINNESOTA TRAVEL GUIDE	Project Number (if applicable):	Project Duration (Dates): 4/21/06 – 12/7/06
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract vendor created an all-new design for the Minnesota Travel Guide, state's primary publication promoting travel in Minnesota, including layout for 164 pages, mapping, development a new lodging business listing, handling all format inquiries from businesses and organizations that advertise in the guide, taking in and placing display ads, after ensuring that the ad files met the required format. EMT does not have the staff expertise to develop a publication of this scope.</p>		
Billable Hours (if applicable):	Total Contract Amount: Up to \$89,470.	Source of Funding: <u>200-404-4500</u> Advertising revenue generated by the publication.
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Paid for entirely by advertising carried in the publication, the contracted graphic design services allow Explore Minnesota Tourism to develop a high-quality, widely distributed (circulation 325,000) tourism promotion publication that meets consumer expectations and serves the travel industry of Minnesota.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Work met budget and timeline, and was of a very high quality. Vendor was responsive to directions and feedback of Explore Minnesota Tourism staff, took extra steps to proof a very detailed 36-pg listing compiled for the first time this edition, and spent extra time working with advertisers to make sure ads were provided in a format that would print correctly and reflect positively on advertiser.</p>		
Agency Head Signature: 	Title: Director	Date: 12-21-06

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St.Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Mall Stores, Inc		CFMS Contract Number: A68961
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/1/2004 -12/31/2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The State is in need of enhancing Minnesota's identity, both nationally and internationally. To achieve this, the State will partner with the Contractor to:</p> <ul style="list-style-type: none"> ▪ Provide Minnesota travel information, sales, counseling, ticketing, licensing and retail merchandise facilities at the Mall of America. ▪ Reach non-residents visiting the State and encourage them to stay longer, do more and return to Minnesota to experience other parts of the State. ▪ Encourage Minnesota residents to visit other areas in the State ▪ Create marketing opportunities for Minnesota tourism businesses and organizations to include but not be limited to tourism, historic sites, arts and entertainment, cultural and recreational organizations and businesses 		
Billable Hours (if applicable): NA	Total Contract Amount: \$125,000	Source of Funding: General and Revenue accounts
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Explore Minnesota Tourism operated an Explore Minnesota Store at the Mall of America. After review of costs, it was determined that contracting with Mall Stores, Inc was less costly and still provided the services and products that met the tourism industries needs.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Mall Stores Inc is the authorized vendor for the Mall of America. No other vendor at the Mall could provide similar marketing opportunities.</p>		

Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:

Mall Stores, Inc. displayed and maintained both Explore Minnesota Tourism brochures and those contracted by the industry to be part of the Brochure Display Program as required by this contract. The contractor also provided royalties on merchandise using both the Explore Minnesota brand as well as generic Minnesota merchandise. Revenue generated from royalties and the Brochure Display Program off-set more than half the cost of the contract.

Agency Head Signature:



Title:

DIRECTOR

Date:

1-6-06

(Rev. 6/03)

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

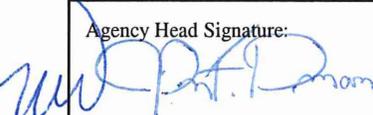
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Urban Planet		CFMS Contract Number: A73322
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): March 15 to December 31, 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Urban Planet rebuilt the entire tourism web site to include improved functionality as a new graphic design. In addition they provided web hosting and maintenance of the tourism website at exploreminnesota.com.</p> <p>They also developed and built administrative forms so that EMT could easily update information and make some changes to the site in-house. This administrative system also allows advertisers on the web site to input and manage their own information.</p> <p>EMT does not have technical expertise to design and program a website. In addition EMT does not have the equipment necessary to host this complex website which had over 16 million page views in 2005.</p>		
Billable Hours (if applicable): NA	Total Contract Amount: \$90,000.00	Source of Funding: 100-404-4200, 200-417-4211
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The contract was based on the proposal submitted through the request for proposal process. The proposal was selected based on best value to the state in terms of Work and cost.</p> <p>Hosting was billed at a flat rate, significantly lower than previous vendors. Maintenance and minor changes to the site were included in the monthly cost.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: NA</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Urban Planet had to develop the site on a tight time line in order to have it built, tested and launched before June 30, so that the site would remain live and online with no interruption of service. They met the deadlines and launched the site with few problems.</p> <p>They have been diligent in maintaining the site and hosting. Their firewall protection server configuration has kept the site secure. They provided services beyond the scope of the contract at no charge. EMT asked for estimates for the cost of building/configuring a web site to provide information and communication to the tourism industry. They developed it at no charge.</p>		
Agency Head Signature: 	Title: Director	Date: 1-6-06

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Next Communications		CFMS Contract Number: A79077
Project Name (if applicable): Graphic design and pre-press production	Project Number (if applicable): NA	Project Duration (Dates): August 15, 2005 – December 31, 2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The contract to provide graphic design and pre-press production services for the production of the 2006 Minnesota Travel Guide. EMT does not have graphic design staff or the technical capability of doing pre-press production.		
Billable Hours (if applicable):	Total Contract Amount: \$ 65,000.00	Source of Funding: 200-404-4211
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Pricing for these services were based on per page costs for both design and pre-press. There was a range of prices for per page design (production) based on the services provided. There actual costs were based on the size of the publication. The amount used for this contract was \$45,809.55.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not Applicable		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: High quality performance. Next was responsive to direction and met all deadlines to prepare guide for production. Provided high quality solutions for requested design changes.		
Agency Head Signature: 	Title: Director	Date: 12-13-05

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

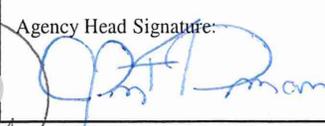
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: <p style="text-align: center;">MSP Custom Communications</p>	CFMS Contract Number: <p style="text-align: center;">A74872</p>	
Project Name (if applicable): <p style="text-align: center;">Travel Guide Advertising Sales</p>	Project Number (if applicable):	Project Duration (Dates): <p style="text-align: center;">May 2 – December 31, 2005</p>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: MSP Custom Communications acted as the sales agent for the 2006 Minnesota Travel Guide. Advertising sales support the production and printing of 350,000 copies of the guide. A sales agent is needed to all of the work associated with ad sales in order to raise enough revenue to produce the guide. EMT staff handles all coordination for the guide, production and a portion of the ad sales, however, staff is not available to conduct a dedicated aggressive sales effort.		
Billable Hours (if applicable): NA	Total Contract Amount: <p style="text-align: center;">\$65,000.00</p>	Source of Funding: <p style="text-align: center;">200-404-4211</p>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Compensation for the contractor was based on advertising sold. Advertising sold by the contractor for the 2006 Minnesota Travel Guide, totaled \$222,695.00. Total commission paid was \$55,673.75.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not applicable.		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Satisfactory performance. Advertising sales closed and contracts were provided in time to produce the guide on schedule.		
Agency Head Signature: 	Title: <p style="text-align: center;">Director</p>	Date: <p style="text-align: center;">12-5-05</p>

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Colle & McVoy		CFMS Contract Number: A63647
Project Name (if applicable): Advertising and Public Relations	Project Number (if applicable): NA	Project Duration (Dates): July 1, 2004 – July 31, 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract with an advertising agency allows the state to plan, create and place advertising in a variety of media. The contract provided a full range of advertising services which were proved by Colle & McVoy, specifically preparation of advertising media schedules, negotiation and placement of advertisements in the media, development of creative ideas and advertising content, advertising production, negotiation for and purchase of rights for creative materials. The majority of the contract was for actual media cost, including television, radio, print and online.</p>		
Billable Hours (if applicable): Only a portion of the contract was for fee, billable hours, total hours were 3666 for a total of \$513,236.	Total Contract Amount: \$ 3,550,000.00	Source of Funding: 100-400-4232, 100-402-4231, 200-404- 4410, 200-404-4211, 200-404-412, 200-404-4230
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Retaining an advertising agency allows the state to utilize the specialized expertise on a per project basis including media planning, media negotiation, creative development and execution, production services, broadcast services, direct marketing and electronic marketing. It allows for the development of high quality creative messages through a variety of media.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Not Applicable</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Overall performance of high quality in the creative product and in achieving targets for advertising. Agency responsive and timely in developing seasonal campaigns. Secured added value during media negotiations as part of media buying. Completed consumer research on television creative at own expense. Contract provides for \$20,000 in pro bono services. Pro bono provided was \$98,000 far exceeding amount in contract. Winter advertising was particularly strong in creative development and in cost effectiveness. Tracked and achieved target vendor goals as subcontracting. Billing and budgeting overall well within per project estimates.</p>		
Agency Head Signature: 	Title: 10-705	Date: Director

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

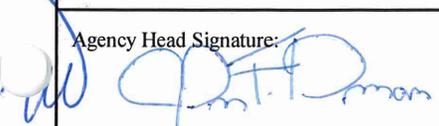
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Atomic Playpen	CFMS Contract Number: A64697 (A56751)	
Project Name (if applicable): Web site development and hosting	Project Number (if applicable):	Project Duration (Dates): January 1 – December 31, 2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Atomic Playpen provide web hosting services as well as maintenance of the tourism website at exploreminnesota.com. They also provided development services improving features for users on the website. They reorganized the search feature on the site to provide users with a list randomly by alphabet so that the listing of accommodations and attractions would be rotated for users. They also developed four sub-sites for the four Minnesota tourism regions. Improvements were mad to the events listing capabilities as well. EMT does not have the equipment necessary to host this complex website which had nearly 16 million page views in 2004. A dramatic increase in traffic midyear made it necessary to reconfigure the servers for the site in to accommodate the volume of traffic. EMT has no technical programming staff to develop or maintained the site.		
Billable Hours (if applicable): Not applicable	Total Contract Amount: \$84,700	Source of Funding: 200-404-4211, 200-404-4410. 200-404-4411, 200-404-4412, 200-404-4213
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Hosting was paid for on a monthly basis, which included a base level of traffic. Excess traffic was paid for by volume used only on a sliding scale basis. Each development project had an approved estimate based on amount and complexity of work to be provided. Contractor provided 4 hours of month service at no cost.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not a single source		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The first six months of the contractual period were fine. In July, the site began to fail, in part to due to an increase of traffic. However, the vendor was reactive to the situation and did not forewarn EMT of potential problems. Multiple problems occurred over the summer and the responsive ness of the vendor was not adequate. The account representative was quick to respond that fixes would be done ASAP but that was not the case. At times fixes would be made only to have something else break on the site. This was very disruptive and a disservice to customers and MN businesses and organizations that purchase advertising on the site. One three occasions this was discussed in person with company management. This was very surprising given the performance over the previous 18 months. As a result, EMT decided to retain the contractor for hosting for six months in order to transition to another vendor		
Agency Head Signature: 	Title: Director	Date: 3/23/05

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

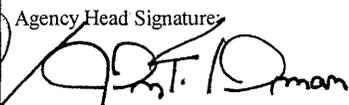
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: MSP Custom Communications	CFMS Contract Number: A60415	
Project Name (if applicable): Travel Guide Advertising Sales	Project Number (if applicable):	Project Duration (Dates): April 22 – December 31, 2004
Summarize the purpose of the contract, including why it was necessary to enter into a contract: MSP Custom Communications acted as the sales agent for the 2005 Minnesota Travel Guide. Advertising sales support the production and printing of 350,000 copies of the guide. A sales agent is needed to all of the work associated with ad sales in order to raise enough revenue to produce the guide. EMT staff handles all coordination for the guides production and a portion of the ad sales, however, staff is not available to conduct a dedicated aggressive sales effort.		
Billable Hours (if applicable): NA	Total Contract Amount: \$65,000.00	Source of Funding: 200-404-4211
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Compensation for the contractor was based on advertising sold. Advertising sold by the contractor for the 2005 guide, totaled \$210,440.00. Total commission paid was \$52610.00.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not applicable.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Satisfactory performance. Advertising sales closed and contracts were provided in time to produce the guide on schedule.		
Agency Head Signature: 	Title: Director	Date: 1-4-05

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Explore Minnesota Tourism		
Contractor Name: Next Communications	CFMS Contract Number: A64627	
Project Name (if applicable): Travel Guide Design and Pre-Press Production	Project Number (if applicable):	Project Duration (Dates): July 30– December 31, 2004
Summarize the purpose of the contract, including why it was necessary to enter into a contract:		
Billable Hours (if applicable): NA	Total Contract Amount: \$65,000.00	Source of Funding: 200-404-4211
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Compensation for the contractor was based on a per page cost for services. Next did work on a scale for which compensation was based on amount of work per page.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not applicable.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Very prompt an professional service. Timelines met and high caliber of work provided.		
Agency Head Signature: 	Title: Director	Date: 1-20-05

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: <p style="text-align: center; font-size: 1.2em;">Explore Minnesota Tourism</p>		
Contractor Name: <p style="text-align: center; font-size: 1.2em;">Colle & McVoy</p>	CFMS Contract Number: <p style="text-align: center; font-size: 1.2em;">A50009</p>	
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): <p style="text-align: center; font-size: 1.2em;">July 1, 2003 – June 30, 2004</p>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The contract with an advertising agency allows the state to plan, create, and place advertising in a variety of media. The contract covered a full range of advertising services which were provided by Colle & McVoy, specifically preparation of advertising media schedules, negotiation and placement of advertisements in the media, development of creative ideas and advertising content, production, negotiation for and purchase of rights for creative materials, e.g. photography. The majority of contract was for actual media costs, including television, radio, print and online.		
Billable Hours (if applicable):	Total Contract Amount: <p style="text-align: center; font-size: 1.2em;">\$3,185,000.00</p>	Source of Funding: 100-402-4232, 100-402-4231, 200-404-4211, 200-404-4230, 200-404-4410, 431-300-4203
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Retaining an agency allows the state utilize the specialized expertise on a per project basis including media planning, media negotiation, creative development and execution, production services, broadcast services, direct marketing and electronic marketing. It allows for the development of high quality creative messages through a variety of media.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: <p style="font-size: 1.2em;">Does not apply.</p>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Overall performance high quality in the creative product developed and in achieving targets for advertising. Agency responsive to needs. Proactive in monitoring spring summer advertising campaign in order to make adjustments. Aggressive in media negotiation in achieving buying goals, e.g. purchased the amount of television planned well under amount budgeted through negotiation. And secured "value added" opportunities as part of media buying. Provided pro-bono time as part of contract. Tracked and achieved target vendor goals as subcontracting. Billing and budgeting overall within or below per project estimates.		
	Title: <p style="font-size: 1.2em; color: blue;">Director</p>	Date: <p style="font-size: 1.2em; color: blue;">9/27/04</p>

Finance

Kelly Heffron

Date sent: Wed, 4 Nov 2009 14:31:32 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/04/2009.

project: State Budget System RFP Development

id_part1: G10

id_part2: 2103

cfms: B05483

vendor: Salvaggio Teal & Associates

agency: Finance Dept

evaluator: Catherine Hennessey

eval_date: 11/04/2009

email_list: catherine.hennessey@state.mn.us, charlie.bieleck@state.mn.us

purpose: To provide professional/technical assistance for development of a proposal (RFP), evaluation structure, and decision-making matrices associated with replacing/developing a new state budget system to coincide with related MAPS RFP. Development of request for proposal ready-for-publication, assistance in providing notice to the vendor community, and developing evaluation structure and decision framework.

accomplished: Yes

contract_date: 02/29/2008

amended_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: \$128,160

actual_cost: \$128,160

cost_effective: The vendor provided the expertise required to create, publish, and answer questions for the state budget system RFP, as well as evaluate responders. Assistance was both efficient and effective, delivered on time and within budget.

amended: Yes

amended_e: To extend the timeline due to internal department readiness delays.

terminated: No

engage: Yes

engage_e: Efficient production of deliverables. Excellent communication with state staff. Useful advice and guidance.

comments: This firm was subsequently engaged to perform similar tasks on the MAPS Replacement Project and communications with staff assigned to that project remain professional and cordial

Kelly Heffron

Date sent: Fri, 16 Oct 2009 14:00:04 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/16/2009.

project: Service Level Agreement, Maintenance & Support for Web Based Applicant Tools

id_part1: G10

id_part2: 2251

cfms: 09B20279

vendor: HRWorX

agency: Finance Dept

evaluator: Laurie Hansen

eval_date: 10/16/2009

purpose: The purpose of the contract is to provide IT Support Services to support and maintain the State of Minnesota Resumix data base and on-line web applicant & hiring tools. This vendor was responsible for the initial building of the on line hiring tools and was very familiar with the technical structure.

accomplished: Yes

contract_date: 10/27/2009

actual_date: 10/27/2009

contract_cost: \$74,565

actual_cost: \$74,565

cost_effective: The Resumix software that was originally purchased is no longer vendor supported. In addition, HR WorX made many of the initial modifications to the software and the associated on-line hiring tools. It was not practical to have another vendor step up and learn the software. In addition, there was no one on staff who had the knowledge to support the hiring tools.

amended: No

terminated: No

engage: Yes

engage_e: The services that this vendor provides are reasonably priced and they are successful in making the changes that we request.

Kelly Heffron

Date sent: **Mon, 20 Jul 2009 11:38:12 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 07/20/2009.

project: P8 Installation

id_part1: G10

id_part2: 2431

cfms: B-92073

vendor: Genus

agency: Finance Dept

evaluator: Andre Drinkwine

eval_date: 7/20/2009

purpose: Need for a "certified" installation of Filenet Content Manager (P8).

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 9000

actual_cost: 9000

cost_effective: Best price of vendors. Certified vendor on state contract with experience

amended: No

terminated: No

engage: Yes

engage_e: This project was taken on at the end of the fy. The vendor provided the services they specified in a short period of time.

Communication was good throughout the project.

Kelly Heffron

Date sent: **Wed, 4 Nov 2009 14:02:16 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 11/04/2009.

project: Budget Information System Replacement Project

id_part1: G10

id_part2: 2134

cfms: B19650

vendor: Deloitte Consulting

agency: Finance Dept

evaluator: Catherine Hennessey

eval_date: 11/04/2009

email_list: catherine.hennessey@state.mn.us

purpose: The State of Minnesota envisions a web-based budget information system (BIS) that will streamline and integrate the budgeting process from development, decision making and publication. Deloitte Consulting was engaged to guide and assist in the execution of the State's vision.

accomplished: No

accomplished_e: The product delivered still falls short of the fundamental requirement of creating an integrated and sustainable system. Several deliverables are still in question: 1) Ability to produce a budget document 2) Usable and user friendly reporting 3) Ability to estimate salary obligations 4) Monthly updating of actuals.

contract_date: 09/15/2009

amended_date: 12/31/2009

actual_date: 12/31/2009

contract_cost: \$1,735,000

amended_cost: \$1,908,800

actual_cost: \$1,908,800

cost_effective: Approximately \$500,000 of the cost indicated above is for Cognos licensing. The remaining \$1.4M was considered a valuable investment in the resources provided by Deloitte to produce a transformational state budget system.

amended: Yes

amended_e: The contract was amended to accomplish specific data integration tasks using Deloitte resources and expertise.

terminated: No

engage: Yes

engage_e: This answer should really be a "maybe", reflecting the ambiguity of the State's end of project push to extract fundamental functionality from the new budget system.

comments: This has been a long, arduous and labor intensive journey, with much work remaining as calendar year 2009 comes to a close.

Kelly Heffron

Date sent: **Mon, 29 Jun 2009 13:23:32 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 06/29/2009.

project: Prototype of Reporting for Executive Tracking System

id_part1: G10

id_part2: 2036

cfms: B01692

vendor: Woodburn Group

agency: Finance Dept

evaluator: Ellen Schwandt

eval_date: 06/29/2009

purpose: Develop a prototype for reporting out for the Executive Tracking System using Business Objects Web Intelligence suite of software. Provide knowledge transfer to State staff.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2007

actual_date: 06/30/2007

contract_cost: 40000

actual_cost: 39310

cost_effective: We needed flexible web based reporting for making budget decisions for preparing the Governor's budget. There was no one on staff with the expertise to put this type of reporting in place.

amended: No

terminated: No

engage: Yes

engage_e: The contractor came in on short notice and provided us with a prototype that became the production reporting for Executive Tracking. It was well received by the business customer. The Woodburn Group did an excellent job at getting State staff up to speed with the technology.

Kelly Heffron

Date sent: Tue, 16 Dec 2008 12:10:59 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 12/16/2008.

project: SEMA4 Software upgrade to version 9

id_part1: 133

id_part2: 20

cfms: B06539

vendor: Infocrossing E.A.S., Inc

agency: Finance Dept

evaluator: John Vanderwerf

eval_date: 12/16/2008

email_list: john.vanderwerf@state.mn.us

purpose: The purpose was to provide information and guidance on implementation of new software version and to supplement State of Minnesota staff. The State of Minnesota did not have direct experience of knowledge of the software version being implemented. It was imperative to acquire knowledge and skills in the new version to aid in the implementation and project management.

accomplished: Yes

contract_date: 12/31/2008

actual_date: 10/15/2008

contract_cost: \$1,100,000

amended_cost: \$1,900,000

actual_cost: \$1,734,005

cost_effective: The contract allowed the upgrade project to be jump started by bringing in experts in the new software. These experts transferred knowledge of the new system to state staff and helped complete development projects. The contractor work along with increased knowledge of state staff allowed the project development to be completed quickly leaving more time for business testing. This provided for a high quality test environment and subsequently resulted in a successful implementation, which was on time and under budget.

amended: Yes

amended_e: The original contract was amended to increase the contract limit. Due to staff reduction in the Information Warehouse area and a desire to complete development earlier than anticipated, additional external resources were required to meet business timelines. These additional resources supplemented state staff. Some were present just a short time. However, since the original limit on the contract did not anticipate the need for additional resources, the limit was increased. The increase was still within initial planning estimates.

terminated: No

engage: Yes

engage_e: The vendor provided very professional staff that augmented State staff well. The experience with this vendor was significantly different than past firms. The vendor gave a high priority to knowledge transfer and making sure the state was in good shape to support the new software.

Kelly Heffron

Date sent: Fri, 9 Jan 2009 15:42:21 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/09/2009.

project: Oracle/PeopleSoft HRMS 9.0 Upgrade Project Assistance

id_part1: G10

id_part2: 2083

cfms: B06539

vendor: Infocrossing E.A.S., Inc

agency: Finance Dept

evaluator: John Vanderwerf

eval_date: 12/16/2008

email_list: john.vanderwerf@state.mn.us

purpose: The purpose was to provide information and guidance on implementation of new software version and to supplement State of Minnesota staff. The State of Minnesota did not have direct experience of knowledge of the software version being implemented. It was imperative to acquire knowledge and skills in the new version to aid in the implementation and project management.

accomplished: Yes

contract_date: 12/31/2008

actual_date: 10/15/2008

contract_cost: \$1,100,000

amended_cost: \$1,900,000

actual_cost: \$1,734,005

cost_effective: The contract allowed the upgrade project to be jump started by bringing in experts in the new software. These experts transferred knowledge of the new system to state staff and helped complete development projects. The contractor work along with increased knowledge of state staff allowed the project development to be completed quickly leaving more time for business testing. This provided for a high quality test environment and subsequently resulted in a successful implementation, which was on time and under budget.

amended: Yes

amended_e: The original contract was amended to increase the contract limit. Due to staff reduction in the Information Warehouse area and a desire to complete development earlier than anticipated, additional external resources were required to meet business timelines. These additional resources supplemented state staff. Some were present just a short time. However, since the original limit on the contract did not anticipate the need for additional resources, the limit was increased. The increase was still within initial planning estimates.

terminated: No

engage: Yes

engage_e: The vendor provided very professional staff that augmented State staff well. The experience with this vendor was significantly different than past firms. The vendor gave a high priority to knowledge transfer and making sure the state was in good shape to support the new software.

Kelly Heffron

Date sent: Wed, 25 Jun 2008 08:05:53 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, June 25, 2008 at 08:05:53

_config: vendeval
project: Debt Service Application Replacement
id_part1: G10
id_part2: 1979
cfms: A98653
vendor: Prescient Software
agency: Finance Dept
evaluator: Jerry Engebretson
eval_date: 06/25/2008
email_list: Jerry.Engebretson@state.mn.us
purpose: Purchase and develop software to replace the existing Debt Service application. The software was 14 years old and no longer supported by the developer and Microsoft.
accomplished: Yes
contract_date: 06/30/2007
actual_cost: 24,908.25
cost_effective: The Debt Service application requires that it reside in a database and must perform multiple functions. Other states spent \$146,000 to \$1.3 million to develop a very similar application.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Wed, 25 Jun 2008 08:04:52 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, June 25, 2008 at 08:04:52

_config: vendeval
project: Debt Service Application Replacement
id_part1: G10
id_part2: 1979
cfms: A98653
vendor: Prescient Software
agency: Finance Dept
evaluator: Jerry Engebretson
eval_date: 06/25/2008
email_list: Jerry.Engebretson@state.mn.us
purpose: Purchase and develop software to replace the existing Debt Service application. The software was 14 years old and no longer supported by the developer and Microsoft.
accomplished: Yes
contract_date: 06/30/2007
actual_cost: 24,908.25
cost_effective: The Debt Service application requires that it reside in a database and must perform multiple functions. Other states spent \$146,000 to \$1.3 million to develop a very similar application.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Mon, 5 May 2008 14:50:25 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, May 05, 2008 at 14:50:25

_config: vendeval
project: Oracle Warehouse Builder Training
id_part1: G10
id_part2: 1944
cfms: A74910
vendor: ONYX Training
agency: Finance Dept
evaluator: Joel Ludwigson
eval_date: 05/05/2008
purpose: To obtain training in Oracle Warehouse Builder for developers
in the IA Warehouse unit of the Department of Finance. No state
employee had prior knowledge of this technology.
accomplished: Yes
contract_date: 1/16/2007
actual_date: 1/16/2007
contract_cost: 10,800.00
actual_cost: 10,041.88
cost_effective: No state employees had knowledge in this area. This
contract for training state employees was far less expensive than
hiring a contractor to do the entire project and then pay them more to
maintain it.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 18 Mar 2008 15:34:15 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, March 18, 2008 at 15:34:15

_config: vendeval
project: Finance VOIP QOS firewall assistance
id_part1: G10
id_part2: 1865
cfms: A73460
vendor: Fishnet Security
agency: Finance Dept
evaluator: Ron Olsen
eval_date: 03/18/2008
purpose: Bring Vendor onsite to configure new module on Firewall to properly handle Quality-Of-Service for Voice traffic to support VOIP implementation. We had no existing in-house expertise with the FloodGate module.
accomplished: Yes
contract_date: 08/02/2006
actual_date: 08/24/2006
contract_cost: \$1110
actual_cost: \$1110
cost_effective: No in-house expertise with the FloodGate module. Insufficient time to acquire in-house expertise.
amended: No
terminated: No
engage: Yes
engage_e: Knowledge of the product. Professional Service.

Kelly Heffron

Date sent: Tue, 10 Jun 2008 16:13:19 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, June 10, 2008 at 16:13:19

_config: vendeval
project: Project Planning Assistance for an Oracle/PeopleSoft HRMS 9.0 Upgrade
id_part1: G10
id_part2: 2043
cfms: B01971
vendor: CedarCrestone
agency: Finance Dept
evaluator: Jophn Vanderwerf
eval_date: 04/18/2007
purpose: Provide expert knowledge and experience in the current versions of Oracle/PeopleSoft to guide the Department's of Employee Relations and Finance in their project planning efforts.
accomplished: Yes
contract_date: 12/31/2007
actual_date: 08/14/2007
contract_cost: 53600
actual_cost: 53600
cost_effective: The vendor was able to assist the State in planning a software upgrade. The State staff did not have prior experience in the new version of the software. The vendor was able to provide informaiton to prepare the State staff for the upgrade project. Without the vendor's participation, the State would have spend several months preparing their staff and sending to external training. The training costs and the lost productivity would have exceeded the cost for the planning engagement.
amended: No
terminated: No
engage: Yes
engage_e: The vendor was very professional and completed their tasks as expected.

Kelly Heffron

Date sent: Fri, 18 Apr 2008 20:00:25 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, April 18, 2008 at 20:00:25

_config: vendeval
project: Project Planning Assistance for an Oracle/PeopleSoft HRMS 9.0 Upgrade
id_part1: 583
cfms: B01971
vendor: CedarCrestone
agency: Finance Dept
evaluator: John Vanderwerf
eval_date: 04/18/2008
email_list: john.vanderwerf@state.mn.us
purpose: Provide expert knowledge and experience in the current versions of Oracle/PeopleSoft to guide the Department's of Employee Relations and Finance in their project planning efforts.
accomplished: Yes
contract_date: 12/31/2007
actual_date: 8/14/2007
contract_cost: \$53,600.
actual_cost: \$53,600
cost_effective: The vendor was able to assist the State in planning a software upgrade. The State staff did not have prior experience in the new version of the software. The vendor was able to provide informaiton to prepare the State staff for the upgrade project. Without the vendor's participation, the State would have spend several months preparing their staff and sending to external training. The training costs and the lost productivity would have exceeded the cost for the planning engagement.
amended: No
terminated: No
engage: Yes
engage_e: Yes, the vendor was very professional and completed their tasks as expected.

Kelly Heffron

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, March 11, 2008 at 14:36:37

_config: vendeval

cfms: A53572

vendor: Wells Fargo Bank, Mpls

agency: Finance Dept

evaluator: Jerry Engebretson

eval_date: 1/4/2008

purpose: To provide banking services to agencies and state government overall. It is the only method available to non bank entities such as state agencies to use for the purposes of processing and settling financial transactions through financial markets.

accomplished: Yes

contract_date: 12/31/2007

actual_date: 12/31/2007

contract_cost: 943,000

actual_cost: 646,011

cost_effective: The contract is competitively bid out among financial institutions (banks). This contract is not used by agencies for the purpose of providing services or products. This contract is used as a vehicle for agencies to deposit checks and cash, accept credit cards, accept and issue electronic payments, process and settle financial transactions through financial markets.

amended: No

terminated: No

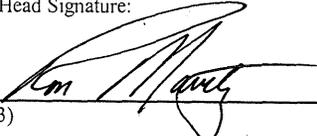
engage: Yes

engage_e: The vendor meets and in some cases exceeds the requirements of the contract in all areas mentioned above.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Finance		
Contractor Name: American Management Systems, Incorporated (AMS)		CFMS Contract Number: A57554
Project Name (if applicable): MAPS Upgrade Assessment	Project Number (if applicable):	Project Duration (Dates): January 1, 2004 to April 30, 2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of this contract was to engage a contractor to assist with a strategy and cost estimate to upgrade from AMS Advantage Financial 2 software to AMS Advantage Financial 3 software. A contract was required as AMS is the sole integrator of Advantage Financial 2 and 3 software and has proprietary information that is not available to the state.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$309,400	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>MAPS provides an enterprise accounting and procurement solution critical for state agencies to conduct business. The upgrade assessment included information on improving business processes and provided upgrade strategy and cost estimate information..</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>AMS is the sole integrator of the proprietary AMS Advantage Financial Software.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>AMS met all the terms and objectives of the contract. They provided an upgrade strategy that included business enhancements and were able to complete the contract on time and on budget.</p>		
Agency Head Signature: 	Title: Agency Support Director	Date: 3/14/07

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, December 06, 2006 12:29 PM
to: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, December 06, 2006 at 12:29:02

_config: vendeval
project: IA Warehouse Extract and Load Conversion
id_part1: G10
id_part2: 1751
cfms: A87844
vendor: SDK Software, Inc.
agency: Finance Dept
evaluator: Jean Henning
eval_date: 12/06/2006
purpose: The State of Minnesota Employee Management Application (SEMA4) is in the process of migrating its Oracle/PeopleSoft application from a mainframe DB2 environment to a Windows Oracle environment. In conjunction with this migration, the Department of Finance data warehouse must transition its data extract and load process from a mainframe DB2 environment to a Windows Oracle environment. Additional expertise is required to review implementation plans and assist in the extract and load transformation from SAS to Oracle Warehouse Builder (OWB).
accomplished: Yes
contract_date: 04/11/2006
amended_date: 07/20/2006
actual_date: 11/30/2006
contract_cost: \$54,720
amended_cost: \$108,720
actual_cost: \$103,590
cost_effective: The work was of limited duration and the solution needed to be ready for system testing by 7/1/2006. No state employee had the expertise to do the work. To train a state employee to the level of expertise necessary to accomplish the tasks for the job would have been more expensive than this contract and taken more time than was available.
amended: Yes
amended_e: Work was more involved than originally estimated. Due to the limited availability of consultants with OWB experience and the delay in the SEMA4 platform project rollout, we determined the best approach was to extend the contract. Extending the contract allowed the contractor to complete assigned work within the required timeline and transfer knowledge to State employees. The contractor had the expertise to assist us in completing the redesign and programming.
terminated: No
engage: Yes
engage_e: SDK, Inc. was very professional in their dealings with the State. We had a couple of minor issues with the individual assigned to us over the eight month period he was here, and the vendor stepped up and resolved those minor issues in a very professional and timely manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, October 10, 2006 9:35 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, October 10, 2006 at 09:35:21

_config: vendeval
project: Java Developer
id_part1: G10
id_part2: 1685
cfms: A84386
vendor: Tech-Pro
agency: Finance Dept
evaluator: Ellen Schwandt
eval_date: 10/10/2006
purpose: To work with State, Java developers to troubleshoot and debug application development problems, code examples and offer guidance on application design for the Treasury Division's Investment System.
accomplished: Yes
contract_date: 06/30/2006
amended_date: 06/30/2006
actual_date: 06/12/2006
contract_cost: 30000
amended_cost: 93000
actual_cost: 91580
cost_effective: This was an effective way to meet the Investment System deliverables as identified by the Treasury Division and approved by our Senior Staff. Having this technical assistance on the project allowed us to deliver the system and to meet our delivery date. The knowledge and skill transfer that occurred as a result of this contract has allowed State staff to successfully take on the operations, maintenance and modifications for this and other java applications.
amended: Yes
amended_e: The assistance and expertise of the consultant was needed on the project for more hours than the dollars in the original work order accommodated.
terminated: No
engage: Yes
engage_e: I would engage Tech-Pro again if they had the best person/people available to meet the needs of the engagement.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, September 14, 2006 1:49 PM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Vicki.Henning@state.mn.us; Vicki.Henning@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, September 14, 2006 at 13:49:12

_config: vendeval
project: Oracle Installation Review
id_part1: G46
id_part2: 1778
cfms: A87369
vendor: Zinncorp
agency: Finance Dept
evaluator: Vicki Henning
eval_date: 09/14/2006
email_list: vicki.henning@state.mn.us
purpose: Outside expertise was needed to assist state staff in migrating PeopleSoft to a new platform.
accomplished: Yes
contract_date: 06/30/2006
amended_date: 08/31/2006
actual_date: 08/31/2006
contract_cost: \$25,000
amended_cost: \$100,000
actual_cost: \$94,348
most_effective: State staff were able to learn and gain experience from the consultant as the project was being developed.
amended: Yes
amended_e: A variety of factors influenced and extended the milestones in the project plan.
terminated: No
engage: Yes
engage_e: This yes is a maybe. See number 9. below.
comments: Regarding question 8. above. Depending on the tasks/projects we would. He was not as good of a mentor as we had hoped. We had to stress more than once the importance of documenting, sharing information on tasks he completed and helping others learn.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, September 13, 2006 10:49 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:48:43

_config: vendeval
project: IA Warehouse Extract & Load Conversion
id_part1: G10
id_part2: 1752
cfms: A88925
vendor: Ardent Technologies
agency: Finance Dept
evaluator: Joel Ludwigson
eval_date: 09/13/2006
purpose: Programming an ETL process utilizing Oracle Warehouse Builder
accomplished: No
accomplished_e: This contract was canceled prior to any work being done
contract_date: 05/15/2006
actual_date: 05/15/2006
contract_cost: 30000
actual_cost: 0
amended: No
terminated: Yes
terminated_e: The contract was signed, but after we had entered into the contract the individual who was going to complete the work made some scheduling demands that we were unwilling to meet.
engage: Yes
engage_e: The problem related to the individual worker, not the contracting company.
comments: This was a problem with the individual, not the company.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, September 13, 2006 11:00 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 10:59:48

_config: vendeval
project: IA Warehouse Extract & Load Conversion
id_part1: G10
id_part2: 1752
cfms: A88925
vendor: Ardent Technologies Inc.
agency: Finance Dept
evaluator: Joel Ludwigson
eval_date: 09/13/2006
purpose: To re-program the IA data Warehouse ETL process utilizing Oracle Warehouse
Builder due to a change in system platform.
accomplished: Yes
accomplished_e: Accomplished through another method
contract_date: 05/15/2006
actual_date: 05/15/2006
contract_cost: 30000
actual_cost: 0
amended: No
terminated: Yes
terminated_e: After we had entered into the contract the individual who was going to
complete the work made some scheduling demands that we were unwilling to meet.
engage: Yes
engage_e: The problem related to the individual worker, not the contracting company
comments: This was a problem with the individual, not the company.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 11:05 AM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 11:05:27

_config: vendeval
project: IA Warehouse Extract & Load Conversion
id_part1: G10
id_part2: 1752
cfms: A88925
vendor: Ardent Technologies Inc.
agency: Finance Dept
evaluator: Joel Ludwigson
eval_date: 09/13/2006
purpose: To program a new ETL procedure utilizing Oracle Warehouse builder due to an application platform change
accomplished: Yes
contract_date: 05/15/2006
actual_date: 05/15/2006
contract_cost: 30000
actual_cost: 0
cost_effective: The needs were met through another method
amended: No
terminated: Yes
terminated_e: After we had entered into the contract the individual who was going to complete the work made some scheduling demands that we were unwilling to meet.
engage: Yes
engage_e: The problem related to the individual worker, not the contracting company
comments: This was a problem with the individual worker, not the company

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, September 13, 2006 8:42 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 08:42:11

_config: vendeval
project: IA Warehouse Extract & Load Conversion
id_part1: G10
id_part2: 1838
cfms: none
vendor: none
agency: Finance Dept
evaluator: Joel Ludwigson
eval_date: 09/13/2006
purpose: No SOW was issued. No contract was signed. No work was performed.
accomplished: No
accomplished_e: No SOW was issued. No contract was signed. No work was performed.
contract_date: 06/05/2006
actual_date: 06/05/2006
contract_cost: 25000
actual_cost: 0
cost_effective: No SOW was issued. No contract was signed. No work was performed.
amended: No
terminated: No
engage: Yes
engage_e: No SOW was issued. No contract was signed. No work was performed.
comments: No SOW was issued. No contract was signed. No work was performed.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, September 13, 2006 8:24 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, September 13, 2006 at 08:23:48

_config: vendeval
project: IA Warehouse Extract & Load Conversion
id_part1: G10
id_part2: 1838
agency: Finance Dept
evaluator: Joel Ludwigson
eval_date: 09/13/2006
accomplished: No
comments: This SOW was never issued. No contract was ever signed.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Finance		
Contractor Name: University of Minnesota		CFMS Contract Number: A76684
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 7/1/05 – 6/30/06
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Department of Finance is legally required to project state revenue and expenditures. These projections would lose the sense of objectivity if done under supervision of a staff member of the executive branch.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$80,500.00	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The University of Minnesota is able to make a qualified person available on a part-time basis and the Department of Finance position does not require a full-time individual.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The department feels that entrusting the credibility of the financial forecast to an independent entity is the most effective strategy to ensure objectivity. The state's interests are best served if a successful state economist functions in this capacity over time. The Department of Applied Economics at the University of Minnesota has the required understanding of the state's economic analysis process and has established credibility with the professional economic community.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Contractor's work was done within budget in a timely manner and with the highest level of professional integrity and credibility.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7-26-06

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, March 14, 2006 4:17 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, March 14, 2006 at 16:17:06

_config: ot/vendeval2
project: Staff augmentation for Oracle 10G/J2EE projects
id_part1: G10
id_part2: 1400
cfms: 102SM
vendor: Tech Pro, Inc
agency: Finance Dept
evaluator: Ellen Schwandt
eval_date: 07/27/2005
purpose: To augment state staff. To provide technical leadership with responsibility for design, development, testing, implementation, documenting and supporting of financial applications as the Department of Finance begins to develop in an Oracle 10G/J2EE environment.
accomplished: Yes
contract_date: 06/30/2005
amended_date: 06/30/2005
actual_date: 03/31/2005
contract_cost: 63900
amended_cost: 231220
actual_cost: 231220
cost_effective: The components needed for the J2EE environment were identified and put in place. The Executive Tracking, Legislative Tracking and Special Revenue Systems were implemented in this environment during this time. A start was made on the Investment System for the Treasury Division.
amended: Yes
amended_e: The original contract was written to augment state staff as we moved to a J2EE environment. After the contract was in place, the need for three new systems to support decision making during the 2005 legislative session was identified. The desire for these systems resulted in extension of this staff augmentation contract.
terminated: No
engage: Yes
engage_e: I would engage this contractor's services again for staff augmentation if they had the best people available for the engagement.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Friday, February 10, 2006 2:15 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, February 10, 2006 at 14:15:23

_config: ot/vendeval2
project: Staff augmentation for Oracle 10G/J2EE projects
id_part1: G10
id_part2: 1400
cfms: 102SM
vendor: Tech Pro, Inc
agency: Finance Dept
evaluator: Ellen Schwandt
eval_date: 07/27/2005
purpose: To augment state staff. To provide technical leadership with responsibilities for design, development, testing, implementation, documenting and supporting of financial applications as the Department of Finance begins to develop in an Oracle 10G/J2EE environment.
accomplished: Yes
contract_date: 06/30/2004
amended_date: 06/30/2005
actual_date: 03/31/2005
contract_cost: 63900
amended_cost: 231220
actual_cost: 231220
cost_effective: The components needed for the J2EE environment were identified and put in place. The Executive Tracking, Legislative Tracking and Special Revenue Systems were implemented in this environment during this time. A start was made on the Investment System for the Treasury Division.
amended: Yes
amended_e: The original contract was written to augment state staff as we moved to a J2EE environment. After the contract was in place, the need for three new systems to support decision making during the 2005 legislative session was identified. The desire for these systems resulted in extension of this staff augmentation contract.
terminated: No
engage: Yes
engage_e: I would engage this contractor's services again for staff augmentation if they had the best people available for the engagement.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
ent: Friday, February 10, 2006 2:15 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

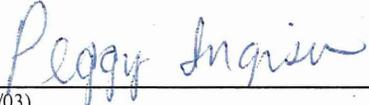
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, February 10, 2006 at 14:15:00

_config: ot/vendeval2
project: Staff augmentation for Oracle 10G/J2EE projects
id_part1: G10
id_part2: 1400
cfms: 102SM
vendor: Tech Pro, Inc
agency: Finance Dept
evaluator: Ellen Schwandt
eval_date: 07/27/2005
purpose: To augment state staff. To provide technical leadership with responsibilities for design, development, testing, implementation, documenting and supporting of financial applications as the Department of Finance begins to develop in an Oracle 10G/J2EE environment.
accomplished: Yes
contract_date: 06/30/2004
amended_date: 06/30/2005
actual_date: 03/31/2005
contract_cost: 63900
amended_cost: 231220
actual_cost: 231220
cost_effective: The components needed for the J2EE environment were identified and put in place. The Executive Tracking, Legislative Tracking and Special Revenue Systems were implemented in this environment during this time. A start was made on the Investment System for the Treasury Division.
amended: Yes
amended_e: The original contract was written to augment state staff as we moved to a J2EE environment. After the contract was in place, the need for three new systems to support decision making during the 2005 legislative session was identified. The desire for these systems resulted in extension of this staff augmentation contract.
engage: Yes
engage_e: I would engage this contractor's services again for staff augmentation if they had the best people available for the engagement.

Report on Professional/Technical Contracts Over \$50,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

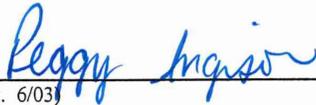
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Finance		
Contractor Name: University of Minnesota		CFMS Contract Number: A61459
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 7/1/04 – 6/30/05
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Finance Department's legally required state revenue and expenditure projections would lose the perception of objectivity if done under supervision of a staff member of the executive branch.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$78,475.00	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The University of Minnesota has a qualified person available and the position does not require a full-time individual.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The department feels that entrusting the credibility of the financial forecast to an independent entity is the most effective strategy to ensure objectivity. The state's interests are best served if a successful state economist functions in this capacity over time. The Department of Applied Economics at the University of Minnesota has the required understanding of the state's economic analysis process and has established credibility with the professional economic community.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Contractor's work was done within budget in a timely manner and with the highest level of professional integrity and credibility.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7/13/05

Report on Professional/Technical Contracts Over \$50,000

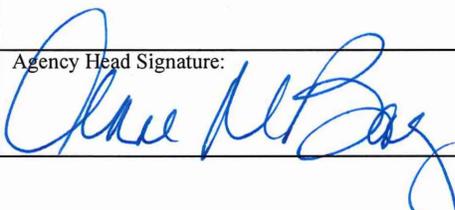
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Finance		
Contractor Name: University of Minnesota		CFMS Contract Number: A49553
Project Name (if applicable): State Economist	Project Number (if applicable):	Project Duration (Dates): 7/1/03 – 6/30/04
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Finance Department's legally required state revenue and expenditure projections would lose the perception of objectivity if done under the supervision of a staff member in the Executive Branch.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$75,395.00	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The University of Minnesota has a qualified person available and the position does not require a full time individual.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The department feels that entrusting the credibility of the financial forecast to an independent entity is the most effective strategy to ensure objectivity. The state's interests are best served if, to the extent possible, a successful State Economist would function in this capacity over time.</p> <p>The Department of Applied Economics at the University of Minnesota participates in the Economic Advisory Committee of the Department of Finance, an essential collaborative forum participating in the development of the revenue forecast. This entity has the required understanding of the state's economic analysis process and has established credibility with the professional economic community.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor's work was done in a timely manner and with the highest level of professional integrity and credibility.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7/27/04

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Finance		
Contractor Name: Compuware		CFMS Contract Number: A17016
Project Name (if applicable): Oracle/Visual Basic Support	Project Number (if applicable):	Project Duration (Dates): 1/22/01 – 6/29/01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose was to provide maintenance support; system documentation and knowledge transfer for the department's Budget Information System written in Oracle, Visual Basic and C that access an Oracle database.</p> <p><u>Specific Tasks:</u></p> <ul style="list-style-type: none"> • Analyze and resolve source of errors in our VB report server. • Document VB report server architecture and system data flow. • Document client application software deployment process that is written in C. • Perform other trouble-shooting and documentation tasks as required. <p>The Finance department had been in the process of recruiting an ITS5 position to take on the role of lead analyst. The recruiting for this position, which began in September of 2000, had not gone well. We had not yet found an acceptable candidate to fill this vacancy. We were also recruiting for an ITS3 position to replace a developer who left the department in January. We needed the services of an experienced consultant to support current systems written in Oracle SQL Plus, VB and C.</p>		
Billable Hours (if applicable): 1000.5	Total Contract Amount: \$63,727	Source of Funding: Finance General fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Budget Information System (BIS) is a statewide system that is mission critical to the operation of state government. Due to several key staff departures, the effective operation of this system was jeopardized. We required the services of a consultant experienced in Oracle, Visual Basic and C programming tools to cover the maintenance of the Biennial Budget and Fiscal Notes Tracking systems until we could recruit and train state employees to take over this role. We were successful in keeping BIS operational during this time period in which 3 new Oracle/VB developers were hired. We kept the consultant only as long as was necessary to complete the orientation of these new positions.</p>		
Agency Head Signature: 	Title: Commissioner of Finance	Date: 8/13/01

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Finance		
Contractor Name: Quantum Consulting Service		CFMS Contract Number: A00336
Project Name: Support of Budget Information System	Project Number:	Project Duration (Dates): 7/1/99 – 6/30/01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose was to provide highly specialized professional consulting services from the vendor of the Budget Information System (BIS) for new feature modifications; system/technical knowledge transfer to DOF employees and system documentation. At the time that this contract was initiated, DOF lacked staff that had the technical knowledge and experience needed to maintain BIS, which is a statewide, mission-critical system.</p>		
Billable Hours (if applicable): 2,871.75	Total Contract Amount: \$201,019	Source of Funding: Finance General fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This professional/technical contract enabled the Department of Finance to meet major timelines for modifications and enhancements to the statewide Budget Information System. The vendor, Quantum Consulting Services, was originally involved in the design and development of this system and continued to be instrumental in providing the required business and technical knowledge of BIS needed to implement timely and effective modifications.</p> <p>The vendor was involved in training state staff in the ongoing support of these systems. The department's reliance on Quantum Consulting has been reduced to incidental phone support, and continued training of state staff in FY02. A much smaller contract (\$20,000) has been initiated for FY 2002.</p>		
Agency Head Signature: 	Title: Commissioner of Finance	Date: 8/01/01

Minnesota Department of Finance

Information Service Division

December 11, 1996

TO: Statewide Systems Contract File

FROM: Jimmy Corcoran

RE: Final Evaluation of Contract #10000-05053

In 1991 the state initiated the Statewide Systems Project by assessing the ability of its administrative information systems support the state's administrative business processes both then and in the future. The assessment concluded the then current systems were obsolete and needed to be replaced (see SSP report to the 1992 Legislature). The Legislature approved continued planning and in the Fall of 1992 the Statewide Systems Project steering committee decided the most viable option was to upgrade the statewide administrative systems with commercially available business applications modified to meet the state's specific requirements. An RFP was issued for the replacement of the state's accounting, procurement, human resources and payroll systems, and a decision support system.

Anderson Consulting was selected as the prime contractor and system integrator along with the software vendors of the selected applications acting as sub-contractors: American Management Systems - accounting, Information Specialists - procurement, and PeopleSoft - human resources and payroll. The state also assigned a significant number of professional staff to the project.

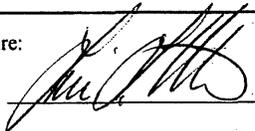
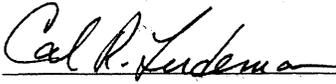
The original fixed price contract was for \$15,880,000. In late 1994 the contract was amended to expand the scope of the work to be done and extend the implementation schedule. The total amount of money paid to the prime contractor was \$20,324,404 which included professional services and software license fees.

The contractors performed all of their responsibilities to the satisfaction of the state and the systems were successfully implemented per the revised schedule. The final deliverable (FY 96 accounting close) was approved on November 26, 1996.

Finance and
employee relations

Report on Professional/Technical Contracts Over \$40,000

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$40,000.00.

Agency: Finance and Employee Relations		
Contractor Name: True North Consulting (formerly Fulcrum Consulting)		CFMS Contract Number: A00234 & A37088
Project Name: SEMA4 Upgrade Project v 8.3	Project Number: N/A	Project Duration (Dates): May 2001- June 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This was an on-going contract that included work for SEMA4 upgrades and also work for maintenance and support of SEMA4. During the time of this contract, two significant upgrades were successfully completed to SEMA4, as well as important assistance provided for maintenance and support.</p> <p>This form is being used to approve final payment of the 10% withholding for True North Consulting for the SEMA4 Upgrade Project (V. 8.3). The contract with True North Consulting is now complete.</p> <p>The Department's of Finance and Employee Relations determined that the first Upgrade, V.7.5 was a deliverable of the contract at that time and reflected a final product of the contract. With the work of the V.7.5 Upgrade defined as a deliverable and thus a final product, 10% of the contract amount associated with the V.7.5 Upgrade was withheld and then-paid in April of 2001.</p> <p>With the approval of this form, the Departments of Finance and Employee Relations are certifying that the work completed by True North Consulting on the SEMA4 v.8.3 Upgrade Project is satisfactory and final payment of the final 10% withholding amount can be made.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$6,857,220	Source of Funding: General Fund and Revolving Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>For the first upgrade to SEMA4 (V. 7.5) , additional technical staff was necessary in order to complete the required work on time. In addition, the State could not find qualified applicants to hire for this project which required additional contractor staff. The second upgrade (V. 8.3) was started immediately after completion of the first one and since the contractors already knew the system and there was still a need for additional technical staff, it was determined to extend and increase this contract to accommodate the on needs.</p>		
Agency(s) Signature:	Title:	Date:
Dept. of Finance 	Asst. Comm.	7/28/03
Dept. of Employee Relations 	Commissioner	7/29/03

Sampling Control

Kelly Heffron

Date sent: Thu, 17 Sep 2009 18:07:45 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/17/2009.

project: Database Maintenance

id_part1: g09

id_part2: 2116

cfms: B10680

vendor: GL Suites

agency: Gambling Control Board

evaluator: Steve Pedersen

eval_date: 09/17/2009

email_list: deb.hellenberg@state.mn.us, tom.barrett@gcb.state.mn.us,
steve.pedersen@gcb.state.mn.us

purpose: Gambling Control Board (GCB) needed to replace 10 year old database with new system which would operate on advanced operating system.

Database needed to be simple and easy to administer for GCB IT staff.

Available resources required seeking a vendor that could provide a quality product at minimal prices.

accomplished: Yes

contract_date: 12/31/2008

amended_date: 05/15/2009

actual_date: 05/15/2009

contract_cost: 97,150.00

amended_cost: 97,150.00

actual_cost: 96,438.00

cost_effective: The GCB does not have financial resources available to develop a proprietary system. The GL Suite product provided a cost effective shell from which to build specific GCB requirements for regulatory licensing and tracking. The previous proprietary system developed by GCB in the late 90's cost 2 times the amount of the GL Suite shell and enhancements while providing more capabilities.

amended: Yes

amended_e: Yes, Contractor and GCB needed more time to complete programming requirements than was originally estimated in the contract.

terminated: No

engage: Yes

engage_e: As far as the GCB knows, vendor is the only producer of this type of product. Given available resources the GCB must rely on expertise of vendors in developing a database product. However, the GCB will have to manage vendors and work closer with them to ensure product being developed meets GCB needs.

comments: Lack of experience in working with technology vendors caused

delays and additional costs in the development of this system. GL Suite's market is government licensing agencies, many of which may be small and not experienced in working in technology development. Purchasers of vendor's services need to monitor work and read closely what vendor is providing to ensure they are receiving what they need. Several of the programs written by GL Site are not able to be administrated by GCB personnel due to proprietary software design of vendor. Several reports were not completed due to additional costs for report modifications charged by vendor. Some database features requested of vendor were not available, especially in data search areas.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, January 19, 2007 10:49 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, January 19, 2007 at 10:48:37

_config: vendeval
project: Information Technology Assistance
id_part1: g09
id_part2: 1814
cfms: A78373
vendor: eNRGI
agency: Gambling Control Board
evaluator: Deb Hellenberg
eval_date: 01/18/2007
purpose: Gambling Control Board required professional information technology assistance to ensure continued operation of computer network.
accomplished: Yes
contract_date: 06/30/2006
actual_date: 06/30/2006
contract_cost: \$19,500.00
amended_cost: 24,750.00
actual_cost: 23,475.00
cost_effective: Gambling Control Board does not have information technology expertise necessary to maintain the network.
amended: Yes
amended_e: Additional duties converting system and network, also moving regional offices to DSL connections
terminated: No
engage: No
engage_e: We now have an interagency agreement with the Minnesota State Lottery to provide this same expertise more cost effectively.
