

Health

Kelly Heffron

Date sent: Wed, 3 Feb 2010 14:55:22 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/03/2010.

project: Athma Action Plan Software Upgrade

id_part1: H12

id_part2: 2248

cfms: B17657

vendor: Laura Grman -Stratess Inc.

agency: Health Department

evaluator: Susan Ross

eval_date: 02/02/2010

purpose: MDH needed to redevelopment and revise the MDH Interactive Asthma Action Plan (IAAP) software to result in 4 versions: online, desktop/downloadable, Network and electronic health record (EHR) compatible. All versions needed to incorporate the NIH EPR-3 asthma guidelines that were revised in 2007. These new versions will help health care providers efficiently and effectively identify an asthmatic's level of asthma control, assist the provider with selecting an appropriate treatment plan and medication, and pull patient specific information into a written AAP for the patient. The IAAP Java applet application previously developed by MDH in 2003-04 was based on the previous NIH EPR-2 asthma guidelines. It was being used as a guide to develop the new applications. This software is unique and is copyrighted by MDH.

accomplished: Yes

accomplished_e: Objectives were accomplished but only with corrective assistance from another vendor.

contract_date: 07/23/2008

amended_date: 06/29/2009

actual_date: 12/31/2009

contract_cost: \$42,600

amended_cost: \$9,870

actual_cost: \$54,700

cost_effective: Laura Grman had unique knowledge regarding the Previous MDH IAAP software to begin creating updated software based on the new (2007) asthma guidelines. This was done to design and develop data integration between the updated version of the software and the electronic health record (EHR) system at a local health center. She was the only business systems analyst and software development project manager involved in this previous project, and, consequently, we believed she was uniquely qualified to complete this project for MDH in a timely and cost effective manner. Even though, in the end her work product was less than desirable she was still able to provide us with tech specs at less cost.

amended: Yes

amended_e: As new pathways and logic were written we identified opportunities that would be much more cost effective to include in the current design rather than waiting until later. Ms. Grman made suggestions that were not included in the original contract and the PM felt they were necessary in order to deliver a top quality application.

terminated: Yes

terminated_e: Among other issues, Ms. Grman did not deliver promised items in a timely manner nor did she accept direction or constructive criticism from the PM or other contractors involved in the project. Ms. Grman's unrelenting insistence that our programming contractors develop the iAAP utilizing a database that would not deliver the product in the manner we intended lead the PM to end her part in this project.

engage: No

engage_e: Ms. Grman did not deliver items, information and product in a timely manner. She would frequently work on items that, while they added value to the project, were not necessary or not approved thus adding many hours/weeks to the project. She did not take productive criticism and direction from the PM or other professionals involved. She made promises that certain aspects of the project would perform one way but ended up not performing at all or were completely left out of the technical specifications she was responsible for creating.

Kelly Heffron

Date sent: Thu, 8 Oct 2009 08:30:27 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/08/2009.

project: Content Management Solution

id_part1: H12

id_part2: 2124

cfms: B11817

vendor: Alfresco Software, Inc.

agency: Health Department

evaluator: Jody Braaten

eval_date: 10/08/2009

purpose: Users of the MDH Workspace were in need of a combination content and document management system. This system was required to enable effective approval and management of documentation posted to the MDH Workspace.

accomplished: Yes

contract_date: 08/31/2008

actual_date: 08/31/2008

contract_cost: \$32,000

actual_cost: \$32,000

cost_effective: This solution provided the software, training, and support at a substantially lower cost than competitor proprietary software solutions.

amended: No

terminated: No

engage: Yes

engage_e: Deliverables met.

Kelly Heffron

Date sent: Wed, 9 Sep 2009 17:17:24 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/09/2009.

project: Sage System Analysis

id_part1: H12

id_part2: 2307

cfms: B26871

vendor: The Macro Group, Inc.

agency: Health Department

evaluator: Chris Conway

eval_date: 09/09/2009

purpose: Modernization of the Sage system is required in order to achieve the legislatively mandated goal of an interoperable health information infrastructure for sharing and synchronizing patient data across all governmental public health information systems by January 1, 2015. An independent analysis of the technical health of the current Sage system is an essential first step in this evolution.

accomplished: Yes

contract_date: 08/14/2009

actual_date: 08/14/2009

contract_cost: 89,600.00

actual_cost: 89,600.00

cost_effective: It was important that this analysis was made by an independent party to ensure that the products were not influenced by internal biases.

amended: No

terminated: No

engage: Yes

engage_e: Received lots of positive feedback from stakeholders regarding the quality of the deliverables produced and the individuals supplied by the vendor to work with the subject matter experts in the business area.

Kelly Heffron

Date sent: Wed, 1 Jul 2009 15:26:07 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/01/2009.

project: MDH Web Site Assessment

id_part1: H12

id_part2: 2174

cfms: B15500

vendor: Southerton Consulting & Art LLC

agency: Health Department

evaluator: Cristyn Rybak

eval_date: 07/01/2009

purpose: Identify areas that need process improvement related to publishing content to the MDH Web site. Refine overall Web site management structure.

accomplished: Yes

contract_date: 9/30/2008

amended_date: 11/30/2008

actual_date: 11/06/2008

contract_cost: 49,940

actual_cost: 49,940

cost_effective: This whole project was about improving our efficiency and effectiveness. The project took a lot of one-on-one time with staff while trying to figure out how things were done. It was also nice to have an outsider perspective on our process.

amended: No

terminated: No

engage: Yes

engage_e: Contractor was very professional and efficient. She understood government and large organizations enough to be effective. She also had a great knowledge of Web sites from both a communications perspective as well as an IT perspective, which is relatively rare.

comments: Project got started late due to contract-writing issues. This is why it was completed after the 9/30/08 date.

Kelly Heffron

Date sent: Thu, 14 May 2009 09:59:59 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/14/2009.

project: Health Access Survey Reporting Tool

id_part1: H12

id_part2: 2268

cfms: B23723

vendor: Zirous, Inc.

agency: Health Department

evaluator: Peter Frank

eval_date: 05/14/2009

email_list: john.moore@zirous.com

purpose: The Health Department needed an interactive web site that would give citizens and policymakers greater insight into statistical health information about Minnesotans from the MDH household insurance surveys. A contract was created so that this tool could be created in a cost efficient and timely manner.

accomplished: Yes

contract_date: 03/31/2009

amended_date: 04/30/2009

actual_date: 04/30/2009

contract_cost: \$103,100

amended_cost: \$105,700

actual_cost: \$105,700

cost_effective: Creation of an application in a timely manner, along with the required interaction of this information by citizens and policymakers, could not have been done without a contract. Internal resources were not available to meet the needs of the stakeholders without increasing further costs and delaying other critical projects.

amended: Yes

amended_e: Additional business requirements were identified during the project. In order to obtain the new requirements, additional time and resources were needed to meet those needs.

terminated: No

engage: Yes

engage_e: The contractor understood our business requirements and proficiently translated the specifications into an efficient interactive tool for working with the data. The contractor was willing to work with our internal staff to develop a user friendly tool and to train our staff to support this application in the future.

comments: We are very pleased with the work performed and the interactions with this vendor.

Kelly Heffron

Date sent: Wed, 11 Mar 2009 10:26:45 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/11/2009.

project: OSR LEAN Imaging Expansion

id_part1: H12

id_part2: 2197

cfms: B15985

vendor: Perceptive Software Inc.

agency: Health Department

evaluator: Paul A. Sevigny

eval_date: 03/11/2009

email_list: steve.gustafson@state.mn.us, barb.wills@state.mn.us

purpose: The current imaging system being used for the vital records system is proprietary software. Implementation of fax server and barcode and data capture with this product requires specialized expertise in the current product as well as extensive contacts with the product developers. Our own staff does not have this expertise; part of these services would be to train our staff to have the ability to maintain the installed system.

accomplished: No

accomplished_e: See item 6 below.

contract_date: 01/30/2009

amended_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$48,400

amended_cost: 0

actual_cost: \$48,400

cost_effective: This contract was needed to add new capabilities to the current imaging system which will facilitate improvements in security, accuracy and timeliness of filing vital records and paternity information. It will improve efficiency of MDH staff both making these documents easy to retrieve and by reducing manual processes. This will help us protect, maintain and improve the health of the citizens of Minnesota.

amended: Yes

amended_e: Due to delays in the re-design of the ROP and HNPS forms from DHS, the vendor was unable to finish the work before the expiration date of 01/30/2009. An amendment was submitted to extend the end date, but was not signed by the vendor until after the contract expired. A new amendment has been signed by the vendor and is being processed by the Dept of Administration.

terminated: No

engage: Yes

Kelly Heffron

Date sent: Fri, 8 Aug 2008 11:09:57 -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 08, 2008 at 11:09:57

_config: vendeval
project: CommVault System's Galaxy 6.1 System Administration Level 1
Training
id_part1: H12
id_part2: 1870
cfms: A93408
vendor: CommVault Systems, Inc.
agency: Health Department
evaluator: Brenda Gabriel
eval_date: 08/08/2008
email_list: brenda.gabriel@health.state.mn.us
purpose: Train 14 server administrators in house instead of at vendor
site.
accomplished: Yes
contract_date: 9/5/2006
actual_date: 10/10/2006
contract_cost: 12,000
actual_cost: 12,000
cost_effective: Cost was \$12,000 to train onsite. The training at
vendor site was \$3,000 per administrator. 14 x \$3,000 = \$42,000 at
vendor site.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Wed, 23 Jul 2008 20:11:44 -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 23, 2008 at 20:11:43

_config: vendeval
project: Follow Along Program Software Enhancement s and Training
id_part1: H12
id_part2: 1996
vendor: Affiliated Computer Services
agency: Health Department
evaluator: Lola Jahnke
eval_date: 07/22/2008
purpose: The purpose of the contract is to provide technical assistance
and training to local FAP agencies, usually public health on the use of
the FAP software. It also includes enhancements that are recommended by
local users.
accomplished: Yes
contract_date: 07/15/2008
amended_date: 03/13/2008
contract_cost: \$10,000
amended_cost: \$65,000
actual_cost: \$74,997.75
cost_effective: The company has technical assistance within 1 hour of a
call during normal business hours. MDH staff would not be able to
respond as quickly nor have the knowledge to address the IT issues.
amended: Yes
amended_e: To enhance the software as recommended by the local users
terminated: No
engage: Yes
engage_e: They have very well trained an courteous staff who do an
excellent job.

Kelly Heffron

Date sent: Wed, 23 Jul 2008 20:13:09 -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 23, 2008 at 20:13:09

_config: vendeval

project: Follow Along Program Software Enhancement s and Training

id_part1: H12

id_part2: 1996

cfms: B03464

vendor: Affiliated Computer Services

agency: Health Department

evaluator: Lola Jahnke

eval_date: 07/22/2008

purpose: The purpose of the contract is to provide technical assistance and training to local FAP agencies, usually public health on the use of the FAP software. It also includes enhancements that are recommended by local users.

accomplished: Yes

contract_date: 07/15/2008

amended_date: 03/13/2008

actual_date: 03/13/2008

contract_cost: \$10,000

amended_cost: \$65,000

actual_cost: \$74,997.75

cost_effective: The company has technical assistance within 1 hour of a call during normal business hours. MDH staff would not be able to respond as quickly nor have the knowledge to address the IT issues.

amended: Yes

amended_e: To enhance the software as recommended by the local users

terminated: No

engage: Yes

engage_e: They have very well trained an courteous staff who do an excellent job.

Kelly Heffron

Date sent: Thu, 17 Jul 2008 15:45:20 -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 15:45:20

_config: vendeval
project: Follow Along Program Software Enhancement sand Training
id_part1: H12
id_part2: 1996
vendor: Affiliated Computer Services
agency: Health Department
evaluator: Lola Jahnke
eval_date: 07/17/2008
purpose: This contract was necessary in order to provide training and
technical assistance to local users (Local Public Health Agencies) of
the FAP software during normal working hours within 1 hour of the
request. In addition, the contract was amended to provide software
enhancements requested by local users of the software.
accomplished: Yes
contract_date: 6/30/2009

Kelly Heffron

Date sent: Thu, 29 May 2008 09:50:36 -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 09:50:36

_config: vendeval

project: Reporting with InfoMaker 10.0 Training

id_part1: H12

id_part2: 1937

cfms: A98314

vendor: Sybase, Inc

agency: Health Department

evaluator: Tracy Johnson

eval_date: 05/29/2008

purpose: The training was for Reporting with InfoMaker 10.0 which provided staff with the knowledge and necessary skills for the reporting, querying and entry of various data sets using SQL. The cost of the introductory level on-site training was be \$12,825.00 for 14 staff members. A contract was required because of the level of cost.

accomplished: Yes

contract_date: 5/1/2007

actual_date: 2/22/2007

contract_cost: \$12,825.00

actual_cost: \$12,825.00

cost_effective: Currently training is unavailable online and Sybase does not have a local training center. The current class cost is \$1,785 per student plus all travel expenses. Training on-site for fourteen staff is \$12,825. This includes the cost of the classes, as well as travel and other expenses for Sybase staff. Sending fourteen MDH staff at \$1,785 to a Sybase Training Center would result in a cost of \$24,990 plus all travel expenses. Training fourteen staff on-site at MDH for \$12,825 would be \$916.07 per person. This would result in a minimum savings to the State of Minnesota of \$12,165.00 plus travel expenses.

amended: No

terminated: No

engage: Yes

engage_e: Training is necessary for staff to use InfoMaker to access data for reports to the public, the press, health providers and to the legislature.

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

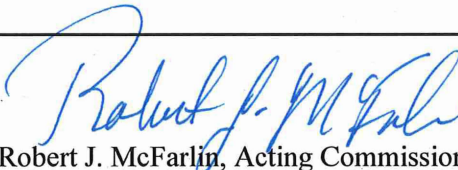

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

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

| | | |
|---|-------------------------------------|---|
| Agency: Department of Human Services – Disability Services Division | | |
| Contractor Name: University of Minnesota | | CFMS Contract Number: A87436 |
| Project Name (if applicable): Redesign of Case Management Services (used in MN supporting persons under age 65 with disabilities) | Project Number (if applicable): | Project Duration (Dates): 04/17/2006 – 01/31/2007 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The State was in need of a Legislative Report on the redesign of case management services used in Minnesota supporting persons under age 65 with disabilities to address Laws of Minnesota 2005, First Special Session, Chapter 4, Article 7, Sec. 59.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$150,000 | Source of Funding: State (\$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>While a state employee may have had the expertise required for this contract, there were limited resources and staff time available in-house to accomplish the detailed requirements of the contract.</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>The quality of the final case management redesign report was well-received by internal DHS staff and external stakeholders from a content and future implementation perspective. The contractor met all deliverable timelines and was paid the initial contracted amount of \$150,000. The contractor facilitated numerous meetings with DHS staff to assure compliance with contract deliverables and implemented adjustments, as needed. The final recommendations included input from literature and state models review, county interviews, focus groups with various stakeholders, and internal final review by DHS staff.</p> | | |
| Agency Head Signature: Alexandra Bartoluc | Title: Director | Date: April 28, 2008 |

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

Required by Minnesota Statutes Section §16C.08, subdivision 4(c). Submit this form to Consultant Services, Mail Stop 680, along with the approved final invoice.

| | | |
|--|---|---|
| Agency: DEPARTMENT OF TRANSPORTATION | | |
| Contractor Name: SpeechPros/Global Communication Skills | | CFMS Contract Number: A77067 |
| Project Name: Speech & Language Training | Mn/DOT Contract No.: 87902 | Project Duration (Dates): 7/1/05 – 12/31/07 |
| Summarize the purpose of the Contract, including why it was necessary to enter into a Contract: Primarily, the contract provided accent modification training for MnDOT employees. The contract was successfully completed by December 2007, and the contractor's performance was outstanding. | | |
| Billable Hours (if applicable): | Total Amount Spent on Contract: \$94,424.18 | Source of Funding: |
| 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: SEE ATTACHED CONSULTANT PERFORMANCE EVALUATION | | |
|  Robert J. McFarlin, Acting Commissioner | |  Date |

cc: Paul Stembler, 112 Admin
Jeff Brunner, Mail Stop 680
File

CONSULTANT PERFORMANCE EVALUATION

Submit this form to the Administrator with the final invoice. This rating will be consideration in future consultant selection procedures. Address comments on back, keep comments factual.

Agreement No. 87902 Type of work Speech + Language Training
 District/Office Affirmative Action Work Type Code TR support services & accent modification

S.P. _____ T.H. _____ Location _____

Contractor SpeechPros / Global Communication Skills

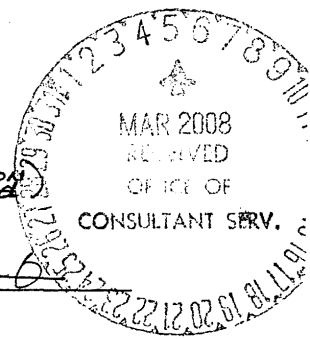
Subcontractor NA

Subcontractor NA

Contract Period: 7/1/05 ; 12/31/07 ; 1/31/08 (extended)
 Work Start Date Work Completion Date Expiration Date

Total Contract Cost: \$ 94,424¹⁸ = Orig Cost: \$ 94,424¹⁸ + Amended Cost: \$ 0

Amended cost for: ☐ Overrun ☐ Additional Work Number of Amendments _____



| Item Rating 1 - 6 by Project Manager 7 - 9 by Agreement Administrator | Rating | | | |
|---|---------------------------|---------------------|---------------------------|-----------------|
| | Above Average 4 Points | Average 3 Points | Below Average 2 Points | Poor 1 Point |
| 1. Product Quality | 4 | | | |
| 2. Work Performance | 4 | | | |
| 3. Conformance with Mn/DOT Standards/Requirements | 4 | | | |
| 4. Deliverables Complete and on time | 4 | | | |
| 5. Project related cooperation | 4 | | | |
| 6. QA/QC plan conformance | 4 | | | |
| 7. Contract administration cooperation | | X | | |
| 8. Invoices and progress reports | | X | | |
| 9. Cost estimation/budget management | | X | | |

Contractor's rating for this contract:

Total Points 33
 (Maximum points 36)

Project Manager:

KIM COLLINS 3/5/08

Print Name

Contract Administrator:

4-16-08
Brad Hamilton

Print Name

Note: Any rating of below average or poor, copy to Jeff Brunner, Director, Consultant Services Section, MS 680

DEFINITIONS:

Above Average:

- Products/Service delivered correctly, efficiently, timely and without excessive assistance or direction from Mn/DOT.
- Contractor performs beyond expectations.
- Deliverables exceed standards.
- Project Manager is informed of project status regularly.
- Contractor resolves any problems that occurred.
- Contractor needs little or no direction.
- Contractor responsive to requests.
- Contractor suggests improvements.

Average

- Contractor fulfills terms of contract; no more, no less.
- Deliverables meet standards.
- Project is on time and budget.
- Project Manager is informed of key milestones.

Below Average:

- Contractor Minimally or does not meet contract terms.
- Deliverables below standard or needs rework to comply.
- Project is behind schedule or over budget.
- Product/service required direction or assistance by Mn/DOT to produce.

Poor:

- Contractor requires excessive guidance or direction.
- Contractor is unresponsive to requests.
- Contractor unable or unwilling to resolve minor setbacks.
- Deliverables do not follow standards or does not meet requirements or expectations.
- Project is not on time or budget through no fault of Mn/DOT.

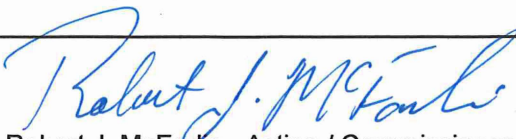
Comments:

(GCS)
The services provided by SpeechPros/Global Communication Skills was outstanding. The trainings were evaluated very well by employees, SpeechPros/GCS did a great job of customizing the training to meet the needs of the office + participants

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

Required by Minnesota Statutes Section 16C.08, subdivision 4 (c).

Instructions: Submit this form to Consultant Services Section, Mail Stop 680 along with the final invoice.

| | | |
|--|--|--|
| Agency: DEPARTMENT OF TRANSPORTATION | | |
| Contractor Name: University of Minnesota | | CFMS Contract Number: A76161 |
| Project Name (if applicable): INV 808: Pavement Rehabilitation Selection**Joint w/Mn/DOT Lab \$102K total \$51K U - \$51K Lab | Mn/DOT Agreement No.: 81655,WO135 | Project Duration (Dates): 06/15/05-1/31/08 |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: The objective of this project is to develop a best practices manual for the selection of asphalt pavement recycling techniques from the many choices that are available. The project will specifically look at full depth reclamation (FDR) , cold in place recycling (CIR), and mill/overlay (M&O). State and county roads and highway professionals will be used as resources. | | |
| Billable Hours (if applicable): | Total Amount Spent on Contract: \$51,000.00 | Source of Funding: Trunk Highway |
| 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: SEE ATTACHED CONSULTANT PERFORMANCE EVALUATION | | |
|  Robert J. McFarlin, Acting / Commissioner of Transportation | | 4-8-08 Date |

cc: Paul Stembler, Dept. of Administration
Jeff Brunner, Consultant Services Section
File

CONSULTANT PERFORMANCE EVALUATION

Submit this form to the Administrator with the final invoice. This rating will be consideration in future consultant selection procedures. Address comments on back, keep comments factual.

Agreement No. 81655-WO 135

Type of work Research

District/Office Investment Management

Work Type Code RE

S.P. _____ NA _____ T.H. _____

Location Statewide

Contractor _____ Regents of the University of Minnesota

Subcontractor _____

Subcontractor _____

Contract Period: 06/15/05 ; 01/31/08 ; 01/31/08
Work Start Date Work Completion Date Expiration Date

Total Contract Cost: 51,000.00 Orig Cost: 51,000.00 Amended Cost: 0.00

Amended cost for: ☐ Overrun ☐ Additional Work Number of Amendments 1-time

☒ additional time needed to approve final report



| Item Rating 1 - 6 by Project Manager 7 - 9 by Agreement Administrator | Rating | | | |
|--|------------------------------|---------------------|------------------------------|-----------------|
| | Above Average 4 Points | Average 3 Points | Below Average 2 Points | Poor 1 Point |
| 1. Product Quality | | 3 | | |
| 2. Work Performance | | 3 | | |
| 3. Conformance with Mn/DOT Standards/Requirements | | 3 | | |
| 4. Deliverables Complete and on time | | | 2 | |
| 5. Project related cooperation | | 3 | | |
| 6. QA/QC plan conformance | | 3 | | |
| 7. Contract administration cooperation | 4 | | | |
| 8. Invoices and progress reports | | 3 | | |
| 9. Cost estimation/budget management | 4 | | | |

Contractor's rating for this contract:

Total Points 28
(Maximum points 36)

Project Manager:

Contract Administrator:

Walter George
for Brad Weitz

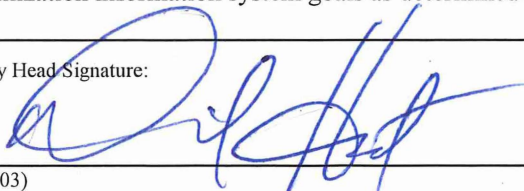
Walter George

Anthony Davis
4/17/08

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: Minnesota Department of Health | | |
| Contractor Name: Electronic Data Systems Corporation (EDS) | | CFMS Contract Number: B00146 |
| Project Name (if applicable): MN Immunization Information Connection (MIIC) | Project Number (if applicable): | Project Duration (Dates): December 15, 2002-December 14, 2007 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>MIIC was designed to assist Minnesota in meeting federally-mandated requirements, namely that 95% of all 0-6 year olds will have a record in a functional immunization registry by 2010. In addition, MIIC is a crucial component in MDH's emergency preparedness planning (mass prophylaxis and recording of adverse events) and pandemic flu planning (case management, tracking of hospitalized influenza cases, influenza vaccines given, anti-virals administered) and is tightly integrated to several key Immunization programs, namely Immunization Practices Improvement program; surveillance of vaccine preventable diseases; and Immunization Outreach.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$1,929,450 | Source of Funding: Federal immunization and bioterrorism grants |
| <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>Supporting this application required a team of Oracle programmers and program analysts to maintain the level of technical support and program testing necessary to both make enhancements and keep the application available 24/7 that MDH did not have the staff to support. By leveraging the experience EDS has with the software, currently supporting the software in seven states, we have been able to save money and time by receiving source code and documentation from other states at no charge. There has never been a cost to receive upgrades or enhancements from other states, simply the cost of building them into the state's existing software.</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>MDH received at no cost a web-based immunization tracking application that was developed by the State of Wisconsin and is in use there statewide. The vendor that developed the application for the State of Wisconsin, EDS Corporation, was the most cost-effective alternative for us in Minnesota and has also been selected by other states using this public domain application. Supporting and enhancing a large, complex, statewide Oracle application that can accurately merge immunization records from hundreds of disparate sources, that is used by an equal number of public and private entities, and that complies with strict privacy regulations, requires a thorough knowledge of the application. At the time, that knowledge was available only from the vendor that developed and currently supports it in Wisconsin and several other states, as well as having supported the initial installation, testing, and deployment in Minnesota through a contract set to expire on December 31, 2002. EDS is already working on the same bioterrorism enhancements to the application for Wisconsin that we need in Minnesota to meet federal requirements, so these enhancements will come at much less cost than if developed by another vendor. We share development and testing costs with the state of Wisconsin on enhancements of mutual benefit, which is greatly facilitated by using the same vendor.</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>EDS met or exceeded all expectations in all areas. They provided accurate budgets and time lines and remained on target. Their unit testing, regression and production testing methods proved to be invaluable in ensuring that a quality, bug-free product was delivered. Overall, their performance exceeded our expectations and helped Minnesota's immunization program meet its immunization information system goals as determined through our federal grant funding.</p> | | |
| Agency Head Signature:  | Title: David Hovet, | Date: 3/31/08 Director, Fin. & Fac. Mgmt. |

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 Health | | |
| Contractor Name: Karen Sturm | | CFMS Contract Number: A84805/A90059/A94565 |
| Project Name (if applicable): | Project Number (if applicable): | Project Duration (Dates): January 3, 2006- December 31, 2007 |

Summarize the purpose of the contract, including why it was necessary to enter into a contract:

Karen Sturm worked to improve the quality of care for heart disease, stroke and heart failure patients in Minnesota. Of the 18 Federally Qualified Health Centers (FQHC's) in Minnesota, 15 have participated in the Health Disparities Collaboratives (HDCs) sponsored by the Bureau of Primary Health Care (BPHC). The HDCs aim was to improve quality of care in community health centers by teaching clinical teams to implement systems changes in their practices. The Minnesota Heart Disease and Stroke Prevention (HDSP) Program worked with the FQHC's other identified clinics, and the quality improvement organization in Minnesota on initiatives to improve quality of care for heart disease, stroke and heart failure patients.

Karen Sturm, RN worked with the HDSP and The Diabetes staff in providing technical support to these FQHCs and assisted them in spreading their quality improvement efforts from diabetes to cardiovascular disease. Specific duties included:

1. Visiting clinics and encouraging staff of clinics to use the template and tools developed by the program for spreading their quality improvement efforts.
2. Continuing to develop relationships with clinics.
3. Assisting clinics in establishing "customized" QI initiative.
4. Sharing best practices.
5. Follow-up with clinics to determine level of adherence.
6. Expand clinic list and visits.
7. Develop and conduct process and outcome evaluation.

| | | |
|---------------------------------|---------------------------------------|----------------------------|
| Billable Hours (if applicable): | Total Contract Amount: \$83,697.00 | Source of Funding: 8485 |
|---------------------------------|---------------------------------------|----------------------------|

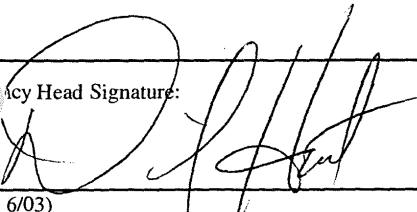
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:

Was able to obtain Nurse expertise at the rate of \$37/hr. whereas the going rate in the healthcare environment is much higher. Karen was very knowledgeable of the health care environment & FQHC's in particular.

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:

Karen Sturm met All obligations of this contract with the highest level of professionalism. She met ALL contract duties on-time, and with the highest quality. This was all done at a very reasonable cost to the state \$37/hr- whereas her typical hourly consultant rate is for as much as \$125/hr.

| | | |
|---|--|------------------|
| Agency Head Signature:  | Title: David Hovet, Director, Fin. & Fac. Mgmt. | Date: 2/27/08 |
|---|--|------------------|

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.

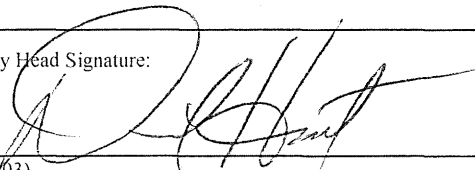
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|---|-------------------------------------|---|
| Agency: Health | | |
| Contractor Name: Stratis Health | | CFMS Contract Number: A79993 |
| Project Name (if applicable): Adverse Health Events Analysis | Project Number (if applicable): | Project Duration (Dates): 9/1/05 – 12/31/07 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Stratis Health provided the analysis for all adverse health events reported under the Minnesota Adverse Health Events Reporting Law. Stratis had been in this role through a no-cost contract prior to 2005, and was uniquely qualified, in their capacity as Minnesota's Medicare Quality Improvement Organization, to perform this function. MDH does not have the clinical and quality improvement expertise necessary to perform the evaluation of adverse events and root cause analyses performed under this contract.</p> | | |
| Billable Hours (if applicable): n/a | Total Contract Amount: \$518,700 | Source of Funding: 9007 |
| <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>MDH does not have the clinical expertise necessary to do analysis of adverse events. Working with hospitals and surgery centers to improve their responses to medical errors requires both a clinical and a quality improvement background, which staff at MDH lack. After exploring opportunities for doing this work internally or through an outside contract, MDH determined that Stratis was uniquely qualified to perform the work. Their performance under this contract has been exemplary, and they completed the work using less than the budgeted amount of dollars.</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>Stratis Health was uniquely qualified on several levels to perform this work. Stratis Health is a non-profit quality improvement organization that has a great deal of experience working with providers and consumers to improve health care quality. Their staff includes clinicians experienced in conducting analyses of the type required under this contract, along with quality improvement analysts who have experience working in related areas such as surgical infection prevention and quality measures related to myocardial infarctions and diabetes care. Additionally, Stratis currently holds a federal contract as the Medicare Quality Improvement Organization for Minnesota and has worked with DHS and with other state agencies on quality-related and process-improvement projects. Stratis also regularly contracts with divisions within MDH to do work related to quality of care, including a recent contract with the Office of Rural Health and Primary Care on a project to improve internal processes of care for selected conditions at Critical Access Hospitals, and their work is very highly regarded.</p> <p>Stratis is also uniquely qualified to perform the specific tasks required under this contract. Stratis originally worked with MDH conducting analyses of adverse events and corrective actions through a no-cost contract when the adverse events reporting system was first established, and has since performed that function as a key partner of MDH since 2005. Stratis is familiar with the adverse events reporting law requirements, the adverse events reporting database itself, and the types of analysis that need to be performed to identify root causes of adverse events and the corrective responses to them, and has developed extensive criteria for evaluating information submitted by hospitals.</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:

Stratis Health's work under this contract has been exemplary. They performed the required work under budget and on time. The quality of their work was excellent, and they maintained strong relationships with all reporting facilities even as they developed more difficult criteria for facilities to meet. They were very responsive to requests for changes in their process, and suggested a number of methods for improving the quality of the work. They documented all decisions and work processes clearly and thoroughly. They often went beyond the call of duty in identifying, and recommending solutions to, difficult situations.

Agency Head Signature:



Title:

David Hovet, Director, Fin. & Fac. Mgmt.

Date:

2/25/08

(Rev. 6/03)



2/21

Protecting, maintaining and improving the health of all Minnesotans

MMD-

Here is the report on P/T contracts
over \$50,000 from Contract with
Barbara Wegleitner A67758/A92183.

Thanks,

Jackie Kissel

MDH - financial Management

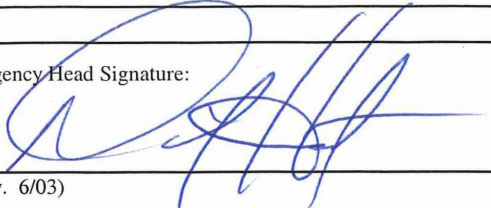
(651) 201-5234

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

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| | | |
|--|---|--|
| Agency: Minnesota Department of Health | | |
| Contractor Name: Barbara Wegleitner | | CFMS Contract Number: A67758 |
| Project Name (if applicable): Walking for Health and the Preschool LANA Study | Project Number (if applicable): 8463 & 8414 | Project Duration (Dates): 2004 - 2007 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: Barbara Wegleitner was hired to assist on two different study projects. The two projects were Walking for Health and the Preschool LANA Study. Barb worked in the office preparing documents and materials to be used during trainings, data collections for both projects. Both projects required in state travel. Walking for Health project required travel to the Bemidji area for 3 weeks at a time with hotel, per diem and gasoling expenses.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$57,000.00 | Source of Funding: 8414 & 8364 |
| <p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Not knowing the amount of travel time nor the amount of hours Barb would need to work, I decided to make sure we had a contract that would cover the costs of her employment between the two projects. It was a more effective and more efficient to hire Barb Wegleitner as a hourly person who has worked on many study projects over with me over the past 20 years than to hire a full time person for this period of time.</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: Barbara Wegleinter did a fabulous job working as my assistant. Barbara and I have worked together for over 20 years on research projects and she is very capable in assisting me as the Evaluation Coordinator. It would have taken much more time and cost to train someone who did not have Barbara's experience and expertise.</p> | | |

| | | |
|---|--|-------------------------|
| Agency Head Signature:  | Title: David Hovet, Director, Fin. & Fac. Mgmt. | Date: <i>2/14/08</i> |
| (Rev. 6/03) | | |

Kelly Heffron

Date sent: Mon, 1 Oct 2007 14:30:05 -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

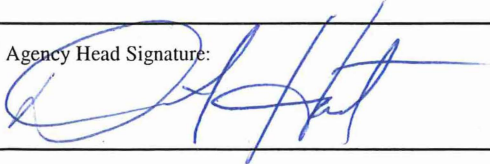
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, October 01, 2007 at 14:30:05

_config: vendeval
project: RFP Planning WIC IS
id_part1: H12
id_part2: 1650
cfms: A79009
vendor: Burger, Carroll & Associates
agency: Health Department
evaluator: Carol Rowe
eval_date: 10/01/2007
email_list: carol.rowe@health.state.mn.us
purpose: Develop RFP for ongoing operation of the current MN WIC system
Conduct cost/benefit analysis, alternatives analysis and feasibility
study of future WIC IS options; original contract also included
developing an RFP for a new system but contract was amended due to
policy changes at USDA. Amended contract did not include RFP for new
system.
accomplished: Yes
contract_date: 07/01/2007
amended_date: 08/08/2007
actual_date: 08/08/2007
contract_cost: \$222,993
amended_cost: \$167,408
actual_cost: \$167,408
cost_effective: Burger, Carroll & Associates (BCA) is nationally
recognized for it's work relative to WIC Planning IS activities. BCA
has extensive experience and knowledge about other state health
departments WIC Information systems and well as familiarity with
planning activities required by USDA. This knowledge and expertise
contributes to increased efficiencies.
amended: Yes
amended_e: Refer to Question 1. USDA directive required MN to delay
planning for a new system; therefore the RFP for a new system was not
developed. However, USDA agreed to allow a cost, benefit and risk
study of various WIC IS options that BCA completed.
terminated: No
engage: Yes

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: Health | | |
| Contractor Name: Covansys Corporation | | CFMS Contract Number: A47513 |
| Project Name (if applicable): Automated WIC Management Information System | Project Number (if applicable): H12-582 | Project Duration (Dates): November 20,2001-November 19,2006 |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: For the ongoing support, maintenance, operation and enhancement of the WIC Information System; including help desk and hardware support. | | |
| Billable Hours (if applicable): Actual Total Cost: \$8,883,421 | Total Contract Amount: \$9,960,843 | 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: No state employees have such experience in all areas. The contractor does similar work for other state WIC systems which increase efficiencies. | | |
| 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: Please refer to the Vendor Performance Evaluation completed for OET. Deliverables and objectives accomplished under budget. | | |
| Agency Head Signature:  | Title: David Hovet, | Date: Director, Fin. & Fac. Mgmt. 3/22/07 |

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, January 04, 2007 2:11 PM
o: 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 04, 2007 at 14:11:17

_config: vendeval
project: Automated WIC Management Information System
id_part1: H12
id_part2: 582
cfms: A47513
vendor: Covansys Corporation
agency: Health Department
evaluator: Carol Rowe
eval_date: 01/04/2006
purpose: For the ongoing support, maintenance, operation and enhancement of the WIC information system; including help desk and hardware support.
accomplished: Yes
contract_date: 11/19/2004
amended_date: 11/19/2006
actual_date: 11/19/2006
contract_cost: \$7,971,465
amended_cost: \$9,960,843
actual_cost: \$8,883,421
cost_effective: No state employees have the experience in all areas of operating, maintaining and enhancing this type of WIC information system. The contractor does similar work for other state WIC systems which increases efficiencies.
mended: Yes
amended_e: The first amendment incorporated the final work plans. The second amendment extended the contract for two years and significantly reduced our prices.(fixed monthly and variable)
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, October 18, 2006 9:09 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, October 18, 2006 at 09:08:34

_config: vendeval
project: Oracle JDeveloper Education and Mentoring
id_part1: H12
id_part2: 1818
cfms: A74143
vendor: CISCO, Inc.
agency: Health Department
evaluator: Christina Tamondong
eval_date: 10/18/2006
email_list: gary.l.jones@health.state.mn.us
purpose: Our laboratory data management unit (LDMU) had limited education and experience with developing a web application using java, javascript, and xml programming languages, as well as the Oracle JDeveloper IDE. These technologies are being used to develop the Clinical Laboratory Information Management System (LIMS - web application). The IT staff needed additional education and mentoring in order to complete the project in a timely and successful manner.
The education and mentoring provided by the contractor helped the LDMU developers to become more knowledgeable with web development (java, javascript, xml), helped resolve programming issues being encountered, and expedited the development of the Clinical LIMS.
accomplished: Yes
contract_date: 12/01/2005
amended_date: 06/30/2006
actual_date: 06/30/2006
contract_cost: 10000
amended_cost: 10000
actual_cost: 10000
cost_effective: Neither the experience nor expertise was available in-house (within division or agency). The contractor was able to efficiently mentor staff to resolve programming issues in a timely manner (and customize the mentoring to specifically address our issues), which otherwise would have not been resolved at all (or not in a timely manner). The knowledge the staff gained from the contractor is being applied to the development of the Clinical LIMS, and will continue to be used with future enhancements and maintenance of the system. The \$10,000 spent was much less than if the developers had been sent to training classes for java, xml, javascript, and JDeveloper, which would not have addressed our specific programming issues and would not have gotten the developers up to speed as quickly as the mentoring provided by the contractor. Once implemented, the Clinical LIMS will enable secure and immediate reporting of the clinical lab test results and specimen tracking information to clinical partners, public health agencies and labs, and as appropriate, federal agencies. This will help to anticipate and address Public Health threats through coordinated Lab and program partnerships, ultimately protecting, improving, and maintaining the health of Minnesotans.
amended: Yes
amended_e: The length of our internal project took longer than anticipated, requiring the contractor to continue working for a longer duration, but not more total hours. The contractor's duties included education and mentoring on additional programming issues identified by IT (internal) staff, and since some of these issues were identified later in the project, the contract needed to be amended to allow for an extension in time only (not \$).
terminated: No
engage: Yes
engage_e: The contractor did an excellent job in addressing the programming issues we encountered, and was able to mentor and resolve these issues in a timely and efficient manner. The contractor worked

well with our developers, had excellent communication skills, and was truly a huge asset to the project. The customized mentoring the contractor provided on our programming issues was well worth the money spent.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, October 18, 2006 3:31 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, October 18, 2006 at 15:30:31

_config: vendeval
project: VisionShare License
id_part1: 1
id_part2: 1
cfms: A70681
vendor: VisionShare Inc
agency: Health Department
evaluator: Keith Kearney
eval_date: 10/18/2006
purpose: Obtain VisionShare licenses and configure, install, setup, test, and train staff.
Product provides secure communications for Electronic Lab Reporting (ELR - MDH Lab and ACL
Lab) and Electronic Disease Reporting (Mayo Hospital/Clinic) result reports.
accomplished: Yes
contract_date: 9/14/2006
actual_date: 9/14/2006
contract_cost: 4800.00
actual_cost: 4800.00
cost_effective: The secure communication method must be agreed upon by both the sender and
receiver...Visionshare is the method chosen by some labs/hospitals, while others use other
means. Visionshare was required for these three result providers.
amended: No
terminated: No
engage: Yes
comments: A70681

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, October 18, 2006 3:30 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, October 18, 2006 at 15:29:49

_config: vendeval
project: VisionShare License
cfms: A70681
vendor: VisionShare Inc
agency: Health Department
evaluator: Keith Kearney
eval_date: 10/18/2006
purpose: Obtain VisionShare licenses and configure, install, setup, test, and train staff.
Product provides secure communications for Electronic Lab Reporting (ELR - MDH Lab and ACL
Lab) and Electronic Disease Reporting (Mayo Hospital/Clinic) result reports.
accomplished: Yes
contract_date: 9/14/2006
actual_date: 9/14/2006
contract_cost: 4800.00
actual_cost: 4800.00
cost_effective: The secure communication method must be agreed upon by both the sender and
receiver...Visionshare is the method chosen by some labs/hospitals, while others use other
means. Visionshare was required for these three result providers.
amended: No
terminated: No
engage: Yes
comments: A70681

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, October 10, 2006 1:23 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

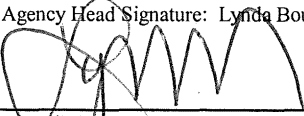
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, October 10, 2006 at 13:22:36

_config: vendeval
project: Isolation and Quarantine System Re-Write
id_part1: H12
id_part2: 1747
cfms: A87344
vendor: Karlsson Consulting Group, Inc.
agency: Health Department
evaluator: Larry Wang
eval_date: 10/10/2006
purpose: MDH needs to enhance the capabilities of the existing IQ application to be able to handle larger volume in case of disease outbreaks. This will enable MDH and Local Public Health to do better surveillance of IQ population. MDH will no need to print and fax reports to LPH manually in the event of an outbreak. The first step, it is necessary and more effective to have a knowledgeable and skilled developer to retrieve all the logics from the existing application and develop the specifications for the new enhanced IQ application. After evaluated the whole team s resource plan, no one is available to perform this task in the time period. So it is necessary to hire a contractor.
accomplished: Yes
contract_date: 04/01/2006
actual_date: 04/03/2006
contract_cost: 22500
actual_cost: 22190
cost_effective: With this amount, we got all business logic retrieved from existing IQ application and developed specification for the new IQ application. If we use internal resource, first we have to wait for months or years when it is available that business needs will not be met. Second, internal resource will have to spend long time to research the existing application to understand the logic in order to be able to develop the new specification. That will cost much longer time and cost much more eventually.
amended: No
terminated: No
engage: Yes
engage_e: Yes. They provide very good service and the developer did well on his tasks.

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

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| | | |
|--|---|--|
| Agency: Minnesota Department of Health | | |
| Contractor Name: Mitchell Davis Jr. | | CFMS Contract Number: A60615 |
| Project Name (if applicable): Office of Minority and Multicultural Health (OMMH) | Project Number (if applicable): MMD cert 12195 | Project Duration (Dates): April 2004 – January 2006 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>1) The purpose of the contract was to provide Strategic Planning exercises, technical assistance services, and to develop grant proposals. OMMH was in need of a strategic planning facilitator, consultant, and a grant writing team facilitator who could work with staff, the OMMH Advisory Committee, and the Healthcare Disparities Task Force to develop priorities, skills and team planning.</p> <p>2) In September 2005, the contract was continued to allow contractor to perform the OMMH Director duties after Gloria Lewis vacated position.</p> | | |
| Billable Hours (if applicable): NA | Total Contract Amount: \$62,300 | Source of Funding: GF |
| <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>1) OMMH, its community partners, along with Advisory Committee members and Health Disparities Task Force, had begun a strategic planning process. Hiring an outside consultant brought these groups together to review the 2003 OMMH Infrastructure and Capacity Report to develop a strategic plan. The consultant conducted interviews with all participants and identified methods of seeking and securing funding for community-based organizations to advance the work identified as essential to achieve OMMH goals. The consultant coordinated a grant writing team to respond to public and private funding opportunities. Grant seeking training and grant writing team development are not regular services available in this area.</p> <p>2) The depth and complexity of the work needed to address the health disparities elimination goals requires a director that is well versed in transcultural concepts, skills, and issues; familiar with the work and populations engaged, expert in management, strategic planning and goal setting, with effective leadership skills to complete the work that has already begun on this important MDH priority.</p> | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: NA | | |
| <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 consultant's familiarity with the OMMH disparity issues, past involvement with community based organizations, knowledge of the program goals, and experience in grant writing, provided the agency with needed expertise to more than adequately fulfill the expectation of the contract.</p> | | |
| Agency Head Signature: Lynda Boudreau  | Title: Deputy Commissioner | Date: 10-06-06 |

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: <i>Minnesota Department of Health</i> | | |
| Contractor Name: <i>Rainbow Research, Inc.</i> | | CFMS Contract Number: <i>A60253</i> |
| Project Name (if applicable): <i>Eliminating Health Disparities Initiative</i> | Project Number (if applicable): | Project Duration (Dates): <i>4/01/02 - 3/31/06</i> |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: <i>Provide evaluations of the Community Grants Program of the Eliminating Health Disparities Initiative which builds the capacity of grantees to design programs and strategies that can be meaningfully evaluated within the context of desired outcomes mandated by the state legislature and further refined by the MDH and community members, and to learn what has been put into place further.</i> | | |
| Billable Hours (if applicable): <i>—</i> | Total Contract Amount: <i>\$ 750,000</i> | Source of Funding: <i>0905</i> |
| Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <i>In selecting a contractor for this project ... the project was posted in the State Register, numerous responses were received. Outside reviewers read the proposals and this contractor was selected based on experience, quality of work in the community and price.</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>This contractor has met all deliverable dates and specs.</i> Agency Head Signature: <i>[Signature]</i> David Hovel, Director, Fin. & Fac. Mgmt. | | |
| Agency Head Signature: <i>[Signature]</i> | Title: <i>Director</i> | Date: <i>6-02-06</i> |

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

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|---|--|---|
| Agency: Health | | |
| Contractor Name: Eastern Research Group, Inc. | | CFMS Contract Number: A77912 |
| Project Name (if applicable): Health Risk Limits Advisory Panel | Project Number (if applicable): | Project Duration (Dates): July 18, 2005 – January 31, 2006 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This contract provided the services of identifying an expert peer review panel from around the United States; recruiting panel members to review and comment on a scientifically challenging and controversial rule revision for groundwater; arranging for panel members to travel to Minnesota to participate in a two-day meeting; and to provide a written report of the deliberations of the panel. The contractor that provided these services was highly experienced and credible in both recruiting a panel and moderating the meeting. The contractor was necessary because the panel selection process needed to be independent of State bias and influence in order to deliver a credible, independent review.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$87,000 | Source of Funding: Fund 100 Appr 003 Org 2706 |
| <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 allowed for \$87,000 in services and the State stipulated that actual reimbursements to panel members would be invoiced. Actual costs were less and the final invoice was \$77,422.00. As explained above, the State would not have been able to provide the necessary independent peer review. In addition, the State would have been unlikely to attract the experts that were recruited for the panel (in fact, the State had attempted to secure similar, less formal review with limited success). The contractor had the expertise and reputation of conducting similar reviews for federal agencies, which resulted in panel members being willing to participate.</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 contractor prepared a timetable according to the wishes of the State and executed each step on time. Each product (recruitment, securing pre-meeting comments, bringing panel members to Minnesota, moderating the discussion, and reporting the results) was conducted very well, and in the case of recruitment and securing pre-meeting comments, was above expectations. The contractor stayed within or under budget in each budgeted task. The agency would use this contractor again.</p> | | |
| Agency Head Signature:  | Title: David Hovet, Director, Fin. & Fac. Mgmt. | Date: 2/9/06 |

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

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| | | |
|--|-------------------------------------|---|
| Agency: HEALTH | | |
| Contractor Name: DAVID A. JOHNSON | | CFMS Contract Number:A50914 |
| Project Name (if applicable): CAPITAL CONSTRUCTION PROJECT | Project Number (if applicable): | Project Duration (Dates): 7/13/03-12/31/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Department of Health, in cooperation with the departments of Administration and Agriculture is involved in planning, designing, and construction of two new major building facilities that will be unique in state government. One building will serve to house the state public health laboratories and laboratory staff in co-location with the Minnesota Department of Agriculture laboratories. The second building will serve to house program staff from both departments. Both buildings are being planned, designed, and constructed to allow the two tenant departments to share as much common purpose space and functionality as possible. The Department of Health desires to employ a capital project manager in order to assure that its specific needs and interests are independently represented and reflected through the planning, design, and construction process so that the resulting facilities meet the needs of the department and the citizens of the state.</p> | | |
| Billable Hours (if applicable): 1300 | Total Contract Amount: \$145,700 | Source of Funding: Indirect Cost |
| <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 of Health desires to employ a capital project manager in order to assure that its specific needs and interests are independently represented and reflected through the planning, design, and construction process so that the resulting facilities meet the needs of the department and the citizens of the state.</p> <p>Mr. Johnson is a long-term state employee who has served as the MDH Assistant Commissioner for Finance and Administrative Management for the past four and one half years and has been a central figure in the advancement and furtherance of these projects during that entire time. Mr. Johnson has developed a vast knowledge of the needs of the department, of the people and processes of state government, and the specifics of the building projects, which no other individual possesses. He is well known to and well respected by members of both the executive and legislative branches and has a well-established communication network within state government.</p> <p>Mr. Johnson is retiring from state service in July of this year after 37 years of service. The department believes that the loss of Mr. Johnson's knowledge and experience would be a significant detriment to its interests. Therefore the department wishes to retain Mr. Johnson on a contractual basis to serve as its representative in development of these critically important projects. Mr. Johnson will inform the State's Authorized Representative of material developments and decisions required as the facilities projects proceed, will negotiate with other parties, offer recommendations, and make decisions on behalf of the department, and report directly to the Commissioner's office during the term of this agreement.</p> | | |

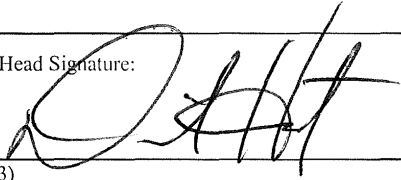
If this was a single source contract, explain why the agency determined there was only a single source for the services:

See above

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 preformed to Department's Standards

Agency Head Signature:



Title:

David Hovet, Director, Fin. & Fac. Mgmt.

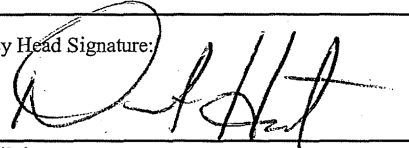
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(Rev. 6/03)

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

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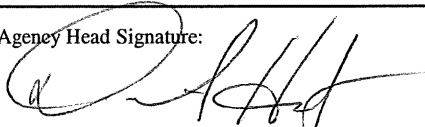
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

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| Agency: Health | | |
| Contractor Name: University of Kansas Center for Research, Inc. | | CFMS Contract Number: A70451/A75641 |
| Project Name (if applicable): Environmental Health Economics Survey | Project Number (if applicable): | Project Duration (Dates): November 15, 2004 – August 31, 2005 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contractor conducted a survey of Minnesotans' willingness to pay to reduce health risks from environmental hazards. The work delivers data on the value that a representative sample of Minnesotans place on protecting the health of children compared to adults. The administration of the survey, involving random selection of households, administering a screening questionnaire, selecting a representative sample, programming a computer version of the survey, and making that survey available to the public via the internet, involved skills that the state was not prepared to deliver in the limited time frame of the survey period (spring and summer of 2005). The University of Kansas had the desired experience and skills.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$114,991.00 | Source of Funding: State of Minnesota LCMR appropriation (83%) and MDH general fund (17%) |
| <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>Highly trained and experienced survey specialists (survey designer, survey administrator, interactive web programmer and data analyst, and recruiters) were available from the University of Kansas through this contract. The MDH did not have these staff, or those state staff who may have been qualified were not available in the short time frame over which the survey was administered.</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>The contractor was exemplary in quality, cost, and overall performance. Difficulties in programming a survey which the MDH chose to edit after delivery to the contractor increased programming costs and delayed the administration of the survey, and the MDH amended the contract to increase the length of time for recruitment and administration of the survey, as well as increase funding for the additional programming, and for recruitment of hard to reach demographic groups. The contractor was prompt with providing the collected data, brought appropriate decisions to the MDH to discuss and resolve, and was extremely responsive to the needs of the MDH. The contractor was delayed in preparing a the final report that contained information on how the survey was conducted and response statistics.</p> | | |
| Agency Head Signature:  | Title: David Hovet, Director, Fin. & Fac. Mgmt. | Date: 12/16/05 |

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

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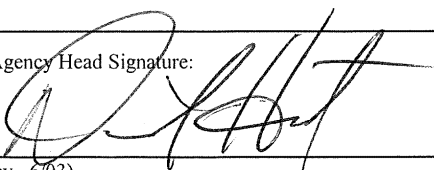
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| Agency: Department of Health | | |
| Contractor Name: University of Minnesota – Cold Climate Housing Program | | CFMS Contract Number: PO H-12 A69932 |
| Project Name (if applicable): Moisture Management Impacts of RRNC: Demonstration Project | Project Number (if applicable): | Project Duration (Dates): 11/1/04 – 9/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Under the contract, the University of Minnesota's Cold Climate Housing Program (CCHP) provided a study through a demonstration project that identified the correlation between passive and active sub-slab depressurization (ASD) radon mitigation methods with reduction of moisture in basements. CCHP performed radon mitigations homes over three seasons in the Twin Cities area. Each home had a radon system installed along with all the necessary monitoring equipment necessary to measure both the levels of radon and moisture within the home and in the adjacent soils. This project included research design, home selection, data acquisition, monitoring system preparation, baseline testing, radon and vapor precision testing and data analysis. The CCHP, in the Department of Bio-based Products in the College of Natural Resources, is the lead institution for the state, and a national leader in performing field research (Demonstration Projects) in below-grade hygrothermal performance issues. This reputation as well as the scientifically based demonstration project proposed by the CCHP will provide the Department with scientific based results that will shape future policy. Scientifically defensible results for this demonstration project are paramount because of the great potential that the results of this project will be used to shape policy decisions not only for our Department, but other Departments and local governments when determining how best to reduce radon exposures to Minnesotans and reducing moisture in below-grade structures.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$100,000.00 | Source of Funding: EPA State Indoor Radon Grant (SIRG) |
| <p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The amount of requested support (\$100,000) includes:</p> <ul style="list-style-type: none">• \$10,000 – Research Design and House Selection• \$5,000 – Measurement equipment• \$29,000 – Baseline assessment, system preparation, clean-up• \$25,000 – All appropriate testing• \$12,000 – Data Analysis• \$4,000 – Final Report• \$15,000 – Indirect <p>MDH could not have conducted such a demonstration project on its own at this price. MDH also wanted to have scientifically credible results and by having CCHP conduct the demonstration project, we have achieved this.</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 University of Minnesota is the lead institution for below-grade hygrothermal performance studies and field research, along with their resources and their existing working relationship with Midwest Universities Radon Consortium (MURC) having done similar work makes the University of Minnesota uniquely qualified to deliver the scope of the work proposed. The CCHP works closely with the SIRG funded Midwest Regional Radon Training Center (MURC) on building science related issues. The CCHP has also done research work for the Minnesota Department of Commerce and Administration Building Codes and Standards Division making them uniquely qualified to deliver the scope of the work proposed. CCHP provided specific vapor intrusion research for the Department of Administration and Commerce relating to moisture issues in below-grade areas of homes. There may be private contractors that conduct similar work in the area of soil moisture investigations, but these contractors may be biased in what approach to use and may benefit from a particular outcome and more importantly, private companies are not eligible for US EPA SIRG funding through MDH, which is the funding source for this project. The Minnesota Department of Health is providing funds to The University of Minnesota, Cold Climate Housing Program to subsidize a demonstration project that will determine specific correlations between passive and active sub-slab depressurization (ASD) systems and the reduction in moisture in below-grade areas of residential structures that incorporate such building features. The results of this demonstration will be used in policy making at the state and local levels of government.</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 CCHP principal investigator submitted all of the appropriate forms and reports in a timely manner and in good quality. He used the best practices and equipment known, at lowest cost, while maintaining a working relationship with EPA Region 4 in a similar demonstration project. CCHP also secured the assistance of a very credible radon mitigation contractor to install the ASD systems. The quality of work has been great and the term and objectives of the contract have been met.</p> | | |
| Agency Head Signature:  | Title: David Hovet, Director, Fin. & Fac. Mgmt. | Date: 12/12/05 |

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

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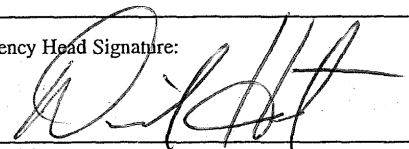
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| Agency: Health | | |
| Contractor Name: Midwest Water Engineering | | CFMS Contract Number: A54 A45460 |
| Project Name (if applicable): Filter Testing | Project Number (if applicable): A45460 | Project Duration (Dates): March 1, 2003 – June 30, 2005 |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to assist the Minnesota Department of Health in conducting pilot testing of water treatment equipment needed to bring public water supplies into compliance with the Safe Drinking Water Act. These pilot studies involve the construction, installation and relocation of water treatment equipment as well as year-round monitoring. MDH staff did not have the time, capabilities, or equipment necessary to perform these tasks. | | |
| Billable Hours (if applicable): | Total Contract Amount: \$235,000 | Source of Funding: 170/173/2101 |
| 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 Health feels it is better to fund work toward a solution to problems than to have to expand regulatory efforts to deal with systems that are out of compliance. Information obtained from these studies could potentially be used by hundreds of facilities in the state to provide complying drinking water systems at a reasonable cost. Affordable, complying systems protect public health as well as enhance the viability of the tourism industry in Minnesota. Most of the facilities that would be affected by this study are small, privately owned resorts and campgrounds. There is a big economic impact on these facilities to comply with many sets of regulations, and affordable water treatment will reduce this impact. Use of a vendor allows MDH to minimize the cost of these studies. | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: Midwest Water Engineering (MWE) is the only company in Minnesota that was part of an approved Field Testing Organization for the NSF Environmental Technology Verification Program, whose purpose was to supply performance verification of treatment technologies that could be used by small water systems. MWE therefore has a thorough understanding of testing requirements, equipment needs and quality control/quality assurance procedures. MWE's staff includes experts in the areas of water treatment plant design, membrane filtration, UV disinfection, microbiology, and water research. MWE has expertise with small systems, their operation and the regulations that govern them and has assisted MDH with pilot studies in past years. We feel that MWE's experience will greatly reduce the time needed to understand the need and purpose of the pilot studies as well as the obstacles that are often encountered when conducting these studies. In addition, MWE has built relationships with many equipment manufacturers that will speed the process of obtaining equipment. Therefore, most of MWE's time will be spent actually working on the pilot studies rather than learning the process. | | |
| 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 the work in a more than satisfactory manner. Projects were completed on time, despite changes in test plans and unforeseen site conditions. Quality of work was high. The contractor met the objectives of the contract. | | |
| Agency Head Signature:  | Title: David Hovet, Director, Fin. & Fac. Mgmt. | Date: 11/18/05 |

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

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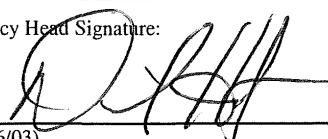
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| Agency: Minnesota Department of Health | | |
| Contractor Name: FSMC, Inc | | CFMS Contract Number: 06A41045A |
| Project Name (if applicable): WIC Fiscal Intermediary Services | Project Number (if applicable): NA | Project Duration (Dates): 10/1/2000 through 9/30/2005 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>FSMC, Inc. provided daily banking services to the Federal USDA WIC program operated by the Minnesota Department of Health. FSMC processed the WIC vouchers that are submitted by participating food retailers and pharmacies throughout Minnesota to their respective banks in order to obtain reimbursement for food purchases by WIC participants.</p> <p style="text-align: right;">1,062,680</p> | | |
| Billable Hours (if applicable): NA | Total Contract Amount: \$1,212,680 | Source of Funding: Federal SNP/WIC grant |
| <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 enabled Minnesota Department of Health to operate the WIC supplemental nutrition program statewide with the assistance and cooperation of local health department subgrantees. Approximately 1,400,000 residents received benefits each of the past five years. The banking contract provided the necessary and vital service of reimbursing food retailers for food purchased by participants.</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>Contractor fulfilled all obligations under this contract in a timely and prudent manner.</p> | | |
| Agency Head Signature:  | Title: David Hovet, Director | Date: Fin. & Fac. Mgmt, 11/8/05 |

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

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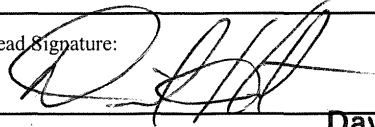
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| Agency: Minnesota Department of Health | | |
| Contractor Name: FSMC, Inc | | CFMS Contract Number: 06A41045A |
| Project Name (if applicable): WIC Fiscal Intermediary Services | Project Number (if applicable): NA | Project Duration (Dates): 10/1/2000 through 9/30/2005 |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: FSMC, Inc. provided daily banking services to the Federal USDA WIC program operated by the Minnesota Department of Health. FSMC processed the WIC vouchers that are submitted by participating food retailers and pharmacies throughout Minnesota to their respective banks in order to obtain reimbursement for food purchases by WIC participants. | | |
| Billable Hours (if applicable): NA | Total Contract Amount: \$1,212,680 | Source of Funding: Federal SNP/WIC grant |
| Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This contract enabled Minnesota Department of Health to operate the WIC supplemental nutrition program statewide with the assistance and cooperation of local health department subgrantees. Approximately 1,400,000 residents received benefits each of the past five years. The banking contract provided the necessary and vital service of reimbursing food retailers for food purchased by participants. | | |
| 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: Contractor fulfilled all obligations under this contract in a timely and prudent manner. | | |
| Agency Head Signature:  | Title: David Hovel, Director, Fin. & Fac. Mgmt. | Date: 10/17/05 |

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

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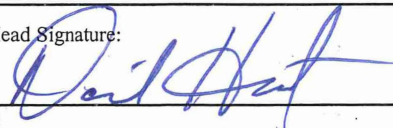
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| Agency: Health | | |
| Contractor Name: University of Minnesota | | CFMS Contract Number: A09153/A47417 |
| Project Name (if applicable): | Project Number (if applicable): | Project Duration (Dates): 7/1/00 – 3/31/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The University of Minnesota Audiology Clinic/Otolaryngology Department faculty/staff provided professional and technical services to the development and implementation of the Minnesota Department of Health's (MDH) Universal Newborn Hearing Screening and Intervention program by: educating and training audiologists in diagnostic evaluation and intervention for infants with hearing loss; providing technical assistance and consultation to several birthing hospitals who were starting a newborn hearing screening program; assisting in the education/training of other services providers related to infant hearing loss; and, establishing Regional Pediatric Audiologic Diagnostic and Habilitative Centers (11 Centers; 3 in border states, i.e. WI, ND, SD). The contractor also administered a statewide hearing aid loaner bank for newly identified infants/children with a confirmed hearing loss.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$313,661.00 | Source of Funding: Federal HRSA Maternal-Child Health Bureau Universal Newborn Hearing Screening & Intervention grant. |
| <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 the only major metropolitan educational institution for audiologists. MDH staff did not have adequate knowledge, skills and resources to educate and train pediatric audiologists in this newly emerging field of early hearing detection and intervention. Nor did MDH have the staffing resources and expertise to maintain a hearing aid loaner bank. (See below for better services/products results.)</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>Overall performance of this contractor was satisfactory and reasonable cost-effective. Submission of invoices, reports and annual plans were not timely and required repeated requests. The quality of the work performed was very good as the faculty and principal investigator are highly trained and experienced pediatric audiologists, committed to the development of a statewide early hearing detection and intervention program. The establishment of 11 Regional Centers, 3 of which are in border states (ND, SD, WI) is unique nationally and set forth Minnesota as a leader in identifying high quality centers to service infants/children with hearing loss and their families. The hearing aid loaner bank has been very well received by families and audiologists who frequently reported its value as they work together to determine the best communication option for the infant/child/family. The hearing aid loaner bank also provides many families a no-cost opportunity to use hearing aids as they determine financial resources.</p> | | |
| Agency Head Signature:  | Title: David Hovel, Director, Fin. & Fac. Mgmt. | Date: 5/11/05 |

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

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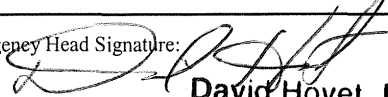
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| Agency: Health | | |
| Contractor Name: Lifetrack Resources | | CFMS Contract Number: A35931/A47169 |
| Project Name (if applicable): | Project Number (if applicable): | Project Duration (Dates): 4/15/02 – 3/31/05 A66559 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Lifetrack Resources, The Family Support Connection is a non-profit parent-to-parent agency that provides support and resources to families of infants/children identified with a hearing loss primarily in the metropolitan area. Contractor activities were necessary to meet the federal grant requirements for enhancing statewide parent-to-parent support networks to help families of newly identified infants with hearing loss, including providing services and capacity building in greater Minnesota. In MN, the estimated incidence of infants identified with a hearing loss is about 210/year. Also the state needed technical assistance and consultation from parents of identified children to assure the development, implementation and evaluation of culturally appropriate program services. Staff at Lifetrack Resources, The Family Support Connection (FSC) are parents of a child(ren) with a hearing loss, so had the necessary knowledge and experience that staff at the MN Dept of Health did not.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$64,588.00 | Source of Funding: Federal HRSA Maternal-Child Health Bureau Universal Newborn Hearing Screening & Intervention grant. |
| <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>Implementation of culturally appropriate and "parent-friendly" newborn hearing screening and intervention services and program tends to assure greater consumer participation. As more newborns are voluntarily screened by 1 month of age, diagnosed by 3 months of age and enrolled in early intervention (hearing loss) by 6 months of age, more children with a hearing loss could attain normal/near normal communication and language skills. This early intervention lessens short-term and long-term special education and other social/economic costs.</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>Lifetrack Resources, The Family Support Connection, was the only parent-to-parent support agency in MN for deaf/hard of hearing infants & their families and was the only agency that had the capacity to provide MDH with the needed family support technical assistance and consultation.</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 contractor submitted all invoices and all pre & post activity reports in a timely manner. The quality of their services was outstanding as indicated by their invited participation in various national hearing related project, i.e., development of a education/training CD for providers and various parent education materials. The contractor's willingness to speak at provider and parent education/training venues, participate in federal on-site grant reviews and advise MDH on education/training and communications material has been a valuable asset to our statewide program. Their technical assistance has positioned Minnesota to serve as a model for many other states, including border states. Feedback from parents indicates how 'parent-friendly' Minnesota's hearing program is, especially early intervention services.</p> | | |
| Agency Head Signature:  | Title: David Hovet, Director, Fin. & Fac. Mgmt. | Date: 5/10/05 |

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.

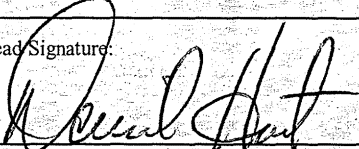
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|---|--|--|
| Agency: Health | | |
| Contractor Name: Vicki M. Anderson | | CFMS Contract Number: A09505 |
| Project Name (if applicable): | Project Number (if applicable): | Project Duration (Dates): 7/1/00 – 3/31/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Department of Health's Universal Newborn Hearing Screening & Intervention Program needed technical assistance and consultation from a practicing clinical pediatric audiologist. The contractor, Vicki M. Anderson, assisted MDH staff with grant writing and related reports, including writing and revising screening, diagnostic and Habilitative protocols. She also provided technical assistance and consultation (by email, on-site visits, telephone, in writing, etc.) to over 20 MN birthing hospitals to assist them in establishing a voluntary universal newborn hearing screening & follow up program.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$50,700.00 | Source of Funding: Federal HRSA Maternal-Child Health Bureau Universal Newborn Hearing Screening & Intervention grant. |
| <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>MDH needed clinical pediatric audiology consultation to assist in the implementation of a voluntary universal newborn hearing screening & intervention program in all 111 MN birthing hospitals. The addition of this contractor allows us to reach more hospitals as well as provide high quality technical assistance. This practicing audiologist was also instrumental in the development and revision of newborn hearing screening, diagnosis and habilitation protocols by chairing and convening a statewide workgroup of pediatric audiologists.</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>There is a very limited supply of pediatric audiologists in MN, especially those who have knowledge & experience in hospital based universal newborn hearing screening & follow up. In 2000 we advertised for a similar position through the MDH Audiology licensing office; Ms. Anderson was one of only two pediatric audiologist who responded (out of 110 licensed audiologists) and she was willing to travel in greater MN to provide hospital consultation. Ms. Anderson has received training at the state and national level. Before the initial contract, Ms. Anderson had already developed strong and positive working relationships with a wide spectrum of health care providers (audiologists, physicians), hospitals, public health workers and families, including MDH staff and state partners (DHS, MDE) as she was a key partner in preparing the 1998 legislative report "A Voluntary Implementation Plan for Universal Newborn Hearing Screening."</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>Ms. Anderson has successfully completed contract activities as assigned including submission of invoices and activity reports. The cost of this contractor's services (hourly fee) was well below average statewide audiology consultant fees. Her contributions to the statewide universal newborn hearing screening & intervention program are significant and long lasting. With her assistance, MDH has been refunded yearly by HRSA MCH Bureau for 5 years (4/00 – 3/05) plus she assisted with applying for a 5-year Centers for Disease Control & Prevention Early Hearing Detection and Intervention cooperative agreement award (10/00 – 9/05). As a vital member of the hearing program team, she contributed to an award MDH received from the Board of Directors MN Academy of Audiology (2/05) for 'truly outstanding contributions to newborn hearing screening.'</p> | | |
| Agency Head Signature:  David Hovet, Director, Fin. & Fac. Mgmt. | Title: | Date: 5/4/05 |

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.

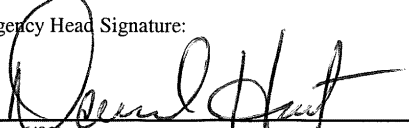
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|--|------------------------------------|--|
| Agency: Department of Health | | |
| Contractor Name: Anderson, Neibuhr and Associates | | CFMS Contract Number: A56693 |
| Project Name (if applicable): Telephone Survey on Incidence of Intimate Partner Violence | Project Number (if applicable): | Project Duration (Dates): 12/1/2003 – 9/30/2004 |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of this contract was to define and describe the incidence of intimate partner violence in a defined population, and to compare the self-reported incidence of this type of injury with the injuries treated in hospitals and emergency departments. The MDH did not have the expertise or the personnel to develop and conduct this telephone survey. | | |
| Billable Hours (if applicable): NA | Total Contract Amount: \$59,240 | Source of Funding: 300/8486/370 |
| Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: There is no way that we would have been able to discover this information without entering into a contract; in this case, it was more cost effective to identify the expertise in the community than it would have been to recruit, hire, train, retain a staff person for 9 months to accomplish (or try to accomplish) the survey. | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: I believe that we evaluated several possible contractors, but determined that this contractor had the greatest capacity to deliver the desired product in the time period desired. | | |
| 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: We were / are impressed! The contractor's staff members were on time or early with their monthly telephone calls; the quality of the data seems high; the cost was high, but we knew that going into the project. Overall performance: we have recommended this agency to others seeking this type of work. | | |
| Agency Head Signature:  | Title: Director Fin Mgt | Date: 11/5/04 |

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

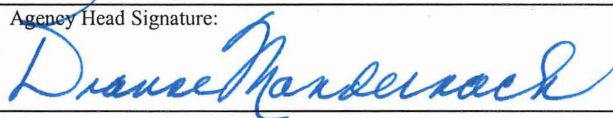
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

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

| | | |
|--|-------------------------------------|--|
| Agency: Health | | |
| Contractor Name: University of Minnesota Center for Public Health Preparedness | | CFMS Contract Number: A51402/A41852 |
| Project Name (if applicable): Assessment of the competencies of the public health and emergency preparedness workforce in Minnesota. | Project Number (if applicable): | Project Duration (Dates): August 1, 2002 – August 31, 2004 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Under this contract, the MDH worked with the University of Minnesota Center for Public Health Preparedness to perform a coordinated assessment of workforce training needs that will be used to direct the training and education plan required as part of the public health preparedness and response funding from the federal Centers for Disease Control and Prevention (CDC).</p> <p>The state does not have the survey research center and faculty expertise to conduct this activity.</p> | | |
| Billable Hours (if applicable): N/A | Total Contract Amount: \$170,000 | Source of Funding: Centers for Disease Control and Prevention Cooperative Agreement: Public Health Preparedness and Response for Bioterrorism |
| <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 costs involved for a year long project were comparable to similar services that have been acquired through a competitive process. The U of M is a state agency and provides fair and reasonable 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>The Minnesota Department of Health received funding from the federal Centers for Disease Control and Prevention to prepare for and respond to a public health emergency. One focus area of that grant is to assess the competencies of the public health workforce and to develop a training plan to assure a base level of competency for responding to a public health emergency. In addition the University of Minnesota Center for Public Health Preparedness received funding from CDC as part of a network of Academic Centers for Public Health Preparedness. This is a network of schools of public health partnering with state and local health agencies and CDC to prepare the public health workforce.</p> <p>As stated above, the CDC federal guidance explicitly required states to, "Develop formal partnerships with schools of public health and medicine, other academic institutions, and other organizations for the provision of education and training." The University of Minnesota Center for Public Health Preparedness is the state's academic center for public health preparedness. The MDH grant application to the CDC specified that MDH would develop the assessment instrument in conjunction with the U of M, Center for Public Health Preparedness. The CDC approved this grant application proposal on May 30, 2002. MDH is obligated to implement all proposals in the grant application. For this reason, the University of Minnesota Center for Public Health Preparedness was clearly and legitimately the institution to assist in the assessment of Minnesota's public health and emergency response workforce.</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 sufficiently met all contract requirements.</p> | | |
| Agency Head Signature:  | Title: Director Financial Mgt | Date: 10/29/04 |

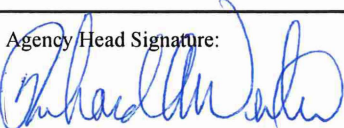
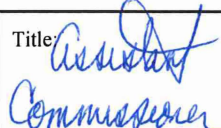
Report on Professional/Technical Contracts Over \$40,000

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: Department of Health | | |
| Contractor Name: Clearwater Research, Inc. | | CFMS Contract Number: A43804 |
| Project Name (if applicable): Minnesota Adult Tobacco Survey | Project Number (if applicable): | Project Duration (Dates): Jan. 28, 2003 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 collect data for the Department of Health's share of the Minnesota Adult Tobacco Survey. The Survey provided detailed information about adult tobacco use and quit attempts and helps public and private sector organizations develop effective tobacco use reduction and disease reduction strategies. As required, the Contractor completed at least 2,900 interviews with Minnesota adults, using the Centers for Disease Control's standard procedures for the Behavior Risk Factor Surveillance System. The Contractor performed data entry, editing and verification of all survey responses, and provided MDH with an electronic database containing all survey responses.</p> <p>It was necessary to enter into this contract because MDH does not have the capacity to conduct an intensive, large-scale survey of this kind. MDH does conduct the annual Behavior Risk Factor Surveillance Survey in-house through the Center for Health Statistics. However, the BRFSS unit could not expand its interviewing capacity or obtain sufficient space and equipment to conduct the Adult Tobacco Survey in addition to its year-round work on the BRFSS.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$100,000 | Source of Funding: CDC and Foundation |
| <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>MDH's funding has leveraged other funding from private collaborators that has enabled us to triple the sample size of the survey. The enlarged data file of about 10,000 interviews has much greater usefulness and level of detail than would have been possible if MDH has done the survey on its own. Furthermore, as mentioned above, MDH's BRFSS facility did not have the capacity to take on all or part of the Adult Tobacco Survey. Clearwater Research, on the other hand, had the capacity to complete large numbers of interviews over a five-month period. The price charged by Clearwater to MDH for its share of the interviews was just under \$35 per completed interview, and was the best price available to MDH for high-quality work on the private market.</p> | | |
| Agency Head Signature:  | Title: Commissioner | Date: July 14, 2003 |

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: Health | | |
| Contractor Name: Park Nicollet Institute DBA International Diabetes Center | | CFMS Contract Number: A13337 |
| Project Name (if applicable): Minnesota Diabetes in Youth Program [MDYP] | Project Number (if applicable): | Project Duration (Dates): 10/13/00 through 8/31/01 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Department of Health was seeking a partner to maintain its community-based youth diabetes education outreach program. The Minnesota Diabetes in Youth Program's [MDYP] goal is to implement diabetes education philosophy and practices throughout seven established regional sites in the state. A major part of the MDYP services involves twice-yearly diabetes clinics staffed by personnel with diabetes expertise. The staff consists of a family counselor, dietitian, certified diabetes nurse educator, and a diabetes nurse specialist. This staff is to be overseen by a pediatric endocrinologist who will serve as the medical director for the outreach project. The model of care for the outreach sites is to identify community resources and needs and to stimulate improved clinical care through the provision of clinical services to children with diabetes and their families. These services are to be based upon a public health view of chronic illness which promotes self-management and wellness, stressing prevention versus crisis or problem-based care, and maximizes access to speciality care. The MCSHN program has over the years met with pediatric endocrinologists from Mayo Clinic, the University of MN, and the Children's Hospital of St. Paul. Although they are interested and supportive of the outreach efforts they are not able to devote staff from their institutions to such extensive program development, travel, and on-site clinical management services. Also it is not practical or cost-effective for the Minnesota Department of Health or any other state agency to employ on it's staff the professional expertise required for this program.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$89,043 | Source of Funding: 6204 |
| <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 MDYP contract budget reflects the costs of program development, evaluation and direct cost of conducting MDYP clinics in seven regional communities facilities. These costs include very rigorous staff credentials and required activities. Furthermore, there are all the expenses of food/lodging; community facility rental; transportation/van maintenance and milage. Plus the administrative expenses of lab handling, postage/mailings, cellular phone time, computers, printers, software to download glucose meters, scale, travel lab refrigerator, and educational materials.</p> <p>Through years of funding this outreach program the MCSHN program has determined that the above contracted items are not ones that health plans will reimburse and therefore have been an expense the program has underwritten in order to maintain a program that offers optimal pediatric diabetes management services.</p> | | |
| Agency Head Signature:  | Title:  Assistant Commissioner | Date: 10/17/01 |



Minnesota Department of Transportation

Transportation Building

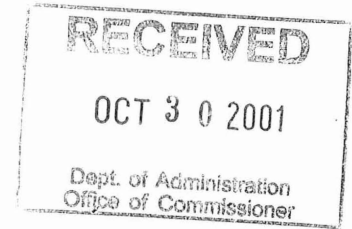
395 John Ireland Boulevard

Saint Paul, Minnesota 55155-1899

Barb Jolly

October 17, 2001

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



Subject: Mn/DOT Agreement No. 79991
Phase I Archaeological and Historic Survey of Trunk Highway 371 from County
State Aid Highway (CSAH) 46 North of Little Falls to 0.5 miles North of CSAH
48, Morrison County

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: A07694
Contractor: URS/BRW, Inc.
Source of Funding: Truck Highway
Total Cost to the State: \$46,491.09
Duration of Contract: May 2, 2000 - August 31, 2001
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 available to perform the described services.

The conduct of this project through an outside contractor was cost effective to the State because the very nature of Cultural Resources Investigation is irregular and seasonal. Staffing and training of these positions would not be cost effective to the State.

Sincerely,

Elwyn Tinklenberg
Commissioner

cc: P. Stembler, 112 Admin
J. Blacik, MS 680
File



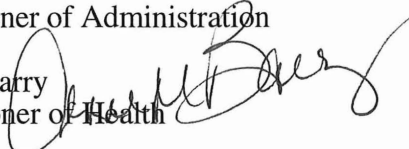
Minnesota Department of Health
717 Delaware Street Southeast
P.O. Box 9441
Minneapolis, MN 55440-9441
(612) 623-5000

RECEIVED

MAY 21 1997

Dept. of Administration
Office of Commissioner

M E M O R A N D U M

DATE: May 13, 1997
TO: Elaine S. Hansen
Commissioner of Administration
FROM: Anne M. Barry 
Commissioner of Health
PHONE: 215-5804
SUBJECT: Final Payment Certification

This is to certify that the final product of contract #12500-406191 with Pathfinder Resources, Incorporated, for \$62,900 has satisfactorily fulfilled the terms of the contract. The purpose of the contract was to provide a full range of conference coordination services required to plan, schedule, administer and evaluate the 1996 statewide HIV/STD Conference.

This contract was necessary due to the large volume of work required to implement a conference for a diverse audience of over 300 attendees, 40 presenters and 50 agencies displaying materials. This was a cost effective way to provide these services since we only do this conference once every two years and that doesn't justify hiring an additional full or part-time state employee to perform these duties.

Attached is a completed Final Payment Certification form in accordance with MDH policy and procedure.

If you need additional information about this contract, please feel free to contact Roy Nelson, Authorized Representative, (612) 623-5760 or Fax (612) 623-5739.

Thank you

Attachment

MASTER CONTRACT PROJECT REPORT

| | | |
|--|-------------------------------------|---|
| Agency Health | | |
| Contract Firm Taj Technologies | | Master Contract Number 405392 |
| Project Name Cooperative Agreement Projects | Project Number P07884 | Project Duration (Dates) 5/2/95 - 12/20/95 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>In order to complete the work plan of a Cooperative Agreement with the Centers for Disease Control and Prevention (CDC), we needed to develop three software applications. The work was estimated to require about 900 hours to complete, and a contract was the most efficient way to identify a qualified individual who was available for only several months.</p> | | |
| Billable Hours (if applicable) 896 | Amount Spent \$49,280 | Source of Funding Cooperative Agreement with CDC |
| <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>Based on past experience, it is virtually impossible to hire an individual as a state employee for a limited appointment, who has the qualifications to develop the software needed by the MCSS. No existing state employees were available to work on this project. We would not have the software at all without the contract.</p> | | |
| Chief Executive Signature* <i>Christopher Reile</i> | Title <i>Deputy Commissioner</i> | Date <i>7/2/96</i> |
| <p><small>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.</small></p> | | |

MASTER CONTRACT PROJECT REPORT

XENT

| | | |
|--|--|--|
| Agency Health | | |
| Contract Firm Cap Gemini America | | Master Contract Number 401893 |
| Project Name MCSS Systems Support | Project Number P07872 | Project Duration (Dates) 3/20/95 - 8/31/95 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Minnesota Cancer Surveillance System (MCSS) depends on its computer system to maintain productivity. The resignation of the Systems Analyst, Sr., in February 1995 made it necessary to recruit and hire a new person. Because of the disastrous consequences of a computer break down, it was necessary to ensure continuous systems support. A contractor was the only source of a quickly-identified and qualified individual.</p> | | |
| Billable Hours (if applicable) 880 | Amount Spent \$44,800 | Source of Funding Lapsed State Salary |
| <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>When the MCSS computer is "down" the entire Section (approximately 40 people) can not do their jobs. It was worth the expenditure to maintain the productivity of the Section.</p> | | |
| Chief Executive Signature* <i>Christine Rice</i> | Title <i>Deputy Commissioner</i> | Date <i>7/2/96</i> |
| <small>* 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.</small> | | |

son

From: Steve.Gustafson@state.mn.us
Sent: Monday, September 25, 2006 3:15 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 Monday, September 25, 2006 at 15:15:05

_config: vendeval
project: Integrated Library System Development
id_part1: E60
id_part2: 217
cfms: A38631
vendor: ExLibris-USA
agency: Office of Higher Education
evaluator: Emily Kissane
eval_date: 09/25/2006
purpose: Contract needed to develop an integrated library system for University of Minnesota libraries, MnSCU libraries, and state agency libraries. Private colleges libraries, public library systems, and school systems may choose to adopt the automation system.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: \$12,000,00
actual_cost: \$12,000,00
cost_effective: Funding enabled agency to contract for development of statewide online library information system that would be more efficient than separate systems (for each higher education system) and promote library collaboration and use of electronic resources.
amended: Yes
amended_e: Two amendments for MnLINK Technology Acquisitions and Software License Agreement
terminated: No
engage: Yes
engage_e: I would contract with the vendor again for products and services that are already developed. The development partnership was, at times, problematic, so I would recommend caution in entering into that sort of agreement.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, August 03, 2006 12:18 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, August 03, 2006 at 12:17:54

_config: vendeval
project: State Grant Rewrite
id_part1: E60
id_part2: 1720
cfms: A85477
vendor: Analysts International
agency: Office of Higher Education
evaluator: Terry Schmit
eval_date: 08/03/2006
purpose: This contract was for staff augmentation. It required a consultant experienced with Visual Basic .NET database programming. The contract was necessary because we did not have the staff or expertise to complete the project without outside help.
accomplished: Yes
contract_date: 06/30/2006
amended_date: 07/31/2006
actual_date: 07/31/2006
contract_cost: 68000
amended_cost: 80000
actual_cost: 72000
cost_effective: We needed a Visual Basic .NET expert to teach make certain that the project application was being built properly to current standards. If we did not hire a consultant it would have delayed the projects timeline by a year or two.
amended: Yes
amended_e: The amended contract was for writing batch programs for the State Grant Rewrite that were not included in the original contract which was for GUI development.
terminated: No
engage: Yes
engage_e: The contractor completed the application modules we wanted within the timeline. The quality of the work was very good.

Homeland Security

Kelly Heffron

Date sent: Thu, 5 Jun 2008 12:10:26 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

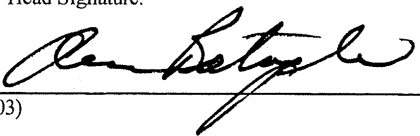
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 05, 2008 at 12:10:26

_config: vendeval
project: Minnesota GI Bill and the Achieve Scholarship Programs
id_part1: E60
id_part2: 2079
cfms: B04623
vendor: Analysts International
agency: Higher Education Services Off
evaluator: Terry Schmit
eval_date: 06/05/2008
purpose: The purpose of the contract was to hire a Visual Basic programmer skilled in Windows and Web development to assist agency staff in developing computer applications to manage the MN GI Bill and Achieve programs. The agency needed to enter into the contract since we did not have the internal programming resources to develop the application in the time allowed.
accomplished: Yes
contract_date: 01/31/2008
amended_date: 03/14/2008
actual_date: 03/14/2008
contract_cost: \$80,000
amended_cost: \$100,000
actual_cost: \$95,000
cost_effective: The agency did not have the internal resources to develop the applications in the time allocated. The GI Bill and Achieve Programs are unique enough that we were not able to use existing computer software to manage them.
amended: Yes
amended_e: The application took slightly longer to develop than was originally estimated due to additional features that needed to be included in the final project.
terminated: No
engage: Yes
engage_e: The programmer the agency supplied was well skilled in Visual Basic Windows and Web development. She worked well with the agency's financial aid and IT staff.

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.

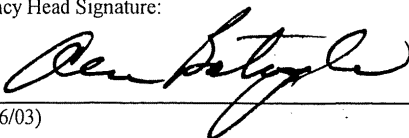

Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference library)

| | | |
|---|------------------------------------|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Hopkins Fire Department | | CFMS Contract Number: A48431 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Hopkins CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 Hopkins Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title: Director | Date: 8-4-05 |

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

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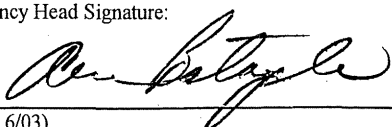
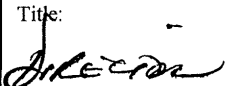
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| | | |
|---|---|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Duluth Fire Department | | CFMS Contract Number: A48432 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Duluth CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 Duluth Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-4-05 |

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

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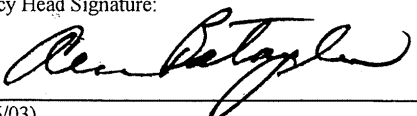
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| | | |
|---|---|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Rochester Fire Department | | CFMS Contract Number: A48439 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Rochester CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 Rochester Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-4-05 |

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.

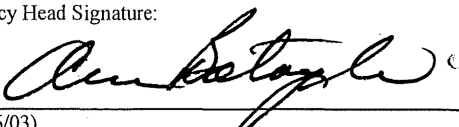
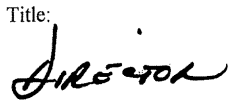
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| | | |
|---|------------------------------------|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Spring Lake Park Fire Department | | CFMS Contract Number: A48438 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Spring Lake Park CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 Spring lake Park Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title: DIRECTOR | Date: 8-4-05 |

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

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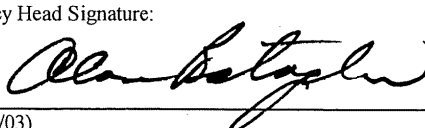
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| | | |
|---|---|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of St. Cloud Fire Department | | CFMS Contract Number: A48441 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the St. Cloud CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 St. Cloud Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-4-05 |

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.

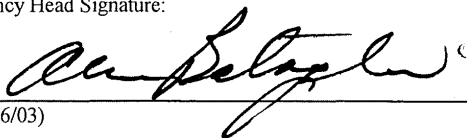
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| | | |
|---|---------------------------------------|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: West Central Environmental Consultants Inc. (WCEC) | | CFMS Contract Number: A48442 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the WCEC CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 WCEC Inc. provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title: DIRECTOR | Date: 8-04-05 |

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

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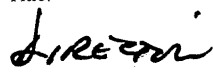
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| | | |
|---|------------------------------------|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Moorhead Fire Department | | CFMS Contract Number: A48437 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Moorhead CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 Moorhead Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title: Director | Date: 8-4-05 |

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

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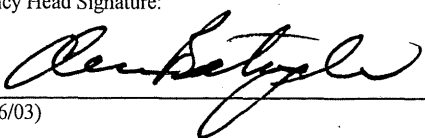

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| | | |
|---|---|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of St. Paul Fire Department | | CFMS Contract Number: A48443 |
| Project Name (if applicable): CAT (Chemical Assessment Teams) or ERT (Emergency Response Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the St. Paul CAT (Chemical Assessment Team) or ERT (Emergency Response Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$240,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 St. Paul Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-4-05 |

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

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| | | |
|---|---|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Grand Rapids Fire department | | CFMS Contract Number: A48433 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Grand Rapids CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 Grand Rapids Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-4-05 |

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

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| | | |
|---|------------------------------------|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Marshall | | CFMS Contract Number: A48436 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 - 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Marshall CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 city of Marshall provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title: Director | Date: 8-4-05 |

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

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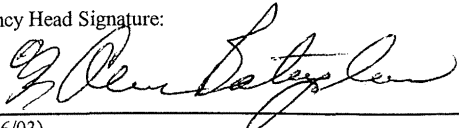

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| | | |
|---|---|---|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Mankato Fire Department | | CFMS Contract Number: A48435 |
| Project Name (if applicable): State CAT team (Chemical Assessment Teams) | Project Number (if applicable): | Project Duration (Dates): 7/01/04 – 6/30/05 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Mankato CAT (Chemical Assessment Team) was to provide services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate the effects of a hazardous materials release.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$90,000.00 | 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 agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with eleven separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. This is a significant cost savings to the state and provides technical expertise across the state on a regional bases.</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 Mankato Fire Department provided a quality, and timely response to local jurisdictions for reported hazardous materials spills or leaks at a reasonable cost to the state.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-4-05 |

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

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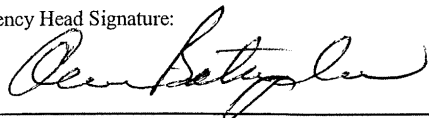
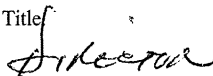
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|---|---|--|
| Agency: Department of Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of St. Paul | | CFMS Contract Number: A42860 |
| Project Name (if applicable): Bomb Disposal Teams | Project Number (if applicable): | Project Duration (Dates): 1/1/03 – 6/30/04 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the St. Paul bomb disposal unit was to provide bomb squad services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate and dispose of explosive devices.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$66,408.00 | 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: The agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with four separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. In addition the Federal Bureau of Investigation provides this technical training and at this time they are not providing any additional training for new teams.</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: The St. Paul bomb disposal unit provided excellent service to all jurisdictions that requested them.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-8-04 |

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 Homeland Security Emergency Management State of Minnesota | | |
| Contractor Name: City of Minneapolis | | CFMS Contract Number: A42859 |
| Project Name (if applicable): Bomb Disposal Teams | Project Number (if applicable): | Project Duration (Dates): 1/1/03 – 6/30/04 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the Minneapolis bomb disposal unit was to provide bomb squad services to other municipalities and jurisdictions that did not have the properly trained personnel or proper equipment to safely mitigate and dispose of explosive devices.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$82,357.00 | 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: The agency was able to provide this service to all municipalities and jurisdictions within the state by contracting with four separate municipalities rather than providing training and equipment money to all 87 counties and 853 cities within the state. In addition the Federal Bureau of Investigation provides this technical training and at this time they are not providing any additional training for new teams.</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: The Minneapolis bomb disposal unit provided excellent service to all jurisdictions that requested them.</p> | | |
| Agency Head Signature:  | Title:  | Date: 8-9-04 |

Housing Finance

Kelly Heffron

Date sent: Tue, 23 Feb 2010 06:42:35 -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: Web Developer/Designer Support Position

id_part1: b34

id_part2: 1728

cfms: A86030

vendor: Select Computing

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 02/23/2011

purpose: Web development and business analysis

accomplished: Yes

contract_date: 02/15/2008

amended_date: 02/15/2010

actual_date: 02/15/2010

contract_cost: 275560

amended_cost: 409440

actual_cost: 685000

cost_effective: This was a project that required specific skills that were not available with the current staff. Using the consultant was effective.

amended: Yes

amended_e: The time estimates were off along with the volume of working required.

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 25 Mar 2010 09:40:12 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/25/2010.

project: Multifamily Development Processing Project System Business
Analyst 20050112

id_part1: b34

id_part2: 1583

cfms: B32410

vendor: SEH Tech

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 03/25/2010

purpose: Business analyst to work with agency staff and develop reporting
for the multifamily system.

accomplished: Yes

contract_date: 03/21/2005

amended_date: 03/14/2010

actual_date: 03/14/2010

contract_cost: 186320.00

amended_cost: 734800.00

actual_cost: 778409.00

cost_effective: The skills needed for the contract were not available
within our agency. This was a project that was active for a specified time
and did end.

amended: Yes

amended_e: The project time line was under estimated.

terminated: No

engage: Yes

David Schmidtke

Date sent: Fri, 4 Dec 2009 11:09:19 -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 12/04/2009.

project: Agency Data base administrtor

id_part1: B34

id_part2: 8757

cfms: A78757

vendor: Comsys

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 12/04/2009

purpose: Staff augmentation for the DBA position.

accomplished: Yes

contract_date: 08/01/2006

amended_date: 01/31/2008

actual_date: 01/31/2008

contract_cost: 220000.00

amended_cost: 313260.00

actual_cost: 507871.68

cost_effective: The expertise for this position was not available

considering the salary range offered by the State. amended: Yes amended_e:

We continued to recruit and hire a full time person but were unsuccessful.

terminated: No engage: Yes

Kelly Heffron

Date sent: Thu, 4 Feb 2010 08:45:52 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/04/2010.

project: Multi-Family and Single Family On-line Mortgage Project Support
id_part1: b34
id_part2: 1977
cfms: a71058
vendor: Castle Rock
agency: Housing Finance Agency
evaluator: Terry Schwartz
eval_date: 02/04/2010
purpose: Project Manager for a major Agency project. Purchase/Build system
for loan purchase, loan servicing and budget tracking.
accomplished: Yes
contract_date: 12/31/2005
amended_date: 08/05/2009
actual_date: 08/05/2009
contract_cost: 352920.00
amended_cost: 948500.00
actual_cost: 903057.42
cost_effective: We did not have a project manager on staff to lead the
project. This was a defined time line so hiring was not an effective
approach.
amended: Yes
amended_e: The time line was mis-judged.
terminated: No
engage: Yes

David Schmidtke

Date sent: Fri, 4 Dec 2009 11:19:46 -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 12/04/2009.

project: Project manager HDS single family

id_part1: B34

id_part2: 1058

cfms: A71058

vendor: Castle Rock

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 12/04/2009

purpose: Project manager for a major project. Building software with an outside vendor for the single family purchase and servicing operations.

accomplished: Yes contract_date: 12/31/2005 amended_date: 12/06/2009

actual_date: 12/06/2009 contract_cost: 352920.00 amended_cost: 948500.00

actual_cost: 903054.42 cost_effective: Project management is very specific skill and only needed for active projects. Contracting was a better

approach than hiring. amended: Yes amended_e: The project took more time than expected. terminated: No engage: Yes

David Schmidtke

Date sent: Fri, 4 Dec 2009 11:26:42 -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 12/04/2009.

project: SF mortgage purchase project

id_part1: B34

id_part2: 7106

cfms: A57106

vendor: Housing and Development Software

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 12/04/2009

purpose: To build a software package to purchase and service our single family mortgage portfolio. This is a major operation with in our agency accomplished: Yes contract_date: 01/05/2004 amended_date: 01/04/2009 actual_date: 01/24/2009 contract_cost: 1543225.00 amended_cost: 3557000.00 actual_cost: 5100225.00 cost_effective: Using an outside vendor with housing and mortgage experience was by far more efficient than hiring employees with the same skills. The project had a set time line, when the contract could be ended and our internal staff could assume the maintainence. amended: Yes amended_e: The project took longer to complete as originally estimated. terminated: No engage: Yes

David Schmidtke

Date sent: Fri, 4 Dec 2009 11:32:56 -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 12/04/2009.

project: Business Analyst- Sf Mortgage project

id_part1: B34

id_part2: 2897

cfms: 82897

vendor: Castle Rock

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 12/04/2009

purpose: Provide a BA to work with staff to set up testing and conversion processes. This BA aslo worked ont he implemetation plan. accomplished:

Yes contract_date: 12/01/2006 amended_date: 11/30/2007 actual_date:

11/30/2007 contract_cost: 180000.00 amended_cost: 168000.00 actual_cost:

238514.23 cost_effective: This was a set duration project where hiring would not have been efficient. The skills needed were very specific.

amended: Yes amended_e: The project was under estimated as far as hour to complete were concerned. terminated: No engage: Yes

Kelly Heffron

Date sent: Tue, 12 May 2009 14:26:05 -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: Project manager

id_part1: b34

id_part2: 2306

cfms: A34401

vendor: Radian

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 05/12/2009

purpose: SFMOS project to evaluate software for replacement of major SF system

accomplished: Yes

contract_date: 03/01/2002

amended_date: 12/31/2005

actual_date: 12/31/2005

contract_cost: 162500

amended_cost: 687200

actual_cost: 332566

cost_effective: This was a short term project and there were no agency staff with the project management skills needed

amended: Yes

amended_e: Additional time was required

terminated: No

engage: Yes

Kelly Heffron

Date sent: Fri, 24 Apr 2009 13:00:40 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 04/24/2009.

project: Accounting/Loan Servicing for Major Agency Initiatives - Project
Manager/Business Analyst

id_part1: b34

id_part2: 1373

cfms: A59301

vendor: Castle Rock

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 04/24/2009

purpose: Work with an outside vendor to develop and build a loan servicing
system.

accomplished: Yes

contract_date: 03/15/2006

amended_date: 03/15/2009

actual_date: 03/15/2009

contract_cost: 421,000.00

amended_cost: 640,200.00

actual_cost: 1,061,200.

cost_effective: Minnesota housing needed a project manager for this
extensive project. There were no state employees who could perform the
tasks.

amended: Yes

amended_e: this was a complicated build and installation

terminated: No

engage: Yes

Kelly Heffron

Date sent: Wed, 16 Jul 2008 11:17:57 -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 11:17:56

_config: vendeval
project: Multifamily Processing project
id_part1: b34
id_part2: 1297
cfms: A79257
vendor: Data Solutions
agency: Housing Finance Agency
evaluator: Terry Schwartz
eval_date: 07/16/2008
purpose: To work with MF staff to develop requirements and modify a
third party vendors software.
accomplished: Yes
contract_date: 02/09/2004
amended_date: 06/30/2008
actual_date: 10/31/2007
contract_cost: 689,564
actual_cost: 530,217
cost_effective: This was a project and our staff did not have the
skills required.
amended: Yes
terminated: No
engage: No

Kelly Heffron

Date sent: Wed, 16 Jul 2008 11:17:25 -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 Wednesday, July 16, 2008 at 11:17:25

_config: vendeval
project: Multifamily Processing project
id_part1: b34
id_part2: 1297
cfms: A79257
vendor: Data Solutions
agency: Housing Finance Agency
evaluator: Terry Schwartz
eval_date: 07/16/2008
purpose: To work with MF staff to develop requirements and modify a
third party vendors software.
accomplished: Yes
contract_date: 02/09/2004
amended_date: 06/30/2008
actual_date: 10/31/2007
contract_cost: 689,564
actual_cost: 530,217
amended: Yes
terminated: No
engage: No

Kelly Heffron

Date sent: Thu, 29 May 2008 14:47:55 -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 Thursday, May 29, 2008 at 14:47:55

_config: vendeval
project: Business Analyst-Accounting Loan Servicing
id_part1: b34
id_part2: 1470
cfms: A68732
vendor: SEH Tech solutions
agency: Housing Finance Agency
evaluator: Terry Schwartz
eval_date: 05/29/2008
purpose: Analyst to support the loan services software implimentation.
accomplished: Yes
contract_date: 09/27/2004
amended_date: 03/31/2008
actual_date: 2/15/2008
contract_cost: 176800
amended_cost: 468200
actual_cost: 414419.65
cost_effective: This was a project that needed specific skills that
were not available from current agency staff.
amended: Yes
amended_e: The time line was misjudged when the original contract was
done.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Thu, 28 Feb 2008 11:11:35 -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 Thursday, February 28, 2008 at 11:11:35

_config: vendeval
project: SF HDS project
id_part1: b34
id_part2: 1698
cfms: A82897
vendor: Castle Rock

agency: Housing Finance Agency

evaluator: Terry Schwartz

eval_date: 02/28/2008

purpose: This was a major agency project that streamlined and upgraded
our loan purchasing and servicing system. This was a project and the
related work was for a difined time.

accomplished: Yes

contract_date: 11/07/2005

amended_date: 11/30/2007

actual_date: 11/30/2007

contract_cost: 180000.00

amended_cost: 168000.00

actual_cost: 343514.23

cost_effective: The was a project it made sense to hire contractors
that could be phased off of the project as needed.

amended: Yes

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 28 Feb 2008 10:01:42 -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 Thursday, February 28, 2008 at 10:01:42

_config: vendeval
project: Application and Database Audit
id_part1: B34
id_part2: 1780
vendor: Fishnet Security
agency: Housing Finance Agency
evaluator: Tony Peleska
eval_date: 02/28/2008
purpose: The Minnesota Housing Finance Agency ("MHFA") is implementing
a new online mortgage system ("HDS") that will be accessed via the
Internet by partnering loan originators from outside organizations. To
ensure the security and integrity of the data stored in the HDS system
and the supporting Oracle database, MHFA requires that a third-party
application security audit be performed to discover and prioritize
security weaknesses in the security of the HDS application, as well as
make actionable recommendations for security improvements.
accomplished: Yes
contract_date: 5/31/2006
amended_date: 05/31/2006
actual_date: 5/31/2006
contract_cost: 25000.00
actual_cost: 24,999.00
cost_effective: It was cost effective because the vendor has the
expertise and toolsets to provide the services needed to evaluate the
security of the application that was needed.
amended: No
terminated: No
engage: Yes
engage_e: Very professional and an expert in the field
comments: There was not an ammended date, your form would not let me
bypass that field. I had to enter information after I accident clicked
in the appropriate spot

Kelly Heffron

Date sent: Thu, 28 Feb 2008 11:22:07 -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 Thursday, February 28, 2008 at 11:22:07

_config: vendeval
project: Agency DBA
id_part1: B34
id_part2: 1847
cfms: A78757
vendor: Comsys
agency: Housing Finance Agency
evaluator: Terry Schwartz
eval_date: 02/28/2008

purpose: This was a staff augment position. We needed a Oracle DBA to cover after our DBA resigned. We were unable to find an employee to fill this position for the wages we could offer. We then contracted for the position.

accomplished: Yes

contract_date: 07/01/2005

amended_date: 3/31/2008

actual_date: 01/31/2008

contract_cost: 220000.00

amended_cost: 313260.00

actual_cost: 507871.00

cost_effective: We attempted to find a full time employee and could not for the wages offered.

amended: Yes

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 28 Feb 2008 11:02:16 -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 Thursday, February 28, 2008 at 11:02:16

_config: vendeval
project: Application and Database Security Audit
id_part1: B34
id_part2: 1780
cfms: A73460
vendor: Fishnet Security
agency: Housing Finance Agency
evaluator: Anthony Peleska
eval_date: 02/28/2008

purpose: The Minnesota Housing Finance Agency ("MHFA") was implementing a new online mortgage system ("HDS") that will be accessed via the Internet by partnering loan originators from outside organizations. To ensure the security and integrity of the data stored in the HDS system and the supporting Oracle database, MHFA requires that a third-party application security audit be performed to discover and prioritize security weaknesses in the security of the HDS application, as well as make actionable recommendations for security improvements.

accomplished: Yes
contract_date: 06/15/2006
actual_date: 05/31/2006
contract_cost: 24,950.00
actual_cost: 24,950.00
cost_effective: MHFA needed the expertise and toolsets that Fishnet brought to the table to provide the services needed to security the HDS SingleFamily Online Application
amended: No
terminated: No
engage: Yes
engage_e: Very professional and performed at a high level

Kelly Heffron

Date sent: Thu, 28 Feb 2008 09:57:16 -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 Thursday, February 28, 2008 at 09:57:16

_config: vendeval
project: Application and Database Audit
id_part1: B34
id_part2: 1780
vendor: Fishnet Security
agency: Housing Finance Agency
evaluator: Tony Peleska
purpose: The Minnesota Housing Finance Agency ("MHFA") is implementing
a new online mortgage system ("HDS") that will be accessed via the
Internet by partnering loan originators from outside organizations. To
ensure the security and integrity of the data stored in the HDS system
and the supporting Oracle database, MHFA requires that a third-party
application security audit be performed to discover and prioritize
security weaknesses in the security of the HDS application, as well as
make actionable recommendations for security improvements.
accomplished: Yes
contract_date: 5/1/2006
amended_date: 05/31/2006
actual_date: 5/31/2006
contract_cost: 25000.00
actual_cost: 24,999.00
amended: No
terminated: No
engage: Yes
engage_e: Very professional and an expert in the field

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, December 07, 2006 9:39 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, December 07, 2006 at 09:38:57

_config: vendeval
project: Information Security Assessment
id_part1: B34
id_part2: 1780
cfms: A88514
vendor: Fishnet Security
agency: Housing Finance Agency
evaluator: Terry Schwartz
eval_date: 12/07/2006
purpose: Secuirty Assessment focused on identifying and mitigating information security
threats and vulnerabilities and developing mitigation strategies for discovered
application security threats and vulnerabilities.
accomplished: Yes
contract_date: 06/15/2006
actual_date: 06/15/2006
contract_cost: 24,950.300
actual_cost: 24,950.00
cost_effective: We needed an independent firm to assess our securirty and this firm has the
expertise needed to conduct the work and submit the report.
amended: No
terminated: No
ngage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, October 05, 2006 7:04 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 Thursday, October 05, 2006 at 07:03:54

_config: vendeval
project: Sysytem Business Implementation Analyst
id_part1: b34
id_part2: 1677
cfms: A82677
vendor: McCaa, Webster & Assoc
agency: Housing Finance Agency
evaluator: Terry Schwartz
eval_date: 10/05/2006
purpose: This position was hired to do testing and implementation for the SF project. The project is scheduled to be completed in early 2007 so a contractor was a perfect fit.
accomplished: Yes
contract_date: 10/26/2006
actual_date: 9/30/2006
contract_cost: 230,000.00
actual_cost: 147,848.73
cost_effective: These skills will not be needed once the project is complete. Contracting solves that issue and allow us to have the skill available when we need them.
amended: No
terminated: Yes
terminated_e: The contractor quit the project and quit consulting in Sept of 06, about one month short of the contract end date.
engage: No
engage_e: She is not available.



Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608
tdd 651.297.2361

800.657.3769
www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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-35152 |
| Vendor Name | TMP Worldwide |
| Dollars Spent | \$ 233,881.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 3/11/02 – 12/31/03 |

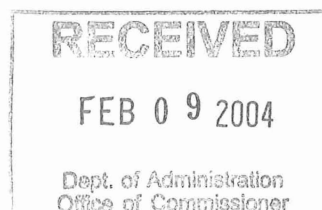
The purpose of this contract is to provide a oracle developer for the Multifamily project.

The amount spent for the above services was \$233,881 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 using the Office of Technology's master roster/master contract procedures.

Sincerely,

Timothy E. Marx
Commissioner





Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608
tdd 651.297.2361

800.657.3769
www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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-42754/ A-29086 |
| Vendor Name | Cap Gemini/Sogetti |
| Dollars Spent | \$ 257,190.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 10/1/01 – 12-31-03 |

The purpose of this contract is to provide a developer and utility person for both our Multifamily project and as a member of the "Core" IS staff.

The amount spent for the above services was \$257,190 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 using the Office of Technology's master roster/master contract procedures.

Sincerely,

Timothy E. Marx
Commissioner





Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608
tdd 651.297.2361

800.657.3769
www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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-25155 |
| Vendor Name | ACT Consulting |
| Dollars Spent | \$ 212,612.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 6/30/01 – 06/30/03 |

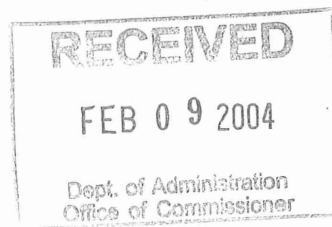
The purpose of this contract is to provide an on site VAX/VMS Support Person.

The amount spent for the above services was \$212,612 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 using the Office of Technology's master roster/master contract procedures.

Sincerely,

Timothy E. Marx
Commissioner





Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608

tdd 651.297.2361

800.657.3769

www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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-42522 |
| Vendor Name | Compuware Corp |
| Dollars Spent | \$ 110,160.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 11/01/02 – 06/30/03 |

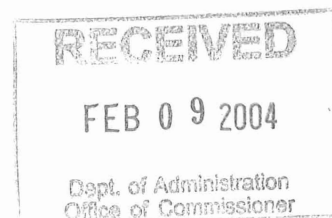
The purpose of this contract is to provide an on-site Oracle Database Administrator.

The amount spent for the above services was \$110,160 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 using the Office of Technology's master roster/master contract procedures.

Sincerely,

Timothy E. Marx
Commissioner





Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608
tdd 651.297.2361

800.657.3769
www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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-29087 |
| Vendor Name | Cap Gemini/Ernst & Young |
| Dollars Spent | \$ 215,270.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 10/01/01 – 03/30/03 |

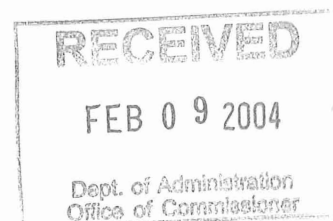
The purpose of this contract is to provide an on-site Data Architect.

The amount spent for the above services was \$215,270 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 using the Office of Technology's master roster/master contract procedures.

Sincerely,

Timothy E. Marx
Commissioner





Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608

tdd 651.297.2361

800.657.3769

www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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-36951 |
| Vendor Name | Minnesota Housing Partnership |
| Dollars Spent | \$ 105,688.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 09/01/01 – 06/30/03 |

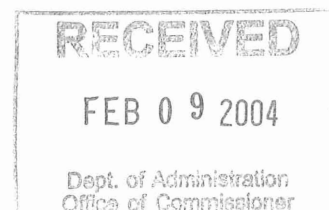
The purpose of this contract is to provide MHFA with the Regional Continuum of Care Plan.

The amount spent for the above services was \$105,688 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 provided MHFA with a quality plan.

Sincerely,

Timothy E. Marx
Commissioner





Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608

tdd 651.297.2361

800.657.3769

www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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-42521 |
| Vendor Name | Ambient Consulting |
| Dollars Spent | \$ 92,880.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 11/01/02 – 04/30/03 |

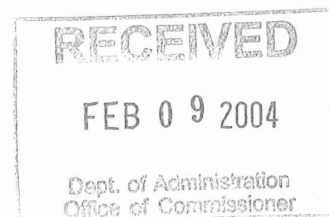
The purpose of this contract is to provide a Technical Services Lead Consultant.

The amount spent for the above services was \$92,880 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 using the Office of Technology's master roster/master contract procedures.

Sincerely,


Timothy E. Marx
Commissioner





Minnesota Housing
Finance Agency

400 Sibley Street • Suite 300 • Saint Paul, MN 55101-1998

651.296.7608
tdd 651.297.2361

800.657.3769
www.mhfa.state.mn.us

February 5, 2004

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

Dear Commissioner Lamb:

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

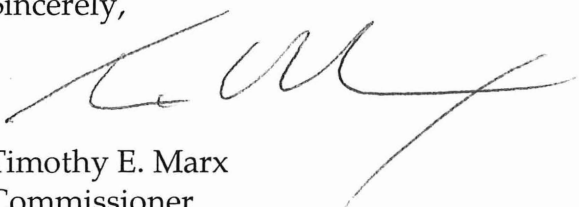
| | |
|-------------------|--------------------------|
| Contract Number | A-26104/42752 |
| Vendor Name | Cap Gemini/Ernst & Young |
| Dollars Spent | \$ 254,175.00 |
| Source of Funds | G01 - General Reserve |
| Contract Duration | 07/01/01 – 03/31/03 |

The purpose of this contract is to provide a Programmer/Analyst for Oracle and Uniface application.

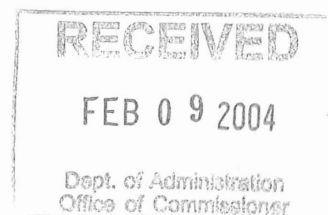
The amount spent for the above services was \$254,175 from the General Reserve.

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 using the Office of Technology's master roster/master contract procedures.

Sincerely,



Timothy E. Marx
Commissioner





**MINNESOTA
HOUSING
FINANCE
AGENCY**

November 3, 1997

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: | 408697 |
| Vendor Name: | Generic Telephone And Data |
| Dollars Spent: | \$74,400 |
| Source of Funds: | G02 - General Reserve |
| Contract Duration: | 10/15/95 - 10/15/97 |

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 the Minnesota Housing Finance Agency (MHFA).

The amount spent for the above services was \$74,400 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

December 30, 1996

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 | 411801 |
| Vendor Name | The Center for Community Change |
| Dollars Spent | \$44,520 |
| Source of Funds | F07 - HOME Funds |
| Contract Duration | 5/10/96 - 11/30/96 |

The purpose of this contract is to conduct an assessment of Community Housing Development Organizations working with MHFA, identify their strengths and weaknesses and make recommendations for improvements.

The amount spent for the above services was \$44,520 from the F07 Appropriation.

These assessments required expertise and time that MHFA staff did not have available. This organization has done this type of work in the past and showed a high degree of skill and economy. Having this vendor provide this service was the most efficient and economical means of achieving the goal of identifying organizations that have the capacity to administer these specific programs. The process was well defined by the vendor in advance thereby shortening the time spent on the project and increasing its success.

Sincerely,



Katherine G. Hadley
Commissioner

July 22, 1996

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

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 | 406544 |
| Vendor Name | Deloitte & Touche LLP |
| Source of Funds | Appr-G02 General Reserve Appr-F04 Federal HAP Acct |
| Contract Duration | 7/19/95 - 6/30/96 |

The purpose of this contract is to secure an independent CPA firm to perform the Minnesota Housing Finance Agency (MHFA) annual financial audit, review offering documents related to periodic debt offerings, perform the Federal Single Audit and provide other assistance in agency projects.

The amount spent for the above services was \$50,040 from the G02 Appropriation and \$4,800 from the F04 Appropriation.

The agency issues a Request For Proposal for the above detailed services every four years. All submissions are evaluated and the best candidate is selected. This four year rotation helps ensure the independence of the firm selected and allows us to keep the contract cost-effective and competitive. The audit and review that the auditors perform gives our bond holders and the securities market the information needed to make judgments about MHFA debt instruments. The fact that MHFA can issue financially solid debt instruments translates into available funds for programs that provide safe, decent affordable housing for all of the residents of Minnesota.

Sincerely,



Katherine G Hadley
Commissioner, MHFA

KGH:TJS:jlj

Human Rights

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, October 05, 2006 2:36 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Kaytee Hanson;
Wendy.Adler.Robinson@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, October 05, 2006 at 14:36:26

_config: vendeval
project: Visual Basic.NET Support
id_part1: G17
id_part2: 1626
cfms: A77055
vendor: TechPro Inc
agency: Human Rights Dept
evaluator: Kaytee Hanson
eval_date: 10/05/2006
email_list: kaytee.hanson@state.mn.us, wendy.adler.robinson@state.mn.us
purpose: Migrate from VisualBasic6 to VisualBasic.NET due to impending
end of vendor support for VB6. VB.NET also contained several build in
functions that would have required addition programing and software if use of VB6 was
continued. State Contractor fee was being tracked by hand making it difficult to verify
payment. Statistical information was not included correctly in reports making it
difficult to comply with legislative reporting requirements.
accomplished: Yes
contract_date: 12/31/2005
amended_date: 03/31/2006
actual_date: 03/30/2006
contract_cost: \$25,000
amended_cost: \$33,700
actual_cost: \$33,700
cost_effective: Department does not have sufficient resources or expertise to migrate to a
new platform nor to make the modifications needed.
amended: Yes
amended_e: 1st Amendment - add \$8,700, Contractor ran into some unanticipated compatibility
issues during the migration. 2nd Amendment
- extend the expiration date of the contract, contractor was not able to complete the
project, expiration date was extended to allow vendor to complete the project at their
expense.
terminated: No
engage: No
engage_e: Vendor did not monitor contractors work progress and was slow to intercede when
notified of the contractors unacceptable work product. Even when vendor assigned a mentor
(at their expense) to the contractor he was not able to stay on track and work within the
scope of the project. Vendor eventually brought in additional programmers to complete the
project.

Kelly Heffron

Date sent: Tue, 23 Mar 2010 17:03:39 -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: SharePoint Enterprise Planning, Design and Implementation

id_part1: H55

id_part2: 2492

cfms: B35528

vendor: Inetium

agency: Human Services Dept

evaluator: Mary M. Arvesen

eval_date: 03/23/2010

email_list: heather.j.holt@state.mn.us

purpose: The purpose of the project was to implement SharePoint 2007 agency-wide. SharePoint and other collaboration tools were in use in the agency. Migrating existing platforms into a common platform with a standard look and feel for a large scale deployment required expertise.

accomplished: Yes

contract_date: 03/14/2010

actual_date: 03/14/2010

contract_cost: \$116,775

actual_cost: \$116,775

cost_effective: The agency vision was to implement a tool agency-wide that would promote efficiency through more effective collaboration. Internal resources with experience in the tool and a large scale implementation/migration did not exist. It was most effective to bring in resources with extensive experience in the tool for planning and implementation. Planning included defining a training and support structure so that DHS would not be dependant on contracted staff for the long term.

amended: No

terminated: No

engage: Yes

engage_e: All deliverables were completed timely and with high quality. The contracted staff on the project were professional and sincerely invested in a successful outcome. It was a pleasure working with them.

Kelly Heffron

Date sent: Thu, 18 Mar 2010 16:52:17 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/18/2010.

project: Communication and Accountability for Primary Care System
(CAPS)-Technology Training

id_part1: H55

id_part2: 2406

cfms: B32654

vendor: Perficient

agency: Human Services Dept

evaluator: Greg Anderson

eval_date: 03/18/2010

email_list: greg.anderson@state.mn.us

purpose: Specialized computer training for developers

accomplished: Yes

contract_date: 03/13/2010

actual_date: 03/11/2010

contract_cost: 103,500

amended_cost: 0

actual_cost: 103,500

cost_effective: The training expedited the learning curve for very
complicated software

amended: Yes

amended_e: To extend the end date of the training

terminated: No

engage: Yes

engage_e: Excellent service and training

Kelly Heffron

Date sent: Fri, 12 Mar 2010 14:17:32 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/12/2010.

project: Time Trak Installation

id_part1: H55

id_part2: 1695

cfms: A 8367

vendor: Time Trak Central

agency: Human Services Dept

evaluator: Frances Bly

eval_date: 03/12/2010

purpose: Contract was to implement a software product that would manage scheduling, time and attendance, and upload to payroll.

accomplished: No

accomplished_e: Product was only installed in 6 departments.

contract_date: 12/20/2005

amended_date: 12/31/2007

actual_date: 03/21/2008

contract_cost: 80,000

amended_cost: 289,500

actual_cost: 183,243.50

cost_effective: If successful, this product would have increased efficiency in both payroll processing and accuracy of hours worked.

amended: Yes

amended_e: Unanticipated modifications were necessary to accomodate the multiple rules related to union contracts.

terminated: Yes

terminated_e: The contract was terminated when it was established that the technology was not robust enough to manage the multiple payroll rules necessary.

engage: No

engage_e: Contract made good effort, but the outcome was not successful after lengthy attempts.

Kelly Heffron

Date sent: **Wed, 10 Mar 2010 15:36:59 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 03/10/2010.

project: HealthMatch
id_part1: H55
id_part2: 1923
cfms: A97112
vendor: Data Solutions, Inc.
agency: Human Services Dept
evaluator: Sandy Burge
eval_date: 03/10/2010

purpose: This contract was to engage the services of Deb Varner, who served as one of the project managers for the HealthMatch project
accomplished: No

accomplished_e: This was a staff augmentation contract, therefore no deliverables. The underlying HealthMatch project terminated early, therefore this contract terminated early

contract_date: 01/22/2009

amended_date: 01/22/2010

actual_date: 03/31/2009

contract_cost: 500,000.00

amended_cost: 750,000.00

actual_cost: 383,274.50

cost_effective: The department did not have staff available with the skillset needed to perform the duties in this contract.

amended: Yes

amended_e: Amended to extend time and amount.

terminated: Yes

terminated_e: Terminated because the underlying HealthMatch project was terminated

engage: Yes

engage_e: Most definitely. Ms. Varner's work was high caliber.

Kelly Heffron

Date sent: **Wed, 3 Mar 2010 13:29:05 -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: HIV/AIDS Divisional Database

id_part1: H55

id_part2: 2091

cfms: A74534

vendor: On-Demand Services

agency: Human Services Dept

evaluator: Shelly Owen

eval_date: 03/03/2010

email_list: heather.j.holt@state.mn.us

purpose: The HIV/AIDS Division has a business need to capture federally-manadated data elements, automate manual client letters, and track/process direct program eligibility applications. The Unit does direct client enrollment for its program.

accomplished: No

accomplished_e: The Disability Services Director cancelled the contract to move the application from a Java-based application housed on a Health Care Operations platform to a .Net application housed on a Disability Services server.

contract_date: 10/15/2007

actual_date: 6/30/2008

contract_cost: 80000

amended_cost: 112944

actual_cost: 103818

cost_effective: Due to the nature of the business need, there was not a current DHS application which was in use to meet the unique business functions. MMIS programming would have been more expensive and complicated and still not meet the need for flexibility and client letter generation.

amended: Yes

amended_e: More funds were needed to supoort the application through the four stages of testing.

terminated: Yes

terminated_e: A new Disabilty Services Director was hired after the contract began and she decided to cancel the contract and begin re-building the application in .Net using a state employee.

engage: Yes

engage_e: On-Demand Services worked to ensure the customer's need were met and maintained clear communion throughout the contract.

Kelly Heffron

Date sent: Thu, 25 Feb 2010 11:27:20 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/25/2010.

project: HealthMatch Quality Manager

id_part1: H55

id_part2: 2109

cfms: B10338

vendor: Tier 3, Inc.

agency: Human Services Dept

evaluator: Sandy Burge

eval_date: 02/24/2010

email_list: scott.peterson@state.mn.us

purpose: Examine HealthMatch quality system, determine competeness and accuracy; ensure standards, processes and procedures are identified and documented; identify metrics and collect; provide mentoring re standards, processes and procedures

accomplished: No

accomplished_e: The State cancelled the contract with the main vendor, ACS, so this work was not completed. This was a staff supplementation contract, and the State paid for hours worked, not deliverables.

contract_date: 12/31/2009

actual_date: 03/17/2009

contract_cost: 431,200.00

actual_cost: 234,297.25

cost_effective: The state did not have staff with the skills necessary to do this work. Part of the work of this vendor was to mentor state staff in those skills.

amended: No

terminated: No

terminated_e: Terminated because the base project, HealthMatch was terminated

engage: Yes

engage_e: Tier 3, Inc., and the assigned staff person, Laura Marek, did excellent work. The early termination was not due to this vendor's performance, but rather due to the termination of the base project.

Kelly Heffron

Date sent: **Mon, 22 Feb 2010 08:06:25 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 02/22/2010.

project: Training - Introduction to Java & Object Oriented Application Design

id_part1: H55

id_part2: 2322

cfms: B25512

vendor: Ambient Consulting, Inc

agency: Human Services Dept

evaluator: Christopher Webber

eval_date: 02/22/2010

email_list: christopher.t.webber@state.mn.us, heather.j.holt@state.mn.us,
Kathy.tuzzolino@state.mn.us

purpose: The purpose of the contract was to obtain customized Java and Object Oriented Application Design training for DHS technical managers, supervisors and data administrators. It was necessary to contract for these services because DHS staff did not have required experience or knowledge.

accomplished: Yes

contract_date: 12/31/2009

amended_date: 02/28/2010

actual_date: 02/16/2010

contract_cost: 50,500

actual_cost: 50,500

cost_effective: This arrangement provided us with a set of recurring classroom training session on Tuesdays and Thursdays that lasted for approximately 6 months. This made it very convenient. The instructor is also an instructor at Metro State university and thus his knowledge of the subject matter is extensive. The objective was to expose mainframe technical folk to object oriented technology. Existing staff would not have the knowledge base or the curriculum to provide this training.

amended: Yes

amended_e: Yes. The amount of time needed to deliver the training sessions was underestimated.

terminated: No

engage: Yes

engage_e: Yes. Bob Anderson from Ambient was very easy to work with. We had a couple of meetings prior to the start of the training sessions to lay out the plan. Bob provided timely responses to my needs and questions. The instructor was very knowledgeable about the subject and clearly has experience delivering information in the classroom setting.

David Schmidtke

Date sent: Thu, 14 Jan 2010 08:05:47 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Heather.J.Holt@state.mn.us,
Kathy.Tuzzolino@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/14/2010.

project: IBM Rational Web Application Developer Toolkit Implementation
id_part1: H55 id_part2: 2439 cfms: B33040 vendor: Zinncorp agency: Human
Services Dept evaluator: Kathy Tuzzolino eval_date: 01/14/2010 email_list:
heather.j.holt@state.mn.us, kathy.tuzzolino@state.mn.us purpose: To obtain
assistance with the installation, configuration, integration and
implementation of DHS s IBM Rational web application developer toolkit. It
was necessary to contract for these services because DHS staff did not
have sufficient experience or knowledge. accomplished: Yes contract_date:
12/31/2009 actual_date: 12/03/2009 contract_cost: \$50,000.00 actual_cost:
\$47,350.00 cost_effective: Having a contractor assist in this project
enabled us to implement more quickly and with more confidence in the
results because State staff were unfamiliar with the products. It was
cost-effective in that we were able to reduce the time & cost of State
staff training, and we avoided the costs of correcting mistakes we might
have made without this expert assistance. amended: No terminated: No
engage: No engage_e: This particular contractor required quite a bit more
of State staff time to do the analysis of issues - he was incapable of
troubleshooting problems encountered. We had not planned for this level
of involvement. He was a "hit or miss" kind of person and on at least one
occasion his "miss" cost us 3 days to recover. He did understand the
products, but couldn't relate to the environment in which we work
(different than his previous experiences). comments: This contractor would
probably do just fine as a member of a larger team with someone else as
the lead, he was fine at execution, but lacked the leadership & analysis
skills to deal with "unknowns." Similar to a programmer who can code from
technical specs, but who lacks the skills to figure out what to do when
things deviate from the expected.

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: Thu, 19 Nov 2009 14:32:59 -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 11/19/2009.

project: Wausau Financial Systems Installation

id_part1: H55

id_part2: 2409

cfms: B30001

vendor: Wausau Financial Systems

agency: Human Services Dept

evaluator: Craig Beske

eval_date: 11/19/2009

purpose: We did a complete hardware replacement and relocated servers to the DHS data center. This also necessitated a major change in the network strategy, along with the associated security protections. accomplished:

Yes contract_date: 09/30/2009 actual_date: 09/30/2009 contract_cost: 18020

amended_cost: 20020 actual_cost: 18575.67 cost_effective: We do not have

the required skills to set up and troubleshoot the WFS proprietary

software. We are reducing costs significantly by moving to standardized

hardware and internal hardware/OS support. amended: Yes amended_e: Typo in

the dollar amount was discovered. Was 15,020 in services, should have

been 17,020 in services. terminated: No engage: Yes engage_e: They know

their product, were efficient, and did the work as we wanted them to.

Kelly Heffron

Date sent: Fri, 30 Oct 2009 12:59:31 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/30/2009.

project: Technical Graphics Support

id_part1: H55

id_part2: 1898

cfms: A70827

vendor: Gilbert Consulting

agency: Human Services Dept

evaluator: Danette Wachs

eval_date: 10/30/2009

purpose: The Graphic Design Unit has had a technical support person for approximately 12-14 years, due to the unique software this area uses, the software is not supported by ITS. With the Departments move to translation of our essential documents, this position was vital in our ability to handle documents in foreign fonts (particularly non-roman fonts).

accomplished: Yes

contract_date: 09/30/2006

amended_date: 03/30/2008

actual_date: 03/30/2008

contract_cost: \$200,000

actual_cost: \$35,000

cost_effective: Our IT people are stretched as it is and our unique platform for computing is just not covered in their enterprise wide solutions.

amended: Yes

amended_e: The contract was written up to allow extensions of time on the contract and we did extend it once.

terminated: No

engage: Yes

engage_e: Keith is a very knowledgeable resource for this particular area of computer technology. His knowledge of Graphic Design technology and top that with translation into non-roman font languages is a unique mix of information and invaluable to meet the state translation requirements.

comments: Keith is very professional, easy to work with and if he doesn't have the answer about something he knows where to find it. I am not sure if I answered the financial questions correctly, we set the contract up for others to use it if they needed Keith for their areas. This part of his contract was not used and the amount shown above is what Keith made for the last year he was with us.

Kelly Heffron

Date sent: Wed, 26 Aug 2009 08:00:04 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/26/2009.

project: Project Manager Voice/Data Network Convergence

id_part1: H55

id_part2: 1433

cfms: A87315

vendor: Baker IT

agency: Human Services Dept

evaluator: Chris Zehoski

eval_date: 08/26/2009

email_list: chris.zehoski@state.mn.us, heather.j.holt@state.mn.us

purpose: The purpose of the contract was to obtain the services of a project manager to manage all state and contracted project management staff in a portfolio of projects related to network convergence. It was necessary to enter into a contract because qualified state staff were not available to perform the work.

accomplished: Yes

contract_date: 03/30/2006

amended_date: 08/15/2009

actual_date: 08/14/2009

contract_cost: \$455,840

amended_cost: \$1,416,960

actual_cost: \$1,412,390

cost_effective: Contracted staff was made available to DHS already fully trained and experienced to plan and implement the solutions and services required. Budget constraints and the current classification structure available were/are barriers to hiring new staff with the required skill sets. Training and providing opportunities for relevant experiences must occur over time and could not have been achieved within the time-frames necessary to meet critical business needs.

amended: Yes

amended_e: Yes. Additional time and project management services were required as DHS expanded its network integration initiative to all DHS locations, including the State Operated Services section.

terminated: No

engage: Yes

engage_e: Yes. Quality and quantity of work was excellent and overall performance in meeting terms and objectives of the contract was outstanding. All deadlines and budget constraints were consistently met with the staff person demonstrating extraordinary flexibility and an excellent ability to adapt to internal culture.

Kelly Heffron

Date sent: Fri, 14 Aug 2009 10:28:37 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/14/2009.

project: HealthMatch System Support

id_part1: H55

id_part2: 2019

cfms: B03509

vendor: Advanced Technologies

agency: Human Services Dept

evaluator: Sandy Burge

eval_date: 08/14/2009

email_list: sandy.burge@state.mn.us

purpose: Java development support of the HealthMatch contract. The department does not have sufficient staff with these skills.

accomplished: Yes

accomplished_e: This was a staff agumentation contract, so no deliverables. The staff provided did excellent work.

contract_date: 6/30/2008

amended_date: 6/30/2009

actual_date: 12/31/2008

contract_cost: 235,000

amended_cost: 470,000

actual_cost: 339,632

cost_effective: The agency doesn't have sufficient staff with Java development skills. These staff were performing services and also mentoring the development of state staff.

amended: Yes

amended_e: Added additional time

terminated: Yes

terminated_e: Terminated and replaced by contract number B23793

engage: Yes

engage_e: Staff provided did excellent work

Kelly Heffron

Date sent: Fri, 14 Aug 2009 09:28:53 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/14/2009.

project: HealthMatch System Support

id_part1: H55

id_part2: 2019

cfms: B03507

vendor: Intertech

agency: Human Services Dept

evaluator: Sandy Burge

eval_date: 08/14/2009

email_list: sandy.burge@state.mn.us

purpose: Java developer support for HealthMatch project

accomplished: Yes

accomplished_e: This was a contract for staff augmentation, not deliverable based. Staff from this contract did excellent work.

contract_date: 06/30/2008

amended_date: 06/30/2009

actual_date: 12/31/2008

contract_cost: 265,000

amended_cost: 530,000

actual_cost: 392,221

cost_effective: The agency doesn't have sufficient staff with Java development skills. These staff were performing services and also mentoring the development of state staff.

amended: Yes

amended_e: Extended time.

terminated: Yes

terminated_e: Contract terminated and replaced by B23792

engage: Yes

engage_e: Staff provided did excellent work.

Kelly Heffron

Date sent: Fri, 14 Aug 2009 10:33:56 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/14/2009.

project: HealthMatch System Support
id_part1: H55
id_part2: 2019
cfms: B23793
vendor: Advanced Technologies Integration, Inc.
agency: Human Services Dept
evaluator: Sandy Burge
eval_date: 08/14/2009
email_list: sandy.burge@state.mn.us
purpose: Java development support for the HealthMatch project
accomplished: Yes
accomplished_e: This was a staff augmentation contract, so no deliverables. Staff provided did excellent work
contract_date: 3/10/2010
actual_date: 3/15/2009
contract_cost: 330,000
actual_cost: 0
cost_effective: The agency doesn't have sufficient staff with Java development skills. These staff were performing services and also mentoring the development of state staff.
amended: No
terminated: Yes
terminated_e: Contract terminated because HealthMatch project terminated
engage: Yes
engage_e: contractor provided excellent staff.

Kelly Heffron

Date sent: Fri, 14 Aug 2009 10:14:34 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/14/2009.

project: HealthMatch System Support

id_part1: H55

id_part2: 2019

cfms: B23792

vendor: Intertech

agency: Human Services Dept

evaluator: Sandy Burge

eval_date: 08/14/2009

email_list: sandy.burge@state.mn.us

purpose: Java development support of the HealthMatch project. There aren't sufficient state staff with skills necessary for work.

accomplished: Yes

accomplished_e: This was a staff augmentation contract, therefore no deliverables. Staff provided did excellent work.

contract_date: 01/01/2009

actual_date: 3/31/2009

contract_cost: 675,000

actual_cost: 21,781

cost_effective: The agency doesn't have sufficient staff with Java development skills. These staff were performing services and also mentoring the development of state staff.

amended: No

terminated: Yes

terminated_e: Contract terminated because HealthMatch project was terminated.

engage: Yes

engage_e: Staff provided did excellent work.

Kelly Heffron

Date sent: Wed, 5 Aug 2009 15:27:49 -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: EDMS/HealthMatch Integration and Migration

id_part1: H55

id_part2: 1700

cfms: A85014

vendor: Baker IT

agency: Human Services Dept

evaluator: Wendy Weden/Lisa O'Brien

eval_date: 8/5/2009

email_list: wendy.weden@state.mn.us, heather.j.holt@state.mn.us

purpose: The purpose of the contract was to obtain the services of a FileNet system analyst/programmer to develop DHS s Electronic Document Management System/HealthMatch Eligibility System integration design and to migrate the MinnesotaCare DAD system to an enhanced version of FileNet called P8. It was necessary to enter into a contract because existing state staff with the required skill set were not available to work on this project.

accomplished: Yes

contract_date: 09/11/2007

amended_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: \$281,568

amended_cost: \$589,344

actual_cost: \$560,616

cost_effective: There were no internal resources with the needed skills of this niche area of EDMS/FileNet integration, and there was a fixed timeline for this project which did not allow for training time. As this was a project under development, contractors are often a better strategy than hiring staff since it s not always apparent what skills will be needed longer term.

amended: Yes

amended_e: Changes to the HealthMatch project resulted in the need for additional time and services.

terminated: No

engage: Yes

engage_e: Baker and their specific contractor, Sreenath Reddy, completed work in a timely, high quality way. But any new contractors hired and recommended to DHS by Baker would need a thorough evaluation for their qualifications and skill sets.

comments: We found Baker IT very accommodating, punctual in returning

phone calls, and clear in providing details.

Kelly Heffron

Date sent: Tue, 4 Aug 2009 14:46:13 -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: DHS Enterprise Architecture Workshops

id_part1: H55

id_part2: 1434

cfms: A85738

vendor: Baker IT

agency: Human Services Dept

evaluator: Dave Sagisser

eval_date: 08/04/2009

email_list: dave.sagisser@state.m.us, heather.j.holt@state.mn.us

purpose: The primary purpose of the contract was to provide meeting and workshop facilitation services to aid ITS/DHS in our efforts to clarify and implement architectural strategies. It was necessary to enter into a contract because no qualified state staff were available to perform the work.

accomplished: Yes

contract_date: 03/31/2006

amended_date: 07/25/2009

actual_date: 07/24/2009

contract_cost: \$339,200

amended_cost: \$896,200

actual_cost: \$862,950

cost_effective: The contractor provided a unique blend of excellent facilitation skills, broad technical IT experience, and strong research skills. His skills and his technical experience were key aspects of his effectiveness.

amended: Yes

amended_e: The length of time the services would be needed and the amount of services required were both underestimated.

terminated: No

engage: Yes

engage_e: Yes. The contractor delivered his work products on time and always with acceptable quality. His overall performance was quite good.

Kelly Heffron

Date sent: Mon, 20 Jul 2009 11:23:33 -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: Java Development 1

id_part1: H55

id_part2: 1908

cfms: A97599

vendor: Zinncorp

agency: Human Services Dept

evaluator: Denise Moreland

eval_date: 07/20/2009

email_list: denise.moreland@state.mn.us, heather.j.holt@state.mn.us

purpose: The purpose of the contract was to obtain services of a web application specialist to develop technical solutions for the Shared Master Index (SMI) system and maintain existing SMI architecture and software. It was necessary to enter into a contract because current state staff with the required skills were not available and DHS had not been successful in its attempt to hire technical staff with necessary skills.

accomplished: Yes

contract_date: 01/28/2009

amended_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 401,800.00

amended_cost: 456,680.00

actual_cost: 450,996.00

cost_effective: At the time the vendor was hired, DHS did not have the expertise in house to support the application. The vendor helped provide a stable bridge until State staff became confident and proficient in the technology.

amended: Yes

amended_e: Yes. DHS underestimated the length of time the services would be needed and the amount of services required.

terminated: No

engage: Yes

engage_e: Yes. This vendor learned about a very complex application very quickly. He quickly became a productive and contributing member of the team. If we had a future need for staff augmentation, I would hire this vendor again.

Kelly Heffron

Date sent: Fri, 10 Jul 2009 14:44:03 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/10/2009.

project: MEC2 Maintenance

id_part1: H55

id_part2: 1757

cfms: A88466

vendor: Integral Business Solutions

agency: Human Services Dept

evaluator: Kathy Tuzzolino

eval_date: 07/10/2009

email_list: kathy.tuzzolino@state.mn.us

purpose: The purpose of the contract was to obtain the services of a Java programmer to assist in maintaining the Minnesota Electronic Child Care (MEC2) system. It was necessary to enter into a contract because state staff with the required skills were not available.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 167,760.00

amended_cost: 490,000.00

actual_cost: 447,118.00

cost_effective: There were no existing staff with the level of expertise we needed, nor were we able to hire unclassified staff with this level of expertise. Our plan included training existing state staff in this technology and getting them experience during the course of this project such that they could be self-sufficient at its conclusion therefore we did not want to permanently increase of staffing complement

amended: Yes

amended_e: DHS underestimated the amount of time and services needed.

terminated: No

engage: Yes

engage_e: This contractor was a valuable asset for us during this project.

He exceeded all expectations for timeliness and quality, and thus his overall performance was exemplary. He understood our needs, assessed our gaps, and provided constructive guidance (as well as transitional training) to get us to where we needed to be, and provided it without judgment. His participation was well worth the cost.

comments: This contractor fit in very well with our culture. It was also very easy and pleasant to deal with the vendor.

Kelly Heffron

Date sent: Fri, 10 Jul 2009 14:55:33 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/10/2009.

project: MEC2 Maintenance

id_part1: H55

id_part2: 1758

cfms: A88639

vendor: Intertech Software

agency: Human Services Dept

evaluator: Kathy Tuzzolino

eval_date: 07/10/2009

email_list: kathy.tuzzolino@state.mn.us, heather.j.holt@state.mn.us

purpose: The purpose of the contract was to obtain the services of a Java programmer to assist in maintaining the Minnesota Electronic Child Care (MEC2) system. It was necessary to enter into a contract because state staff with the required skills were not available.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2009

actual_date: 06/24/2009

contract_cost: 223,680.00

amended_cost: 656,800.00

actual_cost: 632,665.75

cost_effective: There were no existing staff with the level of expertise we needed, nor were we able to hire unclassified staff with this level of expertise. Our plan included training existing state staff in this technology and getting them experience during the course of this project such that they could be self-sufficient at its conclusion therefore we did not want to permanently increase of staffing complement

amended: Yes

amended_e: DHS underestimated the amount of time and services needed.

terminated: No

engage: Yes

engage_e: This contractor was a valuable asset for us during this project.

He exceeded all expectations for timeliness and quality, and thus his overall performance was exemplary. He understood our needs, assessed our gaps, and provided constructive guidance (as well as transitional training) to get us to where we needed to be, and provided it without judgment. His participation was well worth the cost.

comments: This contractor fit in very well with our culture. It was also very easy and pleasant to deal with the vendor.

Kelly Heffron

Date sent: **Mon, 8 Jun 2009 13:09:53 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 06/08/2009.

project: Design a Quality System Architecture for Home and Community Based Services

id_part1: H55

id_part2: 1770

cfms: A91266

vendor: Advanced Strategies

agency: Human Services Dept

evaluator: Pam Erkel

eval_date: 06/05/2009

purpose: design a quality system architecture for Home and Community-Based Services (HCBS) that effectively connects HCBS program design, business processes, performance measurement, and information systems. The programs included under the HCBS system are supported by a variety of funding sources, employ a wide range of business processes, incorporate varying quality management requirements, and utilize differing quality management processes and tools. These business and quality management processes are used by DHS, other state agencies, counties, tribes and health plans to provide services for older persons and persons with disabilities to support independent living in their homes and integration with and connection to their communities.

accomplished: Yes

contract_date: 06/30/2007

actual_date: 03/29/2007

contract_cost: \$399,971

actual_cost: \$399,971

cost_effective: Minnesota spends \$3billion annually(state and federal dollars) on home and community-based services (HCBS) for persons with disabilities and older persons. These programs are federally and state-funded and pay for services and supports to prevent institutionalization, create greater access to community-based services, and allow for greater consumer choice and direction. The Centers for Medicare and Medicaid Services (CMS) requires DHS to monitor and oversee the implementation of its HCBS programs and provide evidence to assure the following outcomes: Accessibility: Access to services in a reasonably prompt manner Health: Maintain health and independence for as long as possible Safety: Protect from risks that endanger health and welfare Accountability: The ability to demonstrate that programs and service are working as intended, are efficient and effective, achieve positive results, meet state and federal requirements, and are cost effective in

terms of utilization of limited public dollars. the development of a plan for a comprehensive quality system for home and community-based services, and establishment of structures which assure timely and pertinent data used to carry out discovery and remediation activity, and which can be used to continuously support state discovery, and remediation activity, and improve the service system.

amended: No

terminated: No

engage: Yes

engage_e: Advanced Strategies did an excellent job of completing this project. The Continuing Care Administration continues to use the principles of the recommendations made by Advanced Strategies to assure that the Quality System Architecture guides the work we do in Minnesota's HCBS programs.

Kelly Heffron

Date sent: Thu, 28 May 2009 16:45:09 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/28/2009.

project: Computer Programming Architecture-2 new training reports
id_part1: H55
id_part2: 1939
cfms: B00761
vendor: Digineer, Inc.
agency: Human Services Dept
evaluator: Karen Gromala
eval_date: 05/28/2009
email_list: karen.a.gromala@state.mn.us, fred.fuhrmann@state.mn.us
purpose: To build two additional training reports in the data system,
MNSTREAMS, to provide needed reporting
accomplished: Yes
contract_date: 05/15/2007
actual_date: 06/30/2007
contract_cost: \$7,200
actual_cost: \$7,200
cost_effective: The modified training reports give decision-makers needed
data to make better decisions to guide program planning and expenditures.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 19 May 2009 15:31:16 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/19/2009.

project: Data and Network Engineering Services

id_part1: H55

id_part2: 2034

cfms: B01469

vendor: Berbee Information Networks

agency: Human Services Dept

evaluator: J. Owen

eval_date: 05/19/2009

purpose: Provide data and voice network Engineering services associated with the design and implementation for a new LAN and integrated converged network for the Anoka, Moose Lake and St. Peter State Operated Services sites and the DHS CO network, providing data and voice services.

accomplished: Yes

contract_date: 12/31/2007

actual_date: 12/31/2007

contract_cost: 24,990

actual_cost: ~24,900

cost_effective: Engineering skilsets of the type required to conduct this type of work activity are not generally available within the agency.

amended: No

terminated: No

engage: Yes

engage_e: Excellent engineering resources.

Kelly Heffron

Date sent: Tue, 19 May 2009 15:23:30 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/19/2009.

project: Pandemic Planning

id_part1: H55

id_part2: 2012

cfms: B01475

vendor: Caveo Technologies

agency: Human Services Dept

evaluator: J. Owen

eval_date: 05/18/2009

purpose: Minnesota's Department of Human Services (DHS) is the state's largest department with an annual budget of nearly \$9 billion and approximately 7,200 employees. The department serves more than 1 million Minnesotans each year by providing or administering a broad range of services, including health care, economic assistance, child welfare services and services for the elderly and people with disabilities. The department has offices in six St. Paul locations. DHS also maintains regional offices for the Deaf and Hard of Hearing, as well as eight regional treatment centers and over 100 owned and leased state-run group homes. As an integral aspect of developing comprehensive network and information technology strategies to manage business operations in a pandemic situation or where Business Continuity Plans are initiated for any reason, DHS ITS requires consulting support to conduct thorough DHS business unit technical systems and applications requirements gathering for these potential situations. Subsequent to this business unit requirements gathering phase, a comprehensive systems analysis as it relates to the defined requirements will need to be conducted, resulting in a defined plan for required IT system infrastructure upgrades/augments etc.

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: 131,300

amended_cost: 216290

actual_cost: 216290

cost_effective: Use of external, independent resources is a more cost effective and objective method for completing this analysis work.

amended: Yes

amended_e: The expected contractor resource time to complete the project (specifically the Phase I Business Requirements Analysis) has been underestimated by DHS. The Phase I activities have required increased

interview and data collection efforts by the contractor.

terminated: No

engage: Yes

engage_e: The assigned staff did comprehensive, professional work.

Kelly Heffron

Date sent: Fri, 8 May 2009 16:56:49 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/08/2009.

project: Domino Upgrade Services

id_part1: H55

id_part2: 1995

cfms: B00488

vendor: IBM

agency: Human Services Dept

evaluator: Mike Palmer

eval_date: 05/08/2009

email_list: mike.palmer@state.mn.us, w.t.browne@state.mn.us

purpose: We asked IBM Software Services for Lotus (ISSL) for assistance with upgrading our existing Domino R5.0.10 environment with approximately 75 Lotus Notes clients to the most current release of Domino 7.x. services environment. Lotus Notes and Sametime both built on the Lotus Domino server environment is currently used by the SSIS staff to support ongoing effort related to the development and operations. We are currently running the Domino 5.0.10 server on Windows 2000 Server with the client version in most cases running Notes 5.0.5 in most cases on the Windows 2000 Professional. The Notes/Domino server is an outdated IBM x342 and the Sametime Domino server is running on very antiquated IBM Netfinity 5500. We have a single Notes Designer/Administrator client which is utilized solely by Mike Palmer. Since we moved into our new environment and the Domino servers into the ELA datacenter, we no longer have a test server or fallback server in the case of a complete outage on Lotus Notes which leaves us extremely vulnerable in the following ways related to business continuation.

accomplished: Yes

contract_date: 06/30/2007

actual_date: 06/30/2007

contract_cost: 20,700

actual_cost: 20,700

cost_effective: No currently marketed product or DHS owned product has the all of the capabilities nor can meet the requirements we have for the applications used without many hours of development and changes to business process. Moving to a new solution would not be near term enough to warrant delay anyway. Utilizing IBM services was a cost effective way to get the our environment upgraded because it provided expertise we did not have internally nor was available within the agency.

amended: No

terminated: No

engage: Yes

engage_e: Though the contract process was made painful by the legal issues that were present, we did meet our objectives in a timely manner after the contract was signed and the expertise provided was top notch.

Kelly Heffron

Date sent: Fri, 10 Apr 2009 13:31:12 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 04/10/2009.

project: Shared Master Index (SMI) #06-004

id_part1: H55

id_part2: 1753

cfms: A87611

vendor: Knowledge IT

agency: Human Services Dept

evaluator: Denise Moreland

eval_date: 04/10/2009

email_list: Heather.J.Holt@state.mn.us

purpose: DHS's Shared Master Index (SMI) project is a web-based system which provides a directory and cross-reference talbe of clients served by the major DHS computer systems. The purpose of the contract was to acquire the services of a consultant with expertise with Oblix and SunOne to help develop the directory for SMI users and mentor state staff in the use of Oblix and SunOne related products. It was necessary to enter into a contract because state staff with the required skills and experience were committed to other projects and were not available.

accomplished: Yes

contract_date: 12/31/2006

amended_date: 08/31/2008

actual_date: 08/31/2008

contract_cost: 132,480

amended_cost: 146,520

actual_cost: 122,265

cost_effective: DHS did not have the expertise in-house to do the work asked this vendor to do. It was more cost-effective to extend the the contract than to initiate a new one with someone unfamiliar with the application.

amended: Yes

amended_e: The amount of services and cost of services was underestimated.

terminated: No

engage: Yes

engage_e: The contractor did a great job.

Kelly Heffron

Date sent: Fri, 10 Apr 2009 13:03:43 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 04/10/2009.

project: Shared Master Index (SMI) #06-004

id_part1: H55

id_part2: 1753

cfms: A87611

vendor: Knowledge IT

agency: Human Services Dept

evaluator: Denise Moreland

eval_date: 04/10/2009

email_list: Heather.J.Holt@state.mn.us

purpose: DHS's Shared Master Index (SMI) project is a web-based system which provides a directory and cross-reference table of clients served by the major DHS computer systems. The purpose of the contract was to acquire the services of a consultant with expertise with Oblix and SunOne to help develop the directory for SMI users and mentor state staff in the use of Oblix and SunOne related products.

accomplished: Yes

contract_date: 12/31/2006

amended_date: 08/31/2008

actual_date: 08/31/2008

contract_cost: 132,480

amended_cost: 146,520

actual_cost: 122

cost_effective: DHS did not have the expertise in house at the time to do the work we asked this vendor to do. It was more cost effective to extend the contract than to initiate a new one with someone unfamiliar with the applicaiton.

amended: Yes

amended_e: The amount of services and cost of services was underestimated.

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Mon, 30 Mar 2009 11:50:17 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 03/30/2009.

project: Health Care Operations Programming Assistance

id_part1: H55

id_part2: 2192

cfms: A84687

vendor: Intertech Software

agency: Human Services Dept

evaluator: Sandy Burge

eval_date: 03/30/2009

email_list: sandy.burge@state.mn.us, larry.woods@state.mn.us

purpose: Computer Programming services necessary--JAVA application code

accomplished: Yes

contract_date: 01/01/2006

amended_date: 12/31/2008

actual_date: 12/31/2008

contract_cost: 848,872.00

actual_cost: 654,654.30

cost_effective: The State did not have programmers with the required JAVA programming abilities for this project.

amended: Yes

amended_e: Amended twice to add extra time for the staff augmentation

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Mon, 6 Apr 2009 11:53:09 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 04/06/2009.

project: HealthMatch

id_part1: H55

id_part2: 1788

cfms: A89966

vendor: NorthShore Resources Inc.

agency: Human Services Dept

evaluator: Bob Paulsen

eval_date: 04/06/2009

purpose: To ensure thorough testing processes were being followed across testing environments, adherence to the development and implementation of integration test processes, and to provide expertise to DHS staff. Also had responsibility of creating a transition plan (roles, responsibilities, staffing numbers, etc) for testing activities post initial implementation.

accomplished: No

accomplished_e: The underlying contract was terminated.

contract_date: 06/19/2006

amended_date: 12/31/2008

actual_date: 05/07/2008

contract_cost: \$325,000

amended_cost: \$0

actual_cost: \$217,240

cost_effective: This was a short term temporary position with a specific skill set not available within DHS at the time.

amended: Yes

amended_e: To add additional time to this position due to an increase in the HealthMatch project's scope.

terminated: Yes

terminated_e: The underlying contract was terminated

engage: Yes

engage_e: The first person hired in this role would not be rehired due to unsatisfactory performance. The person hired to replace the first performed their duties satisfactorily and would be rehired.

Kelly Heffron

Date sent: Mon, 30 Mar 2009 11:17:59 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/30/2009.

project: Independent Verification and Validation of the Minnesota MMIS
HealthMatch Project

id_part1: H55

id_part2: 2041

cfms: B07840

vendor: Deloitte Consulting LLP

agency: Human Services Dept

evaluator: Sandy Burge

eval_date: 03/30/2009

email_list: sandy.burge@state.mn.us,larry.woods@state.mn.us

purpose: This contract was to perform an independent verification and
validation of the HealthMatch system

accomplished: Yes

contract_date: 09/30/2008

actual_date: 05/06/2008

contract_cost: 1,000,000.

actual_cost: 412,500.00

cost_effective: This contract gave the State the independent evaluation of
the HealthMatch project that it needed.

amended: Yes

amended_e: Duties were re-organized to better meet the State's needs.

terminated: Yes

terminated_e: It was terminated early due to the termination of the
HealthMatch contract.

engage: Yes

engage_e: Deloitte was very responsive to the State's needs.

Kelly Heffron

Date sent: Thu, 26 Mar 2009 08:13:52 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/26/2009.

project: MITA Business Process Modeling Supplemental Effort

id_part1: H55

id_part2: 2062

cfms: B06541

vendor: FOX Systems, Inc.

agency: Human Services Dept

evaluator: Sandy Burge

eval_date: 03/26/2009

email_list: larry.woods@state.mn.us, mark.perrone@state.mn.us

purpose: The State needed to learn how to produce UML models for MITA business processes

accomplished: Yes

contract_date: 12/31/2008

actual_date: 12/31/2008

contract_cost: 299,974.75

actual_cost: 299,974.75

cost_effective: The agency had no other way of learning how to produce models. It is necessary to have the capacity to model using UML in order to move forward with MITA for HCO systems.

amended: Yes

amended_e: Needed to add additional training in modeling for staff

terminated: No

engage: Yes

Kelly Heffron

Date sent: Tue, 17 Mar 2009 14:44:33 -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: Avatar Practice Management Migration

id_part1: H55

id_part2: 1354

cfms: A56384

vendor: Netsmart Technologies (formerly Creative Socio-Med

agency: Human Services Dept

evaluator: Frances Bly

eval_date: 03/17/2009

purpose: For purchase and implementation of electronic medical record and billing system, including software and professional/technical assistance.

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: 1,207,775

amended_cost: 2,064,872

actual_cost: 1,656,872

cost_effective: Provides necessary knowledge and skills to implement new software. Includes training and knowledge transfer to existing staff to manage system in the future.

amended: Yes

amended_e: Unanticipated delays in implementation across healthcare centers.

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Mon, 16 Mar 2009 13:00:26 -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: Minnesota Registry

id_part1: H55

id_part2: 2011

cfms: B00756

vendor: The Registry, Inc.

agency: Human Services Dept

evaluator: Karen Gromala

eval_date: 03/16/2009

email_list: fred.fuhrmann@state.mn.us

purpose: To develop a professional development registry, "Minnesota Registry" to track the credentials and movement up a career lattice for early childhood and child care professionals. The Registry, Inc. provided all of the technology development services including: computer programming/database architecture and the development of online website registry applications to customize the existing "Wisconsin Registry" software applications that had been developed by The Registry, Inc.

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: \$89,000

actual_cost: \$89,000

cost_effective: The contract proved to be cost-effective because The Registry, Inc. had developed Registry applications for 8 other states and they were able to modify and customize the existing "Wisconsin Registry" software application for the Minnesota Registry instead of creating a completely new application at a higher cost.

amended: No

terminated: No

engage: Yes

engage_e: The software developers at The Registry, Inc. are experts in the development of registry systems for early childhood practitioners. Their knowledge of the software development for this very specialized area was helpful as well as their extensive knowledge of user processes, knowledge of how a registry office operates and the technology tracking and reporting necessary to support the office. Their advice on what to build into the Minnesota Registry upfront was very helpful so that we did not have to do rework later.

comments: None

Kelly Heffron

Date sent: Wed, 11 Mar 2009 13:50:07 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/11/2009.

project: EDMS Clean Sweep

id_part1: H55

id_part2: 1735

cfms: A88638

vendor: International Projects Consultancy Services

agency: Human Services Dept

evaluator: Wendy Weden

eval_date: 03/11/2009

email_list: heather.j.holt@state.mn.us, wendy.weden@state.mn.us

purpose: Obtain technical assistance with multiple custom FileNet implementations, including several that require interfaces to other applications. Implementations included customized FileNet solutions in approximately 20 DHS business units. It was necessary to enter into a contract because the temporary nature of the position made creating and hiring new state staff positions impractical. The required combination of technical skills was not obtainable through existing State employees.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 09/30/2008

actual_date: 08/28/2008

contract_cost: \$209,700

amended_cost: \$383,850

actual_cost: \$361,080

cost_effective: When the contract was first initiated, the Electronic Document Management System was a project and only being explored as an ongoing operational activity. At that point, contracting was an effective way of obtaining the necessary services. Subsequently, DHS has created staff positions for many of its EDMS needs. However, FileNet/content management-workflow IT professionals are in a niche market. They are very much in demand in the private and public sector, even in economic downturns. Contracts are often the way that we can get the service and the quality at the price point that these professionals command. That said, FileNet/content management-workflow IT professionals are in a niche market. They are very much in demand in the private and public sector even in economic downturns. Contracts are often the way that we can get the service and the quality at the price point that these professionals command.

amended: Yes

amended_e: The amount and cost of services needed was underestimated.

terminated: Yes

terminated_e: The application that was the contractor's primary focus was completed before the amended contract expiration date. It was determined that there was no need for the contractors continued services for the balance of the contract's term.

engage: Yes

engage_e: The project manager for most of the duration of this contract left DHS less than two months prior to completion of work, so the evaluator was only directly involved for a short time. However, based on earlier conversations with the original project manager and other technical staff, we are aware that at times there was concern about the contractor s performance as far as speed of solution delivery and the tendency to craft solutions that did not fit fully into the as is technical environment. These concerns were shared with the contractor as they arose. That said, the work was completed and we would not rule out using the vendor again.

Kelly Heffron

Date sent: Tue, 24 Feb 2009 16:11:13 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/24/2009.

project: DHS Network Integration

id_part1: H55

id_part2: 2000

cfms: B11014

vendor: Berbee Information Networks Corp

agency: Human Services Dept

evaluator: Greg Owen

eval_date: 2/24/2009

email_list: heather.j.holt@state.mn.us

purpose: The purpose of the contract was to obtain professional services to complete the network integration of DHS's State Operated Services and Central Office Active Directory domains. The contract was necessary because no state staff with required expertise was available to perform the work.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 02/05/2009

contract_cost: \$329,865

actual_cost: \$329,865

cost_effective: Establishing this contract was cost effective for the agency in that it procured engineering skills not fully present within the existing DHS technical staff, and engineering, technical and project experience DHS did not possess.

amended: No

terminated: No

engage: Yes

engage_e: For this contract the contractor met all objectives related to cost and timeliness. With regards to quality, the contractor would benefit from improved engineering implementation processes and associated quality assurance methods for the work they were assigned. The overall performance of the contractor was good. DHS would utilize this contractor's services again, however would apply close scrutiny to the experience and skills of contractor provided resources.

Kelly Heffron

Date sent: Wed, 21 Jan 2009 14:03:46 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/21/2009.

project: HealthMatch

id_part1: H55

id_part2: 1672

cfms: A83433

vendor: OMNI Resources

agency: Human Services Dept

evaluator: Bob Paulsen

eval_date: 01/22/2009

purpose: DHS required a senior level test professional to work with the DHS User Acceptance Test(UAT)team to design and develop acceptance test methods and procedures that could demonstrate HealthMatch met expected business objectives and requirements.

accomplished: No

accomplished_e: The underlying contract was terminated.

contract_date: 07/01/2007

amended_date: 07/01/2009

actual_date: 08/28/2008

contract_cost: 345,600.00

amended_cost: 707,520.00

actual_cost: 78,735.00

cost_effective: The HealthMatch Business Quality Assurance Manager was needed to manage the overall QA processes for user acceptance testing and provide direction to the DHS UAT supervisor and team to ensure those processes were implemented properly.

amended: Yes

amended_e: The HealthMatch project completion date was extended which required the QA Manager position be continued past the original contract date.

terminated: Yes

terminated_e: The underlying contract was terminated.

engage: Yes

engage_e: The individual performed her job duties satisfactorily

Kelly Heffron

Date sent: Mon, 12 Jan 2009 07:44:56 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/12/2009.

project: MEC Integration Project

id_part1: H55

id_part2: 1727

cfms: A86061

vendor: Zinncorp, Inc

agency: Human Services Dept

evaluator: Kathy Tuzzolino

eval_date: 01/12/2009

email_list: heather.j.holt@state.mn.us

purpose: To obtain Java programming services to help DHS integrate the Minnesota Electronic Child Care system with cash and food support programs. It was necessary to enter into a contract due to difficulties DHS encountered in trying to hire experienced Java programmers and the need to meet project timelines.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2009

actual_date: 12/19/2008

contract_cost: \$254,800

amended_cost: \$665,860

actual_cost: \$545,325

cost_effective: We needed to meet an aggressive timeline and could not find experienced Java programmers to hire - we needed serious expertise on board to help our newly trained Java programmers get the job done.

amended: Yes

amended_e: The amount of services and the length of time they would be needed was underestimated.

terminated: Yes

terminated_e: The individual contractor with the required skills and experience left the employ of the contracted vendor. The decision was made to use the unspent contract balance for other purposes.

engage: Yes

engage_e: The contractor did an excellent job of meeting our needs for quality, quantity, and timeliness. In addition, the contractor offered many suggestions to help improve our process, and to ensure that State staff were getting what they needed to carry on without contractors.

Kelly Heffron

Date sent: Thu, 8 Jan 2009 14:01:08 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/08/2009.

project: Central IT Service Level Agreements

id_part1: h55

id_part2: 1525

cfms: A71855

vendor: SDK Software Inc

agency: Human Services Dept

evaluator: Julie Skoy

eval_date: 01/08/2009

email_list: heather.j.holt@state.mn.us

purpose: Obtain consultant services to assist DHS ITS Operations Division in the development and implementation of Service Level Agreements (SLA) with DHS business partners. SLAs are required to ensure that ITS Operations and DHS business areas have a clear understanding of the baseline services provided by ITS Operations, as well as addressing specialized services outside the base line service package. It was necessary to contract for these services because state employees with the required knowledge and skills were not available.

accomplished: Yes

contract_date: 03/31/2006

amended_date: 01/12/2010

actual_date: 11/25/2008

contract_cost: \$158,600

amended_cost: \$645,255

actual_cost: \$477,262.5

cost_effective: The work that needed to be done was a one-time time project that did not have a need for ongoing staff.

amended: Yes

amended_e: The amount and cost of services required was underestimated.

terminated: Yes

terminated_e: The specified work on the project was complete.

engage: Yes

engage_e: SDK was very responsive to meeting our needs and providing well qualified staff to carry out the goals of the project.

comments: CFMS contract number changed to A87389 when previous OET Master Contract expired and encumbrances were entered under new master contract.

Kelly Heffron

Date sent: Tue, 25 Nov 2008 07:34:24 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/25/2008.

project: MEC Integration Project

id_part1: H55

id_part2: 1759

cfms: A88474

vendor: Tier 3 Inc.

agency: Human Services Dept

evaluator: Kathy Tuzzolino

eval_date: 11/25/2008

email_list: heather.j.holt@state.mn.us

purpose: To assist State staff in designing and delivering an integrated child care system with other eligibility determination programs.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2009

actual_date: 08/22/2008

contract_cost: 217855

amended_cost: 369035

actual_cost: 454770

cost_effective: We could not hire qualified State staff, this allowed us to develop the new system while training our IT staff in the newer technologies (Java).

amended: Yes

amended_e: The project timeline was extended and State staff needed more time to become self-sufficient.

terminated: No

engage: Yes

Kelly Heffron

Date sent: Tue, 25 Nov 2008 07:24:22 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/25/2008.

project: MEC Maintenance

id_part1: H55

id_part2: 1760

cfms: A88475

vendor: On Demand Service Group, Inc.

agency: Human Services Dept

evaluator: Kathy Tuzzolino

eval_date: 11/25/2008

email_list: heather.j.holt@state.mn.us

purpose: To maintain the MEC system that was inherited from the former DCFL, while DHS engaged in an integration project to include child care with other eligibility determination programs.

accomplished: Yes

contract_date: 06/30/2007

amended_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: 186400

amended_cost: 368800

actual_cost: 323600

cost_effective: We could not hire qualified Java programmers for State positions, we used contractors to augment while we trained State IT staff in Java.

amended: Yes

amended_e: The new system we were creating extended its project timeline, necessitating the extension of the existing system to be maintained.

terminated: No

engage: Yes

Kelly Heffron

Date sent: Fri, 21 Nov 2008 07:27:20 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/21/2008.

project: HIPAA Security Project Manager

id_part1: H55

id_part2: 1436

cfms: A66707

vendor: Quantum Consulting & Placement

agency: Human Services Dept

evaluator: Barry Caplin

eval_date: 11/20/2008

email_list: heather.j.holt@state.mn.us

purpose: The purpose of the contract was to obtain project management services to: 1) ensure completion of department-wide tasks and projects in time to be compliant with HIPAA compliance deadline, and 2) define and implement ongoing Department processes after the initial compliance date. It was necessary to contract for these services because state employees with the required knowledge and skills were not available.

accomplished: No

accomplished_e: While the key minimum tasks for HIPAA compliance (item 1) were completed. There were, and are, many ongoing tasks and projects which continue.

contract_date: 12/31/2005

amended_date: 12/31/2008

actual_date: 11/28/2007

contract_cost: \$264,480

amended_cost: \$680,960

actual_cost: \$478,420

cost_effective: state employees with the required knowledge and skills were not available.

amended: No

amended_e: The environment and requirements of the initiative were highly complex. The amount of services needed from the contractor was underestimated.

terminated: Yes

terminated_e: The individual contractor with the required skills and experience left the employ of the contracted vendor. The decision was made to put the unspent contract balance towards funding a state employee position.

engage: Yes

engage_e: The actual project manager who did the work was very good. The contract vendor did not add or remove value.

comments: CFMS contract number changed to A84686 when amendments took work order into term of current OET Master Contract.

Kelly Heffron

Date sent: **Wed, 19 Nov 2008 18:59:59 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 11/19/2008.

project: System Architect for Web Application Development #7

id_part1: H55

id_part2: 1484

cfms: A69098

vendor: Macro Group

agency: Human Services Dept

evaluator: Laura Michelson

eval_date: 11/19/2008

email_list: heather.j.holt@state.mn.us

purpose: Acquire a system architect to manage the RSA Key Fob architecture and VeriSign certificate structure for on-going Web applications development, deploying of streaming media, establishing web-based reporting for agency-wide reports with the counties and for securing one of the DHS websites as an extranet portal using Oblix. It was necessary to enter into a contract review of state technical resources determined that there was no staff available to perform this function of the project.

accomplished: Yes

contract_date: 03/31/2006

amended_date: 09/29/2008

actual_date: 01/17/2008

contract_cost: \$326,480

amended_cost: \$878,240

actual_cost: \$699,930

cost_effective: The business need for the work being done was temporary in nature, and the skill set required was unique.

amended: Yes

amended_e: The length of time that the services would be needed and the cost associated with the services were underestimated.

terminated: Yes

terminated_e: A new state employee position was created and qualified staff hired to fill the need.

engage: Yes

engage_e: The contractor was technically very proficient as well as very professional in the work performed.

Kelly Heffron

Date sent: **Mon, 27 Oct 2008 16:41:21 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 10/27/2008.

project: Building Tools for Quality Assessment & Improvement in HCBS Services-Constructing a D
id_part1: H55
id_part2: 2089
cfms: B07267
vendor: Professional Project Partners, Inc
agency: Human Services Dept
evaluator: Jolene Kohn
eval_date: 10/27/2008
purpose: A contractor was needed to complete programming to extract, transform, and load data fi
accomplished: No
accomplished_e: Not all source data bases were interfaced with the DHS data warehouse, primari
contract_date: 12/15/2007
amended_date: 12/22/2007
actual_date: 12/22/2007
contract_cost: \$154,000
amended_cost: \$154,00
actual_cost: \$153,890
cost_effective: This vendor completed programming required to extract, transform and load data fr
amended: Yes
amended_e: Additional time was needed to maximize the contractor activity and final products as
terminated: No
engage: Yes
engage_e: Staff were extremely efficient and thorough in their analysis, design, testing, and docun

Kelly Heffron

Date sent: **Mon, 13 Oct 2008 21:30:41 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 10/13/2008.

project: HIPAA Business Continuation Planning

id_part1: H55

id_part2: 1664

cfms: A80792

vendor: Tech Pro

agency: Human Services Dept

evaluator: Barry Caplin

eval_date: 10/07/2008

email_list: barry.caplin@state.mn.us

purpose: Obtain the services of a highly qualified Business Continuity Planning manger to lead bus

accomplished: Yes

contract_date: 9/15/2008

actual_date: 9/15/2008

contract_cost: 598,950

actual_cost: 539,253

cost_effective: At the time, the department was unable to create or staff a state position to do this

amended: No

terminated: No

engage: Yes

engage_e: The organization acted professionally though there seemed to be turnover of account r

Kelly Heffron

Date sent: Thu, 25 Sep 2008 11:07:37 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/25/2008.

project: HealthMatch Independent Verification and Validation (IV&V) Project

id_part1: H55

id_part2: 1982

cfms: B07840

vendor: Deloitte Consulting LLP

agency: Human Services Dept

evaluator: Linda Davis-Johnson

eval_date: 09/25/2008

purpose: The purpose of the Independent Verification and Validation (IV&V) project was to ensure accomplished: Yes

contract_date: 09/30/2008

actual_date: 05/09/2008

contract_cost: \$1,000,000

actual_cost: \$679,167

cost_effective: HealthMatch was a joint vendor/DHS development effort. In order to objectively de amended: Yes

amended_e: During the course of development activities, the State needed some deliverables that terminated: Yes

terminated_e: The contract with the HealthMatch development vendor was terminated early. Since engage: Yes

engage_e: Deloitte management was extremely accommodating of the State's changing needs. T

Kelly Heffron

Date sent: Tue, 22 Jul 2008 10:38:10 -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 10:38:10

_config: vendeval
project: Adult Mental Health Crisis Intervention
id_part1: H55
id_part2: 2081
cfms: B06137
vendor: Rivertown Communications Inc.
agency: Human Services Dept
evaluator: Connie Morton
eval_date: 07/22/2008
purpose: To obtain the e-learning programming skillset not available
within the Department of Human Services
accomplished: Yes
contract_date: 12/31/2007
actual_date: 11/30/2007
contract_cost: 39750
actual_cost: 39750
cost_effective: DHS does not have designated programming staff to
develop, implement and program e-learning at a professional level
amended: No
terminated: No
engage: Yes
engage_e: This contractor is excellent both in terms of inventive
design, considerate and flexible regarding our needs and requirements
and provides excellent customer service and support.
comments: This contractor is one of the best I've ever worked with in
my career inside and outside of the Department of Human Services.

Kelly Heffron

Date sent: **Mon, 21 Jul 2008 17:50:32 -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 21, 2008 at 17:50:32

_config: vendeval
project: Domino Upgrade Services
id_part1: h55
id_part2: 1995
cfms: B00488
vendor: IBM
agency: Human Services Dept
evaluator: Mike Palmer
eval_date: 07/21/2008
email_list: mike.palmer@state.mn.us
purpose: IBM was contracted to help upgrade our Lotus Domino server
with a miration to new hardware and provide expertise to utilize new
functionality.
accomplished: Yes
contract_date: 03/26/2007
contract_cost: 20700
cost_effective: Only needed knowledge transfer, not long term staffing
and there was no expertise elsewhere in the organization.
amended: Yes
amended_e: Legal stuff
terminated: No
engage: Yes
engage_e: The person who was contracted to help us was precisely the
person we needed.
comments: The process of getting the contract signed and approved was
painful and went on for many months(almost a year), but the result was
good.

Kelly Heffron

Date sent: **Mon, 21 Jul 2008 13:37:05 -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 13:37:05

_config: vendeval
project: Traumatic Brain Injury (TBI) Training
id_part1: H55
id_part2: 1955
cfms: A98586
vendor: Rivertown Communications
agency: Human Services Dept
evaluator: Rebecca Slininger
eval_date: 7/21/2008
purpose: Do not have the staff resources or technology to complete this
project internally Need to provide basic brain injury training
accomplished: Yes
contract_date: 4/1/2006
actual_date: 6/30/2006
contract_cost: 25,000
actual_cost: 25,000
cost_effective: Do not have the staff resources or technology to
complete this project internally
amended: No
terminated: No
engage: Yes
engage_e: Rivertown was great to work with and provided excellent
customer service and a great product

Kelly Heffron

Date sent: **Mon, 21 Jul 2008 13:30:18 -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 13:30:18

_config: vendeval
project: Brain Injury: Navigating the Journey
vendor: Rivertown Communications
agency: Human Services Dept
evaluator: Rebecca Slininger
eval_date: 7/21/2008
purpose: To develop an online training module for brain injury training
accomplished: Yes
contract_date: 4/1/2006
actual_date: 6/30/2006
cost_effective: We did not have the resources or the technology to do
this project internally.
amended: No
terminated: No
engage: Yes
engage_e: This contractor was great to work with and had excellent
follow-through.

Kelly Heffron

Date sent: **Mon, 21 Jul 2008 13:31:27 -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 Monday, July 21, 2008 at 13:31:26

_config: vendeval
project: Brain Injury: Navigating the Journey
vendor: Rivertown Communications
agency: Human Services Dept
evaluator: Rebecca Slininger
eval_date: 7/21/2008
purpose: To develop an online training module for brain injury training
accomplished: Yes
contract_date: 4/1/2006
actual_date: 6/30/2006
contract_cost: \$25,000
actual_cost: \$25,000
cost_effective: We did not have the resources or the technology to do
this project internally.
amended: No
terminated: No
engage: Yes
engage_e: This contractor was great to work with and had excellent
follow-through.

Kelly Heffron

Date sent: Wed, 16 Jul 2008 15:09:29 -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 15:09:29

_config: vendeval
project: Implement a Claims Capture Solution for current DHS in-house processing operations
id_part1: H55
id_part2: 1997
cfms: A89452
vendor: Macro Group
agency: Human Services Dept
evaluator: Kathy Averbeck
eval_date: 07/16/2008
email_list: Kathleen.Averbeck@state.mn.us
purpose: When Claims was moved to Andersen Bldg our scanner was not moved with us. The old scanner required a temperature controlled room which was no longer going to be supported. We needed a system to scan our claims into the new EDMS environment (File net) and also have this system do Optical Character recognition. At the same time we determined that we should process our paper claims as electronic transmissions so that we only had one claims system to support.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 06/30/2008
contract_cost: 472,729.00
amended_cost: 206,138.00
actual_cost: 678,867.00
cost_effective: Paper claims are now scanned at Lafayette building daily. We no longer receive the paper claims but process the claims using the images in Filenet. We no longer have separate systems for the electronic and paper claims. Claims had tried outsourcing this operation and this did not work.
amended: Yes
amended_e: 1st time was because the EDMS staff were not ready to implement P8 filenet. We had to amend the contract to pay Macro to implement Panagon Filenet and convert to P8 when ready. 2nd time was to accommodate adding two more current versions of claim forms that we needed to be able to process. This amendment also changed how we would reimburse deliverables. 3rd time was primarily for knowledge transfer to DHS staff. It also included a written knowledge transfer document as well as a system change that needed to be done right away.

terminated: No

comments: The Macro staff that worked on this project with DHS staff were very knowledgeable and easy to work with. They listened to what needed to be accomplished and made suggestions as necessary. I could not have had a better team to work with.

Kelly Heffron

Date sent: **Wed, 16 Jul 2008 15:22:46 -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 15:22:46

_config: vendeval
project: Implement a Claims Capture Solution for current DHS in-house processing operations
id_part1: H55
id_part2: 1997
cfms: A89452
vendor: Macro Group
agency: Human Services Dept
evaluator: Kathy Averbeck
eval_date: 07/16/2008
email_list: Kathleen.Averbeck@state.mn.us
purpose: When Claims was moved to Andersen Bldg our scanner was not moved with us. The old scanner required a temperature controlled room which was no longer going to be supported. We needed a system to scan our claims into the new EDMS environment file net and also have this system do optical character recognition. At the same time we determined that we should process our paper claims as electronic transmissions so that we only had one claims system to support.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 06/30/2008
contract_cost: 472,729.00
amended_cost: 206,138.00
actual_cost: 678,867.00
cost_effective: Paper claims are now scanned at Lafayette building daily. We no longer receive the paper claims but process the claims using the images in FileNet. We no longer have separate systems for the electronic and paper claims. Claims had tried outsourcing this operation and this did not work.
amended: Yes
amended_e: 1st time was because the EDMS staff were not ready to implement P8 fileNet. We had to amend the contract to pay Macro to implement Panagon FileNet and convert to P8 when EDMS was ready and also pay for the Panagon software. The second time was to accomodate adding two more current versions of claim forms that we needed to be able to process. This amendment also changed hwo we would reimburse the deliverables. The third time was primarilly for knowledge transfer to DHS staff. It also included a written knowlege transfer document as

well as a system change that needed to be done right away.

terminated: No

engage: Yes

engage_e: I would because they were able to provide the items requested in the contract and were very accommodating when we changed how we needed the items in the contract delivered.

comments: The Macro staff that worked on this project with DHS staff were very knowledgeable and easy to work with. They listened to what needed to be accomplished and made suggestions as necessary. I could not have had a better team to work with.

Kelly Heffron

Date sent: Tue, 8 Jul 2008 17:14:23 -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 Tuesday, July 08, 2008 at 17:14:23

_config: vendeval
project: Claims Capture Solution
id_part1: H55
id_part2: 1715
cfms: A87612
vendor: Zinncorp, IT Doctors
agency: Human Services Dept
evaluator: Monica Crocker
eval_date: 07/08/2008

purpose: The Minnesota Department of Human Services (DHS) is in the midst of transitioning its claims processing operations to a more updated technical approach. DHS is replacing its existing technology for claims capture and indexing with a state of the art solution (to be selected via RFP process). This new Claims Capture Solution will need to integrate with the department's Electronic Document Management System (EDMS) which is a FileNet P8 based solution. The Claims Capture Solution will be the first P8 solution at DHS. The Claims Capture Solution must seamlessly integrate with EDMS to provide efficient and effective claims capture, storage and retrieval capabilities to facilitate DHS position as a world class claims processing operation.

To meet these objectives, DHS needs a technical resource well versed in FileNet P8, to work with the Claims Capture Solution vendor and DHS EDMS technical team to integrate the solution set, including the migration of the existing claims (currently stored in FileNet Panagon) to P8. The Analyst will design, configure, test and finally implement the integrated solution (between FileNet P8, the line of business application and the Claims Capture Solution). No state employee is both able and available to perform the services called for in this SOW.

accomplished: Yes

contract_date: 9/30/2006

amended_date: 6/30/2008

actual_date: 7/11/2008

contract_cost: 170,240

amended_cost: 371,805

actual_cost: 339,920

cost_effective: Using a contractor with this specific expertise allowed significant process efficiencies and accuracy improvements in an area that manages thousands of transactions, involved hundreds of workers and dispurses billions of dollars.

amended: Yes

amended_e: Project was more complex than originally estimated. This vendor's deliverables were dependent upon the primary solution provider's deliverables, which took more time than estimated.

terminated: No

engage: Yes

engage_e: The resource they provided was capable and professional and the customer management provided by the vendor was excellent.

Kelly Heffron

Date sent: Thu, 29 May 2008 07:22:50 -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 07:22:50

_config: vendeval
project: Management-by-Facts
id_part1: H55
id_part2: 1926
cfms: A97504
vendor: Tribeca Ltd
agency: Human Services Dept
evaluator: Rose Keller
eval_date: 08/30/2008
purpose: Provide consultation, training and guidance to technical staff
to increase their skills to become proficient in the building of
dashboards, a performance monitoring tool.
accomplished: Yes
contract_date: 06/30/2007
actual_date: 06/30/2007
contract_cost: 26,000
actual_cost: 18,915
cost_effective: This on-site consultation and training service not only
educated the staff in the building of dashboards, it also provided
guidance to building dashboards with our system information.
amended: No
terminated: No
engage: Yes
comments: The contract rep who bid on the contract did not share all
the details with the on-site trainer as to the extent of the
expectations. The scope was larger than what the on-site contractor
expected (configure the dashboard environment as well as the
dashboards). The on-site trainer revised her workplan to accomplish
this.

Kelly Heffron

Date sent: Thu, 3 Jul 2008 16:13:48 -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 Thursday, July 03, 2008 at 16:13:48

_config: vendeval
project: FINANCIAL SYSTEMS SOFTWARE UPGRADE
id_part1: H55
id_part2: 2128
cfms: B10474
vendor: WAUSAU FINANCIAL SYSTEMS
agency: Human Services Dept
evaluator: MARY M RADDATZ
eval_date: 07/03/2008
purpose: We needed a contract for maintenance, routine software
upgrades, and for enhancements to our receipts processing system which
allowed for image exchange and ACH conversion.
accomplished: No
accomplished_e: All phases are still in development due to internal DHS
controlled issues: 1) DHS is still testing for image exchange with
the bank - US Bank. Testing began 6/1 and is expected to be complete by
7/31/08. 2) Optima3 IMS Web (thin client) not upgraded yet, due to
internal architecture changes which have not been finalized.
contract_date: 06/30/2008
amended_date: 9/30/2008
actual_date: 9/30/2008
contract_cost: 43,366.00
amended_cost: 0.00
actual_cost: 43,366.00
cost_effective: Software upgrades were necessary over the past 5 years,
but were not allowed by management due to concerns expressed by DHS ITS
division - in regards to security qualifications of the current system.
Then, in Feb, 2008, management was convinced that current hardware
was failing and long overdue for replacement with a corresponding
upgrade in software. Since software upgrade versions were long
overdue, upgrades required on-site assistance from the vendor and
therefore, professional/technical services - beyond the normal
maintenance service. Along with the software upgrade, DHS decided to
also enhance their receipting system - with Image Exchange (and ACH
conversion on allowed items - basically - personal checks) - this also
required PT services, so the time was right.
amended: No
terminated: No
engage: Yes

engage_e: Wausau Financial Systems sent their most reliable system's integration staff to our site and we were able to not only upgrade our system, but enhance some features on our system and learn ways to improve our system independently of the contractor.

comments: The Receipting system improvements are now dependent upon DHS completion of Image Exchange testing, then transfer by Wausau from Test to Production region - expected to be done by 8/1/2008. And, in regards to Optima3 Image Management sytem: final development of Optima3 Web architecture - which includes a proxy server and firewall/router issues.

Kelly Heffron

Date sent: **Wed, 2 Jul 2008 07:10:10 -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 02, 2008 at 07:10:10

_config: vendeval
project: Event Replicator for Adabas Installation and Training
id_part1: H55
id_part2: 1963
cfms: A98752
vendor: Software AG
agency: Human Services Dept
evaluator: Kathy Tuzzolino
eval_date: 07/02/2008
email_list: steve.gustafson@state.mn.us
purpose: This product (Event Replicator for Adabas) was new to SAG as well as to DHS. We had done a proof of concept and determined the product met our needs efficiently and cost effectively for replicating data from our production system (MEC) due to be implemented in December 2007. But, to ensure we met our deadline and could support the product once in production, we needed SAG on board to train our staff and ensure it was tuned appropriate for our environment.
accomplished: Yes
contract_date: 07/01/2007
actual_date: 10/31/2007
contract_cost: \$25,000.00
actual_cost: \$25,000.00
cost_effective: See #1
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Wed, 2 Jul 2008 07:09:38 -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 Wednesday, July 02, 2008 at 07:09:38

_config: vendeval
project: Event Replicator for Adabas Installation and Training
id_part1: H55
id_part2: 1963
cfms: A98752
vendor: Software AG
agency: Human Services Dept
evaluator: Kathy Tuzzolino
eval_date: 07/02/2008
email_list: steve.gustafson@state.mn.us
purpose: This product (Event Replicator for Adabas) was new to SAG as well as to DHS. We had done a proof of concept and determined the product met our needs efficiently and cost effectively for replicating data from our production system (MEC) due to be implemented in December 2007. But, to ensure we met our deadline and could support the product once in production, we needed SAG on board to train our staff and ensure it was tuned appropriate for our environment.
accomplished: Yes
actual_date: 10/31/2007
contract_cost: \$25,000.00
actual_cost: \$25,000.00
cost_effective: See #1
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 8 Jul 2008 11:23:18 -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 11:23:18

_config: vendeval
project: IT Future Workforce Planning Consultation
id_part1: H55
id_part2: 2020
cfms: BO4551
vendor: Strategic Talent Managment
agency: Human Services Dept
evaluator: Gwen Wildermuth
eval_date: 07/08/2008
email_list: gwen.wildermuth@state.mn.us
purpose: The purpose of the contract was to research specific areas of workforce planning and make recommendations that will enable DHS to attract IT employees, predicted to be scarce, in the future. DHS staff lack expertise in the areas of research required for the study.
accomplished: Yes
contract_date: 08/06/2007
amended_date: 02/28/2008
actual_date: 06/30/2008
contract_cost: \$108,500
actual_cost: \$108,500
cost_effective: The contractors are experts in the field of workforce managment and could quickly and efficiently zero in on the critical information that was needed to help ensure an adequate IT workforce in the future.
amended: No
terminated: No
engage: Yes
engage_e: This contractor was on time with deliverables and other work products. When they weren t it, was due to delays caused by DHS. They were accommodating about suggestions and changes. They worked closely with a number of staff groups who appreciated their approach, expertise and listening abilities. The costs were commensurate with the level of quality the research and products demanded. Overall, they get a high rating in meeting the terms of the contract.

Kelly Heffron

Date sent: Tue, 24 Jun 2008 08:51:31 -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 08:51:30

_config: vendeval
project: SSIS System Maintenance
id_part1: H55
id_part2: 1938
cfms: A96832
vendor: Computer Systems Support, LLC
agency: Human Services Dept
evaluator: Mary Klinghagen
eval_date: 06/24/2008
purpose: Provide analysis, design, testing of SSIS claiming
functionality during the transition from CSIS Claims processing to SSIS
Claims processing.
accomplished: Yes
contract_date: 05/31/2007
actual_date: 05/31/2007
contract_cost: 60,000.00
actual_cost: 52,590.62
cost_effective: The learning curve to hire someone to do these tasks,
in the given timeframe, was not cost effective. In depth knowledge of
CSIS and SSIS were of vital importance.
amended: No
terminated: No
engage: Yes
engage_e: Contractor was willing to work within the guidelines and
produced quality products and provided quality service.

Kelly Heffron

Date sent: Thu, 29 May 2008 11:31:34 -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 Thursday, May 29, 2008 at 11:31:34

_config: vendeval
project: SSIS Development
id_part1: H55
id_part2: 1667
cfms: A77903
vendor: Programming Solutions Inc.
agency: Human Services Dept
evaluator: Beth Holmgren
eval_date: 05/29/2008
purpose: Advanced development using the Delphi development tool.
Contract was necessary because state employees with requisite skills
were not available.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 12/31/2007
contract_cost: \$240,000
amended_cost: \$450,000
actual_cost: \$354,180
cost_effective: Federal mandates for the system needed to be completed
in a prescribed time frame. Despite repeated attempts to hire staff,
we were unable to find any qualified people to hire.
amended: Yes
amended_e: Time extension for one year.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Thu, 29 May 2008 11:31:18 -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 11:31:18

_config: vendeval
project: SSIS Development
id_part1: H55
id_part2: 1667
cfms: A77903
vendor: Programming Solutions Inc.
agency: Human Services Dept
eval_date: 05/29/2008
purpose: Advanced development using the Delphi development tool.
Contract was necessary because state employees with requisite skills
were not available.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 12/31/2007
contract_cost: \$240,000
amended_cost: \$450,000
actual_cost: \$354,180
cost_effective: Federal mandates for the system needed to be completed
in a prescribed time frame. Despite repeated attempts to hire staff,
we were unable to find any qualified people to hire.
amended: Yes
amended_e: Time extension for one year.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Thu, 29 May 2008 11:28:24 -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 Thursday, May 29, 2008 at 11:28:23

_config: vendeval
project: SSIS Development
id_part1: H55
id_part2: 1667
cfms: A77902
vendor: Programming Solutions Inc.
agency: Human Services Dept
evaluator: Beth Holmgren
eval_date: 05/29/2008
purpose: Advanced development using the Delphi development tool.
Contract was necessary because state employees with requisite skills
were not available.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 12/31/2007
contract_cost: \$240,000
amended_cost: \$450,000
actual_cost: \$368,113
cost_effective: Federal mandates for the system needed to be completed
in a prescribed time frame. Despite repeated attempts to hire staff,
we were unable to find any qualified people to hire
amended: Yes
amended_e: Time extension for one year.
terminated: No
engage: No
engage_e: The individual contractor (not the vendor) for the second
half of this work order was difficult to work with.

Kelly Heffron

Date sent: Thu, 29 May 2008 11:23:40 -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 11:23:40

_config: vendeval
project: SSIS Development
id_part1: H55
id_part2: 1667
cfms: A77901
vendor: Programming Solutions Inc.
agency: Human Services Dept
evaluator: Beth Holmgren
eval_date: 05/29/2008
purpose: Advanced development using the Delphi development tool.
Contract was necessary because state employees with requisite skills
were not available.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 12/31/2007
contract_cost: \$240,000
amended_cost: \$470,000
actual_cost: \$379,934
cost_effective: Federal mandates for the system needed to be completed
in a prescribed time frame. Despite repeated attempts to hire staff,
we were unable to find any qualified people to hire.
amended: Yes
amended_e: Time extension for one year.
terminated: No
engage: Yes
comments: Some contentious issues at contract close regarding this
contractor.

Kelly Heffron

Date sent: Thu, 29 May 2008 11:12:16 -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 Thursday, May 29, 2008 at 11:12:16

_config: vendeval
project: SSIS Development
id_part1: H55
id_part2: 1667
cfms: A77900
vendor: Programming Solutions Inc.
agency: Human Services Dept
evaluator: Beth Holmgren
eval_date: 05/29/2008
purpose: Advanced development using the Delphi development tool.
Contract was necessary because state employees with requisite skills
were not available.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 12/31/2007
contract_cost: \$270,000
amended_cost: \$530,000
actual_cost: \$463,215
cost_effective: Federal mandates for the system needed to be completed
in a prescribed time frame. Despite repeated attempts to hire staff,
we were unable to find any qualified people to hire.
amended: Yes
amended_e: Time extension for one year.
terminated: No
engage: Yes
comments: A bit of unreasonableness at contract's end.

Kelly Heffron

Date sent: Wed, 28 May 2008 16:19:08 -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 28, 2008 at 16:19:07

_config: vendeval
project: SSIS Development
id_part1: H55
id_part2: 1667
cfms: A77899
vendor: Artemis Alliance
agency: Human Services Dept
evaluator: Beth Holmgren
eval_date: 5/28/2008
purpose: Advanced development using the Delphi development tool.
Contract was necessary because state employees with requisite skills
were not available.
accomplished: Yes
contract_date: 12/31/2006
amended_date: 12/31/2007
actual_date: 12/31/2007
contract_cost: \$258,000
amended_cost: \$508,000
actual_cost: 429,183
cost_effective: Federal mandates for the system needed to be completed
in a prescribed time frame. Despite repeated attempts to hire staff,
we were unable to find them.
amended: Yes
amended_e: Time extension for one year.
terminated: No
engage: Yes
engage_e: Good personnel, good working relationship.

Kelly Heffron

Date sent: Wed, 21 May 2008 14:10:29 -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 21, 2008 at 14:10:28

_config: vendeval
project: Client Level Reporting System
id_part1: H55
id_part2: 1867
cfms: A94561
vendor: Community TechKnowledge Inc
agency: Human Services Dept
evaluator: Howard Hickman
eval_date: 05/21/2008
purpose: Continuity with previously contracted service
accomplished: No
accomplished_e: Contractor did not grasp the scope of need. HIPAA
violation impacted contract status
contract_date: 03/15/2008
actual_date: 12/03/2007
contract_cost: \$16,375
actual_cost: \$2,600
cost_effective: That determination was made eight years ago.
amended: No
terminated: Yes
terminated_e: HIPAA violation
engage: No
engage_e: Quality of service, communication problems

Kelly Heffron

Date sent: Tue, 20 May 2008 11:29:20 -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, May 20, 2008 at 11:29:20

_config: vendeval
project: Universal Assessment Project
id_part1: H55
id_part2: 1959
cfms: A84573
vendor: HCBS Strategies Inc
agency: Human Services Dept
evaluator: Pam Erkel
eval_date: 05/20/2008
purpose: Develep and implement a universal assessment standards and protocols that will streamline and simplify the assessment process for home and community-based services.
accomplished: Yes
contract_date: 06/30/2007
amended_date: 08/31/2007
actual_date: 08/31/2007
contract_cost: \$349,268
amended_cost: \$75,105
actual_cost: \$424,373
cost_effective: The new assessment process and protocol will allow Minnesota to more effectively and efficiently administer home and community-based services by streamlining the assessment process required for people to access services.
amended: Yes
amended_e: There were 2 amendments to this contract the first added money to include the development of modules for the assessment for persons over the age of 65. This population was not included in the original contract however, this population receives home and community-based services and also requires an assessment process. By including this population all persons in need of these services will now use one assessment process that is the same across all populations.
The second amendment was a no-cost extension of the end date of the contract. The extension was needed due to delays in getting the pilot testing completed which was contingent on completing the automation of the tool which took longer than expected and was not controlled by this contractor.
terminated: No
engage: Yes
engage_e: HCBS Strategies Inc. did an excellent job with the tasks and

deliverables of this contract. They were always on time and their work was excellent. This contract included working with stakeholders and coming to consensus on very difficult issues. The stakeholders were very complimentary and appreciative of the work that was being done. HCBS Strategies also utilized their website to which DSD and all other stakeholders had access to. We utilized it for communications and updates of the various work products and meeting announcements etc. The outcomes of the contract were met and we have an outstanding product.

Kelly Heffron

Date sent: **Mon, 5 May 2008 10:32:57 -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 10:32:57

_config: vendeval
project: DHS Security Assessment
id_part1: H55
id_part2: 1953
cfms: B01187
vendor: Integral Business Solutions
agency: Human Services Dept
evaluator: Jane A. Kennedy
eval_date: 05/05/2008
purpose: DHS hired Integral Business Solutions to provide an
organizational security assessment including information and physical
security.
accomplished: Yes
contract_date: 08/31/2007
actual_date: 08/31/2007
contract_cost: \$67,725,00
actual_cost: \$67,725,00
cost_effective: We needed to hire an outside vendor to engage in a fair
evaluation. We selected the lowest priced vendor who had public sector
experience and who appeared capable of performing the work we needed.
amended: No
terminated: No
engage: Yes
engage_e: The contractor performed the work as stated in the contract.
comments: We found the first draft of the vendor's evaluation not what
we had anticipated. After discussing our concerns with the vendor, the
team rewrote the evaluation more to our expectations. Also, we were
initially told that we would have at least one of the vendors on site
during the entire evaluation period; this wasn't the case. At various
points during the contract's duration, it would have been nice to have
the vendor physically here at our location.

Kelly Heffron

Date sent: Tue, 22 Jan 2008 13:53:30 -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 Tuesday, January 22, 2008 at 13:53:30

_config: vendeval
project: Cafe Interface
id_part1: H55
id_part2: 1654
cfms: A81134
vendor: Ramsey County
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 01/22/2008

purpose: Ramsey County developed a Common Access Front End (CAF)
system several years ago to support better coordination of human
services at the county level. The CAF system provides a common data
entry point, and a client profile which gathers information from
multiple sources into a single holistic view. In 2006 DHS implemented
a new system, the Shared Master Index (SMI) to provide the same type of
integration at a statewide level. This contract was established in
order to integrate the county CAF system with the State SMI system.

accomplished: Yes

contract_date: 10/15/2005

amended_date: 12/31/2007

actual_date: 6/30/2007

contract_cost: 150000

amended_cost: 0

actual_cost: 150000

cost_effective: This contract leverages and builds upon work already
done at the county level for the CAF system. DHS benefited by the
lessons learned by the county in developing CAF , which were
incorporated into the SMI design and functionality. It is the desire
and goal of DHS to partner with county agencies to develop the best
solutions for the state of Minnesota which also meets the local needs
of each county. The design of the SMI and its integration with CAF is
an example of this partnership.

amended: Yes

amended_e: Exercised option to amend/extend contract as provided in
original p/t contract certification form

terminated: No

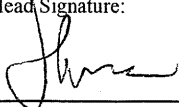
engage: Yes

engage_e: The performance of Ramsey County was excellent in terms of
Timeliness, quality, cost and overall performance.

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.

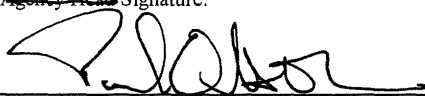
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|---|---------------------------------------|---|
| Agency: Department of Human Services, Purchasing Services and Delivery, Pharmacy | | |
| Contractor Name: Myers and Stauffer | | CFMS Contract Number: A94252 |
| Project Name (if applicable): "Conduct a Study to Measure the Average Cost of Filling a Medicaid Prescription in the State of MN". | Project Number (if applicable): | Project Duration (Dates): : 09/01/06 To: 12/31/06 |
| <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 comply with Minnesota Law 2006 Chapt. 282, Article 16, Sect 15. The law mandated a study to measure the cost of filling a Medicaid prescription in the State of Minnesota. According to the mandate; "the study shall determine the cost of dispensing the average prescription and any additional costs that might be incurred for dispensing Medicaid prescriptions. The study shall include the current level of dispensing fees paid to providers for dispensing Medicaid prescription drugs and an estimate of revenues require to adequately adjust reimbursement to cover the cost to pharmacies for dispensing Medicaid prescription drugs."</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$74,775.00 | Source of Funding: Federal and 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>An open RFP process was followed. The vendor selected was the most qualified which would lead to results that were less likely to be challenged. The agency did not initiate a request for this expenditure. The legislature initiated and mandated the study and expenditure.</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 vendor is the most experience and qualified vendor in the country for this type of study. The vendor produced well documented results in a timely and cost effective manner.</p> | | |
| Agency Head Signature:  | Title: Medical Director | Date: 1-3-08 |

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: Department of Human Services (DHS) | | |
| Contractor Name: BKD, LLP | | CFMS Contract Number: A81028 |
| Project Name (if applicable): | Project Number (if applicable): | Project Duration (Dates): October 3, 2005 to 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 was to provide consulting services related to rates and payments for health services provided by Federally Qualified Health Centers (FQHCs) under the Medical Assistance (MA) Program. It was intended that this contract would result in the settlement of prior payment periods for FQHCs, a review of the rate setting process for new FQHCs and an evaluation of data compliance requirements.</p> <p>It was necessary for DHS to enter into a contract because DHS did not have the needed resources to perform the tasks necessary to settle payments with the FQHCs.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$100,000 | Source of Funding: 50% from General Funds and 50% from Health Access Funds |
| <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>As stated above, DHS did not have the needed resources to perform the tasks necessary to settle payments with the FQHCs. Contracting for BKD's widely recognized reimbursement expertise eliminated the need to hire additional staff that would have to be trained to perform the function. BKD has assisted health care providers with reimbursement issues, and their experience includes working with FQHCs. They have served as seminar presenters for the Bureau of Primary Health Care (BPHC), the National Association of Community Health Centers (NACHC) and several state primary care associations. BKD participates in the annual NACHC Policy and Issues Forum held in Washington, D.C. They have been called upon by the BPHC to perform financial diagnostic reviews of financially troubled community health centers.</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>BKD's performance exceeded expectations. The contractor worked with DHS staff to gain an understanding of procedures employed in the settlement process. BKD was required to acquire and to review the necessary documentation to calculate settlement payments. The contractor met with the affected FQHCs and assisted the FQHCs to make sure they understood the requirements and adhered to deadlines. As stated by a provider, BKD's audit sampling methodology was within the Office of the Inspector General (OIG) standards. BKD made recommendations related to DHS rate setting process and DHS data compliance requirements. They served as mediators when there were disagreements between the FQHCs and DHS. The contractor provided DHS with regular status updates. By the end of the contract period, only two FQHCs rates and payments remain "unsettled" for payment periods prior to 2003. Neither of these unsettled cases was the fault of BKD. Open Cities Health Center did not submit enough documentation to warrant a higher MA rate nor additional supplemental payments; nevertheless, BKD performed audit sampling on the information received from the FQHC. Community University Health Care Center's MA rates and payments cannot be settled until National Government Services, the Medicare intermediary, completes its tasks.</p> | | |
| MANAGER Agency Head Signature:  | Title: MGR: PM POLICY | Date: 12.21.07 |

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.

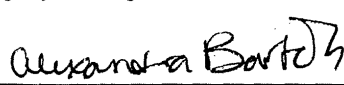
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|--|-------------------------------------|--|
| Agency: Department of Human Services- Disability Services Division | | |
| Contractor Name: Pennhurst Group, LLC | | CFMS Contract Number: A88892 |
| Project Name (if applicable): CDCS Budget Methodology | Project Number (if applicable): | Project Duration (Dates): 05/29/2006-10/30/2006 |
| <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 and recommend a budget methodology for Consumer Directed Community Supports (CDCS) across all disability waivers including the Community Alternative Care (CAC) waiver, Community Alternatives for Disabled Individuals (CADI), Mental Retardation or Related Conditions (MR/RC) Waiver and Traumatic Brain Injury (TBI) Waiver.</p> <p>It was necessary to enter into a contract because the Disability Services Division felt that it needed to address what we perceived as a lack of trust of external stakeholders on the issue of CDCS budget methodologies. DSD also desired to have an opportunity to pursue improvements in a more neutralized context. And, there was a recognition that more needed to be learned and assumptions needed to be challenged in a fashion that was respectful to the history of the program but likewise opened new avenues to pursue.</p> | | |
| Billable Hours (if applicable): Not applicable | Total Contract Amount: \$261,256 | Source of Funding: S433-U41 |
| <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>While a state employee may have had the expertise required for this contract, there were limited resources and staff time available in-house to accomplish the detailed requirements of the contract.</p> <p>The contractor gathered and analyzed data that can be used in the future to assist in developing a CDCS budget methodology.</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>The contract was cancelled early due to concerns that the contractor was not meeting the objectives of the contract in a satisfactory manner. A total of \$101,600 was spent on the contract. The data that was received by the contractor can be used in the future to assist in developing a CDCS budget methodology.</p> | | |
| Agency Head Signature: <i>Alexandra Barblan</i> | Title: <i>Director</i> | Date: <i>December 10, 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: DHS Disability Services Division | | |
| Contractor Name: Rivertown Communication, Inc. | | CFMS Contract Number: A87353 |
| Project Name (if applicable): Case Management E-learning modules | Project Number (if applicable): | Project Duration (Dates): April 15, 2006 - August 31, 2006 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Development of an e-learning curriculum on Advanced Case Management using curriculum prepared by subject matter experts and supplied by DSD. The e-learning curriculum consisted of three separate modules:</p> <ul style="list-style-type: none">a. Billing (1.5 hours of authentic activities -authentic activities allow a learner to acquire education through a series of educational simulations)b. Substitute Decision Making (1.5 hours of authentic activities including the incorporation of a DHS developed Fuzzy Expert System Assessment Tool)c. Model Contracting (1.5 hours of authentic activities) <p>Use of a contractor was needed as DSD does not have staff with the level of technical expertise needed.</p> | | |
| Billable Hours (if applicable): NA | Total Contract Amount: \$55,950 | 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>As compared to face to face training, the availability of on-line learning is a cost effective way of providing information. It also allows the learning to access the training at a time that is convenient for him/her.</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>Rivertown Communications is an excellent vendor to work with. They are a creative company and their quality of their product is above average. Their costs are competitive.</p> | | |
| Agency Head Signature:  | Title: Director DSD + HIV/AIDS | Date: 11/27/07 |

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 Human Services | | |
| Contractor Name: Advanced Strategies | | CFMS Contract Number: A91266 |
| Project Name (if applicable): Design a Quality System Architecture for Home and Community-Based Services | Project Number (if applicable): | Project Duration (Dates): August 1, 2006 – June 30, 2007 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Minnesota spends 1.2 billion dollars annually on home and community-based services (HCBS) for persons with disabilities and older persons. These programs are federally and state-funded and pay for services and supports to prevent institutionalization, create greater access to community-based services, and allow for greater consumer choice and direction. Approximately 30,000 older people and people with disabilities annually receive services under HCBS programs in Minnesota's 87 counties.</p> <p>Federal law requires Minnesota to report on the HCBS services to assure that HCBS services are provided effectively and efficiently. In addition the Centers for Medicare and Medicaid Services (CMS) has developed more rigorous requirements on providing information on the quality of the HCBS.</p> <p>The overall objective of this proposal was the development of a plan for a comprehensive quality system for home and community-based services, that effectively connects HCBS program design, business processes, performance measurement, and information systems. In addition the plan would include the establishment of structures which assure timely and pertinent data used to carry out discovery and remediation activity, and improve the service system. The quality system would ensure the ability to measure</p> <ul style="list-style-type: none"> • How well the service system itself is performing • How well the service system is performing for individuals <p>The framework of this system would support both business and quality management processes and achievement of desired outcomes.</p> <p>Additionally, DHS was looking for recommendations for a technology strategy that would help achieve the overall quality system and service goals.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$399,971 | 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>Management of Minnesota's Home and Community-Based Services (HCBS) programs is dependent upon a series of mandated processes/steps that are intended to assure adequate, appropriate, and quality service delivery, including:</p> <p>Each of these implementation and management tasks are carried out by lead agency staff, applying both mandated and locally designed business processes and tools. In addition to the HCBS program management components, there are various quality management activities carried out to achieve specific quality or management goals.</p> <p>Our current ability to collect the data needed to measure how well the system is working and report it to CMS is disjointed, data must be collected from a variety of places both internally to DHS and externally to other state departments (i.e. Health, DEED) as well as from counties and other lead agencies. This variety results in gaps and decreased usability for quality assessment and program improvement purposes. These gaps result, in part, from the lack of an integrated HCBS business information system. In addition, there has been no systematic development of HCBS performance measures and quality indicators for use in quality assessment and improvement, and for use in guiding data enhancement or development investments.</p> <p>Recent work completed by CMS has clarified the quality management functions that <i>each state must perform</i> in order to participate in federally-funded waiver service programs.</p> <ul style="list-style-type: none"> • HCBS Design: Each state is responsible to design HCBS programs and services to achieve desired quality of care and quality of life outcomes. • Discovery: Each state is responsible to gather evidence about how well their HCBS programs are performing and to what extent desired outcomes are achieved. Discovery activity helps states identify problems, issues, trends, unanticipated consequences of program redesign. • Remediation (fixing things that are wrong or poor): occurs at both the individual participant level and the HCBS systems level. • Continuous Quality Improvement: This happens when that evidence is used to redesign programs or services and target improvements in certain outcomes. | | |

The quality architecture will improve DHS' ability to comply with CMS direction for reporting on our HCBS system and retain the 50% match provided for Medical Assistance services from CMS.

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:

Advanced Strategies Inc. provided excellent Professional/Technical contract service. All deliverables were on time, they paid close attention to detail and were attentive to our concerns. They stayed in close contact with the contract manager (on a weekly basis). Staff appreciated their strong facilitation skills and their ability to grasp the HCBS system in Minnesota and the nuances of individual programs/services. The resulting report/plan gives DHS the necessary information to make informed decisions about what we need to have a strong quality architecture for measuring our HCBS system.

Agency Head Signature:

Title:

Date:

Reform Projects
MANAGER

11/31/07

(Rev. 6/03)

Kelly Heffron

Date sent: Mon, 8 Oct 2007 16:56:48 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Joyce.Garcia@state.mn.us,
Denise.Moreland@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, October 08, 2007 at 16:56:47

_config: vendeval
project: Shared Master Index and Common Access Protocols #42
id_part1: H55
id_part2: 1152
cfms: A48085
vendor: Zinncorp Inc./IT Doctors
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 10/08/2007
email_list: Joyce.Garcia@state.mn.us, Denise.Moreland@state.mn.us
purpose: DHS developed a new systems called the Shared Master Index (SMI) using Java 2 Enterprise Edition and needed to contract to hire developers experienced in this new technology.
accomplished: Yes
contract_date: 05/01/2003
amended_date: 12/31/2006
actual_date: 09/30/2007
contract_cost: \$375,720
amended_cost: \$440,820
actual_cost: \$816,540
cost_effective: Hiring contractors to help build the system enabled DHS to learn the technology.
amended: Yes
amended_e: Project timelines extended.
terminated: No
engage: Yes
comments: Contract numbers A48085 & A86122

Kelly Heffron

Date sent: Fri, 5 Oct 2007 14:30:26 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Joyce.Garcia@state.mn.us,
Denise.Moreland@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, October 05, 2007 at 14:30:26

_config: vendeval
project: Shared Master Index and Common Access Protocols DHS#44
id_part1: H55
id_part2: 1155
cfms: A48330
vendor: Brady Consulting Corporation
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 9/17/2007
email_list: Joyce.Garcia@state.mn.us, Denise.Moreland@state.mn.us
purpose: DHS developed a new systems called the Sahred Master Index
(SMI) using Java 2 Enterprise Edicion and needed to contract to hire
developers experienced in this new technology.
accomplished: Yes
contract_date: 03/31/2004
amended_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 150,480.
amended_cost: 467,100.
actual_cost: 617,580
cost_effective: Hiring contractors to help build the system enabled DHS
to learn the technology.
amended: Yes
amended_e: Project timelines extended.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Mon, 17 Sep 2007 15:12:30 -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 Monday, September 17, 2007 at 15:12:30

_config: vendeval
project: Shared Master Index and Common Access Protocols DHS#44
id_part1: H55
id_part2: 1155
cfms: A48330
vendor: Brady Consulting Corporation
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 09/17/2007
purpose: DHS developed a new systems called the Sahred Master Index
(SMI) using Java 2 Enterprise Edicion and needed to contract to hire
developers experienced in this new technology.
accomplished: Yes
contract_date: 03/31/2004
amended_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 150,480
amended_cost: 617,580
cost_effective: Hiring contractors to help build the system enabled DHS
to learn the technology.
amended: Yes
amended_e: Project timelines extended.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Mon, 17 Sep 2007 15:12:52 -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 Monday, September 17, 2007 at 15:12:51

_config: vendeval
project: Shared Master Index and Common Access Protocols DHS#44
id_part1: H55
id_part2: 1155
cfms: A48330
vendor: Brady Consulting Corporation
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 09/17/2007
purpose: DHS developed a new systems called the Sahred Master Index
(SMI) using Java 2 Enterprise Edicion and needed to contract to hire
developers experienced in this new technology.
accomplished: Yes
contract_date: 03/31/2004
amended_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 150,480
amended_cost: 617,580
actual_cost: ??
cost_effective: Hiring contractors to help build the system enabled DHS
to learn the technology.
amended: Yes
amended_e: Project timelines extended.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Mon, 17 Sep 2007 15:17:14 -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 Monday, September 17, 2007 at 15:17:14

_config: vendeval
project: Shared Master Index and Common Access Protocols-DHS#45
id_part1: H55
cfms: A47939
vendor: Tribeca
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 09/17/2007
purpose: DHS developed a new systems called the Shared Master Index
(SMI) using Java 2 Enterprise Edicion and needed to contract to hire
developers experienced in this new technology
accomplished: Yes
contract_date: 03/31/2004
amended_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 143,520
amended_cost: 500,916
actual_cost: ??
cost_effective: DHS lacked the technical expertise to develop an
application using J2EE technology. Hiring contractors enabled us to
build the application and teach DHS employees the technology.
amended: Yes
amended_e: Project timelines were extended
terminated: No
engage: Yes

Kelly Heffron

Date sent: Mon, 17 Sep 2007 15:17:38 -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 Monday, September 17, 2007 at 15:17:38

_config: vendeval
project: Shared Master Index and Common Access Protocols-DHS#45
id_part1: H55
id_part2: 1151
cfms: A47939
vendor: Tribeca
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 09/17/2007
purpose: DHS developed a new systems called the Shared Master Index
(SMI) using Java 2 Enterprise Edicion and needed to contract to hire
developers experienced in this new technology
accomplished: Yes
contract_date: 03/31/2004
amended_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 143,520
amended_cost: 500,916
actual_cost: ??
cost_effective: DHS lacked the technical expertise to develop an
application using J2EE technology. Hiring contractors enabled us to
build the application and teach DHS employees the technology.
amended: Yes
amended_e: Project timelines were extended
terminated: No
engage: Yes

Kelly Heffron

Date sent: Mon, 13 Aug 2007 14:55:30 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Pam.Erkel@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 13, 2007 at 14:55:30

_config: vendeval
project: Design a Quality System Architecture for H0me and
Community-Based Services
id_part1: H55
id_part2: 1770
vendor: Advance Strategies Inc.
agency: Human Services Dept
evaluator: Pam Erkel
eval_date: 08/13/2007
email_list: pam.erkel@state.mn.us
purpose: The Continuing Care Administration is responsible for all HCBS
services including all waiver services and state plan home care
services such as PCA. The federal government through CMS requires that
states be accountable for HCBS not only from a financial point of view,
but from a quality point of view as well. All states are required to
report yearly on their waivers in these areas. Currently, there is a
great deal of variety in both the depth and scope of data available
about Home and Community-Based Services (HCBS) program quality, as well
as variety in the data generated in carrying out quality activities.
This variety results in gaps and decreased usability for quality
assessment and program improvement purposes. These gaps result, in
part, from the lack of an integrated HCBS business information system.
In addition, there has been no systematic development of HCBS
performance measures and quality indicators for use in quality
assessment and improvement, and for use in guiding data enhancement or
development investments. The CCA entered into a contract with Advanced
Strategies Inc. to do business process mapping and redesign of our
current business and quality processes.
accomplished: Yes
contract_date: 06/30/2007
actual_date: 04/01/2007
contract_cost: \$399,971
actual_cost: \$399,971
cost_effective: The contract provided the Continuing Care
Administration with recommendations for business process and quality
process redesign and recommendations for technology that would assist

in managing HCBS services on which Minnesota currently spends approximately \$2 billion. We have been working with the MITA project team about the recommendations of this project were and will continue to work to coordinate with MITA regarding our business needs in this area.

amended: No

terminated: No

engage: Yes

engage_e: Not only were all of the deliverables completed but they were done well before the contract end date. Advanced Strategies was easy to work with did their job well and kept the contract manager well informed of progress or any concerns that needed to be addressed.

Kelly Heffron

Date sent: Tue, 7 Aug 2007 13:09:35 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Sandy.Burge@state.mn.us,
Kathleen.Averbeck@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, August 07, 2007 at 13:09:35

_config: vendeval
project: Claims System Upgrade
id_part1: H55
id_part2: 1813
cfms: A89447
vendor: Imerge- Barb Blackburn
agency: Human Services Dept
evaluator: Rachel Cell and Kathy Averbeck
eval_date: 08/07/2007
email_list: Sandy.Burge@state.mn.us, kathleen.averbeck@state.mn.us
purpose: Imerge's original contract was to help determine if it was cost effective to continue to process claims at DHS or outsource the process. They were also a resource in helping DHS determine what would be required to implement a new scanning solution. Imereges's second contract (A89447) was to coordinate the implementation of the new scanning software and to make sure that all processes were documented. Imerge was also responsible for helping to coordinate the development of new processes that were directly impacted by the implementation of the Taskmaster Datacap product (Mail room, CDOC staff, EDMS, Claims and MNITS).
accomplished: Yes
contract_date: 12/31/2006
amended_date: 06/30/2007
actual_date: 06/30/2007
contract_cost: 100,000.00
amended_cost: 100,000.00
actual_cost: 100,000.00
cost_effective: Imerge was already familiar with the direction DHS was going and had experience in this process. Imerge was able to work directly with the DHS Project Manager and document the proceses that were necessary to the implementation of this project.
amended: Yes
amended_e: It took longer to finalize the Macro contract, therefore we needed to extend Imerge's contract in order to complete the deliverables in their contract.

terminated: No

engage: Yes

engage_e: Barb from Imerge was very efficient and detail orientated. She documented many of the business and technical processes in a format that was very user friendly. She was also a good resource in helping to know how to proceed and what types of questions I should be asking. She worked well with DHS, EDMS, and Contractor Staff which helped keep the project moving along.

Kelly Heffron

Date sent: Thu, 26 Jul 2007 08:05:20 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Thomas.J.Gordy@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 26, 2007 at 08:05:20

_config: vendeval
project: Helpdesk Analyst Support
cfms: A75011
vendor: Jade IT Solutions
agency: Human Services Dept
evaluator: John Hartig
eval_date: 07/26/2007
email_list: thomas.j.gordy@state.mn.us
purpose: Consultant to assist the current Help Desk Staff in ansering
and rounting IT calls
accomplished: Yes
contract_date: 05/09/2005
amended_date: 03/31/2007
actual_date: 03/31/2007
contract_cost: 78,400
amended_cost: 140,400
actual_cost: 134580
cost_effective: Ultimately, a determination was made as to the need for
permanent support; however, that need was not identified at the time of
contract initiation.
amended: Yes
amended_e: To extend the length of time for needed support.
terminated: No
engage: Yes
engage_e: Yes, but staff provided were somewhat uneven.

Kelly Heffron

Date sent: Thu, 26 Jul 2007 08:23:02 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Thomas.J.Gordy@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 26, 2007 at 08:23:01

_config: vendeval
project: Helpdesk Analyst Support
cfms: A75010
vendor: Palmiter Recruiting, Inc.
agency: Human Services Dept
evaluator: John Hartig
eval_date: 07/26/2007
email_list: thomas.j.gordy@state.mn.us
purpose: Consultant to assist the current Help Desk Staff in answering
and routing IT calls.
accomplished: Yes
contract_date: 05/09/2005
amended_date: 03/31/2007
actual_date: 03/31/2007
contract_cost: 76,440
amended_cost: 143,676
actual_cost: 133,935.75
cost_effective: A relatively short term need for transition support was
identified. Ultimately, a permanent need was determined, but not at the
time of contract initiation.
amended: Yes
amended_e: To extend the length of time for support.
terminated: No
engage: Yes
engage_e: Yes, but the consultant s performance was uneven. I don t
believe that was due to a shortcoming of the vendor.

Kelly Heffron

Date sent: Wed, 18 Jul 2007 14:11:39 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Thomas.J.Gordy@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 18, 2007 at 14:11:39

_config: vendeval
project: SMI Project Manager
cfms: A47107
vendor: Brady Consulting Group / S.E.H Technologies
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 7/18/2007
email_list: thomas.j.gordy@state.mn.us
purpose: To provide a Project Manager to lead Shared Master Index
Integration
accomplished: Yes
contract_date: 04/01/2003
amended_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 231840.00
amended_cost: 781770.00
actual_cost: 628877.50
cost_effective: Hiring this contractor was very effective for a project
that integrates data and functions across the major DHS systems because
she had directing contracting experience working in 3 of the 4 major
systems. She had a broader view of the systems similarities and
differences than DHS employees. She was well-respected as a project
manager and a leader.
amended: Yes
amended_e: The contract timeframe and funding was increased through 3
amendments due to requirements needed to be completed.
terminated: No
engage: Yes
engage_e: Yes, I would engage this contractor again. She has great
leadership and system development skills and has strong knowledge of
both the DHS business and technology.

Kelly Heffron

Date sent: Wed, 18 Jul 2007 13:18:41 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Thomas.J.Gordy@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 18, 2007 at 13:18:41

_config: vendeval
project: SMI Application Specialist
cfms: A48163
vendor: SDK Software, Inc.
agency: Human Services Dept
evaluator: Denise Moreland
eval_date: 07/18/2007
email_list: thomas.j.gordy@state.mn.us
purpose: To provide an application specialist to design and implement a
Shared Master Index.
accomplished: Yes
accomplished_e: Yes, the deliverables were accomplished.
contract_date: 5/12/2003
amended_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 196240.00
amended_cost: 826760.00
actual_cost: 796950.00
cost_effective: DHS did not have the level of technical expertise in
the technology to architect and design the SMI system.
amended: Yes
amended_e: Yes, the contract was amended 3 times to extend the
timeframes and increase the dollars to further complete the required
tasks.
terminated: No
engage: Yes
engage_e: I would probably engage this contractor again to do similar
work. In the future, I would ensure that state staff were available to
learn from the contractor as he was building the application rather
than after the fact. Due to hiring freezes and difficulty staffing the
project on the state side, contractors did much work without state
staff.

Kelly Heffron

Date sent: Fri, 13 Jul 2007 16:47:59 -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 Friday, July 13, 2007 at 16:47:59

_config: vendeval
project: Private Adoption Initiative (PPAI) database maintenance and
knowledge transfer
id_part1: H55
id_part2: 1842
vendor: Steven Leikund
agency: Human Services Dept
evaluator: Connie Caron
eval_date: 07/13/2007
purpose: The subsidized adoption system was actually a combination of a
number of smaller systems which interconnected to make payments to
adoptive families and agencies. The department had originally
contracted out from a number of different contractors in the 90's to
develop the separate systems. The new system is currently in
development but until this date, the transfer of learning duties needed
to be contracted.
accomplished: Yes
contract_date: 7/1/2006
amended_date: 6/26/2007
actual_date: 6/30/2008
contract_cost: 19,500
amended_cost: 39,900
cost_effective: To complete the transfer of learning of the separate
systems and incorporate into the new system, estimated goal of
completion in 2008
amended: Yes
amended_e: Additional time and duties were necessary
terminated: No
engage: Yes

David Schmidtke

From: "Kelly Heffron" <kellyh.LRL>
Organization: MN Legislative Reference Library
To: david Schmidtke <davids.LRL>
Date sent: Thu, 28 Jun 2007 07:57:53 -0500
Subject: (Fwd) Vendor Evaluation Form

----- Forwarded message follows -----

Date sent: Wed, 27 Jun 2007 16:55:23 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Jack.Thueson@state.mn.us,
Sandy.Burge@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 27, 2007 at 16:55:22

_config: vendeval
project: Health Care System Documentation Phase II (2of 2 vendor evaluations)
id_part1: H55
id_part2: 1549
cfms: A72682
vendor: International Projects Consultancy Services (IPCS)
agency: Human Services Dept
evaluator: Jack Thueson
eval_date: 06/27/2007
email_list: jack.thueson@state.mn.us, sandy.burge@state.mn.us,
bev.gausman@state.mn.us Update MMIS system docuemtnation to prepare for
publication on department intranet. Prepare documents and templates for future maintenance, interview users and programmers. COnttractor engagment was necessary to find a resource with adequate experience in developing Stellant workflows and completing documentation process. that level of expereince did not exist in state staff.
purpose: Update MMIS system documentation to prepare for publication on department intranet. Prepare documents and templates for future maintenance, interview users and programmers. COnttractor engagment was
necessary to find a resource with adequate experience in developing Stellant workflows and completing documentation process. that level of expereince did not exist in state staff.
accomplished: Yes

contract_date: 06/30/2005

actual_date: 06/30/2005

contract_cost: \$84,000

actual_cost: \$50,243

cost_effective: The docuemntation for the MMIS system was out of date, and we were unable to provide a source of information for users as well as agency staff responding to outside inquiries on MMIS. Using contractor services was more economical and timely than training state staff to a point where they could realistically complete the docuemtnation project.

amended: No

terminated: No

engage: Yes

engage_e: Vnedor and consultant met all requirements of the contract.

-

----- End of forwarded message -----

Kelly

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, March 23, 2007 9:48 AM
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, March 23, 2007 at 09:47:46

_config: vendeval
project: Continuing Care Management Reporting System
id_part1: H55
id_part2: 1713
cfms: A84943
vendor: Analysts International
agency: Human Services Dept
evaluator: Sanford Bettcher
eval_date: 03/23/2007
purpose: Support in developing the Continuing Care Management Reporting
system
accomplished: Yes
contract_date: 01/05/2006
actual_date: 01/31/2007
contract_cost: \$144,900
actual_cost: \$141,890
cost_effective: Would not have been completed without help
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: DHS | | |
| Contractor Name: Bonestroo, Rosene, Anderlik & Associates | | CFMS Contract Number: |
| Project Name (if applicable): Demolish 8 Buildings | Project Number (if applicable): 55201 CAL | Project Duration (Dates): 1-11-02 thru 6-30-05 |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to secure the services of an engineering consultant to develop bid and construction documents and oversee the demolition of eight (8) unused and deteriorating buildings on the METO campus. No Agencies in the state had the expertise and availability to do the work. | | |
| Billable Hours (if applicable): | Total Contract Amount: \$77,610.00 | Source of Funding: 02 / 500 / G02 / 2011 / 4309-211 |
| Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The buildings were abandoned (not being used), had started to deteriorate and were the source of security concerns not typically faced by DHS at this facility. The demolition of the buildings removed the security concern and also provide a cleared site for potential future development opportunities that would be beneficial to DHS. | | |
| 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 excellent throughout the project. They followed the SAO Designer's Procedure Manual without exception and justified all costs associated with their contract. | | |
| Agency Head Signature:  | Title: A.D. | Date: 3.7.07 |

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, March 06, 2007 12:35 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us;
Vicki.Kunerth@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 06, 2007 at 12:34:48

_config: vendeval
project: Integrated Medicare/Medicaid Database
id_part1: H55
id_part2: 1651
cfms: A79770
vendor: JEN Associates, Inc.
agency: Human Services Dept
evaluator: Vicki Kunerth
eval_date: 03/05/2007
email_list: vicki.kunerth@state.mn.us
purpose: The purpose of the contract was to produce a database for DHS
of integrated Medicare and Medicaid claims and eligibility data,
indexed to a common identifier and organized into a program-independent
format for calendar years 2002, 2003, 2004 and 2005. The contractor
incorporated Medicaid encounter data and fee-for-service and Medicare
data into analytic files developed and provided by the contractor under
a previous contract with DHS. The contractor also provided
consultation services, training and technical assistance to assist DHS
with the specific practices and protocols for the interpretation and
adaptation of the data. The contract was necessary because the
contractor is the only entity in the country with an exclusive contract
with the federal Centers for Medicare/Medicaid Services (CMS) for
receiving and maintaining Minnesota's Medicare data that was used to
create the Medicare/Medicaid database.
accomplished: Yes
contract_date: 09/15/2005
amended_date: 05/31/2006
actual_date: 12/31/2006
contract_cost: \$110,000
amended_cost: \$0.00
actual_cost: \$110,000
cost_effective: The amount of the contract was a cost effective way for
the production of the integrated database. The amount was based on a
comparison of cost and services provided under a previous DHS contract
with JEN Associates, Inc. The services required were only available
from a single source, Jen Associates, Inc.
amended: Yes
amended_e: The contract was amended to extend the contract period.
Additional time was required by the contractor due to unexpected delays

5/9/2007

in obtaining Medicare data from CMS that was needed in integrated with the Medicaid data. This was a no-cost contract amendment.

terminated: No

engage: Yes

engage_e: The integrated Medicare/Medicaid database, consultation services, training and technical assistance DHS requires is only available from JEN Associates, Inc.

in obtaining Medicare data from CMS that was needed in integrated with the Medicaid data. This was a no-cost contract amendment.

terminated: No

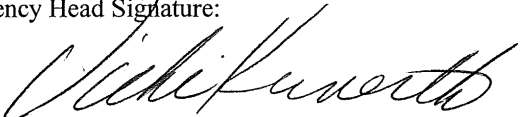
engage: Yes

engage_c: The integrated Medicare/Medicaid database, consultation services, training and technical assistance DHS requires is only available from JEN Associates, Inc.

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 Human Services – Performance Measurement & Quality Improvement Division | | |
| Contractor Name: JEN Associates, Inc. | | CFMS Contract Number: A79770 |
| Project Name (if applicable): Medicaid-Medicare Integrated Database for Dual Eligible | Project Number (if applicable): | Project Duration (Dates): September 15, 2005 to December 31, 2006 |
| <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 produce a database for DHS of integrated Medicare and Medicaid claims and eligibility data, indexed to a common identifier and organized into a program-independent format for calendar years 2002, 2003, 2004 and 2005. The contractor incorporated Medicaid encounter data and fee-for-service and Medicare data into analytic files developed and provided by the contractor under a previous contract (Contract No. A04731). The database includes Medicare claims for Medicaid recipients who are also entitled to Medicare, known as dual eligible, plus a 10% sample of Medicare for Minnesota. The contractor also provided consultation services, training and technical assistance to assist DHS with the specific practices and protocols for the interpretation and adaptation of the data.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$110,000.00 | Source of Funding: State (40%) and Federal (60%) |
| <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 amount of the contract was a cost effective way for the production of the database. The amount was based on a comparison of cost and services provided under a previous DHS contract with JEN Associates, Inc. The services required under the contract were only available from JEN Associates, Inc.</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 a single source contract because the integrated Medicare/Medicaid database, consultation services, training and technical assistance were only available from a single source, JEN Associates, Inc. JEN Associates previously contracted with DHS and provided DHS with a Medicare/Medicaid integrated database for calendar years 1998, 1999, 2000 and 2001. The contractor is the only entity in the country with an exclusive contract with the federal Centers for Medicare & Medicaid Services (CMS) for receiving and maintaining Minnesota's Medicare data that was used to create the Medicare/Medicaid database for calendar years 2002, 2003, 2004 and 2005.</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 quality, cost, and overall performance in meeting the terms and objectives of this contract were satisfactory. Due to unexpected delays in obtaining Medicare data from CMS and staff turnover, the contractor required a no-cost extension of the contract period.</p> | | |
| Agency Head Signature:  | Title: Director, PMQI | Date: 3-6-07 |

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, January 11, 2007 10:23 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 Thursday, January 11, 2007 at 10:23:08

_config: vendeval
project: Community Services Information System Programming and Support
id_part1: H55
id_part2: 1521
cfms: A70882
vendor: Computer Systems Support, LLC
agency: Human Services Dept
evaluator: Mary Klinghagen
eval_date: 01/11/2007
purpose: Provide programming and support of the CSIS application. The lack of availability of state staff created a need for this contract.
accomplished: Yes
contract_date: 12/31/2006
actual_date: 12/31/2006
contract_cost: 960,000.00
actual_cost: 699,581.90
cost_effective: There were no state staff available with the broad knowledge available when this contract was implemented.
amended: No
terminated: No
engage: Yes
engage_e: Contractor was efficient in their work and provided a quality product.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, January 11, 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 Thursday, January 11, 2007 at 10:48:33

_config: vendeval
project: Community Services Information System Programming and Support Services
id_part1: H55
id_part2: 255
cfms: A16198
vendor: Computer Systems Support, LLC
agency: Human Services Dept
evaluator: Mary Klinghagen
eval_date: 01/11/2006
purpose: Provide programming and support of CSIS
accomplished: Yes
contract_date: 12/31/2002
amended_date: 12/31/2004
actual_date: 12/31/2004
contract_cost: 1200000.00
amended_cost: 1800000.00
actual_cost: 1264535.92
cost_effective: With the lack of state staff with a broad knowledge of policy and programming this was a cost-effective way to manage these services
amended: Yes
amended_e: Amendment #1 was completed to extend the contract one year as well as add additional dollars. Amendment #2 was completed to extend the contract one year. No additional dollars were added.
Amendment #3 was completed to correct an agency error in the vendor rate.
terminated: No
engage: Yes
engage_e: Contractor was efficient and provided a quality product.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, November 20, 2006 3:45 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 Monday, November 20, 2006 at 15:44:41

_config: vendeval
project: Health Care Advanced analytics project
id_part1: 160
agency: Human Services Dept
evaluator: Nina Terhaar (for Bruce Johnson)
eval_date: 11/20/2006
purpose: RFP to ask for vendor solutions to improve the analysis and reporting capability
of information found in the DHS Data Warehouse.
accomplished: No
accomplished_e: This should have been done as an RFI instead of an RFP.
The proposed vendor solutions were so different that they were difficult to compare, and
the goals of each were so varied, DHS staff didn't agree on outcomes.
contract_date: 05/23/2005
contract_cost: 0
amended_cost: 0
actual_cost: 0
cost_effective: We were hoping to establish a short-term project which could be
transitioned to state staff. However, we decided not to award a contract.
amended: No
terminated: No
engage: No
engage_e: n/a - no vendor solution was selected.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, November 20, 2006 3:45 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 Monday, November 20, 2006 at 15:45:27

_config: vendeval
project: Health Care Advanced analytics project
id_part1: 160
id_part2: 1
cfms: 0000000
vendor: n/a
agency: Human Services Dept.
evaluator: Nina Terhaar (for Bruce Johnson)
eval_date: 11/20/2006
purpose: RFP to ask for vendor solutions to improve the analysis and reporting capability
of information found in the DHS Data Warehouse.
accomplished: No
accomplished_e: This should have been done as an RFI instead of an RFP.
The proposed vendor solutions were so different that they were difficult to compare, and
the goals of each were so varied, DHS staff didn't agree on outcomes.
contract_date: 05/23/2005
actual_date: 05/23/2005
contract_cost: 0
amended_cost: 0
actual_cost: 0
cost_effective: We were hoping to establish a short-term project which could be
transitioned to state staff. However, we decided not to award a contract.
amended: No
terminated: No
engage: No
engage_e: n/a - no vendor solution was selected.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, November 02, 2006 9:44 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Thomas.J.Gordy@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, November 02, 2006 at 08:43:45

_config: vendeval
project: SQL Server 2000 and 2005 Internals and Performance Tuning Seminar.
id_part1: H55
id_part2: 1769
cfms: A85556
vendor: New Horizons
agency: Human Services Dept
evaluator: Eric Strom
eval_date: 11/2/2006
email_list: Thomas.J.Gordy@state.mn.us
purpose: Server 2000 Internals and Performance Tuning Training
accomplished: Yes
accomplished_e: The objectives, as outlined in the course description, were more than accomplished. The particular trainer (Kalen Delaney) is among the best in the country, and there are no more than 5 people in the world that could have provided the depth and breadth of information.
contract_date: 02/07/2006
actual_date: 2/11/2006
contract_cost: 3250.00
actual_cost: 3250.00
cost_effective: The class provided both tools and a deeper understanding of SQL Server that could be directly applicable to our troubleshooting abilities and response time to problems. Considering the fact that SQL Server is the back-end RDBMS to several dozen applications, anything that can enable us to work more efficiently and smarter has a direct effect on the quality of services we provide as the IT division.
amended: No
terminated: No
engage: Yes
engage_e: Most definitely. New Horizons is the only provider (in Minnesota) that works with Solid Quality Learning to provide these courses. Solid Quality Learning has the best trainers in the world for SQL Server, such that even Microsoft uses them for training. I look forward to taking another class taught by Solid Quality Learning.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, October 23, 2006 11:01 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Thomas.J.Gordy@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 23, 2006 at 11:00:36

_config: vendeval
project: Childcare Licensing Information Access Service
id_part1: H55
id_part2: 1736
cfms: A87710
vendor: TEK Systems
agency: Human Services Dept
evaluator: Nina Terhaar
eval_date: 10/23/2006
email_list: Thomas.J.Gordy@state.mn.us
purpose: Build an interactive web portal, architecture, documentation and information
accomplished: No
accomplished_e: Not fully. DHS did not test the system before this contract was completed
and we found several data issues after the fact that the consultant could have resolved if
he had known about the issues.
contract_date: 4/7/2006
actual_date: 6/30/2006
contract_cost: \$38,400
actual_cost: \$38,300
cost_effective: Internal web developers were not available at the time the user wanted the
work to be done. We are not yet in a position to add another full-time employee to
complete this work.
amended: No
terminated: No
engage: Yes
engage_e: Yes, but we would get better buy-in from the data side before commencing, so the
application could be fully implemented and tested before the consultant left.

Jake Carson

From: Steve.Gustafson@state.mn.us
Content: Thursday, October 12, 2006 4:24 PM
To: Steve.Gustafson@state.mn.us; Sandy.Leth@state.mn.us; Tyrone.Spratt@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, October 12, 2006 at 16:23:37

_config: vendeval
project: Claims Processing Solution Replacement
id_part1: H55
id_part2: 1585
cfms: A74434
vendor: Imerge Consulting
agency: Human Services Dept
evaluator: Tyrone Spratt
eval_date: 07/12/2006
email_list: tyrone.spratt@state.mn.us
purpose: DHS is requesting proposals from qualified contractors to conduct a business process redesign of paper claims processing specify the replacement solution and oversee implementation of the replacement solution.
accomplished: No
accomplished_e: Due to problems with DHS issuing an RFP the vendor was not able to oversee the implementation of the solution under this contract. The problem was not of the vendor's making, in fact they were very gracious and patient.
contract_date: 12/30/2005
actual_date: 12/30/2005
contract_cost: 91,200
actual_cost: 45,600
most_effective: DHS needed an expert to help with the selection and implementation of a critical business function. The cost of failure would have been the inability to process claims for the Minnesota Health Care programs.
amended: No
terminated: No
engage: Yes
engage_e: Imerge proved to be experts in their field and provided DHS with good deliverables.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, October 12, 2006 7:25 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, October 12, 2006 at 07:25:20

_config: vendeval
project: Options Initiative
id_part1: H55
id_part2: 1467
cfms: A68165
vendor: SDK software
agency: Human Services Dept
evaluator: Sanford Bettcher
eval_date: 10/12/2006
purpose: Business users identified requirements for the new Options Initiative reports to support program policy and Financial Analysis reports to support expenditures and budget forecasting.
accomplished: Yes
contract_date: 8/31/2005
actual_date: 8/31/2005
contract_cost: 142848
actual_cost: 142848
cost_effective: Do not have staffing to gather and analyze business requirements to design and document systems architecture and data structure.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, October 12, 2006 7:22 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, October 12, 2006 at 07:22:01

_config: vendeval
project: Options Initiative
id_part1: H55
id_part2: 1467
cfms: A68165
vendor: SDK software
agency: Human Services Dept
evaluator: Sanford Bettcher
eval_date: 10/12/2006
purpose: Business users identified requirements for the new Options Initiative reports to support program policy and Financial Analysis reports to support expenditures and budget forecasting.
accomplished: Yes
contract_date: 8/31/2005
contract_cost: 142848

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, October 12, 2006 7:23 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, October 12, 2006 at 07:22:56

_config: vendeval
project: Options Initiative
id_part1: H55
id_part2: 1467
cfms: A68165
vendor: SDK software
agency: Human Services Dept
evaluator: Sanford Bettcher
eval_date: 10/12/2006
purpose: Business users identified requirements for the new Options Initiative reports to support program policy and Financial Analysis reports to support expenditures and budget forecasting.
accomplished: Yes
contract_date: 8/31/2005
actual_date: 8/31/2005
contract_cost: 142848
actual_cost: 142848

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, October 11, 2006 3:23 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Thomas.J.Gordy@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, October 11, 2006 at 15:23:26

_config: vendeval
project: DHS Network Integration
id_part1: H55
id_part2: 1612
cfms: A75717
vendor: SDK Software, Inc.
agency: Human Services Dept
evaluator: Barb Geiger
eval_date: 10/11/2006
email_list: Thomas.J.Gordy@state.mn.us
purpose: The consultant will take the recommendations from in sight Solution Group, Inc. report dated February 25, 2004 and develop a project plan for implementing the recommendations with an initial focus on the infrastructure integration of the DHS networks and exchange servers.
accomplished: No
accomplished_e: Planning: The integration project plan will be developed by the consultant working collaboratively with technical staff from the Central IT Operations and State Operated Services. The consultant will ensure that project management best practices are employed including: Development of a project plan including timelines, work breakdown structure for each deliverable and project phases, designation of lead staff, milestones, communications plan, quality management plan, and risk management plan. Generate a critical path matrix. Facilitate meetings that foster collaboration, consensus and defined action steps. Generate a written summary of each meeting and distribute to the integration project team & DHS project managers. The contractor fulfilled these deliverables.
Management: The consultant will implement the integration project plan deploying project management strategies including: Foster collaboration as project deliverables are executed. Monitor progress and address any projects risks and/or slippages as they arise. Facilitate meetings that foster collaboration, consensus and defined action steps. Generate a written summary of each meeting and distribute to the integration project team & DHS project managers. Provide written, weekly status reports to the DHS project managers, other DHS Managers/Supervisors as designated. Active risk management. Change control process. Development of issues lists and issue resolution process. The contractor fulfilled these deliverables however due to DHS resource barriers the full implementation of the project did not take place while the contractor was onsite.
Project Close-out: Lesson learned events (minimum of 2). Finalize written project documentation and disseminate to DHS project managers. The contractor did not fulfill these deliverables as he left before the project was completed.
contract_date: 6/30/2006
actual_date: 1/26/2006
contract_cost: 203,112
actual_cost: 100,626
cost_effective: A network integration project is complex and required a project manager with expertise in this area. At the time of the project development DHS did not have in-house project management expertise.
amended: No
terminated: Yes
terminated_e: Other - SDK contracted resource accepted another employment opportunity. DHS

decided to manage the remainder of the project in-house using the products delivered by the contracted

resource.

engage: Yes

engage_e: Yes. My experience with services provided by SDK has been positive and productive.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, October 11, 2006 1:44 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Thomas.J.Gordy@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, October 11, 2006 at 13:43:43

_config: vendeval
project: Medicaid Infrastructure and Demonstration to Maintain Independence and Employment Grant
id_part1: H55
id_part2: 1595
cfms: A78655
vendor: International Projects Consulting Services
agency: Human Services Dept
evaluator: MaryAlice Mowry
eval_date: 10/11/2006
email_list: Thomas.J.Gordy@state.mn.us
purpose: Annual and Quarterly data reports for Medicaid Infrastructure and developing reports and communications on persons with disabilities and other data related activity
accomplished: No
accomplished_e: The deadlines were not met due in large part to the complications within DHS and our internal systems vs. the contractor s work effort
contract_date: 02/28/2006
amended_date: 08/31/2006
actual_date: 08/11/2006
contract_cost: 90,100
amended_cost: 165100
actual_cost: 165,070
cost_effective: It would have been more to hire a unclassified position
amended: Yes
amended_e: It was necessary to extend the end date for completion of work.
terminated: No
engage: No
engage_e: This contractor had personal issues with DHS staff, that have continued even after the contract was ended.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, October 09, 2006 3:01 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Mark.Faxvog@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 09, 2006 at 15:00:49

_config: vendeval
project: Database support for mgmt serv
id_part1: H55
id_part2: 1279
cfms: A52218
vendor: Solution Design
agency: Human Services Dept
evaluator: Mark Faxvog
eval_date: 08/23/2006
email_list: mark.faxvog@state.mn.us
purpose: Support of several custom developed MS Access databases to support telecommunications, information desk, forms supply and facilities operations
accomplished: Yes
accomplished_e: n/a
contract_date: 7/31/2005
amended_date: 7/31/2005
actual_date: 7/31/2005
contract_cost: 97500
amended_cost: 97500
actual_cost: 97487
cost_effective: This application permitted the agency to maintain effective tracking of telecommunications equipment and services and to track costs and compare actual costs charged against the contracted rates for telecommunications services. It also permitted DHS to more effectively manage the space utilization of physical office locations.
amended: No
amended_e: n/a
terminated: No
terminated_e: n/a
engage: Yes
engage_e: The work performed was done timely and accurately.
comments: The work performed was done timely and accurately.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, October 05, 2006 3:43 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 Thursday, October 05, 2006 at 15:42:54

_config: vendeval
project: Licensing Division Performance Data and Reporting Integrity Project
id_part1: H55
id_part2: 1447
cfms: A65446
vendor: ContentData Inc.
agency: Human Services Dept
evaluator: Larry J. Jensen
eval_date: 10/05/2006
purpose: Working with the Licensing Division s Licensing Information System (LIS), this project will assure data integrity during data entry; through purifying or cleansing of existing data; and by ensuring reporting accuracy. There will be three components to the project:
one focusing on future data entry (both protocols and database structure); one focusing on data cleansing; and the third focusing on accurate reports for both measurement of division performance and for testing of data integrity.
accomplished: Yes
contract_date: 01/31/2005
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: \$48,000
amended_cost: \$148,900
actual_cost: \$148,900
cost_effective: The agency was, and continues to be, required to respond to many data requests from the Licensing Information System database. It is, of course, a requirement that the data be accurate.
With the existing technical staff, it would have taken a much longer time to complete the enhancements and data cleanup to a satisfactory level. The data integrity of the database is now at a much more satisfactory level.
amended: Yes
amended_e: 1) After original contract was signed, which included the vendor using offshore resources, the State made the decision that would not be allowed. This required a cost amendment. 2) As more data integrity issues were discovered, the scope of the work and cost needed to be adjusted.
terminated: No
engage: Yes
engage_e: I believe the contractor put more time in than was estimated to complete the deliverables without billing for those extra hours in order to satisfy the State.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, September 06, 2006 4:30 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Diane.Hulzebos@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 06, 2006 at 16:30:23

_config: vendeval
project: Preparing for Rule 25 Implementation and Meeting Federal Fiscal and Programmatic Monitoring Requirem
id_part1: H55
id_part2: 1622
cfms: A73553
vendor: Newman Associates
agency: Human Services Dept
evaluator: Diane Hulzebos
eval_date: 08/07/2006
email_list: diane.hulzebos@state.mn.us
purpose: The Chemical Health Division had a need to develop a coordinated work plan to address business expectations linked to implementation of a new assessment rule, MMIS system changes, and expectations on a federal level that the state agency develop specific plans regarding fiscal and programmatic monitoring.
accomplished: Yes
contract_date: 03/15/2005
actual_date: 03/15/2005
contract_cost: \$15,000.00
actual_cost: \$15,000.00
cost_effective: Dan Newman of Newman Associates had an integral role in the initial development of the Consolidated Chemical Dependency Treatment Fund. It was cost-effective to purchase Mr. Newman's services on a time limited basis to analyze the current data systems and provide feedback that would enable the Chemical Health Division to move forward with implementation of the new rule.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, August 31, 2006 4:43 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jackie.Baird@state.mn.us; bev.gausman@state.mn.us; Jack.Thueson@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, August 31, 2006 at 16:43:08

_config: vendeval
project: Java Developers to Assist in Code Contrsution within the HealthMatch Project
id_part1: H55
id_part2: 1550
cfms: A74115
vendor: Intertech Inc
agency: Human Services Dept
evaluator: Jack Thueson
eval_date: 08/31/2006
email_list: jackie.baird@state.mn.us, bev.gausman@state.mn.us, jack.thueson@state.mn.us
purpose: The contract addressed the need for two (2) JAVA developers to assite int eh developemnt of the DHS HealthMatch project. The resources are to provide a skill level that does not exist in the state workforce and to also provide a knowledge transfer to DHS/HCO technical staff.
accomplished: Yes
contract_date: 12/31/2005
amended_date: 02/01/2007
contract_cost: \$156,960
amended_cost: \$401,280
most_effective: The contract provided a resource with technology skills (high end JAVA) which does not exist in the state workforce. Bringing in the resource via contract provided a trained
amended: Yes
amended_e: Contract was extended through February 2007 due to delays int he HealthMatch construction timeline.
terminated: No
engage: Yes
engage_e: The vendor has provided a resource that has fully met and exceeded the skills
comments: The contract resource has provided excellent service both in the development of JAVA application code and the coaching and mentoring of state technical staff. Good value for the state and DHS in this engagement.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, August 31, 2006 11:20 AM
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 Thursday, August 31, 2006 at 11:20:21

_config: vendeval

project: Cost Benefit Analysis for Business Redesign Projects

id_part2: 1593

vendor: N/A

agency: Human Services Dept

evaluator: Stephanie Radtke

eval_date: 08/31/2006

purpose: The purpose of the SOW was to solicit proposals to conduct comprehensive cost-benefit analyses on health care business process recommendations. The State did not have the quality or quantity of resources necessary to perform these services, so we started the Master Contract process. Due to severe time constraints for performance of services, only one vendor responded to the SOW. Consequently, the State decided not to procure services at that time.

accomplished: No

accomplished_e: State did not enter into a contract with any vendor.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, August 25, 2006 11:30 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, August 25, 2006 at 11:29:56

_config: vendeval
project: Improve LIS
id_part1: 144
id_part2: 7
cfms: A34448
vendor: ContentData
agency: Human Services Dept
evaluator: Larry Jensen
eval_date: 08/25/2006
purpose: To enhance the Licensing Information System to prepare for the importation of review data collected in the field by the use of a Personal Digital Assistant device. The same vendor developed the application to collect the data on the PDA.
accomplished: Yes
contract_date: 01/3/2005
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: 48,000
amended_cost: 100,900
actual_cost: 148,900
cost_effective: This project will enable the agency to more efficiently and effectively collect detailed data of the results of reviewing licensed programs. Even with the amendments, the total cost was less than 2 ot of 4 of the original bidders.
amended: Yes
amended_e: Amendment 1) Original contract was based on the use of off-shore personnel. This was rejected by the State after the contract was signed. Local personnel was then assigned at a higher hourly rate.
Amendment 2) After the discovery phase, many unknown functional requirements were identified that were required for a sucessful product. Amendment 3) After delivery of amendment 2 functionality, additional ease of use functionality were identified by the users.
terminated: No
engage: Yes
engage_e: The contractor contributed many gratis hours beyond the contract in order for a successfull conclusion of the project.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, August 25, 2006 11:27 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, August 25, 2006 at 11:27:07

_config: vendeval
project: Improve LIS
cfms: A34448
vendor: ContentData
agency: Human Services Dept
evaluator: Larry Jensen
eval_date: 08/25/2006
purpose: To enhance the Licensing Information System to prepare for the importation of review data collected in the field by the use of a Personal Digital Assistant device. The same vendor developed the application to collect the data on the PDA.
accomplished: Yes
contract_date: 01/3/2005
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: 48,000
amended_cost: 100,900
actual_cost: 148,900
cost_effective: This project will enable the agency to more efficiently and effectively collect detailed data of the results of reviewing licensed programs. Even with the amendments, the total cost was less than 2 out of 4 of the original bidders.
amended: Yes
amended_e: Amendment 1) Original contract was based on the use of off-shore personnel. This was rejected by the State after the contract was signed. Local personnel was then assigned at a higher hourly rate.
Amendment 2) After the discovery phase, many unknown functional requirements were identified that were required for a successful product. Amendment 3) After delivery of amendment 2 functionality, additional ease of use functionality were identified by the users.
terminated: No
engage: Yes
engage_e: The contractor contributed many gratis hours beyond the contract in order for a successful conclusion of the project.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, August 24, 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 Thursday, August 24, 2006 at 14:00:40

_config: vendeval
project: DHS Network Integration
id_part1: H55
id_part2: 968
cfms: A32915
vendor: Tech Pro
agency: Human Services Dept
evaluator: Barry Caplin
eval_date: 8/23/2006
purpose: The Minnesota Department of Human Services is in need of a project manager to lead business continuity planning that will ensure compliance with the Federal regulations enacting the Health Insurance Portability & Accountability Act of 1996 (HIPAA). The proposed Security Rule, 45 CFR Part 142 requires specific deliverables from the business continuity planning process that meet the requirements for contingency plans, disaster recovery, emergency response, data backup and recovery controls, plan testing, and physical safeguards. This development is being done to comply with HIPAA regulations, as referred to in the DHS Strategic Information Resource Management Plan (SIRMP) and described in the DHS HIPAA plans. (Certification form amended)
accomplished: Yes
contract_date: 3/31/2003
amended_date: 9/15/2005
actual_date: 9/15/2005
contract_cost: 247200
amended_cost: 716880
actual_cost: 689533
cost_effective: Specific experience was needed which was not available internally. The call was put out for competitive bid and the best value response was chosen.
amended: Yes
amended_e: Work could not be completed in original timeframe.
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, August 24, 2006 10:55 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 Thursday, August 24, 2006 at 10:54:44

_config: vendeval
project: SUN Support and Training
id_part1: H55
id_part2: 1402
cfms: A63981
vendor: Tech Pro
agency: Human Services Dept
evaluator: Anna Lattu
eval_date: 08/24/2006
email_list: anna.lattu @state.mn.us
purpose: Assist SOS with converting a mission critical application to the SUN plantform to meet billing, patient information and HIPAA requirements. State Operated Services began using SUN technology to support the new patient electronic health record. Current staff did not have the expertise to support the technology. The contractor provided technical support and training to SOS staff. SOS staff now maintain the equipment.
accomplished: Yes
contract_date: 6/30/2006
actual_date: 06/30/2006
contract_cost: 358,880
actual_cost: 332,100
most_effective: SOS was able to have a SUN expert assist in setting up our electronic health record platform and work side by side with SOS staff to provide the training and expertise necessary for a successful implementation, upgrades and on-going support.
amended: No
amended_e: Master Contracts ended on 3/31/06, so another Work Order was put in place for the period 4/1/06 - 6/30/06 reflecting the original contract end date.
terminated: No
engage: Yes
engage_e: Efficient and effective means to complete the work necessary and provide expert, hands on training for employees.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, August 24, 2006 10:43 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 Thursday, August 24, 2006 at 10:42:33

_config: vendeval
project: SUN Support and Training
id_part1: A63
id_part2: 981
vendor: Tech Pro
agency: Human Services Dept
evaluator: Anna Lattu
eval_date: 08/24/2006
email_list: anna.lattu@state.mn.us
purpose: Assist SOS with converting a mission critical application to the SUN plantform to meet billing, patient information and HIPAA requirements. State Operated Services began using SUN technology to support the new patient electronic health record. Current staff did not have the expertise to support the technology. The contractor provided technical support and training to SOS staff. SOS staff now maintain the equipment.
accomplished: Yes
contract_date: 6/30/2006
actual_date: 06/30/2006
contract_cost: 358,880
actual_cost: 332,100
cost_effective: SOS was able to have a SUN expert assist in setting up our electronic health record platform and work side by side with SOS staff to provide the training and expertise necessary for a successful implementation, upgrades and on-going support.
amended: No
amended_e: Master Contracts ended on 3/31/06, so another Work Order was put in place for the period 4/1/06 - 6/30/06 reflecting the original contract end date.
terminated: No
engage: Yes
engage_e: Efficient and effective means to complete the work necessary and provide expert, hands on training for employees.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, August 24, 2006 10:17 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, August 24, 2006 at 10:17:12

_config: vendeval
project: Business Analysis/Requirements Documentation and Feasibility Studyfor the
Expansion of the Social Se
id_part1: H55
id_part2: 1538
cfms: A72933
vendor: MTG Management Consultants
agency: Human Services Dept
evaluator: Gwen Wildermuth
eval_date: 08/24/2006
purpose: Determine whether is was possible, cost-effective and practical to add Chemical
Health, Behavioral Health, Disability
Services and Aging Services case managment the Social Services
Information System (SSIS)whihc is primarily a child welfare informaiton system.
accomplished: Yes
contract_date: 03/07/2005
amended_date: 03/06/2006
actual_date: 06/02/2006
contract_cost: 297,880
actual_cost: 297,880
cost_effective: Determining whether an existing information system can effectively be
expanded to meet DHS requirements can potentially have major cost savings implications
when compared to developing another brand new information system.
amended: Yes
amended_e: It took additional time to coordinate the required invovlement and input of
several DHS divisions to produce aquality product
terminated: No
engage: Yes
engage_e: Excellent staff, ability to organize, seeks to understand the politics of the
situation, easy to work with, can get even resistent staff to work with them and most of
all because they produce a superior product.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, August 23, 2006 12:27 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Mark.Faxvog@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 23, 2006 at 12:26:41

_config: vendeval
project: Database support for mgmt serv
id_part1: 154
id_part2: 1549
cfms: A52218
vendor: Solution Design
agency: Human Services Dept
evaluator: Mark Faxvog
eval_date: 08/23/2006
email_list: mark.faxvog@state.mn.us
purpose: Support of several custom developed MS Access databases to support
telecommunications, information desk, forms supply and facilities operations
accomplished: Yes
accomplished_e: n/a
contract_date: 7/31/2005
actual_date: 7/31/2005
contract_cost: 97500
actual_cost: 97487
cost_effective: This application permitted the agency to maintain effective tracking of
telecommunications equipment and services and to track costs and compare actual costs
charged against the contracted
ates for telecommunications services. It also permitted DHS to more
effectively manage the space utilization of physical office locations.
amended: No
amended_e: n/a
terminated: No
terminated_e: n/a
engage: Yes
engage_e: The work performed was done timely and accurately.
comments: n/a

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, August 23, 2006 11:18 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 Wednesday, August 23, 2006 at 11:17:49

_config: vendeval
project: SOS Remote Access Management
id_part1: 000
id_part2: 1417
cfms: 1417
vendor: Born
agency: Human Services Dept
evaluator: Wayne Dahlen
eval_date: 08/22/2006
purpose: VPN configuration and upgrades, 16 Bed CBHH redesign within our current OET supported network, VLAN local switch optimization SOS system-wide, ACS replacement, Ciscoworks upgrades, RAS/Citrix security Both training and knowledge will be transferred by directly working and consulting with vendor/consultant. Currently we do not have this level of expertise in our department and do not have time to re-train staff to perform these job functions. Project start date was June 14, 2004
accomplished: Yes
contract_date: 03/31/2005
actual_date: 03/31/2005
contract_cost: 80,000
actual_cost: 80,000
most_effective: Currently we do not have this level of expertise in our department and do not have time to re-train staff to perform these job functions. Our goal to train current staff in these critical areas.
amended: No
terminated: No
engage: Yes
engage_e: The did an excellent job in performing project tasks and updating our management with weekly reports. Also knowledge transfers.
comments: none

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, August 23, 2006 11:18 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, August 23, 2006 at 11:17:33

_config: vendeval
project: SOS Remote Access Management
id_part2: 1417
cfms: 1417
vendor: Born
agency: Human Services Dept
evaluator: Wayne Dahlen
eval_date: 08/22/2006
purpose: VPN configuration and upgrades, 16 Bed CBHH redesign within our current OET
supported network, VLAN local switch optimization SOS system-wide, ACS
replacement, Ciscoworks upgrades, RAS/Citrix security Both training and knowledge will be
transferred by directly working and consulting with vendor/consultant. Currently we do
not have this level of expertise in our department and do not have time to re-train staff
to perform these job functions. Project start date was June 14,
2004
accomplished: Yes
contract_date: 03/31/2005
actual_date: 03/31/2005
contract_cost: 80,000
actual_cost: 80,000
most_effective: Currently we do not have this level of expertise in our department and do
not have time to re-train staff to perform these job functions. Our goal to train current
staff in these critical areas.
amended: No
terminated: No
engage: Yes
engage_e: The did an excellent job in performing project tasks and updating our management
with weekly reports. Also knowledge transfers.
comments: none

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, August 22, 2006 4:05 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Mark.Faxvog@state.mn.us;
Mark.Faxvog@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, August 22, 2006 at 16:05:08

_config: vendeval
project: E-Docs Phase 2
id_part1: 146
id_part2: 1466
cfms: A61936
vendor: Ciber Inc
agency: Human Services Dept
evaluator: Mark Faxvog
eval_date: 8/22/2006
email_list: mark.faxvog@state.mn.us
purpose: For the implementation and support of the Liquid Office software application,
specialized software training, and for technical support associated with implementation of
system upgrades.
accomplished: Yes
accomplished_e: n/a
contract_date: 6/30/2004
amended_date: 6/30/2005
actual_date: 6/30/2005
contract_cost: 348,480
amended_cost: 598,480
actual_cost: 562,97
cost_effective: DHS has reduced the cost of distributing paper forms and documents to
clients and business partners by over \$1M annually through the use of this application.
amended: Yes
amended_e: Continuation of application support, training and software upgrade support.
terminated: No
terminated_e: n/a
engage: Yes
engage_e: The contractor has been extremely knowledgeable about the Liquid office software
and the contractor has been very responsive in addressing the needs of DHS in supporting
this application.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, August 22, 2006 4:03 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Mark.Faxvog@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, August 22, 2006 at 16:02:44

_config: vendeval
project: E-Docs Phase 2
id_part2: 1466
cfms: A61936
vendor: Ciber Inc
agency: Human Services Dept
evaluator: Mark Faxvog
eval_date: 8/22/2006
email_list: mark.faxvog@state.mn.us, b
purpose: For the implementation and support of the Liquid Office software application,
specialized software training, and for technical support associated with implementation of
system upgrades.
accomplished: Yes
accomplished_e: n/a
contract_date: 6/30/2004
amended_date: 6/30/2005
actual_date: 6/30/2005
contract_cost: 348,480
amended_cost: 598,480
actual_cost: 562,97
cost_effective: DHS has reduced the cost of distributing paper forms and documents to
clients and business partners by over \$1M annually through the use of this application.
amended: Yes
amended_e: Continuation of application support, training and software upgrade support.
terminated: No
terminated_e: n/a
engage: Yes
engage_e: The contractor has been extremely knowledgeable about the Liquid office software
and the contractor has been very responsive in addressing the needs of DHS in supporting
this application.

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 Human Services | | |
| Contractor Name: Institute of Applied Research | | CFMS Contract Number: A52907 |
| Project Name (if applicable): Market Rate Survey | Project Number (if applicable): | Project Duration (Dates): October 1, 2002 through June 30, 2006 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The goal of this contract was to conduct an analysis of the county level child care provider rate data gathered by the Minnesota Child Care Resource & Referral Network. The analysis provided annually:</p> <ul style="list-style-type: none">A. Information on the rates charged by providers;B. Information on the absence policies of providers;C. Summary information at the geographic level of analysis for each type of rate structure; andD. Recommendations for improving the approach to gathering and analyzing rate survey data. <p>It was necessary to enter into a contract for this work to provide the state with efficient technical assistance and analysis during the 4-7 months of the rate survey process each year. See following section on cost effectiveness for more detail.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$215,000 | Source of Funding: Federal Child Care Development Funds |
| <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 does not have the internal resources to produce this level of work efficiently. The complex set of skills needed at different points in the survey process were not required year round during the period of this contract (for example – survey design including web-based surveys, on-line database management, design of sampling frames and designing software for analysis).</p> <p>The consulting firm selected has experience with the rate survey process in Kansas and Illinois. That firm has 20 years experience in providing technical assistance and conducting research and data analyses for state governments, and has worked with other states on setting rates for child care assistance programs. The firm is a multi-faceted organization that provides both a wide set of research and technical assistance services and provides them in a broad range of public policy and program areas.</p> <p>Their expertise includes quantitative and qualitative research methods and programming across large data sets. Professional staff include statisticians, Master of Science in Finance as well as Ph.D's in sociology and psychology.</p> | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A | | |
| <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 this contractor over the period of this contract was exemplary. Complex requests were met with questions so intent could be clearly understood prior to programming changes. Increasing levels of detail were requested in each year and responses were timely, clear and concise. As legislative requests increased in frequency and detail, staff worked diligently to provide needed information. Post submission of information, staff continued to review data to confirm it was accurate. Clarifying information was sent immediately as needed. Each year the contractor met the terms of the contract.</p> | | |
| Agency Head Signature:  | Title: Financial Policy Consultant | Date: 7/27/06 |

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, July 25, 2006 2:02 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, July 25, 2006 at 14:02:24

_config: vendeval
project: Remote Field Data Collection Project
id_part1: H55
id_part2: 1446
cfms: A65528
vendor: ContentData, Inc.
agency: Human Services Dept
evaluator: Larry Jensen
eval_date: 07/25/2006
purpose: Develop an automated system to collect review data of CD Health Division
licensees and import the data into the Licensing Information System. This project
included the use of hand held Personal Digital Assistant devices. There was no expertise
available at DHS to do the programming necessary to achieve the project
objectives.
accomplished: Yes
contract_date: 01/3/2005
amended_date: 02/11/2005
actual_date: 03/31/2006
contract_cost: 48,000
amended_cost: 69,500
actual_cost: 117,500
most_effective: There was no one with skill set to program the application on the Personal
Digital Assistant hand held device.
amended: Yes
amended_e: The discovery phase of the project identified a number of additional
requirements not foreseen.
terminated: No
engage: Yes
engage_e: They performed the tasks required and beyond.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, June 23, 2006 2:57 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us; Larry.Woods@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 23, 2006 at 14:56:52

_config: vendeval
project: Health Care Automation Project Manager (HealthMatch Project Manager)
id_part1: h55
id_part2: 837
vendor: Data Solutions
agency: Human Services Dept
evaluator: Linda Davis-Johnson
eval_date: 06/23/2006
email_list: larry.woods@state.mn.us
purpose: DHS is developing the HealthMatch system to automate the eligibility determination process for Minnesota Health Care Programs (MHCP) HealthMatch will simplify the labor-intensive nature of current processes, improve client access to services, and meet specific federal and state mandates. The HealthMatch Project Manager leads the project's business and technical development and implementation efforts, coordinating efforts between Albion, the development firm contracted to jointly build the system, and DHS staff.
accomplished: Yes
accomplished_e: The project is still under development. Scope has been amended several times, and the timeline has been pushed out accordingly
contract_date: 12/31/2005
amended_date: 1/30/2007
cost_effective: The project is not yet complete. Through her experience managing other similar large-scale web projects, this contractor has helped to ensure that the Department only accepts deliverables from the vendor that meet the agency's requirements and quality standards. She has implemented many processes to improve efficiencies in the project.
amended: Yes
amended_e: Additional time has been required per scope changes.
terminated: No
engage: Yes
engage_e: The individual provided by this vendor firm is extremely competent. Because she is not aligned with the vendor firm, she is able to make recommendations that are in the best interest of the people of Minnesota. Her ability to serve as an advocate for the Department has helped move the project forward in an effective, productive manner.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, June 01, 2006 3:04 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form
Human Services Dept.

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 01, 2006 at 15:03:48

_config: vendeval
project: Pharmacy Management Information System Development
id_part1: H55
id_part2: 1522
cfms: ?
vendor: Mediware (A73693)
evaluator: Cynthia Kern
eval_date: 06/01/2006
purpose: The purpose of the contract was to replace the outdated and failing pharmacy computer software at St. Peter Regional Treatment Center. The new system would improve patient safety standards and clinical communication, provide better inventory and formulary controls, and help to control costs.
accomplished: Yes
contract_date: 03/21/2006
actual_date: 03/21/2006
contract_cost: 127,000
actual_cost: 127,000
cost_effective: Workflow and workloads can be tracked and adjusted for improvement. Pharmacy inventory is under greater economic control. Medication formulary is controlled for cost effectiveness and efficacy in treatment.
amended: No
terminated: No
engage: Yes
engage_e: Mediware worked very closely with us during the whole length of the project and provided excellent training from beginning to end.
The Mediware project manager spent the entire week with us during the go-live week, working long hours with us, as well as being here other times prior to going live. He made himself available for contact on almost a daily basis throughout this year long project, and was extremely knowledgeable about the product, implementation, and every aspect of pharmacy systems. Mediware continues to provide us with ongoing support since implementation was completed.
comments: The Mediware staff that were involved with this project did an excellent job. They were highly committed dedicated to the project and to our staff in every way. The product, itself, is well worth the money spent.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, June 01, 2006 3:06 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 Thursday, June 01, 2006 at 15:06:12

_config: vendeval
project: Pharmacy Management Information System Development
id_part1: H55
id_part2: 1522
cfms: ?
vendor: Mediware (A73693)
agency: Human Services Dept
evaluator: Cynthia Kern
eval_date: 06/01/2006
purpose: The purpose of the contract was to replace the outdated and failing pharmacy computer software at St. Peter Regional Treatment Center. The new system would improve patient safety standards and clinical communication, provide better inventory and formulary controls, and help to control costs.
accomplished: Yes
contract_date: 03/21/2006
actual_date: 03/21/2006
contract_cost: 127,000
actual_cost: 127,000
cost_effective: Workflow and workloads can be tracked and adjusted for improvement. Pharmacy inventory is under greater economic control. Medication formulary is controlled for cost effectiveness and efficacy in treatment.
mended: No
terminated: No
engage: Yes
engage_e: Mediware worked very closely with us during the whole length of the project and provided excellent training from beginning to end. The Mediware project manager spent the entire week with us during the go-live week, working long hours with us, as well as being here other times prior to going live. He made himself available for contact on almost a daily basis throughout this year long project, and was extremely knowledgeable about the product, implementation, and every aspect of pharmacy systems. Mediware continues to provide us with ongoing support since implementation was completed.
comments: The Mediware staff that were involved with this project did an excellent job. They were highly committed and dedicated to the project and to our staff in every way. The product, itself, is well worth the money spent.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, May 23, 2006 11:32 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us; Beth.Holmgren@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 23, 2006 at 11:31:46

_config: vendeval
project: Documentation of SSIS Business Continuation/Disaster #79
id_part1: H55
id_part2: 1489
cfms: A69101
vendor: SDK Software Inc.
agency: Human Services Dept
evaluator: Beth Holmgren
eval_date: 05/23/2006
email_list: beth.holmgren@state.mn.us
purpose: Services to complete the analysis and final information-gathering for the Social Services Information System (SSIS) Business Continuation/Disaster Recovery Plan and to prepare the final documentation of the Plan for the Department of Human Services and county and federal stakeholders. The result of this engagement will be a comprehensive, written Business Continuation/Disaster Recovery Plan for SSIS at the state and county levels. The plan will include: Documentation of disaster recovery and business continuation process for centralized state functions. Organization and archive of individual county SSIS business continuation plans. Documentation of procedures for warm site maintenance and activation for centralized state functions. Documentation of procedures for mobile recovery unit to be deployed to county disasters. Consulting assistance was needed to complete portions of the plan that deal with areas of expertise not currently held by state staff and to write the final plan.
accomplished: Yes
contract_date: 01/31/2005
amended_date: 04/30/2005
actual_date: 03/15/2005
contract_cost: \$36,000
amended_cost: \$69,000
actual_cost: \$47,760.00
cost_effective: Staff resources were not available in the necessary time frame to complete and document the plan, which was needed for federal certification.
amended: Yes
amended_e: It was necessary to extend the time to complete the work.
terminated: No
engage: No
engage_e: The individual contractor needed too much hands-on supervision and direction.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, May 09, 2006 7:56 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Amy.Hinz@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 07:55:34

_config: vendeval
project: Training on the Oblix Product
id_part1: H55
id_part2: 1702
cfms: A86245
vendor: Mythics Inc
agency: Human Services Dept
evaluator: Mary Arvesen
eval_date: 05/09/2006
email_list: amy.hinz@state.mn.us
purpose: Provide in-depth training classes on the Oblix product, specifically on
configuring the COREid Identity Systems and Configuring the COREid Access Syste
accomplished: Yes
contract_date: 04/08/2006
actual_date: 04/08/2006
contract_cost: 26400
actual_cost: 26400
cost_effective: Training on the Oblix identity management products was necessary inorder
to implement the DHS solution for identity management. Without the training staff were
trying to figure out how to deploy the products, plus use it. This was very inefficient.
No inhouse resources existed to do the training.
mended: No
terminated: No
engage: Yes
engage_e: The training was done well.
comments: The accommodations for the training were not very good.
Students were required to share a workstation and the instructor had difficulty with the
software on atleast one of the machines.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, May 08, 2006 9:58 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Amy.Hinz@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 08, 2006 at 09:58:00

_config: vendeval
project: Shared Master Index and Common Access Protocols-DHS#41
id_part1: h55
id_part2: 1149
cfms: A47938
vendor: Analyst International
agency: Human Services Dept
evaluator: Amy Hinz
eval_date: 05/08/2006
email_list: amy.hinz@state.mn.us
purpose: Provide a Web application specialist to design and implement a Web-based system that supports the development of a Sharded Master Index of clients and the integration of that index with each of the major systems at DHS.
accomplished: Yes
contract_date: 04/30/2005
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: 238360
amended_cost: 267860
actual_cost: 203181.25
cost_effective: Specific experience was needed which was not available internally. The
all was put out for competitive bid and the best value response was chosen.
amended: Yes
amended_e: Work could not be completed in original timeframe.
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, May 01, 2006 3:28 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 Monday, May 01, 2006 at 15:28:25

_config: vendeval
project: Data Warehouse/Executive Information System Support #82
id_part1: H55
id_part2: 1505
cfms: A69735
vendor: Baker IT, Inc.
agency: Human Services Dept
evaluator: Peter Fischer
eval_date: 05/01/2006
purpose: Migrate / Copy complex, integrated applications from development server to separate development and production environments.
Supply unique and specialized needs around Teradata and Data Warehouse. Provide intermittent high-level support for knowledge transfer of system administration methods to state staff. Provided for unique, specialized, high-level needs, on a scheduled, and as needed (intermittent) basis for the Data Warehouse, reporting systems, and Operational Data Store, all critical to DHS' work.
accomplished: Yes
contract_date: 10/25/2004
actual_date: 03/31/2006
contract_cost: 81800
actual_cost: 2757
cost_effective: The two staff persons from Baker IT provided unique, specialized, high-level services and work product. They worked very well in conjunction with DHS staff. This on-call high-level technical planning and problem resolution greatly leveraged DHS staff's skills:
this avoided DHS costs for hiring additional staff. It also meant that planning and problem solutions were more likely to be successful. DHS staff were able to buffer up our questions, topics, and needs, and then schedule Baker IT staff: and Baker IT was flexible with their scheduling: this was a real cost saver and kept the Actual Cost low.
amended: No
terminated: No
engage: Yes
engage_e: The two staff persons from Baker IT were knowledgeable and easy to work with. They were flexible with their scheduling. They were also flexible as new topics were raised, and they answered these items well.
comments: DHS's needs were mostly in the area of SQL Server administration, IIS, ASP, ASP-db and scripting languages. The above comments reflect these areas: other than on one occasion we didn't utilize Baker IT's Teradata skillsets.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, April 12, 2006 4:36 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 Wednesday, April 12, 2006 at 16:35:36

_config: ot/vendeval2
project: Crystal Enterprise Technical Design
id_part1: H55
id_part2: 1617
cfms: A78600
vendor: The Woodburn Group
agency: Human Services Dept
evaluator: Nina Terhaar and Duane Linn
eval_date: 04/12/2006
purpose: DHS needed help designing the technical architecture for secure web-based deployment of reporting using Crystal Enterprise and Crystal Reports. DHS did not have that expertise within the agency and so decided to contract with a vendor to deliver an architecture plan.
accomplished: Yes
contract_date: 10/15/2005
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: \$8500
amended_cost: n/a
actual_cost: \$8500
cost_effective: Hiring a contractor for this temporary design project was much more cost-effective than hiring a new staff member with specific Crystal Enterprise architectural design skills.
amended: Yes
amended_e: DHS was unable to complete the installation of servers necessary for the installation and configuration of Crystal/Business Objects Enterprise due to the move from building 444 to the new Andersen building in the fall of 2005. Operations did not have enough personnel to support both the building move and the Crystal implementation simultaneously, so the Crystal project was put on hold.
terminated: No
engage: Yes
engage_e: The Woodburn Group is a certified business and training partner of Business Objects, the manufacturer of Crystal Reports and Business Objects Enterprise, our current primary web-based reporting solution at DHS. This contractor is therefore very knowledgeable of the capabilities and limitations of these products.
comments: The Woodburn Group was very attentive to the needs of DHS for a flexible web-based delivery system; they were also willing to adjust their final deliverable document a number of times to reflect ongoing changes in our reporting requirements.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, April 07, 2006 3:50 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Amy.Hinz@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 07, 2006 at 15:49:47

_config: ot/vendeval2
project: Help Desk Installation
id_part1: H55
id_part2: 1495
cfms: 74295
vendor: Network Associates/BMC Software
agency: Human Services Dept
evaluator: Dave Henschell
eval_date: 04/07/2006
email_list: amy.hinz@state.mn.us
purpose: Configure and install and provide training for Magic
Solution's Total Service Desk Solution
accomplished: Yes
contract_date: 02/28/2005
amended_date: 06/30/2005
actual_date: 6/30/2005
contract_cost: 44100
actual_cost: 44100
cost_effective: This was a cost effective way enable the agency to better and more
efficiently provide services. The vendor had installation and implementation knowledge
that was unavailable from other sources; both external and internal. We also received
great training at both the administrative and the end user level. We took the opportunity
to train the trainer so that the benefit is ongoing.
amended: Yes
amended_e: The contract was amended because we had to change the implementation dates to
work a schedule that was mutually acceptable
terminated: No
engage: Yes
engage_e: The objectives were met as to the tasks at hand
comments: original CFMS # was A68283, but the vendor file was purged so the old contract
number had to be cancelled and replaced with A74295.

Jake Carson

From: Steve.Gustafson@state.mn.us
It: Friday, April 07, 2006 3:37 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Amy.Hinz@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 07, 2006 at 15:37:22

_config: ot/vendeval2
project: DHS Website Architecture Evaluation #86
id_part1: h55
id_part2: 1528
cfms: A72134
vendor: CSC Consulting
agency: Human Services Dept
evaluator: Tom Albrecht
eval_date: 04/07/2006
email_list: amy.hinz@state.mn.us
purpose: DHS is in need of a consultant to perform a "top-to-bottom"
evaluation of the agency's entire world-wide Web Internet infrastructure, staff,
development environment, operating processes, policies, current applications, and fault
experiences in order to identify necessary modifications and improvements.
accomplished: Yes
contract_date: 05/31/2005
amended_date: 06/30/2005
actual_date: 6/30/2005
contract_cost: 76800
amended_cost: 131040
actual_cost: 104960
bst_effective: There were no state staff available to complete this work. The call was
put out for competitive bid and the best value response was chosen.
amended: Yes
amended_e: work could not be completed in original timeframe
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, April 07, 2006 3:33 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Amy.Hinz@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 07, 2006 at 15:32:51

_config: ot/vendeval2
project: System Architect/Web Applications Specialist #61
id_part1: h55
id_part2: 1311
cfms: A54555
vendor: Macro Group
agency: Human Services Dept
evaluator: Tom Albrecht
eval_date: 04/07/2006
email_list: amy.hinz@state.mn.us
purpose: The Department of Human Services, User Application Services Division, is in need of an individual to modify the ezGOV online credit card system to accept payment of specific MAPS invoices. The work of delivering protected health information on the Internet within specific DHS applications continues to be needed. There are unfinished designs that need system configuration, data definition and validation. It has been stated previously that the HIPAA mandate requires that DHS have the proper security policies in place to protect client information.
The work being done by this contractor is essential to completing the policies for the ongoing implementation of the HIPAA. The Department of Human Services, Web Services, is in need of an Intranet/Extranet application architect to develop and work on several Web applications being developed by the DHS business units to facilitate our continued efforts in electronic government services. This person needs to create applications which store and search data residing in SQL Server 2000. Further, this person must be able to securely integrate these Web enabled business applications and the resulting transactions within the trusted and/or semi-trusted network zones established within DHS for internal, external, and public access.
accomplished: Yes
contract_date: 6/30/2005
actual_date: 6/30/2005
contract_cost: 382800
actual_cost: 203995
cost_effective: There were no state staff available to complete this work. The call was put out for competitive bid and the best value response was chosen.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, April 07, 2006 3:29 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Amy.Hinz@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 07, 2006 at 15:29:04

_config: ot/vendeval2
project: Firewall Change Management-Security Operations #84
id_part1: h55
id_part2: 1518
cfms: A71242
vendor: FishNet Security
agency: Human Services Dept
evaluator: Sheri Elston
eval_date: 04/07/2006
email_list: amy.hinz@state.mn.us
purpose: DHS is in need of a consultant to analyze their current firewall rulesets, the associated business needs, identify rules that are no longer associated with existing systems and devise appropriate streamlined rulesets to meet the agencies current and future needs.
The rulesets will be exported and provided to the contractor for analysis. Firewall ruleset analysis will be done within a multi-platformed, multi-zoned environment. The contractor will not have hands-on access to the firewalls themselves, but will have access to the exported rules, configuration information, and subject matter experts. This consultant will create documentation of analysis, findings, and any proposed changes. Part of the analysis will also include recommendations for manual and automated procedures to verify and audit the firewall configuration.
accomplished: Yes
contract_date: 6/30/2005
actual_date: 6/30/2005
contract_cost: 164,560.00
actual_cost: 140,580.00
cost_effective: There were no state staff available to complete this work. The call was put out for competitive bid and the best value response was chosen.
amended: No
terminated: No
engage: Yes

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Thursday, March 23, 2006 12:36 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, March 23, 2006 at 12:35:34

_config: ot/vendeval2
project: Design Tools for Quality Assessment in HCBS: Constructing a Data Mart
id_part1: H55
id_part2: 1383
cfms: A61726
vendor: MTG Management Consultants Ltd
agency: Human Services Dept
evaluator: Jolene Kohn
eval_date: 03/20/2006
purpose: The contract was issued to help develop business requirements and other specifications for an integrated data mart, including requirements related to enhancement of Vulnerable Adult reporting, for use in quality assessment, management and improvement in home and community-based programs and services. The Department's ability to provide evidence-based assurances as required under federal and state law is limited by the lack of comprehensive and accessible data related to HCBS consumers, their quality of care and life, incidence management, and systems quality improvement. The project sought to improve access to data existing in a wide variety of sources and creating "new" data, all to be housed within the data mart. The Department considered using internal staff, but internal staff did not have the product or technical experience needed to conduct all needed systems analysis and develop all needed technical products.
accomplished: Yes
contract_date: 12/31/2004
amended_date: 09/30/2005
actual_date: 09/30/2005
contract_cost: 150,250.00
amended_cost: 150,250.00
actual_cost: 150,250.00
cost_effective: The Department received an extensive set of deliverables under this contract, including assessment of other state's business solutions, an extremely detailed functional requirements document and alternatives analysis that allowed managers to support the recommended solution and move forward. The Department's ability to base program and service redesign on data rather than anecdotal information will help target improvements in HCBS, target agency resources to "proven" areas in need of remediation, and ensure continuing federal compliance as CMS moves to an evidence-based quality assurance protocol.
amended: Yes
amended_e: Extended work end date only to accommodate need to coordinate with other technology projects undertaken after work began, specifically the statewide SSIS feasibility study examining the application of SSIS to all adult services.
terminated: No
engage: Yes
engage_e: Excellent facilitation skills, broad background in public sector business process and requirements analysis, flexible in work scheduling, and better-than-average writing skill as reflected in written deliverables.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, March 14, 2006 4:26 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Khaeng.Sinakhone@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 16:25:57

_config: ot/vendeval2
project: Refugee Database Services
id_part1: H55
id_part2: 1514
cfms: F573-G84
vendor: International Professional Consultancy Services
agency: Human Services Dept
evaluator: Khaeng Sinakhone
eval_date: 03/14/2006
email_list: khaeng.sinakhone@state.mn.us
purpose: The purpose was for the consultant to work on the Refugee Database so that it meets the Resettlement Program Office's (RPO) programming and reporting needs. Since RPO is a federal funding recipients, it must comply with federal office programming and reporting requirement.
accomplished: Yes
contract_date: 10/1/2004
actual_date: 10/01/2004
contract_cost: \$25,000
actual_cost: \$24,990
cost_effective: It was cost effective to enter into a contract as there was no expertise available within DHS to work on this project. If DSH were to train a DHS staff to this level of knowledge, it would be very time consuming (years) and very costly. At the end of the training the staff may leave DHS for a better pay in the private sector.
amended: No
terminated: No
engage: Yes
engage_e: It was a very cost effective contract as DHS got more than what it paid for in terms of the consultant's high level of knowledge in all the required areas and more, experience, reliability.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, March 14, 2006 2:07 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 14:06:56

_config: ot/vendeval2
project: Develop Financial reports using SQL/Stored Procedures and Crystal Enterprise
id_part1: H55
id_part2: 1493
cfms: Unknown
vendor: Born Information Services
agency: Human Services Dept
evaluator: Anna Lattu
eval_date: 03/17/2006
purpose: Upgraded reports are necessary to comply with HIPAA and JCAHO with the upgrade of
SOS billing software. The financial reports are necessary for SOS to conduct business and
meet the Federal and State reporting requirements. SOS did not have qualified staff to
complete the reports in the time frame necessary.
accomplished: Yes
contract_date: 12/31/2004
actual_date: 12/31/2005
contract_cost: 25000
actual_cost: 24930
cost_effective: Reports were developed to meet the specifications in a
timely manner. State staff could not have been hired or trained with
in the time frame.
needed: No
terminated: No
engage: Yes

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, March 14, 2006 2:05 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 14:05:20

_config: ot/vendeval2
project: Develop Financial reports using SQL/Stored Procedures and Crystal Enterprise
id_part1: H55
id_part2: 1493
vendor: Born Information Services
agency: Human Services Dept
evaluator: Anna Lattu
eval_date: 03/17/2006
purpose: Upgraded reports are necessary to comply with HIPAA and JCAHO with the upgrade of
SOS billing software. The financial reports are necessary for SOS to conduct business and
meet the Federal and State reporting requirements. SOS did not have qualified staff to
complete the reports in the time frame necessary.
accomplished: Yes
contract_date: 12/31/2004
actual_date: 12/31/2005
contract_cost: 25000
actual_cost: 25000
cost_effective: Reports were developed to meet the specifications in a
timely manner. State staff could not have been hired or trained with
in the time frame.
amended: No
terminated: No
engage: Yes

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, February 01, 2006 3:50 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Khaeng.Sinakhone@state.mn.us;
Khaeng.Sinakhone@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, February 01, 2006 at 15:50:03

_config: ot/vendeval2
project: Refugee Database Services
id_part1: H55
id_part2: 1514
cfms: A69042
vendor: International Professional Consultancy Services
agency: Human Services Dept
evaluator: Khaeng Sinakhone
eval date: 02/01/2005
email_list: khaeng.sinakhone@state.mn.us
purpose: a Database professional was needed for the Refugee Database System so that the Resettlement Program Office (in DHS) complies with the federal Office of Refugee Resettlement's (ORR) programming and reporting requirements. No in-house DHS database expert was available to take on the project.
accomplished: Yes
contract_date: 07/31/2005
actual_date: 07/31/2005
contract_cost: \$25,000
actual_cost: \$25,000
cost_effective: No in-house DHS staff was available to work on this project. Contracting it out was the fastest route and most effective for the Resettlement Program Office to respond to the federal funding office's reporting requirements. It would have taken years at a minimum to train a staff to acquire this level of skills.
amended: No
terminated: No
engage: Yes
engage_e: This contract was cost effective given high level of skills required of the consultant for the complexity of the project. Training an in-house DHS staff would have required years of time and large amount of money to achieve the level of skills of the consultant. At the end the staff may leave DHS after all the investment.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
ent: Wednesday, February 01, 2006 3:10 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Khaeng.Sinakhone@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, February 01, 2006 at 15:09:48

_config: ot/vendeval2
project: Refugee Database Services
id_part1: H55
id_part2: 1514
vendor: International Professional Consultancy Services
agency: Human Services Dept
evaluator: Khaeng Sinakhone
eval_date: 02/01/2005
email_list: khaeng.sinakhone@state.mn.us
purpose: a Database professional was needed for the Refugee Database System so that the Resettlement Program Office (in DHS) complies with the federal Office of Refugee Resettlement's (ORR) programming and reporting requirements. No in-house DHS database expert was available to take on the project.
accomplished: Yes
contract_date: 07/31/2005
actual_date: 07/31/2005
contract_cost: \$25,000
actual_cost: \$25,000
cost_effective: No in-house DHS staff was available to work on this project. Contracting it out was the fastest route and most effective for the Resettlement Program Office to respond to the federal funding office's reporting requirements. It would have taken years at a minimum to train a staff to aquire this level of skills.
amended: No
terminated: No
engage: Yes
engage_e: The contractor staff assigned to the project was very capable, efficient, reliable and responsive in providing services.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Monday, January 30, 2006 3:34 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 Monday, January 30, 2006 at 15:33:59

_config: ot/vendeval2
project: Leadership for Change Agents Course
id_part1: H55
id_part2: 1680
cfms: XXXX
vendor: Advanced Strategies
agency: Human Services Dept
evaluator: Tyrone Spratt
eval_date: 01/30/2006
purpose: vide the Leadership for Change Agents Course to DHS employees.
accomplished: Yes
contract_date: 09/13/2005
actual_date: 09/13/2005
contract_cost: 5000
actual_cost: 5000
cost_effective: It provided tips and techniques for project managers to
provide leadership in a host of IT related projects. In particular, a
process called stakeholder analysis was used in a joint DHS and OET
process improve,emt project.
amended: No
terminated: No
engage: Yes
engage_e: Advanced Strategies is an excellent vendor becuase they
understand government (no converting topics from industry to
government) and their techniques and processes are common sense and
easy to understand!

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Monday, January 30, 2006 3:29 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 Monday, January 30, 2006 at 15:28:29

_config: ot/vendeval2
project: FileNet Technical Design and Implementation Analyst
id_part1: H55
id_part2: 1429
cfms: XXXX
vendor: Baker IT
agency: Human Services Dept
evaluator: Tyrone Spratt
eval_date: 01/30/2006
purpose: The nature of this contract is to assist DHS in implementing FileNet as an Electronic Document Management System (EDMS) in preparation of DHS moving to a new campus fall 2005. The DHS Enterprise EDMS, FileNet, currently supports over 200 users. Expansion to another 20 business units and several hundred additional users is planned over the next two years, prior to DHS consolidation into 2 campuses. This position will provide technical planning design and implementation of EDMS including, but not be limited to, technical solution design, application development, testing oversight, and implementation management, using a customized suite of EDMS products for up to an additional 25 DHS business units.
accomplished: Yes
contract_date: 11/04/2005
amended_date: 11/30/2005
actual_date: 11/30/2005
contract_cost: 305280
actual_cost: 305280
cost_effective: The contract helped to minimize physical paper storage needs at the new DHS Elmer Andersen facility and thus avoided rent and/or off-site storage costs.
amended: Yes
amended_e: Just to use hours that were made available because of vacations
terminated: No
engage: Yes
engage_e: Very professional and our FileNet corporate partners commented that he is the best they have ever worked with. High praise from those who should know.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Monday, January 30, 2006 3:28 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 Monday, January 30, 2006 at 15:28:02

_config: ot/vendeval2
project: FileNet Technical Design and Implementation Analyst
id_part1: H55
id_part2: 1429
vendor: Baker IT
agency: Human Services Dept
evaluator: Tyrone Spratt
eval_date: 01/30/2006
purpose: The nature of this contract is to assist DHS in implementing FileNet as an Electronic Document Management System (EDMS) in preparation of DHS moving to a new campus fall 2005. The DHS Enterprise EDMS, FileNet, currently supports over 200 users. Expansion to another 20 business units and several hundred additional users is planned over the next two years, prior to DHS consolidation into 2 campuses. This position will provide technical planning design and implementation of EDMS including, but not be limited to, technical solution design, application development, testing oversight, and implementation management, using a customized suite of EDMS products for up to an additional 25 DHS business units.
accomplished: Yes
contract_date: 11/04/2005
amended_date: 11/30/2005
actual_date: 11/30/2005
contract_cost: 305280
actual_cost: 305280
cost_effective: The contract helped to minimize physical paper storage needs at the new DHS Elmer Andersen facility and thus avoided rent and/or off-site storage costs.
amended: Yes
amended_e: Just to use hours that were made available because of vacations
terminated: No
engage: Yes
engage_e: Very professional and our FileNet corporate partners commented that he is the best they have ever worked with. High praise from those who should know.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Monday, January 30, 2006 3:45 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Paul.forman@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, January 30, 2006 at 15:45:26

_config: ot/vendeval2
project: DHS Business Process Modeling Training
id_part1: H55
id_part2: 1569
cfms: XXXX
vendor: Advanced Strategies
agency: Human Services Dept
evaluator: Tyrone Spratt
eval_date: 01/30/2006
email_list: Paul.forman@state.mn.us
purpose: Provide the Department with instruction in establishing and
using Business Modeling Process and associated tools.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: 17500
actual_cost: 17500
cost_effective: This course allowed DHS to train 15 staff person in
BPM. To date 7 of this staff are using BPM as part of their daily
work. The investment in our staff is paying off in better
understanding and document our business processes and examining them
for improvement opportunities.
amended: No
terminated: No
engage: Yes
engage_e: Advanced Strategies has a very good tool for analyzing
business proceeses and really understands DHS' desire to learn it for
ourselves and not need Advanced Straties in teh future.

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.

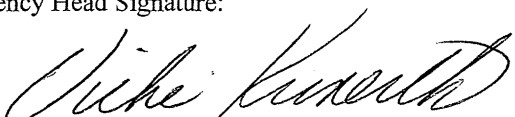
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|--|--|--|
| Agency: Minnesota Department of Human Services – Performance Measurement & Quality Improvement | | |
| Contractor Name: University of Minnesota – Office of Sponsored Projects Administration | | CFMS Contract Number: A60630 |
| Project Name: Estimating the Need for Treatment for Substance Abuse Among Adults in Minnesota | Project Number (if applicable): N/A | Project Duration (Dates): June 07, 2004 to October 30, 2005 |
| <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 secure professional and technical services to conduct a survey of non-institutionalized adults over the age of 17 in Minnesota and calculate the need for treatment for misuse of alcohol and other drugs in the entire state and within subpopulations defined by region, age, race/ethnicity and gender. It was necessary to enter into this contract in order to fulfill state and federal requirements. Under Minnesota Statutes, section 254A.03, Subdivision 1, paragraph (d) requires the Chemical Health Division (CHD) to "gather facts and information about alcoholism and other drug dependency and abuse.... [and] disseminate facts and summary information about alcohol and other drug abuse dependency problems to public and private agencies, local governments, local and regional planning agencies, and the courts for guidance to and assistance in prevention, treatment, and rehabilitation." In addition, the results of the survey were needed by the State for its federal Substance Abuse Prevention and Treatment (SAPT) Block Grant application.</p> | | |
| Billable Hours (if applicable): N/A | Total Contract Amount: \$799,976.00 | Source of Funding: State – Fund 200 |
| <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 amount of this contract was determined by DHS'S Request for Proposals competitive process. The proposal evaluation process determined that the University of Minnesota proposal offered the "best value".</p> | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A | | |
| <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 timeliness, quality, cost, and overall performance in meeting the terms and objectives of this contract were satisfactory.</p> | | |
| Agency Head Signature:  | Title: Director, PMQI | Date: 1-17-06 |

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: Minnesota Department of Human Services – Performance Measurement & Quality Improvement | | |
| Contractor Name: MetaStar, Inc. | | CFMS Contract Number: A68381 |
| Project Name (if applicable): 2004 Performance Measurement Project | Project Number (if applicable): N/A | Project Duration (Dates): September 27, 2004 to December 30, 2005 |
| <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 secure professional and technical services to assist DHS in the design, development and establishment of written policies and procedures to produce annual performance measurements based upon Health Plan Employer Data and Information Set (HEDIS®) technical specifications. It was necessary to enter into a contract in order to fulfill the federal managed care regulations [42 CFR 438.240 (C) and 438.358 (b) (2)] which require annual production and validation of performance measures to assess disparities in health care. The result of this contract was the production of two reports: 1) 2004 Performance Measures Project Report; and 2) 2004 Performance Measures Validation Report</p> | | |
| Billable Hours (if applicable): N/A | Total Contract Amount: \$99,696.00 | Source of Funding: Federal 73% and State 27% |
| <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 amount of this contract was determined by DHS'S Request for Proposals competitive process. The proposal evaluation process determined that the MetaStar, Inc. proposal offered the "best value" and was the lowest bid.</p> | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A | | |
| <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 timeliness, quality, cost, and overall performance in meeting the terms and objectives of this contract were satisfactory.</p> | | |
| Agency Head Signature:  | Title: Director, PMQI | Date: 1-11-08 |

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.

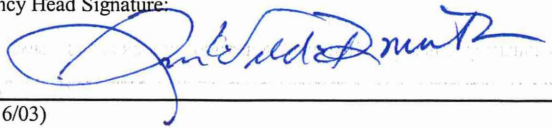
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

| | | |
|---|--|---|
| Agency: Minnesota Department of Human Services – Performance Measurement & Quality Improvement | | |
| Contractor Name: The Myers Group | | CFMS Contract Number: A75567 |
| Project Name (if applicable): Medicaid and MinnesotaCare Satisfaction Survey | Project Number (if applicable): N/A | Project Duration (Dates): June 01, 2005 to November 30, 2005 |
| <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 secure professional and technical services to plan and conduct an independent consumer satisfaction survey utilizing the Consumer Assessment of Health Plan Study (CAHPS) 3.0 Medicaid survey instrument. The purpose of the survey was to assess the Prepaid Medical Assistance (PMAP), MinnesotaCare, Minnesota Senior Health Options (MSHO) and MinnesotaCare Limited Benefit Set enrollees' quality of health care services provided by contracted managed care organizations (MCO). It was necessary to enter into a professional and technical services contract in order to assure compliance with federal and state regulations and requirements. Federal regulation, 42 CFR 417.479, requires DHS to conduct an annual enrollee satisfaction survey to address the quality of health care services provided by contracted MCO. DHS is also required to conduct a consumer satisfaction survey under MinnesotaCare Health Care Reform Waiver: Prepaid Medical Assistance Project Plus Demonstration Project-Operational Protocol, Section 10, with the Centers for Medicare and Medicaid Services (CMS).</p> | | |
| Billable Hours (if applicable): N/A | Total Contract Amount: \$195,702.00 | Source of Funding: Federal 73% and State 27% |
| <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 amount of this contract was determined by DHS'S Request for Proposals competitive process. The proposal evaluation process determined that The Myers Group proposal offered the "best value" and was the lowest bid.</p> | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A | | |
| <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 timeliness, quality, cost, and overall performance in meeting the terms and objectives of this contract were very satisfactory.</p> | | |
| Agency Head Signature:  | Title: Director, PMQI | Date: 12-20-05 |

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: Department of Human Services – SSIS Division | | |
| Contractor Name: Computer Systems Support, LLC (CSS) | | CFMS Contract Number: A26779 |
| Project Name (if applicable): | Project Number (if applicable): | Project Duration (Dates): |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: CSIS is a DHS maintained computer application to meet state and federal reporting requirements as well as providing local reporting options to counties. There was not state staff available to meet the on-going programming and maintenance needs of this application. | | |
| Billable Hours (if applicable): | Total Contract Amount: \$1,679,912.22 | Source of Funding: S509, S510, M119, H414, B454, B440, C210, A348, C340 |
| Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Being a time and materials contract, limited lifecycle of the application, and with the consideration of the lack of internal state staff this was a cost effective means to program and maintain the CSIS application. Priorities and tasks were assigned by the CSIS Contract Manager with consideration to implementation deadlines as well as funding availability. | | |
| 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: CSS fully met my expectations for meeting the needs of DHS and the counties with a product that was of great quality and reliability. The CSS staff working relationship with DHS and county staff is one that was very professional and thorough. When completing analysis and design staff thought through possible issues not considered by other areas. Timeliness and quality was never an issue throughout the duration of the contract. CSS fully met the terms and objectives of the contract. | | |
| Agency Head Signature:  | Title: SSIS Director | Date: 2/3/05 |

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.

Human Services

| | | |
|---|--|--|
| Agency: St. Peter Regional Treatment Center | | |
| Contractor Name: Area Adult Learning Coop. | AGPS Contract Number: 423220 | |
| Project Name: | 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>To provide an adult basic continuing education program to the patients at the St. Peter Regional Treatment Center. The contract allows for specific services to be provided at a reduced cost instead of hiring salaried staff to perform the tasks.</p> | | |
| Billable Hours (if applicable): ----- | Total Contract Amount: \$87,416.00 | 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>Adult basic continuing education services can be provided to patients at a reduced cost as a result of receiving matched funds from a State of Minnesota Adult Basic Education Grant.</p> | | |
| Agency Head Signature:  | Title: Director | Date: 7/20/01 |

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.

Human Services

| | | |
|--|--|--|
| Agency: St. Peter Regional Treatment Center | | |
| Contractor Name: Laurie Lee Johnson | AGPS Contract Number: 423491 | |
| Project Name: | 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>To provide psychological assessments, annual updates on deaf/hard of hearing patients, individual and group psychotherapy and inservice to staff. A consultant psychologist is mandated by the Handel vs. State of MN Mediated Settlement Agreement.</p> | | |
| Billable Hours (if applicable): 742 ¾ | Total Contract Amount: \$77,957.50 | 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>Through this contract, we are able to provide psychological services to deaf/hard of hearing patients and training to staff who work with the patients thereby meeting the terms of the Handel vs. State of MN Mediated Settlement Agreement. The use of a consultant is cost effective because there is insufficient need to hire a salaried psychologist for these tasks.</p> | | |
| Agency Head Signature: <i>R. E. Baker</i> | Title: <i>1/30/ Director</i> | Date: <i>7/20/01</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.

Human Services

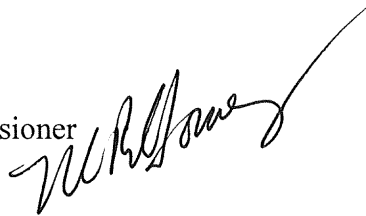
| | | |
|--|---|--|
| Agency: St. Peter Regional Treatment Center | | |
| Contractor Name: Mankato Anesthesia | AGPS Contract Number: 423217 | |
| Project Name: | Project Number: | Project Duration (Dates): 7/1/99 – 6/30/01 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To provide anesthesia services for electroconvulsive therapy (ECT) at the St. Peter Regional Treatment Center. St. Peter Regional Treatment Center does not have a Certified Registered Nurse Anesthetist on staff.</p> | | |
| Billable Hours (if applicable): N/A | Total Contract Amount: \$108,701.00 | 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>Through this contract, we were able to provide professional anesthesia services to patients in need of electroconvulsive therapy (ECT) as part of their treatment.</p> <p>Use of consultants is most cost effective as there is insufficient need to hire a salaried Certified Registered Nurse Anesthetist.</p> | | |
| Agency Head Signature: <i>L. E. Brabe</i> | Title: Director | Date: 7/20/01 |

**STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES**

MEMORANDUM

TO: David Fisher - Commissioner
Department of Administration

FROM: Maria Gomez - Assistant Commissioner
Continuing Care
Department of Human Services



PHONE: 651-297-3209

SUBJECT: Per MS16 C.08, subd. 4, contract #A09223; Citizens League.

PURPOSE OF THIS CONTRACT: It was necessary to enter into this contract as component of the *Toward Better Mental Health in Minnesota: A Community Approach* project for the following reasons:

- A major goal of the project is to put the stigmatized topics of mental health and mental illness on the table for Minnesotans in an unbiased and credible manner. The Citizens League has a strong reputation for being a credible, neutral, objective and non-partisan organization.
- Given the sensitive and emotionally charged topics of mental health and mental illness, it was necessary to use a proven framework to discuss them in. The Citizens League has pioneered a successful process that involves citizens in studying such issues in an open and thoughtful way.
- The project seeks to educate Minnesotans about mental health and mental illness and to begin to create a dialog about them. The Citizens League mind-opener events and the final reports are a starting point in that dialog, which will begin to create consensus about the importance of these topics.

TERM OF CONTRACT: Original Term was July 1, 2000 to December 31, 2000, subsequently amended to January 31, 2001.

AMOUNT SPENT ON CONTRACT: \$60,000. Fund source was made from federal funds obtained by the State through Title XIX of the Public Health Services Act, Public Law 102-321, July 10, 1992.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: It was efficient to enter into this contract as component of the *Toward Better Mental Health in Minnesota: A Community Approach* project for the following reasons:

- The Citizens League could offer us a total framework to be utilized in order to stimulate citizen thought and discussion. We knew of no other organization that could offer mind-opener events, citizen study groups and final reports. Therefore, we were able to contact for all services at one time, with one vendor and for one price.
- The Citizens League, founded in 1952, has many successful years of experience with their independent citizen dialog and opinion framework. It was efficient to contract with this organization based on their years of finely honing their practice. This allowed us to capture the advantage of their expertise and experience - something that no other organization, or the State could offer.



Memo

Minnesota Department of **Human Services**

September 30, 1999

TO: Steve Gustafson

FROM: Mary Raddatz - 651-296-7695

Regarding our contract with Wausau Financial Systems, we are very satisfied with their performance.

To answer your questions:

- 1) Were the objectives of the contract accomplished in the specified time?
Yes - we were operational within 2 weeks.
 - 2) Did the work involve recommendations for future actions by your agency?
Yes.
We are waiting for the Department of Finance to complete their re-design of the MAPS invoice, to included an OCR line, so that we may image and read MAPS Advanced Receivable invoice stubs. When Finance has completed this task, the recommendations from the vendor will be completed.
 - 3) Were the contractor's services and documents satisfactory?
Yes, for the most part.
We are holding back 10% of the TOTAL contract price (\$48,201) until the image archive retrieval software and conversion records meets our contract expectations. On the 'professional/technical' contract, under obligation #A331530860 - we have held back \$35,451.00 of the \$64,000. The balance, \$12,750 is reserved under #a331530860. We expect that this part of the contract will be fulfilled by 1/1/2000. Delivery of this product is not critical to our on-going operations.
 - 4) Would you engage the contractor's services again?
Yes.
 - 5) Was the contract terminated for non-performance?
No.
- cc: Jon Darling - Financial Management Director
Bernie Vogel - Dept. of Administration
Phil Ohman - FM Accounting Director
Jerry Joyce - Dept of Administration
Toni Golden-Letourneau - RPS Supervisor

**CONTRACTS MANUAL: INCLUDING PROFESSIONAL/TECHNICAL SERVICES CONTRACTS
MONITORING, EVALUATING CONTRACTOR PERFORMANCE**

SECTION 16**MONITORING, EVALUATING
CONTRACTOR PERFORMANCE**

State agencies that enter into contracts *assume full responsibility for the administration and monitoring of their contracts*, according to Minnesota Statutes, §16B.06, Subd. 3. This section contains pointers on monitoring the contract during its life and includes recommended questions for an agency to ask to evaluate contractor performance and the final products.

Failure to meet the responsibilities of contract administration and monitoring may have severe impact on the agency and/or the state employee designated as responsible for this task. One of the reasons the agency is required to designate in the *contract* a contact person is so that this responsible individual can be identified.

Monitoring contractor performance

- Ensure explicit contract language

The ability to monitor the performance of a contractor is closely tied to the degree of detail provided in the contract itself, especially the work plan. It is beneficial to make sure that the contract language about your expectations is explicit and complete.

- Periodic Reports

Written Periodic reports are included into a work plan. These reports should be used for monitoring the progress of the contract work. Questions will either be answered as the agency representative reads the report, or they can be transmitted in writing to the contractor for reply in the next report. A key tool is a schedule, or calendar. If one exists, the contractor can be asked to report on the status of the planned schedule.

- Progress Reports

If a product is being created or a service being performed, the agency should be able to view it at various stages, such as at contract milestones, to make sure that progress is occurring and that it's moving in the right direction.

- Review Invoices

A thorough review of the contractor's invoices as they arrive is another tool that can be used for monitoring

performance. An invoice should be explicit enough for the reader to identify the products or services covered by the various charges and to at least get a feel for how much work has been accomplished. Using this information as a guide, the agency representative can then discuss the progress with the contractor.

The agency has every right to ask about anything that's unclear in a contractor's invoice and to expect a cogent explanation and, when possible, evidence of the work that has generated the fees being charged. This is an important responsibility of the agency—typically, the project manager—and can serve to keep the monitoring up-to-date. It can also help the agency judge whether cost and time estimates were accurate or if they have to be adjusted.

Evaluating contractor performance

The Minnesota Office of Technology (OT) by statute is required to monitor contract performance. OT requires an evaluation of contract performance for all information resources management related contracts to comply with statute. These would be contracts where OT had to review the *certification* before it was approved by the commissioner of administration. They will discuss this with the agency program staff when the *certification* is being reviewed.

When a contract is completed or terminated, it's important that agencies formally evaluate the work that has been performed or services that have been provided. The written evaluations should be kept on file with the agency's file copy of the contract so that others in the agency may refer to them when considering whether to enter into contracts with particular contractors or grantees.

These evaluations should provide a summary of the contractor's or grantee's performance and an assessment of the product or the outcomes. In addition, mention should be made of any special terms that might need to be included to ensure satisfactory performance in the future.

There is no *approved* format for evaluating contractor performance. In general, five major questions should be answered:

**CONTRACTS MANUAL: INCLUDING PROFESSIONAL/TECHNICAL SERVICES CONTRACTS
MONITORING, EVALUATING CONTRACTOR PERFORMANCE**

- Were the objectives of the contract accomplished in the specified time?
- Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented?
- Were the contractor's services and documents satisfactory? If no, what remedies were invoked to insure satisfactory performance?
- Would you engage the contractor's services again?
- Was the contract terminated for non-performance? If yes; what remedies were invoked?

Check to see if your agency has developed its own evaluation form.

Information Resource Management Contract Managers should respond to the evaluation questions as stated above and send a copy of the final evaluation report to the Minnesota Office of Technology.

DEPARTMENT OF HUMAN SERVICES
OPEN OBLIGATIONS REPORT
AS OF 08/26/1999

Page 1 of 1
printed 08/30/1999

Budget Fiscal Year: 1999

ORGN-REQ (Account): A302 - A09 MINNESOTA CARE-FINANCE MGMT

APPR UNIT: M01 FUND: 190

Program Accountant: SOMMERS K
Account Manager: AUSTEN K
Division Contact: Ken Sommers

| | | | |
|------------------|------------|-----------------------|------------|
| BUDGETED: | 867,500.00 | TOTAL EXPENDED: | 786,467.56 |
| TOTAL OBLIGATED: | 58,073.47 | AVAILABLE BUDGET: | 22,958.97 |
| OPEN RQ/PO: | 58,073.47 | PAYROLL ENCUMBRANCES: | 0.00 |

| TRANSACTION NBR | LINE | ORDR DATE | LINE DESCRIPTION | VENDOR NUMBER | VENDOR NAME | CURRENT RQ/PO | EXPENDED | OPEN RQ/PO | RPTG CAT |
|---|------|------------|------------------|---------------|--------------------------------|---------------|-----------|------------|----------|
| PO H55 A331530860 | 4 | 09/22/1998 | | 20014979600 | WAUSAU FINANCIAL SYSTEMS INC | 12,750.00 | 0.00 | 12,750.00 | |
| OBJECT CODE 2B20 MAINTENANCE CONTRACTS TOTAL | | | | | | | | 12,750.00 | |
| PO H55 A331530860 | 3 | 09/22/1998 | | 20014979600 | WAUSAU FINANCIAL SYSTEMS INC | 64,000.00 | 28,549.00 | 35,451.00 | |
| OBJECT CODE 2D00 GENERAL MGMT & FISCAL SERVICES TOTAL | | | | | | | | 35,451.00 | |
| PO H55 A331677381 | 1 | 02/08/1999 | | 20014979600 | WAUSAU FINANCIAL SYSTEMS INC | 10,000.00 | 3,358.11 | 6,641.89 | |
| OBJECT CODE 2D80 EXPENSE REIMBURSEMENTS TOTAL | | | | | | | | 6,641.89 | |
| PO H55 A331407970 | 1 | 06/23/1998 | | 00130500701 | KELLY TEMPORARY SERVICES M | 2,560.00 | 964.00 | 1,596.00 | |
| OBJECT CODE 2D90 OTHER SERVICES-OUTSIDE VENDOR TOTAL | | | | | | | | 1,596.00 | |
| PO H55 A331468651 | 1 | 07/30/1998 | | G02 | ADMINISTRATION DEPT | 156.22 | 148.75 | 7.47 | |
| PO H55 A331497329 | 2 | 08/24/1998 | | 00774400000 | XEROX CORP B | 255.60 | 0.00 | 255.60 | |
| PO H55 A331828422 | 2 | 06/17/1999 | | 01718300802 | GE CAPITAL INFO TECH SOLUTIONS | 217.67 | 0.00 | 217.67 | |
| OBJECT CODE 2J00 SUPPLIES, MATERIALS, AND PARTS TOTAL | | | | | | | | 480.74 | |
| PO H55 A331710460 | 1 | 03/10/1999 | | 20000606601 | STEELCASE INC | 871.60 | 0.00 | 871.60 | |
| OBJECT CODE 2K00 EQUIPMENT TOTAL | | | | | | | | 871.60 | |
| PO H55 A331497329 | 1 | 08/24/1998 | | 00774400000 | XEROX CORP B | 6,517.80 | 6,235.56 | 282.24 | |
| OBJECT CODE 2K30 EQUIPMENT RENTAL TOTAL | | | | | | | | 282.24 | |

A302 - A09 MINNESOTA CARE-FINANCE MGMT TOTAL

58,073.47



Minnesota Department of **Human Services**

BARB
X
Kent
Memo

DATE: November 23, 1998

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Mary B. Kennedy, Medicaid Director
Assistant Commissioner Health Care *MDK*

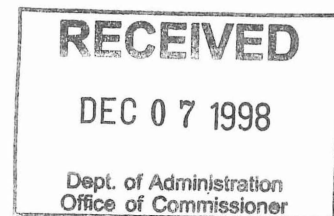
SUBJECT: Per MS16B.17, subd. 4, contract # 415092; Stratis Health

PROPOSE OF THIS CONTRACT: To conduct studies to review the quality of care delivered through the Prepaid Medical Assistance and Prepaid General Assistance Medical Care Programs. Section 9432 of the Omnibus Reconciliation Act of 1986 (OBRA-86) as amended by 1902(a)(30)(c) of the Social Security Act requires annual, independent, external quality of care reviews of managed care programs conducted by a Peer Review Organization (PRO), or by an entity that is eligible to be a PRO or by a private accreditation body.

TERM OF CONTRACT: March 26, 1997 to June 30, 1998, or until all obligations set forth in the contract have been satisfactorily fulfilled, which ever comes first. An acceptable final Perinatal Care Study report was delivered in October 1998.

AMOUNT SPENT ON THIS CONTRACT: \$300,788.50 was paid to Stratis Health.

CONTRACT WAS COST EFFECTIVE FOR THE FOLLOWING REASONS: The Health Care Financing Administration (HCFA) requires that quality of care reviews be conducted by an independent external review organization and pays 75% of the costs associated with the reviews if a PRO conducts the review or 50% if the review is done by a PRO-like organization or HCFA approved private accreditation body



GERRY
J.

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Sandra Mahaniah
Department of Human Services

PHONE: 296-1724

RECEIVED

MAY 09 1997

Dept. of Administration
Office of Commissioner

SUBJECT: Per MS16B.17, subd. 4, contract # 407806; Milliman and Robertson

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract) ??

Amendment extends end date & adds \$34,000.00. See amendment copy attached.

TERM OF CONTRACT: October 1, 1995 - September 30, 1997

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)
\$100,000.00

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

See amendment copy attached.

DHS ENCUMBRANCE INFORMATION

Name and Address:

William & Robertson

PURCHASING AGENCY REQUISITIONING AGENCY DIVISION NAME

H55

H55 124

FISCAL YEAR:

MAPS VENDOR #:

| ACCT. DIST. 1 | | ACCT. DIST. 2 | |
|---------------|-----------|---------------|-----------|
| FUND | AGENCY | FUND | AGENCY |
| ENTRY LOCN | ORG/SUB | ENTRY LOCN | ORG/SUB |
| APPR UNIT | ACTV. | APPR UNIT | ACTV. |
| OBJ CODE | SUB OBJ | OBJ CODE | SUB OBJ |
| JOB NO | REPT CATG | JOB NO | REPT CATG |

Choose One:

☒ Prof/Technical Contract

☐ Grant Contract

CONTRACT #:

407806

REQUISITION #:

SOLICITATION #:

ORDER #:

30100729/30485938

Explanation for Service, Grant, Contract:

To encumber FY 96:97 portion of contract.

Total Period of Contract 10/1/95 to 9/30/97

Previous Sequence Nos. 30100729

(Include all years) 30485938

Total Contract Amount:
(Include all amendments)

\$ 100,000. -

Less: Previous \$\$ Encum.

\$ 66,000 / 34,000

Total Remaining to be
Enumerated:

\$ -

Amount to be encumbered
this fiscal year under
this order number:

| FY'96 | FY'97 |
|-----------|----------|
| \$ 66,000 | 34,000 |
| 30100729 | 30485938 |

EXPLANATION FOR ENCUMBRANCE:

Amendment extends end date & Adds \$ 34,000.

Per S. Mahamiah, increased FY 96 from 65,000 to 66,000

Order 30100729 \$ 66,000 for FY'96 (mmb 6/13/96)

Order 30485938 \$ 34,000 for FY'97 (mmb 6/17/96)

(Both orders are encumbered as of 6/17)

Date: 6/17/96 Encumbered By: Mary Burian

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

Milliman & Robertson, Inc.
Actuaries and Consultants
Suite 400
15800 Bluemound Road
Brookfield, Wisconsin 53005

Amount added: \$34,000
Org-Req #: H408-I24

SUPPLEMENT NO. 1 TO CONTRACT NO. 407806

WHEREAS, the State of Minnesota through its Department of Human Services (STATE) has a contract identified as Contract No. 407806 with Milliman & Robertson, Inc. (CONTRACTOR) to provide actuarial services as needed in design and implementation of the STATE's Minnesota Senior Health Options (formerly known as Long Term Care Options Project (PROJECT)); and

WHEREAS, the STATE requires additional consulting services related to the work that has been performed under the original contract, because modifications to rates may be required to the PROJECT capitation rates and because negotiations for HCFA's approval of the PROJECT's cost estimates have taken longer than expected and are ongoing; and

WHEREAS, funds are available from the grant from The Robert Wood Johnson Foundation to supplement the compensation for this contract; and

WHEREAS, the STATE and the CONTRACTOR have mutually agreed to supplement the contract with additional funds of \$34,000 and to extend the contract for an additional 12 months, through **September 30, 1997**, and

WHEREAS, the CONTRACTOR has provided satisfactory services and the State agrees that the change in the hourly rates proposed to begin October 1, 1996, is justified; and

WHEREAS, Section IIA(1) provides:

- A. Consideration for all services performed and goods or materials supplied by CONTRACTOR pursuant to this contract shall be paid by the STATE as follows:
1.
 - Average hourly costs must not exceed \$200;
 - The hourly rates will be:
- | PERSON | RATE/HOUR |
|----------------------------------|-----------|
| David Ogden (meetings) | \$260 |
| David Ogden (actuarial services) | \$310 |
| Mark Litow | \$320 |

| | |
|------------------|-------|
| Peggy Hauser | \$190 |
| Gerald Bernstein | \$170 |
| Tim Courtney | \$120 |
| Steve Hanson | \$140 |
| Staff | \$ 90 |

WHEREAS, Section IIA(3) provides that:

IIA(3). Compensation: The total obligation of the STATE for all compensation and reimbursements to CONTRACTOR shall not exceed sixty-six thousand dollars (\$66,000).

and:

WHEREAS, Section IV provides that:

IV. **TERM OF CONTRACT.** This contract shall be effective on **October 1, 1995**, or upon such date as it is executed as to encumbrance by the Commissioner of Finance, whichever occurs later, and shall remain in effect until **September 30, 1996**, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

NOW THEREFORE LET IT BE AGREED BY AND BETWEEN THE PARTIES HERETO:

That Section IIA(1) shall be amended to read as follows:

IIA(1)

- Average hourly costs must not exceed \$220;
- The hourly rates will be:

| PERSON | RATE/HOUR |
|----------------------------------|-----------|
| David Ogden (meetings) | \$295 |
| David Ogden (actuarial services) | \$350 |
| Mark Litow | \$360 |
| Peggy Hauser | \$210 |
| Gerald Bernstein | \$180 |
| Tim Courtney | \$130 |
| Steve Hanson | \$145 |
| Steven J. Sherman | \$210 |
| Richard Hauboldt | \$210 |
| Sandra A. Mertes | \$104 |
| Staff | \$ 95 |

- At meetings where two consultants are present, contractor will limit charges for these meetings to those for one consultant

That Section IIA(3) shall be amended to read as follows:

IIA(3) Compensation: The total obligation of the STATE for all compensation and reimbursements to CONTRACTOR shall not exceed one hundred thousand dollars (\$100,000).

and

That Section IIB shall be amended to add:

3. In accordance with MS § 16B.17, Subd 5 (b), no more than ninety (90%) percent of the compensation due under this contract may be paid until the final product(s) of the contract has been reviewed by the STATE and it has been determined that the CONTRACTOR has satisfactorily fulfilled all the terms of the contract.

and

That Section IV be amended to read as follows:

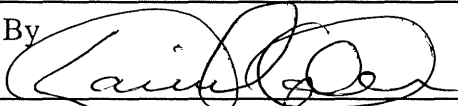
- IV. **TERM OF CONTRACT.** This contract shall be effective on **October 1, 1995**, or upon such date as it is executed as to encumbrance by the Commissioner of Finance, whichever occurs later, and shall remain in effect until **September 30, 1997**, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

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

APPROVED:

1. CONTRACTOR:

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

| | |
|-------|--|
| By |  |
| Title | Consulting Actuary |
| Date | 7-25-96 |

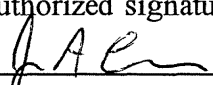
| | |
|-------|--------------------|
| By | William Pollock |
| Title | Consulting Actuary |
| Date | 7-25-96 |

Distribution:

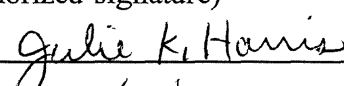
Agency - Original (fully executed) contract
Department of Administration
Contractor
State Authorized Representative

2. STATE AGENCY:

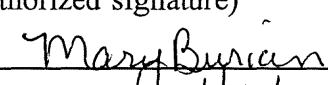
Agency signatory certifies that funds have been encumbered as required by MS § 16A15.

| | |
|---------------------------|--|
| By (authorized signature) |  |
| Title | Director - Purchases |
| Date | 7-30-96 |

3. As to form and execution

| | |
|---------------------------|--|
| By (authorized signature) |  |
| Date | 8/30/96 |

4. COMMISSIONER OF ADMINISTRATION:

| | |
|---------------------------|--|
| By (authorized signature) |  |
| Date | 9/6/96 |

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

HEALTH CARE SUPPORT DIVISION

OFFICE MEMORANDUM

DATE: April 3, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Jan Taylor, Manager
Benefit Recovery Section

Jan Taylor

PHONE: 296-6964

SUBJECT: Per MS 16B.17, subd. 4, Contract #409541
Deloitte & Touche (formerly Touche Ross)

PURPOSE OF THE CONTRACT: The purpose of this contract was to supplement third party recovery activities in order to maximize recoveries to the State. This contract was contingency fee based at 10 to 15 per cent of amounts recovered by the contractor's efforts.

TERM OF CONTRACT: The term of this contract was October 1989 through June 30, 1995.

AMOUNT SPENT ON CONTRACT: The total contingency fee paid in this contract period was \$1,194,530.98, based on recoveries of \$10,667,530.29. This fee amount was matched at a rate of 50% by the federal agency as an administrative cost.

CONTRACT WAS COST EFFECTIVE FOR THE FOLLOWING REASONS: The contractor uses its resources and technology to conduct numerous data matches and develop methodologies approved by the federal agency to maximize third party collections. The contingency fee basis of the contract lends itself to a high level of cost effectiveness.

LLW 4/7/97

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Beth Nelson, Coordinator Minnesota Chore Corps
Department of Human Services

PHONE: 297-7510

SUBJECT: Per MS16B.17, subd. 4, contract #404904/412481; DLS
d.b.a. The Connection.

PURPOSE OF THIS CONTRACT: The contract with the Connection was for data base services and live operator phone answering for the Minnesota Chore Corps. The Connection developed the Chore Corps software in 1994 and has continued to maintain the data base of Chore Corps vendor businesses. Phones are answered and charges are based on minutes of usage. The Connection is the only 1-800 inbound phone answering service set up for large volume calls in the state of MN.

TERM OF CONTRACT: 7/1/95 - 6/30/97

AMOUNT SPENT ON CONTRACT: State Funds in the amount of \$70,070.00
Two years period.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: Staffing a toll-free phone line is very expensive. You cannot predict your call volume. The Connection has allowed the Chore Corps phone line to be answered 24 hours a day seven days a week for the cost of one full time operator. We pay .79 cents per minute of time used. Data base maintenance has also proven to be cost-effective. The data base is always current and changes are made in a timely manner for a low monthly cost. The savings have been realized by working with a business that is specifically set up to do this specialized work.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Ted Gredvig
Department of Human Services

PHONE: 296-2137

SUBJECT: Per MS16B.17, subd. 4, contract # 415968;
vendor's name as it appears on contract).
Himle Horner Incorporated

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

To conduct market research, do preliminary concept development, and produce a graphic identity for Project 2030. A report will be produced providing DHS with important information and effective messages for preparing Minnesota for the rapidly changing demographics of the next 30 years.

TERM OF CONTRACT:

May 15, 1997 to June 30, 1997

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)\$50,000 source: H800-I 16 state

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

This type of high level, sophisticated survey and market research is not available through state government.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Gregory G. Spartz
Chief Executive Officer
Willmar Regional Treatment Center
Department of Human Services

PHONE: 320-231-5905

SUBJECT: Per MS16B.17, subd. 4, contract # 403981;

Nurse Practitioner Associates

PURPOSE OF THIS CONTRACT:

Health assessments and management consultation for the residents and medical staff of Willmar Regional Treatment Center.

TERM OF CONTRACT:

7/1/95 - 6/30/97

AMOUNT SPENT ON CONTRACT:

Fy96 \$49,830, State Appropriation
1,510 hours/\$33 per hour

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

To have full-time physicians perform physicals on new patient admissions and patient annual physicals would be much more expensive.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Gregory G. Spartz
Chief Executive Officer
Willmar Regional Treatment Center
Department of Human Services

PHONE: 320-231-5905

SUBJECT: Per MS16B.17, subd. 4, contract # 404597;

Lutheran Social Service

PURPOSE OF THIS CONTRACT:

Provide religious services and other ministry activities to patients of Willmar Regional Treatment Center.

TERM OF CONTRACT:

7/1/95 - 6/30/96

AMOUNT SPENT ON CONTRACT:

Fy96 \$43,472

2,088 hours @ \$20.82/hr

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

To hire a full time chaplain with all benefits is more expensive. We also have the services of Lutheran Social Services available.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Gregory Spartz, ^{665.} Chief Executive Officer
Willmar Regional Treatment Center
Department of Human Services

PHONE: 320-231-5396

SUBJECT: Per MS16B.17, subd. 4, contract #41036____;
Pri-Med Healthcare, Inc

PURPOSE OF THIS CONTRACT:

To hire psychiatrists to perform medical and psychiatric evaluations of patients, biopsychosocial case formulation and appropriate psychiatric diagnosis.

TERM OF CONTRACT:

August 8, 1996 - June 30, 1997

AMOUNT SPENT ON CONTRACT:

\$213,445.25 From State Appropriations

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

We were unable to recruit and hire full time Psychiatrists. If physicians are not available to meet the needs of the patients of this facility, federal reimbursement would be jeopardized to the State of Minnesota.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Gregory Spartz, ⁶⁶⁵Chief Executive Officer
Willmar Regional Treatment Center
Department of Human Services

PHONE: 320-231-5396

SUBJECT: Per MS16B.17, subd. 4, contract #403981;

Nurse Practitioner Associates

PURPOSE OF THIS CONTRACT:

To perform annual physical examinations of patients, examinations of admissions and provide health education to medical staff and patients.

TERM OF CONTRACT:

July 1, 1996 - June 30, 1997

AMOUNT SPENT ON CONTRACT:

\$54,136.25 From State Appropriations

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

To hire a General Practice Physician, qualified to perform physical examinations of patients of this facility would be more expensive.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Gregory Spartz, ^{665.} Chief Executive Officer
Willmar Regional Treatment Center
Department of Human Services

PHONE: 320-231-5396

SUBJECT: Per MS16B.17, subd. 4, contract #412710;

Lutheran Social Services of Minnesota

PURPOSE OF THIS CONTRACT:

To provide for the chaplaincy needs of the patients at the Willmar Regional Treatment Center.

TERM OF CONTRACT:

July 1, 1996 - June 30, 1997

AMOUNT SPENT ON CONTRACT:

\$45,676.00 From State Appropriations

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

This contract provides for one full-time Chaplain with in excess of twenty years of experience. Creating a full-time classified position and hiring an employee with this experience, would be more expensive.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Mike Ackley, CEO
Fergus Falls Regional Treatment Center
Department of Human Services

PHONE: 218/739-7224

SUBJECT: Per MS16B.17, subd. 4, contract #412232; Med Doctor Assoc Inc.

PURPOSE OF THIS CONTRACT: To procure psychiatric services in the absence of state employed psychiatrists.

TERM OF CONTRACT: 7/1/96 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$232,732.50

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: Provided coverage on an as needed basis.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Mike Ackley, CEO
Fergus Falls Regional Treatment Center
Department of Human Services

PHONE: 218/739-7224

SUBJECT: Per MS16B.17, subd. 4, contract #414023; Lake Region Hospital.

PURPOSE OF THIS CONTRACT: To provide medical services as needed, for which FFRTC can not provide, for patients and residents of FFRTC.

TERM OF CONTRACT: 11/22/96 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$66,678.61

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: Provided needed medical treatment for residents without large cost of needed modern equipment and corresponding specialized medical staff.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Dave Campbell

PHONE: (507) 332-3501

SUBJECT: Per MS16B.17, subd. 4, contract # 412575;
vendor's name as it appears on contract.
Contemporary Transportation

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

To provide transportation to clients from their homes to the worksite.

TERM OF CONTRACT: July 1, 1996 thru June 30, 1997

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable) \$90,000.00

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

This alternative does not require the additional investment or cost of vehicles to transport individuals and does not require additional employees or increased employee costs.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Dave Campbell

PHONE: (507) 332-3501

SUBJECT: Per MS16B.17, subd. 4, contract # 412578;
vendor's name as it appears on contract.
Contemporary Transportation

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

To provide transportation to clients from their homes to the worksite.

TERM OF CONTRACT: July 1, 1996 thru June 30, 1997

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable) \$90,000.00

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

This alternative does not require the additional investment or cost of vehicles to transport individuals and does not require additional employees or increased employee costs.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Bridget Stroud
Chief Executive Officer
Faribault Regional Center

Bridget Stroud

PHONE: (507) 332-3310

SUBJECT: Per MS16B.17, subd.4, contract #408048 ; Spier Dental Services, P.A.

PURPOSE OF THIS CONTRACT: Provide Dental Services for patients of the Southern Cities Community Health Clinic.

TERM OF CONTRACT: July 1, 1995 thru June 30, 1996

AMOUNT SPENT ON CONTRACT: Thirty-Three Thousand Three Hundred Forty-Seven dollars and 50/100 (\$33,347.50).

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: Dental Services not available through State of Minnesota in this location.

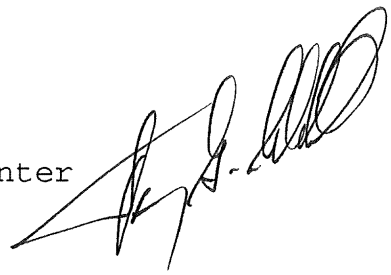
STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

July 23, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Harvey G. Caldwell, CEO
Brainerd Regional Human Services Center
Department of Human Services

PHONE: 218/828-2205



SUBJECT: Per MS16B.17, subd. 4, Contract #413789
St. Joseph's Medical Center

PURPOSE OF THIS CONTRACT: To obtain psychiatric consultation and treatment for mentally ill patients at BRHSC.

TERM OF CONTRACT: 11/1/96 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$ 41,140.00
374 Billable Hours @ \$110/Hour
State Appropriated Funds

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: BRHSC is unable to obtain the amount of psychiatrist service required by regulatory standards through state employed practitioners, and must use contractual services to obtain the required amount of services.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM


July 23, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Harvey G. Caldwell, CEO
Brainerd Regional Human Services Center
Department of Human Services

PHONE: 218/828-2205

SUBJECT: Per MS16B.17, subd. 4, Contract #412213
St. Joseph's Medical Center



PURPOSE OF THIS CONTRACT: To obtain EMR, X-Ray and other Medical Services for BRHSC patients.

TERM OF CONTRACT: 7/1/96 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$ 85,000.00
NA Billable Hours
State Appropriated Funds

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: BRHSC does not have and could not afford to purchase the type of professional and technical personnel, and necessary equipment, that is needed to provide the medical services obtained with this contract. The Contractor is a general hospital, sole source provider, and has always been the most economical provider of the medical services purchased.

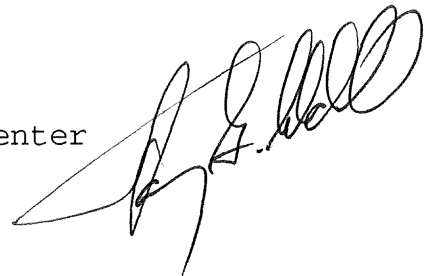
STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

July 23, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Harvey G. Caldwell, CEO
Brainerd Regional Human Services Center
Department of Human Services

PHONE: 218/828-2205



SUBJECT: Per MS16B.17, subd. 4, Contract #412208
Thomas Wittkopp, M.D., P.A.

PURPOSE OF THIS CONTRACT: To obtain psychiatric consultation and treatment for mentally ill patients at BRHSC.

TERM OF CONTRACT: 7/1/96 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$ 67,900.00
679 Billable Hours @ \$100.00/hour
State Appropriated Funds

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: BRHSC is unable to obtain the amount of psychiatrist service required by regulatory standards through state employed practitioners, and must use contractual services to obtain the required amount of services.

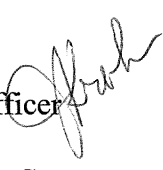
OFFICE MEMORANDUM

STATE OF MINNESOTA - DEPARTMENT OF HUMAN SERVICES

ANOKA-METRO REGIONAL TREATMENT CENTER

July 29, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Judith Krohn, Chief Executive Officer 
Department of Human Services
Anoka-Metro Regional Treatment Center

PHONE: 576-5526

SUBJECT: Per MS 16B.17, Subd. 4, Contract #413183; Mercy Hospital (Allina Health System)

PURPOSE OF THIS CONTRACT: The contract was necessary to provide routine and emergency medical treatment, which is not available at the Anoka-Metro Regional Treatment Center.

TERM OF CONTRACT: July 1, 1996 to June 30, 1997

AMOUNT SPENT ON CONTRACT: The total amount of contract is \$400,000, which includes two amendments to the original contract. Funding for the services was provided from the Contractual Services Account of the Anoka-Metro Regional Treatment Center. The amount of the medical services contract has increased from previous fiscal years, as Medicare will no longer pay for outpatient service because the Regional Treatment Center's per diem is an all inclusive rate.

CONTRACT WAS COST EFFECTIVE FOR THE FOLLOWING REASONS: The contract was essential, as Anoka-Metro Regional Treatment Center is unable to perform the necessary medical services provided by Mercy Hospital. Additional medical personnel, as well as equipment and supplies, would have to be purchased if we were to provide the services on site at the Regional Treatment Center.

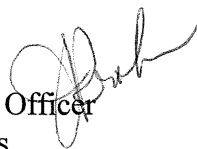
OFFICE MEMORANDUM

STATE OF MINNESOTA - DEPARTMENT OF HUMAN SERVICES

ANOKA-METRO REGIONAL TREATMENT CENTER

July 29, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Judith Krohn, Chief Executive Officer 
Department of Human Services
Anoka-Metro Regional Treatment Center

PHONE: 576-5526

SUBJECT: Per MS 16B.17, Subd. 4, Contract #412495; City of Anoka

PURPOSE OF THIS CONTRACT: The contract provides the services of sworn peace officers for safety and law enforcement purposes.

TERM OF CONTRACT: July 1, 1996 to June 30, 1997

AMOUNT SPENT ON CONTRACT: The total amount of the contract is \$129,612.15, which was funded from the Contractual Services Account of the Anoka-Metro Regional Treatment Center.

CONTRACT WAS COST EFFECTIVE FOR THE FOLLOWING REASONS: The contract was necessary to provide safety and security services, which would otherwise be unavailable at the Anoka-Metro Regional Treatment Center. This is a sole source contract, as the Anoka-Metro Regional Treatment Center is within the jurisdiction of the City of Anoka Police Department. No other municipal police organization can legally provide the police/security linkage which is a key element of the contract.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Sue Kvendru
Department of Human Services

PHONE: 215-1828

SUBJECT: Per MS16B.17, subd. 4, contract # 409963; Mona, Meyer , McGrath, &
Gavin/Shandwick

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)
To develop an overall client education strategy for Minnesota Senior Health Options (MSHO) including text and graphics for materials, audiences and settings for activities and necessary staff and resources to carry out the strategy.

TERM OF CONTRACT: December 15, 1995 - December 31, 1996


AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)
\$41,384
Funding Source - Private grant - Robert Wood Johnson Foundation H408-I24

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently) This was a short term project. DHS did not have staff with the expertise to develop needed plan on the short time line required in order for the project to keep on schedule. The contractor was able to produce a client education strategy that MSHO staff has been able to use extensively in the implementation of MSHO. DHS would not have been able to attract this type of expertise because of the short term nature of the project.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Patricia Harrison 
Department of Human Services

PHONE: 296-8574

SUBJECT: Per MS16B.17, subd. 4, contract #51646, New Standards, Inc.

PURPOSE OF THIS CONTRACT:

In response to a 1990 legislative mandate, the Department developed a chemical dependency treatment outcomes monitoring system which required 6-month posttreatment interviews to be conducted with former chemical dependency treatment patients. Qualified researchers were needed to conduct these interviews. Because the follow-up interviews were designed to produce valid comparisons of pretreatment and posttreatment functioning, these interviews included sensitive questions, such as those relating to illegal drug use. Therefore, it was believed to be in the best interests of facilitating respondent truthfulness to use highly experienced and independent researchers (not state employees).

TERM OF CONTRACT: October 1, 1994 through September 30, 1996

AMOUNT SPENT ON CONTRACT: \$59,576 from FFY 1994, 1995, and 1996
Substance Abuse Prevention and Treatment federal block grant funds

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: The contractor successfully completed 1,744 interviews out of 2,789 patients who had consented to be contacted for the follow-up interview for a contact rate of 62.5%. The data was of very high quality and submitted to the Department according to schedule.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Mary B. Kennedy
Assistant Commissioner
Department of Human Services

PHONE: 282-9921

SUBJECT: Per MS 16B.17, subd. 4, contract #408433
Blue Cross and Blue Shield of Minnesota

PURPOSE OF THIS CONTRACT:

Inpatient hospital rates under the Minnesota Health Care Programs (MHCP) are required by MS 256.969 to be based on allowable cost and cost finding principles of the Medicare program. Hospitals who participate in the Medicare program must complete an annual Medicare cost report that is desk and field audited by a fiscal intermediary for Medicare. In Minnesota, the fiscal intermediary is Blue Cross and Blue Shield of Minnesota.

Children's Health Care of Minneapolis and St. Paul do such limited business with the Medicare program that they are not required to submit a cost report. Gillette Children's Hospital does submit a cost report, but it is only desk audited and not field audited. The remaining Minnesota and Minnesota local trade area hospital submit cost reports to a fiscal intermediary. Therefore, the purpose of the audits is to bring these three children's hospitals up to the audit standards of the other hospitals that participate in MHCP. Otherwise, rates would be based on the submitted rather than audited costs for these three hospitals.

TERM OF CONTRACT: The contract was effective November 1, 1995 through June 30, 1996

AMOUNT SPENT ON CONTRACT: \$89,370 of federal and state funds were spent on the contract for 1986 billable hours.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: The prior audits that were effective for the calendar rate years 1995 and 1996 resulted in savings to MHCP of \$2.2 million.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

Bonnie Becker
FROM: Bonnie Becker
Department of Human Services

PHONE: 296-2499

SUBJECT: Per MS16B.17, subd. 4, contract # 408704 ;
Ray Kepulis

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

As part of the condition for receiving funding for refugee services from the federal Office of Refugee Resettlement, Department of Health and Human Services, State agencies are required to maintain an information system that is capable of generating reports on the projects' outcomes on numerous aspects of clients served and reports are to be submitted on a quarterly and annually.

TERM OF CONTRACT: November 1, 1995 - October 31, 1996

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

federal funds from the federal Office of Refugee Resettlement

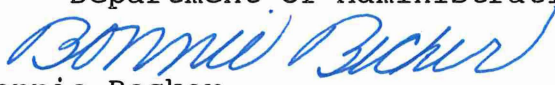
CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

The contract provides services and products for four different projects consisting of 20 funded refugee-specific service providers serving 1500 clients. Due to the complexity of the projects and the restrictive reporting requirements of the federal funding agency, DHS would not have the expertise or staff time to accomplish such highly complex tasks.

compliance memo on prof/tech contracts over \$40,000.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration


FROM: Bonnie Becker
Department of Human Services

PHONE: 296-2499

SUBJECT: Per MS16B.17, subd. 4, contract # 410994;
Amherst H. Wilder Foundation/Wilder Research Center

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

As part of the condition for receiving funding as specified in the agreement with the federal funding agency, the Asian Youth Crime Prevention Project needs an independent evaluator to evaluate clients' outcomes.

TERM OF CONTRACT: March 1, 1996 - November 30, 1996

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

\$50,000 federal funds

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

The contractor evaluates 7 programs serving over 800 clients and the overall effectiveness of the the eight partners in the collaboration (DHS is one member). DHS does not have the expertise and staff time to accomplish these required tasks.

Compliance memo on prof/tech contracts over \$40,000.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Elaine Timmer, Assistant Commissioner *Ext*
Department of Human Services

PHONE: 296-2710

SUBJECT: Per MS16B.17, subd. 4, contract #406457; Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

PURPOSE OF THIS CONTRACT: Obtain accreditation of the state's regional treatment centers.

TERM OF CONTRACT: September 8, 1995 through June 30, 1996

AMOUNT SPENT ON CONTRACT: Total spent = \$165,941.01 (based on specific amount per five facilities, plus fee for a summation conference)

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: The Department has, and continues to maintain JCAHO accreditation for the state regional treatment centers. Contracting with JCAHO is the only way to continue accreditation.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Elaine Timmer, Assistant Commissioner *Ext*
Department of Human Services

PHONE: 296-2710

SUBJECT: Per MS16B.17, subd. 4, contract #411786; University of Minnesota: Office of Research and Technology Transfer.

PURPOSE OF THIS CONTRACT: Develop training curriculum for direct care staff serving persons with mental retardation or related conditions to be used primarily for state staff working within State Operated Community Services.

TERM OF CONTRACT: May 10, 1995 through September 30, 1996

AMOUNT SPENT ON CONTRACT: Total spent = \$50,000 (based on completion of specific curriculum and follow-up training)

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: The University of Minnesota has established a Direct Service Personnel Training Initiative funded primarily through federal funds of the Administration on Developmental Disabilities but which require a small state match. Minnesota Statutes, section 245.072 requires the Division for Persons with Developmental Disabilities to maximize the availability of federal money for programs to assist persons with mental retardation or related conditions. It is in the best interest of the Department to support training of direct care staff.

**STATE OF MINNESOTA
OFFICE MEMORANDUM**

ST. PETER REGIONAL TREATMENT CENTER

DATE: July 31, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: William L. Pedersen *WLP*
Chief Executive Officer

SUBJECT: Per MS16B.17, subd. 4, Contract #404901 - Paul Melichar

PURPOSE OF THIS CONTRACT:

To provide psychiatric assessments with emphasis on the use of psychotropic medications; to work with interdisciplinary team to provide programs for DD clients with maladaptive behaviors; and to work with chemically dependent clients.

TERM OF CONTRACT: 7/1/95 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$169,829 for 1,544 hours of service. State funding.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

Through this contract, we were able to provide:

- psychiatric services to the DD clients;
- consultations in community outreach;
- service to CD clients.

**STATE OF MINNESOTA
OFFICE MEMORANDUM**

ST. PETER REGIONAL TREATMENT CENTER

DATE: July 31, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: William L. Pedersen *WLP*
Chief Executive Officer

SUBJECT: Per MS16B.17, subd. 4, Contract #404910 - Laurie Johnson

PURPOSE OF THIS CONTRACT:

To provide psychological assessments, annual updates on hearing impaired patients, individual and group psychotherapy and in-service to staff.

TERM OF CONTRACT: 7/1/95 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$79,129 for 856 hours of service. State funding.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

Through this contract, we were able to provide psychological services to approximately 15 hearing impaired patients; thereby meeting the terms of the Handel vs. State of Minnesota agreement.

**STATE OF MINNESOTA
OFFICE MEMORANDUM**

ST. PETER REGIONAL TREATMENT CENTER

DATE: July 31, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: William L. Pedersen *WLP*
Chief Executive Officer

SUBJECT: Per MS16B.17, subd. 4, Contract #404912 - Mankato Anesthesia

PURPOSE OF THIS CONTRACT:

To provide anesthesia services for electroconvulsive therapy (ECT) at the St. Peter Regional Treatment Center.

TERM OF CONTRACT: 7/1/95 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$94,140 in State funding.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

Through this contract, we were able to provide professional anesthesia services to patients in need of electroconvulsive therapy (ECT) as part of their treatment.

**STATE OF MINNESOTA
OFFICE MEMORANDUM**

ST. PETER REGIONAL TREATMENT CENTER

DATE: July 31, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: William L. Pedersen *WLP*
Chief Executive Officer

SUBJECT: Per MS16B.17, subd. 4, Contract #404919 - Stanley Shapiro

PURPOSE OF THIS CONTRACT:

To provide diagnostic psychiatric services, oversee treatment plans, prescribe medications & other medical treatment, write forensic reports and testify in court on behalf of the Forensic Division clients.

TERM OF CONTRACT: 7/1/95 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$193,660 for 1,684 hours of service. State funding.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

Through this contract, psychiatric services were provided to as many as 50 clients on Units 100 and 300 (Forensic Division).

**STATE OF MINNESOTA
OFFICE MEMORANDUM**

ST. PETER REGIONAL TREATMENT CENTER

DATE: July 31, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: William L. Pedersen *WLP*
Chief Executive Officer

SUBJECT: Per MS16B.17, subd. 4, Contract #404920 - Charles VanBuskirk

PURPOSE OF THIS CONTRACT:

To provide consultation with staff psychologists on technical and management issues; conduct group therapy seminars for therapists; analyze quality assurance data for quarterly and annual reports; and provide supervision of selected Mental Health Division and Chemical Dependency psychology staff.

TERM OF CONTRACT: 7/1/95 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$45,518 for 535 hours of service. State funding.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

Through this contract, a Ph.D. level licensed psychologist was available as a resource to the Psychology Department, and specifically to Mental Health and Chemical Dependency staff and clients.

**STATE OF MINNESOTA
OFFICE MEMORANDUM**

ST. PETER REGIONAL TREATMENT CENTER

DATE: July 31, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: William L. Pedersen 
Chief Executive Officer

SUBJECT: Per MS16B.17, subd. 4, Contract #412835 - Pri-Med Healthcare, Inc.

PURPOSE OF THIS CONTRACT:

To provide consultants who can assist with psychiatric diagnosis, oversee treatment plans, prescribe medications and other medical treatment, write reports and testify in court on behalf of mentally ill clients.

TERM OF CONTRACT: 8/1/96 - 6/30/97

AMOUNT SPENT ON CONTRACT: \$106,838 for 1,476 hours of service. State funding.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

Through this contract, additional psychiatric resources were available to enhance treatment for Mental Health Division clients.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: John Degan
Department of Human Services

PHONE: 282-6201

SUBJECT: Per MS16B.17, subd. 4, contract #405850 ;
Deloitte & Touche

PURPOSE OF THIS CONTRACT: Develop capitation rates for the State's publicly funded healthcare programs (i.e., the Medical Assistance, General Assistance Medical Care and MinnesotaCare Programs). In addition, make actuarial estimates for the State on matters related to proposed federal amendments to the Medicare and Medicaid laws and how these amendments will affect the State's publicly funded healthcare programs.

TERM OF CONTRACT: 8/17/95 to 6/30/96

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

Funding source H302-H48 (\$125,000)
H202-H41 (\$50,000)

Amount spent \$102,272

Billable hours 799.55

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

Employees of the State do not have the actuarial expertise to develop the needed information (i.e., develop capitation rates and make actuarial forecasts based upon federal law changes).

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: John Degan
Department of Human Services

PHONE: 282-6201

SUBJECT: Per MS16B.17, subd. 4, contract #412684_____;
Deloitte & Touche.

PURPOSE OF THIS CONTRACT: The State required actuarial advice and opinion regarding: 1) forecasting costs for the MinnesotaCare program; 2) developing capitation rates for 1997 for the Prepaid Medical Assistance Program; and 3) assisting the State in developing new payment methodologies for its prepaid health care programs.

TERM OF CONTRACT: 8/20/96 to 6/30/97

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

Funding source H202-H41 (\$50,000)
 H300-H46 (\$50,000)
 A801-A67 (\$75,000)

Amount spent \$82,276.60

Billable hours 393

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

No employee of the State has the actuarial expertise to complete the above-described tasks.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: John Degan
Department of Human Services

PHONE: 282-6201

SUBJECT: Per MS16B.17, subd. 4, contract # 404744;
Deloitte & Touche

PURPOSE OF THIS CONTRACT: The State required actuarial advice regarding forecasting costs for the MinnesotaCare health care program. In addition, the State required actuarial advice for developing capitation rates for the prepaid Medical Assistance, General Assistance and MinnesotaCare Programs.

TERM OF CONTRACT: 7/1/94 thru 6/30/96

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable) Contract # 404744

Funding source A801-A67 (\$50,000)
H100-H02 (\$25,000)

Amount spent \$25,000

Billable hours 186.15

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

Employees of the State do not have the actuarial expertise to develop the needed information.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: John Degan
Department of Human Services

PHONE: 282-6201

SUBJECT: Per MS16B.17, subd. 4, contract #412682; Sharon Marie Lund.

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

Obtain a consultant to assist with the Child & Teen Checkup (C&TC) Program which is a Medicaid funded program to provide immunizations and medical screenings to children. The nature of the work is limited to specific tasks to be done within a limited amount of time which are difficult to justify as an ongoing responsibility.

TERM OF CONTRACT: 7/16/96 to 6/30/97

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

Funding source H101-H41 (\$55,000)

Amount spent \$50,537.62

Billable hours 2038

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Maria Gomez, Assistant Commissioner
Department of Human Services

PHONE: 297-3209

SUBJECT: Per MS16B.17, subd. 4, contract # 409091; Tucker Alan, Inc.

PURPOSE OF THIS CONTRACT:

The State of Minnesota was sued in Federal Court by the Nursing Home industry in August 1995 on its 7/1/95 rates. Tucker Alan, Inc., a private consulting firm specializing in providing advice, analysis, and expert witness services.

TERM OF CONTRACT:

The original term of the contract was June 30 1997, however, it was amended, and expired June 30, 1996.

AMOUNT SPENT ON CONTRACT:

\$242,595.00 1481 hours

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

At stake were several million dollars of additional nursing home spending.

Todd Menenberg, of the Tucker Alan, Inc. firm, is an experienced nationally recognized expert with courtroom experience, who represents State's sued under applicable Federal laws governing nursing home rate setting. The firm was recommended to the department by the Attorney's General Office. Their experience, analysis, and expertise contributed to the suit being dropped by the Plaintiff.



Memo

Minnesota Department of **Human Services**

DATE: October 13, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Martha J. Watson, Director
Human Resources Division

SUBJECT: Per MS16B.17, subd. 4, contract #410405; Science Museum of Minnesota Computer Education

PURPOSE OF THIS CONTRACT:

The Department required computer software training and does not have staff or facilities to conduct it.

TERM OF CONTRACT: February 1, 1996 to June 30, 1997

AMOUNT SPENT ON CONTRACT: \$52,097

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

There are many different computer software applications in the Department. To fully staff and equip to meet all of the needs would be much more costly.



Memo

Minnesota Department of **Human Services**

DATE: April 8, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Elaine J. Timmer, Assistant Commissioner
Health and Continuing Care Strategies *EJ*

SUBJECT: Per MS16B.17, subd. 4, contract # 406789; Peer Review Systems, Inc.

PURPOSE OF THIS CONTRACT: To conduct studies to review the quality of care delivered through the Prepaid Medical Assistance Program. Section 9432 of the Omnibus Reconciliation Act of 1986 (OBRA-86) as amended by 1902 (a)(30)(c) of the Social Security Act requires annual, independent, external quality of care reviews of managed care programs conducted by a Peer Review Organization (PRO), or by an entity that is eligible to be a PRO or by a private accreditation body, a non-PRO organization that has a contract to review HMO services.

TERM OF CONTRACT: November 1, 1995-November 18, 1996

AMOUNT SPENT ON CONTRACT: \$422,434.55 was paid to Peer Review Systems. The original contract amount was \$469,371.72. However, 10% (\$46,937.17) of the full contract amount was withheld from the final payment due to Peer Review Systems' failure to fully meet the terms of the contract. Peer Review Systems' attorney has written a letter demanding full payment. An Assistant Attorney General from the Minnesota Office of the Attorney General has responded to the attorney's letter.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: The Health Care Financing Administration requires that quality of care reviews be conducted by an independent external review organization and pays 75% of the costs associated with the reviews if a PRO conducts the review or 50% if the review is done by a PRO-like organization.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: (DHS signatory on contract) Barb Anderson
Department of Human Services

PHONE: 215-1363

SUBJECT: Per MS16B.17, subd. 4, contract # 401704;
vendor's name as it appears on contract).
Transfirst, Inc.

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

To provide and support Minnesota Electronic Benefit Transfer services.

TERM OF CONTRACT:

9/30/94 - 6/30/97

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

\$3,575,656.69 (total dollars)

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

EBT enables government to issue public assistance cash and food stamp benefits at reduced cost.



Memo

Minnesota Department of **Human Services**

DATE: December 11, 1997

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Patricia Ann Harrison, Ph.D. *PH*
Administrative Planning Director, Health Program Research and Evaluation
Department of Human Services

SUBJECT: Per MS16B.17, subd. 4, contract #401963; Professional Data Analysts, Inc.

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)
The purpose of this contract was to provide technical assistance to the projects associated with a three-year \$1.2 million contract with the Center for Substance Abuse Treatment (CSAT) of the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). Professional Data Analysts, Inc. (PDA) provided database management and analytical support for the contract's main studies: the Minnesota Student Survey of adolescents in special settings (alternative education centers, juvenile corrections facilities, residential behavioral treatment facilities, and chemical dependency treatment centers) and the Adult Household Survey. PDA was selected because of their established record of performance in previous administrations of the Minnesota Student Survey. The inclusion of PDA's history as a vendor contributed greatly to the award because an established record of performance with subcontractors was one of the bases on which the merit of the original CSAT proposal was assessed.

TERM OF CONTRACT: February 24, 1995 to September 30, 1997

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)
Award Amount: \$107,500.50 Amount Spent: \$107,112.50 Amount Unspent: \$ 388.00

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

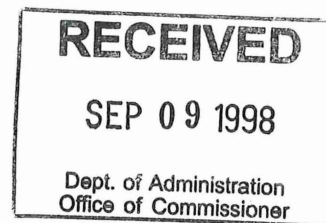
At the time of selection, PDA was already under contract with the Minnesota Department of Children, Families, and Learning to set up and manage databases for analyses related to the Minnesota Student Survey of mainstream schools. PDA had previously conducted the analyses and preparation of Minnesota Student Survey reports, including those related to an earlier administration of the Minnesota Student Survey in special settings in 1991. Because of this experience, PDA reproduced in large part, the earlier analyses and report writing on the student surveys at a much lower cost than would be expected from another vendor.



Handwritten signatures: "Kent" and "Jenay" in blue ink.

Memo

Minnesota Department of **Human Services**



DATE: September 3, 1998

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Patricia Harrison, Ph.D. *PH*
Manager, Health Care Research & Evaluation
Performance Measurement & Quality Improvement

SUBJECT: Per MS16B.17, subd. 4, contract #40825; The Gallup Organization

PURPOSE OF THIS CONTRACT: The purpose of this contract was to provide technical assistance to the projects associated with a three-year \$1.2 million contract with the Center for Substance Abuse Treatment (CSAT) of the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. The Gallup Organization conducted telephone sampling and interviewing in conjunction with the Adult Household Survey (AHS) and provided survey results and supporting documentation to the Minnesota Department of Human Services. The overall objectives of the contract included: 1) final development and pretesting of a survey instrument that provided population prevalence data that the State needed to assess the demand and need for substance abuse treatment services; 2) the administration of a probability sample survey through telephone interviews of approximately 11,000 Minnesota adults age 18 and older; 3) the production of prevalence estimates of substance use, abuse, and dependence for various substances for the state as a whole, for substate planning regions, for demographic subgroups of gender, age group, race/ethnicity; and 4) the production of a core dataset of drug use in Minnesota that can be used as baseline data for future comparisons within the state.

TERM OF CONTRACT: November 1, 1995 through September 30, 1997. A no-cost amendment was approved by CSAT and the contract with Gallup was amended to extend the end date to April 30, 1998. Gallup completed their assigned work on the contract in August, 1998.

AMOUNT SPENT ON CONTRACT: \$455,431.00, which was the total amount of the contract.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: States were required to conduct statewide substance abuse treatment needs assessment studies as a condition of continued Substance Abuse Prevention and Treatment (SAPT) federal block grant funding. The survey was designed by a national Technical Center in conjunction with CSAT, and the Gallup Organization had conducted the survey for the first round of states funded under the needs assessment contracts. Gallup was the low bidder in response to the Request for Proposals issued by DHS. Gallup had the resources to conduct the scientific sampling required and successfully obtained survey responses for 7,508 adults in the statewide random digit dial sample and 2,910 minorities in a separate sample drawn from census tracts which included a higher than average prevalence of minority populations.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Shirley Patterson *Shirley Patterson*
Department of Human Services

PHONE: 296-9139

SUBJECT: Per MS16B.17, subd. 4. Contract #415105;
The Council on Quality and Leadership for People with Disabilities



PURPOSE OF CONTRACT:

The Council on Quality and Leadership in Supports for People with Disabilities (The Council) will provide specialized training for the purpose of educating professionals in the disabilities service system in the use of an outcome based service evaluation process using The Council's Outcome Based Performance Measures. Training participants will include service providers, advocacy agencies, state and local monitoring agents, and county administrators and case managers. As a result, a pool of local professionals will be certified as trainers in the use of The Council's Outcome Based Performance Measures.

We see this training initiative as one major component of the Community Supports for Minnesotans with Disabilities Division's quality assurance initiative. As the merger of the divisions approaches, this project will facilitate the collaborative efforts of our two divisions to continue to explore alternative quality improvement strategies that address all disability services and that reflect our reliance upon dispersed community based services. The training will be targeted to stakeholder groups currently participating in the Performance Based Contracting Demonstration and the Self Determination Project, as well as regional staff within the Department's Community Supports for Minnesotans with Disabilities Division, and other quality assurance monitoring agents at the state and local levels of government. During the 1997 calendar year, The Council will be providing three rounds of intensive training with each round consisting of three 5-day workshops, resulting in the following:

A total of twelve individuals certified as trainers

A total of 108 individuals receive training in the use of Outcome Based Performance Measures and Council interview methodology

Supports and services provided to 108 consumers are evaluated through consumer interviews using Council interview methodology

TERM OF CONTRACT:

April 21, 1997 to December 31, 1997

AMOUNT SPENT ON CONTRACT

\$13,544 S420-T53

\$18,473 S410-T61

\$21,983.63 S411-T89

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS

The train the trainer workshop format to be used will significantly decrease Minnesota's dependence on The Council for additional and/or ongoing training needs in the future and will enable Minnesota to become more self sufficient in the development and refinement of alternative methods of monitoring, evaluating and enhancing service quality for persons with disabilities. The training schedule was coordinated with the availability of consultants from The Council who are officed locally, rather than at the Maryland office, thereby reducing staff expenses.

STATE OF MINNESOTA

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Debbie Johnson
Department of Human Services

PHONE: (612) 282-5511

SUBJECT: Per MS16B.17, subd. 4, contract # 413719; Sara Hunter.

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

Federal regulations require that the State Medical Review Team (SMRT) be composed of a medical or psychological consultant and another individual who is qualified to interpret and evaluate evidence relating to the individual's physical or mental impairments and, as necessary, to determine the capacities of the individual to perform substantial gainful activity. (See 42 CFR §435.541). The Department contracts with these healthcare professionals in order to meet these requirements.

TERM OF CONTRACT:

one year

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

A total of \$28,436 was spent.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

The review of SMRT disability determinations requires unique

medical/psychological skills which are not currently available within the Department. The Department is unable to attract individuals with this kind of background as permanent, full-time employees. The use of contracts allows the Department to fully utilize the consultants according to the ebb and flow of applications which come in. As demonstrated by this contract, which only utilized \$28,000 of the \$45,000 requested, the work flow is unpredictable. Contract employment allows the Department to employ consultants according to the work needs of the Agency.

compliance memo on prof/tech contracts over \$40,000.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Jerry Storck
Department of Human Services

PHONE: 612-296-1858

SUBJECT: Per MS16B.17, subd. 4, contract # 402269; MN Institute of Public Health.

PURPOSE OF THIS CONTRACT: The purpose of this contract was to conduct an evaluation of the closure of Moose Lake RTC and the use of contracted community hospital beds. A contractor was used because of the short-term nature of the project and the importance of having an outside entity conduct the evaluation.

TERM OF CONTRACT: 7/15/94-5/30/97

AMOUNT SPENT ON CONTRACT: \$135,000- expenditure was paid for through Federal Mental Health Block Grant.

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: The evaluation was short-term in nature and involved the hiring of a variety of types of technical support, such as data collection, reimbursement of participants, data analyses, and conducting stakeholder interviews. It was not feasible to hire internally

all of these types of expertise for a short-term basis. Instead one contract was used to meet these needs.

compliance memo on prof/tech contracts over \$40,000.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Erin Sullivan Sutton, Director *ESS*
Family and Children's Services Division
Department of Human Services

PHONE:

SUBJECT: Per MS16B.17, subd. 4, contract # 409879; Metropolitan Council.

PURPOSE OF THIS CONTRACT:

The legislature appropriated \$150,000 to DHS for use as a grant to support the housing and related counseling component of the Metropolitan Council's HomeChoice Program. The appropriation was enacted as 1995 MN Laws Chapter 207, article 1, section 2, subdivision 4.

TERM OF CONTRACT: 12-6-95 through 6-30-97

AMOUNT SPENT ON CONTRACT: \$150,000

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:

The Department cannot answer this question. The Department was required to disburse these funds to the Metropolitan Council. It was necessary to draft a contract to transfer the funds. There has been no supervision of the HomeChoice program by DHS, and no ongoing relationship.

compliance memo on prof/tech contracts over \$40,000.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Larry Jensen
Department of Human Services

PHONE: 296-6386

SUBJECT: Per MS16B.17, subd. 4, contract # 403885; Powercerv Corp.

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

To test the viability of using Sybase as a software language to integrate our various databases.

TERM OF CONTRACT:

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

\$42,061

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

It was determined Sybase was not the software we needed. The alternative would have been hiring an additional State employee and, in the end, not been able to use their expertise.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES
MEMORANDUM

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: Bev Gausman
Department of Human Services

PHONE: 297-1486

SUBJECT: Per MS16B.17, subd. 4, contract # 404620 30073381; Center for Evaluation Research.

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract) To develop a crisis nursery database, to design evaluation instruments to measure crisis nursery program effectiveness, to conduct evaluation of the program and to generate a report on evaluation results.

TERM OF CONTRACT: 5/5/95 to 9/30/96

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable) \$59,000.00

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently) This organization had expertise in both database design and program evaluation and could develop a database and evaluation package that would effectively meet the crisis nursery programs' specific needs.

compliance memo on prof/tech contracts over \$40,000.

STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

RECEIVED

APR 09 1997

Dept. of Administration
Office of Commissioner

TO: Elaine Hansen, Commissioner
Department of Administration

FROM: (DHS signatory on contract)
Department of Human Services

PHONE:

SUBJECT: Per MS16B.17, subd. 4, contract # 412684, vendor's name as it appears on contract).

PURPOSE OF THIS CONTRACT: (indicate why it was necessary to enter into this contract)

*Provide actuarial services for managed care rate setting.
Consult with DHS staff on rate setting issues.*

TERM OF CONTRACT: *5-year, renewable annually
In second year of contract.*

AMOUNT SPENT ON CONTRACT: (include funding source & billable hours if applicable)

*total contract amount NTE \$100,000/year
total spent to date ~~was~~ is approximately \$48,000*

CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS: (explain why this amount was a cost-effective way for DHS to provide the services/products better or more efficiently)

*Independent actuary is essential for credibility.
Cost of full time actuary on staff is in excess of
\$100,000/year.*

DEPARTMENT OF HUMAN SERVICES

**STATE OF MINNESOTA
Office Memorandum
Ah-Gwah-Ching Center**

DATE: August 14, 1996

TO: Commissioner of Administration
Professional/Technical Contract Section

FROM: Jeff Smith, CEO
Ah-Gwah-Ching Center

PHONE: 218/547-8303

SUBJECT: Contract over \$40,000

Contract Number: 55-510-05003-01

Vendor's Name: J. William Elliott, MD

Dollars Spent: FY96: 28,560.00
FY95: 37,408.00

Source of Funding: Fund: 100
Agency: H55
Org/Sub: 1SCT
Appr Unit: 100

Contract Duration: July 1, 1994 through June 30, 1996

Billable Hours: FY96: 255 (\$112.00/hour)
FY95: 334 (\$112.00/hour)

This contract was a two-year contract for the services of a psychiatrist. The contract amount for each year was \$43,680.00.

The purpose of the contract was to provide psychiatric services to Ah-Gwah-Ching residents with mental illness and behavior disorders.

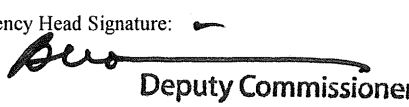

This was the most cost-effective way to provide these services rather than hiring a staff psychiatrist. Dr. Elliott provides ten to twelve hours of services each week and is an effective liaison with our primary physicians. The contract actually allows the facility to save money by not having to transport residents 30 miles to receive services.

ERRB

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.

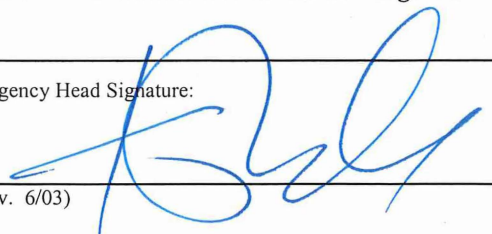
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

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|--|--|---|
| Agency: Iron Range Resources – Ironworld Discovery Center | | |
| Contractor Name: Amelia's Family Cuisine and Catering | | CFMS Contract Number: A59255 |
| Project Name (if applicable): Ironworld food service and catering | Project Number (if applicable): | Project Duration (Dates): 3/20/04 – 3/29/07 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Food and beverage services are a visitor amenity at Ironworld Discovery Center and offered for daily guests, special events and for customer's that rent the facility for private functions. Ironworld does not have the staff, expertise or certifications required for food handling and preparation, so this service has historically been provided by an independent contractor.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$278,837.00 | Source of Funding: FUND 240 APPROP TAC ORG 3170 |
| <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>Food handling and preparations require certified staff and Ironworld does not have expertise in this area. Ironworld is a history museum and park attraction, featuring education programs, research opportunities and venues for special events. Two bids were received for this service and reviewed in January 2003.</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>Work was satisfactory. The contractor worked with Ironworld staff to improve timely responses to customer inquiries and overall performance was adequate to meet the food and beverage needs at Ironworld.</p> | | |
| Agency Head Signature:  Deputy Commissioner | | Title:  Date: 4-27-07 |

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| Agency: IRR | | |
| Contractor Name: Barr Engineering | | CFMS Contract Number: |
| Project Name (if applicable): Building Monitoring and Geophysical Investigation at Ironworld Interpretive Center, Chislm, MN. | Project Number (if applicable): 43037 IWX | Project Duration (Dates): 8-31-04 thru 8-1-09 Contract complete and Final payment made 12-23-04 |
| Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Consultant will perform the duties of determining causes and proposing remedial actions for settlement that has occurred at the Interpretive Center building at Ironworld Interpretive Center, Chislm, MN | | |
| Billable Hours (if applicable): | Total Contract Amount: \$92,800.00 | Source of Funding: 05 / 240 / B43 / 3130 / B00 |
| Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: IRR 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 IRR 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: | | |
| 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 consultants work was completed satisfactorily. A comprehensive report was issued in a timely manner although the cost was determined to be on the "high end" (by about 10%) for the services they provided. | | |
| Agency Head Signature:  | Title: A-D. | Date: 3.7.07 |

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| Agency: Iron Range Resources | | |
| Contractor Name: Westmorelandflint | | CFMS Contract Number: A83271 |
| Project Name (if applicable): Iron Range Resources Strategic Marketing Communications Plan | Project Number (if applicable): | Project Duration (Dates): 11/21/05 – 11/30/06 |
| <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 develop an agency Strategic Marketing Communications Plan that would provide focus, continuity, and effectiveness to future marketing efforts, and to plan and execute the launch of the agency's "Business is Beautiful" campaign. It was necessary to hire an outside contractor for this work since the agency lacked the staff, expertise, and time for all of the necessary activities involved.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$152,865.00 | Source of Funding: Agency B43 Fund 240 Appr TAC Org 5520 |
| <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 opportunity was advertised in the August 22, 2005 State Register. A total of six proposals were received and evaluated by a committee. Two firms were selected for interview. Out of a possible 1000 points, Westmorelandflint received 866 points, with the next firm receiving 745 points. The committee felt that Westmorelandflint thoroughly understood the scope of the project, and had the staff expertise to perform the required duties in a timely manner.</p> | | |
| If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A | | |
| <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 overall performance of the contractor was satisfactory. There were instances of miscommunication between the agency and the contractor resulting in some quality and timeliness issues, but the agency is satisfied that the terms and objectives of the contract were met.</p> | | |
| Agency Head Signature:  | Title: Deputy Commissioner | Date: 12-7-06 |

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

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| Agency: Iron Range Resources and Rehabilitation Board | | |
| Contractor Name: Mr. Larry Lehtinen | | CFMS Contract Number: A10030 |
| Project Name (if applicable): Value-Added Iron Products Feasibility Study Softron Corporation | Project Number (if applicable): N/A | Project Duration (Dates): 07-07-2000 to 12-30-2000 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Iron Range Resources and Rehabilitation Board (IRRRB) entered into a contract with Mr. Larry Lehtinen, DBA Softron Corporation (a Minnesota Company) to perform a conceptual feasibility study of the production of value-added iron products at the LTV Steel Mining facility (LTVSMC), located near Hoyt Lakes.</p> <p>LTV Corporation announced its intent to close LTVSMC by July 1, 2001, and permanently closed the facility on February 24, 2001, putting 1400 people out of work. This has devastated the east range area (Hoyt Lakes, Aurora, Town of White, Embarrass, Palo) as well as the North Shore (Taconite Harbor and Grand Marais). Because each mining job is supported by roughly three additional jobs (vendors, retail and public services) this negative impact has spread to the entire northeastern Minnesota region.</p> <p>The IRRRB entered into a sole-source contract with Mr. Lehtinen for the following reasons: 1) it was critical to have good information on alternatives, 2) there is not an employee of the State of Minnesota capable of completing the work, and 3) Mr. Lehtinen has the knowledge, experience and contacts required to complete the work.</p> | | |
| Billable Hours (if applicable): N/A | Total Contract Amount: \$48,500.00 | Source of Funding: 00 B43 5120 B00 (\$29,000) 00/01 B43 1745 B00 (\$19,500) |
| <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 cost-effective to the IRRRB for the following reason: the State of Minnesota does not have the expertise necessary to complete the work.</p> | | |
| Agency Head Signature: John Swift | Title: IRRR Commissioner | Date: 5-15-01 |

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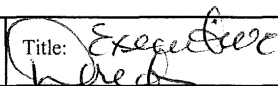
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| Agency: Iron Range Resources and Rehabilitation Board | | |
| Contractor Name: Mr. Larry Lehtinen | | CFMS Contract Number: A15674 |
| Project Name (if applicable): Steel Slab Production Project Ferrometrics, Inc. | Project Number (if applicable): N/A | Project Duration (Dates): 11-30-2000 to 03-30-2001 |
| <p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Iron Range Resources and Rehabilitation Board (IRRRB) entered into a second contract with Mr. Larry Lehtinen, DBA Ferrometrics, Inc. (a Minnesota Company) to advance the feasibility study for the production of value-added iron products at the LTV Steel Mining facility (LTVSMC) completed by Mr. Lehtinen, then DBA Softron Corporation. The additional work developed the initial study into a preliminary business proposal and included work in the following areas: 1) marketing, 2) preliminary design and engineering, and 3) environmental review.</p> <p>LTV Corporation permanently closed LTVSMC on February 24, 2001, putting 1400 people out of work. This has devastated the east range area (Hoyt Lakes, Aurora, Town of White, Embarrass, Palo) as well as the North Shore (Taconite Harbor and Grand Marais). Because each mining job is supported by roughly three additional jobs (vendors, retail and public services) this negative impact has spread to the entire northeastern Minnesota region.</p> <p>The IRRRB entered into a sole-source contract with Mr. Lehtinen for the following reasons: 1) it was critical to have good information on alternatives, 2) there is not an employee of the State of Minnesota capable of completing the work, and 3) Mr. Lehtinen has the knowledge, experience and contacts required to complete the work.</p> | | |
| Billable Hours (if applicable): N/A | Total Contract Amount: \$160,000.00 | Source of Funding: 01 B43 5131 B00 (\$148,000) 01 B43 1745 B00 (\$12,000) |
| <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 cost-effective to the IRRRB for the following reason: the State of Minnesota does not have the expertise necessary to complete the work.</p> | | |
| Agency Head Signature: John Swift | Title: IRRR Commissioner | Date: 5-15-01 |

Justice Programs

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

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| Agency: MN Office of Justice Programs | | |
| Contractor Name: Appriss Inc. | | CFMS Contract Number: #A29002 |
| Project Name (if applicable): VINE | Project Number (if applicable): | Project Duration (Dates): 10/1/01 through 2/28/05 |
| <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 create a computerized notification system for Minnesota victims of crime and criminal justice professionals. Ultimately to provide a consistent and accurate database for victims and professionals 24/7 to access offender's custody information. VINE is a system currently used in 35 other states and by multiple federal law enforcement agencies and is seen as a life saving tool for victims of crime and a valuable tool for law enforcement in tracking offenders.</p> | | |
| Billable Hours (if applicable): | Total Contract Amount: \$1,378,436.00 | Source of Funding: Federal Brynne |
| <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 amount covers the cost to interface multiple counties and the Department of Corrections. The system provides a consistent and accurate notification process for victims of crime in Minnesota. The amount of the contract was determined to be comparable and competitive to current market prices for this type of technology.</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 contract was a single source based on brand compatibility available from only one source (no other distributors). Research was conducted including market research, other vendors contacted and public notice.</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 objectives of the contract. The VINE system was implemented in a timely format through a quality interface system. Appriss contractors did a professional job working with outside vendors and county employees to ensure the development of the statewide system.</p> | | |
| Agency Head Signature:  | Title:  | Date: 7/19/05 |