

Labor and
Industry

Kelly Heffron

Date sent: Wed, 3 Mar 2010 09:19:30 -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: CCLD .Net Support Position

id_part1: b42

id_part2: 2220

cfms: B18671

vendor: Assyst

agency: Labor & Industry Dept

evaluator: Betty Baron

eval_date: 03/03/2010

email_list: betty.baron@state.mn.us, michael.gaustad@state.mn.us

purpose: Provide staff augmentation support for CCLD Seminar Registration Project

accomplished: Yes

contract_date: 7/31/2009

amended_date: 2/28/2010

actual_date: 2/28/2010

contract_cost: 215,000.00

actual_cost: 215,000.00

cost_effective: DLI was unable to find suitable skills to fill this as a temporary unclassified position for less cost.

amended: Yes

amended_e: No additional money was amended. We simply amended the contract for additional time to create the second phase of the project.

terminated: No

engage: Yes

David Schmidtke

Date sent: **Mon, 11 Jan 2010 14:44:59 -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 01/11/2010.

project: CCLD FoxPro Developer/Support Position

id_part1: B42

id_part2: 2201

cfms: B15217

vendor: TAJ Technologies

agency: Labor & Industry Dept

evaluator: Marybeth Stoltz

eval_date: 01/11/2010

purpose: This was a staff augmentation contract to provide FoxPro support.

accomplished: Yes contract_date: 04/30/2009 amended_date: 12/31/2009

actual_date: 12/31/2009 contract_cost: 151800.00 amended_cost: 218800.00

actual_cost: 214933.13 cost_effective: The antiquated FoxPro systems came to DLI through the Drive To Excellence Construction Consolidation Project.

DLI did not have IT staff knowledgeable to support these programs that were still vital to the electrical and plumbing areas. DLI contacted OET for assistance, but OET was unable to help; therefore staff augmentation was necessary. amended: Yes amended_e: The FoxPro systems were still operational so the contract needed to be amended to provide continued support. terminated: No engage: Yes

Kelly Heffron

Date sent: Thu, 1 Oct 2009 08:01:55 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/01/2009.

project: Gen Comp Replacement Feasibility and Requirements

id_part1: B42

id_part2: 2271

cfms: B21306

vendor: AVT Consulting

agency: Labor & Industry Dept

evaluator: Cindy Valentine

eval_date: 10/01/2009

purpose: Determine technology requirements for replacement of the Gencomp system used by the Claims Services and Investigations Unit for WC case management. Also determine the feasibility of migration of data from the GenComp system.

accomplished: Yes

contract_date: 06/30/2009

amended_date: 09/30/2009

actual_date: 08/01/2009

contract_cost: 172000

amended_cost: 187000

actual_cost: 170228.75

cost_effective: The contract allowed requirements to be derived while staff completed other projects. DLI state staff lacked ability to determine feasibility of data migration.

amended: Yes

amended_e: It was thought we would need additional time to complete work and review feasibility of a third party solution.

terminated: No

engage: Yes

Kelly Heffron

Date sent: Thu, 23 Apr 2009 10:35:33 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 04/23/2009.

project: Construction Codes and Licensing Division
Inspection/Permit/Enforcement System

id_part1: b42

id_part2: 2142

cfms: B11409

vendor: Assured Consulting Services

agency: Labor & Industry Dept

evaluator: Betty Baron

eval_date: 04/23/2009

email_list: betty.baron@state.mn.us, michael.gaustad@state.mn.us

purpose: Determine requirements for a new system to be created to complete the consolidation under the governors drive to excellence project. This include evaluation of existing infrastructure as well as COTS products.

accomplished: Yes

contract_date: 12/31/2008

amended_date: 3/31/2009

actual_date: 3/26/2009

contract_cost: 240,000

amended_cost: 270,000

actual_cost: 268,050

cost_effective: state staff non suffecient to complete the project.

amended: Yes

amended_e: Delay in department making key decisions.

terminated: No

engage: Yes

Kelly Heffron

Date sent: Tue, 7 Oct 2008 14:15:15 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/07/2008.

project: CCLD Data Migration

id_part1: B42

id_part2: 2073

cfms: B05540

vendor: Virtelligence Inc

agency: Labor & Industry Dept

evaluator: Marybeth Stoltz

eval_date: 10/07/2008

email_list: marybeth.stoltz@state.mn.us

purpose: Design and build migration scripts and programs for Construction Codes and Licensing C

accomplished: Yes

contract_date: 06/30/2008

amended_date: 09/30/2008

actual_date: 08/11/2008

contract_cost: 150,232

amended_cost: 192,952

actual_cost: 142,578

cost_effective: The agency did not have this particular skill set.

amended: Yes

amended_e: The special appropriation was "carried forward" and more time was needed for the cc
terminated: Yes

terminated_e: The contractor (not vendor) became difficult to work with; he did not follow the migra
engage: No

engage_e: For the reasons stated above. Concerns about the contractor were communicated to tl

Kelly Heffron

Date sent: Thu, 29 May 2008 09:59:56 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 29, 2008 at 09:59:56

_config: vendeval
project: CSI Data Migration
id_part1: B42
id_part2: 1894
cfms: A99845
vendor: Virtelligence Inc
agency: Labor & Industry Dept
evaluator: Marybeth Stoltz
eval_date: 05/29/2008
purpose: Design and build migration scripts and programs for workers'
compensation. Migrate data from MS Access and MAPS to Informix
enterprise database. This was a staff augmentation position.
accomplished: Yes
contract_date: 06/30/2007
amended_date: 12/31/2007
actual_date: 11/13/2007
contract_cost: 26,700
amended_cost: 32,040
actual_cost: 32,040
cost_effective: The agency did not have this particular skill set.
amended: Yes
amended_e: The overall project "go live" date was scheduled for
11/05/07. Extending the contract allowed the state to call back the
contractor for support and defects.
terminated: No
engage: Yes
engage_e: Virtelligence is easy to work with and provides good customer
service.

Kelly Heffron

Date sent: Thu, 21 Feb 2008 06:58:41 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Betty.Baron@state.mn.us,
Michael.Gaustad@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, February 21, 2008 at 06:58:41

_config: vendeval
project: OSHA Compliance System Redesign
id_part1: B42
id_part2: 1711
cfms: A84644
vendor: Assured Consulting Services
agency: Labor & Industry Dept
evaluator: Betty Baron
eval_date: 02/21/2008
email_list: betty.baron@state.mn.us, Michael.gaustad@state.mn.us
purpose: Develop an infrastructure that could be used to replicate,
augment and enhance the capabilities of the current Federal IMIS
system. Current state staff were unavailable to complete the project in
a timely fashion.
accomplished: Yes
contract_date: 01/04/2008
amended_date: 02/15/2008
actual_date: 02/15/2008
contract_cost: 600,000.00
actual_cost: 560,143.47
cost_effective: Current IMIS functionality resides on a system that has
not been updated to include MN specific information and requirements.
It also resides on NCR equipment that has not been supported since 2000
and Federal OSHA has been unsuccessful in creating a nationwide system.
amended: Yes
amended_e: Additional functionality created under the OSHA project was
moved to the DLI enterprise framework.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 12 Feb 2008 07:44:58 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Betty.Baron@state.mn.us,
Michael.Gaustad@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, February 12, 2008 at 07:44:58

_config: vendeval
project: OSHA Compliance System Redesign
id_part1: B42
id_part2: 1711
cfms: A84644
vendor: Assured Consulting Services
agency: Labor & Industry Dept
evaluator: Betty Baron
eval_date: 2/12/2008
email_list: betty.baron@state.mn.us, michael.gaustad@state.mn.us
purpose: Develop a infrastructure that could be used to replicate,
augment and enhance the capabilities of the current Federal IMIS
system. Current state staff were unavailable to complete the project
in a timely fashion.
accomplished: Yes
contract_date: 01/04/2008
amended_date: 02/15/2008
actual_date: 02/15/2008
contract_cost: 600,000.00
actual_cost: 560,143.47
cost_effective: Current IMIS functionality resides on a system that has
not been updated to include MN specific information. It also resides
on NCR equipment that has not been supported since 2000 and Federal
OSHA has been unsuccessful in creating a nationwide system.
amended: Yes
amended_e: Additional functionality moved to the enterprise framework
terminated: No
engage: Yes

David Schmidtke

From: "Kelly Heffron" <kellyh.LRL>
Organization: MN Legislative Reference Library
To: davids
Date sent: Fri, 08 Jun 2007 09:46:59 -0500
Subject: (Fwd) Vendor Evaluation Form

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

Date sent: Fri, 8 Jun 2007 09:44:40 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Cindy.Valentine@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 08, 2007 at 09:44:40

-
_config: vendeval
project: Data Driven Workers Compensation System
id_part1: B42
id_part2: 1773
vendor: AVT Consulting
agency: Labor & Industry Dept
evaluator: Cynthia Valentine
eval_date: 06/07/2007
email_list: cindy.valentine@state.mn.us
purpose: The purpose of this contract was to analyze the business and technology impacts of moving from a forms based workers compensation regulatory system to one based on data. The department lacked certain expertise and capacity to perform the work. Additionally, it was felt that a contractor would bring a level of objectivity to the work that would be valuable to ensure stakeholder buy-in.
accomplished: Yes
contract_date: 05/30/2007
actual_date: 05/25/2007
contract_cost: 223,000
actual_cost: 210,763.7
cost_effective: Contracting allowed the agency to accomplish this work without interruption of staff duties. The contractor also provided an objective presence to guide stakeholders of varying interests through business process discussions. It is unlikely that the agency possessed skills at the level required for success.
amended: No
terminated: No

engage: Yes

engage_e: AVT staff were consumately professional. Work was completed on time or if there was a delay, we made the decision together. They quickly grasped the facts and issues surrounding our program.

-

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

Kelly

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, January 11, 2007 7:59 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 07:59:17

_config: vendeval
project: Occupation Safety and Health (OSHA) System Redsign
id_part1: B42
id_part2: 1614
cfms: A75757
vendor: Assured Consulting Services
agency: Labor & Industry Dept
evaluator: Betty Baron
eval_date: 01/11/2007
purpose: Requirements for the redesign of OSHA IMIS Federal system with inclusion of
imaging solution
accomplished: Yes
contract_date: 06/06/2005
amended_date: 11/18/2005
actual_date: 11/18/2005
contract_cost: 60,000.00
amended_cost: 39,000.00
actual_cost: 98,518.77
cost_effective: Current OSHA Federal system has not been updated since 1996. Hardware and
software is no longer supported by vendors - replacement equipment purchased on EBAY.
This positions DLI to continue working in the event of a failure by Fed OSHA Equipment.
mended: Yes
amended_e: Delay in response from Federal OSHA and to include travel expenses required for
visits to Washington DC at the Federal Governments request.
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, January 11, 2007 8:13 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 08:13:23

_config: vendeval
project: Compliance Services Penalty Interface to MAPS
id_part1: B42
id_part2: 1600
cfms: A73422
vendor: Computer Aid Incorporated (CAI)
agency: Labor & Industry Dept
evaluator: Betty Baron
eval_date: 01/11/2007
purpose: Develop applications, testing and implementation of programs to be used by
Compliance Services to interface on Work Comp penalties with the MAPS system. Vendor had
previously developed interface for Code Services and OSHA within the department.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: 24,260.00
actual_cost: 24,000.00
cost_effective: No agency staff who had the skills required to create the application in a
timely fashion.
amended: No
terminated: No
engage: Yes

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, September 11, 2006 1:29 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Kathy.Duchene@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 11, 2006 at 13:28:44

_config: vendeval
project: Technology Assessment for Construction Codes and Licensing Division
id_part1: B42
id_part2: 1714
cfms: A85779
vendor: AVT Consulting
agency: Labor & Industry Dept
evaluator: Kathy Duchene
eval_date: 09/11/2006
email_list: kathy.duchene@state.mn.us
purpose: Follow through on a recommendation made to complete a Technology Assessment after
all licensing untis were merged with DLI.
accomplished: Yes
contract_date: 06/30/2006
amended_date: 08/31/2006
actual_date: 08/15/2006
contract_cost: 85,000.00
amended_cost: 85,000.00
actual_cost: 84,425.00
cost_effective: DLI did not have the in-house expertise. AVT was able to identify all
existing technology and suggest short/medium/long term solutions for replacement.
mended: Yes
amended_e: AVT Consulting did not supply all required deliverables identified in the
statement of work.
terminated: No
engage: Yes
engage_e: The final deliverable included all required information.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, August 22, 2006 10:04 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Kathy.Duchene@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 10:04:08

_config: vendeval
project: Technology Assessment for Construction Codes and Licensing Division
id_part1: 502
cfms: A85779
vendor: AVT Consulting
agency: Labor & Industry Dept
evaluator: Kathy Duchene
eval_date: 08/22/2006
email_list: kathy.duchene@state.mn.us
purpose: Follow through on the recommendation OET made to complete a Technology Assessment
after all licensing units were merged with DLI
accomplished: Yes
contract_date: 06/30/2006
amended_date: 08/31/2006
actual_date: 08/15/2006
contract_cost: 85,000.00
amended_cost: 85,000.00
actual_cost: 84,425.00
cost_effective: DLI did not have the in-house expertise. AVT Consulting was able to
identify all existing technology and suggest short, medium and long term solutions for
technology replacement
mended: Yes
amended_e: AVT Consulting did not supply all required deliverables identified in the
statement of work
terminated: No
engage: Yes
engage_e: The final deliverable included all required information.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, June 23, 2006 8:15 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

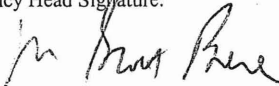
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, June 23, 2006 at 08:14:46

_config: vendeval
project: Software Upgrade
id_part1: B42
id_part2: 1575
cfms: A72059
vendor: Basebridge.com Limited
agency: Labor & Industry Dept
evaluator: Mike Gaustad
eval_date: 06/23/2006
purpose: Upgrade and enhancement to the current system and the addition of an interface to
allow insurance companies to submit inspection reports and insurance status changes
electronically. This is built in proprietary software.
accomplished: Yes
contract_date: 6/30/2005
actual_date: 6/30/2005
contract_cost: 129720
actual_cost: 129720
cost_effective: Changes made to the application allow the users to more
effectively manage their work. The addition of the electronic
interchange of data will decrease the data entry required by DLI staff.
amended: No
terminated: No
engage: Yes
engage_e: Proprietary software

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.

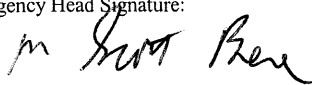
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Labor and Industry		
Contractor Name: CompCost		CFMS Contract Number: A00237
Project Name (if applicable): Work Comp Medical Review	Project Number (if applicable):	Project Duration (Dates): 07/01/98 – 06/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Third Party administrator for Workers' Compensation medical bills		
Billable Hours (if applicable): N/A	Total Contract Amount: \$600,790.00	Source of Funding: Special Compensation Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: CompCost provided medical bill review and payment services for the Special Compensation Fund in administering its Uninsured and Bankrupt Self-Insured Workers' Compensation claims. Fees were based on a percentage of money saved from the billed amounts. Comp Cost's savings over the life of the contract (1990 to 2003) amounted to approximately \$3.5 million.		
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: This contractor's timeliness, quality and overall performance were excellent throughout the term of the contract. This contract was extended for the maximum allowable number of renewals. Ultimately, however, when the final contract term came to a close, it was felt that we should attempt to bring this function in-house to see if these services can be performed at a lower cost by existing agency staff.		
COPY		
Agency Head Signature: 	Title: Commissioner	Date: 9/11/03

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

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

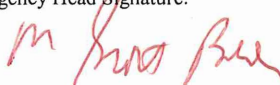
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Labor and Industry		
Contractor Name: Computer Aid Incorp		CFMS Contract Number: A40306
Project Name (if applicable): MAPS Interface	Project Number (if applicable):	Project Duration (Dates): 09/16/02-06/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Existing state staff were working on a high priority project that required dedicated time to that project alone. In addition did not have all skills necessary to complete the project in a timely fashion.		
Billable Hours (if applicable):	Total Contract Amount: \$123,801.66	Source of Funding:
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The project allowed for the reduction of duplicate data entry into multiple systems to process the accounts receivable for 2 work units within DLI. It remove the need to reconcile multiple money sources. It allows DLI to utilize the standard MAPS invoice and EZ PAY via the internet.		
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 vendor was extremely responsive to DLI needs. The objectives of the contract were met under the original amount of the contract. The vendor has been receptive to fixing problems that have arose under their warranty agreed to in the contract. In most cases we received timely work, and if not, the situation was quickly resolved.		
Agency Head Signature: 	Title: <i>Commissioner</i>	Date: <i>8/22/03</i>

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

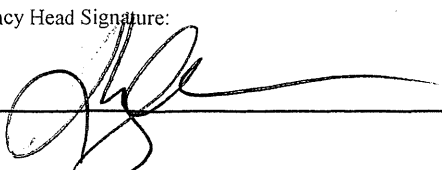
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the Commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

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

Agency: Labor and Industry		
Contractor Name: Dr. William Lohman		CFMS Contract Number: A09154
Project Name (if applicable): DLI Medical Consultant	Project Number (if applicable):	Project Duration (Dates): 07/01/98 – 06/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: ASSIST THE DEPARTMENT IN THE DEVELOPMENT AND ADMINISTRATION OF WORKERS' COMPENSATION MEDICAL POLICIES.		
Billable Hours (if applicable):	Total Contract Amount: \$279,169.00	Source of Funding: Workers' Compensation Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Dr. Lohman provides his services at a rate of \$75.00 per hour. This is well below the going rate for a medical 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: Dr. Lohman's overall performance on this contract was superior. He worked on-site two days per week, and his timeliness and quality were beyond reproach. As it says above, Dr. Lohman provides his services at a rate well below the going rate for a medical consultant.		
Agency Head Signature: 	Title: <i>Commissioner</i>	Date: <i>8/14/03</i>

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


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

Agency: Labor and Industry		
Contractor Name: Enventis		CFMS Contract Number: A19559
Project Name (if applicable): Stage, Test, and Deploy New Phone System	Project Number (if applicable):	Project Duration (Dates): 4-23-2001 to 6-30-2001
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract with Enventis provided services to assist the Department of Labor and Industry in the installation of a voice over-IP (VOIP) phone system at the 443 Lafayette Road location. Because this type of system is relatively new technology, the expertise required to install it is only available from a limited number of vendors, and was not available at all from our employees, nor other traditional state resources or agencies.</p> <p>This project was a result of the Department of Labor and Industry's strategic planning in the area of communication with our customers. The very short time line for the project (with a completion date of June 30, 2001) made it impractical to train our own staff sufficiently to install this equipment themselves. Finding an experienced and reliable vendor was critical to the success of the project both in terms of overall dependability of the phone system, and in the development of a longer-term support and training relationship. Enventis' partnership with Cisco, the manufacturer of the equipment, was an important factor in the selection process. The excellence of Enventis' technical staff and their previous experience with VOIP were deciding factors as well.</p>		
Billable Hours (if applicable):	Total Contract Amount: 60,000.00	Source of Funding: Various
<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>Of the three vendors who expressed interest in providing contract services for this project, Enventis was competitively priced and located in the metro area, thus avoiding costly travel expenses. Enventis staff have been generous with us in sharing their time and expertise, and have been extraordinarily responsive to our needs. Cisco staff have also taken an interest in our project, and have given us substantial assistance as well. ITS employees here in our agency have already gained sufficient knowledge of the VOIP system to perform daily administration and system updates without assistance. This is a direct result of training received by DLI ITS staff from the vendor during the installation and stabilization period and beyond.</p> <p>The VOIP phone system itself provides a lower overall monthly phone cost, and also allows us to do in-house administration of the phone, voice mail and call routing processes. We have already seen cost savings because of the shift from paying for individual phone lines to three "PRI" lines over which all calls are transmitted. We have saved staff-hours and increased productivity by being able to respond instantly to changing phone needs within the agency's main location. The time spent in preparation, submission and tracking of paper requests for services from Intertech has decreased dramatically.</p> <p>Now that we have implemented the first phase of this project, we are confident that we will see even more cost savings as we roll the VOIP phone system out to our offices in greater Minnesota.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 11/26/01

Legislative Commission
on Pensions and Retirement



TO: Robbie LaFleur
Director, Legislative Reference Library

FROM: Lawrence A. Martin, Executive Director 

RE: Report on Finally Completed Professional or Technical Services Contract under Minnesota Statutes, Section 3.225

DATE: July 16, 2004

As required by Minnesota Statutes, Section 3.225, this is the one-page performance report to be filed with the Legislative Reference Library on the actuarial services contract between Milliman USA and the Legislative Commission on Pensions and Retirement that was completed on June 30, 2004.

The following is the pertinent information on this professional services contract, now finally completed:

1. Purpose of Contract. The actuarial services contract between the actuarial consulting firm of Milliman USA of Seattle, Washington, Brookfield, Wisconsin and Minneapolis, Minnesota, was entered into by the Commission in order to comply with Minnesota Statutes 2002, Section 3.85, Subdivision 11, Paragraph (a). The actuarial services contract was necessary to produce the annual actuarial valuations for the 14 statewide and major local Minnesota public retirement plans required by Minnesota Statutes, Section 356.215, to produce the quadrennial experience studies of the three largest Minnesota public retirement plans for the period 1996-2001 under Minnesota Statutes, Section 356.215, and to perform actuarial cost impact estimates of pending legislation and any other actuarial and benefit consulting services required by the Commission.

2. Amount Spent on Contract. For the Fiscal Year 2003-2004 contract, the Commission spent the following amounts:

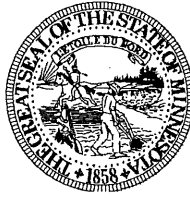
Fiscal Year 2003	\$212,003.75*
Fiscal Year 2004	<u>\$211,356.81*</u>
Total	\$423,360.56

**Includes amounts expended under the contract for the benefit of third parties and reimbursed or reimbursable by them. Expenditure totals are through June 30, 2004.*

3. Explanation of Cost Effectiveness. Consistently produced and accurate actuarial data and well-informed and experience actuarial consulting are essential for the Legislature, the Executive Branch, the retirement plan administrations, the participating employers, the retirement plan memberships, the taxpayers, and the current and potential bondholders of the State in order to judge the financial soundness of the various retirement plans and their recurring contribution requirements. To the best knowledge of the Commission staff, only two states (New York and Washington) attempt to perform the various actuarial functions utilizing state employees and state owned computer hardware and software rather than retaining outside actuarial consultants. The recently completed contract with Milliman USA resulted in the provision of this required data and consulting services in a more efficient, cost-effective, and reliable manner than depending on various consulting actuaries retained by the various retirement plans. The annual actuarial consulting fee paid to Milliman USA totaled less than a few one-thousandths of one percent of the total covered payroll of all applicable Minnesota public retirement plans.

4. Subsequent Events. Minnesota Statutes 2002, Section 3.85, Subdivision 11, was repealed by Laws 2004, Chapter 233, and subsequent actuarial work related to the 14 statewide and local retirement plans is required to be performed by a consulting actuary retained jointly by the seven public pension plan administrators rather than by the actuary retained by the Legislative Commission on Pensions and Retirement under that legislation.

If you have any questions regarding this report, please contact me (651-296-2750).



Legislative Coordinating Commission

72 State Office Building St. Paul, MN 55155-1201 Phone: (651) 296-9002 Fax: (651) 297-3697 TDD (651) 296-9896

House

Representative Margaret Anderson Kelliher, Vice-Chair
Representative Al Juhnke
Representative Mary Murphy
Representative Erik Paulsen
Representative Marty Seifert
Representative Tony Sertich

Senate

Senator James Metzen, Chair
Senator Tarryl Clark
Senator Richard Cohen
Senator David Hann
Senator Lawrence Pogemiller
Senator David Senjem

TO: Robbie LaFleur
Director, Legislative Reference Library

FROM: Greg Hubinger

DATE: July 30, 2008

RE: Report on consulting contract

Minnesota Statutes 3.225, Subdivision 5 (c) requires a legislative office to file a report with the Legislative Reference Library when there is a professional or technical contract that exceeds \$40,000.

On December 19, 2007, the Joint Committee to Investigate the Bridge Collapse entered into a consulting contract with Gray Plant Mooty Mooty and Bennett, PA. The amount spent through this contract was \$500,000.

The Joint Committee was directed to do a comprehensive review of all decisions potentially relevant to the collapse of the I-35W bridge on August 1, 2007, within the context of the general practices of the Minnesota Department of Transportation relating to bridge inspection and repair. The Joint Committee was directed to examine the extent to which the decisions that permitted the I-35W bridge to deteriorate to the point of collapse were similar to those made regarding other bridges, the extent to which other bridges are in peril, and how the bridge maintenance and replacement program must be changed to ensure that no more bridges fall down.

The Legislature contracted with Gray Plant Mooty to carry out this review because it was determined that there were insufficient staff resources to conduct this study internally. Because the results of this investigation were needed in the short term, and legislative staff were required to carry out their normal duties during the 2008 session, contracting with an outside firm with specialized expertise was a cost effective method for completing this project.

Management and
Budget

Kelly Heffron

Date sent: Thu, 18 Mar 2010 10:22:40 -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: SWIFT

id_part1: G10

id_part2: 2452

cfms: B32028

vendor: Caveo Technology

agency: Minnesota Management & Budget

evaluator: James Manion

eval_date: 01/18/2010

purpose: Perform a Risk Assessment on the SWIFT project as required by statute

accomplished: Yes

contract_date: 08/17/2009

actual_date: 11/16/2009

contract_cost: 61000

actual_cost: 61000

cost_effective: By statute an external organization must complete the project risk assessment. The effort was let out on bid with the lowest cost vendor meeting the requirements selected.

amended: Yes

amended_e: Contract end date was extended to allow vendor additional time to complete. Extension did not change cost.

terminated: No

engage: Yes

engage_e: Would depend on what is asked of them and the level of effort required so my actual answer is a maybe.

David Schmidtke

Date sent: Wed, 6 Jan 2010 11:48:42 -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 01/06/2010.

project: MAPS System Replacement RFP Evaluation

id_part1: G10

id_part2: 2341

cfms: B24853

vendor: Salvaggio, Teal, & Associates

agency: Minnesota Management & Budget

evaluator: Joel Ludwigson

eval_date: 01/06/2010

purpose: To assist with RFP development, proposal evaluation, and project

startup activities accomplished: Yes contract_date: 06/30/2009

amended_date: 12/18/2009 actual_date: 12/18/2009 contract_cost: \$225,148

amended_cost: \$477,598 actual_cost: \$467,219 cost_effective: No one in

the state had/has the skills to accomplish the tasks required amended:

Yes amended_e: Project startup activities were delayed terminated: No

engage: Yes comments: We were very satisfied with the vendor s

performance.

Medical
Practice

David Schmidtke

Date sent: Thu, 14 Jan 2010 16:31:16 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Mark.Chu@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/14/2010.

project: Continuing Qualifications and Contested Case Management for
Health Care Providers - Vendor 3 id_part1: H7B id_part2: 2310 cfms: B24733
vendor: Lynmark Consulting Inc. agency: Medical Practice Board evaluator:
Mark Chu eval_date: 01/13/2010 email_list: mark.chu@state.mn.us purpose:
maintain physician hospital privilege records, as required by Minnesota
Statute 147.162, physician shall file with the board a list of the
inpatient and outpatient medical care facilities at which they have
privileges . Enrich Physician Profile contents that have been posted on
BMP website, such as Board stipulation orders/corrective actions. Design
and develop interfaces to provide online services for telemedicine
doctors. Upgrade, support and enhance for the current online services to
new database/programming platform. accomplished: Yes contract_date:
02/05/2009 actual_date: 12/31/2009 contract_cost: 59,500 actual_cost:
59,500 cost_effective: Enabled the public to make informed decisions
regarding their healthcare providers via searching information posted at
the Board's "Professional Profile". Satisfied the Statute requirements for
licensing maintenance. desired software/database upgrade. amended: No
terminated: No engage: Yes engage_e: Got assigned tasks done on time.

David Schmidtke

Date sent: Thu, 14 Jan 2010 16:21:31 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Mark.Chu@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/14/2010.

project: Continuing Qualifications and Contested Case Management for Health Care Providers - Vendor 1 id_part1: H7B id_part2: 2310 cfms: B24737
vendor: Intertech software agency: Medical Practice Board evaluator: Mark Chu eval_date: 01/13/2010 email_list: mark.chu@state.mn.us purpose: This project is needed for the Board to manage the increasing amount of various documentation and information during contest case hearing and licensure re-registration processes. Software and database version upgrade: Develop and upgrade all user interfaces programming codes in Microsoft .NET Framework 3.5, with SQL2008 as back end database. Applications should run under Microsoft Vista/Window 7, with MS Words 2007 professional as ALIMS default correspondence editor. accomplished: Yes contract_date: 02/05/2009 amended_date: 05/04/2009 actual_date: 06/30/2009 contract_cost: 47,300 amended_cost: 8,800 actual_cost: 56,100 cost_effective: Developed user interfaces for BMP discipline staff to track contested case materials, hearing processes, correspondence and involved personnel. Upgraded computer system, so that Board's licensing and complaint investigation system will be able to run under the new Microsoft TFS/database and .NET Framework. amended: Yes amended_e: Ran into some technical challenge to convert existing 38 system modules into new Microsoft TFS Team Foundation Server (development tools). terminated: No engage: Yes engage_e: Contractor, Tim Star, was able to resolve all the technical issues, such as circular reference problems, to allow the Board's current system running in the new database, new server, with new development management tools.

David Schmidtke

Date sent: Thu, 14 Jan 2010 16:27:36 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Mark.Chu@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/14/2010.

project: Continuing Qualifications and Contested Case Management for Health Care Providers - Vendor 2 id_part1: H7B id_part2: 2310 cfms: B24732
vendor: Software Builders, Inc. agency: Medical Practice Board evaluator: Mark Chu eval_date: 01/13/2010 email_list: mark.chu@state.mn.us purpose: The new application should also provide interfaces for BMP discipline staff to document and to track information and materials for contested case hearings. For details regarding the process for contested case hearing; refer to Minnesota Rules Chapter 5615 Hearings Before The Board .
accomplished: Yes contract_date: 02/05/2009 amended_date: 05/04/2009 actual_date: 08/31/2009 contract_cost: 43,200 amended_cost: 38,400 actual_cost: 81,200 cost_effective: Developed Electronic Document Management System and incorporated it into the Board legacy system. So That our licensees practice setting information, such as practicing primary care verses specialty care, re-certification(s) of specialty Board(s), inpatient care/outpatient care, complaint investigation document, contest case legal document,.. Etc can be stored and traced directly and efficiently. The Board has fully control of the Electronic Document Management System. No any software purchasing fee, license fee to any other 3rd party to implement the EDMS. Estimated cost save in 5 years is \$200,000.00+. amended: Yes amended_e: To fully implement the Electronic Document Management System that is able to incorporate with Board's legacy system for business needs. terminated: No engage: Yes engage_e: Contractor was able to provide easy-of-use and technical sounded architecture of EDMS. The final result is even better than off-shelf commercial products.
comments: Feel free to have other state agencies contacting us for the cost saving EDMS implementation.

David Schmidtke

Date sent: Wed, 13 Jan 2010 10:32:21 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Mark.Chu@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/13/2010.

project: Continuing Qualifications and Contested Case Management for Health Care Providers id_part1: ask id_part2: 123 cfms: B24737 vendor: Intertech software agency: Medical Practice Board evaluator: Mark Chu eval_date: 01/13/2010 email_list: mark.chu@state.mn.us purpose: This project is needed for the Board to manage the increasing amount of various documentation and information during contest case hearing and licensure re-registration processes. Software and database version upgrade: Develop and upgrade all user interfaces programming codes in Microsoft .NET Framework 3.5, with SQL2008 as back end database. Applications should run under Microsoft Vista/Window 7, with MS Words 2007 professional as ALIMIS default correspondence editor. accomplished: Yes contract_date: 02/05/2009 actual_date: 06/30/2009 contract_cost: 47,300 amended_cost: 8,800 actual_cost: 56,100 cost_effective: Developed user interfaces for BMP discipline staff to track contested case materials, hearing processes, correspondence and involved personnel. Upgraded computer system, so that Board's licensing and complaint investigation system will be able to run under the new Microsoft TFS/database and .NET Framework. amended: Yes amended_e: Ran into some technical challenge to convert existing 38 system modules into new Microsoft TFS Team Foundation Server (development tools). terminated: No engage: Yes comments: Contractor, Tim Star, was able to resolve all the technical issues, such as circular reference problems, to allow the Board's current system running in the new database, new server, with new development management tools.

David Schmidtke

Subject: RE: Vendor Evaluation Form
Date sent: Wed, 13 Jan 2010 12:21:20 -0600
From: "Mark Chu" <Mark.Chu@state.mn.us>
To: <Steve.Gustafson@state.mn.us>,
<Todd.Pierce@state.mn.us>,
<periodicals@lrl.leg.mn>

Hi, All:

The IT project that we completed last year had 3 separate contracts with 3 different IT consulting firms. They are:

Software Builder:
CFMS# B24732
Total spent \$81,600.00

Intertech Inc.
CFMS#B24737
Total Spent \$56,100.00

Lynmark Consulting
CFMS# B24733
Total spent: \$59,500.00

I completed online evaluations for them, one for each.
The Board did not get the ProjectID from OET. In order to submit the evaluation online, I put some dummy number on those Project ID fields.
Please update them as needed. Thanks.

Mark Chu
Database Administrator
MN Board of Medical Practice
2829 University Avenue SE, Suite 500
Minneapolis, MN 55414
Direct: 612-617-2161
Fax: 612-617-2166
www.bmp.state.mn.us

-----Original Message-----

From: Steve.Gustafson@state.mn.us [mailto:Steve.Gustafson@state.mn.us]
Sent: Wednesday, January 13, 2010 11:19 AM To:
Steve.Gustafson@state.mn.us; Todd.Pierce@state.mn.us;
periodicals@lrl.leg.mn; Mark.Chu@state.mn.us Subject: Vendor Evaluation

David Schmidtke

Date sent: Wed, 13 Jan 2010 10:56:13 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Mark.Chu@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/13/2010.

project: Continuing Qualifications and Contested Case Management for Health Care Providers - Vendor 2 id_part1: ask id_part2: 456 cfms: B24732
vendor: Software Builders, Inc. agency: Medical Practice Board evaluator: Mark Chu eval_date: 01/13/2010 email_list: mark.chu@state.mn.us purpose: The new application should also provide interfaces for BMP discipline staff to document and to track information and materials for contested case hearings. For details regarding the process for contested case hearing; refer to Minnesota Rules Chapter 5615 Hearings Before The Board . accomplished: Yes contract_date: 02/05/2009 amended_date: 05/04/2009 actual_date: 08/31/2009 contract_cost: 43,200 amended_cost: 38,400 actual_cost: 81,200 cost_effective: Developed Electronic Document Management System and incorporated it into the Board legacy system. So That our licensees practice setting information, such as practicing primary care verses specialty care, re-certification(s) of specialty Board(s), inpatient care/outpatient care, complaint investigation document, contest case legal document,.. Etc can be stored and traced directly and efficiently. The Board has fully control of the Electronic Document Management System. No any software purchasing fee, license fee to any other 3rd party to implement the EDMS. Estimated cost save in 5 years is \$200,000.00+. amended: Yes amended_e: To fully implement the Electronic Document Management System that is able to incorporate with Board's legacy system for business needs. terminated: No engage: Yes engage_e: Contractor was able to provide easy-of-use and technical sounded architecture of EDMS. The final result is even better than off-shelf commercial products. comments: Feel free to have other state agencies contacting us for the cost saving EDMS implementation.

David Schmidtke

Date sent: Wed, 13 Jan 2010 11:19:22 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Todd.Pierce@state.mn.us,
periodicals@lrl.leg.mn,
Mark.Chu@state.mn.us
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/13/2010.

project: Continuing Qualifications and Contested Case Management for
Health Care Providers - Vendor 3 id_part1: ask id_part2: 789 cfms: B24733
vendor: Lynmark Consulting Inc. agency: Medical Practice Board evaluator:
Mark Chu eval_date: 11/13/2010 email_list: mark.chu@state.mn.us purpose:
Maintain physician hospital privilege records, as required by Minnesota
Statute 147.162, physician shall file with the board a list of the
inpatient and outpatient medical care facilities at which they have
privileges . Enrich Physician Profile contents that have been posted on
BMP website, such as Board stipulation orders/corrective actions. Design
and develop interfaces to provide online services for telemedicine
doctors. Upgrade, support and enhance for the current online services to
new database/programming platform. accomplished: Yes contract_date:
02/05/2009 actual_date: 12/31/2009 contract_cost: 59,500 actual_cost:
59,500 cost_effective: Enabled the public to make informed decisions
regarding their healthcare providers via searching information posted at
the Board's "Professional Profile". Satisfied the Statute requirements
for licensing maintenance. desired software/database upgrade. amended:
No terminated: No engage: Yes engage_e: Got assigned tasks done on time.

Kelly Heffron

Date sent: Tue, 6 May 2008 09:03:33 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, May 06, 2008 at 09:03:33

_config: vendeval
project: Enhance and Update the Board's Online Services
id_part1: H7B
id_part2: 1927
cfms: A96955
vendor: Lynmark Consulting (former name MACC)
agency: Medical Practice Board
evaluator: Mark Chu
eval_date: 5/6/2008
email_list: mark.chu@state.mn.us
purpose: 1. Complete the integration of the VeriDoc s physician online
verification records into the BMP internal ALIMS 2. implement the
current online application change requests
accomplished: Yes
contract_date: 12/15/2006
actual_date: 07/31/2007
contract_cost: 46640.00
actual_cost: 46640.00
cost_effective: Physicians and PA can perform online State-to-State
verification. Physicians who are oversea can renewal online with their
foreign addresses.
amended: Yes
terminated: No
engage: Yes
comments: Contractor could work on flexible hours at remote location,
and was able to communicate with staff well.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Thursday, September 14, 2006 10:08 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Mark.Chu@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, September 14, 2006 at 10:08:05

_config: vendeval
project: Web Online Renewal Application
id_part1: H7B
id_part2: 1223
cfms: A47934
vendor: Minnesota Association of Computer Consultant
agency: Medical Practice Board
evaluator: Mark Chu
eval_date: 09/13/2006
email_list: Mark.Chu@state.mn.us
purpose: To demonstrate the progress the State is making in delivering services and transactions electronically to citizens, and to meet the Legislature's expectation for implementation of online license/registration renewal, the Board is proposing the Web Online License Renewal and Profiling Data Collection Project. The overall goal of the Online License Renewal Project is to design and implement a new Web based application to allow those health professionals licensed or registered by the Board, including Physician, Respiratory Care Practitioner, Athletic Trainer, Acupuncturist, professional firm and Physician Assistant to renew their license/registration online.
accomplished: Yes
contract_date: 01/31/2004
mended_date: 08/31/2005
actual_date: 08/31/2005
contract_cost: 49,875.00
amended_cost: 199,475.00
actual_cost: 199,475.00
cost_effective: The contractors completed "Online Services functional specification document and design document" and coded the specified requirements to implement a fully functioning Web Online Services. The Online Services also integrate with the Board's internal "Automated Licensure Management System" (ALIMS). It improves service by accommodating 83% interactions via the Internet. Demonstrates the value of providing alternatives to customers which allow self-service at their convenience. Also reduces the operating cost to print/mail the renewal forms.
amended: Yes
amended_e: 1)Additional work with integrating, PA, RT, AP, AT and PF licenses web data into new ALIMS system and business objects.
2)Enhance PA(Physician Assistant) Profile's speciality data enter and the PA's PSD functionality through the online renewal into ALIMS.
Identify and integrate PA's Primary Supervising Physician(s) entries into ALIMS. 3) Provide a mechanism for the Board to put Online Services in the "Maintenance Mode" and notify licensees of scheduled web application maintenance or other maintenance. 4)Save all Online Renewal data step-by-step and be able to start back up the online renewal process at a later time, including saving Hospital Privileges into ALIMS. Resolve the performance issue on the "Renewal Questions Page. 5)Create additional online reports for internal Staff members and link the online renewal page to ALIMS. 6)Additional enhancements to the Facility management area, such as identifying credit card payment for each licensee, implementing multiple log-in accounts for one facility, and tracking the payment list updates 7)Provide support of the Online Services in production (licensee, facility, and staff maintenance) and document the problem solving process/procedures 8)Test all the Online Services programs and enhancements, prior to launching the new updates to production 9) Create a separate "update profile" service, so licensees can save information at any time (for all PY and PA). 10)"Administration Screens" enhancement so administrators can retrieve more information directly for support calls and debugging problems

terminated: No

engage: Yes

engage_e: The contractor completed and delivered the Online Services as specified in the requirements. He communicated well with the project team and other Board specified 3rd party personals regarding any functionality issues and/or ideas that may positively or negatively impact the deliverables as a whole. The overall performance is satisfactory.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, May 23, 2006 3:22 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, May 23, 2006 at 15:22:10

_config: vendeval

project: BMP Online Renewal Implementation

cfms: a47934

vendor: Minnesota Assoc of Computer Consultant

agency: Medical Practice Board

evaluator: Mark Chu

eval_date: 09/30/2006

purpose: To demonstrate the progress the State is making in delivering services and transactions electronically to citizens, and to meet the Legislature's expectation for implementation of online license/registration renewal, the Board is proposing the Web Online

License Renewal and Profiling Data Collection Project. The overall goal of the Online License Renewal Project is to design and implement a new Web based application to allow those health professionals licensed or registered by the Board, including Physician, Respiratory Care Practitioner, Athletic Trainer, Acupuncturist, professional firm and Physician Assistant, to renew their license/registration online.

accomplished: Yes

contract_date: 08/31/2005

actual_date: 08/31/2005

contract_cost: 199,475.00

actual_cost: 199,475.00

most_effective: The contractors completed "Online Services functional specification document and design document" and coded the specified requirements to implement a fully functioning Web Online Services. The Online Services also integrate with the Board's internal "Automated Licensure Management System" (ALIMS). It improves service by accommodating 83% interactions via the Internet. Demonstrates the value of providing alternatives to customers which allow self-service at their convenience. Also reduces the operating cost to print/mail the renewal forms.

amended: Yes

amended_e: Additional enhancements were needed to complete the Online Renewal Project.

terminated: No

engage: Yes

engage_e: The contractor completed and delivered the Online Services as specified in the requirements. He communicated well with the project team and other Board specified personals regarding any functionality issues and/or ideas that may positively or negatively impact the deliverables as a whole. The overall performance is above satisfactory.

TO: Office of Technology
ATTN: Greg Peterson
332 Minnesota Street, # E1100
St. Paul, MN 55101

FROM: Robert A. Leach
Executive Director

DATE: 09/22/05

SUBJECT: Contracts Over \$50,000.00

I have enclosed the required one-page report regarding completion of a Professional/Technical contract. The contract is between the Minnesota Board of Medical Practice and Minnesota Association of Computer Consultant, Inc. (MACC) that exceeded \$50,000.00.

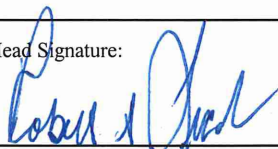
If you have any questions, please call Debbie Milla at 612-617-2153.

Cc Gerald Joyce

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: BOARD OF MEDICAL PRACTICE		
Contractor Name: MINNESOTA ASSOCIATION OF COMPUTER CONSULTANT INC (MACC)		CFMS Contract Number: A47934
Project Name (if applicable): BMP Online Renewal Implementation	Project Number (if applicable):	Project Duration (Dates): 04/25/03 – 08/31/05
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To demonstrate the progress the State is making in delivering services and transactions electronically to citizens, and to meet the Legislature's expectation for implementation of online license/registration renewal, the Board is proposing the Web Online License Renewal and Profiling Data Collection Project. The overall goal of the Online License Renewal Project is to design and implement a new Web based application to allow those health professionals licensed or registered by the Board, including Physician, Respiratory Care Practitioner, Athletic Trainer, Acupuncturist, professional firm and Physician Assistant, to renew their license/registration online.		
Billable Hours (if applicable): 2,266.76	Total Contract Amount: \$199,475.00	Source of Funding: SPECIAL REVENUE FUND
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The contractors completed "Online Services functional specification document and design document" and coded the specified requirements to implement a fully functioning Web Online Services. The Online Services also integrate with the Board's internal "Automated Licensure Management System" (ALIMS). It improves service by accommodating 83% interactions via the Internet. Demonstrates the value of providing alternatives to customers which allow self-service at their convenience. Also reduces the operating cost to print/mail the renewal forms.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: MN Association of Computer Consultants, Inc was chosen because the values that its consultants can bring to the project and their experience with assisting the Minnesota Board of Nursing in design and implementation of its Online Services Project. Those values include: shortening development time, reliability of completion of the project within project, and proven quality of deliverables.		
Evaluate the performance of the work including an appraisal of the contractors timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractor completed and delivered the Online Services as specified in the requirements. He communicated well with the project team and other Board specified 3 rd party personals regarding any functionality issues and/or ideas that may positively or negatively impact the deliverables as a whole. The overall performance is satisfactory.		
Agency Head Signature: 	Title: Executive Director	Date: 9/22/05

(Rev. 6/03)



MINNESOTA BOARD OF MEDICAL PRACTICE

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MN Relay Service for Hearing Impaired (800) 627-3529

TO: Office of Technology
ATTN: Greg Peterson
332 Minnesota Street, # E1100
St. Paul, MN 55101

FROM: Robert A. Leach
Executive Director

DATE: 07/26/05

SUBJECT: Contracts Over \$50,000.00

As you have requested, I have enclosed the required one-page report regarding completion of a Professional/Technical contract. The contract is between the Minnesota Board of Medical Practice and Pareo, Inc. that exceeded \$50,000.00.

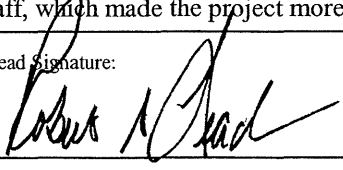
If you have any questions, please call Debbie Milla at 612-617-2153.

Cc Gerald Joyce

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.

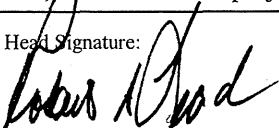
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Board of Medical Practice		
Contractor Name: Pareo, Inc. (Dave Birckelbaw)		CFMS Contract Number: A42056
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): October 28, 2002 - 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 receive the project overview, management and consultation needed to complete the ALIMS project (Phase 2). It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): 2,329.25	Total Contract Amount: \$232,925.00	Source of Funding: FY '03 special appropriation & FY '04 operating budget
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: 7/26/05

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.

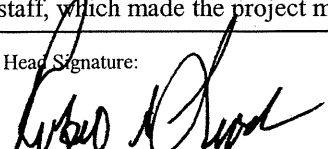
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Board of Medical Practice		
Contractor Name: Zinncorp, IT Doctors (John Schreifels)		CFMS Contract Number: A42227
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): 10/23/02 - -12/31/04
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to receive the Microsoft .NET development services and consultation needed to complete Phase 2 of the ALIMS project. It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): 4,739	Total Contract Amount: \$411,990.00	Source of Funding: FY '03 special appropriation & FY '04 & FY '05 operating budget
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: January 14, 2005

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: Board of Medical Practice		
Contractor Name: SWAT, Inc. (Martin Vargo)		CFMS Contract Number: A47768
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): 04/17/03 – 12/31/04
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to receive the testing leadership, services and consultation needed to complete the ALIMS project (Phase 2). It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): 3,423.35	Total Contract Amount: \$288,560.00	Source of Funding: FY '03 special appropriation & FY '04 & FY'05 operating budgets
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: January 14, 2005



MINNESOTA BOARD OF MEDICAL PRACTICE

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MN Relay Service for Hearing Impaired (800) 627-3529

TO: Office of Technologoy
ATTN: Greg Peterson
332 Minnesota Street, # E1100
St. Paul, MN 55101

FROM: Robert A. Leach
Executive Director

DATE: 07/07/04

SUBJECT: Fiscal Year 2003-2004 Contract Over \$50,000.00

Attached is a copy of the required one-page report regarding the completion of a computer contract over \$50,000.00. Tortuga's contract for \$267,580.00 was October 23, 2002 through 06/30/04. Actual expenditures were \$255,212.50.

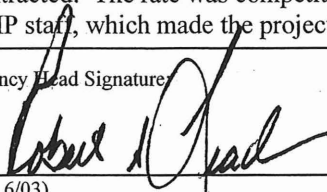
If you have any questions, please call Debbie Milla at 612-617-2153.

Cc Gerald Joyce

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: Board of Medical Practice		
Contractor Name: Tortuga, Inc. (Jeff Fideler)		CFMS Contract Number: A42228
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): October 28, 2002 – 06/30/2004 <i>23</i> <i>PK</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to receive the Microsoft .NET development services and consultation needed to complete Phase 2 of the ALIMS project. It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): \$3,002.50	Total Contract Amount: \$255,212.50	Source of Funding: FY '03 special appropriation & FY '04 operating budget
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: 7/7/04



MINNESOTA BOARD OF MEDICAL PRACTICE

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MN Relay Service for Hearing Impaired (800) 627-3529

TO: Gerald T. Joyce
Contract/Technical Services
Department of Administration

FROM: Robert A. Leach
Executive Director

DATE: 05/20/04

SUBJECT: Fiscal Year 2003-2004 Contracts Over \$50,000.00

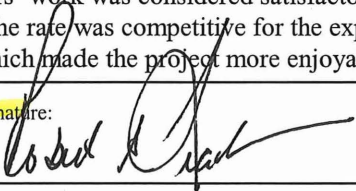
Attached are two copies of the required one-page report regarding the completion of three computer contracts over \$50,000.00. Shared Resource Management's contract period was 10/23/02- 04/30/04 for \$197,736.00. Actual expenditures were \$175,600.50. Modis Inc.'s contract period was 04/28/03-04/30/04 for \$135,975.00. Actual expenditures were the same. Swat Solutions for the Tester/Business analyst position contract period was 05/05/03-03/30/04 for \$132,650.00. Actual expenditures were the same.

If you have any questions, please call Debbie Milla at 612-617-2153.

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.

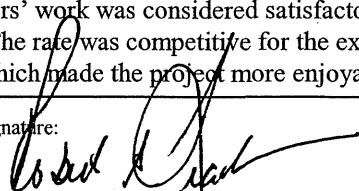
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Board of Medical Practice		
Contractor Name: Modis, Inc. (Andy Schultz)		CFMS Contract Number: A47769
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): APRIL 28, 2003 - APRIL 30, 2004
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to receive the Microsoft .NET development services and consultation needed to complete the reports portion of the ALIMS project (Phase 2). It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): 1,837.50	Total Contract Amount: \$135,975.00	Source of Funding: FY '03 appropriation & FY '04 operating budget
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: 5/18/04

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.

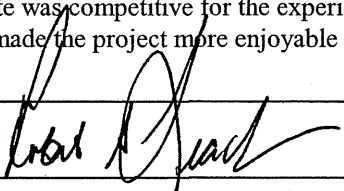
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Board of Medical Practice		
Contractor Name: Modis, Inc. (Andy Schultz)		CFMS Contract Number: A47769
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): APRIL 28, 2003 - APRIL 30, 2004
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to receive the Microsoft .NET development services and consultation needed to complete the reports portion of the ALIMS project (Phase 2). It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): 1,837.50	Total Contract Amount: \$135,975.00	Source of Funding: FY '03 appropriation & FY '04 operating budget
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: 5/18/04

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: Board of Medical Practice		
Contractor Name: Shared Resource Management (Valerie Winberg)		CFMS Contract Number: A42229
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): October 23, 2002 – April 30, 2004
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to receive the Microsoft .NET development services and consultation needed to complete Phase 2 of the ALIMS project. It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): 2,493	Total Contract Amount: \$197,736.00	Source of Funding: FY '03 appropriation
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: 5/18/04

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.

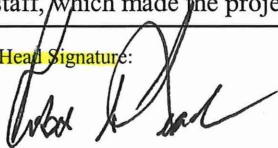
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Board of Medical Practice		
Contractor Name: Shared Resource Management (Valerie Winberg)		CFMS Contract Number: A42229
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): October 23, 2002 – April 30, 2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract was to receive the Microsoft .NET development services and consultation needed to complete Phase 2 of the ALIMS project. It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.</p>		
Billable Hours (if applicable): 2,493	Total Contract Amount: \$197,736.00	Source of Funding: FY '03 appropriation
<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>System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected.</p> <p>Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next.</p> <p>Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system.</p> <p>In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.</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 contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.</p>		
Agency Head Signature: 	Title: Executive Director	Date: 5/18/04

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.

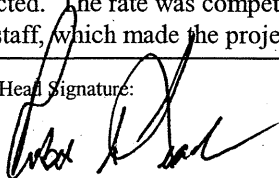
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Board of Medical Practice		
Contractor Name: SWAT, Inc. (Kim Ische-Kaliher)		CFMS Contract Number: A47765
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): 05/05/03-03/30/04
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to receive the testing services and consultation needed to complete the ALIMS project (Phase 2). It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.		
Billable Hours (if applicable): 1,895	Total Contract Amount: \$132,650.00	Source of Funding: FY '03 special appropriation & FY '04 operating budget
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected. Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next. Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system. In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: n/a		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.		
Agency Head Signature: 	Title: Executive Director	Date: 5/20/04

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Agency: Board of Medical Practice		
Contractor Name: SWAT, Inc. (Kim Ische-Kaliher)		CFMS Contract Number: A47765
Project Name (if applicable): Automated License Information Management System (ALIMS), Phase 2	Project Number (if applicable):	Project Duration (Dates): 05/05/03-03/30/04
<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 receive the testing services and consultation needed to complete the ALIMS project (Phase 2). It was necessary to enter into a contract based on a lack of these skills available within the State's available employee pool at the time, including the Board of Medical Practice staff.</p>		
Billable Hours (if applicable): 1,895	Total Contract Amount: \$132,650.00	Source of Funding: FY '03 special appropriation & FY '04 operating budget
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>System need: The legacy system at the Board of Medical Practice was running on a BULL platform, which is outdated and obsolete. It was difficult to secure service and replacement parts in a timely fashion. This proved to be a great risk and when the BULL system failed in 2003 it took weeks for the system to be resurrected.</p> <p>Functionality: The existing system lacked the ability for the user groups with the Board of Medical Practice to share data regarding Entities they regulate. This resulted in duplicate data entry across one primary system and a few separate database and spreadsheet tools used to store the data and manage the workload. In addition, letters were typically generated by each user, again resulting in redundant efforts and inconsistency in language between one letter to the next.</p> <p>Preparation for the Future: By replacing the Oracle server and Unix-based, DOS application with Microsoft SQL and .NET, the system will be easier to support, more easily scalable, and more quickly integration with other systems as needed. The BMP Online Renewal service will utilize the ALIMS database to store the data gathered from the Online system.</p> <p>In summary: Was needed to complete the development of the ALIMS system, which allows BMP staff to service its clients and the public more efficiently, with higher quality and predictable output.</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 contractors' work was considered satisfactory in all aspects. They met the deliverable objectives as planned, assigned and contracted. The rate was competitive for the experience level of the consultant. The consultant worked especially well with the BMP staff, which made the project more enjoyable and increased confidence in the entire project.</p>		
Agency Head Signature: 	Title: Executive Director	Date: 5/20/04

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

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

Agency: DEPARTMENT OF TRANSPORTATION		
Contractor Name: TransTech Management Inc.		CFMS Contract Number: 40100
Project Name (if applicable): Greater Minnesota Property Tax Replacement Aid Study	Mn/DOT Agreement No.: 83623	Project Duration (Dates): 9/1/02-6/30/03
<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 study options for restructuring and integrating the property tax replacement aid program under Minnesota Statutes, Section 174.242 with the public transit program participation grant program under Minnesota Statutes Section 174.24.</p> <p>Minnesota Law 2001, Chapter 5 Article 3 Section 10, Subd, 4, directs Mn/DOT, in consultation with the Dept of Revenue, to prepare a report to the Legislature by January 1, 2003 for integrating the two programs by restructuring the method of financing transit operations in Greater Minnesota to minimize reliance on property taxes while allowing the necessary flexibility to accommodate growth in service demands.</p> <p>To ensure the study was completed by the legislatively mandated due date, it was necessary to engage a consultant to assist with the technical analysis of the study and to prepare supporting documentation.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$72,498	Source of Funding: Greater Minnesota Property Tax Replacement Aid
<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>By expending these funds to engage a consultant, Mn/DOT was able to provide a study that comprehensively evaluated the options for restructuring and integrating the two funding programs by the legislatively mandated due date.</p>		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not Applicable		
<p>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 provided the technical expertise necessary to effectively carry out the study. The consultant did provide regular progress reports and managed the project budget effectively. The study, in draft form, was available by January 1, 2003. Work on the study was completed by June 30, 2003.</p>		
 Carol Molnau, Lt. Governor/Commissioner		4-26-04 Date

cc: P.Stembler, 112 Admin
J. Brunner, MS 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. 83623 Type of work: Property Tax Replacement Aid Study

District/Office: Office of Transit Work Type Code

S.P. T.H. Location

Contractor: Transtech Management Inc.

Subcontractor

Subcontractor

Contract Period September 1, 2002 ; March 31, 2003 ; June 30, 2003
Work Start Date Work Completion Date Expiration Date

Total Contract Cost: \$ 72,498 = Orig Cost: \$72,498 + Amended Cost: \$0

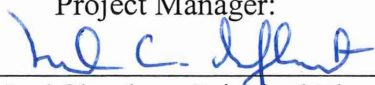
Amended cost for: ~ Overrun ~ Additional Work Number of Amendments

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		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	4			
9. Cost estimation/budget management		3		

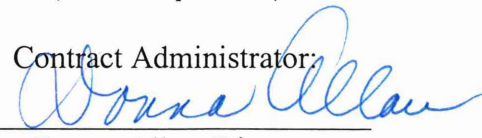
Contractor's rating for this contract:

Total Points: **29**
(Maximum points 36)

Project Manager:


Noel Shughart, Principal Planner
Mn/DOT Office of Transit

Contract Administrator:


Donna Allan, Director
Mn/DOT Office of Transit

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:

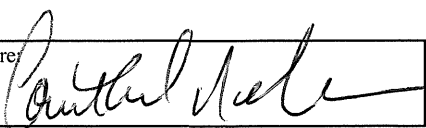
- Contractor requires excessive guidance or direction.
- Contractor is unresponsive to requests.
- Contractor unable or unwilling to resolve minor setbacks.
- Deliverables do not follow standards or does not meet requirements or expectations.
- Project is not on time or budget through no fault of Mn/DOT.

Comments:


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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: DNR – Division of Parks		
Contractor Name: Split Rock Studios		CFMS Contract Number: A 43471
Project Name (if applicable): Forestville Mystery Cave SP Visitor Center Exhibits	Project Number (if applicable):	Project Duration (Dates): 1/20/03-6/30/04
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This contract was entered into to design and construct interpretive exhibits for the new Forestville Mystery Cave SP Visitor Center because no current DNR employees have the skills, knowledge or ability and time to do the design, research, writing, layout, construction and installation of major interpretive exhibits for the overall cave visitor experience and learning.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$150,000.00	Source of Funding: Bonding 02 500 45F0 451
<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>Hiring an exhibit company with exhibit designers, writers, planners, graphics artists, computer graphics specialists, carpenters, electricians, painters, and installers for this one time project is much less expensive than if we had do all this work our selves or hire these skilled people individually.</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 company was not a single source 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>Split Rock Studios provided skilled and cooperative staff to work on this project and they built, delivered and installed high quality exhibits within the amount of time allowed in the contract. They did an outstanding job creating exhibits that told the story of Mystery Caves five major themes outlined in the contract. We enjoyed our working experience with them.</p>		
Agency Head Signature: 	Title: Director	Date: 5/25/04

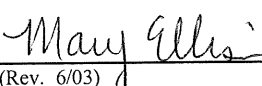
Report on Professional/Technical Contracts Over \$40,000

Agency: MN Department of Public Safety, Division of MN State Patrol		
Contract Firm: Campion, Barrow and Associates	Master Contract No: A17371	
Project Name: Psychological Evaluations	Project No:	Project Duration (Dates) 5/31/01-5/6/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract was to evaluate the MN State Patrol and MN Police Corps candidates during the psychological portion of the selection processes. Campion, Barrow and Associates is a firm who specializes and contracts with various law enforcement agencies in the psychological evaluation of their candidates. This part of the selection process is required by the MN Peace Officer Standard and Training Board.		
Billable Hours (if applicable):	Amount Spent: \$31,010.00	Source of Funding: State and Federal
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This amount was cost effective because the cost per candidate was inclusive of the testing materials, the psychologists' time and travel expenses, and any costs at the testing site. The original contract amount was based on more candidates going through the psychological evaluation portion of the hiring process.		
Chief Executive Signature: 	Title: Chief	Date: 4/6/04
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Report on Professional/Technical Contracts Over \$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: MN Dept. of Public Safety, Office of Justice Programs, Crime Victim Services		
Contractor Name: Amherst H. Wilder Foundation, Wilder Center for Communities		CFMS Contract Number: A53809
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 09/22/03 – 01/30/04
<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 convene and facilitate meetings in the 10 judicial districts of Minnesota, for crime victim service providers and other interested agencies. The goal of the meetings (conducted over a 6-8 week period of time) was to gather input and assist participants in creating their funding plan for their judicial district, detailing how crime victims throughout the district will be able to access services and the level of funding for those services.</p> <p>It was imperative to the success of this project that the facilitators be viewed as a neutral party, and not bring bias to the table regarding crime victim services funding. In seeking feedback early on from potential planning participants (current grantees), the facilitators was identified as a critical issue in the project, which would determine its success or failure. Everyone was in agreement the facilitators needed to represent a third party without an investment in the funding outcome and decision-making.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$110,000	Source of Funding: CFDA #16.588, US Dept. of Justice, Office of Justice Programs, Violence Against Women Act of 2000 – administration 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>This was a new planning process we initiated due to significant budget cuts that have a large effect on currently funded grantees who provide on-going direct services. We needed a process in which to solicit their input and involve them in the decision-making for their regions. The decisions from each Judicial District team will be in effect for five years. We utilized a facilitation team involving 17 staff/consultants from Wilder. For the cost of the contract we accomplished an enormous task that allowed grantees to have a large amount of input into funded services within their district, provided an opportunity for increased collaboration within districts, and changed significantly the disparate level of funding throughout the state among victim service providers.</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. The contractor was chosen through an open competitive RFP process.</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 timeliness, quality, cost and overall performance was very good. There was ease in coordination and frequent communication with the contractor. We worked well together as a team, with mutual respect and understanding. The level of competence within the Wilder Center for Communities organization is high, and even though we had a couple issues with several of the facilitators, the lead on the project was an excellent resource and an effective leader of her facilitation team.</p> <p>The contractor met the terms and objectives of the contract.</p>		
Agency Head Signature: 	Title: Executive Director	Date: 4/5/04

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Agency: Minnesota Board of Medical Practice		
Contractor Name: Shared Resource Management Inc.		CFMS Contract Number: A21446
Project Name (if applicable): Design of the Board's legacy computer system (Automated Licensure Information Management System)	Project Number (if applicable):	Project Duration (Dates): 05/01/2001 to 06/30/2002
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract was written for Shared Resource Management, Inc. to provide facilitation, business analysis, and technical writing. The deliverables included functional specification and technical (detail) design documents that disclose the functionality and system requirements for a new software application to be developed for BMP. In general, this system will track data related to entities that rely on BMP for a number of services including; licensure, license verification, discipline, etc.</p> <p>It was necessary to enter into this contract due to the following facts:</p> <ul style="list-style-type: none">▪ BMP did not have the staff resource availability to complete such an undertaking▪ BMP did not have the technical expertise required to:<ul style="list-style-type: none">▪ identify appropriate business processes requiring definition for the creation of software application▪ document functional and system requirements▪ make determinations regarding screen layouts and supporting information▪ make determinations regarding technical choices and the ramifications of those choices		
Billable Hours (if applicable): Fixed bid Not applicable (fixed bid)	Total Contract Amount: \$285,490.00 <i>total spent: 268,629.98</i>	Source of Funding: The Board's Special Fund in FY01 and FY 02
<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 life-blood of an organization such as BMP is its ability to capture, track, report, and disseminate information. The current system has limited data sharing between functional groups within BMP, requires a number of manual processes in order to complete certain efforts, and utilizes an antiquated infrastructure.</p> <p>The contracted amount was a cost effective method to design improvements that will address the issues listed above, and much more for these reasons:</p> <ol style="list-style-type: none">1. Previously, BMP had contracted the work for the system that is currently in operation. Its development was stretched over a long period of time that led to slower incorporation of features and functions - and ultimately resulted in only half of BMP's business processes being supported.2. The cost was in line with other respondents to the RFP/SOW.3. These benefits of ALIMS would not have been realized if an internal and/or piecemeal approach were used. These benefits include: intertwined functionally to speed service and goods, faster data reporting, more robust automation, easier addition of online/web tools and resources, standardization to today's technology standards, design quality based on other licensing applications.		
Agency Head Signature: 	Title: <i>Executive Director</i>	Date: <i>8/7/02</i>

military Affairs

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

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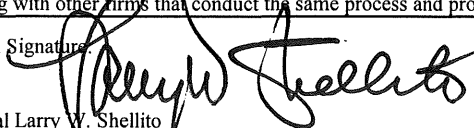
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Military Affairs		
Contractor Name: The Benham Companies, LLC		CFMS Contract Number: NA DMA No. ATK010002
Project Name (if applicable): Conduct and Prepare a Planning Programming and Document Charrette (PPDC) for the Cambridge MN Armed Forces Reserve Center	Project Number (if applicable): 06502	Project Duration (Dates): NTP 20 January 2006 Contract Expiration 3 July 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Army National Guard and Army Reserve have agreed to cooperate on construction and occupancy of this Joint Forces Reserve Center in Cambridge, Minnesota. The Federal monies which fund this project require specific federal standards be met; particularly, a Planning and Programming Document Charrette (PPDC) must be completed as the first step in project scoping and design.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$69,006.86	Source of Funding: Federal [Upfronted with MSABC (Minnesota State Armory Building Commission) Funds. To be reimbursed with Federal Military Construction 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 Charrette process is a requirement for National Guard Bureau Military Construction Projects. National Guard Bureau requires project deliverable for the Planning and Programming phase of a Military Construction Project. The deliverables include a DD Form 1390/1391 to validate parametric building costs associated with the area of construction, a conceptual functionality and flow diagram of the facility to incorporate all functioning capabilities of the building, and a conceptual drawing of the facility to incorporate all associated requirements of the user groups which relate to space requirements, relationships between function, site development analysis, anti-terrorism and force protection requirements, and all conceptual building requirements that relate to the design of the facility.</p> <p>Facilities Management Office, Department of Military Affairs, does not have the "in-house" capability to meet the Planning and Programming requirements of Military Construction Projects, nor is this expertise available from existing State resources. The current structure Bureau-wide lacks the required positions to meet the requirement. As a result National Guard Bureau has dictated the Charrette Process for all Military Construction Projects. National Guard Bureau further outlines the cost of a Charrette should range from \$75,000 to \$100,000 per project according to project size and functionality requirements. The Price of \$69,006.86 was an effective amount to pay for a requirement of a project that was of this size and contained the functionality requirements of an Armed Forces Readiness Center.</p> <p>As a result of this contract and deliverables, the proposed Military Construction Project for an Armed Forces Readiness Center at Cambridge, MN has been locked into the Fiscal Year Development Plan and will receive Congressional Funding in Fiscal Year 2007. This will bring in over 10 Million dollars to the State of Minnesota which would not have been received without this contract work.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>NA</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The overall evaluation of the Charrette process is "Excellent" as it relates to the requirements needed to properly Plan for and identify the programming requirements of a Military Construction Project.</p> <p>The performance of Benham Companies during the Charrette process was below average as it related to the process and receiving the deliverables required to meet National Guard Bureau requirements.</p> <p>Benham Companies were not staffed or prepared to accomplish two simultaneous Charrette processes at the same time. Internally the Facility Management Office assisted the Benham Companies with requirements to assure the final product would be adequate for submission. The review documents were late as a result of personnel changes within the Benham organization, and the rough draft contained numerous errors that needed correction.</p> <p>Although Benham did succeed in completing the final product their work was below a standard the Department of Military Affairs has come to expect in this process while working with other firms that conduct the same process and provide the same service.</p>		
Agency Head Signature: Major General Larry W. Shellito The Adjutant General	Title:	Date: 21 Jul 06

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

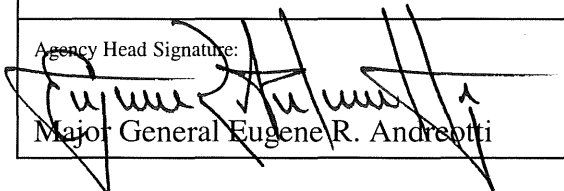
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Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Military Affairs		
Contractor Name: The Benham Companies, LLC		CFMS Contract Number: NA DMA No. ATK010003
Project Name (if applicable): Conduct and Prepare a Planning Programming and Document Charrette (PPDC) for the Faribault MN Armed Forces Reserve Center	Project Number (if applicable): 06504	Project Duration (Dates): NTP 20 January 2006 Contract Expiration 3 July 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Army National Guard and Army Reserve have agreed to cooperate on construction and occupancy of this Joint Forces Reserve Center in Faribault, Minnesota. The Federal monies which fund this project require specific federal standards be met; particularly, a Planning and Programming Document Charrette (PPDC) must be completed as the first step in project scoping and design.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$69,006.86	Source of Funding: Federal [Upfronted with MSABC (Minnesota State Armory Building Commission) Funds. To be reimbursed with Federal Military Construction 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 Charrette process is a requirement for National Guard Bureau Military Construction Projects. National Guard Bureau requires project deliverable for the Planning and Programming phase of a Military Construction Project. The deliverables include a DD Form 1390/1391 to validate parametric building costs associated with the area of construction, a conceptual functionality and flow diagram of the facility to incorporate all functioning capabilities of the building, and a conceptual drawing of the facility to incorporate all associated requirements of the user groups which relate to space requirements, relationships between function, site development analysis, anti-terrorism and force protection requirements, and all conceptual building requirements that relate to the design of the facility.</p> <p>Facilities Management Office, Department of Military Affairs, does not have the "in-house" capability to meet the Planning and Programming requirements of Military Construction Projects, nor is this expertise available from existing State resources. The current structure Bureau-wide lacks the required positions to meet the requirement. As a result National Guard Bureau has dictated the Charrette Process for all Military Construction Projects. National Guard Bureau further outlines the cost of a Charrette should range from \$75,000 to \$100,000 per project according to project size and functionality requirements. The Price of \$69,006.86 was an effective amount to pay for a requirement of a project that was of this size and contained the functionality requirements of an Armed Forces Readiness Center.</p> <p>As a result of this contract and deliverables, the proposed Military Construction Project for an Armed Forces Readiness Center at Faribault, MN has been locked into the Fiscal Year Development Plan and will receive Congressional Funding in Fiscal Year 2007. This will bring in over 15 Million dollars to the State of Minnesota which would not have been received without this contract work.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>NA</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The overall evaluation of the Charrette process is "Excellent" as it relates to the requirements needed to properly Plan for and identify the programming requirements of a Military Construction Project.</p> <p>The performance of Benham Companies during the Charrette process was below average as it related to the process and receiving the deliverables required to meet National Guard Bureau requirements.</p> <p>Benham Companies were not staffed or prepared to accomplish two simultaneous Charrette processes at the same time. Internally the Facility Management Office assisted the Benham Companies with requirements to assure the final product would be adequate for submission. The review documents were late as a result of personnel changes within the Benham organization, and the rough draft contained numerous errors that needed correction.</p> <p>Although Benham did succeed in completing the final product their work was below a standard the Department of Military Affairs has come to expect in this process while working with other firms that conduct the same process and provide the same service.</p>		
Agency Head Signature  Major General Larry W. Shellito The Adjutant General	Title:	Date: 21 Jul 06

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

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

Agency: Department of Military Affairs		
Contractor Name: BRW, Inc.	CFMS Contract Number: N/A	
Project Name: Cultural Resource Management Services, Camp Ripley	Project Number: 92017	Project Duration (Dates): 8 May 98 – 30 Sep 99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract was necessary to secure archaeological expertise for the purpose of evaluating DMA properties to ensure protection of cultural resources. The contract also resulted in a cultural resource management tool that will assist in long range land use planning for Camp Ripley.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$84,396.88	Source of Funding: Environmental
<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 expertise required to complete the project is not available within the DMA staff and the expense of hiring the expertise is not cost effective. Furthermore, the outside expertise lends credibility to the findings and subsequent recommendations of the project when presented to the State Historic Preservation Office.</p>		
Agency Head Signature:  Major General Eugene R. Andreotti	Title: The Adjutant General	Date: 5/15/00

Kelly Heffron

Date sent: **Wed, 30 Sep 2009 08:58:09 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 09/30/2009.

project: Software License and Maintenance

id_part1: E77

id_part2: 1843

cfms: A92697

vendor: Blackbaud, Inc.

agency: Minnesota Zoological Garden

evaluator: Josh McCabe

eval_date: 09/30/2009

purpose: Software deliverables beyond the scope of staff to create. Donor and contact management database and compatible online transactional software.

accomplished: Yes

contract_date: 08/16/2006

amended_date: 08/15/2009

actual_date: 08/15/2009

contract_cost: \$70,175

amended_cost: \$20,758

actual_cost: \$90,933.12

cost_effective: Far cheaper than developing software. Support package included.

amended: Yes

amended_e: Online transactions exceeded expectations

terminated: No

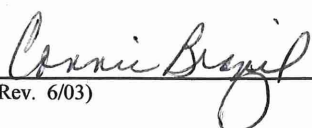
engage: Yes

engage_e: Satisfactory 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: Minnesota Zoo		
Contractor Name: Farber Damon Assoc Inc		CFMS Contract Number: A91385
Project Name (if applicable): MN Trail Architectural design	Project Number (if applicable):	Project Duration (Dates): July 13, 2006 – July 04, 2007
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Minnesota Zoo was Seeking a Architectectural/Landscape Architectural/ Engineering Firm or team to provide Design Development and Construction Documentation for a major renovation of the Zoo's Minnesota Trail.		
Billable Hours (if applicable):	Total Contract Amount: \$147,970.00	Source of Funding:
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Schematic Designs and scale models were complete in house of the trail, we need to hire a Architectural firm that could continue the design process and provide construction drawings, engineer and contract document for bidding.		
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 Minnesota Trail Project became a Design Build Project because of the short time frame we had to turn this project around. Damon Farber Associate Team: RSP Architects, Mattson Macdonald Young & Sebesta Blomberg, were able to provide with updated plans and engineering as we needed it. Matt Wilkens was the project leader for DFA. He was great to work with, his knowledge and skills kept the project moving along at a good pace. DFA was always looking to use green products when we could. The project was run in a very professional and cost affective way it was pleasure working with them. Kevin E. Henderson Project Manager		
Agency Head Signature: 	Title: Deputy Dir	Date: 11-1-07

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

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

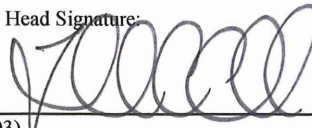
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Zoo		
Contractor Name: Shedd Aquarium		CFMS Contract Number: A91484
Project Name (if applicable): Care & housing of sea otters	Project Number (if applicable): A91484	Project Duration (Dates): June 16, 2006 – July 1, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Zoo needed to acquire northern sea otters for the new "Russian Grizzly Coast" exhibit, due to open in the spring of 2008. These animals are available only through the US Fish and Wildlife Service as orphans, from the state of Alaska. These orphans need to be taken when and if they become available, on short notice.</p> <p>Sea Otters require a specialized holding system for their proper housing and care. The Minnesota Zoo did not have a suitable place to hold these animals at the time of their acquisition. Therefore, another zoological facility, that currently had a sea otter holding system, was needed to take these animals until one could be built at the Minnesota Zoo.</p>		
Billable Hours (if applicable): June 30, 2006 to December 17, 2006	Total Contract Amount: \$100,000	Source of Funding:
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The John G. Shedd Aquarium is located in fairly close proximity to the Minnesota Zoo in comparison to other zoos that are capable of handling sea otters. They also had the space, the expertise and the staff available to handle the extra animals. Minnesota Zoo staff were sent to their facility to be trained in sea otter husbandry while the otters were in their care, providing an important extra benefit from their service.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>This was the only facility agreeable to contract this service at the time.</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 staff at the Shedd Aquarium provided excellent care for the Minnesota Zoo's sea otter while in their care. They routinely reported appropriate animal updates and provided valuable advice for the construction of the sea otter holding area at the Minnesota Zoo. Acquiring an orphan sea otter would have been almost impossible without their service.</p>		
Agency Head Signature: 	Title: Director/CEO	Date: October 25, 2007

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

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

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

Agency: Minnesota Zoo		
Contractor Name: Martin Pevzner Engineering		CFMS Contract Number: A82628
Project Name (if applicable): Zoo MBC Chiller Engineering	Project Number (if applicable): A82628	Project Duration (Dates): 11/1/2005 to 6/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Provide engineering services for the Minnesota Zoo's replacement and installation of the Main Building Complex Chiller. It was necessary to enter into a contract for these services because no zoo employees could perform them.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$122,000.00	Source of Funding: Bonding 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 project resulted in the replacement of an old inefficient chiller and cooling tower system with new chillers and cooling tower which provides cooling for the main building complex as well as <u>the additional load for the Discovery Bay Building and mammal exhibits</u>. The new chiller system has (VFD) motor controls which operate more efficiently (reducing energy costs) has increased capacity which allows us to combine cooling of two large building with one unit. The Discovery Bay unit has been taken out of service resulting in additional energy saving for annual operation, annual service contracts and routine maintenance 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>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>Boris Pevsner - Martin Pevzner Engineering, P.A. I found Boris knowledgeable of chiller system engineering and daily system operation and we were extremely satisfied with the accurate and detailed specifications he developed to achieve all project goals. He has proven to reduce construction costs and yet provide a quality product with operational efficiencies that exceed our expectations.</p> <p>Mark Schaffer- Area Mechanical worked as a team with Boris, Mark standards for quality of work, controlling costs, being timely as well as good customer service are the highest that I have ever experienced. Marks Shaffer's significant experience and knowledge teamed with Boris Pevsner completed a project that exceeded our expectations. I found Boris and Mark to be very professional, thorough, and accurate and a pleasure to work with.</p> <p style="text-align: right;">Gene Barthel, Project Mgr.</p>		
Agency Head Signature: 	Title: Director/CEO	Date: October 24, 2007

Motor Vehicle and
Driver License
Services

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 Mother Vehicle and Driver License Services		
Contractor Name: Labyrinth Consulting		CFMS Contract Number: A57678
Project Name (if applicable): Driver and Vehicle Website Development and Enhancement	Project Number (if applicable):	Project Duration (Dates): 2/24/04 through 9/30/04
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: DVS has defined mission-critical business goals, which rely on web systems to deliver point of entry transactions to business partner locations and public services. These include creating a new DL record management system, distinct from the legacy mainframe, and integrated with MV. This application would be an enhancement of the current web DL record system. This major project involves modeling the data, developing databases, architectures for screen design and data flow from servers to clients, and coding of business logic, both as standalone systems and also integrated with legacy mainframe data. To meet DVS' goal of 25% self-service transactions DVS wants to web-enable the current exam scheduling system and accident records system for law enforcement.</p> <p>To develop enterprise web applications requires experience with analysis of large scale systems, experience with development of enterprise systems, experience with newer programming tools, and experience in development of data-driven web systems with proven responsiveness in a gui environment and large number of end-users. In addition since we are migrating a legacy system and a middleware tool, experience was needed with the middleware tool and an understanding of the data and business process of DVS. Programming staff in DVS did not have XML or C++ skills; in addition, programmers were assigned to several projects on the financial account for DVS business partners, Dealer systems, and DWI law enforcement projects – so no internal resources available.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$215,010	Source of Funding: IMDLIS, CDLIS, Business to Business, Paperless, TRCC
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: DVS has very short-time frames for first-phase implementation on these projects. Using programmer(s) with skill sets desired for the development enabled us to kick-start the projects – and successfully deploy in first-phase for some or make significant progress on others. In the design we worked with the programmer so that portions of the application could be maintained and/or enhanced by DVS staff. As we work on modifications and enhancements and/or completion of these projects in the next 9 – 12 months, this will also be part of the design. By using a consultant with experience both in DVS business process and also design criteria, DVS was able to utilize internal resources to determine business logic, analyze and implement other applications which required indepth knowledge of DVS and business partner financial processes, and in a short-time frame deliver quality products with minimal cost. Gardner had estimated that development of the DL record, alone, would be in the million dollar range. Although not done, even with another phase of the same amount we will deliver in less than \$500K.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: This was an RFP and vendor was chosen on business knowledge, design and implementation experience, experience with middleware tools, and cost. We want to modify, enhance and/or finish these projects in second phase with a sole-source for this vendor – due to extensive knowledge of business processes and design architecture, paradigms, and integration with existing systems. In addition they bring a strong understanding of the legacy system and data conversion requirements.</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 outstanding. ROI for the \$ is exceptional; the applications created are the foundation of our business processes. Deliverables are on time and tested. Development shows adherence to business rules and also creativity in terms of delivery in a wide-area networked environment. Attention is paid to security, auditing, and ease-of-use for end-user. The applications integrate and performance in very timely manner; no performance degradation. Applications can be easily added onto; structure is flexible and reflects newest development tools. DVS has been able to deploy applications in a short-time period which is necessary for our business processes. The consultants' strong data analysis, and extensive database experience, enhances the design and performance of the deliverables.</p>		
Agency Head Signature: <i>Patricia Mc Cormack</i>	Title: DVS Director	Date: 11/23/04

Kelly Heffron

Date sent: Mon, 2 Nov 2009 09:22:48 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/02/2009.

project: Land Records System-Scanning and Indexing of Utilities Licenses,
Easements Granted and Micro-Filmed

id_part1: R29

id_part2: 2352

cfms: B24021

vendor: River City Data

agency: Natural Resources Dept

evaluator: Ray Dick

eval_date: 10/02/2009

purpose: Scan and index land documents. The DNR did not have the
expertise to do it.

accomplished: Yes

contract_date: 07/31/2009

amended_date: 03/14/2010

actual_date: 11/02/2009

contract_cost: 56,669.40

actual_cost: 56,669.40

cost_effective: We would have otherwise needed to hire and train personnel
to do this work.

amended: Yes

amended_e: To extend the projected completion date.

terminated: No

engage: Yes

engage_e: They do excellent work. They are good communicators.

comments: I highly recommend them for this kind of work.

Kelly Heffron

Date sent: **Wed, 12 Aug 2009 11:28:03 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 08/12/2009.

project: Land Records Management Process and System Needs Assessment

id_part1: R29

id_part2: 1924

cfms: A98791

vendor: ESRI, Inc.

agency: Natural Resources Dept

evaluator: Karl Olmstead

eval_date: 08/12/2009

email_list: karl.olmstead@state.mn.us, kim.montgomery@state.mn.us

purpose: (Language here is from the Cert) Nature of Contract: To prepare a needs assessment and feasibility study for redesign of the department's land records management processes and its land records information system. Product or Result: 1. A background paper on land records management processes and systems in public agencies 2. A project charter for a major four-year investment in land records management process redesign and an information system to support the new processes. The State of Minnesota owns more than 8 million acres of land and more than 12 million acres of mineral rights. The Department of Natural Resources is responsible for the administration and management of these lands. Consequently, it has a variety of land management processes, including: Acquiring and disposing of ownership interests in land parcels Acquiring and granting easements Leasing, licensing, or permitting minerals extraction, timber harvesting, and other commercial and recreational uses of state lands Ensuring that it fulfills its obligations to the School Trust Fund and to other entities for whose benefit the state administers certain public land Ensuring accurate calculation and distribution of payments to local governments in lieu of property taxes Ensuring land-based revenue is deposited in the correct accounts and funds and land-based expenditures are drawn from the correct accounts and funds Ensuring that its land and resource management activities are confined to state owned or leased land Ensuring compliance with restrictive covenants on its land parcels Analyzing its land holdings to identify and pursue strategies and tactics for retaining and acquiring land that is best suited to its mission and for disposing of rights in land that is not well suited to its mission. The department has concluded that its land records management processes would better support the department's natural resources management efforts if they were redesigned and a new land records management information system were developed to support the new processes. This conclusion is based on

internal observation that some land records management processes are incomplete, ineffective, inefficient, and duplicative. And it is based on concern that external changes such as rapidly increasing land ownership fragmentation, pressure to develop land in more remote parts of the state, and pressure for off-highway vehicle trails mean the department's current processes are obsolete or non-existent. The goal of this project is to prepare the DNR for a large, four-year investment in improving processes that capture and use information about ownership and other interests in the land managed by the department. In the four years beginning July 1, 2007, the DNR intends to redesign its land records management processes and implement a new land records management system to support them. The wide range of processes that create and use land records information means there is a large and varied group of stakeholders. These stakeholders are unlikely to agree, at least initially, on the four-year project's objectives and scope. The goal of this project is to develop among the department's managers a common understanding of the needs, opportunities, objectives, costs, and priorities associated with redesigning land records processes and modernizing the DNR's land records system.

accomplished: Yes

contract_date: 08/30/2007

actual_date: 06/30/2007

contract_cost: 118,499

actual_cost: 118,499

cost_effective: Contractor provided services and products that the state was not equipped to create for itself. These services and products set the foundation for a larger project in which the agency is increasing the efficiency and effectiveness of its land management processes.

amended: No

terminated: No

engage: Yes

engage_e: Contractor fulfilled the requirements on time and without seeking to increase the cost of this fixed-cost agreement. The deliverables fully satisfied the state's expectations.

Kelly Heffron

Date sent: Thu, 25 Jun 2009 14:10:42 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 06/25/2009.

project: Land Records System-Deeds Scanning and Indexing

id_part1: R29

id_part2: 2210

cfms: B17385

vendor: River City Data

agency: Natural Resources Dept

evaluator: RAY DICK

eval_date: 06/25/2009

email_list: raydick1@yahoo.com

purpose: Putting deeds online for easy access. No expertise on doing this at the DNR.

accomplished: Yes

contract_date: 01/31/2009

amended_date: 06/25/2009

actual_date: 06/24/2009

contract_cost: 104,048

actual_cost: 97,614

cost_effective: Our agency did not have the expertise nor the human resources to do this work.

amended: Yes

amended_e: To extend the finish date.

terminated: No

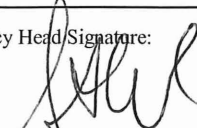
engage: Yes

engage_e: They were very professional, did excellent work, had a wonderful attitude, were flexible.

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.

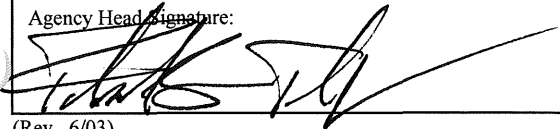
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Department of Natural Resources		
Contractor Name: Central Bank, 238 Madison St, Jefferson City, MO 65101		CFMS Contract Number: A81739 and B15264 A60546
Project Name (if applicable): Electronic Licensing System (ELS)	Project Number (if applicable):	Project Duration (Dates): 04/22/2004 – 04/02/2008
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>DNR has a need for an electronic licensing system (ELS) to allow for electronic purchases of hunting and fishing licenses and registration of watercraft, snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-road vehicles. An electronic licensing system allows for better natural resource management data as well as better enforcement of DNR regulations. ELS also allows for better fiscal controls. Monies from agents are swept electronically once a week and deposited in the State's account. Electronic records are kept for each transaction resulting in a better auditing function.</p> <p>The complexity of an electronic licensing system resulted in the DNR entering into a contract with a private vendor to develop the system. After the RFP process, Central Bank was chosen as the ELS vendor for MN. Central Bank has experience implementing similar systems in other States and had the resources and personnel already in place. This ELS system requires a vendor who can program the system, supply equipment and paper materials to 1700 agents on an ongoing basis at a reasonable cost. The system requires knowledge of specialized printers and paper as well as experience processing electronic fund transfers. System must be available 24/7/365 with little downtime. Based on these factors it was determined that the State did not possess the experience to develop this system in the time frame needed and at the cost required.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$16,000,000.00	Source of Funding: Multiple Sources
<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 with Central Bank called for payments to be made by DNR on a per transaction basis for development and ongoing costs. This has allowed DNR to closely match costs of ELS with revenues generated by sales. The cost for ELS is consistent with the costs that other states are experiencing operating similar systems developed by Central Bank. With the introduction of ELS DNR deposits licensing revenue fees much sooner which resulted in increased interest earned.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <ul style="list-style-type: none">• MN DNR reviewed other state's experiences in the issuance of RFP and requesting bids for an electronic point of sale license system that was similar in complexity to MN DNR licensing needs. Central Bank in many cases was the only vendor providing a response to a state's RFP. Wisconsin and Missouri had prior contracts with Central Bank and completed a new RFP. Central Bank was the sole vendor to respond. Three other states entered an RFP process for a similar system and Central Bank was the only qualified vendor.• DNR reviewed and discussed potential cooperation with Minnesota State Lottery but it was determined that the utilization of the current lottery system for licensing would not be cost effective or an efficient manner to meet DNR license functionality. There was concern of lack of lottery terminals at traditional agent locations (bait stores, sporting goods, etc.) Potential for conflict of access to license and lottery needs at peak periods.• Sole Source was anticipated to significantly reduce costs to the DNR. Selection of another vendor would result in significantly longer time to develop and implement a new ELS and at a higher cost.• The estimated cost to DNR is 4-5 FTE in staff time per year for two years, to develop and write a new RFP, evaluate and select a new vendor and develop, test and implement a new licensing system. Funding for this development and staff time for this effort are not available due to reduced budgets and DNR staffing in the FY04/05 biennium.		
<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 the performance of Central Bank has been very satisfactory. They have met the terms and objectives of the contract. We are pleased with the overall cost of ELS. We had issues with a subcontractor not meeting deadlines but the issue was resolved.</p>		
Agency Head Signature: 	Title: Program Director	Date: 8/1/08

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.

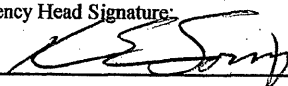
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Natural Resources, Division of Forestry		
Contractor Name: Richard Haskett		CFMS Contract Number: A81475
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 9/9/2006-6/1/2008
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To serve as the regional program coordinator, specifically to work with communities in the top two priority mgmt zones, identifying local needs, exploring the means to meet those needs and enrolling them in the grant program.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$64,708.92	Source of Funding: US Forest Service 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>The USFS provided the grant dollars to do the work and there wasn't the internal staff to get it all done.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>It was bid out through admin. Based on both price and his proposed approach to the work needed, Dick was obvious choice.</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>Fabulous. His costs were reasonable for his expertise and the work done. He was innovative and thorough. Besides the oak wilt work he did, he helped draft the state statute on pest control and the local ordinance that the MN Municipal League has now adopted as their recommended template for all MN cites. His oak wilt work included an education/outreach campaign for local communities including news releases, articles and presentations aimed at local residents; a thorough evaluation of the MNDNR oak wilt program and a white paper describing the issues and recommended actions to address those issues (hence the new state statute) and varying levels of tech assistance to a number of local communities. He served as my advisor and consultant and I appreciated the audience. While working on the state statute, he also advised our admin as well as MDA.</p>		
Agency Head Signature: 	Title: Asst Director	Date: 9/3/08

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

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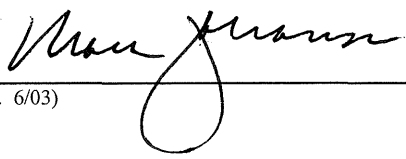
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: DNR - Enforcement		
Contractor Name: Russell Bey Ph.D.		CFMS Contract Number: A66326/B05666
Project Name (if applicable): Facilitating forensic wildlife research services	Project Number (if applicable):	Project Duration (Dates): 8/11/04 - 6/30/08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: To facilitate forensic research in the following areas:</p> <ol style="list-style-type: none">1. Establish research into the normal values obtained by electrophoresis means for testing known meat samples of protected species.2. Facilitate comparative testing procedures with DNR personnel. <p>In addition, consultants agree to provide testing and services based upon but not limited to the following:</p> <ol style="list-style-type: none">1. Examination of unknown meat samples for presence of cervid tissues by accepted immunological methods.2. Examination of unknown fish samples by electrophoresis means to determine species.3. Miscellaneous forensic examinations, including but not limited to, sex differentiation in cervid tissues; species identification from hair, feathers or tissue; necropsy to identify cause of death; and contaminant analysis.4. Consultations with DNR personnel.5. Attendance at meetings or educational seminars for DNR personnel approximately one per year.6. Depositions for Attorney General's office or local prosecutors.7. Provide expert testimony regarding testing methodologies in court where required.8. Provide research in wildlife species identification. <p>A professional/technical contract was necessary since no state employee was able to perform the services needed in this contract.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$60,000.00	Source of Funding: 100/7734/700
<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 is the only provider of this service that is locally available. Other possibilities were explored, but the cost of transportation of the items to be analyzed, and lack of timeliness from other vendors, make this a much more efficient and cost effective.</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 contractor provides specialized services that are available at only a few locations in the United States. Specimens and evidence that is required to be tested is, in most cases, perishable or includes whole animal carcasses. Transportation costs for these items would be prohibitive, therefore it is necessary to have a contractor that is located locally. A bid letting for these services in 2008 had only one response, the current contractor.</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 has provided exemplary service for the past 20 years, with overall performance meeting or exceeding the requirements of this agency. There have been no issues regarding his performance of the work requested</p>		
Agency Head Signature: 	Title: Acting Div Director	Date: 12/3/08

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: DNR		
Contractor Name: Vision Technologies Inc		CFMS Contract Number: A66344/A53787
Project Name (if applicable): <i>Support of DEARS system</i>	Project Number (if applicable):	Project Duration (Dates): <i>8/11/04 - 6/30/08</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of this contract is to provide ongoing support, maintenance and minor enhancements to the Division of Enforcement's critical software application, DEARS (Division of Enforcement Administrative Reporting System).</p> <p>This is a critical application to the Division of Enforcement. It is important to the efficiency and accuracy of many employees in critical functions. Being able to obtain these services are therefore critical to the DNR. Updates are needed as maintenance to continue to comply as policy changes, forms changes, etc. are made.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$80,000.00	Source of Funding: Fund 100
<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 the original developer, Vision Technology is able to support and maintain the application in a timely manner by saving the Division significant dollars. We would have spent much more time bringing another vendor up to speed, not to mention the risk of down time as they learned.</p> <p>Vision Technologies had only two rate increases in the eight years DNR Enforcement had been working with Vision Technologies and at a rate of \$110.00 per hour they are below the going rate for high level programming.</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>Vision Companies is the original developer and <u>only</u> vendor that had ever worked on DEARS. This system is critical to the Division and used on a daily basis by every Division employee. All time keeping, expense reporting, vehicle maintenance reports, work planning, performance and database were developed for DNR Enforcement, and is "owned" by DNR Enforcement, but is now being used by other agencies that also work with Vision Technology for maintenance and enhancements to the programming and database functionality.</p> <p>As the original developer of the application, Vision Companies spent over one year understanding and documenting the business needs of Enforcement in order to develop the application. It is because of their relationship with the Division, and understanding of the application architecture that they are able to provide ongoing support in the cost effective manner. Vision companies understood what changes in one area of the application will have on every other area of the application.</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>We have always been 100% satisfied with the quality, cost and performance of Doug Munson from Vision Technologies. Our timelines have always been met and there have been very few problems with the programming in this very complicated system.</p>		
Agency Head Signature: 	Title: <i>Acting DNR Enforcement Director</i>	Date: <i>08-14-08</i>

Kelly Heffron

Date sent: Tue, 8 Jul 2008 09:16:03 -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 09:16:03

_config: vendeval
project: Forest Management Guideline Monitoring GIS Based Data
id_part1: R29
id_part2: 2099
vendor: Timmons Group
agency: Natural Resources Dept
evaluator: Dave Martodam
eval_date: 7/8/2008
email_list: rick.dahlman@dnr.state.mn.us, dave.martodam@dnr.state.mn.us
purpose: Do database and system design work for a database and spatial application supporting the DNR's mandate to monitor forest management best practices guidelines on timber harvest sites throughout the state. A contract work was necessary because DNR resources were not available to do the work.
accomplished: Yes
contract_date: 6/30/2008
actual_date: 6/30/2008
contract_cost: \$35,000
actual_cost: \$35,000
cost_effective: The DNR did not have the resources available to do this work.
amended: No
terminated: No
engage: Yes
comments: Although the contract end date was June 30, 2008, the agreed date the work would be finished was April 1, 2008. The vendor did not meet this date primarily due to lack of adequate staff time on the project.

Kelly Heffron

Date sent: Tue, 8 Jul 2008 09:49:56 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, July 08, 2008 at 09:49:56

_config: vendeval
project: Forest Management Guideline Monitoring GIS Based Data
id_part1: R29
id_part2: 2099
cfms: B09591
vendor: Timmons Group
agency: Natural Resources Dept
evaluator: Dave Martodam
eval_date: 7/8/2008
email_list: rick.dahlman@dnr.state.mn.us, dave.martodam@dnr.state.mn.us
purpose: Do database and system design work for a database and spatial application to support DNR's mandate to monitor forest management best practices guidelines on timber harvest sites throughout the state. A contract was necessary because the DNR did not have resources to do the work.
accomplished: Yes
contract_date: 6/30/2008
actual_date: 6/30/2008
contract_cost: \$35,000
actual_cost: \$35,000
cost_effective: This contract was cost effective because the DNR did not have resources to do the work.
amended: No
terminated: No
engage: Yes
comments: Although the contract end date was June 30, 2008, the agreed upon work completion date was April 1, 2008. This date was not met mainly because the contractor did not commit adequate staff to the work in the last stages of the project.

Kelly Heffron

Date sent: Thu, 5 Jun 2008 14:46:35 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

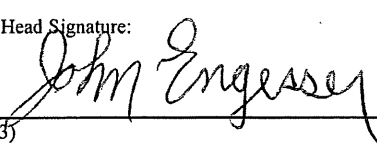
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 05, 2008 at 14:46:35

_config: vendeval
project: Land Records System-Deeds EDMS Design
id_part1: R29
id_part2: 2139
cfms: B10644
vendor: The Macro Group
agency: Natural Resources Dept
evaluator: RAY DICK
eval_date: 06/05/2008
purpose: The purpose: document management design work. The DNR lacked
expertise in this area.
accomplished: Yes
contract_date: 02/15/2008
actual_date: 03/31/2008
contract_cost: \$28,500
actual_cost: \$28,500
cost_effective: The vendor has expertise in this field and brought good
knowledge to the task.
amended: No
terminated: No
engage: Yes
engage_e: Very professional. Very thorough.
comments: They missed a few items on the deliverables list. Therefore
the contract was finished a little later than expected.

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.

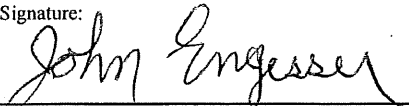
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Natural Resources Division of Lands and Minerals		
Contractor Name: University of Minnesota – Minnesota Geological Survey		CFMS Contract Number: A78649
Project Name (if applicable): Upgrade of Aeromagnetic Database	Project Number (if applicable):	Project Duration (Dates): August 1, 2005 to October 31, 2007
Summarize the purpose of the contract, including why it was necessary to enter into a contract: High quality data sets of flight-line and gridded aeromagnetic data are required to support geological mapping, and the resulting geological maps, as well as the aeromagnetic data sets themselves, form important components of mineral exploration programs by private companies. These new products from this project will help extend the utility of this unique database well into the twenty-first century, and should serve a broad spectrum of interests. The result will be better definition of areas in Minnesota where mineral deposits occur, which will result in future mineral exploration leases. Better definition of mineral deposits will result in increased mineral leasing income and possible future royalty income for the School Trust Fund and the University Trust Fund.		
Billable Hours (if applicable):	Total Contract Amount: \$121,154	Source of Funding: Mineral Diversification Funding within the DNR Lands and Minerals General Budget
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The State of Minnesota owns 2.5 million acres of trust land and an additional 1 million acres of mineral rights. The Department of Natural Resources Division of Lands and Minerals administers mineral lands for the School Trust and the University Trust. Discovery and Development of mineral deposits within the State of Minnesota will result in increased income for these 2 Trusts. The project assisted in better definition of where mineral deposits occur within the state.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: The Minnesota Geological Survey (MGS) is part of the University of Minnesota and is named in State Statutes as a Geological Representative for the State on many committees. The Survey has many experts who are familiar and experts concerning with Minnesota Geology. The Minnesota Geological Survey has conducted the aeromagnetic surveys of the state and therefore has access to all the data contained in these surveys. This project upgraded the public aeromagnetic data that MGS has stored in computer files.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The work was done well and completed on time. The information will be invaluable to exploration companies interested in mineral exploration of Minnesota minerals.		
Agency Head Signature: 	Title: Assistant Director	Date: 3/11/2008

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 Natural Resources Division of Lands and Minerals		
Contractor Name: United States Steel Corporation		CFMS Contract Number: B10200
Project Name (if applicable): Concentrate Effect on Pellet Induration	Project Number (if applicable):	Project Duration (Dates): August 1, 2005 to December 5, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: This project explored the relationships between the composition of induration feed (magnetite, hematite, and carbonates), induration production rates, and fired pellet quality. An advanced Differential Scanning Calorimeter/Thermogravimetric Analyzer (DSC-TGA) was used to determine how the composition of feed influences the mass changes and heat flows of the material during induration. Mini-pot and full pot grate firing tests were used to explore the relationship between firing cycle rates (directly related to furnace productivity) and fire pellet quality. The relationship between feed composition, reduction rates, thermal profiles, furnace productivity, and fired pellet quality were studied by relating the mini-pot and pot grate results with the DSCTGA results. The heat requirements and consequent relationship between productivity and fired pellet quality in pellet induration depends on the nature of the feed. A knowledge of exactly when in the process heat is absorbed or liberated, and how much, would be tremendously helpful in understanding and managing the induration heat loads. Relating this information to fired pellet productivity and quality would be helpful in understanding the true effects of feed mineralogy on the performance of the plant. This project resulted in energy savings during pellet induration and improved pellet quality, which in turn results in energy savings in the steelmaking process.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$154,800	Source of Funding: Iron Ore Cooperative Research Funding (2/3 state, 1/3 private)
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The State of Minnesota owns 2.5 million acres of trust land and an additional 1 million acres of mineral rights. The Department of Natural Resources Division of Lands and Minerals administers mineral lands for the School Trust and the University Trust. During FY2007, \$26,062,361 in royalty income was collected for the School Trust and the University Trust. The project resulted in energy savings during pellet induration, which will assist in keeping the Minnesota taconite industry viable and thus maintain a steady income for the trusts.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: This project had to be performed at a Minnesota Taconite plant. There are six taconite plants in Minnesota and United States Steel, Minntac was the only plant interested in performing this research. United States Steel mines on both School Trust and University Trust mineral lands and pays royalties to both Trust Funds.</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 work was well done and completed on time.</p>		
Agency Head Signature: 	Title: Assistant Director	Date: 3/11/2008

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

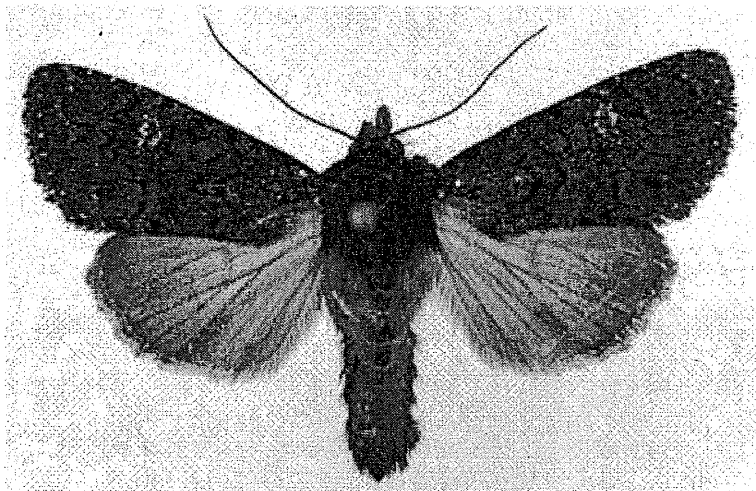
Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00. Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: MN Dept. of Natural Resources Division of Parks & Recreation		
Contractor Name: James Bess – OTIS Enterprises		CFMS Contract Number: A91126
Project Name (if applicable): A Survey of Lepidoptera in Three Priority Areas of the Minnesota State Park System	Project Number (if applicable):	Project Duration (Dates): Contract initiated 7/2006 & ended 12/31/07
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of this project is to document the presence and relative abundance of Lepidoptera species, a profoundly under-surveyed taxa, in several Minnesota State Parks. This project is providing important data on some MN insect species identified as MN Threatened or Special Concern and/or MN Species of Greatest Conservation Need (SGCN). Due to the paucity of basic information on presence and relative abundance for this taxa, results will also suggest species which may need to be added to these lists. In addition, it will identify it will identify locations where typical resource management activities, such as prescribed burning, may need to be modified to protect species vulnerable to those actions and areas that should be protected from control efforts for exotic forest pests, like gypsy moth. Objectives included: 1) Complete baseline Lepidoptera inventories on 15-16 units (state parks, state recreation area or state waysides), 2) Document new locations for state-listed and SGCN species on Division administered lands, 3) Determine whether old records (10-15+ years ago) represent current or extirpated populations, 4) Insure that locations for SGCN, rare and state-listed species of Lepidoptera are incorporated into Departmental GIS databases so the information is available to Division and Department staff involved in planning/implementing resource management efforts and/or conducting environmental reviews, 5) Identify species vulnerable to division management activities or potential gypsy moth control efforts and address as needed to insure preservation of these species on state park lands.</p> <p><u>Need for Contract</u> - It was necessary to enter into a contract to accomplish this project because no one working for the DNR or similar state agencies that we were aware of has the knowledge and expertise necessary to survey for and identify moth species and individuals of some other groups such as Homoptera & Orthoptera.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$86,000	Source of Funding: @ 50% Parks working capital account (204-47B1-401) & @ 50% State Wildlife grant (300-47B1-E05)
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: - 1) The lifespan of this project is about 2.5 years. Doing a contract is preferable to hiring a staff person for a short-term need, 2) We are using staff to assist in trap set-up/ take-down so contractor's time is spent primarily on species identification. 3) The contractor spent 1,591 hrs on this project. The cost for a similarly skilled & knowledgeable DNR staff person (NR Spec Senior – Ecologist 10L or Eco Res 11L) would be approximately \$78,000-\$81,000(salary, fringe, health) not including their travel expenses, computer, office etc. \$86,000 for a contractor to conduct the work, paying for their own travel expenses, using their own, computer, office space, etc is certainly reasonable and does not incur long-term expenses to the department.</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 are only about 4-5 people in MN and surrounding states that have the knowledge and expertise to survey for and identify both butterfly and moth species. Originally we had identified three people to work on this project in three geographic areas of the state (SE, NE, NW). However, the person in the NE then declined because the state's process was taking too long and the person in the NW became unavailable so Mr. Bess was asked whether he would be willing to assist with the other geographic areas and he indicated that he was so the contract was amended to reflect the additional work and costs. Mr. Bess has > 20 years doing field entomology and has conducted similar surveys for private nature conservation organizations and governmental institutions in Arkansas, Illinois, Indiana, Kentucky and Michigan since 1987.</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: - <u>Timeliness:</u> excellent, the contractor has turned in all products on time and responds promptly to requests. <u>Cost:</u> reasonable considering expertise needed – see further explanation above, <u>Quality & overall performance:</u> Fieldwork appeared to be very good with visits made and hours worked as needed to accomplish the survey despite vagaries of weather, etc. Contractor also provided assistance over & above contract deliverables on a presentation for Parks resource management staff and two management issues that came up during the course of the survey work. We did run into some problems with data and report provided. There were inconsistencies in survey site naming conventions, data transfer errors and some species identifications. Some of these problems were partly the fault of Parks as we moved from Park locations as the original location information to sites within parks. Dr. Robert Dana reviewed the vouchers and noted a few errors, but noted that it was unlikely that we would be able to find anyone better for a contract. The contractor was very willing to review & address errors and worked with us to finalize a species list and set of voucher specimens. All vouchers came well-preserved and errors on labels that were noticed were corrected once he was notified. We anticipate that we will be providing the contractor with better electronic tools for data/site entry that will eliminate a number of the problems we had this year. We are also working on preparing a survey protocol that more clearly communicates the deliverables we expect to receive and it what format to allow easy input to our database.</p>		
Agency Head Signature: <i>Charles Bess, Deputy Director</i>	Title: <i>Dep Director</i> <i>Tackles + fac</i>	Date: <i>03/11/08</i>

(Rev. 6/03)

A Survey of Lepidoptera in Three Priority Areas of the Minnesota State Parks System

Interim Report for State Wildlife Grant Project –2007



Apamea mixta - this very rare species was documented at George Crosby Manitou State Park
Image courtesy of the Canadian Biodiversity Information Facility

Prepared by Edward M. Quinn.
Division Resource Management Program Coordinator
MNDNR – Parks & Recreation
March 10, 2008

PURPOSE

The purpose of this project is to document the presence and relative abundance of Lepidoptera species, a profoundly undersurveyed taxa, in several Minnesota State Parks. This project is providing important data on some MN insect species identified as MN Threatened or Special Concern and/or MN Species of Greatest Conservation Need (SGCN). Due to the paucity of basic information on presence and relative abundance for this taxa, results will also suggest species which may need to be added to these lists.

In addition, it will identify it will identify locations where typical resource management activities, such as prescribed burning, may need to be modified to protect species vulnerable to those actions and areas that should be protected from control efforts for exotic forest pests, like gypsy moth.

PROJECT OBJECTIVES

- Complete baseline Lepidoptera inventories on approximately 23 units (state parks, state recreation area or state waysides). The final number of sites will be dependent on weather conditions, initial findings and further analysis of habitat at selected units.
- Document new locations for state-listed and SGCN species on Division administered lands.
- Determine whether old records (10-15+ years ago) represent current or extirpated populations.
- Insure that locations for SGCN, rare and state-listed species of Lepidoptera are incorporated into Departmental GIS databases so the information is available to Division and Department staff involved in planning/implementing resource management efforts and/or conducting environmental reviews.

GENERAL SURVEY METHODOLOGY

Surveys for moths (Macrolepidoptera only), butterflies/skippers and other insects were conducted at ten state parks, six in southeast MN, and four in northeastern MN (Table 1 & Figure 1). Moths were collected using black-light traps at 79 sites in the ten parks. Homoptera, Orthoptera and other insects were sampled using sweep nets through herbaceous vegetation. Sampling occurred from May through September 2007. Each park received two to four visits during the field season. This report summarizes data collected from the six southeastern parks between 2005-2007 and for fall 2006 and for 2007 for the northeastern parks.

Figure 1 – Map of 2007 Parks Where Insect Sampling was Conducted

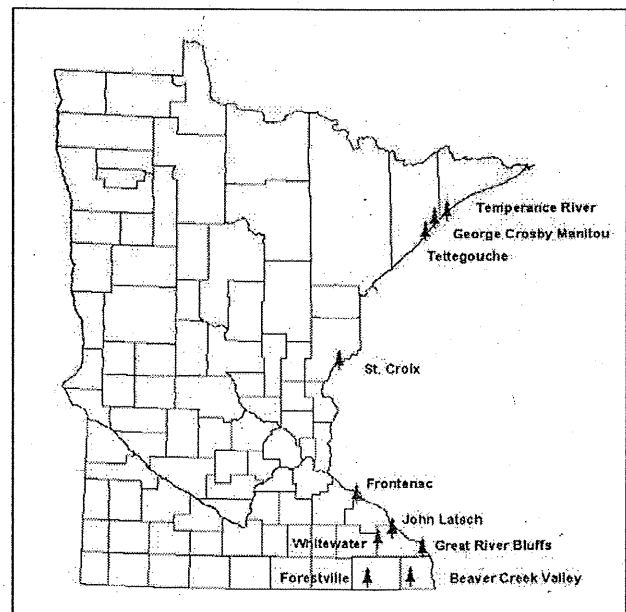
Table 1 – List of Parks Where Insect Sampling was Conducted in 2007

<u>Southeastern MN State Parks</u>	<u>Northeastern MN State Parks</u>
Beaver Creek Valley	George Crosby Manitou
Forestville/Mystery Cave	St. Croix
Frontenac	Temperance River
Great River Bluffs	Tettegouche
John Latsch	
Whitewater	

INTERIM REPORTING REQUIREMENTS

(Jan-December, 2007)

- A list of all Lepidoptera species documented at each unit surveyed.
- Maps or coordinates of areas surveyed.
- Locations of all rare, listed or SGCN species, including initial impressions of habitat for these species utilizing the Department's native plant community classification system.
- A brief summary of the project in general, including whether the project is on track and any problems encountered.
- A list of voucher specimens received as a part of this project.



1. LISTING OF LEPIDOPTERA & OTHER INSECTS DOCUMENTED AT EACH LOCATION & 3. LOCATIONS OF ALL RARE OR SGCN SPECIES INCLUDING INITIAL IMPRESSIONS OF HABITAT

Species Richness

A total of 587 species of Lepidoptera and a few other taxa (Orthoptera, Homptera, Mecoptera) have been recorded at the 10 parks (see Table 3). More than 300 species were documented at both Great River Bluffs (383) and Frontenac (322). Between 200-300 species were found at Beaver Creek (235), Forestville (202) and Whitewater (280). John Latsch was the only park with between 100-200 species (170). Less than 100 species were found at each of the four northeast region parks: George Crosby-Manitou (42), St. Croix (52), Temperance River (22) and Tettegouche (49).

Rare or Uncommon Species

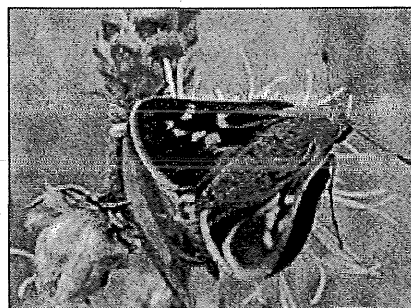
One-hundred and eighty species were documented only at a single park. Great River Bluffs had the greatest number of unique species (38) and John Latsch had the fewest (0) – see Table 1. Four species were documented during the survey that are tracked by the MN Natural Heritage Program – *Hesperia leonardus leonardus*, *Hesperia leonardus pawnee*, *Phyciodes batesii* and *Speyeria idalia*.

Table 2 - Number of Species Documented Only at a Single Park

<u>Park Name</u>	<u># of Unique Species</u>	<u>Park Name</u>	<u># of Unique Species</u>
Beaver Creek Valley	15	John Latsch	0
Forestville	4	St. Croix	28
Frontenac	35	Temperance River	6
George Crosby Manitou	19	Tettegouche	20
Great River Bluffs	38	Whitewater	15

Leonard's Skipper (*Hesperia leonardus leonardus*)

Three subspecies are typically recognized. Subspecies “*leonardus*” occupies most of the range in North America. Subspecies “*pawnee*” replaces it in the northern prairie regions east to about sw MN. Populations in much of MN and prairie habitats in WI are intermediate--and cannot really be referred to either subspecies (Nature Serve, 2007). The third subspecies, “*montana*” is endemic to a small area in CO and is Federally Listed. Leonard's Skipper was found only at Great River Bluffs and John Latsch state parks. It is classified as MN Special Concern and has a state rank of S3 – Vulnerable. It is also designated S3 in WI and IA. These records will be added to the MNDNR Rare Natural Features database. At present, the only record for this subspecies in an eastern MN state park is at Afton.



Hesperia leonardus

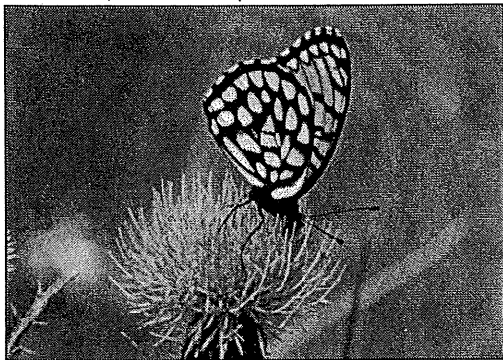
Photo courtesy of Mike Reese & WI DNR

Pawnee Skipper (*Hesperia leonardus pawnee*)

This subspecies was found only at Frontenac. It has a state rank of S3- Vulnerable. The conservation status of Pawnee Skipper has not been assessed in the states adjacent to MN. This record will be added to the MNDNR Rare Natural Features database. There are no records for Pawnee Skipper in any state park in the eastern half of the state.

Tawny Crescent (*Phyciodes batesii*)

This species was found only at George Crosby Manitou and Temperance River state parks. It is tracked by the MN Natural Heritage program but is not designated as MN endangered, threatened or special concern. It has a state rank of S3- Vulnerable. It is ranked the same in ND, S2 (Imperiled) in SD and not assessed in WI or IA. These records will be added to the MNDNR Rare Natural Features database as they are currently no state park records in the system for this species.



Speyeria idalia

Photo courtesy of Robert Dana, MNDNR

Regal Fritillary (*Speyeria idalia*)

Regal Fritillaries have been documented at Frontenac state park in 2005 (Hansen, 2005) and again during this survey by James Bess in 2007. Bess reports that the species is breeding on-site as he observed "several males displaying characteristic searching behavior, looking for receptive females". This is a very important population because the nearest currently extant records for *Speyeria idalia* are at Kellogg-Weaver Dunes SNA and adjacent McCarthy Lake WMA, approximately 26 miles away (Hansen, 2005). A number of studies and observations have documented short-term (< 5 years) intervals as a factor in eliminating or reducing Regal Fritillary populations either due to reduction of host plants (*Viola* spp.), mortality of larvae or a combination.

Unlike the state-listed butterfly species described above, little is known about the moth fauna of the state. In part due to this lack of information, very few moths (3) are classified as MN endangered, threatened or special concern despite the likelihood that the number of moths in MN exceeds 2,000 species. In contrast, Minnesota contains approximately 1,600 species of native plants (Ownbey & Morley, 1991) of which over 250 are state-listed. This project is one of the most comprehensive surveys of moths yet to be conducted in Minnesota. Results to date suggest that there are numerous species which are rare or restricted to high quality native plant communities.

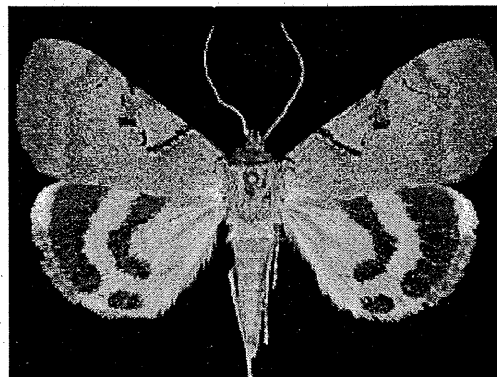
Of the just over 400 moths documented during this project to date, over 100 have been identified which are restricted to, or primarily associated with high quality native plant communities. Some examples from southeastern state parks include the following.

A Noctuid Moth (*Dichagyris (Mesembagrotis) reliqua*)

This moth is considered globally imperiled (G2) and is known from six states. Estimates of the total number of populations is between 6-80. In WI it is ranked S2 – State Imperiled (Nature Serve, 2007). This species is restricted to intact prairie remnants and was only found at Great River Bluffs. Threats to this species include: loss of habitat, biocides in late summer and grazing/fires during August or September. It is underground the rest of the year (Nature Serve, 2007).

Abbreviated Underwing Moth (*Catocala abbreviatella*)

This species has been proposed for MN Special Concern status (MNDNR, 2007). It is a prairie obligate species. The larval host is leadplant. It was documented in five of the six southeast state parks surveyed. It was not found at Forestville. It is ranked S3 –Vulnerable in both MN and WI.



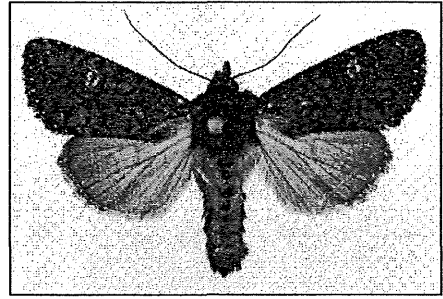
Catocala abbreviatella

Photo courtesy of John Peacock - the North American Moth Photographers Group

In the northeastern parks (St. Croix, G. C. Manitou, Temperance River and Tettegouche) 130 species of moths & butterflies were documented. Some of the most interesting finds from northeast state parks include the following.

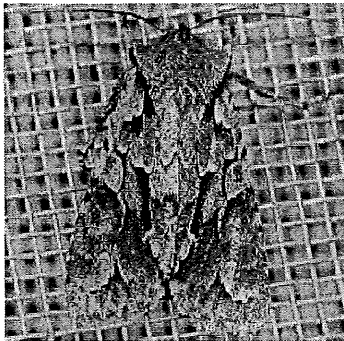
No common name (*Apaemea mixta*)

This extremely rare species was documented only at George Crosby Manitou State Park. NatureServe (2007) classifies it as globally and nationally unrankable due to the paucity of records. There has been very few observations, especially within the last 30-40 years. It appears to be a bog species, though many bogs surveyed have not turned up this species. Apparently this species has not been recorded in MN previously. Of the eight states for which there are records the state ranks are all either not ranked (SNR), S1 critically imperiled or SH possibly extirpated.



Apaemea mixta

Photo courtesy of Canadian Biodiversity Information Facility



Thaxter's Pinion Moth (*Lithophane thaxteri*)

This is also an apparently new record for MN. It has been documented in 10 states. In most states it is classified as unranked or unrankable due to lack of records. It is considered apparently secure (S4) in Massachusetts and New Jersey. It has been found only in the Jack Pine barrens areas of St. Croix State Park.

Thaxter's Pinion Moth *Lithophane thaxteri*

Photo courtesy of Anthony W. Thomas - the North American Moth Photographers Group

Habitat Suitability

Habitat for many prairie and savanna dependent butterflies has improved greatly in southeastern state parks during the past few years because of extensive natural community restoration work. During 2006-07, 75 acres of bluff prairies and savannas were restored through removal of encroaching invasive species and woody plants. In the same period, 35 prescribed burns were carried out on nearly 900 acres. Information on the occurrence and locations of fire sensitive species such as Regal Fritillaries is being reviewed and incorporated into resource management work plans to insure that these species continue to persist and thrive in state parks. In the Northeast, the vast majority (96%) of the four parks surveyed is native plant community so for these sites preservation of significant Lepidoptera is more about protecting the existing natural communities from degradation through invasives species or addressing issues like beaver damming that can flood sedge meadow areas important to certain species.

2. MAPS OF SURVEY AREAS

See Appendix

4. PROJECT SUMMARY TO DATE

Four objectives were identified for this project: 1) complete baseline inventories, 2) document new locations for state-listed or SGCN species on state park lands, 3) determine whether species previously documented could be relocated and 4) insure that locations for SGCN, rare and state-listed species are entered into the MNDNR Rare Natural Features database. Progress is being made on all four of these objectives as well as some additional ones.

Baseline inventories for Lepidoptera have been completed for the six southeastern state parks. Two year inventories will be completed for four northeastern parks (St. Croix, George Crosby Manitou, Temperance River and Tettegouche) in 2008. One year suveys will be conducted at an additional three parks in the northeast (Cascade River, Judge CR Magney and Grand Portage) and at four parks in the northwestern part of the state (Lake Bronson, Old Mill, Hayes Lake and Buffalo River).

New locations in state parks for MN-listed species such as *Speyeria idalia*, *Hesperia leonardus* and a newly proposed species, *Catocola abbreviatella*, have been documented. In addition, numerous significant moth finds have been added to the division's Lepidoptera database. Discussions planned with Lepidopterists and Division of Ecological Resources staff will determine which of these species should be tracked in the MNDNR Rare Natural Features database.

Unfortunately, historic records for *Hesperia ottoe* at Great River Bluffs (1988) and *Erynnis persius* at John Latsch (1951) could not be updated with current observations of these two species. Both appear to be extirpated from their respective parks at this time.

The Division of Parks & Recreation is working with the Division of Ecological Resources to pull together a final species list and vouchers and from there will determine which records should be added to the MNDNR Rare Natural Features database.

In addition to these objectives two additional outcomes that we were looking for (in Expected Results e & f of proposal) are also being accomplished. The first is related to addressing concerns of potential gypsy moth control efforts. MN Dept. of Agriculture proposed treatment of an area in northeastern MN which contained a state park with BtK. Utilizing species records obtained from 2007 sampling in northeast parks, the division was able to identify a list of potential Lepidoptera species that would be at risk. The treatment proposal was since changed to mating disruption and Parks has expanded 2008 sampling efforts to encompass additional northeastern parks as the gypsy moth is invading northeastern MN and we will be facing similar questions again in the near future.

Documentation of potentially fire sensitive species such as *Speyeria idalia* has also led to further discussions and research to insure that natural resource management actions do not negatively impact these populations. At this point, prescribed burn guidelines followed for protection of timber rattlesnakes appear to be consistent with those needed to protect Regal Fritillaries and other prairie Lepidoptera. Further research and evaluation of management efforts will continue as we learn more about these species.

5. A LIST OF VOUCHER SPECIMENS

See Appendix

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APPENDIX

Table 3 - List of Insect Species Documented in Southeast MN (2005-07) and Northeastern MN (fall 06 and 2007) State Parks

Table 4 – List of Voucher Specimens Submitted to MNDNR

Maps of Lepidoptera Survey Sampling Sites

1. Beaver Creek Valley State Park
2. Forestville/MC State Park
3. Frontenac State Park
4. George Crosby Manitou State Park
5. Great River Bluffs State Park
6. John Latsch State Park
7. St. Croix State Park
8. Temperance River State Park
9. Tettegouche State Park
10. Whitewater State Park

Key to Table 3 Abbreviations – BC = Beaver Creek Vally, FOR = Forestville/Mystery Cave, FRON = Frontenac, GRB = Great River Bluffs, JL = John Latsch, WW = Whitewater, GCM = George Crosby Manitou, SC = St. Croix, TR = Temperance River & TETT = Tettegouche

Table 3

List of Insect Species Documented in Southeast MN (2005-07) and Northeastern MN (fall 06 and 2007) State Parks

Scientific Name	Southeast MN State Parks						Northeast MN State Parks			
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Abagrotis alternata	1	1	1	1	1	1				
Abagrotis cupida			1	1		1				
Abrostola ovalis	1									
Abrostola urentis	1	1	1	1		1				
Acrobasis kearfottella				1						
Acronicta americana	1	1	1	1	1	1				
Acronicta betulae			1	1						
Acronicta clarescens	1	1	1	1	1	1				
Acronicta dactylina						1			1	1
Acronicta fragilis			1	1		1				1
Acronicta funeralis				1		1	1		1	1
Acronicta grisea										1
Acronicta haesitata	1	1	1	1						1
Acronicta hasta	1	1	1	1		1				
Acronicta impleta										1
Acronicta laetifica										1
Acronicta lepusculina				1						
Acronicta lobeliae				1		1				
Acronicta morula	1	1	1	1	1	1				
Acronicta oblinita	1									
Acronicta quadrata										1
Acronicta radcliffei										1
Acronicta retardata						1				
Acronicta spinigera	1	1		1		1				
Acronicta superans							1	1		1
Acronicta tritona										1
Acronicta vinnula				1		1				
Actias luna			1	1		1				1
Adita chionanthi	1	1	1	1	1	1				
Adita sp. nov.	1		1	1						
Agrotis gladiaria			1							
Agrotis ipsilon	1	1	1	1	1	1				
Agrotis mollis										1
Agrotis vetusta			1							
Agrotis volubilis								1		
Alypia octomaculata	1	1	1	1	1					
Amathes oblata							1			
Amathes opacifrons							1			
Amolita fessa			1			1				
Amphion nessus				1						

Scientific Name	Southeast MN State Parks						Northeast MN State Parks			
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Amphipoea americana	1		1	1	1	1				
Amphipoea velata	1	1	1	1		1				
Amphipyra glabella			1	1						
Amphipyra pyramidoides	1	1	1	1	1	1				
Amphipyra tragopoginis	1	1	1	1	1	1				
Anacamptodes sp.	1									
Anagoga occiduaria	1									
Anagrapha falcifera	1	1	1	1	1	1				
Anaplectoides prasina		1	1	1	1					
Anathix ralla				1	1					
Ancyloxypha numitor		1				1				
Anerastria teratophora				1						
Anhimella contrahens										1
Anicla forbesi			1	1						
Anicla illapsa	1		1	1	1	1				
Anisota rubicunda	1	1	1	1		1				
Anisota senatoria	1		1	1	1	1				
Antepione thiosaria	1									
Anterastria teratophora		1		1	1					
Anticlea multiferrata		1	1	1	1					
Apamea amputatrix	1	1	1	1	1	1				
Apamea apamiformis						1				
Apamea cariosa		1								
Apamea devastator		1	1	1	1	1				
Apamea devastator	1	1	1	1	1	1				
Apamea dubitans	1	1	1	1		1	1		1	1
Apamea helva	1	1	1	1	1					
Apamea impulsiva						1	1			
Apamea lignicolor						1				1
Apamea lignicolora	1	1	1	1		1				
Apamea lutosa			1							
Apamea mixta							1			
Apamea nigrior				1		1				
Apamea ophiogramma			1							
Apamea plutonia			1	1		1				
Apamea relicina				1	1					
Apamea unanimis	1	1	1	1		1				
Apamea verbascoides									1	
Apamea vultuosa						1				1
Apantesis phaealerata			1	1						
Aplectoides condita							1	1		
Apoda biguttata	1	1		1						
Apoda y-inversum	1	1		1						
Archanara oblonga		1	1							
Asterocampa celtis		1	1	1	1	1				
Asterocampa clyton		1		1		1				

Scientific Name	Southeast MN State Parks						Northeast MN State Parks			
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Atrytone delaware				1						
Atrytone logan		1	1	1						
Atrytonopsis hianna			1	1						
Attenuipyga vanduzeei				1						
Autographa ampla			1							
Autographa mappa								1		
Autographa precatationis	1	1	1	1	1	1				
Automeris io	1	1	1	1	1	1				1
Bagisara rectifascia	1									
Bandera binotella			1							
Bellura diffusa							1	1	1	1
Bellura obliqua				1						
Biston betularia	1									
Bleptina caradrinalis			1							
Boloria bellona			1							
Bomalocha abalienalis	1	1	1	1	1	1				
Bomalocha edictalis	1		1	1	1	1				
Bomalocha palparia		1		1						
Bomalocha sordidula	1	1		1	1	1				
Bruchomorpha dorsata				1						
Bruchomorpha sp. nr. vitatta			1							
Caenurgina crassiuscula	1	1	1	1		1				
Caenurgina erechtea				1	1	1				
Callizzia amorata						1				
Callopistria cordata	1	1		1	1	1				
Callopistria mollissima	1	1		1						
Callosamia promethea	1			1		1				
Calpe canadensis							1		1	1
Campaea perlata	1	1	1	1	1	1				
Capis curvata						1	1	1	1	1
Caripeta pinnata							1			
Catabena lineolata			1							
Catocala abbreviatella	1		1	1	1	1				
Catocala amatrix	1		1	1	1	1				
Catocala amestris	1		1	1		1				
Catocala blandula			1				1	1		
Catocala briseis								1	1	
Catocala cara	1	1	1	1	1	1				
Catocala cerogama		1	1	1	1	1				
Catocala coccinata			1	1	1	1				
Catocala concumbens	1		1	1	1	1				
Catocala connubialis				1						
Catocala crataegi			1	1		1				
Catocala epione	1									
Catocala grynea			1	1		1				
Catocala habilis				1						

	Southeast MN State Parks						Northeast MN State Parks			
Scientific Name	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Catocala ilia	1	1	1	1	1	1				
Catocala judith	1		1	1						
Catocala micronympha	1		1	1	1	1				
Catocala neogama			1	1	1					
Catocala obscura				1						
Catocala paleogama				1						
Catocala relictia								1	1	
Catocala residua				1	1					
Catocala relecta				1	1					
Catocala subnata				1						
Catocala surena				1						
Catocala ultronia	1		1	1	1	1				
Catocala unijuga			1	1		1		1	1	
Catocala vidua				1						
Celaena reniformis	1	1	1	1	1	1				
Celastrina ladon	1	1	1	1	1	1				
Celerio lineata				1						
Cepphis armataria	1									
Ceratomia amyntor	1	1	1	1		1				
Ceratomia undulosa	1			1		1				
Cercyonis pegala	1	1	1	1	1	1				
Cerma cerintha	1	1	1	1	1	1				
Cerma cora								1		
Charadra deridens			1			1				
Chlorochlamys chloroleucaria	1		1	1	1	1				
Chlosyne gorgone			1	1						
Chlosyne nycteis		1	1	1	1	1				
Choephora fungorum	1	1		1	1	1				
Chortodes defecta							1			
Chortodes inquinata							1			1
Chrysanympa formosa				1		1		1		
Chrysophanus titus		1	1	1						
Chrysoteuchia topiaria	1		1	1		1				
Chytonix palliatricula	1	1	1	1	1	1				
Cicada sp. 1										1
Cisseps fulvicolus	1	1	1	1	1	1				
Clemensia albata	1					1				
Clostera albosigma		1	1	1						
Clostera inclusa			1							
Coenonympha inornata			1							
Colias eurytheme			1	1						
Colias eurytheme complex	1									
Colocasia flavicornis				1		1				
Commellus colon				1						
Condica vecors	1		1	1	1	1				
Cosmia calami	1	1	1	1	1	1				

Scientific Name	Southeast MN State Parks						Northeast MN State Parks			
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Crambodes talidiformis	1	1	1	1	1	1				
Crambus agitatellus	1	1	1	1	1	1				
Crambus caliginosellus			1	1						
Crambus leachellus		1	1	1		1				
Crambus murellus			1	1						
Crambus sp. (nr. bidens)	1					1				
Cressonia juglandis	1	1		1		1				
Cucullia asteroides	1		1	1	1					
Cucullia convexipennis		1	1	1						
Cucullia florea										1
Cyclophora packardii			1							
Cynia inopinatus			1	1						
Danaus plexippus		1	1	1	1	1				
Darapsa myron				1		1				
Dasychira basiflava	1									
Dasychira cinnemomea	1									
Dasychira dorsipennata		1						1		1
Datana angusii	1	1	1	1	1	1				
Datana contracta			1							
Datana perspicua	1	1	1	1	1	1				
Desmia funeralis	1	1	1	1	1	1				
Diachrysia balluca		1		1						
Diacme elealis		1	1							
Diapheromera velii				1						
Dichagyris acclivis	1	1	1	1	1	1				
Dichagyris grotei			1	1						
Dichagyris reliqua				1						
Dichorda iridaria	1			1		1				
Dorycara minor				1						
Drepana arcuata	1	1		1		1				
Dypterygia rozmani				1		1				
Elaphria grata		1	1	1		1				
Elaphria versicolor				1		1				
Elida caniplaga	1	1		1		1				
Enargia decolor		1		1	1					
Enargia infumata			1			1				
Enargia mephisto							1		1	1
Eosporopteryx thyatyroides		1		1		1				
Epiglaea apiata							1	1		
Epipaschia zelleri		1	1	1						
Epirrita autumnata henshawi								1		1
Eremobina [claudens?]	1									
Erinnyis obscura						1				
Eritettix simplex				1						
Erynnis baptisiae	1									
Erynnis funeralis (?)				1						

	Southeast MN State Parks							Northeast MN State Parks		
Scientific Name	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Erynnis icelus								1		
Erynnis lucilius	1		1	1	1					
Estigmene acrea			1	1		1				
Euagrotis (Anicla) forbesi							1			
Eubaphe mendica		1								
Euchaetes egle	1	1	1	1	1	1				
Euchaetes oregonensis				1		1				
Eucirroedia pampina	1		1	1						
Euclea delphinii	1	1	1	1	1	1				
Eudelinia herminiata				1						
Eudryas grata		1		1	1	1				
Eudryas unio	1		1	1		1				
Eueretagrotis sigmoides				1						
Eulithis diversilineata	1	1	1	1	1	1				
Eulithis explanata		1		1						
Euplexia benesimilis	1	1	1	1	1	1				
Eupsilia sidus								1		
Eupsilia vinnulenta								1		
Euptychia cymela	1	1	1	1		1				
Euthyatira pudens				1		1				
Euxoa antica							1			
Euxoa immixta	1		1	1	1	1				
Euxoa intrita							1			
Euxoa obeliscoides	1	1	1	1		1				
Euxoa ontario										1
Euxoa scholastica		1	1							
Euxoa servita							1			
Euxoa sp. 1									1	
Euxoa tessellata	1	1	1	1	1	1				
Euxoa velleripennis	1			1	1					
Everes comyntas	1	1	1	1	1					
Faronta diffusa	1	1	1	1	1	1				
Faronta rubripennis			1	1						
Feltia geniculata	1	1	1	1	1	1				
Feltia herilis	1	1	1	1	1	1				
Feltia jaculifera	1		1	1	1	1				
Feltia subgothica		1	1		1	1				
Flexamia albida	1		1	1						
Flexamia delongi			1	1						
Flexamia pectinata			1	1						
Furcula borealis				1						
Furcula cinerea		1				1				
Galgula partita	1	1	1	1		1				
Glaphyria sesquialis			1	1						
Gluphisia septentrionalis	1	1	1	1	1	1				
Grammia anna		1		1		1				

Scientific Name	Southeast MN State Parks					Northeast MN State Parks				
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Grammia arge			1	1						
Grammia celia							1		1	
Grammia figurata			1							
Grammia parthenice			1	1			1		1	
Grammia phyllira				1	1					
Grammia virgo	1	1	1	1		1				
Grammia virguncula			1	1						
Graphiphora haruspica	1					1				
Habrosyne gloriosa	1			1						
Hadena capsularis								1	1	
Haematopis grataria	1		1	1						
Haploa lecontei	1	1	1							
Haploa reversa		1				1				
Harrisimemna trisignata	1	1	1	1				1		
Helicoverpa zea	1	1	1	1	1	1				
Heliothis acesias			1	1						
Hemaris thysbe	1	1	1	1	1	1				
Hemipachnobia monochrom.								1		
Herpetogramma aeglealis	1		1			1				
Hesperia leonardus				1	1					
Hesperia pawnee			1							
Hesperia sassacus									1	
Heterocampa biundata				1		1				
Heterocampa umbrata	1	1		1		1				
Heterophleps triguttaria						1				
Hillia algens							1			
Hillia iris							1			
Holomelina aurantiaca	1	1	1	1	1	1				
Holomelina laeta								1		
Homohadena badistriga	1		1	1		1				
Homohadena infixia			1							
Horismé intestinata				1		1				
Hyalophora columbia										1
Hydraecia immanis		1								
Hydraecia stramentosa	1		1	1		1				
Hyphantria cunea	1	1	1	1	1	1				
Hypoprepia fucosa	1	1	1	1	1	1				
Hypoprepia miniata	1			1		1				1
Hyppa xylinoides			1	1						
Idea aemula	1		1		1	1				
Idea americalis	1	1	1	1	1	1				
Idea lubricalis		1	1	1		1				
Ipimorpha pleonectusa	1		1	1						
Isia isabella	1	1	1	1	1	1				
Itame ribearia	1	1	1	1						
Itame subcessaria	1	1	1	1						

Scientific Name	Southeast MN State Parks					Northeast MN State Parks				
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Lacinipolia implicata	1	1	1	1	1	1				
Lacinipolia lorea			1	1	1	1				
Lacinipolia meditata	1		1	1	1					
Lacinipolia renigera	1	1	1	1	1	1				
Lacnobia atlantica								1		
Lacnobia radix									1	
Lacnobia subjuncta						1				
Laevicephalus minimus			1	1						
Laevicephalus unicoloratus			1	1						
Lambdina fervidaria	1	1	1	1	1	1				
Lateroligia ophiogramma			1	1	1					
Lemmeria digitalis								1		
Lethe anthedon	1	1	1	1	1	1				
Leucania commoides	1	1	1	1	1	1				
Leucania insueta			1					1		
Leucania lapidaria	1					1				
Leucania linda	1		1							
Leucania linita								1		1
Leucania multilinea						1		1		1
Leucania pseudargyria	1	1	1	1		1				
Leuconycta diphteroides	1		1	1						
Leuconycta lepidula				1	1					
Limenitis archippus	1	1	1	1		1				
Limenitis astynax			1	1						
Lithacodes fasciola				1	1	1				
Lithacodia albidula	1		1							
Lithacodia bellicula								1		1
Lithacodia muscosula			1							
Lithacodia musta			1							
Lithacodia synochitis			1							
Lithophane antennata								1		
Lithophane baileyi								1		
Lithophane grotei								1		
Lithophane pexata								1		
Lithophane sp. nov.							1			
Lithophane thaxteri								1		
Loxostege sticticalis				1						
Loxostege sticticalis			1	1						
Lycaena epixanthe								1		
Lycophotia caryae				1						
Lycophotia maculata			1	1		1				
Lycophotia phyllophora	1		1	1	1					
Lycophotia tessellata		1	1	1	1	1				
Lycophotia tessellata	1	1	1	1	1	1				
Macaria eremiata				1						
Macaria orillata			1	1						

Scientific Name	Southeast MN State Parks						Northeast MN State Parks			
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Macrochilo absorptalis		1	1	1		1		1		1
Macrochilo bivitatta							1	1		1
Macrochilo hypocritalis	1	1	1	1				1		
Macrochilo louisiana			1	1				1		
Macrochilo orciferalis	1		1	1		1				
Macrurocampa marthesia	1	1	1	1		1				
Malacosoma americana						1				
Malacosoma disstria						1				
Manduca jaminearum						1				
Manduca sexta	1									
Megalographa biloba	1	1	1	1	1	1				
Melanchra assimilis									1	
Melanchra picta				1		1				
Melanchra pulverulenta	1			1						
Melanoplus huroni(?)								1		
Melanoplus violae				1		1				
Melanoplus viridipes				1						
Meropleon ambifusca	1			1		1				
Metalepsis fishii								1		
Metanema determinata										1
Metanema inatomaria	1	1		1		1				
Metarrhantis hypochraria	1	1	1	1	1	1				
Metaxaglaea innulta								1		
Morrisonia evicta			1	1	1					
Morrisonia latex		1	1	1	1					
Mythimna oxygala	1	1	1	1	1	1				
Mythimna unipuncta	1	1	1	1	1	1				
Nadata gibbosa	1	1	1	1	1	1				
Natada nasoni	1			1						
Nedra ramosula			1		1	1				
Nematocampa limbata		1		1	1	1				
Nephelodes minians	1	1	1	1	1	1				
Nerice bidentata				1		1				
Noctua pronuba	1	1	1	1	1	1				
Nymphalis antiopa			1	1		1			1	
Nymphalis milberti			1	1		1				
Ochropleura implecta	1	1	1	1	1	1				
Odontosia elegans	1	1	1	1						
Oeneis jutta								1		
Ogdoconta cinereola	1		1	1	1	1				
Oligia chlorostigma			1	1		1				
Oligia detracta	1		1			1				
Oligia fractilinea	1	1	1	1	1	1				
Oligia illocata				1		1				
Oligia mactata	1	1		1		1				
Oligia minuscula				1						

	Southeast MN State Parks						Northeast MN State Parks			
Scientific Name	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Oligia modica	1		1	1		1				
Oligocentria lignicolor	1	1	1	1	1	1				
Oligocentria semirufescens	1		1	1						
Orgyia leucostigma	1	1	1	1	1	1				
Orthodes cynica	1	1	1	1	1	1				
Orthodes goodelli		1				1				
Orthonama centrostrigaria	1	1	1	1	1	1				
Orthonama obstipata	1	1	1	1	1	1				
Ostrinia nubilalis	1	1	1	1		1				
Ostrinia penitalis			1			1				
Pachypolia atricornis								1		
Packardia geminata				1		1				
Panopoda carneicosta		1		1		1				
Panopoda rufimargo	1	1	1	1	1	1				
Panthea acronyctoides							1			1
Panthea furcilla										1
Pantographa limata	1	1	1	1		1				
Paonia excaecatus	1	1	1	1	1	1				
Paonias myops		1		1		1				
Papaipema arctivorens	1	1	1	1	1	1				
Papaipema baptisiae	1		1	1		1				
Papaipema eupatorii							1			
Papaipema harrisii	1	1	1			1	1			
Papaipema impecuniosa							1			
Papaipema inquaesita								1		
Papaipema leucostigma	1	1	1	1	1	1				
Papaipema nebris			1	1	1					
Papaipema nelita	1					1				
Papaipema nepheleptena							1	1		
Papaipema sciata			1							
Papaipema unimoda								1		
Papilio cresphontes	1		1	1	1	1				
Papilio glaucus	1	1	1	1	1					
Papilio machaon										1
Papilio polyxenes	1	1	1	1	1	1				
Paradiarsia littoralis								1		
Paraponyx badiusalis		1	1							
Paraponyx maculalis			1	1		1				
Peoria (floridella?)			1							
Peridroma saucia	1	1	1	1	1	1				
Perigea xanthioides	1		1	1	1					
Pero honestaria	1	1	1	1	1	1				
Phalaenostola hanhami							1			
Phalaenostola larentioides						1				
Phalaenostola metonalis			1							
Pheosia rimosa				1		1				

Scientific Name	Southeast MN State Parks						Northeast MN State Parks			
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Phlogophora iris				1		1				
Phlogophora periculosa	1	1	1	1	1	1				
Phoebis sennae				1						
Phoetaliotes nebrascensis			1	1						
Phosphila miselioides	1		1			1				
Phragmatobia fulginosa			1							
Phyciodes batesii							1		1	
Phyciodes tharos		1	1	1	1					
Phytometra metonalis		1	1			1				
Pieris rapae	1	1	1	1	1	1				
Plagiom. pityochromus		1	1	1						
Plagodis fervidaria	1	1	1	1	1	1				
Plagodis keutzingii				1						1
Plathypena humuli	1	1	1	1	1	1				
Plathypena scabra	1	1	1	1	1	1				
Platypolia anceps							1			
Pleuropleuca insulsaria	1	1		1						
Plusia aerea							1			
Plusia contexta	1		1	1		1				
Poanes hobomok	1		1	1						
Polia imbrifera						1				
Polites origenes	1		1	1		1				
Polites peckius	1		1	1						
Polyamia herbida			1	1						
Polyamia herbida herbida			1	1						
Polyamia herbida saxosa				1						
Polygonia comma	1	1	1	1	1	1				
Polygonia interrogationis	1	1	1	1	1	1				
Polygonia progne	1	1	1	1	1	1				
Polygrammate hebraeicum	1	1	1	1		1				
Prairiana kansana				1						
Precis coenia			1	1						
Probole amicaria	1		1	1		1				
Prolimacodes badia				1		1				
Prosapia ignipectus		1								
Protolampra brunneicollis	1	1	1	1	1	1				
Protolampra rufipectus							1			1
Protorthodes oviduca	1		1		1					
Proxenus miranda	1	1	1	1	1	1				
Pseudeva purpurigera				1						
Pseudoherm. bicarnea	1	1	1	1	1	1				
Pseudohermonassa tenuicula	1	1	1	1		1				
Pseudopomala brachyptera				1						
Pseudorthodes vecors	1			1	1	1				
Pyrausta signatalis			1							
Pyreferra citromba								1		

Scientific Name	Southeast MN State Parks						Northeast MN State Parks			
	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Pyreferra pettiti						1	1			
Pyrrhia umbra			1	1						
Rachiplusia ou	1	1		1	1	1				
Raphia frater	1	1	1	1	1	1				
Renia discoloralis	1	1	1	1	1	1				
Renia flavipunctalis	1		1							
Resapamea passer						1				
Resapamea stipata						1				
Rheumaptera hastata	1		1							
Satyrium edwardsii	1	1	1	1						
Satyrium falacer			1	1		1				
Satyrium titus	1		1	1			1			
Satyrodes eurydice							1			
Schinia arcigera	1	1	1	1	1	1				
Schinia lucens			1	1		1				
Schinia lynx	1	1	1	1	1	1				
Schinia nundina			1	1	1					
Schinia oleagina			1	1						
Schinia rivulosa	1	1		1	1	1				
Schinia septentrionalis				1						
Schinia trifascia	1	1	1	1	1	1				
Schizura ipomoeae				1	1	1				
Schizura unicornis				1		1				
Sciota dammersi			1	1						
Scopula inductata	1	1	1	1	1	1				
Scopula limboundata			1	1		1				
Selena alciphaeria										1
Semiothisa continuata			1							
Semiothisa eremiata			1							
Semiothisa orillata			1	1		1				
Semiothisa sp. 3	1	1				1				
Sericaglaea sericea								1		
Sideridis rosea				1						
Simyra henrici			1							
Smerinthus cerysii									1	
Smerinthus jamaicensis	1	1	1	1	1	1				1
Spaelotis clandestina	1			1						
Spargaloma sexpunctata						1				
Spartiniphaga panatella							1			
Speyeria aphrodite		1	1	1		1				
Speyeria cybele	1	1	1	1	1	1				
Speyeria idalia			1							
Sphinx kalmiae										1
Sphinx poecila										1
Spilosoma congrua			1	1						
Spilosoma virginica				1						

	Southeast MN State Parks						Northeast MN State Parks			
Scientific Name	BC	FOR	FRON	GRB	JL	WW	GCM	SC	TR	TETT
Spiramater lutra	1	1	1	1	1	1				
Spodoptera exigua				1	1					
Spodoptera frugiperda	1		1	1						
Spragueia leo		1		1		1				
Stethophyma lineatum								1		
Striacosta albicosta			1	1						
Strymon melinus			1							
Sunira bicolorago								1		
Syngrapha rectangula										1
Tampa dimediatella			1	1						
Tarachidia binocula			1	1						
Tathorhynchus exsiccatus			1							
Telea polyphemus			1	1		1				1
Thaumtopsopsis pexella			1	1						
Tortricidia testacea	1	1	1	1	1	1				
Trachea delicata				1		1				
Trichodezia albovitatta	1	1				1				
Tricholita notata			1	1						
Tricholita signata	1	1		1	1	1				
Trichoplusia ni				1	1	1				
Trichordestra legitima	1			1	1					
Triphosa haesitata affirmaria										1
Ufeus satyricus										1
Ulolonche modesta		1		1		1				
Urola nivalis			1							
Vanessa atalanta		1	1	1	1	1			1	
Vanessa cardui			1	1						
Vanessa virginiensis		1	1	1		1				
Wallengrenia egeremet			1	1	1					
Xanthorhoe lacustrata			1							
Xestia c-nigrum			1	1	1	1				
Xestia dolosa	1	1		1		1				
Xestia normanianus	1		1	1	1	1				
Xestia smithii			1		1	1				
Xubida (panalope?)			1							
Xylomoia chagnoni						1				
Zale galbanata	1	1	1	1		1				
Zale lunata				1		1				
Zale minerea	1	1	1	1	1					
Zanclognatha laevigata	1			1						
Zanclognatha littoralis		1	1	1		1	1			
Zanclognatha martha				1				1		
Zerene cessionia			1							
PARK TOTALS	235	202	322	383	170	280	42	52	22	49
Species total 589										

Table 4

List of Voucher Specimens Submitted to MNDNR Parks for Southeastern & Northeastern State Parks Surveyed

Species	Order	Park	Survey Site	Year	# Spec
<i>Attenuipyga vanduzeei</i>	Homptera	Great River Bluffs SP	Campground Bluff Prairie	2005	2
<i>Bruchomorpha dorsata</i>	Homptera	Frontenac SP	Entrance Bluff Prairie	2005	1
<i>Bruchomorpha dorsata</i>	Homptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Fitchiella robertsoni</i>	Homptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Flexamia albida</i>	Homptera	Frontenac SP	Entrance Bluff Prairie	2005	2
<i>Flexamia albida</i>	Homptera	Frontenac SP	PrclvrBlff	2005	3
<i>Flexamia albida</i>	Homptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	4
<i>Flexamia albida</i>	Homptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Flexamia pectinata</i>	Homptera	Frontenac SP	PrclvrBlff	2006	5
<i>Flexamia pectinata</i>	Homptera	Frontenac SP	Seymour Bluff	2006	3
<i>Laevicephalus minimus</i>	Homptera	Frontenac SP	Entrance Bluff Prairie	2005	1
<i>Laevicephalus minimus</i>	Homptera	Great River Bluffs SP	Campground Bluff Prairie	2005	1
<i>Laevicephalus unicoloratus</i>	Homptera	Frontenac SP	Entrance Bluff Prairie	2005	1
<i>Laevicephalus unicoloratus</i>	Homptera	Frontenac SP	PrclvrBlff	2006	1
<i>Laevicephalus unicoloratus</i>	Homptera	Great River Bluffs SP	Campground Bluff Prairie	2005	2
<i>Menosoma cincta</i>	Homptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Paraphlepsius nebulosus</i>	Homptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Polyamia caperata</i>	Homptera	Frontenac SP	PrclvrBlff	2006	1
<i>Xerophloea major</i>	Homptera	Great River Bluffs SP	King's Bluff Prairie	2005	1
<i>Abagrotis alternata</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Abrostola ovalis</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	2
<i>Acrionicta americana</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Acrionicta grisea</i>	Lepidoptera	St. Croix SP	Jack Pine/Oak	2007	1
<i>Acrionicta morula</i>	Lepidoptera	Tettegouche SP	Ridgeline - Oak	2007	1
<i>Acrionicta oblinita</i>	Lepidoptera	Temperance SP	S Picnic Area Bluff Prairie??	2007	1
<i>Acrionicta superans</i>	Lepidoptera	St. Croix SP	Jack Pine/Oak	2007	1
<i>Acrionicta americana</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Acrionicta dactylina</i>	Lepidoptera	Temperance River SP	Wetland	2007	1
<i>Acrionicta funeralis</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	2
<i>Acrionicta funeralis</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Acrionicta innotata</i>	Lepidoptera	Tettegouche SP	Oak Ridge Overlook	2007	1
<i>Acrionicta lepusculina</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2005	1
<i>Acrionicta spinigera</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Acrionicta vinnula</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	1
<i>Agnorisma tenuicula</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	missing	1
<i>Agnorisma tenuicla</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Agnorisma tenuicla</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	3
<i>Agnorisma tenuicula</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	2
<i>Allagrapha aerea</i>	Lepidoptera	Temperance River SP	Wetland	2007	2
<i>Amphipyra glabella</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Amphipyra tragopoginis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Anagoga occiduaris</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	3
<i>Anaplectoides prasina</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Apamea cariosa</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Apamea dubitans</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Apamea helva</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Apamea plutonia</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1

Species	Order	Park	Survey Site	Year	# Spec
<i>Apamea relecina</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Apamea vultuosa</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Autographa bimacula</i>	Lepidoptera	George Crosby-Manitou SP	Overlook Wetlands	2007	1
<i>Bandera binotella</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Bomalocha albaliensis</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	2
<i>Bomalocha edictalis</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2006	1
<i>Bomalocha edictalis</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Bomalocha edictalis</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2006	1
<i>Bomalocha edictalis</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Callizzia amorata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Calpe canadensis</i>	Lepidoptera	Temperance River SP	Wetlands	2007	1
<i>Capis curvata</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Caripeta angustoriata</i>	Lepidoptera	Great River Bluffs SP	Group Camp Bluff Prairie	2005	1
<i>Catocala amestris</i>	Lepidoptera	Beaver Creek Valley SP	Overlook	2007	1
<i>Catocala amestris</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala judith</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	1
<i>Catocala lineella</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2007	1
<i>Catocala paleogama</i>	Lepidoptera	Beaver Creek Valley SP	missing	2007	1
<i>Catocala paleogama</i>	Lepidoptera	Frontenac SP	Hole in Rock Prairie	2007	1
<i>Catocala subnata</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Catocala subnata</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	missing	1
<i>Catocala subnata</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	missing	1
<i>Catocala coccinata</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala gracilis</i>	Lepidoptera	Temperance River SP	overlook	2007	1
<i>Catocala grynea</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Catocala grynea</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Catocala abbreviatella</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	4
<i>Catocala abbreviatella</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2007	3
<i>Catocala amestris</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	1
<i>Catocala amestris</i>	Lepidoptera	Beaver Creek Valley SP	Overlook Bluff	2007	1
<i>Catocala amestris</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala amestris</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Catocala blandula</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	1
<i>Catocala cerogama</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	2
<i>Catocala coccinata</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala coccinata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2007	1
<i>Catocala coccinata</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Catocala connubialis</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	1
<i>Catocala epione</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala epione</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala grynea</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	2
<i>Catocala habilis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Catocala ilia</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Catocala judith</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	1
<i>Catocala judith</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Catocala lineella</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2007	1
<i>Catocala micronympha</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Catocala micronympha</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Catocala neogama</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1

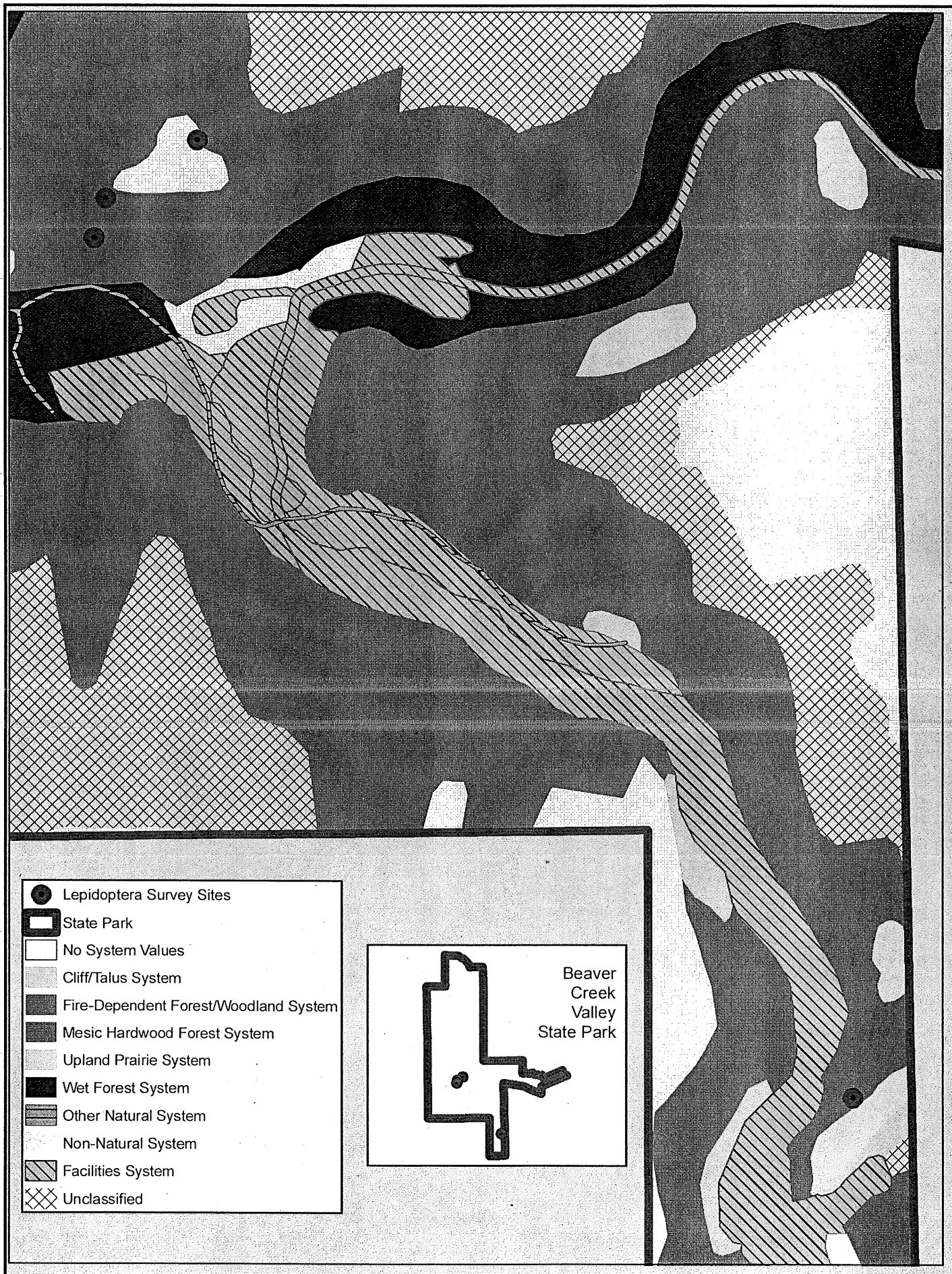
Species	Order	Park	Survey Site	Year	# Spec
<i>Catocala neogama</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Catocala neogama</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala paleogama</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	1
<i>Catocala paleogama</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Catocala relict</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Catocala relecta</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Catocala subnata</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Catocala subnata</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	2
<i>Catocala subnata</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	2
<i>Catocala subnata</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	missing	1
<i>Catocala surena</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	1
<i>Catocala surena</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Catocala surena</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Catocala surena</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Catocala surena</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	1
<i>Catocala ultronia</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	2
<i>Catocala ultronia</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Celaena reniformis</i>	Lepidoptera	George Crosby-Manitou SP	Overlook Wetlands	2007	1
<i>Ceratomia amyntor</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Ceratomia amyntor</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Chrysanympa formosa</i>	Lepidoptera	Temperance River SP	Wetlands	2007	1
<i>Crambus murellus</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Cucullia asteroides</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2006	1
<i>Cyenia oregonensis</i>	Lepidoptera	Beaver Creek Valley SP	Overlook Bluff	2007	2
<i>Dasychira asiflava</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	2
<i>Dasychira basiflava</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	2
<i>Dasychira cinnemomea</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	2
<i>Datana angusii</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	2
<i>Datana perspicua</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	2
<i>Dichagyris acclivis</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	1
<i>Dichagyris grotei</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Ellida caniplaga</i>	Lepidoptera	Frontenac SP	BnsPtPr	2005	1
<i>Enargia decolor</i>	Lepidoptera	Temperance River SP	Wetlands	2007	1
<i>Epipaschia zelleri</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Erynnis icelus</i>	Lepidoptera	St. Croix SP	Jack Pine/Oak	2007	1
<i>Erynnis lucilius</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Eudryas grata</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2005	2
<i>Eueretagtrotis sigmoides</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Eurois astricta</i>	Lepidoptera	George Crosby-Manitou SP	Wetlands	2007	1
<i>Eurois astricta</i>	Lepidoptera	George Crosby-Manitou SP	Benson Lake	2007	1
<i>Euxoa immixta</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Euxoa immixta</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Euxoa immixta</i>	Lepidoptera	Great River Bluffs SP	Group Camp Bluff Prairie	2005	1
<i>Euxoa immixta</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Euxoa immixta</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Euxoa obeliscoides</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Euxoa redimicula</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Euxoa servita</i>	Lepidoptera	George Crosby-Manitou SP	Wetlands	2007	1
<i>Euxoa velleripennis</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	4

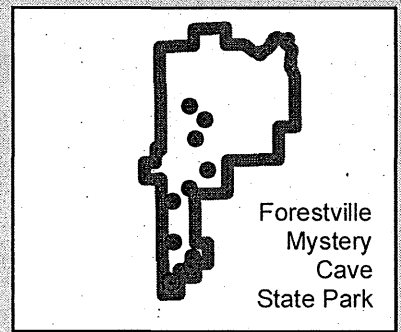
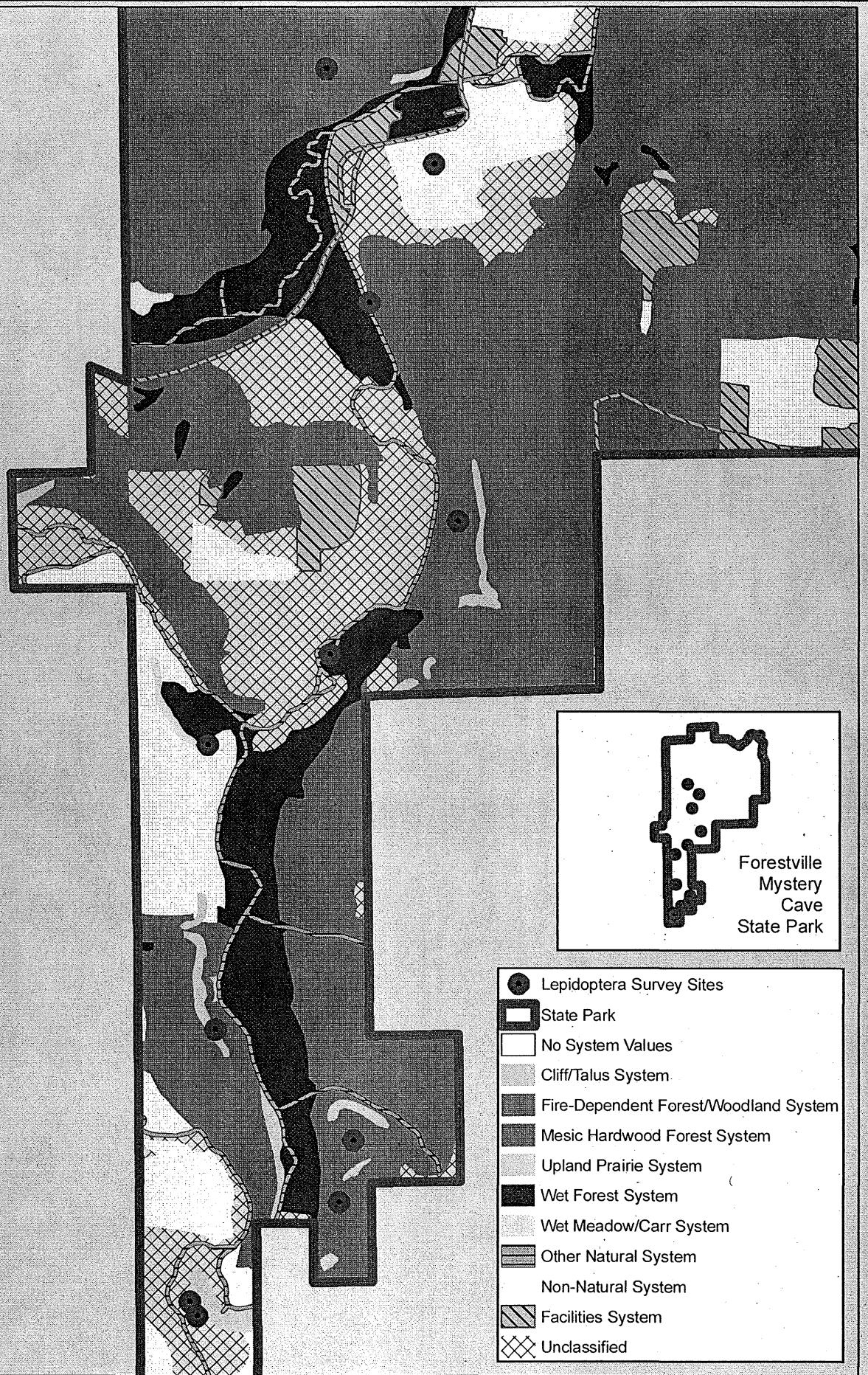
Species	Order	Park	Survey Site	Year	# Spec
<i>Euxoa velleripennis</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	missing	1
<i>Faronta rubripennis</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Faronta rubripennis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Feltia herilis</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Feltia herilis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Feltia herilis</i>	Lepidoptera	Great River SP	Queen's Bluff Prairie	2005	1
<i>Feltia herilis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie		1
<i>Feltia mollis</i>	Lepidoptera	Tettegouche SP	Palisade Head	2007	1
<i>Grammia virgo</i>	Lepidoptera	Tettegouche SP	Ridgeline - Oak	2007	1
<i>Grammia phyllira</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Grammia arge</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Grammia arge</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Grammia parthenice</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	4
<i>Grammia parthenice</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	2
<i>Grammia parthenice</i>	Lepidoptera	George Crosby-Manitou SP	Wetlands	2007	1
<i>Grammia parthenice</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	missing	1
<i>Grammia parthenice</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	3
<i>Grammia parthenice</i>	Lepidoptera	Tettegouche SP	Palisade Head	2007	1
<i>Grammia phyllira</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Grammia phyllira</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Grammia virguncula</i>	Lepidoptera	St. Croix SP	Trap #2	2007	1
<i>Graphiphora haruspica</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2006	1
<i>Habrosyne scripta</i>	Lepidoptera	Temperance River SP	Wetlands	2007	1
<i>Habrosyne gloriosa</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Habrosyne gloriosa</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Harrisimemna tristigmata</i>	Lepidoptera	St. Croix SP	Jack Pine/Oak	2007	1
<i>Helotropha reniformis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Hesperia leonardus</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Hillia algens</i>	Lepidoptera	Tettegouche SP	Oak Ridge Overlook	2007	1
<i>Hydraecia immanis</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Hydraecia immanis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	2
<i>Hydroecia immanis</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	missing	1
<i>Hypoprepia miniata</i>	Lepidoptera	Beaver Creek Valley SP	Overlook	2007	1
<i>Hypoprepia miniata</i>	Lepidoptera	Beaver Creek Valley SP	Overlook Bluff	2007	1
<i>Hypoprepia miniata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Hypoprepia miniata</i>	Lepidoptera	Tettegouche SP	Oak Ridge	2007	1
<i>Isogona tenuis</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Itame ribearia</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2005	1
<i>Itame ribearia</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Itame subcessaria</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Itame subcessaria</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Lacinipolia implicata</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Lacinipolia implicata</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Lacinipolia olivacea</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Lacinipolia olivacea</i>	Lepidoptera	George Crosby-Manitou SP	Overlook Wetlands	2007	1
<i>Leucania pseudargyria</i>	Lepidoptera	various SP's	missing	missing	1
<i>Leucania lapidaria</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Leucania multilinea</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1
<i>Leucania pseudargyria</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2005	1

Species	Order	Park	Survey Site	Year	# Spec
<i>Libytheana backmanii</i>	Lepidoptera	Beaver Creek Valley SP	Overlook	2007	1
<i>Libytheana bachmanni</i>	Lepidoptera	Beaver Creek Valley SP	Overlook Bluff	2007	1
<i>Litholomia solidaginis</i>	Lepidoptera	George Crosby-Manitou SP	Entrance Wetlands	2007	1
<i>Lithophane fagina</i>	Lepidoptera	George Crosby-Manitou SP	Entrance Wetlands	2007	1
<i>Lithophane grotei</i>	Lepidoptera	St. Croix SP	Jack Pine Barrens	2006	1
<i>Macrochilo hypocritalis</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Macrochilo louisiana</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Malacosoma disstria</i>	Lepidoptera	Tettegouche SP	Oak Ridge Overlook	2007	1
<i>Melanchra pulverulenta</i>	Lepidoptera	Temperance River SP	missing	missing	1
<i>Meropoleon ambifusca</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2006	1
<i>Meropoleon ambifusca</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2006	1
<i>Meropoleon diversicolor</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Metalepsis fishii</i>	Lepidoptera	St. Croix SP	Spruce Bog	2007	1
<i>Metanema inatomaria</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Nepytia canosaria</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Nerice bidentata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Nerice bidentata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Noctua pronuba</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Nonagria oblonga</i>	Lepidoptera	George Crosby-Manitou SP	Overlook Wetlands	2007	1
<i>Odontotia elegans</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Oligia chlorostigma</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Ostrinia penitalis</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Pangrapta limata</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	1
<i>Papaipema harrisi</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Papaipema leucostigma</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	2
<i>Papaipema leucostigma</i>	Lepidoptera	no data	no data	missing	1
<i>Papaipema leucostigma</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Papaipema nelita</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2007	1
<i>Paraponyx maculalis</i>	Lepidoptera	John Latsch SP	Campground Bluff Prairie	2006	1
<i>Peoria (floridella?)</i>	Lepidoptera	Frontenac SP	BnsPtPr	2005	1
<i>Phalaenostola hanhami</i>	Lepidoptera	George Crosby-Manitou SP	Wetlands	2007	1
<i>Phragmatobia fuliginosa</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2007	1
<i>Phragmatobia fuliginosa</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Phragmatobia lineata</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Phragmatobia lineata</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Phytometra metonalis</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Plagodis keutzingii</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Platartia parthenos</i>	Lepidoptera	George Crosby-Manitou SP	Wetlands	2007	1
<i>Plathypena humli</i>	Lepidoptera	Tettegouche SP	Oak Ridge Overlook	2007	1
<i>Plathypena humuli</i>	Lepidoptera	Frontenac SP	BnsPtPr	2005	1
<i>Platysenta vecors</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2006	1
<i>Platysenta vecors</i>	Lepidoptera	Forestville/MC SP	PrclvrBlff ??	2006	1
<i>Polygrammodes flavidalis</i>	Lepidoptera	Frontenac SP	BnsPtPr	2005	1
<i>Protolampra rufipectus</i>	Lepidoptera	George Crosby-Manitou SP	Overlook Wetlands	2007	1
<i>Pseudeva purpurigera</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Pseudeva purpurigera</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Pseudothyatira cymatophoroides</i>	Lepidoptera	Beaver Creek Valley SP	Overlook	2007	2
<i>Pyrausta signatalis</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Pyrausta signatalis</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2007	1

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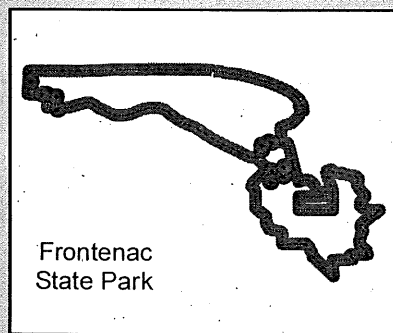
Species	Order	Park	Survey Site	Year	# Spec
<i>Schinia arcigera</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	2
<i>Schinia arcigera</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	missing	1
<i>Schinia lucens</i>	Lepidoptera	Frontenac SP	Rattlesnake Bluff	2005	1
<i>Schinia lucens</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	3
<i>Schinia oleagina</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	3
<i>Schinia septentrionalis</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Schizura unicornis</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Semiothisa eremiata</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	2
<i>Semiothisa eremiata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Semiothisa orillata</i>	Lepidoptera	Frontenac SP	Seymour Bluff	2006	1
<i>Semiothisa orillata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Sideridis rosea</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Speyeria idalia</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Speyeria aphrodite</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Speyeria aphrodite</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Speyeria atlantis</i>	Lepidoptera	Tettegouche SP	Ridge top	2007	1
<i>Speyeria idalia</i>	Lepidoptera	Frontenac SP	Entrance Bluff Prairie	2007	1
<i>Sphinx kalmiae</i>	Lepidoptera	Temperance SP	Wetlands	2007	1
<i>Striacosta albicosta</i>	Lepidoptera	Beaver Creek Valley SP	Hole in Rock Prairie	2006	2
<i>Striacosta albicosta</i>	Lepidoptera	Whitewater SP		missing	1
<i>Striacosta albicosta</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	1
<i>Striacosta albicosta</i>	Lepidoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Tarachidia binocula</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Trachea delicata</i>	Lepidoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Tricholita notata</i>	Lepidoptera	Great River Bluffs SP	King's Bluff Prairie	2006	5
<i>Trichordestra trifolii</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Trichordestra trifolii</i>	Lepidoptera	Forestville/MC SP	Rainy Springs	2005	1
<i>Xanthia togata</i>	Lepidoptera	George Crosby-Manitou SP	Baptism River Wetlands	2007	1
<i>Xestia dolosa</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	missing	1
<i>Xestia normaniana</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2006	1
<i>Xestia dolosa</i>	Lepidoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Xestia normaniana</i>	Lepidoptera	Forestville/MC SP	Forestville Overlook	2006	1
<i>Zubida (panalope?)</i>	Lepidoptera	Frontenac SP	PrclvrBlff	2006	1
<i>Bittacus stigmatus</i>	Mecoptera	Whitewater SP	Monolith Bluff	2006	1
<i>Diapheromera velii</i>	Orthoptera			2005	1
<i>Eritettix simplex</i>	Orthoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Melanoplus violae</i>	Orthoptera	Whitewater SP	S Picnic Area Bluff Prairie	2006	1
<i>Melanoplus viridipes</i>	Orthoptera			2005	1
<i>Phoetaliotes nebrascensis</i>	Orthoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Pseudopomala brachyptera</i>	Orthoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
<i>Unident. Female</i>	Orthoptera	Great River Bluffs SP	Queen's Bluff Prairie	2005	1
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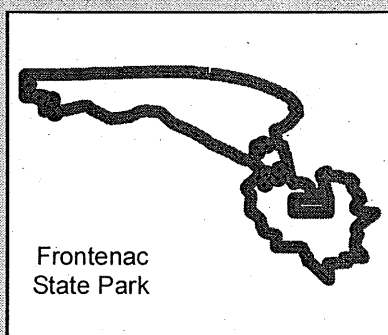
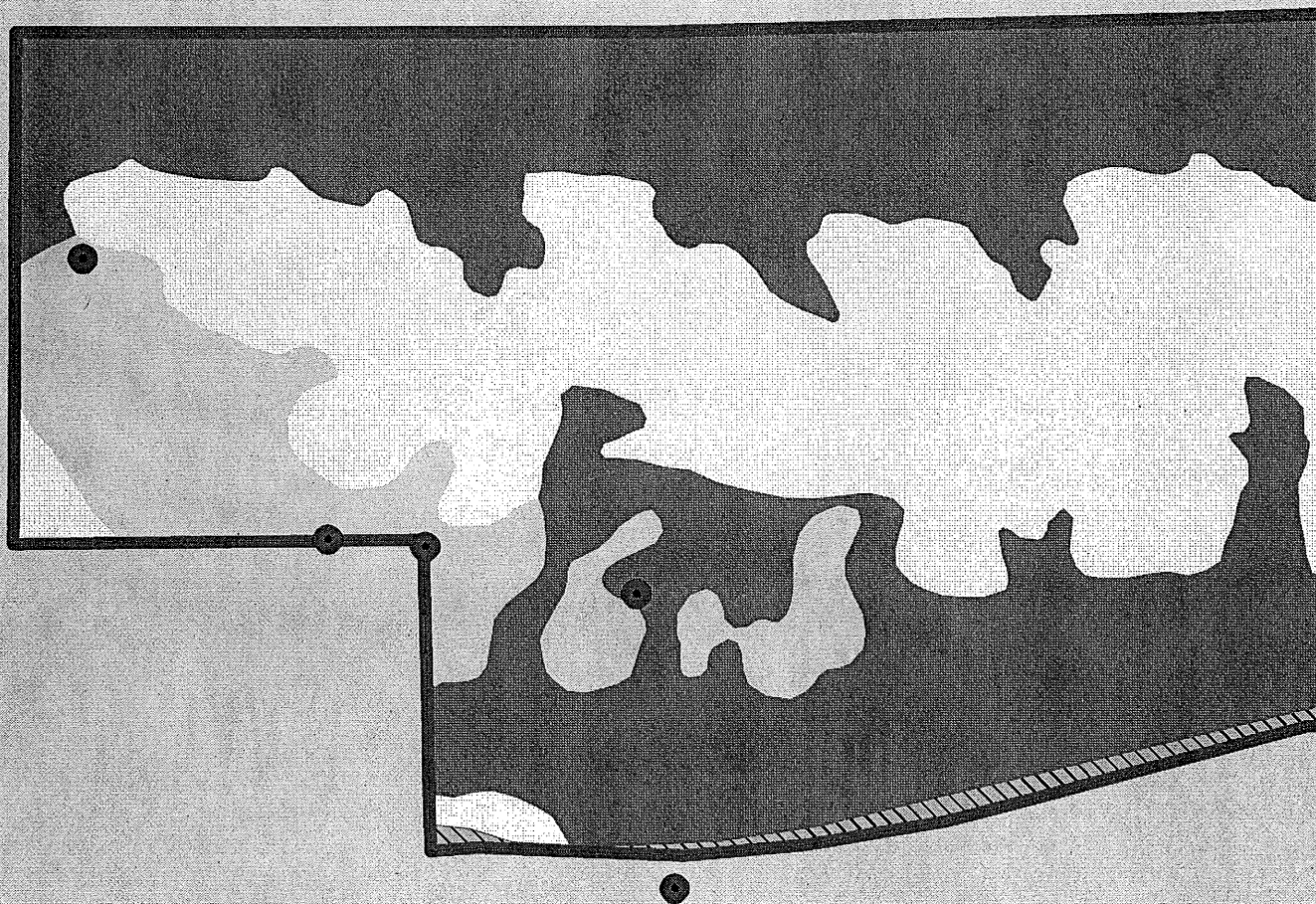










Frontenac East













- Lepidoptera Survey Sites
- State Park
- No System Values
- Fire-Dependent Forest/Woodland System
- Floodplain Forest System
- Mesic Hardwood Forest System
- Upland Prairie System
- Wet Meadow/Carr System
- Other Natural System
- Non-Natural System
- Facilities System

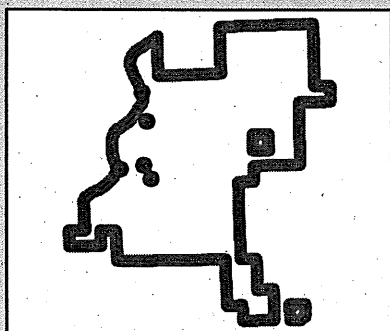


Frontenac West



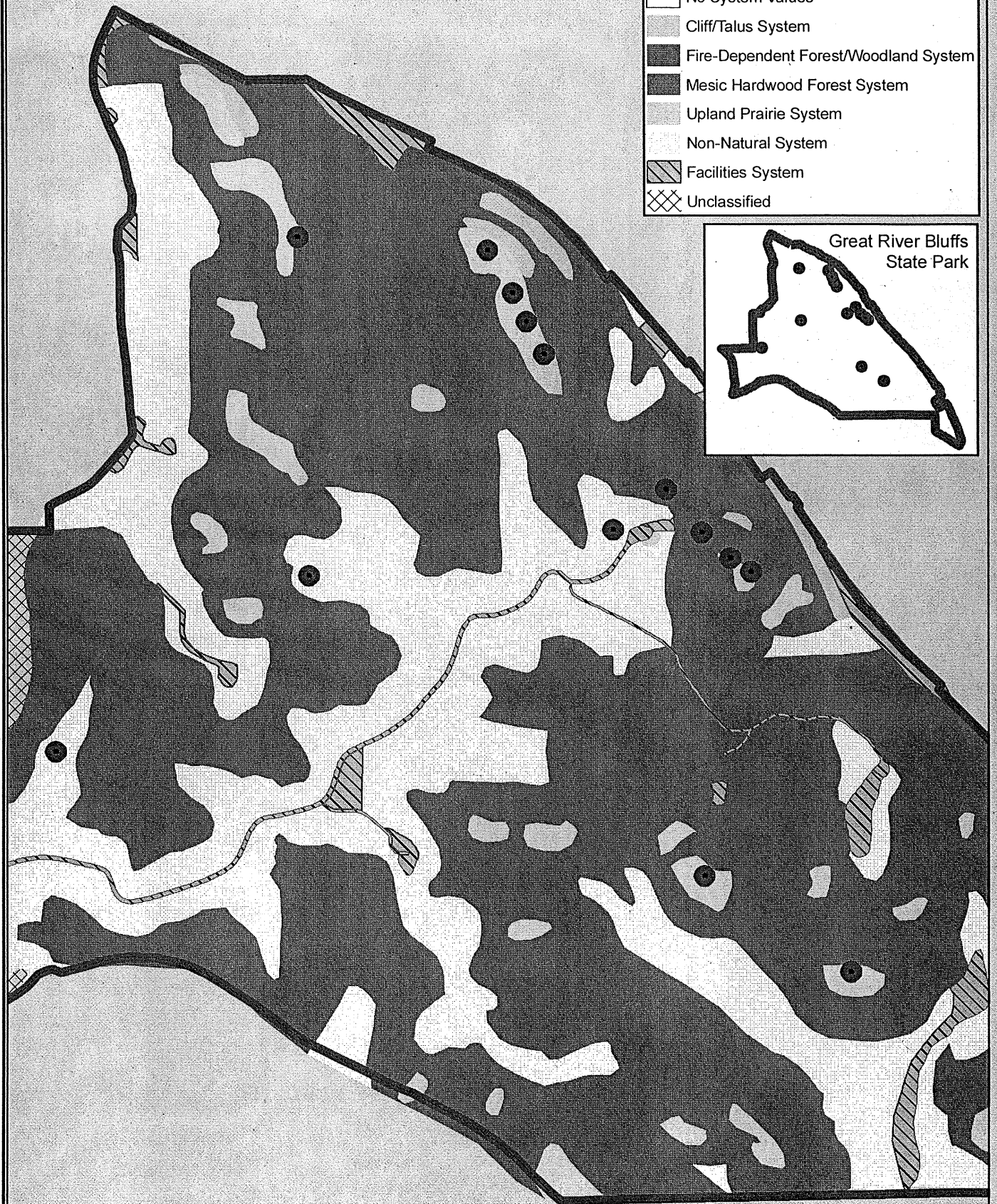
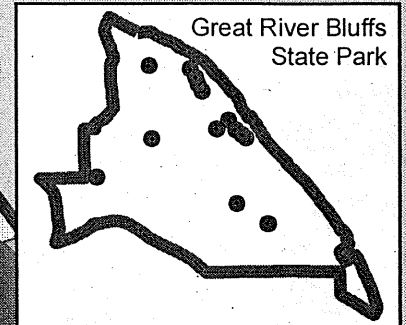
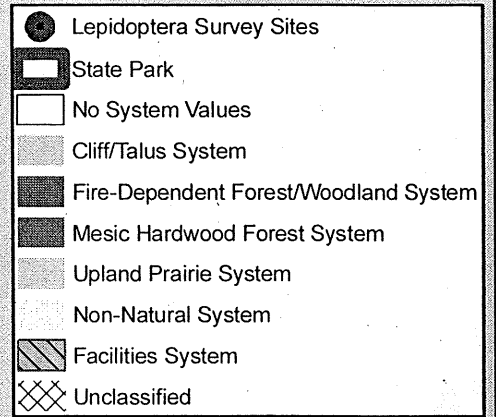
-  Lepidoptera Survey Sites
-  State Park
-  No System Values
-  Fire-Dependent Forest/Woodland System
-  Mesic Hardwood Forest System
-  Upland Prairie System
-  Non-Natural System
-  Facilities System

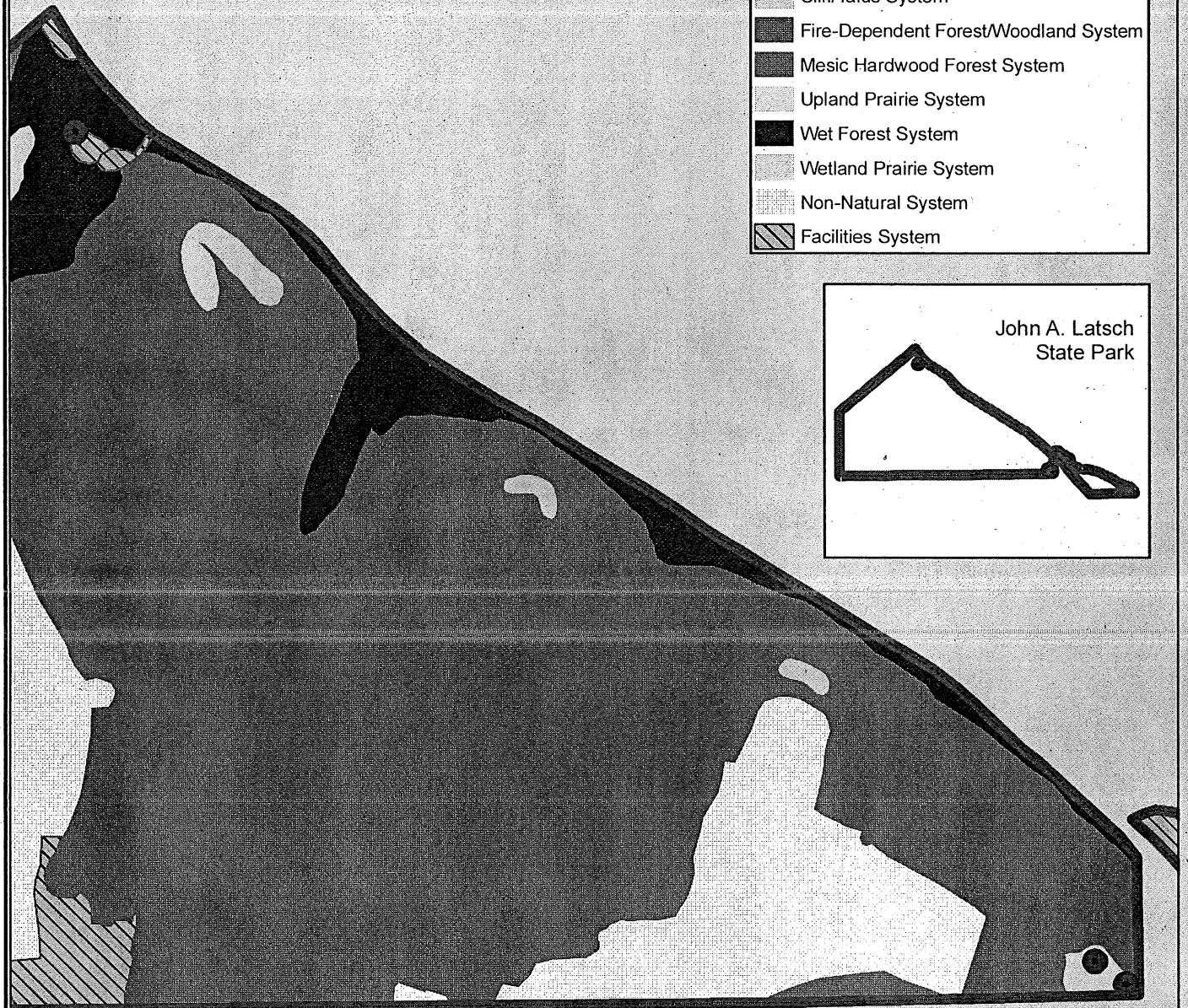
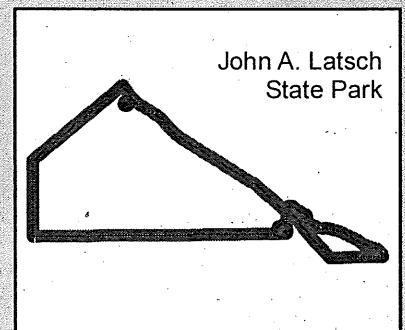
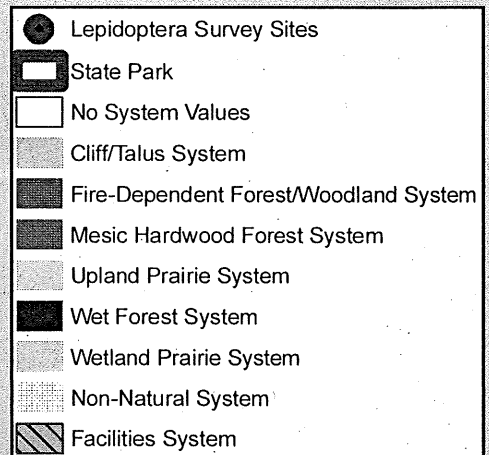
-  Lepidoptera Survey Sites
-  State Park
-  No System Values
-  Acid Peatland System
-  Fire-Dependent Forest/Woodland System
-  Forested Rich Peatland System
-  Mesic Hardwood Forest System
-  Rock Outcrop System
-  Wet Forest System
-  Natural Systems
-  Other Natural System
-  Facilities System

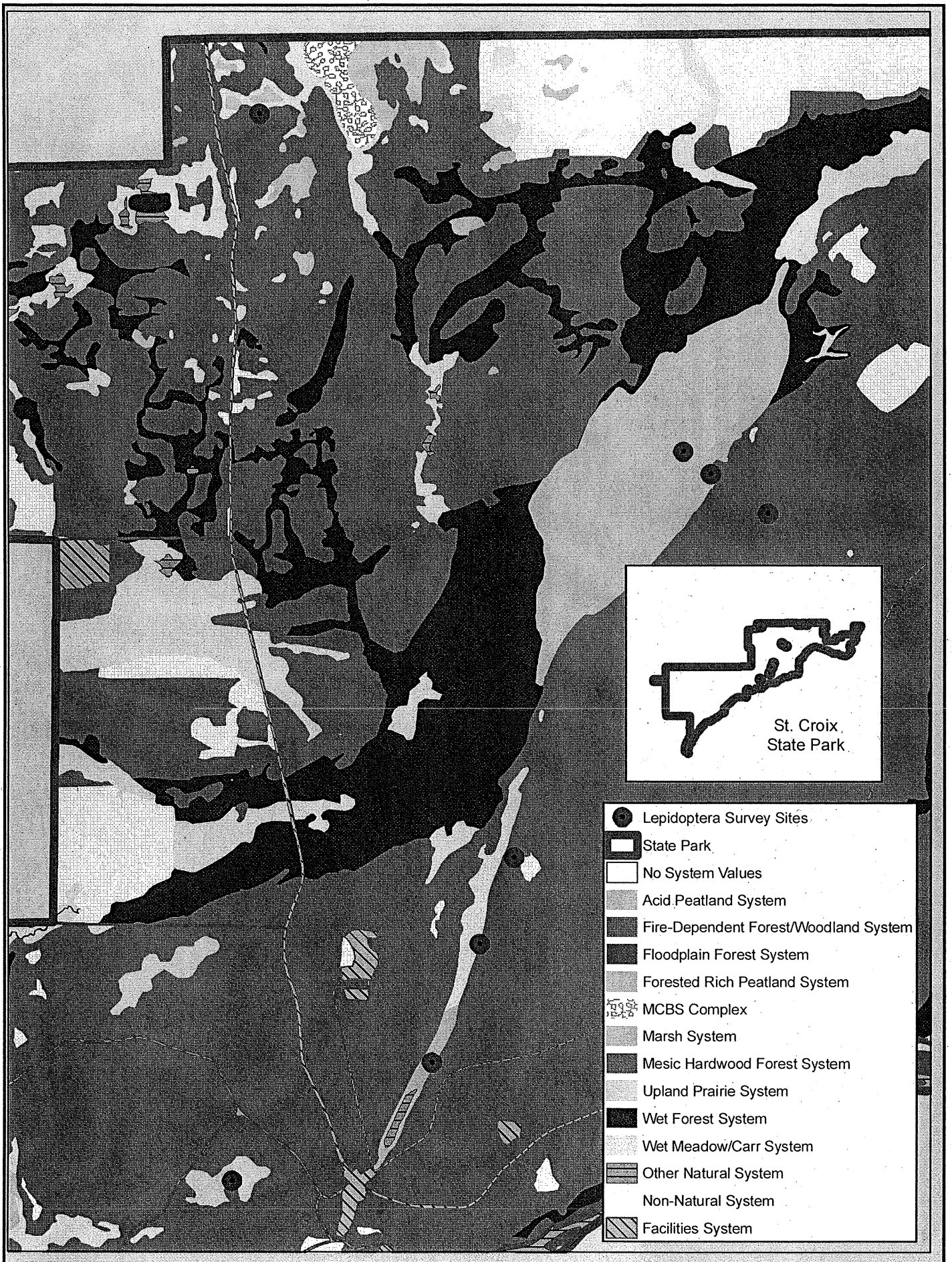


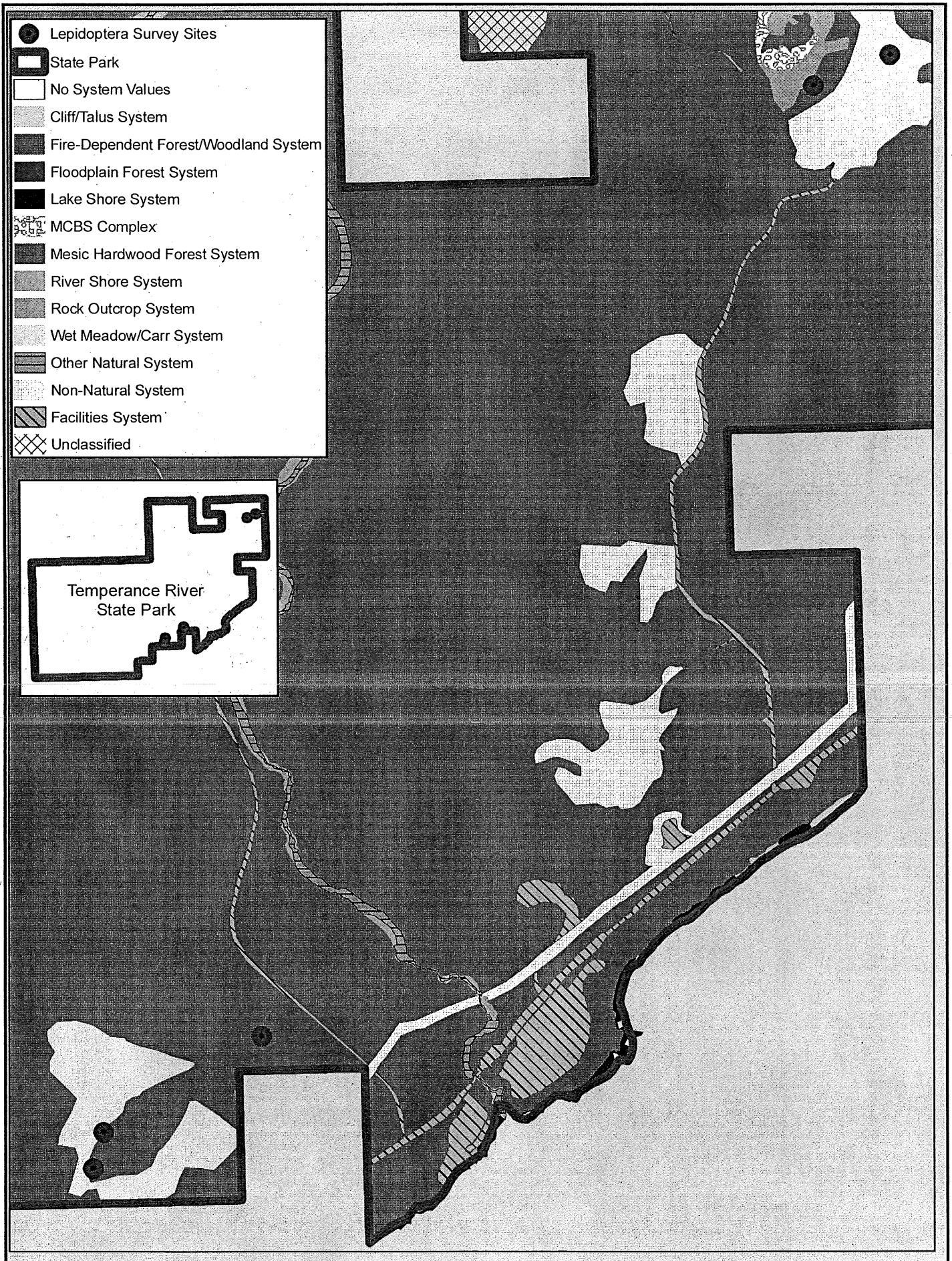
George Crosby Manitou
State Park

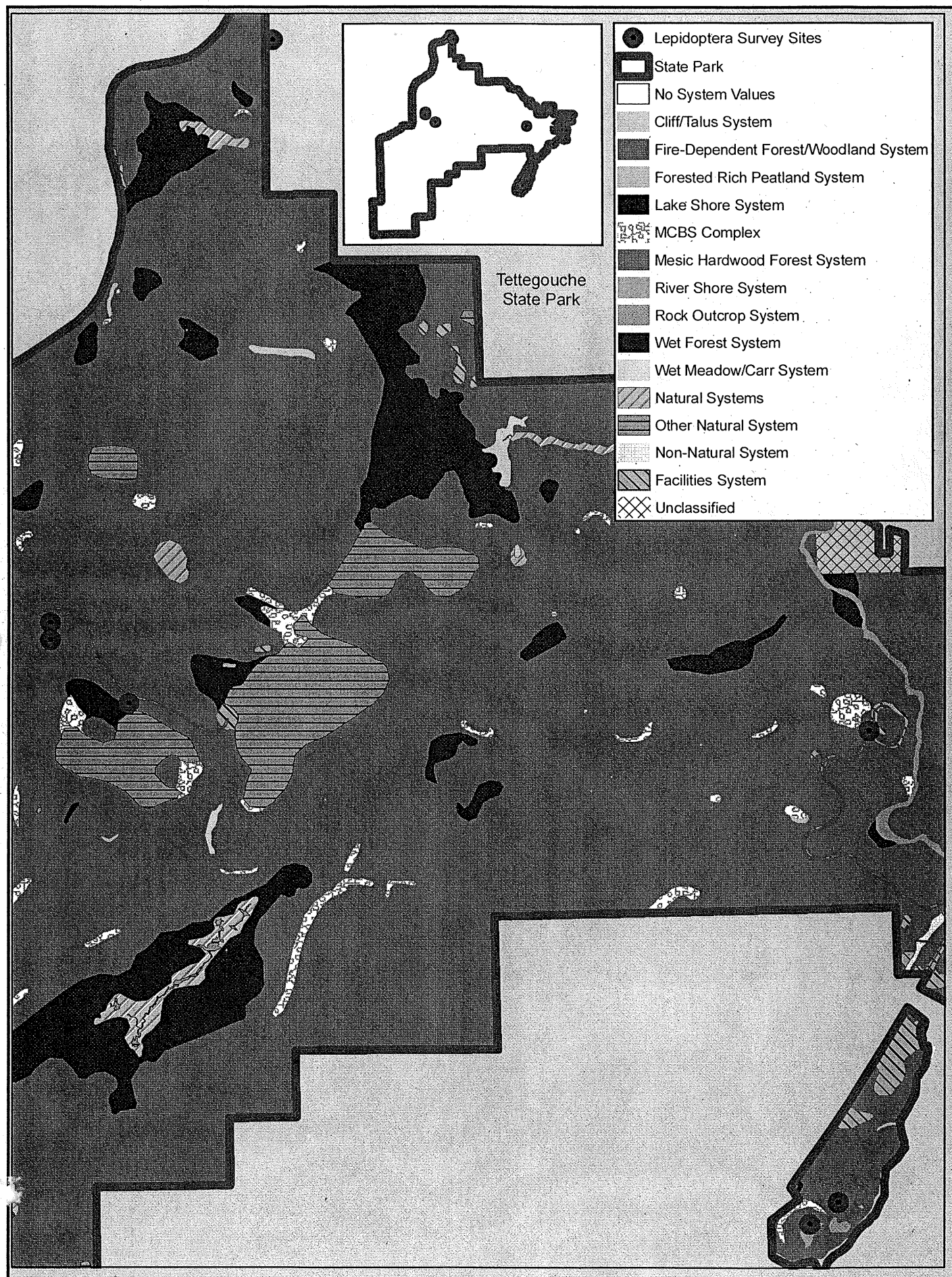


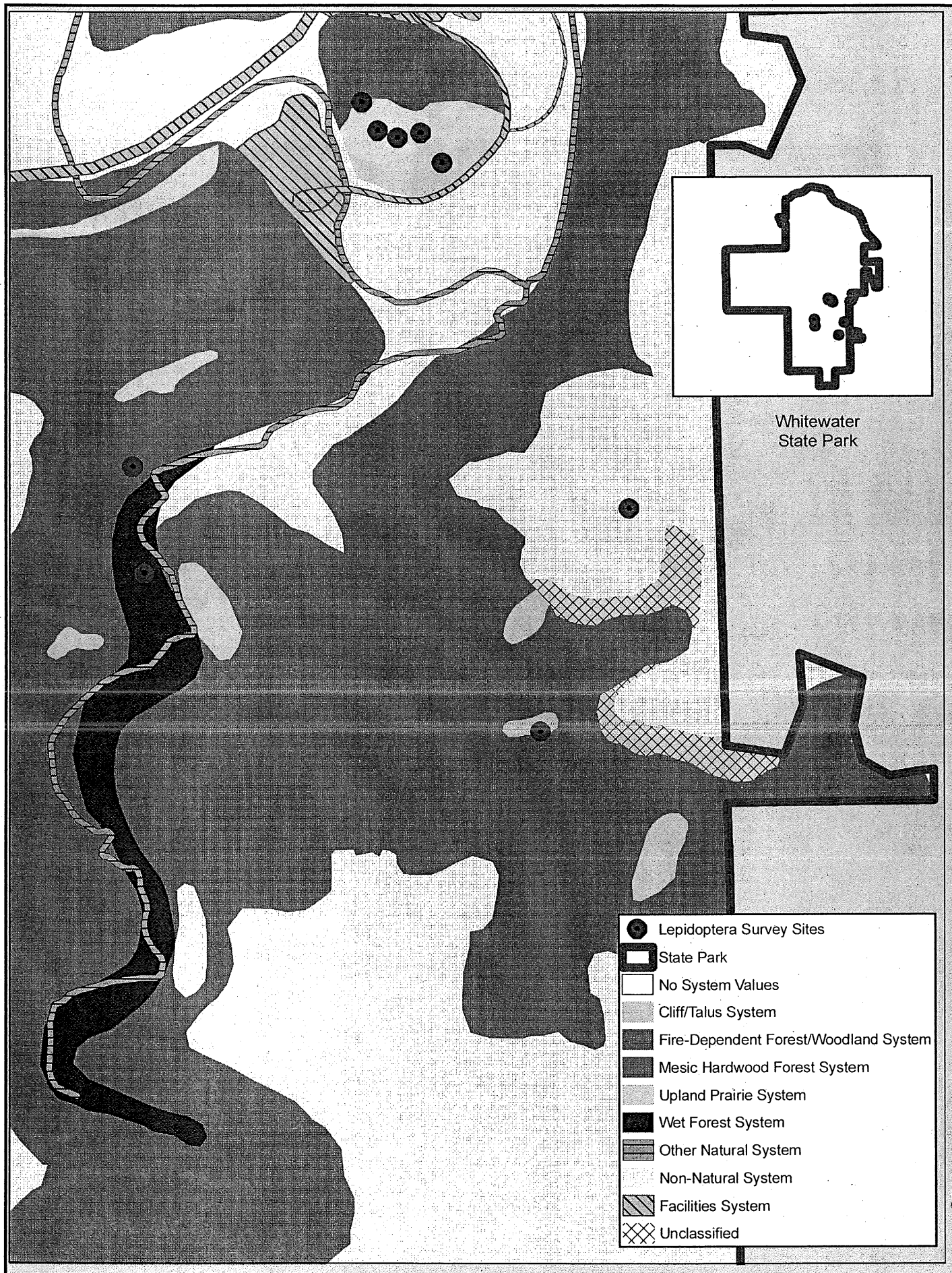













Report on Professional/Technical Contracts Over \$50,000

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: Natural Resources		
Contractor Name: Wenck Associates, Inc.		CFMS Contract Number: A85981
Project Name (if applicable): Minnesota Steel EIS	Project Number (if applicable):	Project Duration (Dates): 02/06/06 – 07/31/07
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The State is in need of consultant services to assist Department of Natural Resource staff in preparing an Environmental Impact Statement (EIS) for the proposed Minnesota Steel taconite mine, concentrator, pellet plant, direct reduced iron plant, and steel mill project in Itasca County, Minnesota. Under Minn. Stat. § 15.061 and Minn. Rules part 4410.2100, Subp. 10 the State is empowered to engage such assistance as deemed necessary.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$948,536.00	Source of Funding: Private
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Due to the complexities of this project the state hired a private contractor to assist with the development of the Environmental Impact Statement (EIS) per Minn. Stat. § 15.061 and Minn. Rules part 4410.2100, Subp. 10. The contractor's duties shall included, but were not limited to: 1) coordinating work by members of the Contractor's staff with work by DNR staff; 2) coordinating communication and meetings among members of the Contractor's staff, the DNR, and the Proposer; 3) arranging for the attendance of Contractor's staff at formal meetings with the DNR, the Proposer, and at required public meetings; 4) preparing interim status reports as required in the Project Tasks; and 5) other necessary management tasks. Members of the Contractor's staff shall also be made available, upon the reasonable request of the DNR, to attend and testify at public meetings or hearings. The Contractor shall maintain all billing records and prepare billings for descriptions of the work performed, including work by subcontracted consultants.</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>Minn. R. 4410.6500. Payment of EIS Costs.</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 performed above beyond the expectations and requirements set forth in the P/T Contract. The contractor completed the Minnesota Steel Environmental Impact Statement (EIS) project on time and to a high standard. The consulting team was presented with a very challenging project, both in terms of its scope and tight timeframe. The final EIS is both professional and credible.</p>		
Agency Head Signature: 	Title: Director	Date: 10/8/07

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

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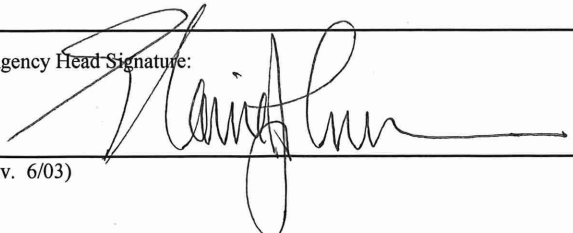
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Dept. of Natural Resources, Division of Ecological Resources		
Contractor Name: Dr. Josef Cohen		CFMS Contract Number: 29C940 <i>AC7152</i>
Project Name (if applicable): Flows, climate, and the fish communities in two Minnesota rivers	Project Number (if applicable):	Project Duration (Dates): August 15, 2004 through December 31, 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Dr. Yosef Cohen analyzed an existing, comprehensive database spanning 1987 to the present (2005), and drafted a report examining the relationship(s) between flow and fish communities on two Minnesota rivers. The specific objectives of this proposal were to produce, by the end of the funding cycle:</p> <ul style="list-style-type: none"> - Systematic graphical analysis, - Statistical summary, - Trend analyses, - Examination of the utility of alternative analytical tools (e.g., Bayesian statistics, multivariate biological indexes) in analysis of comprehensive data sets, - Develop a template or recommendations for future analysis, - Develop recommendations related to the fish community and potential impacts of hydrograph alterations, and, - Document the findings and recommendations in a Report, or preferably, in a peer-reviewed scientific journal. 		
Billable Hours (if applicable):	Total Contract Amount: \$100,000	Source of Funding: State Wildlife Grant; Fund 300, Org E713, Appr E05
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Due to the complexity of the data sets and required statistical analysis, and the lack of available qualified DNR staff, contracting was the only viable option for accomplishing the required work. In addition, the contract specified that the contractor would provide training on the advanced statistical techniques being used, to ensure that the expertise to continue this level of analysis in the future was acquired</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 project was advertised for competitive bids.</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 timeliness, cost, and quality of output was very acceptable, particularly in regards to producing a thorough, sophisticated report and bringing a higher level of statistical expertise to the Stream Habitat Program.</p>		
Agency Head Signature: <i>Ken A. Gammiller</i>	Title: <i>Director, Ecological</i> <i>Program</i>	Date: <i>9/17/07</i>

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

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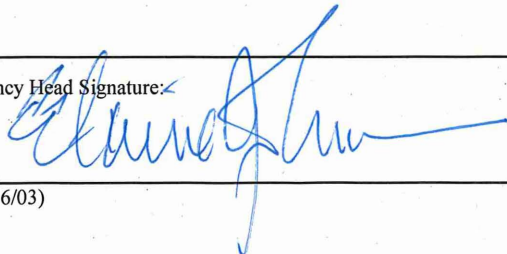
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Natural Resources		
Contractor Name: Environmental Systems Research Institute, Inc.		CFMS Contract Number: A98791
Project Name (if applicable): Land Records System Project Needs Assessment	Project Number (if applicable): Not applicable	Project Duration (Dates): 3/5/2007 – 8/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To prepare a needs assessment and feasibility study for redesign of the department's land records management processes and its land records information system.</p> <p>The State of Minnesota owns more than 8 million acres of land and more than 12 million acres of mineral rights. The Department of Natural Resources is responsible for the administration and management of these lands. Consequently, it has a variety of land management processes, including:</p> <ul style="list-style-type: none">·Acquiring and disposing of ownership interests in land parcels·Acquiring and granting easements·Leasing, licensing, or permitting minerals extraction, timber harvesting, and other commercial and recreational uses of state lands·Ensuring that it fulfills its obligations to the School Trust Fund and to other entities for whose benefit the state administers certain public land·Ensuring accurate calculation and distribution of payments to local governments in lieu of property taxes·Ensuring land-based revenue is deposited in the correct accounts and funds and land-based expenditures are drawn from the correct accounts and funds·Ensuring that its land and resource management activities are confined to state owned or leased land·Ensuring compliance with restrictive covenants on its land parcels·Analyzing its land holdings to identify and pursue strategies and tactics for retaining and acquiring land that is best suited to its mission and for disposing of rights in land that is not well suited to its mission. <p>The department had concluded that its land records management processes would better support the department's natural resources management efforts if they were redesigned and a new land records management information system were developed to support the new processes. The goal of this project was to prepare the DNR for a large, four-year investment in improving processes that capture and use information about ownership and other interests in the land managed by the department. In the four years beginning July 1, 2007, the DNR intended to redesign its land records management processes and implement a new land records management system to support them. The wide range of processes that create and use land records information means there is a large and varied group of stakeholders. These stakeholders are unlikely to agree, at least initially, on the four-year project's objectives and scope. The project aimed to develop among the department's managers a common understanding of the needs, opportunities, objectives, costs, and priorities associated with redesigning land records processes and modernizing the DNR's land records system.</p> <p>The DNR required an external perspective on its land records processes and systems from consultants with substantial experience in analyzing the needs of public sector land management organizations.</p>		
Billable Hours (if applicable): Not applicable	Total Contract Amount: \$118,499	Source of Funding: 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>This contract allowed the department to understand its land records needs and set directions and expectations for a much larger investment in land records processes and systems over the next four years.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Not applicable.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor met expectations. Products were delivered on time and fully met the terms and objectives of the contract. This was a fixed price arrangement, so costs neither overran nor underran. Comments from staff who worked with the contractors were almost unanimously positive.</p>		
Agency Head Signature: 	Elaine Johnson, Administrator Management Resources Department of Natural Resources	Date: 8/29/07

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

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Agency: Minnesota Dept. of Natural Resources		
Contractor Name: Architectural Resources, Inc.		CFMS Contract Number: A46789
Project Name (if applicable): Soudan Accessibility Lift	Project Number (if applicable):	Project Duration (Dates): 4/7/03-12/30/06
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of this contract was to provide Architectural design services and construction administration for an elevator located at the bottom of Soudan Mine. The Agency did not have qualified staff available to complete this work in a timely manner. This elevator allowed people with disabilities to see all parts of the Mine tour.		
Billable Hours (if applicable):	Total Contract Amount: \$53,200	Source of Funding: Accessibility - Bonding
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:		
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: We had additions to the actual construction of the elevator because site conditions were not accurately shown on the plans. Our consultant ARI felt that the construction contractor blasted more rock than was necessary. The construction contractor claimed they didn't. I am not sure if this disagreement could have been avoided or not. ARI was able to provide structural drawings to help resolve this issue. ARI did document meetings and discussion items well. With the exception of the conflict described above I was pleased with the work ARI completed for us.		
Agency Head Signature: 	Title: 3A.	Date: 7-31-07

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

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Agency: MN Department of Natural Resources, Division of Forestry		
Contractor Name: Scotford & Nichols Associates		CFMS Contract Number: A85551
Project Name (if applicable): Monitoring Implementation of Forest Management Guidelines	Project Number (if applicable):	Project Duration (Dates): Feb 1, 2006 through Dec 30, 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Sustainable Forest Resources Act (SFRA) requires the DNR, in consultation with the Minnesota Forest Resource Council (MFRC), to monitor the application of timber harvest and forest management guidelines on public and private forestland.</p> <p>Monitoring teams drawn entirely from DNR staff were considered. All pertinent DNR Divisions were contacted requesting staff be made available to carry out the project. Reduced budgets and increased workloads severely limited the staff available.</p> <p>Monitoring teams were also proposed to be organized from available DNR staff from the Divisions of Forestry, Fish and Wildlife, and Waters, supplemented by staff from the USDA Forest Service, USDA Natural Resource Conservation Service, county forestry agencies, forest industry, and qualified private individuals. Limited availability of qualified staff due to reduced budgets and increased workloads in all organizations made this very difficult.</p> <p>The credibility of the monitoring program was also a significant concern. The MFRC, forest industry, and a variety of public interest groups have strongly recommended that monitoring be accomplished through qualified independent third-party consultants rather than the DNR or integrated teams involving the DNR and other parties whose practices were being monitored.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$94,977.67	Source of Funding: Fund 100, Appr 303, Org 3764
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Due to the importance of credible third-party site evaluation and the lack of available qualified DNR staff, contracting was the only viable option for accomplishing the required monitoring.</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 project was advertised for competitive bids.</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 timeliness and cost of the work was very acceptable. The contractor had numerous problems with inadequate checking of the accuracy and completeness of the data recorded, but did an acceptable job of correcting errors when requested.</p>		
Agency Head Signature: 	Title: Asst. Dir Forestry 7/18/07	Date:

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 2:54 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 14:54:15

_config: vendeval
project: OpenView Configuration and Health Check
id_part1: R29
id_part2: 1795
cfms: A89210
vendor: TeamExcel
agency: Natural Resources Dept
evaluator: Walt Swanson
eval_date: 10/20/2006
email_list: Terrie.Clark@dnr.state.mn.us
purpose: In-house staff did not possess the required skill to complete the tasks and OET
did not offer this service.
accomplished: Yes
contract_date: 8/31/2006
actual_date: 8/31/2006
contract_cost: \$25,000.00
actual_cost: \$22,597.50
cost_effective: Contacting was the only way to get the needed expertise to complete the
system configuration without disrupting network operations.
amended: No
terminated: No
engage: Yes
engage_e: Contractor changed personnel to make sure that the required expertise was
available when needed.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 20, 2006 2:50 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 20, 2006 at 14:49:54

_config: vendeval
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id_part2: 1795
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agency: Natural Resources Dept
evaluator: Walt Swanson
eval_date: 10/20/2006
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Jake Carson

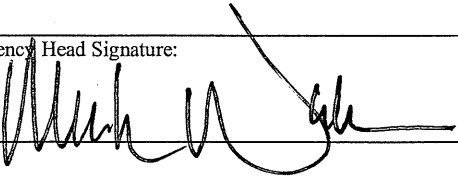
From: Steve.Gustafson@state.mn.us
ent: Monday, May 08, 2006 9:11 AM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Karl.Olmstead@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, May 08, 2006 at 09:11:04

_config: vendeval
project: FORIST Timber Sales Module (design)
id_part1: R29
id_part2: 1634
cfms: A77826
vendor: Caveo Technology
agency: Natural Resources Dept
evaluator: Karl Olmstead
eval_date: 04/25/2006
email_list: karl.olmstead@state.mn.us
purpose: The state needed analysis and design resources anticipating construction of a new information system
accomplished: Yes
contract_date: 12/31/2005
amended_date: 03/31/2006
actual_date: 03/24/2006
contract_cost: \$156,000
amended_cost: \$288,000
actual_cost: \$287,807.1
cost_effective: State had insufficient staff to perform this work. The work is part of a larger effort to replace an old, error-prone system that supports the state's \$30 million to \$40 million annual timber sales program. The replacement system will streamline operations, improve information for setting program direction and for timber buyers.
amended: Yes
amended_e: State and contractor initially underestimated the level of effort required to complete the work. State asked vendor to develop more detailed design products than the state initially specified.
terminated: No
engage: Yes
engage_e: Vendor's work was of very high quality and at a level of detail that exceeded the state's expectations.
comments: Roughly 15 percent of the planned work remained undone at the end of the contract, but the 85 percent that was done exceeded the state's expectations for quality.

Report on Professional/Technical Contracts Over \$⁵~~40~~,000

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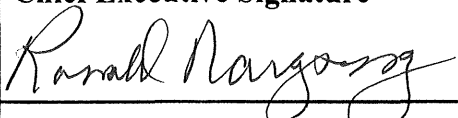
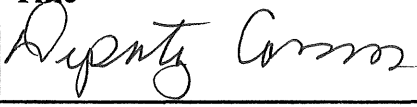
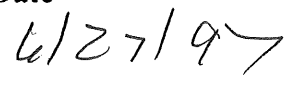
Agency: Natural Resources		
Contractor Name: Kodet Architectural Group Ltd.		CFMS Contract Number: R29 FM 000000057
Project Name (if applicable): DNR Consolidated Headquarters at Windom MN.	Project Number (if applicable):	Project Duration (Dates): 3/5/1999 – 12/31/2001
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Department of Natural Resources (DNR) received funding in the 1998 bonding bill to construct a new DNR Area Headquarters in Windom MN. The DNR's Bureau of Facilities and Operations Support is required to have the Dept of Administration Designer Selection Board interview and hire a consultant Architect for any project over \$750,000.</p> <p>The Designer Selection Board process was followed and Kodet Architectural Group Ltd. Was selected as the designers of the project.</p> <p>The consulting Architectural firm completed the design and assisted in project inspection.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$252,585.00	Source of Funding: 1998 Bonding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The in-house Architectural staff from the DNR would not have been able to perform the service due to the large work-load underway at the time of this contract. Also, at the time of the contract is was a Statutory requirement that designers for all projects over \$750,000 were selected by the Designer Selection Board.</p> <p>We felt the project was completed in a timely manner, for a reasonable price and of high quality.</p>		
Agency Head Signature: 	Title: AEA	Date: 7/10/2003

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: Department of Natural Resources		
Contractor Name: HDR Engineering, Inc.		CFMS Contract Number: A14742
Project Name (if applicable): Pine Island Bog Horticultural Peat Development EIS	Project Number (if applicable):	Project Duration (Dates): 10/20/00 to 01/18/02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The DNR contracted with HDR Engineering, Inc. to assist in preparation of an Environmental Impact Statement for the proposed Pine Island Horticultural Peat Development in Koochiching County, Minnesota. It was necessary to enter into a contract because DNR did not have staff available to complete the work within rule-mandated timeframes, nor the requisite staff expertise.</p>		
Billable Hours (if applicable): 602 hours (primary contractor); sub-contractors were paid lump sums by primary contractor.	Total Contract Amount: \$93,500	Source of Funding: Funding provided by project proposer (Koochiching County)
<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 DNR did not have staff available to reassign to work on the EIS; nor the necessary staff expertise. In-house EIS preparation would have required hiring a number of new staff with expertise in a wide variety of environmental issues, including issues exceeding the normal expertise of DNR staff, such as socioeconomic analysis, water quality assessment, and predicting noise and air pollution.</p> <p>EISs must be completed in limited timeframes that a) do not readily accommodate hiring additional temporary staff, and b) would require existing staff to suspend all work on other Department work. With the short timeframes, and wide array of issues, hiring a contractor to prepare the EIS was the most efficient way to complete. Finally, the EQB's rules for EIS preparation allow the Department to assess the project proposer all costs of EIS preparation, including contract costs.</p>		
Agency Head Signature: <i>Peggy A. Adelman</i>	Title: <i>Chief Financial Officer</i>	Date: <i>February 1, 2002</i>

Master Contract Project Report

Agency Department of Natural Resources - Division of Fish & Wildlife		
Contract Firm University of Illinois - Natural History Survey		Master Contract Number
Project Name Genetic Analysis of MN Fish Populations	Project Number 601	Project Duration (Dates) 10/15/92 - 9/30/96
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>One of the goals of the Minnesota DNR is to protect the genetic diversity of native game fish. As the genetic diversity of most game fish species is unknown it was necessary to identify genetic distinct stocks throughout the state. After such identification, the DNR can undertake meaningful actions to protect this genetic diversity. The contract was to determine the genetic diversity of 14 gamefish species within the state.</p>		
Billable Hours (if applicable)	Amount Spent \$171,000	Source of Funding Game & Fish 230/600
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>This contract was part of a multi-state study (Illinois and Wisconsin) which reduced the cost to all participating agencies. Normally, it would be expected that a project of this size and complexity would cost \$300,000 to \$500,000. The contract was necessary as we had neither the personnel, equipment, nor expertise to undertake this necessary project.</p>		
Chief Executive Signature 	Title 	Date 
MN Statute 16B.17, Subd (c) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00		

Ombudsman for
corrections

Kelly Heffron

Date sent: Thu, 6 Aug 2009 11:06:31 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/06/2009.

project: OET DB2 Database

id_part1: G46

id_part2: 2396

cfms: B27918

vendor: Virtelligence

agency: OMBUDSMAN FOR CORRECTIONS

evaluator: Babu Kunjummen

eval_date: 08/05/2009

purpose: DB2 Database for DEED was growing fast and there were failures. A DB2 consultant was required to give staff proper improvement recommendations.

accomplished: Yes

contract_date: 05/08/2009

actual_date: 05/08/2009

contract_cost: 35,000

actual_cost: 28,120

cost_effective: Generally having contractors is an ineffective way of doing work. Once the contractor leaves, the knowledge also leaves. In this particular case, for short term work, of making evaluation and recommendations, YES, it is effective.

amended: No

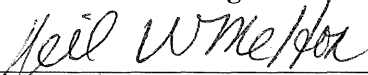
terminated: No

engage: No

engage_e: We may want to do business with the contract firm again, but NOT with this particular contractor. He was not the best of the breed when it comes to interpersonal skills.

Place Office
Standards and
Training

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

Agency: Peace Officer Standards and Training Board		
Contract Firm: The Upper Midwest Community Policing Institute (UMCPI)		Master Contract No: A29687
Project Name: Racial Profiling Training Materials and Seminars	Project No: A29687	Project Duration (Dates) 11/08/01 to 06/30/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To fulfill the requirements of Minnesota Special Session 2001, Chapter 8, Article 7, Sections 11 and 3, Subd 7 which include providing training materials regarding racial profiling for chief law enforcement officers and other officers with supervisory authority and facilitating regional training seminars to raise awareness about racial profiling. The POST Board entered into a contract because it was not within the purview of the Board to provide law enforcement related training, only to <i>approve</i> such training.		
Billable Hours (if applicable):	Amount Spent: \$ 237,587.37	Source of Funding: Minnesota Legislature
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently. Due to legislative time constraints, the racial profiling training materials and seminars had to be organized very quickly. UMCPI had already conducted several training seminars on racial profiling in Wisconsin, Iowa and South Dakota and therefore had the necessary expertise required for preparing materials and identifying qualified faculty. Also, UMCPI's staff was trained in understanding the exact requirements of state policies and legislation. Since Minnesota's legislation was very specific on the issues that had to be covered in the training materials and seminars, CPI was proficient at meeting those requirements. In addition, since UMCPI had experience working with communities and local law enforcement agencies, they were able to quickly use their established contacts to organize the training seminars and advertise them to ensure police departments were aware of the courses. Finally, UMCPI was recognized as a leader and innovator in the area of law enforcement education, and POST had partnered with UMCPI in previous projects in which they had demonstrated expertise and professionalism. +		
Chief Executive Signature: 	Title: EXEC DIRECTOR	Date: 12-26-02
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Department of Public Safety
Fiscal & Administrative Services
Attn: Janet Weber
444 Cedar Street, Suite 126, Town Square
St. Paul, MN 55101-5126

EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Peace Officer Standards and Training Board		Contractor Name: The Upper Midwest Community Policing Institute (UMCPI)		
Contract No: A29687	Contract Amount: \$262,501.00	Contract Effective Dates	From: 11/08/01	To: 06/30/02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

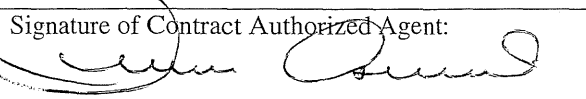
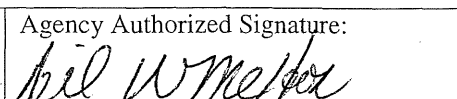
According to the requirements stated in Minnesota Special Session 2001, Chapter 8, Article 7, Sections 11 and 3, Subd. 7, prepare training materials for Minnesota chief law enforcement officers and other Minnesota peace officers with supervisory authority; organize and conduct regional training seminars; and collect and compile relevant data in a written report pertaining to the regional training seminars.

Attach additional sheets for items 1-5, if needed.

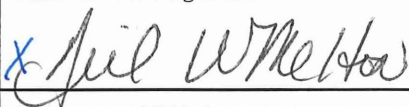
1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. General comments: UMPCI demonstrated strong expertise and extreme professionalism in all areas of the contract.	

Complete when the final product of the contract is a report

Report Title: Report to the Legislature, From the Executive Director of the Minnesota Board of Peace Officer Standards and Training	Report Date: February 2002
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: N/A Date:

Signature of Contract Authorized Agent: 	Date: 1/6/03	Agency Authorized Signature: 	Date: 12-26-02
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Report on Professional/Technical Contracts Over \$40,000

Agency Board of Peace Officer Standards and Training		
Contract Firm SafeNet Consulting Inc.	Master Contract Number 412826 Order #31684345	
Project Name	Project Number	Project Duration (Dates)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The POST Board licensing application had grown obsolete. The system that was originally setup was not as expansable as was first thought. The contractor was hired to update the program. The application was converted from Visual Basic 4 using Microsoft Access to Visual Basic 6 using Microsoft SQL Server. This was necessary to contract out due to the complexity of the application and staff restraints at the Board.</p>		
Billable Hours (if applicable) 585.0	Amount Spent \$47,260.00	Source of Funding 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>Due to the complexity involved in this conversion, it was more cost effective to contract services than to keep it in-house. OTSS was contacted before any RFP went out to question if POST with OTSS's support could complete this project in a timely fashion. The answer was a simple no. With the labor shortage that currently exists in the technologies field, it is more often than not the case that a private firm with dedicated resources can most cost effectively provide service.</p>		
Chief Executive Signature 	Title EXECUTIVE DIRECTOR	Date 7-23-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		



TO: Robbie W. LaFleur, Director, Legislative Reference Library

FROM: Lawrence A. Martin, Executive Director *LAM*

RE: Report on Completed Professional or Technical Services Contract under Minnesota Statutes, Section 3.225

DATE: August 1, 2002

As required by Minnesota Statutes, Section 3.225, this is the one-page performance report to be filed with the Legislative Reference Library on the actuarial services contract between Milliman USA and the Legislative Commission on Pensions and Retirement that was finally completed on June 30, 2002.

The following is the pertinent information on this professional services contract, now finally completed:

1. Purpose of Contract: The actuarial services contract between the established actuarial consulting firm of Milliman USA of Brookfield, Wisconsin and Minneapolis, Minnesota, was entered into in order to comply with the requirements of Minnesota Statutes, Section 3.85, Subdivision 11, Paragraph (a). The actuarial services contract is necessary in order to produce the annual actuarial valuations for the 14 statewide and major local Minnesota public retirement plans and the various prior local police and fire consolidation accounts required by Minnesota Statutes, Section 356.215, to produce the quadrennial experience studies of the three largest Minnesota public retirement plans for Fiscal Year 2000 under Minnesota Statutes, Section 356.215, and to perform actuarial cost impact estimates of pending legislation and any other actuarial and benefit consulting services required by the Commission.

2. Amount Spent on Contract: For the four years covered by the contract, the Commission spent the following amounts:

Fiscal Year 1999	\$275,051.24*
Fiscal Year 2000	\$250,071.15*
Fiscal Year 2001	\$233,864.75*
Fiscal Year 2002**	\$227,474.77*

* Includes amounts expended under the contract for the benefit of other parties and reimbursed or reimbursable by them.

** Expenditure total for Fiscal Year 2002 is through May 30, 2002.

3. Explanation of Cost Effectiveness: Consistently produced and accurate actuarial data and well-informed and experienced actuarial consulting are essential for the Legislature, the Executive Branch, the retirement plan administrations, the participating employers, the retirement plan memberships, the taxpayers, and the current and potential bondholders of the State in order to judge the financial soundness of the various retirement plans and their recurring contribution requirements. To the best knowledge of the Commission staff, only three states (California, New York, and Washington) attempt to perform the various actuarial functions utilizing state employees and state owned computer hardware and software rather than retaining outside actuarial consultants. The recently completed contract with Milliman USA resulted in the provision of this required data and consulting services in a more efficient, cost-effective, and reliable manner than depending on various consulting actuaries retained by the various retirement plans. The annual actuarial consulting fee paid to Milliman USA totaled less than three one-thousandths of one percent of the total covered payroll of all applicable Minnesota public retirement plans, totaled two one-hundredths of one percent of the annual total actuarial cost of all applicable Minnesota public retirement plans, and totaled two one-hundredths of one percent of the annual total contributions to all applicable Minnesota public retirement plans.

If you have any questions regarding this report, please contact me (296-6806.)

Pensions and
Retire ment

Kelly Heffron

Date sent: Wed, 12 Aug 2009 15:00:03 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/12/2009.

project: Website Maintenance and Enhancements

id_part1: H7D

id_part2: 2071

cfms: A84733

vendor: G L Suite

agency: Pharmacy Board

evaluator: Patricia Eggers

eval_date: 08/12/2009

email_list: pat.a.egg@state.mn.us

purpose: To enhance the on-line services section of our web page,
enhancements or changes to specific areas in our data base, and
development of specific reports.

accomplished: Yes

contract_date: 06/30/2008

actual_date: 12/23/2008

contract_cost: 60015.06

actual_cost: 60015.06

cost_effective: G L Suite is a single source provider

amended: No

terminated: No

engage: Yes

Pollution Control

Kelly Heffron

Date sent: **Mon, 5 Oct 2009 14:54:42 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 10/05/2009.

project: EDMS implementation and records management program development

id_part1: r32

id_part2: 2284

cfms: B20543

vendor: The Macro Group

agency: Pollution Control Agency

evaluator: Chris Johnson

eval_date: 10/05/2009

email_list: sanderson@macrogroup.net, barb@blackburnconsultinginc.com,
myrna.halbach@state.mn.us, chris.j.johnson@state.mn.us

purpose: Assist in planning and development of a taxonomy interface;
continue the creation and updating of records retention schedule; develop
a document typename dictionary/ thesaurus for use with the taxonomy;
assist in developing records management training; assist in OnBase
deployment as needed as a business analyst.

accomplished: No

accomplished_e: The contractor completed the retention schedule update.
The state had to assign resources to a different area of training,
however, the contractor participated in that new training to help the
state complete its objective. The state was unable to provide the
necessary resources to work on the taxonomy interface. The contractor
provided business analyst work as needed and as requested. The contractor
completed the dictionary/thesaurus with the information provided by the
state at the time.

contract_date: 09/30/2008

actual_date: 9/30/2008

contract_cost: \$165,000

actual_cost: \$125,000

cost_effective: Due to the state not have enough resources to complete
this project, it has been a very good investment to hire a knowledgeable
and unbiased contractor to fill in the resource voids and help keep the
project on track.

amended: No

terminated: No

engage: Yes

comments: The contractor was very flexible and easy to work with. The
state caused project setbacks due to resource shortages, yet the
contractor was able to fill some of the voids to keep the project moving.
The final cost of the contract was under budget.

Kelly Heffron

Date sent: Tue, 28 Jul 2009 14:34:35 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/28/2009.

project: Security Monitoring 24x7x365

id_part1: R32

id_part2: 2032

cfms: B07035

vendor: BT Counterpane

agency: Pollution Control Agency

evaluator: Brian Matheson

eval_date: 07/28/2009

purpose: We have been using Counterpane as our security monitoring service through a previous state contract (ITG, now OET) since early 2003 and need to continue this arrangement, at least until the state has done another RFP for the Enterprise on this type of service, because of the nature of the service setup, and the importance of the service to the Agencies information security program. It also appears that OET will not have a solution this year, so we will need to extend the contract in October for one additional year at least.

accomplished: Yes

contract_date: 10/12/2008

amended_date: 10/11/2009

actual_date: 10/11/2009

contract_cost: \$63,272.15

actual_cost: \$63,272.15

cost_effective: We do not have the resources internally, nor does OET, to currently provide this service which is fit to our security program.

(from above) We have been using Counterpane as our security monitoring service through a previous state contract (ITG, now OET) since early 2003 and need to continue this arrangement, at least until the state has done another RFP for the Enterprise on this type of service, because of the nature of the service setup, and the importance of the service to the Agencies information security program. It also appears that OET will not have a solution this year, so we will need to extend the contract in October for one additional year at least.

amended: Yes

amended_e: We were given the option to extend it for the same amount in one year increments up to 3 years. This is a drastically reduced price from other services of this type because of prior state contracts.

terminated: No

engage: Yes

engage_e: This is extremely valuable to the security program at the PCA.

Until OET has a SIEM solution to offer Agencies, which they are working towards, but not there yet, we need to continue with this service.

Kelly Heffron

Date sent: Tue, 10 Mar 2009 10:07:51 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/10/2009.

project: Lake Pepin TMDL Technology Focus

id_part1: R32

id_part2: 1853

cfms: A92174

vendor: Advanced Strategies Inc.

agency: Pollution Control Agency

evaluator: Mark Olsen

eval_date: 3/10/2009

purpose: This project will result in the development of a Business Data (Object) Model that will characterize all of the components necessary to develop a comprehensive data management solution to support the Lake Pepin TMDL project specifically and MPCA's TMDL program in general. Based on the scope of the business processes included in this effort, and the expected complexity of the model and the data types it will represent, a highly trained specialist in business object modeling is necessary to effectively accomplish this task.

accomplished: Yes

contract_date: 11/30/2006

amended_date: 6/30/2007

actual_date: 6/30/2007

contract_cost: 50,000

actual_cost: 46,876.85

cost_effective: The Lake Pepin TMDL is the highest priority TMDL being conducted by the MPCA. A Business Data (Object) Model was essential to characterize all of the components necessary to develop a comprehensive data management solution to support this effort and the TMDL program in general. Because of the complexity of this effort, a highly trained modeling specialist was contracted to lead this effort. In that way we were able to minimize the participation time of the large number of subject matter experts needed for the modeling sessions while at the same time maximizing the value of the results.

amended: Yes

amended_e: A time extension was necessary to accommodate the schedules of the numerous agency subject matter participants. There was no change to costs.

terminated: No

engage: Yes


engage_e: The products and services delivered by the contractor were fully in compliance with the contract. The contractor was highly effective at

capturing the essential information components and depicting them. We have used the resulting model and have found it to be extremely valuable and complete.

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 Pollution Control Agency		
Contractor Name: City of Pelican Rapids		CFMS Contract Number: A92700
Project Name (if applicable): See attached	Project Number (if applicable): See attached	Project Duration (Dates): See attached
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This contract related to a petroleum leak site in the City of Pelican Rapids. Leak site #8524, had polluted groundwater within the Municipal Well Field which provided drinking water to the City. A Joint Powers Agreement with the City of Pelican Rapids provided for the pumping of Municipal Well #14, which was contaminated with petroleum, thereby preventing the contamination's spread to other, nearby municipal wells.</p>		
Billable Hours (if applicable): See attached	Total Contract Amount: See attached	Source of Funding: See attached
<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 Joint Powers Agreement was offered to the City of Pelican Rapids as a single source of the needed service due to the fact that the City was the sole owner of the municipal well.</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 City was the sole owner of Municipal Well #14.</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>See attached.</p>		
Agency Head Signature: 	Title: DIRECTOR OPERATIONAL SUPPORT DIVISION	Date: 08 SEPTEMBER 2008



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: 605
(Contract staff use only)

Contractor/Grantee Information

Contractor/ Grantee name: <u>City of Pelican Rapids</u>	Total Value: <u>\$50,000</u>
Contract/Grant number: <u>A92700</u>	Funding source: <u>Petrofund</u>
Evaluation start date: <u>8/29/06</u>	Evaluation end date: <u>9/5/08</u>

Project title: Pelican Rapids Well #14 - pump water to waste to control ground water flow direction
(Project title: Briefly summarize the scope of the contract/grant.)

Project Management

		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
	b. Were any contract amendments needed to adjust the budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, how many: 1	Why: To extend the term of the contract and add funds for well repairs							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

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Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")


If you have questions regarding this form, contact:

Romelda Kascht at 651-296-7246

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 Pollution Control Agency		
Contractor Name: Perficient		CFMS Contract Number: B12962
Project Name (if applicable): See attached	Project Number (if applicable): See attached	Project Duration (Dates): See attached
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contractor was tasked to obtain customer input and use it to recommend approaches to ensure that the MPCA website (www.pca.state.mn.us):</p> <ol style="list-style-type: none">1. Reflected MPCA's mission and strategic direction.2. Provided excellent service to our customers.3. Presented a public face of the agency that is engaging and timely.		
Billable Hours (if applicable): See attached	Total Contract Amount: See attached	Source of Funding: See attached
<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>MPCA staff had conversations with the Office of Enterprise Technology (OET), a state government organization that provides technical services to other state agencies. It was determined that while they do provide web consulting services, the scale of the customer research required by this proposal was beyond their capacity. In fact, OET is in the process of preparing a proposed contract for similar services.</p> <p>Within the agency, expertise on customer research was found to exist; however, the particular difficulties in getting feedback on web sites was not something that agency staff had experience in, and outside help seemed to be warranted.</p>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
<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>See attached.</p>		
Agency Head Signature: 	Title: DIRECTOR OPERATIONS SUPPORT DIVISION	Date: 8 SEPTEMBER 2008

(Rev. 6/03)



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: 1002
(Contract staff use only)

Contractor/Grantee Information

Contractor/ Grantee name:	Perficient	Total Value:	111,200
Contract/Grant number:	B12962	Funding source:	200 D510 P52
Evaluation start date:	1/1/2006	Evaluation end date:	6/30/2008

Project title: WebSite Integration

(Project title: Briefly summarize the scope of the contract/grant.)

Project Management

		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
	b. Were any contract amendments needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, why:	Included expenses that were not called for in the work order. They fixed without argument.							

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")

If you have questions regarding this form, contact:

Romelda Kascht at 651-296-7246

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: MPCA		
Contractor Name: Itasca County Environmental Services		CFMS Contract Number: B01275
Project Name (if applicable): Itasca County Tire Clean-up	Project Number (if applicable):	Project Duration (Dates): 5/1/07 – 10/31/07
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Itasca County will provide the proper steps to complete the removal of approximately 50,000 tires at their demolition landfill. Itasca County will oversee the proper removal and recycling of these tires and ensure the process meets MPCA criteria as it relates to disposal of tires.		
Billable Hours (if applicable):	Total Contract Amount: \$50,000	Source of Funding: State
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Removal and proper disposal of these tires will help to ensure a reduction in the potential environmental impacts that storing over 50,000 baled tires outside can cause. This impact may include the reduction in potential for fire, the reduction in the generation of leachate as well as any health issues that result from the storage of waste tires.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: This governmental unit was selected as a result of volunteering to store these tires for the MPCA as the result of a 1990-1991 MPCA enforcement action. The MPCA needed a place to store the tires until final disposal options were determined. They had been stored at the Itasca County Demolition Landfill ever since 1991.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Performance was good.		
Agency Head Signature: 	Title: <i>Director</i> <i>OPERATIONAL SUPPORT</i> <i>DIVISION</i>	Date: <i>19 November 2008</i>



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: _____
(Contract staff use only)

Contractor/Grantee Information

Contractor/ Grantee name:	Itasca County Environmental Services	Total Value:	\$50,000
Contract/Grant number:	B01275	Funding source:	330 B315 G19 NOMA
Evaluation start date:	05/01/07	Evaluation end date:	10/31/07

Project title: Itasca County Tire Clean-up
(Project title: Briefly summarize the scope of the contract/grant.)

Project Management		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
	b. Were any contract amendments needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, why:								

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")

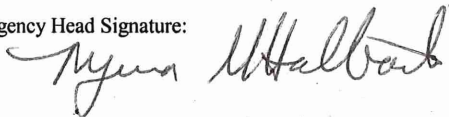
If you have questions regarding this form, contact:

Romelda Kascht at 651-296-7246

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: MPCA		
Contractor Name: Basset Creek Watershed Management Commission		CFMS Contract Number: A99335
Project Name (if applicable): Sweeny Lake TMDL	Project Number (if applicable):	Project Duration (Dates): 3/29/07 – 6/30/08
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The local watershed listed above will undertake a series of activities via this contract that will lead to the completion of a Total Maximum Daily Load (TMDL) study for impairments in Sweeny Lake #27-0035-01 which is listed on Minnesota's 303(d) list.		
Billable Hours (if applicable):	Total Contract Amount: \$84,000	Source of Funding: State & federal
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Bassett Creek Watershed Management Commission is clearly and legitimately the single source to conduct the TMDL for Sweeney Lake 27-0035-01, being a joint powers between the cities that encompass the watershed of Sweeney Lake.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Bassett Creek Watershed Management Commission is clearly and legitimately the single source to conduct the TMDL for Sweeney Lake 27-0035-01, being a joint powers between the cities that encompass the watershed of Sweeney Lake.		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Performance was satisfactory. Worked closely with the subcontractor, did not see much project management other than financial from the contractor.		
Agency Head Signature: 	Title: DIRECTOR OPERATIONAL SUPPORT DIVISION	Date: 12 NOVEMBER 2008



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: 1018
(Contract staff use only)

Contractor/Grantee Information

Contractor/ Grantee name:	<u>Bassett Creek Watershed Management Commission</u>	Total Value:	<u>84,000.00</u>
Contract/Grant number:	<u>A99335</u>	Funding source:	<u>State and Federal</u>
Evaluation start date:	<u>6-30-08</u>	Evaluation end date:	<u>6-30-08</u>

Project title: Sweeney Lake Excess Nutrients TMDL (Phase I)

(Project title: Briefly summarize the scope of the contract/grant.)

Project Management		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
	b. Were any contract amendments needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, why:								

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

Worked closely with the subcontractor, did not see much project management other than financial from the contractor.

Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")

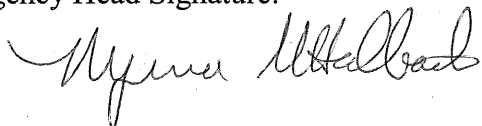
If you have questions regarding this form, contact:

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

Agency: Minnesota Pollution Control Agency		
Contractor Name: ICF Consulting Services, LLC		CFMS Contract Number: B01090
Project Name (if applicable): Method development for evaluating risks of consuming non-mercury, PBT-contaminated fish	Project Number (if applicable):	Project Duration (Dates): 05/14/07 - 4/14/08
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The contractor was hired to develop a model to predict the uptake and bioaccumulation of (non-mercury) pollutants into fish tissue. These pollutants are anticipated to be emitted in quantities above existing ambient air concentrations and are associated with projects being proposed by industrial facilities. Predicted fish tissue concentrations can be used to estimate risks to people who may routinely eat the fish. Policy and permitting decisions will be informed by the results of these modeling exercises.		
Billable Hours (if applicable):	Total Contract Amount: \$118,229.09	Source of Funding: 330 E617 A01 TTL5
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Due to the specialized knowledge and experience needed, workforce limitations, and the insurance requirements, no state employee can perform this type of service. Results of the model requested by the contract would assist the Minnesota Pollution Control Agency in meeting statutory directive Minn. Statutes 116.02, subd. 6 to "make final decisions on the following matters.... (2) the need for an environmental impact statement following preparation of an environmental assessment worksheet under applicable rules (3) the scope and adequacy of environmental impact statements". Results of the model will provide information on the potential for significant harm from air emissions from a given project, which is one of the criteria considered in making these decisions.		
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: See attached.		
Agency Head Signature: 	Title: DIRECTOR OPERATIONAL SUPPORT DIVISION	Date: 23 SEPTEMBER 2008



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: 601
(Contract staff use only)

Contractor/Grantee Information

Contractor/ Grantee name:	ICF Consulting Services, LLC	Total Value:	\$118,229.09
Contract/Grant number:	B01090	Funding source:	330 E617 A01 TTL5
Evaluation start date:	May 14, 2007	Evaluation end date:	April 14, 2008

Project title: Method development for evaluating risks of consuming non-mercury, PBT-contaminated fish
(Project title: Briefly summarize the scope of the contract/grant.)

Project Management

		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, how many: 2	Why: transferred money from some tasks to other tasks (<10% of budget)							
	b. Were any contract amendments needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

I would consider hiring this contractor again to help with complex projects

Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")

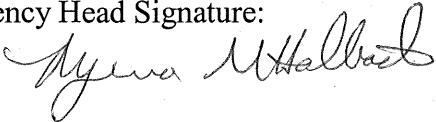
If you have questions regarding this form, contact:

Romelda Kascht at 651-296-7246

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 Pollution Control Agency		
Contractor Name: Dr. William W. Walker, Jr.		CFMS Contract Number: A99417
Project Name (if applicable): P8-Stormwater Software Upgrade	Project Number (if applicable):	Project Duration (Dates): 04/03/07-06/30/07
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To develop a working version of P8 Windows and the interface software distributed through the P8 web site.		
Billable Hours (if applicable):	Total Contract Amount: \$60,000	Source of Funding: 330 B225 WT8 NOMA
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The contract was necessary to assess the effectiveness of municipal stormwater treatment measures. There are about 300 Municipal Separate Storm Sewer Systems (MS4s) requiring permits from the MPCA. The MPCA is charged with the responsibility to regulate and oversee the implementation of stormwater treatment measures conducted by the municipalities across Minnesota. To do so, we must employ standard assessment tools that can be efficiently crafted per town and then reviewed by regulatory staff.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: P8 is the only public domain model for predicting the generation and transport of stormwater runoff pollutants in urban watersheds. The model is widely used in Minnesota to examine the water quality implications of stormwater treatment Best Management Practices by municipalities. The model upgrades under this contract, were necessary for more automated use of the model by Minnesota's municipalities with many Best Management Practices (such as stormwater ponds, rain gardens, infiltration ponds), and to improve the small storm runoff predictions.		
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.		
Agency Head Signature: 	Title: DIRECTOR OPERATIONAL SUPPORT DIVISION	Date: 23 SEPTEMBER 2008



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: 997
(Contract staff use only)

Contractor/Grantee Information

Contractor/
Grantee name: Dr. William W. Walker, Jr. Total Value: \$60,000
Contract/Grant
number: A99417 Funding
source: State
Evaluation
start date: April 7, 2007 Evaluation
end date: June 30, 2007

Project title: P8 Stormwater Software Upgrade
(Project title: Briefly summarize the scope of the contract/grant.)

Project Management

		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
	b. Were any contract amendments needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

On this contract, Dr. Walker worked with Minnesota Pollution Control Agency staff, Wisconsin Department of Natural Resources, Minnesota consulting companies (inkind) and University of Wisconsin -Madison researchers (inkind contributions) to provide state of the art upgrades for his public domain software. This model has been widely used in Minnesota and was in need of three key component upgrades - that were accomplished on time and within budget. This contractor is a nationally recognized water quality modeling authority whose model, P8 has been peer reviewed and widely recognized tool for stormwater management evaluations. All of the project participants were very pleased with work provided by Dr. Walker. This model has been available as public domain software (free). <http://www.walker.net/p8/>

Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")

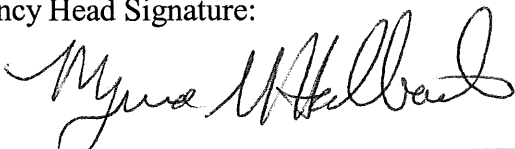
If you have questions regarding this form, contact:

Romelda Kascht at 651-296-7246

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 Pollution Control Agency		
Contractor Name: RTI International		CFMS Contract Number: B00361
Project Name (if applicable): Life Cycle Analysis	Project Number (if applicable):	Project Duration (Dates): 04/17/07 - 06/30/08
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The MPCA needed to use a particular life cycle analysis model to perform life cycle analysis of a wide range of waste management options.		
Billable Hours (if applicable):	Total Contract Amount: \$65,928	Source of Funding: 330 B314 G19 NOMA
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The model was developed with direction and support from the U.S. EPA, and nothing comparable to it was available within the state system. In addition, the contractor was one of the principle designers and builders of the model, and no one else (certainly no one within the state) was remotely familiar with, or qualified to operate, the model. In addition, the model is licensed, and access to it is restricted. Unlike other life-cycle models, this model eventually will be made available to the general public at a nominal charge. The MPCA Solid Waste Program is planning to purchase a working copy of the model for future in-house use.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: In conjunction with the U.S. Environmental Protection Agency (U.S. EPA), this firm developed a particular computer model which the MPCA needed to use to perform life cycle analysis of diverse waste management options.		
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.		
Agency Head Signature: 	Title: DIRECTOR OPERATIONAL SUPPORT DIVISION	Date: 15 SEPTEMBER 2008



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: _____
(Contract staff use only)

Contractor/Grantee Information

Contractor/ Grantee name: RTI International	Total Value: 65,928
Contract/Grant number: B00361	Funding source: 330 B314 G19 NOMA
Evaluation start date: 4-17-07	Evaluation end date: 6/30/08

Project title: Life Cycle Analysis

(Project title: Briefly summarize the scope of the contract/grant.)

Project Management

		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input checked="" type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, how many: 2	Why: MPCA changed the scope of the project as it progressed							
	b. Were any contract amendments needed to adjust the budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, how many:	Why: MPCA changed the scope of the project which impacted total costs.							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

RTI has been the most accomodating contractors I have ever worked with. MPCA management and staff were constantly changing the scope of work when ever they engaged the project. RTI simply took notes and did anything and everything they could to accommodate the wishes of the Agency.

Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")

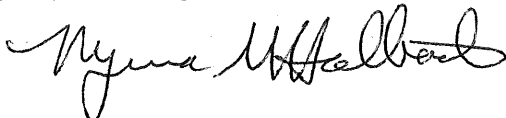
If you have questions regarding this form, contact:

Romelda Kascht at 651-296-7246

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 Pollution Control Agency		
Contractor Name: Clearwater River Watershed District		CFMS Contract Number: A76451
Project Name (if applicable): Clearwater River & Lake Louisa Phase II TMDL	Project Number (if applicable):	Project Duration (Dates): 06/21/05-12/31/07
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Clearwater River Watershed District was the only unit of government working in the watershed with the required authority and expertise to complete the work.		
Billable Hours (if applicable):	Total Contract Amount: \$149,628	Source of Funding: 300 R32 R214 WV1 FY06 FEDR
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The price of the contract was fairly and reasonably established, as shown by a comparison to similar TMDL work done in other watersheds. The MPCA looked at the expertise required, the number of hours budgeted and the hourly rate.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: The Clearwater River Watershed District was clearly and legitimately the single source to conduct the TMDL work within the watershed because they were the only unit of government working in the watershed with the required authority and expertise.		
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.		
Agency Head Signature: 	Title: DIRECTOR OPERATIONAL SUPPORT DIVISION	Date: 15 SEPTEMBER 2008



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Contractor/Grantee Evaluation

Contract Unit

CR: _____
(Contract staff use only)

Contractor/Grantee Information

Contractor/ Grantee name: <u>Clearwater River Watershed District</u>	Total Value: <u>149,628</u>
Contract/Grant number: <u>A76451/A83842</u>	Funding source: <u>300 R32 R214 WV1 FY06 Fedr</u>
Evaluation start date: <u>9/8/08</u>	Evaluation end date: <u>9/8/08</u>

Project title: Clearwater River & Lake Louisa Phase II TMDL
(Project title: Briefly summarize the scope of the contract/grant.)

Project Management

		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Project planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resource utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Special situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Subcontractor management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communication:								
	a. With stakeholders, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proactive communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deliverables

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Clarity/completeness of reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Work plan objectives met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deliverables received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
4.	Quality of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Schedule maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was project completed within the original schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
	If no, why:	<input type="checkbox"/> Contractor's unavailability to keep schedule <input type="checkbox"/> MPCA initiated project changes impacted schedule <input type="checkbox"/> Contractor staffing problems <input type="checkbox"/> MPCA staffing problems <input type="checkbox"/> Other (describe):							
3.	Deliverable received on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							

Budget		Score (select one)						Improvement shown?	
		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accuracy of budget development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Were any change orders needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
	b. Were any contract amendments needed to adjust the budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, how many:	Why:							
2.	Management of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accurate invoicing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Any disputed invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								
	b. Any incorrectly submitted invoices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If yes, why:								

Technical Competence and Innovation

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Accomplishment of contract goals(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adherence to program requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creativity/innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance

		N/A	Very Poor	Un-satisfactory	Satisfactory	Good	Excellent	Yes	No
1.	Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion/Comments

The Clearwater River Watershed District is a professional organization that runs its projects in conjunction with a subcontractor (Wenck) for technical and engineering expertise. Both entities are high caliber and responsive. All deliverables are high quality, complete and on time.

Submit completed form to: contracts@pca.state.mn.us

(subject line: "Contractor Evaluation")

If you have questions regarding this form, contact:

Romelda Kascht at 651-296-7246

Kelly Heffron

Date sent: Thu, 5 Feb 2009 14:47:55 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/05/2009.

project: Computer Security Monitoring Service-24X7X365

id_part1: R32

id_part2: 2092

cfms: B07035

vendor: BT Counterpane

agency: Pollution Control Agency

evaluator: Brian Matheson

eval_date: 02/05/2009

purpose: Security monitoring service. - Provide 24x7x365 real time monitoring of security devices and sensors from a SOC. Monitoring services shall be provided from a SOC, which shall be fully supported by a redundant SOC that is geographically separated by more than 500 miles. Guarantee that a SOC will be available to the Internet 99.99% of the time measured on a monthly basis excluding failures based on Force Majeure. - Provide a Sentry Unit, which is capable of automatic fail-over to a redundant SOC should the primary SOC cease service capabilities. In the event of a Sentry Unit hardware failure, ship a replacement Sentry Unit to MPCA within 48 hours of failure identification. - Provide 24x7x365 real time event response, in accordance with alert guidelines and escalation and notification using a contact tree provided by MPCA. - Make available to MPCA reporting information via Web Portal. - Retain MPCA's event information that is transmitted to SOC's per the following parameters: a) Three (3) months of detailed information will be retained on-line; b) Six (6) months of weekly reports will be retained on-line; c) One (1) year of online storage for monthly reports; and d) Retain data detail offline for the term of this Agreement. 3 - Retain MPCA's Firewall traffic log information that is transmitted to SOC's per the following parameters, subject to MPCA's Firewall Reporting purchase option. a) A daily summary will be computed for total bytes and connections; b) Ninety (90) days of daily summary information will be retained online; c) Will not retain data detail or summary information offline for firewall traffic logs. d) Ticketed events from Firewall Threshold violations as per I. above - Provide a weekly report outlining all security events during the previous seven days, as well as trend data from previous weeks to allow the MPCA to see how well their security is working, and to identify aspects that need improvement. Every incident that requires an analyst to contact the MPCA is summarized in the report. - In the event of expiration or termination of this Agreement, continue to store MPCA data within its data backup complex and continue to safeguard such data at the same levels as

existing MPCAs. Through use of approved commercial services destroy storage media at determined intervals or upon media failure. - If out of band access is provided, provide an analog dial backup modem that is secured through ID, password, dial-back, and encryption features as part of its device management services.

accomplished: Yes

contract_date: 10/11/2008

actual_date: 10/11/2009

contract_cost: \$63,272.15

actual_cost: \$63,272.15

cost_effective: This is an existing service for the PCA that OET is attempting to provide in house eventually, but at this time has no solution in place. To hire a staff person (if one would be enough - 24x7) would be more expensive than outsourcing it at this time.

amended: Yes

amended_e: Extension - yearly up to three years total, or when OET can provide the service itself.

terminated: No

engage: Yes

engage_e: This is an existing service for the PCA that OET is attempting to provide in house eventually, but at this time has no solution in place. To hire a staff person (if one would be enough - 24x7) would be more expensive than outsourcing it at this time.

comments: I am working on a sub-team in the OET/ESO office to provide some type of SIEM solution and right now it looks to be a few years in the future.

Kelly Heffron

Date sent: Tue, 22 Jul 2008 14:54:11 -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 14:54:11

_config: vendeval
project: Remediation Division ArcGIS Software
id_part1: R32
id_part2: 1970
cfms: A99789
vendor: Rowekamp Associates
agency: Pollution Control Agency
evaluator: Richard Jolley
eval_date: 07/22/2008
email_list: mary.heininger@pca.state.mn.us
purpose: To provide software training for MPCA Remediation technical staff on the use of ArcGIS software which is the MPCA Geographical Information System standard desktop application for managing spatial data.
accomplished: Yes
contract_date: 03/29/2007
contract_cost: 22,000
actual_cost: 22000
cost_effective: The agency was obtaining services not available within the state agency system but available through an experienced private vendor.
amended: No
terminated: No
engage: Yes
engage_e: They were well qualified, well prepared and effective in providing training to staff.

Kelly Heffron

Date sent: Tue, 22 Jul 2008 14:55:27 -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 Tuesday, July 22, 2008 at 14:55:27

_config: vendeval
project: Remediation Division ArcGIS Software
id_part1: R32
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vendor: Rowekamp Associates
agency: Pollution Control Agency
evaluator: Richard Jolley
eval_date: 07/22/2008
email_list: mary.heininger@pca.state.mn.us
purpose: To provide software training for MPCA Remediation technical staff on the use of ArcGIS software which is the MPCA Geographical Information System standard desktop application for managing spatial data.
accomplished: Yes
contract_date: 04/01/2008
actual_date: 04/01/2008
contract_cost: 22,000
actual_cost: 22000
cost_effective: The agency was obtaining services not available within the state agency system but available through an experienced private vendor.
amended: No
terminated: No
engage: Yes
engage_e: They were well qualified, well prepared and effective in providing training to staff.

Kelly Heffron

Date sent: Thu, 17 Jul 2008 12:22:11 -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 12:22:11

_config: vendeval
project: Electronic Discharge Monitoring Report System Development
id_part1: R32
id_part2: 1989
cfms: B00611
vendor: Northeast Technical Services
agency: Pollution Control Agency
evaluator: Dwayne Nelson
eval_date: 07/17/2008
email_list: dwayne.nelson@pca.state.mn.us; mark.olsen@pca.state.mn.us
purpose: Prior to this contract the MPCA had planned, designed and built a web and XML based data receiving system. The system had basic functionality to receive XML data based upon a defined schema, then extract, translate and load the data elements into the MPCA's legacy database system. The initial project for this systems use was for regulated wastewater treatment facilities to submit monthly discharge monitoring data. An RFP was issued to solicit interest in piloting this system. Northeast Technical Services (NTS) was one of the selected bidders from the RFP. NTS was issued this contract to design and build a computer application for the Virginia, Minnesota, wastewater facility. The system was required to generate and submit an XML file in accordance with an MPCA schema for wastewater data.
accomplished: Yes
contract_date: 06/30/2007
actual_date: 06/30/2007
contract_cost: 10,900
actual_cost: 10,900
cost_effective: The MPCA built the web-based electronic receiving system to is enable customers to move away from the current burden of paper submittals. The goal of the system was and remains to be increased efficiency for reporting entities and the MPCA. It was decided that the best way to get regulated entities interested in moving to electronic submittal was to fund pilot projects. The pilots would enable MPCA to accurately assess level of effort for reporting entities and use the information obtained to market the electronic system capabilities.
amended: No
terminated: No
engage: Yes

engage_e: They proved to be very capable in meeting our tight deadlines
and creating a quality product.

Kelly Heffron

Date sent: **Wed, 16 Jul 2008 14:33:50 -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 Wednesday, July 16, 2008 at 14:33:50

_config: vendeval
project: MPCA Enterprise Document Management System Project - Phase 3
id_part1: R32
id_part2: 1816
cfms: A85763
vendor: The Macro Group
agency: Pollution Control Agency
evaluator: Chris Johnson
eval_date: 07/16/2008
email_list: chris.j.johnson@pca.state.mn.us; myrna.halbach@state.mn.us;
sanderson@macrogroup.net; barb@blackburnconsultinginc.com
purpose: Continued implmentation of Hyland OnBase electronic document
management technical solution and development of recordkeeping program.
accomplished: Yes
contract_date: 05/01/2006
amended_date: 07/01/2007
actual_date: 06/30/2008
contract_cost: 150000
amended_cost: 305900
actual_cost: 259400
cost_effective: State did not have technical expertise to do this work.
Hyland OnBase is an electronic document management application which
the MPCA purchased to manage information efficiently and integrate with
other established business applications.
amended: Yes
amended_e: Project is multi phase. Amendment was needed to move into
new phases.
terminated: No
engage: Yes
engage_e: Vendor is very knowledgeable about implementing and
integrating software application, as well as developing a records
management program.
comments: We are very satisfied working with this vendor.

Kelly Heffron

Date sent: **Mon, 14 Jul 2008 14:00:04 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, July 14, 2008 at 14:00:04

_config: vendeval
project: FLUX Software Upgrade
id_part1: R32
id_part2: 1854
cfms: B00668
vendor: US Army Engineer Research and Development Center
agency: Pollution Control Agency
evaluator: Patrick Baskfield
eval_date: 07/14/2008

purpose: The FLUX software was originally written in the FORTRAN programming language under the Microsoft DOS (MSDOS) operating system for use on personal computers. The final revision to the FORTRAN/MSDOS version was in 1999 (version 5.1). Subsequent, rapid developments in personal computers and operating systems has rendered this original version obsolete and difficult to use, although its functionality is still needed in many applications, including those of the Minnesota Pollution Control Agency. The purpose of this contract was to upgrade the Flux software program from the original MSDOS operating platform to the Windows operating platform, thus allowing for the continued life of this valuable software.

accomplished: Yes

contract_date: 09/30/2007

actual_date: 09/30/2007

contract_cost: \$55,000

actual_cost: \$55,000

cost_effective: Software programs operating with MSDOS operating systems are more labor intensive and inefficient with regard to time than those utilizing the Windows operating platform. As state agencies shift to the Windows Vista operating system, DOS programs are obsolete. In this case, MPCA staff would not be able to use "Flux" software.

amended: No

terminated: No

engage: Yes

comments: We are still working with the vendor to fix glitches we discover in the program. The vendor has been very cooperative.

Kelly Heffron

Date sent: **Mon, 14 Jul 2008 13:59:27 -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 14, 2008 at 13:59:27

_config: vendeval
project: FLUX Software Upgrade
id_part1: R32
id_part2: 1854
cfms: B00668
vendor: US Army Engineer Research and Development Center
agency: Pollution Control Agency
evaluator: Patrick Baskfield
eval_date: 07/14/2008

purpose: The FLUX software was originally written in the FORTRAN programming language under the Microsoft DOS (MSDOS) operating system for use on personal computers. The final revision to the FORTRAN/MSDOS version was in 1999 (version 5.1). Subsequent, rapid developments in personal computers and operating systems has rendered this original version obsolete and difficult to use, although its functionality is still needed in many applications, including those of the Minnesota Pollution Control Agency. The purpose of this contract was to upgrade the Flux software program from the original MSDOS operating platform to the Windows operating platform, thus allowing for the continued life of this valuable software.

accomplished: Yes

contract_date: 09/30/2007

contract_cost: 55,000

cost_effective: Software programs operating with MSDOS operating systems are more labor intensive and inefficient with regard to time than those utilizing the Windows operating platform. As state agencies shift to the Windows Vista operating system, DOS programs are obsolete. In this case, MPCA staff would not be able to use "Flux" software.

amended: No

terminated: No

engage: Yes

comments: We are still working with the vendor to fix glitches we discover in the program. The vendor has been very cooperative.

Kelly Heffron

Date sent: Thu, 26 Jun 2008 14:04:00 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 26, 2008 at 14:04:00

_config: vendeval
project: Software Upgrades to the P8 Urban Catchment Model
id_part1: R32
id_part2: 2015
cfms: A99417
vendor: Dr. William Walker
agency: Pollution Control Agency
evaluator: C. Bruce Wilson
eval_date: 06/26/2008
email_list: kurtis.soular@pca.state.mn.us
purpose: P8 is a public domain urban stormwater runoff model that is the main software tool used in Minnesota. Several areas of upgrade were necessary to reflect advances in the field of stormwater management including: adapting for GIS use; improving storm intensity coverage; increasing the number of BMPs that can be assessed; evaluating street sweeping; and general error and manual modifications.
accomplished: Yes
contract_date: 04/03/2007
actual_date: 04/03/2007
contract_cost: \$60,000
actual_cost: \$60,000
cost_effective: P8 is a nationally recognized, peer reviewed and accepted stormwater runoff model was modified on time and within budget in partnership with the Wisconsin Department of Natural Resources and UW-Madison expertise. We pooled our resources to focus on nationally identified needs. P8 can be used for diverse cases ranging from simple to complete city stormwater networks. This all boils down to providing the best public domain standard assessment methodologies to support the developing MPCA stormwater regulatory program. We need to have tools that will be widely used and able to support the program including litigation. This upgrade was accomplished on time and within budget. This software allows MPCA staff the chance to observe model application "dials turned" to efficiently review estimated conditions relating to permit and management options.
amended: No
terminated: No
engage: Yes
engage_e: Dr. Walker provides exceptional value for the State by providing a product that the consulting engineers were requesting, the

cities will use and will provide regulatory level assessment capacities.

comments: Dr. Walker is a prominent national and international water quality expert (primary national expert behind the Florida Everglades restoration) who has pioneered the "gold" standard lake and stream modeling software that was critical to advancement of the MPCA's watershed management efforts. P8 is another "gold" standard in public domain software - for stormwater.

Kelly Heffron

Date sent: Thu, 26 Jun 2008 14:03:35 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 26, 2008 at 14:03:35

_config: vendeval
project: Software Upgrades to the P8 Urban Catchment Model
id_part1: R32
id_part2: 2015
cfms: A99417
vendor: Dr. William Walker
agency: Pollution Control Agency
evaluator: C. Bruce Wilson
eval_date: 06/26/2008
email_list: kurtis.soular@pca.state.mn.us
purpose: P8 is a public domain urban stormwater runoff model that is the main software tool used in Minnesota. Several areas of upgrade were necessary to reflect advances in the field of stormwater management including: adapting for GIS use; improving storm intensity coverage; increasing the number of BMPs that can be assessed; evaluating street sweeping; and general error and manual modifications.
accomplished: Yes
contract_date: 04/03/2007
contract_cost: \$60,000
actual_cost: \$60,000
cost_effective: P8 is a nationally recognized, peer reviewed and accepted stormwater runoff model was modified on time and within budget in partnership with the Wisconsin Department of Natural Resources and UW-Madison expertise. We pooled our resources to focus on nationally identified needs. P8 can be used for diverse cases ranging from simple to complete city stormwater networks. This all boils down to providing the best public domain standard assessment methodologies to support the developing MPCA stormwater regulatory program. We need to have tools that will be widely used and able to support the program including litigation. This upgrade was accomplished on time and within budget. This software allows MPCA staff the chance to observe model application "dials turned" to efficiently review estimated conditions relating to permit and management options.
amended: No
terminated: No
engage: Yes
engage_e: Dr. Walker provides exceptional value for the State by providing a product that the consulting engineers were requesting, the cities will use and will provide regulatory level assessment

capacities.

comments: Dr. Walker is a prominent national and international water quality expert (primary national expert behind the Florida Everglades restoration) who has pioneered the "gold" standard lake and stream modeling software that was critical to advancement of the MPCA's watershed management efforts. P8 is another "gold" standard in public domain software - for stormwater.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, September 22, 2006 8:23 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 Friday, September 22, 2006 at 08:23:08

_config: vendeval
project: Grants Management System
id_part1: R32
id_part2: 1786
cfms: A75238
vendor: eDocument Resources
agency: Pollution Control Agency
evaluator: Chris Johnson
eval_date: 09/21/2006
email_list: myrna.halbach@pca.state.mn.us, barb.blackburn@pca.state.mn.us
purpose: To provide a grants management system as directed by the USEPA.
The state does not have experienced staff to develop several components necessary for integration with the OnBase document management system currently in place. The vendor is the only one of the master roster with experience to develop these components.
accomplished: No
accomplished_e: The vendor had 4 deliverables to complete. They were:
completion of workflow configuration, completion of eforms scripting, completion of data interchange scripting and its integration with workflow and eforms, and successful testing of all components. Due to problems encountered during development, testing was not able to be done within the timeframe of the contract.
contract_date: 06/06/2005
amended_date: 08/31/2005
actual_date: 06/30/2006
contract_cost: 31,448
amended_cost: 0
actual_cost: 31,448
cost_effective: The state does not have the experience to develop the complex development needed for an effective grants management system interface with the OnBase document management system.
amended: Yes
amended_e: The contract was amended 2 times to extend the timeframe.
As stated above, there were problems encountered during development that delayed the testing of all components.
terminated: No
engage: Yes
engage_e: A new contract was executed to complete the development of the grants management system, and to provide several training events as well as additional development that may be needed for other applications.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Tuesday, August 08, 2006 7:54 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, August 08, 2006 at 07:54:15

_config: vendeval
project: Phase II: EDMS Implementation Analysis, Planning and Project Management
id_part1: R32
id_part2: 1472
cfms: A68681
vendor: Macro Group
agency: Pollution Control Agency
evaluator: Chris Johnson
eval_date: 08/08/2006
email_list: Sanderson@macrogroup.net, barb.blackburn@pca.state.mn.us,
myrna.halbach@pca.state.mn.us
purpose: The state is in need of contractor to manage the implementation of an EDMS
solution for 2 pilot projects, analyze and
plan for agencywide implementation. The state's plan is to be able to
fully implement this system without external assistance but to do would
require training and learning. The state failed to complete all
objectives in the original work order contract due to lack of time, knowledge and skills
on its part. The contractor is needed to assist in the completion of the objectives.
accomplished: No
accomplished_e: The contractor provided all deliverables identified in the work order.
However, several of the objectives were not meet because the state failed to complete
tasks assigned to it within a
reasonable time which caused a change in the timeline.
contract_date: 09/15/2004
amended_date: 07/1/2005
actual_date: 03/31/2006
contract_cost: 200,000
amended_cost: 112,000
actual_cost: 312,000
cost_effective: The state does not have the knowledge or skills to
implement the chosen EDMS solution. Therefore, it needs a contractor
to teach and develop those skills, develop implementation plans, and develop a electronic
recordkeeping program.
amended: Yes
amended_e: Due to budget constraints, the state was unable to hire the
staff it needed to complete its tasks. As a result, the contractor's
hours were increased to keep the project from falling too far behind schedule.
terminated: No
engage: Yes
engage_e: The contactor has been exceptionally helpful in teaching, planning and project
management. The state is very pleased to be working with this contractor.

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.

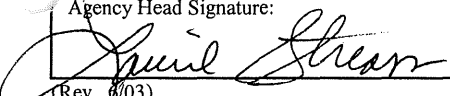
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Pollution Control Agency		
Contractor Name: Lakes Environmental Consultants, Inc., Waterloo, Ontario		CFMS Contract Number: A48247
Project Name (if applicable): Statewide Cumulative Assess. & Development of Screening Air Emissions	Project Number (if applicable):	Project Duration (Dates): May 19, 2003 to December 31, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the proposed contract was to develop cumulative risk estimates using specific air and human health multi-pathway impact analysis software with the assistance of the software developer, Lakes Environmental. Chemicals evaluated would include those that may be bioaccumulative, persistent or toxic (PBTs) and where exposure pathways other than inhalation are a concern because of potential impacts to human health. This effort could also provide thresholds below which significant levels of air pollutants in surrounding soil, water and foods grown in the environment would not be anticipated to adversely impact human health. Use of threshold emission quantities will enable staff to screen facilities so that further public health analysis should not be required, thereby saving significant staff time and accelerating the permitting process. The work integrates emissions databases, air dispersion modeling, chemical & toxicity information, risk modeling, and Minnesota geographical information into a software tool</p>		
Billable Hours (if applicable):	Total Contract Amount: \$100,000	Source of Funding: State Air Quality Fees charged to develop and administer the permit program requirements of Title V of the federal Clean Air Act Amendments of 1990.
<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>Lakes Environmental Software has agreed to perform this work at a reduced price so that the project can be used as an example for future marketing efforts. Though MPCA staff are knowledgeable with the modules that this work incorporates, they do not currently have the time nor the expertise necessary to manipulate and develop programs that integrate these modules that would yield scientifically plausible results acceptable to staff and to the regulated community.</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>While a few local consulting firms own the software used to calculate risks once dispersion modeling files are set up for integration with the software, they do not have the middle ware software designed for extracting state-wide emissions inventory information for input into the risk calculation software. Nor do they have the expertise at performing the cumulative-type of risk assessment required for this project. Lakes Environmental, the software and middle-ware developer, has submitted examples of similar types of analyses they have performed.</p> <p>Dillingham Software Engineering, Inc. has developed similar software for use in the state of California. Because this software was developed to comply with California's Office of Environmental Health Hazard Assessment guidelines for risk analysis methodology, it would require significant review and revision for consistency with the methodology widely used by EPA, currently contained in the Lakes software.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Work:</p> <ul style="list-style-type: none">o The tool is incorporating what was described in the contract. While we understood that this integration would be complex, the extensive computing power needed was not anticipated. <p>Lakes Environmental:</p> <ul style="list-style-type: none">o Kept the MPCA informed with personal visits, providing progress reports and presentations to answer questions and to seek input.o Engaged in regular phone calls with MPCA staff as needed regarding project details and delays.o Informed the MPCA in advance when it became clear that additional time would be required because of unanticipated computing needs due to the large amounts of Minnesota data requiring processing and because of loss of information due to the general power outage in the Northeastern states and Canada.o Implemented diligent quality assurance procedures to ensure correct computations and that interim deliverables functioned properly.o Most likely spent considerably more than was invoiced to produce a quality product because of the national interest that will likely ensue upon project completiono Exceeded MPCA's expectations of incorporating Minnesota-specific information.o Actively solicited MPCA's suggested improvements and attempted to implement even the most difficult requests in order to customize the product to meet our needs.o Overall, met or exceeded quality expectations while finding ways to integrate efficiencies into the process and tool.o Were generally very cooperative and accommodating.		
Agency Head Signature: 	Title: Director, Office of Strategic Resource Management	Date: 1/30/04

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

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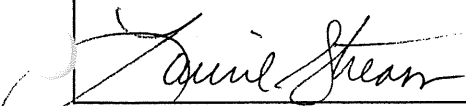
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Pollution Control Agency (MPCA)		
Contractor Name: MacDonald Environmental Sciences Ltd. (MESL)		CFMS Contract Number: A18514
Project Name (if applicable): GIS-based Sediment Quality Database for the St. Louis River Area of Concern (AOC)	Project Number (if applicable): GL97536301-1	Project Duration (Dates): 03/19/01 to 9/30/03 for length of contract
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Contractor assisted the State with developing a GIS-based sediment quality database for the St. Louis River Area of Concern (AOC), preparing documentation of the database and accompanying GIS tools, assisting with a training workshop on how to use and query the database, and preparing a technical memo which provided a comparison of mean probable effect concentration quotients for sediment chemistry data from the St. Louis River AOC with other sites in the Great Lakes region and in North America. The MPCA did not have the in-house technical resources (e.g., staff availability and knowledge) to carry out the development of the GIS-based sediment quality database. In addition, the State needed to use the Contractor's unique, proprietary SEDTOX database for this project.		
Billable Hours (if applicable): The number of billable hours was not tracked by the State in the Contractor's contract.	Total Contract Amount: \$76,000	Source of Funding: GLNPO grant # GL97536301-1
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The MPCA, Wisconsin Department of Natural Resources, and various stakeholders had identified a need to develop a GIS-based sediment quality database for the St. Louis River AOC as part of the Remedial Action Plan for this AOC. The MPCA secured a grant from the U.S. EPA's Great Lakes National Program Office (GLNPO) to conduct this project, but did not have the in-house resources to carry-out the project. The Contractor (MESL) had previously been under contract with the MPCA for another GLNPO grant in which they developed a matching sediment chemistry and toxicity database for the St. Louis River AOC. Thus, they not only were familiar with the study area and the types of sediment studies that have been conducted there, but they also had access to a larger, proprietary database (SEDTOX) that could help the MPCA rank the severity of sediment contamination in the St. Louis River AOC with other sites in the Great Lakes region and nationally. This project also benefited from the Contractor's collaborative relationship with the National Oceanic and Atmospheric Administration (NOAA) in terms of obtaining free technical assistance from NOAA staff to put the database in their free Query Manager software. The daily charge out rates for the Contractor staff were low (i.e., Don MacDonald: \$575/day; MESL technical staff: \$300/day; and Mary Lou Haines: \$250/day) due to their small business status and low overhead. Thus, they were a very cost effective Contractor for this project.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: One of the tasks of the Contractor was to provide comparisons of the mean probable effect concentration quotients (PEC-Qs) for surficial sediment chemistry data from the St. Louis River AOC with other surficial sediment sites from the Great Lakes area and in North America. This task involved the use of a high quality, unique proprietary SEDTOX database of matching sediment chemistry and toxicity data for freshwater sites in North America. The Contractor developed the SEDTOX database, and they regularly update it with new data. The Contractor was the only available source for this information, and they have conducted extensive quality assurance/quality control checks of the SEDTOX database to ensure the accuracy of the data.		
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 team did an excellent job on this project, and they provided exceptional customer service to the MPCA and to stakeholders within the St. Louis River AOC. The Contractor team did have two significant, unexpected delays which were worked around in the scheduling of work. The Contractor's Project Coordinator got pregnant and was off on maternity leave for about 5 months during 2002; as a result of her absence, the GLNPO grant and the Contractor's contract were extended an additional year. Another Contractor (the President) encountered some health problems during the first half of 2003, and he worked at a reduced capacity; although he was not a major contributor on the project, other staff had to fill in for him. Since the Contractor is a small business, they do not have as much capacity for filling in for absent staff over a prolonged period of time. However, all of the deliverables were completed within the time frame needed for providing project deliverables to GLNPO.		
Agency Head Signature:  (Rev. 6/03)	Title: Contract/Lease Specialist	Date: 11-20-03

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

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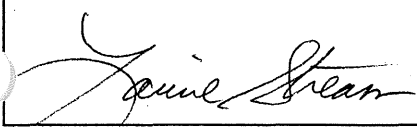
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Pollution Control Agency		
Contractor Name: Barr Engineering Company		CFMS Contract Number: A45712
Project Name (if applicable): Assess Impact of Federal Regional Haze Rules on the Taconite Industry in Minnesota.	Project Number (if applicable):	Project Duration (Dates): 3/4/03 – 9/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The taconite industry is a potential contributor to visibility impairment in Class I areas in and around Minnesota and so is subject to the provisions of the federal Regional Haze Rules. Over the next few years these rules will require the industry to conduct detailed assessments of its impacts on the Class I areas. The MPCA will be required to update the State Implementation Plan based on this and other information. The purpose of the contract was to provide a baseline analysis of the impact of the rules and a framework that individual facilities and the MPCA could use to design and review more detailed, facility-specific analyses in the future. In particular the contract addressed the Best Available Reduction Technology (BART) provisions of the rules. BART requires a detailed technology and cost based analysis on a pollutant by pollutant basis. The air emission sources in this industry are somewhat unique and not amenable to application of generic BART determinations that may have been done for more widespread industries, so a project specific to this industry was thought to be necessary.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$79,900	Source of Funding: Federal – Performance Partnership 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>In addition to providing useful preliminary information, the project should have the long term benefit of helping individual facilities conducting a detailed BART analysis to do so in a consistent manner across the industry. The project highlighted some of the information gaps that will need to be filled in the future, for example a need to develop emission factors specific to the smallest size range of particulate matter. By working with the industry to fill these gaps sooner, the eventual detailed work will be more accurate and less demanding of staff resources when it comes to reviewing the data.</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 met or exceeded expectations in the areas of timeliness, quality and overall performance. The cost was reasonable for the services provided. The contractor maintained regular contact with MPCA staff assigned to the project and was always willing to make last minute changes to work products in order to ensure that the product was accurate, complete and substantial.</p>		
Agency Head Signature: 	Title: Contract Specialist	Date: 10-21-03

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

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

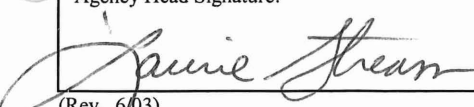
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Billable Hours (if applicable): N/A	Total Contract Amount: \$79,900	Source of Funding: Federal – Performance Partnership Grant
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>In addition to providing useful preliminary information, the project should have the long term benefit of helping individual facilities conducting a detailed BART analysis to do so in a consistent manner across the industry. The project highlighted some of the information gaps that will need to be filled in the future, for example a need to develop emission factors specific to the smallest size range of particulate matter. By working with the industry to fill these gaps sooner, the eventual detailed work will be more accurate and less demanding of staff resources when it comes to reviewing the data.</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 met or exceeded expectations in the areas of timeliness, quality and overall performance. The cost was reasonable for the services provided. The contractor maintained regular contact with MPCA staff assigned to the project and was always willing to make last minute changes to work products in order to ensure that the product was accurate, complete and substantial.</p>		
Agency Head Signature: 	Title: Contract Specialist	Date: 10-21-03

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

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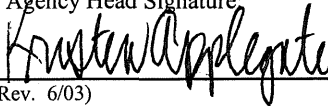
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Minnesota Pollution Control Agency		
Contractor Name: United States Geological Survey National Mapping Division		CFMS Contract Number: A44257
Project Name (if applicable): High Resolution Hydrographic Data Development	Project Number (if applicable): N/A	Project Duration (Dates): 1/10/03 – 6/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The MPCA has been working to establish high resolution hydrographic data as the common reference from which to organize, track, integrate and report on the agency's surface water data collection, monitoring and assessment activities. The MPCA's overall goal is to develop National Hydrography Dataset (NHD) compliant data at a scale of 1:24,000 for the entire state of Minnesota. This Agreement represents work to be accomplished for some high priority watersheds within the state.</p> <p>The U.S. Geological Survey, as the principal national mapping agency for the United States, has developed the NHD data model that MPCA uses to track and report on its surface water quality monitoring activities. They were charged with and have developed the tools and techniques that are necessary to create data that are consistent with this standard. As such, they are currently the only organization with the knowledge, tools and expertise to develop these data and assure that they are compliant with National Hydrography Dataset standards.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$200,000	Source of Funding: 300 E24N C19 <i>EPA PPG Grant</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This work was accomplished through a Joint Funding Agreement (JFA) with the USGS. Through this agreement the USGS contributed an additional \$200,000 of their internal resources towards this project. By leveraging state funding with federal contributions the MPCA was able to get data developed for 20 watersheds. Only 10 watersheds would have been developed without the USGS' contribution. Consequently this agreement provided the most cost effective way to accomplish this task.</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 work was accomplished through a Joint Funding Agreement with the USGS. The USGS has been directed to develop a nationally consistent hydrographic database that can be used throughout the United States. The result of their efforts was the NHD. They have developed the standards as well as the tools and techniques that are necessary to produce the NHD data. They have also developed and are responsible for maintaining the repository where these data are stored and accessible to the public. Consequently the USGS is currently the only organization with the knowledge and experience necessary to produce and verify that the data required for this project are compliant with the NHD.</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 USGS completed the required tasks within the timeline and costs associated with this agreement. As the organization responsible for maintaining the national NHD repository and assuring its quality, they have developed the tools and procedures through which all data must pass. The data that was developed under this agreement passed those tests and has been officially accepted into the repository, making it available to the MPCA for its use.</p>		
Agency Head Signature: 	Title: <i>Contract Specialist</i>	Date: 8-29-03

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

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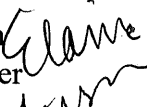
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.


Agency: Minnesota Pollution Control Agency (MPCA)		
Contractor Name: SRF Consulting Group		CFMS Contract Number: A45678
Project Name (if applicable): Report on odor measurement methods and regulatory tools to address nuisance odors.	Project Number (if applicable): N/A	Project Duration (Dates): March 3 – June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The MPCA was in need of a report on odor measurement methods and regulatory tools to address nuisance odors in order to establish future policy and determine if there is a need for formal actions such as rulemaking. Odor issues are raised during the permitting and environmental review processes for new sources and odor complaints regarding some existing sources are received by the MPCA. However, the MPCA does not have a clear regulatory framework or policy in place to respond to these issues. The MPCA does not have staff with both the expertise and available time to devote to such a project, so the work was offered for contract.</p>		
Billable Hours (if applicable): Not known as of July 21, 2003	Total Contract Amount: \$81913	Source of Funding: State Environmental Fund – Air Fees
<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 project demanded a concentrated effort over a short period of time in order to conduct literature review and survey other regulatory agencies. MPCA staff could not, on short notice, be released from other projects in order to work on odor issue research. Also, as the results of the project could have been a recommendation that odor regulation is not feasible given technological and resource constraints, it would not be a good use of MPCA resources to train people to a sufficient degree to be able to perform this work. Since odor is an often contentious and sometimes subjective issue, there was some advantage in having the work conducted by an independent third party rather than by staff that had already been exposed to the issues.</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 initial draft of the written report fell below expectations, particular in the important end chapters. MPCA staff has spent considerable time commenting on this initial draft and in redefining what the concluding chapter should look like. SRF has been willing to fix the problems identified by MPCA staff. The consultant has maintained a good working relationship with the MPCA, including regular and open discussion pertaining to the project.</p> <p>Work products have generally been timely, but quality issues were raised in regard to the draft report. The final report is satisfactory.</p> <p>The initial cost proposal was in line with that of other consultants.</p>		
Agency Head Signature:  for Sheryl Corrigan	Title: Deputy - Commissioner	Date: 7/30/03

Office Memorandum

DATE: September 10, 1996

TO: Elaine Hansen
Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division

FROM: Peder Larson 
Commissioner

PHONE: 296-7301 SUBJECT: Systems Analysis Contract Summary

This memo is a summary of the contract between the Minnesota Pollution Control Agency (MPCA) and GKA, Inc. of Cambridge, MA to conduct a systems analysis of the agency and to develop organizational design options for implementation.

Vendor: GKA, Inc.
125 CambridgePark Drive
Cambridge, MA 02140

Contract number: 411534

Dollars spent: \$220,157

Contract duration: 4/22/96 - 8/30/96

Source of funding: General, Petroleum
Tank Release, Environmental, Metro Landfill
Contingency, Solid Waste and Miscellaneous
Special Revenue Funds

Contract purpose: The Contractor assisted the MPCA in developing: 1) a systems model of the agency, which describes key agency functions and their interactions; 2) an organizational design, consisting of several options for strategic agency directions; and 3) a plan for implementing the design.

Reason for contract: The agency did not have expertise in the area of systems analysis and, therefore, required the services of a consultant experienced in that discipline.

Cost-effectiveness: The project results are currently being used to re-design the agency, helping us improve our environmental protection capabilities, our alliances with customers, and our internal organization. Also, one of the completed project objectives was to teach the agency to use systems analysis tools. This learning will allow the agency to perform systems analysis in the future without the need for a consultant.

Page: 2

If you have questions about this contract, please contact Paul Schmiechen in the Environmental Planning and Review Office at 296-7795.

Public Safety

Kelly Heffron

Date sent: Thu, 18 Mar 2010 07:26:51 -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: CriMNet Pilot Program

id_part1: P07

id_part2: 2300

cfms: B17376

vendor: St. Louis County

agency: Public Safety Dept

evaluator: Maureen Janke

eval_date: 11/16/2009

email_list: paul.mathe@state.mn.us, maureen.janke@state.mn.us

purpose: The state needed the vendor to create an adapter for their Record Management System to meet the Minnesota Bureau of Criminal Apprehension's specifications to establish bidirectional communication between the Governmental Unit and the MN BCA systems of Comprehensive Incident-based Reporting Service (CIBRS), Name Event Index Service (NEIS), and eCharging.

accomplished: Yes

contract_date: 04/30/2009

amended_date: 09/30/2009

actual_date: 09/30/2009

contract_cost: 120,000.00

amended_cost: 144,000.00

actual_cost: 144,000.00

cost_effective: The complexities of the work was under estimated. Having this work complete lead the way for other counties to follow in the communication path.

amended: Yes

amended_e: Technical issues encountered during the development of the adapters delayed both the construction and the rollout of the eCharging project.

terminated: No

engage: Yes

Kelly Heffron

Date sent: **Fri, 26 Feb 2010 16:05:09 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 02/26/2010.

project: MCSIA Project

id_part1: P07

id_part2: 2235

cfms: B15796

vendor: Knowledge IT: a Cooperative

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 02/26/2010

email_list: Steve.Gustafson@state.mn.us, Paul.Meekin@state.mn.us,
Paul.Mathe@state.mn.us, Mary.Jonikas@state.mn.us

purpose: Commercial Drivers License Information System (CDLIS), a federal database is part of the Motor Carrier Systems Improvement Act (MCSIA) Project, and addressed Federal Motor Carrier Systems Administration (FMCSA) compliance review findings in order to implement revisions to the State of Minnesota drivers license databases.

accomplished: No

accomplished_e: i) Pilot roll-out of CDLIS/PDPS checks to a DL Agent and an Exam Station. ii) State-wide roll-out of CDLIS/PDPS checks. iii) Consecutive vs concurrent disqualifications for 5xx withdrawals. iv) VO1 Programming Revised v) Disqualification Table Code Changes vi) NF6, NF7, NF8, & NF9 Conviction Fix vii) Separate Incident Logic viii) HR2 Conviction Fix ix) DI6 Conviction Fix x) DV2 Conviction Fix xi) DVS continues to pursue the collection of additional elements by the courts so those elements can be supplied to DVS. The courts systems were under a Code Freeze in 2009, in addition, legislation may be required to support this. Note: Diversion of business and technical resources during the 60-day emergency MCSIA Implementation project, additional time needed to develop testing procedures to ensure system stabilization, and the loss of key business resources during the final 4 months of the project have negatively impacted the team's ability to complete these tasks during the current contract term.

contract_date: 09/30/2009

amended_date: 01/29/2010

actual_date: 01/29/2010

contract_cost: 1,030,000.

amended_cost: -0-

actual_cost: 1,030,000.

cost_effective: This project is a federally mandated program effort to implement changes to the State of MN Drivers License databases and

associated computer system applications.

amended: Yes

amended_e: Amendments were implemented for 3 revisions of resources assigned to the project and for one end date change to the expiration date of the contract.

terminated: No

engage: Yes

engage_e: The vendor would be engaged again because additional Federal Grant Funds have been applied for, to perform this work, and because it is not totally complete at this time.

comments: Note that as stated above, legislation may be required to support the final implementation of the requirements, for the courts-related portion of the electronic requirements.

Kelly Heffron

Date sent: Fri, 26 Feb 2010 15:37:26 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/26/2010.

project: MCSIA Project

id_part1: P07

id_part2: 2363

cfms: B25908

vendor: Systems Advantage

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 02/26/2010

email_list: Steve.Gustafson@state.mn.us, Paul.Meekin@state.mn.us,
Paul.Mathe@state.mn.us, Mary.Jonikas@state.mn.us

purpose: The purpose of the contract was to assist the State of Minnesota to implement the federal requirements of the Motor Carrier Safety Improvement Act of 1999 (MCSIA). The contractor has extensive and special knowledge of the mainframe computer system used as the system of record for Driver & Vehicle Services Division of DPS.

accomplished: No

accomplished_e: DVS continues to pursue the collection of additional elements by the courts so those elements can be supplied to DVS.

Legislation may be required to support this.

contract_date: 09/30/2009

amended_date: 12/31/2009

actual_date: 01/29/2010

contract_cost: 194,000.00

amended_cost: 239,000.00

actual_cost: 239,000.00

cost_effective: The special expertise and knowledge of the vendor was needed to implement the difficult changes mandated by this project.

amended: Yes

amended_e: Amendment 1 extended the time, from original end date of 09/30/2009 to 12/31/2009. Amendment 2 extended the time to 01/31/2010 and funding increased by \$30,000.00. Amendment 3 extended the time to 02/12/2010 and funding increased by \$15,000.00

terminated: No

engage: Yes

engage_e: The contractor has the expert knowledge to update the system, which is known by very few people.

comments: DVS continues to pursue the collection of additional elements by the courts so those elements can be supplied to DVS. Legislation may be required to support this.

Kelly Heffron

Date sent: Fri, 26 Feb 2010 14:02:57 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/26/2010.

project: Local and Regional Public Safety Interoperable Communications
Assessment

id_part1: P07

id_part2: 2186

cfms: B18449

vendor: Federal Engineering

agency: Public Safety Dept

evaluator: Scott Wiggins

eval_date: 02/26/2010

purpose: The purpose of this contract was to complete a county-specific radio communications analysis for 47 counties and the emergency response organizations within those counties. This was necessary to inform local units of government about what pieces of equipment will need to be replaced to meet the FCC's narrowbanding deadline.

accomplished: Yes

contract_date: 08/05/2008

amended_date: 02/09/2009

actual_date: 03/31/2010

contract_cost: 1802222.24

amended_cost: 2002222.24

actual_cost: 2002222.24

cost_effective: These services were obtained through an open bid RFP process.

amended: Yes

amended_e: Needed some additional work completed

terminated: No

engage: Yes

engage_e: They were excellent.

comments: Highly recommended.

Kelly Heffron

Date sent: Fri, 30 Oct 2009 13:33:50 -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: Pobject-Oriented Analysis & Design Training

id_part1: P07

id_part2: 2403

cfms: B29911

vendor: Intertech, Inc.

agency: Public Safety Dept

evaluator: Maureen Janke

eval_date: 10/30/2009

email_list: paul.mathe@state.mn.us, maureen.janke@state.mn.us

purpose: Provide Object-Oriented Analysis & Design Training

accomplished: Yes

contract_date: 8/14/2009

actual_date: 08/14/2009

contract_cost: \$40,000.00

actual_cost: \$40,000.00

cost_effective: This was a new program for the BCA MNJIS staff. No one in State Government was available or knowledgeable to provide the training.

amended: No

terminated: No

engage: Yes

engage_e: It was very easy to coordinate with the contractor to arrive at agreeable dates for training. The training was very well received by staff.

Kelly Heffron

Date sent: **Mon, 2 Nov 2009 07:19:46 -0600 (CST)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 11/02/2009.

project: ITIL v3 Training

id_part1: P07

id_part2: 2387

cfms: B27212

vendor: Knowledge Peak

agency: Public Safety Dept

evaluator: Diane Przybelski

eval_date: 11/02/2009

email_list: dprzybelski@state.mn.us

purpose: BCA MNJIS required customized ITIL v3 training for BCA staff. Five different levels/types of training were provided to BCA staff, including an ITIL v3 Foundations overview, an ITIL v3 Foundations overview with a case study focusing on current BCA MNJIS Service Operations and Transitions requirements, and a full ITIL v3 Foundations class, all with a focus on BCA MNJIS needs and services. The ITIL training provided both awareness and training to BCA MNJIS staff to enable us to most effectively implement service delivery and service management processes in line with ITIL v3 best practices.

accomplished: Yes

contract_date: 4/20/2009

actual_date: 4/20/2009

contract_cost: \$22,995.00

actual_cost: \$22,995.00

cost_effective: The customized training made ITIL concepts much more concrete to staff by relating concepts and practices to our business. We were also able to customize the level of training provided to different groups based on their roles within our IT service management and service delivery organization structure. Last, by brining training in-house, We were able to train a large number of employees while minimizing out of office time.

amended: No

terminated: No

engage: Yes

engage_e: In addition to being very knowledgeable about ITIL v3 concepts and an excellent trainer, the contractor went to great lengths to customize the training to our requirements. The ITIL v3 training was a very positive experience for our staff and for MNJIS as a whole.

Kelly Heffron

Date sent: Tue, 13 Oct 2009 09:00:33 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/13/2009.

project: Enterprise Service BUS (ESB) Java Developers
id_part1: P07
id_part2: 2077
cfms: B06584
vendor: n-Tier
agency: Public Safety Dept
evaluator: Maureen Janke
eval_date: 10/13/2009
email_list: paul.mathe@state.mn.us
purpose: This was a staff augmentation contract for java development for the BCA ESB
accomplished: Yes
contract_date: 09/30/2008
amended_date: 09/30/2009
actual_date: 06/30/2009
contract_cost: 210,000.00
amended_cost: 420,000.00
actual_cost: 363,615.00
cost_effective: This skill was not available through a state employee and needed to develop the BCA ESB.
amended: Yes
amended_e: To extend the services of the developer
terminated: No
engage: Yes
comments: The staff resource, Doug Wheeler, was a very focused developer. He was easy to work with and able to discuss his work with non-technical staff.

Kelly Heffron

Date sent: Fri, 2 Oct 2009 13:46:07 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/02/2009.

project: laboratory information management system (lims) - dna

id_part1: p07

id_part2: 2385

cfms: B28376

vendor: StaCS DNA

agency: Public Safety Dept

evaluator: sue birkholz-maniak/jim iverson

eval_date: 10/02/2009

purpose: The DPS BCA purchased a commercial off the shelf laboratory information system for the DNA serology section of the BCA laboratory to track an evidence specimen from its reception to the full import /export integration with the combined dna index system.

accomplished: Yes

contract_date: 09/30/2009

actual_date: 09/30/2009

contract_cost: 139500.00

actual_cost: 139500.00

cost_effective: due to the nature of the software the vendor was able to integrate the current data and merge instrument data with little to no service interruptions of the scientific work flow

amended: No

terminated: No

engage: Yes

Kelly Heffron

Date sent: Tue, 25 Aug 2009 16:04:41 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/25/2009.

project: Social Security On-Line Verification (SSOLV)

id_part1: P07

id_part2: 2274

cfms: B20867

vendor: Knowledge: IT, a Cooperative

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 08/25/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: The goal of the effort for development of new federal requirements pertaining to the Social Security On-Line Verification (SSOLV) and the State's systems.

accomplished: Yes

contract_date: 06/30/2009

amended_date: 09/30/2009

actual_date: 09/13/2009

contract_cost: 230,688.00

amended_cost: 240,180.00

actual_cost: 240,180.00

cost_effective: This vendor was extremely knowledgeable of the state systems and in a position to be able to update to new requirements.

amended: Yes

amended_e: Staff was revised, and the available funding was added to the original amount allocated to the project.

terminated: No

engage: Yes

engage_e: The vendor has been engaged again, due to the valuable assistance given to the state via the specific knowledge of the resources involved.

comments: The vendor has been a valuable addition to achieve the goals of this project.

Kelly Heffron

Date sent: Thu, 13 Aug 2009 16:43:30 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 08/13/2009.

project: Meeting Facilitation and Coordination of Training for DVS

Pre-Design Project

id_part1: P07

id_part2: 1234

cfms: B12766

vendor: Human Systems Dynamics Institute

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 08/13/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: Design, develop and facilitate meetings, coaching in human systems dynamics, conduct evaluation and adaptation meetings, provide training and support culture change, conduct large group transformation sessions, coordinate and facilitate activities related to the Simple Interactive Protocol (SIP) process, support and collaborate on DPS and ITIL interaction, plan and implement a process to engage stakeholders.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 92,000.00

actual_cost: 92,000.00

cost_effective: Various communication concepts were needed and this vendor provided the complete spectrum of activities to support the project.

amended: No

terminated: No

engage: Yes

comments: Work was completed within the contract period.

Kelly Heffron

Date sent: **Wed, 5 Aug 2009 15:30:11 -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: Social Security On-Line Verification
id_part1: P07
id_part2: 2362
cfms: B25909
vendor: Systems Advantage Inc
agency: Public Safety Dept
evaluator: Paul Meekin
eval_date: 08/05/2009
email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us
purpose: The purpose of the contract was to work on software development
for the on-line verification of the Social Security Number on a Driver's
License application or renewal, for verification between the State of
Minnesota database and the American Association of Motor Vehicle
Administrators (AAMVA), which is a national database.
accomplished: Yes
contract_date: 09/30/2009
actual_date: 07/28/2009
contract_cost: 114,000.00
actual_cost: 114,000.00
cost_effective: This vendor is a trusted resource for the AAMVA and State
of Minnesota applications and also for knowledge of the Minnesota Driver's
License systems databases.
amended: No
terminated: Yes
terminated_e: The funded amount was not-to-exceed and the financial limit
of the contract was reached.
engage: Yes
engage_e: The contractor's knowledge of the Minnesota Driver's License
system is extremely extensive.
comments: Systems Advantage has assisted the State of Minnesota for
several years and is unusually qualified for the AAMVA applications.

Kelly Heffron

Date sent: Thu, 30 Jul 2009 14:14:12 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/30/2009.

project: Domestic Abuse No Contact Order (DANCO)
id_part1: P07
id_part2: 2294
cfms: B23239
vendor: Macro Group
agency: Public Safety Dept
evaluator: Jay Kuechenmeister
eval_date: 07/30/2009
purpose: Staff augmentation to provide assistance to BCA MNJIS staff with the development to enable integration of information between the Minnesota Supreme Court and BCA.
accomplished: Yes
contract_date: 06/30/2009
actual_date: 06/30/2009
contract_cost: \$ 88,400
actual_cost: \$ 88,400
cost_effective: A temporary project to provide staff augmentation in an area we needed additional expertise.
amended: No
terminated: No
engage: Yes
engage_e: Contractor was knowledgeable, a team player and provided services to the BCA that we were deficient in.

Kelly Heffron

Date sent: Thu, 30 Jul 2009 08:18:03 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/30/2009.

project: PSNext Phase 2

id_part1: P07

id_part2: 2333

cfms: B26085

vendor: Fissure Corp

agency: Public Safety Dept

evaluator: Sara Bechel Hutton

eval_date: 07/30/2009

email_list: oded.galili@state.mn.us

purpose: Fissure provided training and consultation services for project management overview and risk management were sought that were applicable to a customized tool the MNJIS Section utilizes. MNJIS was in need of customized training applicable to the PSNext Tool.

accomplished: Yes

accomplished_e: N/A

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 39,700

actual_cost: 36,100

cost_effective: The outcome of these trainings were an all inclusive project management approach that meets MNJIS existing and future needs that can be utilized by the BCA for project planning, time tracking, resource management, cost tracking, knowledge management and risk management.

amended: No

amended_e: N/A

terminated: No

terminated_e: N/A

engage: Yes

engage_e: Absolutely - the contractor met all of MNJIS' needs and was extremely accomodating to ensure all needs were met to BCA's standards.

comments: This training was extremely beneficial to MNJIS and future project success.

Kelly Heffron

Date sent: Thu, 30 Jul 2009 07:12:08 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/30/2009.

project: CriMNet System Architect
id_part1: P07
id_part2: 2199
cfms: B14294
vendor: WTVIII
agency: Public Safety Dept
evaluator: Oded Galili
eval_date: 07/30/2009
purpose: Provide architecture and XML work
accomplished: Yes
contract_date: 06/30/2009
actual_date: 06/30/2009
contract_cost: 289500
actual_cost: 289500
cost_effective: No other resources available to do the job
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: Thu, 30 Jul 2009 06:29:42 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/30/2009.

project: Predatory Offender Registration System (POR) Upgrade

id_part1: P07

id_part2: 2293

cfms: B22938

vendor: Macro Group

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 07/28/2009

email_list:

lee.field@state.mn.us,maureen.janke@state.mn.us,paul.mathe@state.mn.us

purpose: Professional/technical services are needed from Macro Group Inc., to provide the services of Walt Cygan, a developer, to provide new programming for the Predatory Offender Registration System.

accomplished: Yes

contract_date: 07/01/2007

amended_date: 01/02/2009

actual_date: 06/30/2009

contract_cost: 114,400.00

actual_cost: 110,000.00

cost_effective: Skill set for this particular contractor not available with state paid staff. State staff time consumed with higher priority projects. Needed contractor augmentation to complete project tasks and help support in production applications.

amended: Yes

amended_e: Needed more time to accomplish additional requirements identified by the BCA POR business unit.

terminated: No

engage: Yes

engage_e: All work was done in a professional, timely and workmanlike manner.

Kelly Heffron

Date sent: Tue, 28 Jul 2009 16:09:24 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/28/2009.

project: Laboratory Information Management System (LIMS) Support

id_part1: P07

id_part2: 2229

cfms: B16145

vendor: Porter Lee Corp.

agency: Public Safety Dept

evaluator: Tony Petracca

eval_date: 07/28/2009

purpose: Porter Lee is the proprietary developer of the BCA LABORATORY'S Lab Information Management System. They are the only source for phone tech support and program upgrades for this system.

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: 48,958.00

actual_cost: 48,958.00

cost_effective: The support and upgrades provided are essential to the functioning of the Lab Information Management System. Porter Lee is the proprietary provider of this support and these upgrades.

amended: No

terminated: No

engage: Yes

engage_e: The Porter Lee service is excellent, has met the contract requirements, and is needed by the BCA LABORATORY.

Kelly Heffron

Date sent: Tue, 28 Jul 2009 21:40:55 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/28/2009.

project: State Agency Integration Assessment

id_part1: P07

id_part2: 2166

cfms: B14022

vendor: SEH

agency: Public Safety Dept

evaluator: Scott Wiggins

eval_date: 07/28/2009

purpose: The contractor provided additional technical assistance to DOC to determine various options available to DOC to address their wireless communication needs, provide technical assistance to DOC in discussions of alternatives with the Minnesota Department of Transportation, provide technical assistance to DOC in presenting wireless communication needs and assessments to DOC management, including but not limited to the development of budgetary cost estimates.

accomplished: Yes

contract_date: 04/21/2008

actual_date: 06/30/2009

contract_cost: 118,355

actual_cost: 118,355

cost_effective: This was done through an open bid RFP

amended: Yes

amended_e: Needed more time

terminated: No

engage: Yes

comments: These forms are duplicative documentation. I already have to fill out a similar form based on contracts over \$50K

Kelly Heffron

Date sent: Tue, 14 Jul 2009 12:46:22 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/14/2009.

project: Public Safety Answering Points (PSAP)

id_part1: P07

id_part2: 2269

cfms: B21379

vendor: Short, Elliott Hendrickson, Inc.

agency: Public Safety Dept

evaluator: Mark A. Dunaski, Chief

eval_date: 07/14/2009

email_list: ernest.mattila@state.mn.us

purpose: 1. It was necessary to contract with SEH, Inc. in order to conduct an assessment of the issues related to restructuring (consolidating, realigning and/or combining operations into regional centers) any or all of the Public Safety Answering Points (PSAP) operated by the Minnesota Department of Public Safety, State Patrol Division (State Patrol). The assessment must examine the impact that restructuring would have individually and collectively on the cost of operating the existing PSAPs operated by the State Patrol, the costs of maintaining the 911 network and the potential costs of integrating services from other PSAP s into a regional operation. The assessment must identify and examine whether any proposed restructuring will provide operational efficiencies and/or improve the delivery of services to the public.

accomplished: Yes

contract_date: 12/31/2008

amended_date: 12/08/2008

actual_date: 06/30/2009

contract_cost: \$100,000

actual_cost: \$100,000

cost_effective: 5. A PSAP Shared Services Center that could be the result of this project should take into consideration personnel structures, and the costs to support personnel at each PSAP location; analyze the core responsibilities of personnel, and any additional services they provide outside answering the 9-1-1 calls; and estimate the personnel costs for staffing a co-located or merged center and the costs to maintain the present services necessary at the present local agencies in Minnesota.

amended: Yes

amended_e: 6. The original Contract was executed on October 27, 2008 and was due to expire on December 31, 2008. This was a short time frame and the consultant needed more time to complete the PSAP study. So, the contract was amended on December 8, 2008 extending the expiration date

from December 31, 2008 to June 30, 2009.

terminated: No

engage: Yes

engage_e: The contractor provided excellent service and in a timely manner.

comments: None.

Kelly Heffron

Date sent: **Mon, 13 Jul 2009 16:05:43 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 07/13/2009.

project: NetScaler DVS Network Services Project

id_part1: P07

id_part2: 3333

cfms: B28975

vendor: Knowledge: IT, a Cooperative

agency: Public Safety Dept

evaluator: Tom Rowland

eval_date: 07/13/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Tom.Rowland@state.mn.us

purpose: DVS Network Services (NetScaler) Project: The purpose was to configure network equipment in the DPS network architecture to balance the application(s) data transaction utilization among the DVS E-Support servers and to maximize the efficiency of web services by caching the server memory.

accomplished: Yes

contract_date: 05/26/2009

actual_date: 06/30/2009

contract_cost: 22,400.00

actual_cost: 20,800.00

cost_effective: This requires a specialized hardware device, specific proprietary Citrix software and a proficient technician who is trained in this product usage.

amended: No

terminated: No

engage: Yes

engage_e: The contract was completed early and under budget.

comments: Very satisfactory work was performed.

Kelly Heffron

Date sent: **Mon, 13 Jul 2009 08:59:04 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 07/13/2009.

project: Motorola AFIS Enhancements

id_part1: P07

id_part2: 2378

cfms: B27766

vendor: MorphoTrak

agency: Public Safety Dept

evaluator: Jerrold Olson

eval_date: 07/13/2009

email_list: jerrold.olson@state.mn.us, margarita.rock@state.mn.us,
maureen.janke@state.mn.us

purpose: The enhancements improve the overall accuracy of the AFIS by changing the workflows internal to the AFIS. The result of the enhancements is that the AFIS workflows will better match the business processes at the BCA and eliminates some error messages that result from new fingerprints being submitted for a person before the BCA has completed an optional audit step in the workflow. The workflow changes will allow the fingerprints to be fully committed to the database after the identification is complete and before the audit. The audit will be treated as a data maintenance function rather than part of the initial identification process. Another enhancement being added is to give the BCA control of what cases are sent to audit from the BCA developed and managed Biometric Identification Service (BioID) application. A flag will be added to the fingerprints before they are sent to the AFIS. This flag will allow BioID to skip the audit on specific transactions.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 109320.00

actual_cost: 109320.00

cost_effective: This effort requires modification to vendor proprietary software. The State does not have access to this proprietary information.

amended: No

terminated: No

engage: Yes

engage_e: The State has had a long-term relationship with this vendor and they have consistently met contract requirements.

Kelly Heffron

Date sent: **Mon, 13 Jul 2009 07:40:11 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 07/13/2009.

project: BCA Case Management System Project

id_part1: P07

id_part2: 2369

cfms: B28278

vendor: ACISS Systems Inc.

agency: Public Safety Dept

evaluator: Maureen Janke

eval_date: 07/13/2009

email_list: Paul.Mathe@state.mn.us

purpose: BCA investigations needed a solution to manage their investigative information. The current systems the BCA uses are outdated and not able to be serviced by the vendor.

accomplished: Yes

contract_date: 06/30/2009

actual_date: 6/30/2009

contract_cost: \$365,967.1

actual_cost: \$365,967.0

cost_effective: This contract was let by a competitive bid. The cost and the deliverables made this a best value system for the BCA.

amended: No

terminated: No

engage: Yes

comments: The vendor was easy to work with and accommodating in the BCA needs.

Kelly Heffron

Date sent: Fri, 10 Jul 2009 14:44:45 -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: Public Safety Network Integration Study
id_part1: P07
id_part2: 2254
cfms: B21955
vendor: BearingPoint
agency: Public Safety Dept
evaluator: Scott Wiggins
eval_date: 07/10/2009
purpose: To look at leverageing state networks
accomplished: Yes
contract_date: 11/19/2008
actual_date: 06/30/2009
contract_cost: \$129,835
actual_cost: \$129,835
cost_effective: yes, it was done through an open bid process
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Fri, 10 Jul 2009 14:39:51 -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: I-35W Bridge Collapse-ARMER After Action Report

id_part1: P07

id_part2: 2177

cfms: B14061

vendor: GeoComm

agency: Public Safety Dept

evaluator: Scott Wiggins

eval_date: 07/10/2009

purpose: To determine how the ARMER system performed during and immediately after I-35W bridge collapse

accomplished: Yes

contract_date: 05/19/2008

actual_date: 06/30/2009

contract_cost: 44,750

amended_cost: 44,750

actual_cost: 44,750

cost_effective: This was done through an RFP and they were the selected bidder

amended: Yes

amended_e: Needed more time

terminated: No

engage: Yes

engage_e: Maybe, depends on the service we are seeking

Kelly Heffron

Date sent: Wed, 8 Jul 2009 15:46:56 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/08/2009.

project: DVS Network/Security Operations

id_part1: P07

id_part2: 2222

cfms: B11664

vendor: Midwave Corporation

agency: Public Safety Dept

evaluator: Paul Meekin/Tom Rowland

eval_date: 07/08/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: The purpose was to address issues in the DVS web-based service
delivery system.

accomplished: Yes

contract_date: 02/16/2008

actual_date: 06/30/2009

contract_cost: 728,000.00

amended_cost: 688,100.00

actual_cost: 688,100.00

cost_effective: Previous experience addressing this network gave Midwave
invaluable experience and knowledge to address this area.

amended: Yes

amended_e: A reduction in cost was realized.

terminated: No

engage: Yes

engage_e: Midwave possesses a depth of knowledge and expertise about the
DVS Network that no other vendor is able to realize.

comments: Their detailed proposals and documentation are an added
benefit.

Kelly Heffron

Date sent: Wed, 8 Jul 2009 13:33:47 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/08/2009.

project: DVS Pre-Design Project

id_part1: P07

id_part2: 2158

cfms: B09911

vendor: Cogitant Solutions Inc

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 07/08/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: The DVS Pre-Design Project was completed in the time allotted to plan for a completely re-designed set of systems and processes to meet the statutory mission of the department.

accomplished: Yes

contract_date: 10/01/2007

actual_date: 06/30/2009

contract_cost: 259,200.00

amended_cost: -30,000.0

actual_cost: 229,200.99

cost_effective: The vendor assisted the department in a manner which supported the tasks at hand and accomplished the goals outlined for the project.

amended: Yes

amended_e: Amendment was made to reduce cost.

terminated: No

engage: Yes

engage_e: This contractor played a strategic and valuable role in the DVS Pre-Design Project.

comments: The work was carried out in a very professional manner and proved to be of pivotal importance to the project.

Kelly Heffron

Date sent: Wed, 8 Jul 2009 10:17:57 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/08/2009.

project: DVS Pre-Design Project

id_part1: P07

id_part2: 1111

cfms: B09911

vendor: Cogitant Solutions

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 07/08/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: The DVS Pre-Design Project was completed in the time allotted to plan for a completely re-designed set of systems and processes to meet the statutory mission of the department.

accomplished: Yes

contract_date: 10/01/2007

actual_date: 06/30/2009

contract_cost: 259,200.00

amended_cost: (-30,000.0

actual_cost: 229,200.99

cost_effective: The vendor assisted the department in a manner which supported the tasks at hand and accomplished the goals outlined for the project.

amended: Yes

amended_e: Amendment was made to reduce cost.

terminated: No

engage: Yes

engage_e: This contractor played a strategic and valuable role in the DVS Pre-Design Project.

comments: The work was carried out in a very professional manner and proved to be of pivotal importance to the project.

Kelly Heffron

Date sent: Wed, 8 Jul 2009 08:50:20 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/08/2009.

project: DVS Security, Stability and Operations

id_part1: P07

id_part2: 2024

cfms: A99254

vendor: Orthogonal Software Corporation

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 07/08/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: This contract resulted from an Emergency Authorization dated 02/01/2007. The purpose was to stabilize the DVS E-Support application, including Security and Operational abilities. This system is critical to live, health and safety of the public.

accomplished: Yes

contract_date: 02/01/2007

amended_date: 06/2/2009

actual_date: 06/26/2009

contract_cost: 136,760.00

amended_cost: 373,290.00

actual_cost: 510,050.00

cost_effective: Without this system, law enforcement is unable to use technology to support identification verification of the public, and the state is unable to issue state ID cards and all types of driver licenses.

amended: Yes

amended_e: During the course of this contract, the cost was increased and reduced, and the contractor staff was adjusted as the need arose.

Additional problems were discovered, which needed immediate attention and these were resolved.

terminated: No

engage: Yes

engage_e: The contractor has been used previously and has received a highly satisfactory review of the work that was done.

comments: This contractor responded to many unknown issues with professional and thorough work, which has been noted previously, also.

Kelly Heffron

Date sent: Tue, 7 Jul 2009 14:26:20 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/07/2009.

project: DVS Pre-Design

id_part1: P07

id_part2: 2158

cfms: B07337

vendor: Knowledge: IT, a Cooperative

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 07/07/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: This contract was entered into for assistance in conducting and completing a pre-design project required to prepare, publish and evaluate an RFP for a replacement system for DVS automated support systems.

accomplished: Yes

contract_date: 10/01/2007

actual_date: 06/30/2009

contract_cost: 1,326,000.

amended_cost: 141,031.00

actual_cost: 1,467,031.

cost_effective: The Actual Cost in box above is: \$1,467,031.00 The vendor was one of three vendors able to provide DVS with the necessary knowledge, expertise, experience, and professional/technical services needed to assist DVS and the DPS Office of Technology & Support Services with the pre-design project.

amended: Yes

amended_e: Adjustments in direction from the DPS Commissioner's Office have made it necessary to allow more time and resources to complete two of the stated deliverables for this contract and to revise the resources for the contract.

terminated: No

engage: Yes

engage_e: The DVS Pre-Design Project was completed in the time allotted to plan for a completely re-designed set of systems and processes to meet the statutory mission of the department.

comments: The vendor assisted the department in a manner which supported the tasks at hand and accomplished the goals outlined for the project.

Kelly Heffron

Date sent: Tue, 7 Jul 2009 09:34:42 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/07/2009.

project: DVS E-Support Applications

id_part1: P07

id_part2: 2030

cfms: A99253

vendor: Knowledge: IT, a Cooperative

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 07/07/2009

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us,
Paul.Meekin@state.mn.us, Tom.Rowland@state.mn.us, Mary.Jonikas@state.mn.us

purpose: The contract was entered into as a result of an Emergency
Authorization to address stability issues in the DVS Network.

accomplished: Yes

contract_date: 02/01/2007

amended_date: 06/26/2009

actual_date: 06/26/2009

contract_cost: 555,320.00

amended_cost: 2,705,091.

actual_cost: see below

cost_effective: The box above will not accept the correct number of
characters to denote the cost, the amended cost is correctly noted as:
\$2,705,091.50

amended: Yes

amended_e: The funding was adjusted downward, then upward and then
downward to accommodate the issues which were encountered. Also the staff
was revised, both in the contractor group and the OTSS group.

terminated: No

engage: Yes

engage_e: The contractor performed the needed effort to stabilize, support
and integrate the DVS Network services.

comments: The contractor has been engaged since the inception of this
project for other duties.

Kelly Heffron

Date sent: Thu, 28 May 2009 15:05:51 -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: Criminal Justice Information System Staff Augmentation

id_part1: P07

id_part2: 1806

cfms: A92415

vendor: Tortuga Design Inc

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 05/28/2009

email_list:

lee.field@state.mn.us, paul.mathe@state.mn.us, maureen.janke@state.mn.us

purpose: Staff Augmentation for development work on the Computerized Criminal History system (CCH), Agency Interface (AI) and Livescan Message Enhancement (LME)

accomplished: Yes

contract_date: 08/07/2006

amended_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: 1171720.00

actual_cost: 1171720.00

cost_effective: State staff time consumed with higher priority projects.

Needed contractor augmentation to complete project tasks and help support in production applications.

amended: Yes

amended_e: Extend time and money to complete additional tasks

terminated: No

engage: Yes

engage_e: This contractor finished assigned work on time and was of superior quality

Kelly Heffron

Date sent: Thu, 21 May 2009 07:39:14 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/21/2009.

project: Integrated Computer System Enhancement

id_part1: P07

id_part2: 2218

cfms: c-777

vendor: Explore Information Services

agency: Public Safety Dept

evaluator: Marge Noll

eval_date: 05/21/2009

purpose: Received Federal Funding for a Federal mandated system enhancement, therefore it was necessary to process an addendum to the current contract.

accomplished: No

accomplished_e: There were delays in the state system that we ran out of time to complete the project by the end of March.

contract_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: 40,000

actual_cost: 10000

cost_effective: The system enhancement meant MN compicance to the Federal program denying motor carriers vehicle registration if the carrier was placed out of service by Federal Motor Carrier Safety Administration

amended: No

terminated: No

engage: Yes

engage_e: Explore Information Services has met the expectations and deliverables outlined in the contract

Kelly Heffron

Date sent: **Mon, 4 May 2009 16:34:31 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 05/04/2009.

project: Data Submsiions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B04573

vendor: Courtview Justice Solutions

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 05/04/2009

email_list: Maureen.janke@state.mn.us, Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA s Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota

accomplished: Yes

contract_date: 11/21/2008

amended_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: 127,200

actual_cost: 127,200

cost_effective: This amount was a negotiated amount and less than originally submitted for the work to be performed. This vendor represents a consortium of agencies using one Record Management System in the northern part of our state. This enabled us to have a broad group of data submissions from law enforcement agencies throughout the state.

amended: Yes

amended_e: The contractor originally underestimated the amount of work and the skills required to complete the work, thus a contract amendment was needed.

terminated: No

engage: Yes

engage_e: The contractor was very professional in dealin with the changes and issues in the performance of the contract. The contractor aquired the additional staff with skills necessary to complete the work.

comments: The contractor has an excellent relationship with the law enforcement agencies they work with and this helped the project and the agecnies invloved.

Kelly Heffron

Date sent: **Mon, 4 May 2009 16:04:35 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 05/04/2009.

project: Data Submsiions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B04573

vendor: Courtview Justice Solutions

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 05/04/2009

email_list: Maureen.janke@state.mn.us, Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA s Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota.

accomplished: Yes

contract_date: 11/21/2008

amended_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: 127,200

actual_cost: 127,200

cost_effective: This amount was a negotiated amount and less than originally submitted for the work to be performed. This vendor represents a consortium of agencies using one Record Management System in the northern part of our state. This enabled us to have a broad group of data submissions from law enforcement agencies throughout the state.

amended: Yes

amended_e: The contractor originally underestimated the amount of work and the skills required to complete the work, thus a contract amendment was needed. There was not an increase in the cost of the contract.

terminated: No

engage: Yes

engage_e: Contractor was professional in dealing with this complex project and responded by getting more staff with skills needed to complete the work.

comments: Contractor has an excellent relationship with the law enforcement agencis and this assisted in the sucessful completion of the project.

Kelly Heffron

Date sent: Fri, 24 Apr 2009 15:46:57 -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: Data Submsiions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B04575

vendor: Law Enforcement Technology Group

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 04/24/2009

email_list: Maureen.janke@state.mn.us, Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA s Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota

accomplished: Yes

contract_date: 08/01/2007

amended_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: 48,500

amended_cost: 64,000

actual_cost: 50,000

cost_effective: This amount was a negotiated amount and less than originally submitted for the work to be performed. This vendor has a significant group of MN law enforcement agencies using their RMS product. This enabled us to have a broad group of data submissions from law enforcement agencies throughout the state.

amended: Yes

amended_e: The contract was amended to extend the time necessary to complete the work and add additionl law enforcement agencies.

terminated: No

engage: Yes

engage_e: Contractor was very responsive to this complicated project. Vendor wasvery professional and willing to work with the State at every level to meet the objectives of the project. Vendor has a good relationship with their customers and was evident in our rollout.

comments: The overall project was more sucessful due to the invlovement of this vendor.

Kelly Heffron

Date sent: Fri, 24 Apr 2009 14:26:33 -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: Data Submsiions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B04554

vendor: Local Government Information Systems

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 04/24/2009

email_list: Maureen.janke@state.mn.us, Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA s Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota.

accomplished: Yes

contract_date: 11/21/2008

amended_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: 49841

amended_cost: 52981

actual_cost: 46181

cost_effective: This amount was a negotiated amount and less than originally submitted for the work to be performed. This vendor is one of the largest Record Management System providers for MN law enforcement agencies. This enabled us to have a broad group of data submissions from law enforcement agencies throughout the state.

amended: Yes

amended_e: The contract was amended to allow the vendor more time to add additional agencies. Some agencies swithed to the LOGIS product and were added thus the amendment to add \$3,140 to the original contract cost.

terminated: No

engage: Yes

engage_e: Vendor was second out of nine vendors to complete the primary objective of the project. Assisted the state in resolving many technical issues in both our test and production environments. Future agencies will benefit from the work completed.

comments: LOGIS's technical team performed well and went above and beyond to resolve technical issues that were unexpected and not a result of their work.

Kelly Heffron

Date sent: **Wed, 15 Apr 2009 08:22:51 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 04/15/2009.

project: Unisys Infolmage Software Maintenance and Upgrade

id_part1: P07

id_part2: 2334

cfms: B24156

vendor: Unisys Corporation

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 04/15/2009

email_list:

steve.gustafson@state.mn.us, lee.field@state.mn.us, maureen.janke@state.mn.us,
s,paul.mathe@state.mn.us, oded.galili@state.mn.us

purpose: Unisys upgraded our Infolmage software to version 8.2 for the server and workstations as well as moved the location of the application to our application VM environment.

accomplished: Yes

contract_date: 02/02/2009

amended_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: \$36,473.00

actual_cost: \$36,473.00

cost_effective: Proprietary software that Unisys must maintain.

amended: No

terminated: No

engage: Yes

engage_e: The resource provided by the vendor was knowledgeable about the product.

Kelly Heffron

Date sent: Tue, 14 Apr 2009 10:30:13 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 04/14/2009.

project: Toxic Release Inventory Data Flow

id_part1: P07

id_part2: 2265

cfms: B14852

vendor: Windsor Solutions

agency: Public Safety Dept

evaluator: Steve Tomlyanovich & Tina Nguyen

eval_date: 04/14/2009

purpose: The Contactor, who is not a state employee, will: provide the State with professional/technical services to implement and provide updating a plug-in and form viewer for the Toxic Release Inventory (TRI) data flow from the Federal Environmental Protection Agency (EPA), through the Minnesota Pollution Control Agency (MPCA), to the Emergency Planning and Community Right-To-Know Act Program (EPCRA). To perform these services the Contractor: Updated the plug-in from the MPCA Node to the MN DPS SQL Server. Deliverables included: 1) Configured updated node plug-in in Version 3.0; 2) Updated staging tables; 3) Tested TRI data flow; and 4) Deployed to production.

accomplished: No

accomplished_e: Deliverables have been received but we have not yet received any "live" data from the reporting facilities. We expect this data by July 1 and then we can check to see if any errors have occurred.

contract_date: 09/03/2008

amended_date: 06/30/2009

actual_date: 03/19/2009

contract_cost: 9280

actual_cost: 9280

cost_effective: Because both MN DPS and the MPCA have already done previous work with the vendor.

amended: Yes

amended_e: The vendor had to wait for EPA to finalize the specifications for the chemical Dioxin before finishing their work.

terminated: No

engage: Yes

engage_e: They are familiar with EPA's electronic reporting system for TRI.

Kelly Heffron

Date sent: **Mon, 13 Apr 2009 11:44:22 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 04/13/2009.

project: DPS Grants Management Requirements Definition

id_part1: P07

id_part2: 2256

cfms: A74713

vendor: Tier 3 Incorporated

agency: Public Safety Dept

evaluator: Paul Meekin

eval_date: 04/13/2009

email_list: Steve.Gustafson@state.mn.us, Tom.Rowland@state.mn.us,
Paul.Meekin@state.mn.us, Paul.Mathe@state.mn.us,
Mary.Jonikas@state.mn.us

purpose: Purpose: To define requirements for multiple divisions of DPS,
for common usage of a software package, for use in Grants Management
efforts. Contract necessity: State personnel not available for this
work.

accomplished: Yes

contract_date: 12/31/2008

amended_date: 03/31/2009

actual_date: 03/31/2009

contract_cost: 60,000.00

amended_cost: 90,000.00

actual_cost: 90,000.00

cost_effective: Multiple divisions of DPS combined budget and
participation for this work.

amended: Yes

amended_e: Additional divisions and scope were added to the original
group.

terminated: No

engage: Yes

engage_e: Excellent work was accomplished on this project.

comments: Good participation by multiple divisions and coordination by
OTSS contributed to the success of the proejct.

Kelly Heffron

Date sent: Wed, 8 Apr 2009 16:01:06 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 04/08/2009.

project: Data Submsiions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B04553

vendor: Smart Public Safety Inc

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 04/08/2009

email_list: Maureen.janke@state.mn.us, Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA s Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota

accomplished: Yes

contract_date: 06/30/2008

amended_date: 02/27/2009

actual_date: 02/27/2009

contract_cost: 55,000

actual_cost: 53,000

cost_effective: This amount was a negotiated amount and less than originally submitted for the work to be performed. This vendor was one of nine who submitted proposals and there are eight law enforcement agencies using their Record Management System. This enabled us to have a broad group of data submissions from law enforcement agencies throughout the state

amended: Yes

amended_e: The contract was amended for no cost to extend the timeline to complete the work. The vendor under estimated the time needed to complete the work.

terminated: No

engage: Yes

engage_e: While the vendor did not start on time, they made a consistent effort to meet the objectives of the project.

comments: This was a difficult project and required the vendor to deal with multiple agencies. Deployment of the vendors work was dependant on the availability of the agencies staff, which due to other competing priorites could not always be available when the vendor needed.

Kelly Heffron

Date sent: **Wed, 25 Mar 2009 15:31:32 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 03/25/2009.

project: Criminal Justice Information System Staff Augmentation

id_part1: P07

id_part2: 1723

cfms: A86604

vendor: Integration Architects, Inc.

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 03/26/2009

email_list:

Steve.Gustafson@state.mn.us,lee.field@state.mn.us,maureen.janke@state.mn.us,
paul.mathe@state.mn.us

purpose: Staff augmentation programming and technical analysis work on various projects.

accomplished: Yes

contract_date: 08/07/2005

amended_date: 03/13/2006

actual_date: 12/31/2008

contract_cost: 729,120

amended_cost: 1,562,400

actual_cost: 1,562,400

cost_effective: State staff time consumed with higher priority projects.

Needed contractor augmentation to complete project tasks and help support in production applications.

amended: Yes

amended_e: Not done with higher priority projects

terminated: No

engage: Yes

engage_e: This contractor finished assigned work on time and of an acceptable quality

Kelly Heffron

Date sent: **Wed, 25 Mar 2009 15:12:02 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 03/25/2009.

project: Criminal Justice Information System Staff Augmentation

id_part1: P07

id_part2: 1806

cfms: A92413

vendor: McCaa, Webster & Associates

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 03/25/2009

email_list:

Steve.Gustafson@state.mn.us,lee.field@state.mn.us,maureen.janke@state.mn.us,
paul.mathe@state.mn.us

purpose: Staff augmentation technical analysis work on various projects.

accomplished: Yes

contract_date: 8/6/2006

amended_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: 368,147.60

actual_cost: 368,147.60

cost_effective: State staff time consumed with higher priority projects.

Needed contractor augmentation to complete project tasks and help support
in production applications.

amended: Yes

amended_e: Not done with higher priority projects

terminated: No

engage: Yes

engage_e: This contractor finished assigned work on time and of an
acceptable quality

Kelly Heffron

Date sent: Thu, 12 Feb 2009 13:32:30 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 02/12/2009.

project: Data Submsiions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B05480

vendor: Positron Public Safety Systems

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 02/11/2009

email_list: Maureen.janke@state.mn.us, Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA s Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota.

accomplished: Yes

contract_date: 11/21/2008

actual_date: 11/21/2008

contract_cost: 106180

actual_cost: 100240

cost_effective: This amount was a negotiated amount and less than originally submitted for the work to be performed. The vendor is one of the larger RSM vendors in the State and this enabled us to have a broad group of data submissions from law enforcement agencies throughout the state.

amended: No

terminated: No

engage: Yes

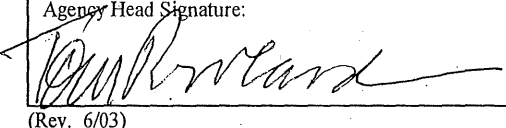
engage_e: The vendor assisted us with working out problems both for the agencies involved an our efforts in understanding the complexity of the business rules created. Met the final deadline for all agencies willing to participate.

comments: Email delivery has been challenging for both the vendor and the state. Many agencies used spam filters or other devices that prior to the email reaching the SMTP server. The terminology and processing caused considerable delays in getting agencies able to become active in the process. The State hopes to improve this process in the future.

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.

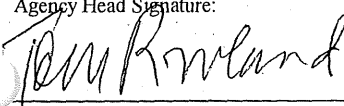
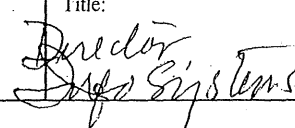
Agency: Public Safety/Office of Technology Support Services (Contract for Driver & Vehicle Services)		
Contractor Name: Orthogonal Software Corporation		CFMS Contract Number: A97177
Project Name: DVS Stability Systems Applications	Project Number (if applicable):	Project Duration (Dates): 12/21/06 – 12/19/08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose was to address the State's security, stability and operational functionality of the State's Driver and Vehicle Services system applications.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$416,000.00	Source of Funding:
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The qualifications and experience of the Contractor allowed him to gather business requirements, produce data models, perform technical analysis, lead database design and construction, build relational databases and mentor State staff on database design/architecture construction. State staff was not available for this effort, and these activities and this assistance enabled the integration of data and process, that otherwise would not be available.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>It 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>High quality work was performed, and improvements were made which resulted in improvements in efficiency for the applications.</p>		
Agency Head Signature: 	Title: Director, Info Systems	Date: 1-16-09

(Rev. 6/03)

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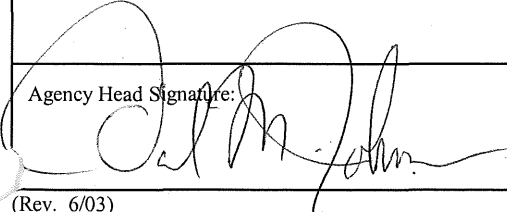
Agency: Public Safety/Office of Technology Support Services (Contract for Driver & Vehicle Services).		
Contractor Name: Intertech Inc.		CFMS Contract Number: A97178
Project Name: DVS Stability Systems Applications	Project Number (if applicable): A97178	Project Duration (Dates): 12/22/06 – 12/19/08
<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 supply specialized .NET/ASP specialists to address functionality of the State's Driver and Vehicle Services system applications. This was necessary because of the inability to hire qualified resources for this work, therefore contractor were secured on an emergency basis, for the Driver and Vehicle Services systems applications.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$881,920.00	Source of Funding:
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>An Emergency Authorization was used to initiate services from this vendor, which were needed for specialized development of ASP software, to repair and establish stability for the Driver and Vehicle Services information systems, in order to maintain service to citizens, law enforcement and other entities in the State of Minnesota.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>This was not a single source.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor responded very quickly, with high quality work, agreed upon cost and had a very professional manner. The contractor received a favorable Vendor Performance Evaluation from the authorized representative for the contract.</p>		
Agency Head Signature: 	Title: 	Date: 1-16-09

(Rev. 6/03)

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

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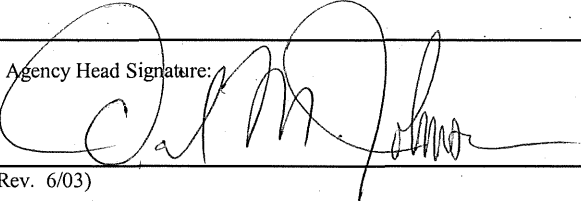
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Public Safety, Bureau of Criminal Apprehension		
Contractor Name: Computer Information System Inc		CFMS Contract Number: B04581
Project Name (if applicable): Data Submissions to the Comprehensive Incident Reporting System	Project Number (if applicable):	Project Duration (Dates): 01/14/2008 to 11/21/2008
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 State in enabling greater law enforcement participation in the submission of data to the BCA's Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota.		
Billable Hours (if applicable): N/A	Total Contract Amount: \$177,600	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: This amount was a negotiated amount and less than originally submitted for the work to be performed. This vendor is one of the largest Record Management System providers for MN law enforcement agencies. This enabled us to have a broad group of data submissions from law enforcement agencies throughout the state and assist in the integration of information to other agencies		
If this was a single source contract, explain why the agency determined there was only a single source for the services: N/A		
Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: The contractor was very responsive to all aspects of the contract. Completed all work on time and the quality of the work performed was obvious from the satisfaction of their law enforcement agencies who participated in the effort. They met all of the terms and objectives in a timely and professional manner.		
Agency Head Signature: 	Title: Executive Director	Date: 1/13/2009

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

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Agency: Public Safety, Bureau of Criminal Apprehension		
Contractor Name: Intergraph		CFMS Contract Number: B04578
Project Name (if applicable): Data Submissions to the Comprehensive Incident Reporting System	Project Number (if applicable):	Project Duration (Dates): 08/14/2007 to 11/21/2008
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 State in enabling greater law enforcement participation in the submission of data to the BCA's Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota.		
Billable Hours (if applicable): N/A	Total Contract Amount: \$104,000	Source of Funding: Federal
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The vendor was not able to develop the interface due to the fact that the vendor and the law enforcement agency could not come to an agreement on how the adapter/interface should be designed. Ongoing issues with the current RMS product at the agency prevented the vendor and the agency to move forward with the work. Thus no deliverables were completed and no funds were expended.		
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: Efforts were made by both the vendor and the BCA to move forward however the agency was unable to come to an agreement on the design of the project or resolve other RMS issues with the vendor.		
Agency Head Signature: 	Title: Executive Director	Date: 1/13/2009

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

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Agency: Public Safety/Traffic Safety		
Contractor Name: DPS Driver and Vehicle Services		CFMS Contract Number: 9200 2443
Project Name (if applicable): Crash System Interface	Project Number (if applicable): 08-05-05	Project Duration (Dates): 10/1/07 to 9/30/08
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Develop and implement an electronic means to transmit crash data stored in a law enforcement agency's own Record Management System to Driver and Vehicle Services crash record database.		
Billable Hours (if applicable): Fixed Bid – N/A	Total Contract Amount: \$217,000.00	Source of Funding: .164AL Transfer State and Community Highway Safety
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: When crash data can be electronically downloaded by computers, data entry at DVS is reduced as are costs. Considering Minnesota has well over 400 police agencies and many different record management systems, and that after the project was completed the interface was up and running fine, OTS believes it was good value for the cost.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Driver and Vehicle Services has complete responsibility for the Crash Record Database so there is no other way to get this done without contracting with DVS.		
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: By the end of October, 2008, nearly 68% of all crashes in the crash record database for the year had been electronically submitted by agencies around the state. While there were some problems with invoice documentation at one point, those were ultimately resolved.		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 11/14/08

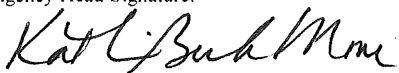
(Rev. 6/03)

85-11A F1 V08 0005

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

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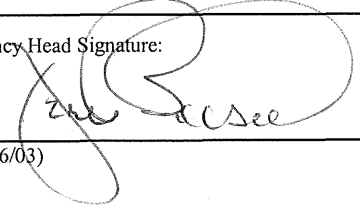
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Public Safety (Office of Traffic Safety)		
Contractor Name: Tom Kummrow		CFMS Contract Number: B06219
Project Name (if applicable): Northern Safe & Sober Liaison	Project Number (if applicable): 08-04-04 and 08-03-18	Project Duration (Dates): October 1, 2007 through September 30, 2008
<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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not entered into.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$83,900.00	Source of Funding: NHTSA Section 402 State & Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-09-08

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

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Agency: Dept. of Public Safety, Office of Justice Programs, Crime Victim Services		
Contractor Name: Amherst H. Wilder Foundation -- Wilder Research Center		CFMS Contract Number: A55569
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 11/5/03 – 9/1/08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To provide professional/technical services to evaluate a new collaborative planning process being implemented by the State to determine funding for agencies that provide services to crime victims, and to help the State evaluate the impact of such services.</p>		
Billable Hours (if applicable): 4,500	Total Contract Amount: \$304,955.00	Source of Funding: Federal sources of administrative funds: VAWA, FVPSA, VOCA.
<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 contractor has unique skills and was able to guide staff and statewide stakeholders through a new funding process that eventually led to doing the granting work differently. This was a change type process affecting hundreds of people and grantee programs statewide. The contractor had the staffing component to accomplish the project effectively, that the staff neither had the skills for, or the time. The efficiency of the funding process was greatly improved and there was a dramatic increase in the communication and the accountability of funded programs. For the amount of the contract, a tremendous amount was accomplished, leading to improved services, greater accountability, and improved communication and customer service.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>This was not a single source contract. An RFP was initially issued for the services and this contractor was chosen through an open competitive process.</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 fulfilled the obligations of the contract with much expertise, guiding the Office of Justice Program staff through the collaborative planning process with stakeholders statewide, developing a new funding plan, and then evaluating the process and impact. The quality of the project was high and was both a cost-effective and quality process spanning five years. Staff relied on the contractor for their expertise and they proved to be an excellent partner in accomplishing the goals of the project in a timely manner. The contractor's overall performance clearly met the terms and objectives of the contract.</p>		
Agency Head Signature: 	Title: Executive Director	Date: 10/2/08

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Agency: Public Safety (Office of Traffic Safety)		
Contractor Name: Amy Roggenbuck		CFMS Contract Number: B06603
Project Name (if applicable): Public Health Liaison	Project Number (if applicable): 08-06-10 & 08-03-24	Project Duration (Dates): October 1, 2007 through September 30, 2008
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have a liaison between the Office of Traffic Safety and the Minnesota public health community. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract because no law public health staff employed by the state were available to do this work. The work would not have been done if the contracts were not entered into.		
Billable Hours (if applicable):	Total Contract Amount: \$64,700.00	Source of Funding: NHTSA Section 402 State & Community Highway Safety
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaison is independent of any one department or agency and so better able to work with all agencies. As she is not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaison builds relationships with the traffic safety coalitions in their area. This has been a very cost effective and successful program; the Office of Traffic Safety is better able to reach and respond to the concerns of the public health community.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Not applicable; this contract was let as the result of a request for proposals.		
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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local public health agencies and traffic safety coalitions.		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-7-08

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Agency: Public Safety (Office of Traffic Safety)		
Contractor Name: Bradley Kollmann		CFMS Contract Number: B06226
Project Name (if applicable): Southern Safe & Sober Liaison	Project Number (if applicable): 08-04-04 and 08-03-18	Project Duration (Dates): October 1, 2007 through September 30, 2008
<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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not entered into.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$75,950.36	Source of Funding: NHTSA Section 402 State & Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-7-08

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 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: Public Safety (Office of Traffic Safety)		
Contractor Name: Robert W. O'Brien		CFMS Contract Number: B06230
Project Name (if applicable): Metro Safe & Sober Liaison	Project Number (if applicable): 08-04-04 and 08-03-18	Project Duration (Dates): October 1, 2007 through September 30, 2008
<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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not entered into.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$78,000.00	Source of Funding: NHTSA Section 402 State & Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-7-08

Kelly Heffron

Date sent: Thu, 15 Jan 2009 11:05:20 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/15/2009.

project: Security, Stability and Operational Functionality of Driver and Vehicle Services

id_part1: P07

id_part2: 2023

cfms: A97178

vendor: Intertech Incorporated

agency: Public Safety Dept

evaluator: Tom Rowland, Director

eval_date: 01/15/2009

email_list: Steve.Gustafson@state.mn.us, Tom.Rowland@state.mn.us,
Jay.Achenbach@state.mn.us, Paul.Mathe@state.mn.us,
Mary.Jonikas@state.mn.us

purpose: Contractor will supply two qualified and experienced .NET/ASP specialists to address functionality of the state's Driver and Vehicle Services system applications.

accomplished: Yes

contract_date: 12/19/2008

actual_date: 12/19/2008

contract_cost: 881,920.00

actual_cost: 881,920.00

cost_effective: This work contributed to a remedy for an Emergency Authorization, and consisted of development for architecture and applications within the Driver and Vehicle Services system applications.

amended: No

terminated: No

engage: Yes

engage_e: Initial emergency repairs were made, and the work completed was highly satisfactory.

comments: Contractors were competent and performed well.

Kelly Heffron

Date sent: Thu, 15 Jan 2009 11:05:20 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/15/2009.

project: Security, Stability and Operational Functionality of Driver and Vehicle Services

id_part1: P07

id_part2: 2023

cfms: A97178

vendor: Intertech Incorporated

agency: Public Safety Dept

evaluator: Tom Rowland, Director

eval_date: 01/15/2009

email_list: Steve.Gustafson@state.mn.us, Tom.Rowland@state.mn.us,
Jay.Achenbach@state.mn.us, Paul.Mathe@state.mn.us,
Mary.Jonikas@state.mn.us

purpose: Contractor will supply two qualified and experienced .NET/ASP specialists to address functionality of the state's Driver and Vehicle Services system applications.

accomplished: Yes

contract_date: 12/19/2008

actual_date: 12/19/2008

contract_cost: 881,920.00

actual_cost: 881,920.00

cost_effective: This work contributed to a remedy for an Emergency Authorization, and consisted of development for architecture and applications within the Driver and Vehicle Services system applications.

amended: No

terminated: No

engage: Yes

engage_e: Initial emergency repairs were made, and the work completed was highly satisfactory.

comments: Contractors were competent and performed well.

Kelly Heffron

Date sent: Thu, 15 Jan 2009 09:54:25 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/15/2009.

project: Security, Stability and Operational Functionality of DVS System Applications

id_part1: P07

id_part2: 2022

cfms: A97177

vendor: Orthogonal Corporation

agency: Public Safety Dept

evaluator: Tom Rowland

eval_date: 01/15/2009

email_list: Steve.Gustafson@state.mn.us, Tom.Rowland@state.mn.us,
Jay.Achenbach@state.mn.us, Paul.Mathe@state.mn.us,
Mary.Jonikas@state.mn.us

purpose: The contractor is needed to provide qualified and experienced database design architect to address the security, stability and operational functionality of the Driver and Vehicle Services system applications.

accomplished: Yes

contract_date: 12/19/2008

amended_date: 11/10/2008

actual_date: 11/10/2008

contract_cost: 416,000.00

actual_cost: 416,000.00

cost_effective: Services were a result of an Emergency Authorization arising from difficulties in the Driver and Vehicle Services system applications.

amended: Yes

amended_e: It was ended 30 days early, due to work being completed.

terminated: No

engage: Yes

engage_e: High quality work was performed, and improvements were made which resulted in improvements in efficiency for the applications.

comments: The work effort was commended by the state's authorized representative.

Kelly Heffron

Date sent: Tue, 13 Jan 2009 13:54:27 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 01/13/2009.

project: ePrints Project

id_part1: P07

id_part2: 1262

cfms: A54898

vendor: Valley Software Designs, Inc

agency: Public Safety Dept

evaluator: John Willems

eval_date: 01/13/2009

email_list: Steve.Gustafson@state.mn.us, john.willems@state.mn.us,
marlene.kjelsberg@state.mn.us, paul.mathe@state.mn.us,
kellie.murray@state.mn.us

purpose: The purpose of this contract was to develop the Alcohol and Gambling Enforcement Division's Electronic Fingerprint Program and provide on going maintenance services to support the Electronic Fingerprint Program. It was necessary to enter into this contract because there were no available and qualified in-house resources and Valley Software Designs, Inc. as the developer of the program software was the only qualified entity capable of providing maintenance for this program.

accomplished: Yes

contract_date: 02/28/2005

amended_date: 10/15/2007

actual_date: 11/16/2008

contract_cost: 50,920

amended_cost: 36,500

actual_cost: 87,420

cost_effective: There were no other products available for AGED to implement its electronic fingerprint process and there were no available staff that could dedicate the time necessary to develop and maintain the program.

amended: Yes

amended_e: Extension of time and related costs of said extension for enhancements, alterations, and modifications to the programs software.

terminated: No

engage: Yes

engage_e: The contractor performed his duties and responsibilities completely as required in the contract language, meeting all terms and objectives fully. Overall performance, timeliness, quality and cost were exemplary.

Kelly Heffron

Date sent: Mon, 12 Jan 2009 16:34:27 -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: Data Submissions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B04581

vendor: Computer Information Systems Inc.

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 01/12/2009

email_list: Maureen.janke@state.mn.us,Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA's Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota.

accomplished: Yes

contract_date: 01/14/2008

actual_date: 11/21/2008

contract_cost: 177,600

actual_cost: 177,600

cost_effective: This amount was a negotiated amount and less than originally submitted for the work to be performed. This vendor is one of the largest Record Management System providers for MN law enforcement agencies. This enabled us to have a broad group of data submissions from law enforcement agencies throughout the state and assist in the integration of information to other agencies.

amended: No

terminated: No

engage: Yes

engage_e: The vendor was very professional and responsive to all aspects of the contract effort. Their good relationships with their law enforcement customers were critical to completing the effort on time and on budget

comments: Negotiating the terms of the contract, specifically in relation to the intellectual property sections delayed our start several months and involved a large amount of time by several state employees. This did not however impact the quality or the timelines of the project. The project involved multiple vendors and overall this vendor was at the top for performance and meeting deadlines.

Kelly Heffron

Date sent: **Mon, 12 Jan 2009 13:50:49 -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: Data Submissions to the Comprehensive Incident Reporting System

id_part1: P07

id_part2: 2106

cfms: B04578

vendor: Intergraph

agency: Public Safety Dept

evaluator: Paul Schoen

eval_date: 01/12/2009

email_list: Maureen.janke@state.mn.us, Paul.Mathe@state.mn.us

purpose: The purpose of the contract was to assist the State in enabling greater law enforcement participation in the submission of data to the BCA's Comprehensive Incident-Based Reporting System (CIBRS). Contracts were entered into with records management system (RMS) vendors who currently have customers in Minnesota.

accomplished: No

accomplished_e: The vendor was not able to develop the interface due to the fact that the vendor and the law enforcement agency could not come to an agreement on how the adapter/interface should be designed. Ongoing issues with the current with the current RMS product at the agency prevented the vendor and the agency to move forward with the work. Thus no deliverables were completed and no funds were expended.

contract_date: 11/21/2008

actual_date: 11/21/2008

contract_cost: 104,000

actual_cost: 0.00

cost_effective: N/A

amended: No

terminated: No

engage: Yes

engage_e: If vendor's RMS system is still be used by the agency, we would consider using their services if needed.

comments: Efforts were made by both the vendor and the BCA to move forward however we were unable to come to an agreement on the design or resolve other RMS issues with the agency who would be participating.

Kelly Heffron

Date sent: Mon, 12 Jan 2009 11:20:14 -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: Predatory Offender Tracking System Support and Maintenance

id_part1: P07

id_part2: 1906

cfms: A77580

vendor: The MACRO Group, Inc.

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 01/12/2009

email_list: paul.mathe@state.mn.us,

lee.field@state.mn.us,maureen.janke@state.mn.us

purpose: Maintain the State s Offender Registration System after the sudden loss of 2 senior development staff. Provide the BCA with support and maintenance services for the system until BCA staff can be hired and mentored to take on this duties and responsibilities. Provide development services for the Predatory Offender Registration System (POR) that were mandated by the 2005 legislative session, provided development work on a federally mandated interface between POR and National Crime Information Center (NCIC) Sexual Offender Registry (SOR) and provide GIS capabilities to the law enforcement portion of the POR application.

Attended federal Adam Walsh Conferences as the States Technical Resource accompanying the BCA s POR Coordinator.

accomplished: Yes

contract_date: 07/01/2005

actual_date: 12/31/2008

contract_cost: 736,200.00

actual_cost: 736,200.00

cost_effective: No staff was available or capable of providing maintenance service and additional requirements development to the Predatory Offender Registration system after the resignation of the staff senior developer who was chaged with those duties.

amended: Yes

amended_e: To add tinme and money because of requirements changes and agnecies inability to hire and train a replacement developer.

terminated: No

engage: Yes

engage_e: Contract work was performed in a high quality and timely manner according to specifications.

Kelly Heffron

Date sent: **Mon, 12 Jan 2009 11:10:18 -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: Predatory Offender Tracking System Support and Maintenance

id_part1: P07

id_part2: 1906

cfms: A77580

vendor: The MACRO Group, Inc.

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 01/12/2009

email_list: paul.mathe@state.mn.us,

lee.field@state.mn.us,maureen.janke@state.mn.us

purpose: Maintain the State s Offender Registration System after the sudden loss of 2 senior development staff. Provide the BCA with support and maintenance services for the system until BCA staff can be hired and mentored to take on this duties and responsibilities. Provide development services for the Predatory Offender Registration System (POR) that were mandated by the 2005 legislative session, provided development work on a federally mandated interface between POR and National Crime Information Center (NCIC) Sexual Offender Registry (SOR) and provide GIS capabilities to the law enforcement portion of the POR application.

Attended federal Adam Walsh Conferences as the States Technical Resource accompanying the BCA s POR Coordinator.

accomplished: Yes

contract_date: 07/01/2005

actual_date: 12/31/2008

contract_cost: 736,200.00

actual_cost: 736,200.00

cost_effective: No staff was available or capable of providing maintenance service and additional requirements development to the Predatory Offender Registration system after the resignation of the staff senior developer who was chaged with those duties.

amended: Yes

amended_e: To add tinme and money because of requirements changes and agnecies inability to hire and train a replacement developer.

terminated: No

engage: Yes

engage_e: Contract work was performed in a high quality and timely manner according to specifications.

Kelly Heffron

Date sent: Wed, 19 Nov 2008 10:26:23 -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: CJIS Application Testing and Certification Software

id_part1: P07

id_part2: 2054

cfms: B13766

vendor: Peak Performance Solutions

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 11/19/2008

email_list: paul.mathe@state.mn.us,

lee.field@state.mn.us,maureen.janke@state.mn.us

purpose: Customize Vendor supplied software to enable the State to effectively administer various types of tests, and the users of this software, which are Criminal Justice Agencies (CJA), State, and CJA stakeholders authorized users will need to retake the individual tests on a recurring basis to remain current and certified.

accomplished: Yes

contract_date: 05/19/2008

actual_date: 6/30/2008

contract_cost: 10,000.00

actual_cost: 10,000.00

cost_effective: Reimplementing software that the State already owned thereby saving reaquisition costs. The software needed version upgrading and customization for specific uses in the BCA.

amended: No

terminated: No

engage: Yes

comments: Work was done on time and without problems.

Kelly Heffron

Date sent: Wed, 30 Sep 2009 10:21:29 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/30/2009.

project: Criminal Justice Information System Staff Augmentation

id_part1: P07

id_part2: 1888

cfms: A98563

vendor: Project Consulting Group, Inc.

agency: Public Safety Dept

evaluator: Lee Field

eval_date: 11/17/2008

email_list: paul.mathe@state.mn.us, maureen.janke@state.mn.us,

purpose: Staff augmentation technical and business analysis on various projects.

accomplished: Yes

contract_date: 06/30/2008

amended_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: \$273,240

amended_cost: \$273,240

actual_cost: \$273,240

cost_effective: BCA does not have the resources on the staff roster to accomplish this work. Augmenting our staff with contractors is a cost-effective way to accomplish the necessary work.

amended: Yes

amended_e: To extend the time on the contract

terminated: No

engage: Yes

Kelly Heffron

Date sent: Wed, 30 Sep 2009 10:15:51 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 09/30/2009.

project: Criminal Justice Information System Staff Augmentation
id_part1: P07
id_part2: 1888
cfms: A98563
vendor: Project Consulting Group, Inc.
agency: Public Safety Dept
evaluator: Lee Field
eval_date: 11/17/2008
email_list: paul.mathe@state.mn.us, maureen.janke@state.mn.us,
purpose: Staff augmentation technical and business analysis on various projects.
accomplished: Yes
contract_date: 06/30/2008
amended_date: 06/30/2008
actual_date: 06/30/2008
contract_cost: \$273,240
amended_cost: \$273,240
actual_cost: \$273,240
cost_effective: BCA does not have the resources on the staff roster to accomplish this work. Augmenting our staff with contractors is a cost-effective way to accomplish the necessary work.
amended: Yes
amended_e: To extend the time on the contract
terminated: No
engage: Yes

Kelly Heffron

Date sent: Fri, 14 Nov 2008 12:23:53 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/14/2008.

project: BCA Identity and Access Management Project

id_part1: P07

id_part2: 1897

cfms: B01328

vendor: Unisys Corporation, Inc.

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 11/14/2008

email_list: paul.mathe@state.mn.us,

lee.field@state.mn.us,maureen.janke@state.mn.us

purpose: Professional/technical services to provide and perform analysis, requirements validation/gathering, additional design, development, and testing documentation specific to implementing an Identity and Access Management (IAM) infrastructure for the BCA.

accomplished: Yes

contract_date: 6/1/2007

actual_date: 6/1/2008

contract_cost: 654,372.00

actual_cost: 654,372.00

cost_effective: The State had no expertise in the area Identity Management at the level the BCA needed professional advice and services in. The contractor could bring resources to bear that had current and applicable experience in the area of IAM.

amended: No

terminated: No

engage: Yes

engage_e: Work was completed.

comments: None

Kelly Heffron

Date sent: Fri, 14 Nov 2008 12:19:10 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/14/2008.

project: BCA Identity and Access Management Project

id_part1: P07

id_part2: 1897

cfms: B01328

vendor: Unisys Corporation, Inc.

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 11/14/2008

email_list: paul.mathe@state.mn.us,

lee.field@state.mn.us,maureen.janke@state.mn.us

purpose: Professional/technical services to provide and perform analysis, requirements validation/gathering, additional design, development, and testing documentation specific to implementing an Identity and Access Management (IAM) infrastructure for the BCA.

accomplished: Yes

contract_date: 6/1/2007

actual_date: 6/1/2008

contract_cost: 654,372.00

actual_cost: 654,372.00

cost_effective: The State had no expertise in the area Identity Management at the level the BCA needed professional advice and services in. The contractor could bring resources to bear that had current and applicable experience in the area of IAM.

amended: No

terminated: No

engage: Yes

engage_e: Work was completed.

Kelly Heffron

Date sent: Fri, 14 Nov 2008 12:22:31 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/14/2008.

project: BCA Identity and Access Management Project

id_part1: P07

id_part2: 1897

cfms: B01328

vendor: Unisys Corporation, Inc.

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 11/14/2008

email_list: paul.mathe@state.mn.us,

lee.field@state.mn.us,maureen.janke@state.mn.us

purpose: Professional/technical services to provide and perform analysis, requirements validation/gathering, additional design, development, and testing documentation specific to implementing an Identity and Access Management (IAM) infrastructure for the BCA.

accomplished: Yes

contract_date: 6/1/2007

actual_date: 6/1/2008

contract_cost: 654,372.00

actual_cost: 654,372.00

cost_effective: The State had no expertise in the area Identity Management at the level the BCA needed professional advice and services in. The contractor could bring resources to bear that had current and applicable experience in the area of IAM.

amended: No

terminated: No

engage: Yes

engage_e: Work was completed.

Kelly Heffron

Date sent: Fri, 14 Nov 2008 11:55:12 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 11/14/2008.

project: CJIS Project Development

id_part1: P07

id_part2: 1699

cfms: A83765

vendor: Tortuga Design

agency: Public Safety Dept

evaluator: Lee A. Field

eval_date: 11/14/2008

email_list: paul.mathe@state.mn.us,

lee.field@state.mn.us,maureen.janke@state.mn.us

purpose: Staff Augmentation for development work on the Computerized Criminal History system (CCH), Agency Interface (AI) and Livescan Message Enhancement (LME)

accomplished: Yes

contract_date: 1/3/06

amended_date: 6/5/2007

actual_date: 6/5/2007

contract_cost: 196200.00

amended_cost: 110,546.80

actual_cost: 110,546.80

cost_effective: No State staff available to do this development work.

amended: No

terminated: Yes

terminated_e: This contract was terminated early for administrative reasons not related to performance and replaced with contract A92415. Only \$110,546.80 was expended on this contract. The remaining 85,653.20 was released to the partial encumbrance of A92415.

engage: Yes

engage_e: This contractor finished assigned work on time and was of superior quality

Kelly Heffron

Date sent: Thu, 30 Oct 2008 11:33:16 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/30/2008.

project: Security and Stability in the State IT system

id_part1: P07

id_part2: 1837

cfms: A90781

vendor: Intertech Software

agency: Public Safety Dept

evaluator: Tom Rowland

eval_date: 10/30/2008

email_list: Steve.Gustafson@state.mn.us, Paul.Mathe@state.mn.us, Mary.Jonikas@state.mn.us,

purpose: Address security and stability issues in the State IT system, including analysis, gathering

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: 1,020,000.

amended_cost: 767,460.25

actual_cost: 767,460.25

cost_effective: Federal funds were made available for this effort, which was necessary for the sect

amended: Yes

amended_e: Federal funding necessitated the first amendment. Second and third amendments w

terminated: No

engage: Yes

engage_e: High quality work was done and improved efficiency resulted in cost benefits to the Dep

Kelly Heffron

Date sent: Tue, 7 Oct 2008 09:45:13 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/07/2008.

project: Name-Event Index Service (NEIS) Project

id_part1: P07

id_part2: 1875

cfms: A96204

vendor: Corban Group

agency: Public Safety Dept

evaluator: Colleen A. Adams

eval_date: 10/07/2008

email_list: colleen.adams@state.mn.us, paul.mathe@state.mn.us, maureen.janke@state.mn.us

purpose: The BCA used professional technical services to assist in completing Phase 1 of the Stat

accomplished: Yes

contract_date: 12/04/2006

amended_date: 12/31/2007

actual_date: 12/31/2007

contract_cost: \$390,000

amended_cost: \$540,000

actual_cost: \$540,000

cost_effective: The contract allowed the State to get the information we needed in a timeframe tha
amended: Yes

amended_e: To provide additional analysis of local indexing systems, and additional development

terminated: No

engage: No

engage_e: This is a small company that hires subcontractors to do the work. There were constant

comments: We enjoyed working with the individuals assigned to the project and believe they have

Kelly Heffron

Date sent: Thu, 12 Mar 2009 12:25:37 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/12/2009.

project: XML for NIEM Federal Systems Training
id_part1: P07
id_part2: 2189
cfms: B13637
vendor: Integration Justice Information Systems Institute
agency: Public Safety Dept
evaluator: Oded Galili
eval_date: 10/06/2008
email_list: maureen.janke@state.mn.us, paul.mathe@state.mn.us
purpose: NIEM Training
accomplished: Yes
contract_date: 09/30/2008
actual_date: 09/30/2008
contract_cost: 10,000
actual_cost: 10,000
cost_effective: No other mean of training
amended: No
terminated: No
engage: Yes
comments: This report was already filed befor

Kelly Heffron

Date sent: **Fri, 24 Oct 2008 16:25:07 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 10/24/2008.

project: Service Desk Express Software Installation

id_part1: P07

id_part2: 2105

cfms: B08524

vendor: Meritide Inc.

agency: Public Safety Dept

evaluator: Diane Przybelski

eval_date: 07/18/2008

purpose: Installation of new Service Desk, Incident, Problem, Change, Configuration, and Asset M

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: \$108,900

actual_cost: \$108,900

cost_effective: The software combined with ITIL-compliant policies and procedures gives us much

amended: No

terminated: No

engage: Yes

engage_e: The two consultants we worked with were highly knowledgeable and effective.

Kelly Heffron

Date sent: **Wed, 24 Sep 2008 09:48:55 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Web site information request on 09/24/2008.

project: Service Desk Express Software Installation

id_part1: P07

id_part2: 2100

cfms: B08524

vendor: Meritide Inc.

agency: Public Safety Dept

evaluator: Diane Przybelski

eval_date: 07/18/2008

purpose: Installation of new Service Desk, Incident, Problem, Change, Configuration, and Asset M

accomplished: Yes

contract_date: 06/30/2008

actual_date: 06/30/2008

contract_cost: \$108,900

actual_cost: \$108,900

cost_effective: The software combined with ITIL-compliant policies and procedures gives us much

amended: No

terminated: No

engage: Yes

engage_e: The two consultants we worked with were highly knowledgeable and effective.

Kelly Heffron

Date sent: Fri, 18 Jul 2008 06:59:04 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, July 18, 2008 at 06:59:04

_config: vendeval
project: Service Desk Express Software Installation
id_part1: P07
id_part2: 2105
vendor: Meritide, Inc.
agency: Public Safety Dept
evaluator: Diane Przybelski
eval_date: 07/18/2008
email_list: diane.przybelski@state.mn.us, kurt.augustin@state.mn.us
purpose: Installation of new Service Desk, Incident, Problem, Change, Configuration, and Asset Management software suite. Consultation for creating and implementing ITIL-compliant service support policies and procedures.
accomplished: Yes
contract_date: 06/30/2008
actual_date: 6/30/2008
contract_cost: \$108,900
actual_cost: \$108,900
cost_effective: The software combined with ITIL-compliant policies and procedures gives us much more effective means of tracking IT incident management for identifying issues and measuring effectiveness. It also gives us a means for managing change in our test and production environments, reducing the number of incidents resulting from changes. Last, it gives us an effective and efficient means of tracking assets from the time of order to time of disposition.
amended: No
terminated: No
engage: Yes
engage_e: The two consultants we worked with were highly knowledgeable and effective.

Kelly Heffron

Date sent: Wed, 2 Jul 2008 07:05:05 -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 Wednesday, July 02, 2008 at 07:05:05

_config: vendeval
project: Staff Augmentation - Business and Technical Analysts
id_part1: P07
id_part2: 1859
cfms: A82681
vendor: Project Consulting Group Inc
agency: Public Safety Dept
evaluator: Oded Gallili
eval_date: 07/01/2008
email_list: Steve.Gustafson@state.mn.us
purpose: Staff augmentation for technical and business analysts to
provide analysis services to work with State staff on projects, and
assist State staff in the development to technical requirements and
convert business analysis documents to technical analysis documents.
accomplished: Yes
contract_date: 9/30/2006
amended_date: 6/30/2008
actual_date: 6/30/2008
contract_cost: \$414,200
amended_cost: \$1,091,140
actual_cost: \$1,091,140
cost_effective: The projects the technical and business analysts are
working on will come to an end in the future. Hiring a full time
permanent staff person to do this work is not in the best interest of
the state.
amended: Yes
amended_e: The projects have become more complex as time has past.
Having the same staff continue the work was in the best interest of the
State.
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Wed, 2 Jul 2008 07:03:49 -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 07:03:49

_config: vendeval
project: Staff Augmentation - Business and Technical Analysts
cfms: A82681
vendor: Project Consulting Group Inc
agency: Public Safety Dept
evaluator: Oded Gallili
eval_date: 07/01/2008
email_list: Steve.Gustafson@state.mn.us
purpose: Staff augmentation for technical and business analysts to provide analysis services to work with State staff on projects, and assist State staff in the development to technical requirements and convert business analysis documents to technical analysis documents.
accomplished: Yes
contract_date: 9/30/2006
amended_date: 6/30/2008
actual_date: 6/30/2008
contract_cost: \$414,200
amended_cost: \$1,091,140
actual_cost: \$1,091,140
cost_effective: The projects the technical and business analysts are working on will come to an end in the future. Hiring a full time permanent staff person to do this work is not in the best interest of the state.
amended: Yes
amended_e: The projects have become more complex as time has past. Having the same staff continue the work was in the best interest of the State.
terminated: No
engage: Yes

Kelly Heffron

Date sent: Tue, 1 Jul 2008 12:46:12 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, July 01, 2008 at 12:46:12

_config: vendeval
project: MV Web Renewal Applications
id_part1: P07
id_part2: 1860
cfms: A85327
vendor: Labyrinth Consulting Inc
agency: Public Safety Dept
evaluator: Tami Bartholomew
eval_date: 07/01/2008
purpose: Project management and system analysis related to on-going
security issues with the Motor Vehicle Web Renewal Application project
was needed, no state employees were available to perform these
functions
accomplished: Yes
contract_date: 07/14/2006
amended_date: 11/01/2006
actual_date: 04/30/2007
contract_cost: 140000.00
amended_cost: 443,200.00
actual_cost: 443,200.00
cost_effective: No state employee and without the contractor the
security and stabilization of the project were at risk.
amended: Yes
amended_e: To add additional hours and compensation due to ongoing
system stability issues
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Mon, 30 Jun 2008 11:26:07 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, June 30, 2008 at 11:26:07

_config: vendeval
project: Laboratory Information Management System (LIMS) Support
id_part1: P07
id_part2: 2010
cfms: B01000
vendor: Porter Lee Corp.
agency: Public Safety Dept
evaluator: Tony Petracca
eval_date: 06/30/2008
email_list: tony.petracca@state.mn.us
purpose: To provide the BCA LAB with phone support and enhancement
programming services for its Lab Information System developed by the
Porter Lee Corporation.
accomplished: Yes
contract_date: 06/30/2008
actual_date: 06/30/2008
contract_cost: 52,333.00
actual_cost: 52,333.00
cost_effective: Porter Lee is the sole source for enhancements and
support for this system. We contracted with them for the use of the
program. They own the souce code.
amended: No
terminated: No
engage: Yes
engage_e: Porter Lee is the sole source for enhancements and support
for this system. We contracted with them for the use of the program.
They own the souce code.

Kelly Heffron

Date sent: Thu, 29 May 2008 09:25:48 -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, May 29, 2008 at 09:25:48

_config: vendeval
project: Web Enabled Grants Operations (WEGO) Upgrade
id_part1: P07
id_part2: 1884
cfms: A91968
vendor: Agate Software
agency: Public Safety Dept
evaluator: Sherrill Neudahl
eval_date: 11/30/2006
purpose: Perform and provide the State with professional services for adding functionality and other enhancements to the DPS WEGO. The contractor developed the capability to add a worksheet to a current grant and develop reports needed to meet requirements of federal grants.
accomplished: Yes
contract_date: 11/30/2006
actual_date: 11/30/2006
contract_cost: \$6,000.00
actual_cost: \$2,121.00
cost_effective: The contractor originally developed WEGO. No one else had the ability or time to perform these services.
amended: No
terminated: No
engage: Yes

Kelly Heffron

Date sent: **Mon, 12 May 2008 20:52:28 -0500 (CDT)**
To: **Steve.Gustafson@state.mn.us,**
From: **Steve.Gustafson@state.mn.us**
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, May 12, 2008 at 20:52:27

_config: vendeval
project: Statewide Communications Interoperability Plan
cfms: B01197
vendor: Alliant Technology
agency: Public Safety Dept
evaluator: Scott Wiggins
eval_date: 05/12/2008
email_list: janet.weber@state.mn.us
purpose: Needed resources to develop the SCIP in a short time frame to
meet federal deadline for grant funds.
accomplished: Yes
contract_date: 05/15/2007
actual_date: 11/30/2007
contract_cost: 160,000
actual_cost: 160,000
cost_effective: Will recieve over \$14 million in federal funds for the
state.
amended: No
terminated: No
engage: Yes
comments: What is the value of filling this form out? I have to
virtually do the same thing for DPS/FAS. Is this required by law? The
duplication costs me time with my family!

Kelly Heffron

Date sent: **Mon, 12 May 2008 21:00:29 -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 Monday, May 12, 2008 at 21:00:28

_config: vendeval
project: Statewide Interoperable Communications Strategic Plan
id_part1: P07
id_part2: 2026
vendor: Alliant Consulting
agency: Public Safety Dept
evaluator: Scott Wiggins
eval_date: 05/12/2008
email_list: janet.weber@state
accomplished_e: Project ID: Agency Contact Name: Ronald Whitehead
Project Title: Vendor: Projected Completion Date: 10/31/2007
CFMS Number: B01197

Kelly Heffron

Date sent: Thu, 17 Jan 2008 13:25:38 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, January 17, 2008 at 13:25:38

_config: vendeval
project: Security Systems Implementation
id_part1: P07
id_part2: 1807
cfms: A90351
vendor: Midwave Corporation
agency: Public Safety Dept
evaluator: Marc L. Klein
eval_date: 01/17/2008
purpose: test
accomplished: Yes
accomplished_e: test
contract_date: 01/01/2007
actual_date: 01/01/2007
contract_cost: 1.00
actual_cost: 1.00
cost_effective: test
amended: No
terminated: No
engage: Yes
engage_e: test

Kelly Heffron

Date sent: Mon, 19 Nov 2007 07:08:22 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
R.Neil.Johnson@state.mn.us,
Janet.Weber@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, November 19, 2007 at 07:08:21

_config: vendeval
project: AFIS/BioID/ICHS Projects-Risk Assessment
id_part1: PO7
id_part2: 1834
cfms: A95541
vendor: Virchow Krause and Company LLP
agency: Public Safety Dept
evaluator: R. Neil Johnson
eval_date: 11/19/2007
email_list: LField@mail1.dps.state.mn.us, R.Neil.Johnson@state.mn.us,
Janet.Weber@state.mn.us
purpose: A formal risk assessment of projects this size require a risk
assessment to be completed independently of the State. DPS-BCA-CJIS
was seeking a contractor to conduct a formal assessment to identify
risks associated with these three interrelated projects. These three
projects and the processes that interconnect them are dependent on each
other. They cannot function in the changing and expanding environment
of criminal records and identification without being tightly
integrated. Because of this CJIS felt the risk assessment that is done
must consider all three projects together. If this was not done the
State could risk overlooking some interrelated portion and therefore,
design the projects wrongly. CJIS had completed some preliminary steps
on the CCH project and was moving forward with RFPs for the other two
parts of this, BioID and AFIS. This was a perfectly timed opportunity
to address risks related to these three key projects at the same time
to assure that something is not overlooked.
accomplished: Yes
contract_date: 11/21/2006
actual_date: 11/21/2006
contract_cost: 30,000.00
actual_cost: 30,000.00
cost_effective: Beyond the State requirement that there be an impartial
outside review of the risks for a set of projects this large, it is
always beneficial to have another set of eyes review the projects for
risks. That allows us to better anticipate and plan for any rough

spots as we complete the projects.

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.

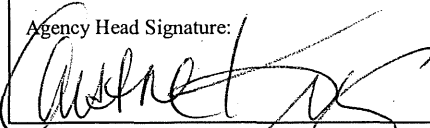
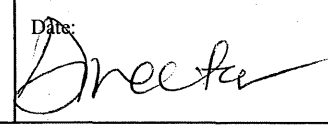
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Office of Traffic Safety		
Contractor Name: Minnesota County Attorney's Association		CFMS Contract Number: A97150
Project Name (if applicable): Traffic Safety Resource Prosecutor	Project Number (if applicable): 07-03-10	Project Duration (Dates): 1/22/2007 to 9/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This contract is necessary to provide ongoing and training and technical support to all prosecutors in Minnesota to successfully prosecute traffic safety cases. A newsletter and website have been developed to successfully keep all prosecutors informed on case law regarding impaired driving and other traffic safety cases. Information is disseminated in a timely and consistent manner. Needed support is available to prosecutors on specific cases and group training developed and provided as needed. Resource documents developed and available that related to each training session.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$120,000.00	Source of Funding: 300 9230 92G 0310
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>It is cost effective to provide this service more efficiently contracting through the Minnesota County Attorney's Association because of their network of members, support staff, , website, newsletters, existing training curriculum and listserv. These are existing resources that do not have to be reproduced by another entity and our available for the TSRP to utilize. It would be very costly to develop and support this through our office.</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: This was the first year of this position in Minnesota. The first year of the contract entailed the Traffic Safety Resource Prosecutor (TSRP) being trained by other TSRP's around the country as well as training through the National Highway Safety Administration (NHTSA). The contractor was successful in completing this task and laying the foundation for this position to succeed in Minnesota in the future.</p>		
Agency Head Signature: 	Title: Dep. Director	Date: 11-19-07

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 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 Public Safety, Office of Communications, Dennis Smith		
Contractor Name: Campbell Mithun		CFMS Contract Number: A96548
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): Dec. 11, 2006 – Sept. 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This National Highway Traffic Safety Administration (NHTSA) requires the Office of Traffic Safety to execute multiple paid media campaigns throughout the federal fiscal year in concert with corresponding law enforcement efforts. NHTSA, in addition to providing the funding, identifies specified parameters and goals (including campaign flight dates, target audiences, total ratings points by medium, and reach and frequency). DPS does not have the staff with the expertise to conduct the high level of ongoing media analysis, negotiation, placement, reporting, and multiple campaigns tracking and invoicing. The State also does not have a specified paid media contractor.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$1,345,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Media analysis and negotiation are highly time-consumer efforts and require a high level of expertise to achieve cost-efficient and effective placement. Professional media agencies, such as Campbell Mithun, in addition to their expertise, can secure greater cost-efficient media rates because of their overall volume of media buying which allows greater leverage in negotiation. They have dedicated staff with extensive experience and familiarity with media environment and its associated costs and return-on-investment. Because of Campbell Mithun's annual placemen of media in Minnesota marketplace (\$10M+), they are able to leverage that buying power into greater returns in negotiations than would DPSE even if it had the staff necessary to conduct media negotiation and placement.</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>Campbell Mithun's staff was professional, responsive, cost-efficient in negotiations and forward-thinking in the delivery of added-value media (unpaid or editorial media) opportunities. The staff was especially timely, as the contract start-date left very little time for a media campaign to be purchased for the following month of May. All campaigns were deemed effective in terms of parameters, cost-effectiveness, quality and cost by both DPS Office of Communications and NHTSA. Their reports of campaigns were thorough and understandable, and delivered on-time. The staff understood the critical public safety/traffic safety issue and demonstrated a passion to supporting the education efforts. While not quantified separately, DPS and NHTSA believe both primary components considered necessary to affect motorists' behavioral change (enforcement and education) work in tandem in reducing traffic fatalities. It should be noted that during this past contract, as well as the two previous, Minnesota traffic fatalities continued to significantly decrease.</p>		
Agency Head Signature:  (Rev. 6/03)	Title: 11/6/07	Date: 


Dennis Smith

Proj. Team Leader Nov. 2, 2007

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

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


Instructions: Submit this form to 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: Public Safety / Office of Traffic Safety		
Contractor Name: Richard Smith		CFMS Contract Number: A93687
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/1/2006 - 9/30/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Office of Traffic Safety funds an impaired driving program called NighCAP. The contractor was hired to coordinate impaired driving saturations that are funded through the NightCAP program and compile reports that result from the saturations.</p>		
Billable Hours (if applicable):	Total Contract Amount: 96,000.00	Source of Funding: National Highway Traffic Safety Administration - 410 funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>It is important that a law enforcement liaison be closely connected to law enforcement. Hiring a retired law enforcement officer is an excellent way of achieving this requirement.</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>Contractor did an excellent job in meeting the duties of the contract. Reports were timely submitted to the appropriate people. The program that the contractor assists in coordinating continues to improve. The contractor goes above and beyond the expectations of the job and is dedicated to making a difference in the program.</p>		
Agency Head Signature: 	Title: Dep. Director	Date: 11-02-07

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.

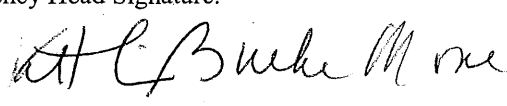
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Agency: Public Safety (Office of Traffic Safety)		
Contractor Name: Tom Kummrow		CFMS Contract Number: A93686
Project Name (if applicable): Northern Safe & Sober Liaison	Project Number (if applicable): 07-04-04	Project Duration (Dates): October 1, 2006 through September 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not entered into.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$78,043.14	Source of Funding: NHTSA Section 402 State & Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10/16/07

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

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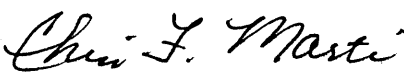
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Agency: Public Safety/Office of Traffic Safety		
Contractor Name: Corona Research, Inc.		CFMS Contract Number: A98209
Project Name (if applicable): Telephone Surveys	Project Number (if applicable):	Project Duration (Dates): 3/15/07 – 9/28/07
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The National Highway Traffic Safety Administration (NHTSA) requires the Office of Traffic Safety to evaluate media and enhanced enforcement campaigns. One such evaluation method is random telephone surveys of Minnesotans. The Department of Public Safety is unable to conduct the NHTSA required telephone surveys in house. The surveys are required to obtain and maintain funding from the NHTSA to further Traffic Safety efforts in Minnesota.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$54,484.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The cost to conduct the surveys at the University of Minnesota was higher than what the original RFP allowed therefore the Minnesota Center for Survey Research did not submit a proposal. Similar inquiries to the other State of Minnesota Departments (Administration) were equally unsuccessful. Corona Research Inc. has conducted several years worth of surveys per the option to renew in the original RFP and has maintained high quality work.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>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>Corona Research Inc. was able to secure the proposed number of phone survey completions from the hardest group to reach – 18-34 year old unmarried males.</p> <p>The number of interviews completed was at or above contracted amount.</p> <p>Reports were filed in a timely fashion.</p>		
Agency Head Signature: 	Title: Dep Director	Date: 10.11.07

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

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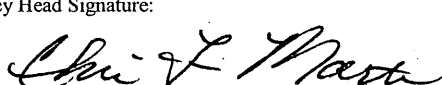
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Agency: Public Safety (Office of Traffic Safety)		
Contractor Name: Bradley Kollmann		CFMS Contract Number: A93680
Project Name (if applicable): Southern Safe & Sober Liaison	Project Number (if applicable): 07-04-04	Project Duration (Dates): October 1, 2006 through September 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not entered into.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$75,950.36	Source of Funding: NHTSA Section 402 State & Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10/2/07

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

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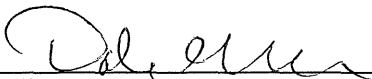
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Agency: Public Safety (Office of Traffic Safety)		
Contractor Name: Robert W. O'Brien		CFMS Contract Number: A93684
Project Name (if applicable): Metro Safe & Sober Liaison	Project Number (if applicable): 07-04-04	Project Duration (Dates): October 1, 2006 through September 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not entered into.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$75,000.00	Source of Funding: NHTSA Section 402 State & Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10/2/07

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

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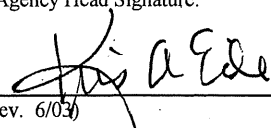
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Agency: Department of Public Safety		
Contractor Name: Intertech		CFMS Contract Number: A96081
Project Name (if applicable): E-Charging	Project Number (if applicable):	Project Duration (Dates): 12/18/2006 – 8/31/2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the e-charging project is to develop a statewide application for electronically handling the passage of incident/charging data, DWI administrative forms, messages, and approvals between law enforcement agencies, prosecutors and the courts. The benefits are increased efficiency at the local level and an improvement in data integration that can be leveraged at the state level. This contract was for Phase I of the E-charging project – discovery of business requirements and design of an e-charging pilot in 4 Minnesota counties.</p> <p>A contract was necessary because the necessary resources were not available internally to complete the work required in the necessary time frames, and the resources would only be needed for a year or two.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$260,232	Source of Funding: State and Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>By making the data passes between disparate agencies electronic, e-charging cuts down on errors from rekeying data (a very common problem), can be aware of connections between different events in the criminal justice system, can validate some of the information entered, and can pass relevant information to statewide information systems, such as the Name Event Index Service. All of these statewide benefits can be gained while simultaneously providing a useful service to local agencies by cutting down on data re-entry and the physical transport of documents in a time-sensitive process.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>Not Applicable.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor did an excellent job of learning the requirements of the project, designing the e-charging service, creating a new electronic signatures process, and documenting all that they had accomplished. All of this was done within the time frames agreed to in the original contract, and roe what we saw as a reasonable price. This left us in a good position to launch Phase II of the project – the development and pilot testing of the E-Charging service, for which we have chosen the same contractor.</p>		
Agency Head Signature: Dale Good 	Title: Exec Director	Date: 9/26/07

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 Rochester		CFMS Contract Number: A75960
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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 CAT team 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: 8-23-07

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

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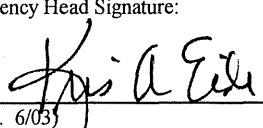
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Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Mankato		CFMS Contract Number: A75956
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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 CAT team 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: 8-23-07

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

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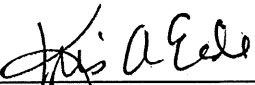
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Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Marshall		CFMS Contract Number: A75957
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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 Marshall CAT team 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: 8-23-07

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

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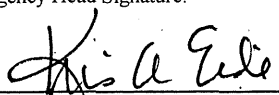
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Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Saint Cloud		CFMS Contract Number: A75962
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Saint 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 base.</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 Saint Cloud CAT team 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: 8-23-07

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

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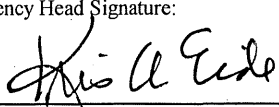
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Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Grand Rapids		CFMS Contract Number: A75952
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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 CAT team 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: 8-23-07

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

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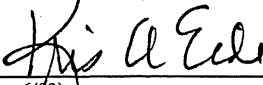
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Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Saint Paul		CFMS Contract Number: A75969
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Saint Paul 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: \$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 base.</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 Saint Paul CAT team 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: 8-23-07

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.

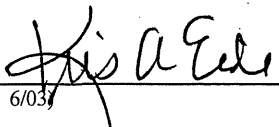
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. *(A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Moorhead		CFMS Contract Number: A75959
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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 CAT team 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: 8-23-07

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 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 Spring Lake Park Fire Department		CFMS Contract Number: A75964
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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 CAT team 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: 8-23-07

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.

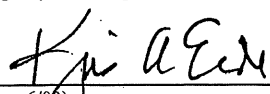
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. *(A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: West Central Environmental Consultants Inc. (WCEC)		CFMS Contract Number: A75968
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the West Central 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 base.</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 West Central Environmental Consultants Inc. (WCEC) 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: 8-23-07

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.

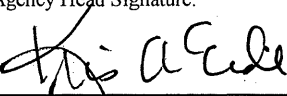
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. *(A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Minneapolis		CFMS Contract Number: A75466
Project Name (if applicable): Bomb Disposal Teams	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Bloomington 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: \$54,000.00	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 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:</p> <p>The Bloomington bomb disposal unit provided excellent service to all jurisdictions that requested them.</p>		
Agency Head Signature: 	Title:	Date: 8-23-07

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.

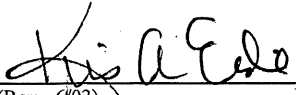
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Hopkins Fire Department		CFMS Contract Number: A75954
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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:	Date: 8-23-07

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

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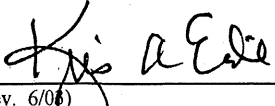
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. *(A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Duluth Fire Department		CFMS Contract Number: A75951
Project Name (if applicable): State CAT team (Chemical Assessment Teams)	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the 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 base.</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: 8-23-07

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.

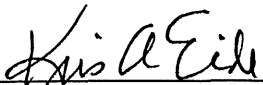
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Department of Homeland Security Emergency Management State of Minnesota		
Contractor Name: City of Saint Paul		CFMS Contract Number: A75462
Project Name (if applicable): Bomb Disposal Teams	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Bloomington 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: \$54,000.00	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 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:</p> <p>The Bloomington bomb disposal unit provided excellent service to all jurisdictions that requested them.</p>		
Agency Head Signature: 	Title:	Date: 8-23-07

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 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 Bloomington		CFMS Contract Number: A75463
Project Name (if applicable): Bomb Disposal Teams	Project Number (if applicable):	Project Duration (Dates): July 1, 2005 – June 30, 2007
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the Bloomington 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: \$54,000.00	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 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:</p> <p>The Bloomington bomb disposal unit provided excellent service to all jurisdictions that requested them.</p>		
Agency Head Signature: 	Title:	Date: 8-23-07

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

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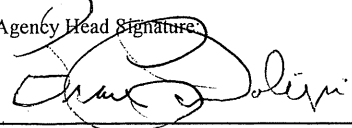
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Public Safety		
Contractor Name: Riders Resource LLC		CFMS Contract Number: A A89713
Project Name (if applicable): RiderCoach Trainer	Project Number (if applicable):	Project Duration (Dates):
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The state is in need of a Motorcycle Safety Foundation certified RiderCoach Trainer to train and certify new RiderCoaches, monitor current RiderCoaches, and design and paint motorcycle training ranges to Motorcycle Safety Foundation standard. The state is also in need of someone to replace inoperable motorcycles at its training sites in the metro area and throughout Greater Minnesota.</p>		
Billable Hours (if applicable): 1,315	Total Contract Amount: \$54,937.00	Source of Funding: State dedicated Motorcycle Safety Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Only a Motorcycle Safety Foundation certified RiderCoach Trainer can train and certify new RiderCoaches. The state is in need of new coaches each year. The state is in need of the curriculum expertise provided by a RiderCoach Trainer to maintain a quality program and to accurately design ranges that meet Motorcycle Safety Foundation approval. A Request for Proposals process was conducted for this contract, and this contractor was the only response.</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 contractor's performance was adequate, and all contract milestones were meant.</p>		
Agency Head Signature: 	Title: Director of Traffic Safety	Date: 8/21/07

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

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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: Public Safety/BCA		
Contractor Name: Porter Lee Corporation		CFMS Contract Number: A89305
Project Name (if applicable): LIMS Programming Enhancement and Phone Support	Project Number (if applicable):	Project Duration (Dates): 6/5/06-6/30/07
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To provide the BCA with ongoing programming and enhancement services, and phone support services from Porter Lee Corporation, the single source software provider/vendor for the BCA's Laboratory Information Management System (LIMS).</p> <p>These services could not be provided by BCA or other DPS staff.</p> <p>The maintenance and enhancement of the LIMS system is vital to the operation of the BCA Laboratory. It tracks the custody of evidence and provides reports to submitting agencies on the results of Laboratory examinations.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$66,549.00	Source of Funding: General 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>Maintaining and enhancing the Porter Lee LIMS builds on the Laboratory's previous investment in this system. It is a more cost effective alternative than purchasing a new system or attempting to deliver the same services without computer case tracking system.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The BCA's contractual relationship with Porter Lee Corp. (PLC) precludes the use of a 3rd party vendor to perform programming and support services on their system. PLC owns the program and has granted the BCA a license to operate it only.</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 satisfactorily met all the requirements of the contract in a timely manner.</p>		
Agency Head Signature: 	Title: BCA Laboratory Director	Date: 8/20/07

Kelly Heffron

Date sent: Mon, 1 Oct 2007 09:04:19 -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 09:04:19

_config: vendeval

project: eCharging

id_part1: P07

id_part2: 1829

cfms: A96081

vendor: Intertech

agency: Public Safety Dept

evaluator: Oded Galli

eval_date: 09/27/2007

purpose: To analyze and document the workflow of criminal charging of incidents in Minnesota and to learn how the documents flow from office to office for various approvals and amendments and updates to current documents that must flow through the criminal justice system and reach the state repositories for storing the criminal charges.

accomplished: Yes

contract_date: 08/31/2007

actual_date: 08/31/2007

contract_cost: \$215392

amended_cost: \$260232

actual_cost: \$260232

cost_effective: CrimNet's mission is to integrate criminal justice information. The State does not have the staff available with the expertise to do this analysis. It is in the best interest of the State to hire an outside vendor with these skills to complete the analysis.

amended: Yes

amended_e: As the analysis was completed it was discovered that other areas needed to be added to the scope of the project. The vendor had staff resources they could add to the project to accomplish the work in the same allotted time.

terminated: No

engage: Yes

comments: The contractor and staff assigned to this project have been extremely professional and knowledgeable in their work and deliverables have been of the highest caliber.

Kelly Heffron

Date sent: Thu, 27 Sep 2007 07:51:14 -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 Thursday, September 27, 2007 at 07:51:14

_config: vendeval
project: eCharging
id_part1: P07
id_part2: 1829
cfms: A96081
vendor: Intertech

agency: Public Safety Dept

evaluator: Oded Gallili

eval_date: 09/27/2007

purpose: To analyze and document the workflow of criminal charging of incidents in Minnesota and to learn how the documents flow from office to office for various approvals and amendments and updates to current documents that must flow through the criminal justice system and reach the state repositories for storing the criminal charges.

accomplished: Yes

contract_date: 08/31/2007

actual_date: 08/31/2007

contract_cost: \$215392

amended_cost: \$260232

cost_effective: CrimNet's mission is to integrate criminal justice information. The State does not have the staff available with the expertise to do this analysis. It is in the best interest of the State to hire an outside vendor with these skills to complete the analysis.

amended: Yes

amended_e: As the analysis was completed it was discovered that other areas needed to be added to the scope of the project. The vendor had staff resources they could add to the project to accomplish the work in the same allotted time.

terminated: No

engage: Yes

comments: The contractor and staff assigned to this project have been extremely professional and knowledgeable in their work and deliverables have been of the highest caliber.

Kelly Heffron

Date sent: Thu, 12 Jul 2007 07:03:53 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn,
Tony.Petracca@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 12, 2007 at 07:03:53

_config: vendeval
project: Laboratory Information Management System Enhancement
id_part1: P07
id_part2: 1808
cfms: A89305
vendor: Porter Lee
agency: Public Safety Dept
evaluator: Tony Petracca
eval_date: 07/12/2007
email_list: tony.petracca@state.mn.us
purpose: To provide the BCA LAB with phone support and enhancement
programming services for its Lab Information System developed by the
Porter Lee Corporation.
accomplished: Yes
contract_date: 06/30/2007
actual_date: 06/30/2007
contract_cost: 30,000.00
amended_cost: 46,149.00
actual_cost: 76,149.00
cost_effective: Porter Lee is the sole source for enhancements and
support for this system. We contracted with them for the use of the
program. They own the source code.
amended: Yes
amended_e: The annual maintenance fee of \$46,149. was added.
terminated: No
engage: Yes
engage_e: Porter Lee is the sole source for enhancements and support
for this system. We contracted with them for the use of the program.
They own the source code.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, March 20, 2007 6:46 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us;
Ron.Whitehead@state.mn.us; janet.weber@state.mn.us
Subject: Vendor Evaluation Form

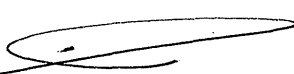
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, March 20, 2007 at 18:46:06

_config: vendeval
project: Allied Radio Matrix for Emergency Response (ARMER) Risk
Assessment and Mitigation
id_part1: P07
id_part2: 1682
cfms: A84734
vendor: 911 Insight
agency: Public Safety Dept
evaluator: Ron Whitehead
eval_date: 3/20/2007
email_list: ron.whitehead@state.mn.us, janet.weber@state.mn.us
purpose: Contract was made to fulfill requirement of a Risk Assessment
and Risk Mitigation plan for major technology projects. It was a
statutory requirement.
accomplished: Yes
contract_date: 1/9/2006
actual_date: 1/18/2006
contract_cost: 195,000
actual_cost: 195,000
cost_effective: The statute requires an independent risk assessment
and risk mitigation plan development. The work could not be completed
inside.
amended: No
terminated: No
engage: Yes
engage_e: Very good project management skills. Good use of associated
contractors.

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

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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: Public Safety BCA/CriMNet		
Contractor Name: Labyrinth Consulting Inc.		CFMS Contract Number: A53569
Project Name (if applicable): State Integration Backbone for Criminal Justice Information	Project Number (if applicable): N/A	Project Duration (Dates): 09/15/2003 to 09/30/2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the contract CriMNet required the expertise of Labyrinth Consulting Inc to provide web services and adapter design, along with system and user administration services. The Web Services/Adapter Design resource will develop web service and adapter interfaces for data sharing between the CriMNet Backbone and numerous criminal justice source systems. The resource developed specifications for user interface screens of the CriMNet Backbone and developed exchange documents and exchange rules to support workflow.</p> <p>The CriMNet integrated backbone (today referred to as Integrated Search Service) system was built on a technical platform that is not common in state agencies. The system's architecture is a JBoss-based (Java 2 Enterprise Edition) J2EE (Enterprise Application Integration) EAI backbone. It was developed in pilot phases, in a rapid application development (RAD) environment. The project required expertise with new technology tools plus thorough knowledge of the tools used to develop existing criminal justice systems. Given staffing shortages in the State, it was determined that a contract is the best option for meeting the immediate needs of the project.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$ 601,114.00	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: This work required knowledge of the architecture and models on which CriMNet is based. The System and User Administration resource managed and conducted all aspects of user administration, including new user signup, executing acceptable use policies, and assigning logins and security profiles. User administration also involved deleting and modifying users, their profiles and their access. System administration includes keeping the user interface screens up-to-date, including Help pages, release information and news bulletins etc. The resource also assisted the CriMNet technical team in testing new features and releases, troubleshooting and problem analysis when necessary. This resource managed problem resolution software and processes, and provided technical backup to system software experts and backbone developers as needed. The need for resource was immediate, and the combination of skills and knowledge was not commonly available. Services was only required until DPS hired and trained employees to provide these services.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: The CriMNet Backbone Project was completing the second phase of development through a combination of professional and technical services provided by a network of contractors. The primary contractor was Mobiam Solutions, which provided backbone infrastructure design and development. Labyrinth Consulting provided user administration, testing, adapter development. The continued services from Labyrinth Consulting were required until the CriMNet Program Office could be staffed.</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 State had several delays in hiring and training permanent staff to replace the contractor. However the contractor continued to provide the resources necessary for the project to continue its testing and rollout of the Integrated Search Service. They provided excellent user administration that has been institutionalized today and provides uninterrupted service to CriMNet's end-users. Despite the various technical and business related issues with implementing an integrated information system the State faced, the contractor met the objectives of the contract.</p>		
Agency Head Signature: Oded Galili 	Title: CriMNet Deputy Director	Date: February 13, 2007

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, February 12, 2007 2:37 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us;
Paul.Schoen@state.mn.us; janet.weber@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, February 12, 2007 at 14:36:31

_config: vendeval
project: State Intergration Backbone for Criminal Justice
id_part1: P07
id_part2: 1317
cfms: A53569
vendor: Labyrinth Consulting Inc.
agency: Public Safety Dept
evaluator: Paul Schoen
eval_date: 02/11/2007
email_list: Paul.Schoen@state.mn.us,Janet.Weber@state.mn.us
purpose: The purpose of the contract was to provide web services,
adapter design and system and user administration support to the
Integrated Backbone. (now known as the Integrated Search service)
accomplished: Yes
contract_date: 03/31/2004
amended_date: 09/30/2005
actual_date: 09/30/2005
contract_cost: 227,850
amended_cost: 617,550
actual_cost: 617,550
cost_effective: The creation of this service was being created and
implemented in multiple phases by various contractors. The state
needed time to understand the need and skills of the permanent staff.
The contractor provided a cost effective solution in providing the
service to the project and allowed the state time to hire staff and
transfer the knowledge
amended: Yes
amended_e: The contract was amended multiple times(.4) as the state had
difficulty hiring permanent staff. CriMNet also underwent a major
reorganization and this also delayed our ability to hire and train
staff.
terminated: No
engage: Yes
engage_e: Kathy Krook was an excellent resource for us.
comments: Contractor was patient with our reorganization and continued
to provide the unique skill sets we required to support this important
initiative.

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

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Agency: Public Safety / Driver and Vehicle Services		
Contractor Name: Systems Advantage Inc		CFMS Contract Number: A69316
Project Name (if applicable): IMDLIS Software Interface	Project Number (if applicable):	Project Duration (Dates): 10/18/04 – 1/17/05
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To design phase two code and implement a software interface between the Stats Improved Minnesota Driver License Information System (IMDLIS) and the American Automobile Motor Vehicle Administrators (AAMVA), AAMVA net Network platform, upgrading and replacing the current State of Minnesota's United Network Interface (UNI) mainframe software to a UNI 3.x, Windows 2000/IIS and SQL platform.		
Billable Hours (if applicable):	Total Contract Amount: \$42,000.00	Source of Funding: 300/7031/731/DELA
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: DVS – DPS did not have staff available of capable of providing and completing phase 2 to design, code and implement a software interface between the State's Improved Minnesota Driver License Information System (IMDLIS) and the American Automobile Motor Vehicle Administrators (AAMVA) AAMVAnet Network platform, upgrading and replacing the current State of Minnesota's UNI 1x (United Network Interface) mainframe software to a UNI 3.x, Windows 2000/IIS and SQL platform.		
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 contractor met all of the goals and objectives identified in the contract.		
Agency Head Signature: 	Title: DVS Director	Date: 2/5/07

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

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Agency: Public Safety / Driver and Vehicle Services		
Contractor Name: Systems Advantage Inc		CFMS Contract Number: A65180
Project Name (if applicable): IMDLIS Software Interface	Project Number (if applicable):	Project Duration (Dates): 7/30/04 – 1/17/05
Summarize the purpose of the contract, including why it was necessary to enter into a contract: To design phase one code and implement a software interface between the Stats Improved Minnesota Driver License Information System (IMDLIS) and the American Automobile Motor Vehicle Administrators (AAMVA), AAMVA net Network platform, upgrading and replacing the current State of Minnesota's United Network Interface (UNI) mainframe software to a UNI 3.x, Windows 2000/IIS and SQL platform.		
Billable Hours (if applicable):	Total Contract Amount: \$51,000.00	Source of Funding: 300/7031/731/DELA
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: DVS-DPS did not have staff available, or capable of providing professional technical services to design, code and implement a software interface between the State's Improved Minnesota Driver License Information System (IMDLIS) and the American Automobile Motor Vehicle Administrators (AAMVA) AAMMVAnet Network platform, upgrading and replacing the current State of Minnesota's UNI 1x (United Network Interface) mainframe software to a UNI 3.x, Windows 2000/IIS and SQL platform.		
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 contractor met all of the goals and objectives identified in the contract.		
Agency Head Signature: <i>Patricia McCormick</i>	Title: <i>DVS Director</i>	Date: <i>2/5/07</i>

JK 1-23-07

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

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Agency: Public Safety / Driver and Vehicle Services

Contractor Name: Seward Inc

CFMS Contract Number: A69211

Project Name (if applicable): IMDLIS Software Interface

Project Number (if applicable):

Project Duration (Dates): 10/18/04 – 1/17/05

Summarize the purpose of the contract, including why it was necessary to enter into a contract: To provide and complete phases 4 and 5 of the design and development project of an eLearning environment and curriculum that can be use with Internet Explored and Netscape, which will be used as an interactive, self-paced, web-based program for the Improved Minnesota Driver License Information System (IMDLIS) project to enhance the access, accuracy and utility of the Driver and Vehicle Services Driver Services information.

Billable Hours (if applicable):

Total Contract Amount:
\$102,672.00

Source of Funding: 300/7041/741/OBJ4

Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:
DVS – DPS did not have staff available, or capable of providing the service to develop and maintain the eLearning component of Improved Minnesota Driver License Information System (IMDLIS). The objective of the project was for DVS to provide a consistent Statewide learning environment and facilities for new Driver License Services processes affecting Minnesota driver license and identification card applications, renewals, duplicates, license endorsements and instruction permits. The outcome of the project was to enable all DVS Driver Services Staff and all DVS' approved Driver License Agents to become proficient in any processes in the shortest possible time.

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 contractor met all of the goals and objectives identified in the contract.

Agency Head Signature:

Title:

Date:

Patricia Mc Cormack

DVS Director

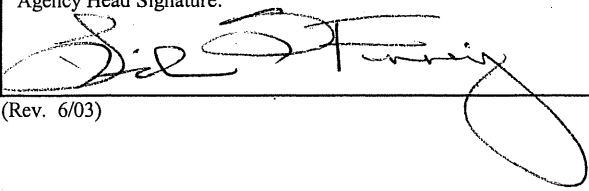
2/5/07

1-23-07

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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: Public Safety-Bureau of Criminal Apprehension		
Contractor Name: Tortuga Design		CFMS Contract Number: A72464
Project Name (if applicable): CJIS Staff Augmentation	Project Number (if applicable):	Project Duration (Dates): 2/7/05 to 12/30/05
Billable Hours (if applicable):	Total Contract Amount: 170,000.00	Source of Funding: CJIS General Funds
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Staff Augmentation contract to provide services for Computerized Criminal History (CCH) database work, Public CCH on the Internet application support and maintenance, Suspense Project statistical website support and maintenance and backup support to the web developers.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The contract was an emergency contract for staff augmentation when 2 senior developers left the BCA leaving several application without support and maintenance.</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 is professional, extremely competent and easy to work with. The contractors work was impeccable and reasonably priced.</p>		
Agency Head Signature: 	Title: Superintendent	Date: 1/27/06

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, January 08, 2007 12:34 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us; Colleen.Adams@state.mn.us; Oded.Galili@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 08, 2007 at 12:34:20

_config: vendeval
project: Integrated Test Environment Project
cfms: A91704
vendor: CSC Consulting, Inc.
agency: Public Safety Dept
evaluator: Colleen Adams
eval_date: 01/08/2007
email_list: colleen.adams@state.mn.us, oded.galili@state.mn.us
purpose: To design and create a test environment that enables complete testing of the functionality, performance, regression, integration, architecture, and other advance testing needs within the State's CrimNet Office with minimum constraints and impacts on the State's development work.
accomplished: Yes
contract_date: 12/29/2006
actual_date: 12/29/2006
contract_cost: 218,000.00
actual_cost: 218,000.00
cost_effective: Comprehensive testing of software development code is essential to ensure the quality of services/products made available to the taxpayers are acceptable. It further ensures that access to criminal justice data is controlled and only those authorized to view the data is actually accessing the system and it's data.
amended: No
terminated: No
engage: Yes
engage_e: CSC produced high quality products and were conscientious of the timeline and budget for the project. The resources assigned to the project were well trained for the work they were doing and were pleasant to work with.

Kelly Heffron

Date sent: Wed, 6 Aug 2008 09:43:43 -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, August 06, 2008 at 09:43:42

_config: vendeval
project: POR Non-Compliant Website Usability and Design
id_part1: P07
id_part2: 1911
cfms: A94757
vendor: Tortuga Design
agency: Public Safety Dept
evaluator: Lee A. Field
eval_date: 12/12/2006
purpose: Web/GUI content and design work for the State Predatory
Offender Registration (POR) System Non-Compliant Offender website
including detailed screen design and usability design work on screens.
based on best business practices.
accomplished: Yes
contract_date: 10/19/2006
actual_date: 11/30/2006
contract_cost: \$3,000
actual_cost: \$3,000
cost_effective: The BCA does not have that skill resource available on
staff and this contractor was on site working on the POR compliant
site. The use of this contractor saved the State money in terms of
bringing in a different contractor and educating them on the site. The
site is a highly visible legislative initiative and usability was of
paramount concern.
amended: No
terminated: No
engage: Yes
engage_e: Contractor performed excellently and very promptly.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, December 12, 2006 8:36 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@state.mn.us; Lee.Field@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, December 12, 2006 at 08:36:12

_config: vendeval
project: POR Non-Compliant Website Useability and design
cfms: A94757
vendor: Tortuga Design
agency: Public Safety Dept
evaluator: Lee A. Field
eval_date: 12/12/2006
email_list: janet.weber@state.mn.us, lee.field@state.mn.us
purpose: Web/GUI content and design work for the State s Predatory Offender Registration (POR) System Non-Compliant Offender Website including detailed screen design and usability design work on screens based on best business practices.
accomplished: Yes
contract_date: 10/19/2006
actual_date: 11/30/2006
contract_cost: \$3,000.00
actual_cost: \$3,000.00
amended: No
amended_e: C The BCA does not have that skill resource available on staff and this contractor was on site working on the POR non-compliant site. The use of this contractor saved the State money in terms of bringing in a different contractor and educating them on the site. The site is a highly visible legislative initiative and useability was of paramount concern.
terminated: No
engage: Yes
engage_e: Contractor performed excellently and very promptly.

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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: Public Safety		
Contractor Name: Minnesota State Colleges and Universities (MnSCU)		CFMS Contract Number: A 83871
Project Name (if applicable): Motorcycle Rider Training	Project Number (if applicable):	Project Duration (Dates): February 1, 2006 through November 30, 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose was to conduct classroom and on-cycle motorcycle rider training courses for novice and experienced motorcycle riders and also to provide a classroom course for novice moped riders. Public Safety does not have the resources and infrastructure to hire the 180 Motorcycle Safety Foundation certified RiderCoaches necessary to conduct the training program or the infrastructure for registering and providing course facilities for 8,763 students.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$277,755.00	Source of Funding: State dedicated motorcycle safety fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>MnSCU has the necessary infrastructure for hiring instructors, registering students, and providing course facilities.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>This was an Interagency Agreement, not a 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>Our primary goal is to train the novice or inexperienced motorcyclist. Operating our training program through MnSCU enabled us to meet the demand for rider training. This was MnSCU's fourth year of operating this program, and the quality of their work remains high. The cost of this program for the Department of Public Safety continues to be a good value, and the overall performance was more than satisfactory.</p>		
Agency Head Signature: 	Title: Director of Traffic Safety	Date: 12-12-06

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Agency: The Department of Public Safety		
Contractor Name: MSI System Integrators		CFMS Contract Number: A67334
Project Name (if applicable): Document Image Management Project	Project Number (if applicable): p07-1410	Project Duration (Dates): Original dates: 8/25/2004 – 12/28/2004 Amended through 4/29/2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Develop the beginning phase of a document management system. This is an ongoing project with many phases and in time may be rolled out to other divisions within the agency for consistent document management agency wide. DPS did not have the technical expertise or the time to take on a long term project. This type of project requires Electronic Content Management (ECM) expertise at the highest level.</p>		
Billable Hours (if applicable):	Total Contract Amount: 49,700.00	Source of Funding: <i>00.0002 D 71</i> <i>300 - 7041 - 741 (federal)</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This project allows the agency to migrate important documents such as motor vehicle titles and DL Applications from paper to electronic images. Efficiencies are gained in document preparation, storage, and the retrieval.</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>MSI was above average in all areas in this phase of the project. All deliverables were met.</p>		
Agency Head Signature: <i>Michael Langer</i>	Title: <i>Commissioner</i>	Date: <i>11-30-2006</i>

(Rev. 6/03)

Rita M. Langer

FAS Assistant Director

11-22-06

- formally operations pros. mgr in DPS at

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, November 29, 2006 2:22 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@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, November 29, 2006 at 14:22:12

_config: vendeval
project: Records Management
id_part1: p07
id_part2: 1887
cfms: A89113
vendor: Stellent Sales Inc
agency: Public Safety Dept
evaluator: Nancy Trusty
eval_date: 11/29/2006
email_list: janet.weber@state.mn.us
purpose: The State was in need of professional/technical services to implement the
Stellent Document Management System purchased by the State separate from this contract,
and to integrate the system with the Department of Public Safety's Stellent Content
Management System also purchased separate from this contract, and housed within the
Department of Public Safety's Office of Technical Support Services (OTSS)
accomplished: Yes
contract_date: 09/29/2006
amended_date: 10/31/2006
actual_date: 10/31/2006
contract_cost: 120,960.00
amended_cost: 145,980.00
actual_cost: 145,980.00
cost_effective: Return on investment is generally four and one half years.
amended: Yes
amended_e: More time and money was needed to complete additional enhancements needed and
identified by DPS and the contractor as they worked on the project
terminated: No
engage: Yes
engage_e: They satisfied our requirements, they showed initiative and great depth of
knowledge on the subject matter

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, November 22, 2006 4:22 PM
io: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@state.mn.us; Larry.Sheehan@state.mn.us; Tami.Bartholomew@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, November 22, 2006 at 16:21:45

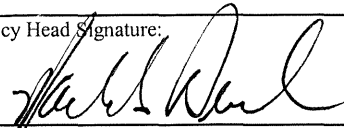
_config: vendeval
project: Document Image Management Project
id_part1: P07
id_part2: 1410
cfms: A67334
vendor: MSI System Integrators
agency: Public Safety Dept
evaluator: Rita Wurm
eval_date: 11/22/2006
email_list: janet.weber@state.mn.us, Larry.Sheehan@state.mn.us,
tami.bartholomew@state.mn.us
purpose: Develop the beginning phase of a document management system.
This will be an ongoing project with many phases. DPS did not have the technical expertise
or the time to take on this long-term project.
accomplished: Yes
contract_date: 12/28/2004
amended_date: 04/29/2005
actual_date: 04/29/2005
contract_cost: 48700.00
amended_cost: 1000.00
actual_cost: 49700.00
cost_effective: This project allows the agency to migrate important documents such as
motor vehicle titles and DL applications and identity documents from paper to electronic
images. Efficiencies will be gained in document preparation, storage, and retrieval of
these documents with
a web based system and imaging software. Images will be available to
multiple sources at one time as well as accessible sooner than a paper archival system.
In addition, efficiencies are gained in the area managing the documents during the various
retention periods.
amended: Yes
amended_e: Revised workplan, expiration date extensions, invoice date extensions, staffing
changes, final review date change, and dollar amount change
terminated: No
engage: Yes
engage_e: They met all expectations during this period.

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Agency: Department of Public Safety, Minnesota State Patrol , Police Corp.		
Contractor Name: Campion, Barrow and Associates		CFMS Contract Number: A50661
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates):
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The contractor provided psychological evaluation of applicants applying for the position of Minnesota State Patrol Trooper and or applying as a participant in the Minnesota Police Corps Cadet Program.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$55,200.00	Source of Funding: Federal 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>Campion, Barrow and Associated did on-site evaluations on applicants and made its recommendations to the board in a timely manner. This was critical due to the strict timeline that was followed during the hiring process.</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>Campion, Barrow and Associates did on site evaluations and provided recommendations to the board regarding applicants continuing on In the hiring process. The evaluations were completed in a timely manner and the recommendations were made within the parameters Set forth by the Minnesota Police Corps program. This contractor met all necessary objectives, met time deadlines and provided all Services outlined in the contract.</p>		

Agency Head Signature: 	Title: Chief	Date: 11/5/06
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(Rev. 6/03)

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, November 03, 2006 11:03 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@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, November 03, 2006 at 10:02:34

_config: vendeval
project: MQ Intergration for Agency Interface
id_part1: P07
id_part2: 1916
cfms: A76937
vendor: Intergration Architects
agency: Public Safety Dept
evaluator: Lee A. Field
eval_date: 11/1/2006
email_list: janet.weber@state.mn.us, lee.field@state.mn.us; denise.katch
mark@state.mn.us
purpose: Staff augmentation for senior developers that resigned to perform IBM MQ Broker
configuration work and maintenance of MQ installations already in place.
accomplished: Yes
contract_date: 05/17/2005
amended_date: 06/30/2006
actual_date: 06/30/2006
contract_cost: 50,000.00
amended_cost: 153,600.00
actual_cost: 131,175.00
cost_effective: It was the only way BCA CJIS could obtain these services until permanent
staff could be recruited, background checked and hired.
amended: Yes
amended_e: The hiring and mentoring process took longer than anticipated.
terminated: No
engage: Yes
engage_e: Contractor did an outstanding job!

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, November 01, 2006 10:28 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@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, November 01, 2006 at 09:28:20

_config: vendeval
project: LEMS Time and Materials
id_part1: P07
id_part2: 1913
cfms: A45238
vendor: Unisys
agency: Public Safety Dept
evaluator: Lee Field
eval_date: 10/26/2006
email_list: janet.weber@state.mn.us, lee.field@state.mn.us
purpose: The scope of this engagement is to provide ongoing support on an as required basis, to support the State in performing their responsibilities in supporting the CJIS system, and in particularly the Law Enforcement Message Switch System (LEMS).
accomplished: Yes
contract_date: 01/31/2003
actual_date: 10/31/2004
contract_cost: 146,000.00
actual_cost: 146,000.00
cost_effective: This was a single source contract for software maintenance and support services written on a time and material basis with Unisys Corp. proprietary system Law Enforcement Message Switch (LEMS) and LEMS applications that provides criminal justice access to law enforcement, courts, corrections and other criminal justice agencies state-wide. No other contractor can provide this service..
amended: Yes
amended_e: To extend the date and amount of the contract because of unanticipated installation complexity issues.
terminated: Yes
engage: Yes
engage_e: Contractor performed satisfactorily.

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)

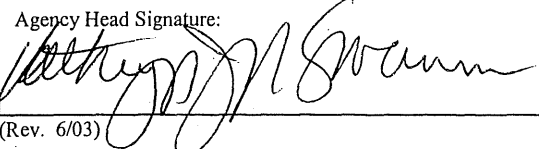
Agency: Department of Public Safety		
Contractor Name: Campbell Mithun		CFMS Contract Number: A83852
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): Nov. 10, 2005 – Sept. 30, 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This National Highway Traffic Safety Administration (NHTSA) requires the Office of Traffic Safety to execute multiple paid media campaigns throughout the federal fiscal year in concert with corresponding law enforcement efforts. NHTSA, in addition to providing the funding, identifies specified parameters and goals (including campaign flight dates, target audiences, total ratings points by medium, and reach and frequency). DPS does not have the staff with the expertise to conduct the high level of ongoing media analysis, negotiation, placement, reporting, and multiple campaigns tracking and invoicing. The State also does not have a specified paid media contractor.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$1,462,250.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Media analysis and negotiation are highly time-consuming efforts and require a high level of expertise to achieve cost-efficient and effective placement. Professional media agencies, such as Campbell Mithun, in addition to their expertise, can secure greater cost-efficient media rates because of their overall volume of media buying which allows greater leverage in negotiation. They have dedicated staff with extensive experience and familiarity with media environment and its associated costs and return-on-investment. Because of Campbell Mithun's annual placement of media in Minnesota marketplace (\$10M+), they are able to leverage that buying power into greater returns in negotiations than would DPSE even if it had the staff necessary to conduct media negotiation and placement.</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>Campbell Mithun's staff was professional, responsive, cost-efficient in negotiations and forward-thinking in the delivery of added-value media (unpaid or editorial media) opportunities. The staff was especially timely, as the contract start-date left very little time for a media campaign to be purchased for the following month of May. All campaigns were deemed effective in terms of parameters, cost-effectiveness, quality and cost by both DPS Office of Communications and NHTSA. Their reports of campaigns were thorough and understandable, and delivered on-time. The staff understood the critical public safety/traffic safety issue and demonstrated a passion to supporting the education efforts. While not quantified separately, DPS and NHTSA believe both primary components considered necessary to affect motorists' behavioral change (enforcement and education) work in tandem in reducing traffic fatalities. It should be noted that during this past contract, as well as the two previous, Minnesota traffic fatalities continued to significantly decrease.</p>		
Agency Head Signature: 	Title: Director	Date: 10/26/06

(Rev. 6/03)

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

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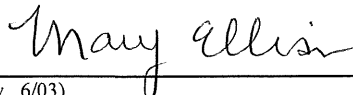
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Richard C Smith		CFMS Contract Number: A80355
Project Name (if applicable): Night CAP Liaison	Project Number (if applicable): 06-03-07	Project Duration (Dates): October 1, 2005 to September 30, 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 is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Operation NightCAP</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving throughout the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$94,909.56	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies participating in the NightCAP program increased. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>NightCAP</i> liaison not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-19-06

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

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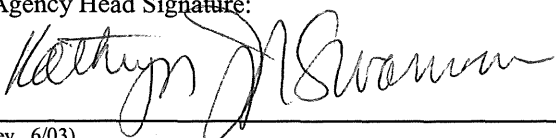
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: <u>Commissioner of Public Safety, Minnesota State Patrol Division</u>		
Contractor Name: <u>Campion, Barrow and Associates</u>		CFMS Contract Number: A66356
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: The State is in need of a licensed psychologist to determine psychological fitness of applicants to perform the duties of a Minnesota State Trooper and/or participate in the Minnesota Police Corps Cadet Program, and to provide 360 degree interviews and comprehensive feedback of psychological tests for Minnesota State Patrol Candidates and Minnesota Police Corps Cadets.		
Billable Hours (if applicable):	Total Contract Amount: <u>\$65,200.00</u>	Source of Funding: 270/5133/591
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The State of Minnesota does not have individuals or divisions that can perform this function.		
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: All work was preformed within the designated time frame and all reports were submitted within the contract deadlines		
Agency Head Signature: 	Title: <u>Deputy Comm.</u> <u>10/19/06 G</u>	Date: <u>10/19/06</u>

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

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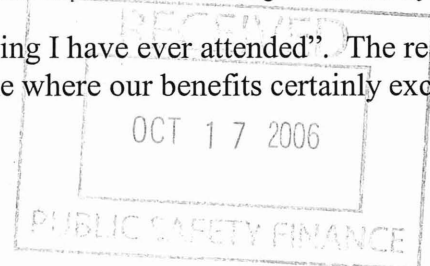
Agency: Public Safety/Office of Traffic Safety		
Contractor Name: Corona Research, Inc.		CFMS Contract Number: A81008
Project Name (if applicable): Telephone Surveys	Project Number (if applicable):	Project Duration (Dates): 10/01/05 – 9/30/06
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The National Highway Traffic Safety Administration (NHTSA) requires the Office of Traffic Safety to evaluate media and enhanced enforcement campaigns. One such evaluation method is random telephone surveys of Minnesotans. The Department of Public Safety is unable to conduct the NHTSA required telephone surveys in house. The surveys are required to obtain and maintain funding from the NHTSA to further Traffic Safety efforts in Minnesota.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$71,979.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The cost to conduct the surveys at the University of Minnesota was higher than what the original RFP allowed therefore the Minnesota Center for Survey Research did not submit a proposal. Similar inquiries to the other State of Minnesota Departments (Administration) were equally unsuccessful.</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>Corona Research Inc. was able to secure the proposed number of phone survey completions from the hardest group to reach – 18-34 year old unmarried males.</p> <p>The number of interviews completed was at or above contracted amount.</p> <p>Reports were filed in a timely fashion.</p>		
Agency Head Signature: 	Title: Director, Traffic Safety	Date: 10-18-06

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

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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: DPS / Mn State Patrol		
Contractor Name: Desert Snow Training Inc.		CFMS Contract Number: A80582
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): May 1-4, 2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: "Desert Snow" training is the premier school in criminal interdiction and "looking beyond the ticket". Every agency that has hosted the training has seen significant increases in narcotics arrests and seizures, cash seizures, gun seizures, warrant arrests, and arrests of terrorists. It will make our agency safer and more productive as well as improve moral and work ethic of those attending.		
Billable Hours (if applicable): 32	Total Contract Amount: \$85,200	Source of Funding: Special Revenue (forfeiture fund)
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The class cost \$82,500 for us to host. The four person criminal patrol team to date has seized @ \$400,000 in cash for forfeiture based on this training. Additional revenue has been seized by the other K-9 handlers and troopers who attended this class. We also sent 12 officers from sheriff's departments that we work with on saturations at no cost – the payback is the increased cooperative efforts and relationships with them.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: It is a highly specialized project that requires expertise that most people do not possess. The program has been recognized by Homeland Security as an effective program.		
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: Almost every person who attended the class stated "this is the best training I have ever attended". The results to date prove that this has been not only a worthwhile adventure, but one where our benefits certainly exceed the costs. The instructors were terrific and are nationally recognized.		
Agency Head Signature: 	Title:	Date: 10-11-2006



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: Public Safety, Office of Traffic Safety		
Contractor Name: Tom Kummrow		CFMS Contract Number: A80353
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 06-04-04	Project Duration (Dates): October 1, 2005 to September 30, 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 is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$72,013.31	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10.10.06

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

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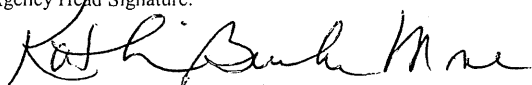
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Nancy Franke Wilson		CFMS Contract Number: A81120
Project Name (if applicable): Community Health Liaison	Project Number (if applicable): 06-06-10	Project Duration (Dates): October 1, 2005 to September 30, 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have a public health professional act as a liaison between the Office of Traffic Safety and the Minnesota health and medical communities. This includes encouraging use of our programs and materials and bringing back recommendations and comments to us. The liaison strives to increase public health agencies' efforts to decrease impaired driving and increase seat belt use. It was necessary to enter into a contract for two reasons: 1) only public health professionals are viewed as truly credible spokespersons for and to the health community, and 2) no one employed by the state was available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$69,443.56	Source of Funding: 402 State and Community Highway Safety
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaison works approximately three-quarter time with public health agencies around the state. She is independent of any one department or agency and so better able to work with all agencies. As she is not involved in awarding grants, she can keep good relationships with agencies who applied for but did not receive grants. The liaison builds relationships with the health communities and encourages them to participate in and form traffic safety coalitions along with a wide variety of other partners. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – she works out of her home and has low overhead expenses. The liaison is self-employed and sets her own schedule which enables her to work an extremely flexible schedule.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services: Not applicable; this contract was let as the result of a request for proposals.</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: Contractor is timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local agencies and traffic safety coalitions. This past year, the number of active traffic safety coalitions increased. Through the liaison, the OTS had a presence at public health statewide conferences and at the majority of the local traffic safety coalition meetings.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-09-06

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

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Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Robert O'Brien		CFMS Contract Number: A80352
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 06-04-04	Project Duration (Dates): October 1, 2005 to September 30, 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 is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$72,967.12	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-09-06

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

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

Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Brad Kollmann		CFMS Contract Number: A80354
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 06-04-04	Project Duration (Dates): October 1, 2005 to September 30, 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 is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$74,606.95	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. As they are not involved in awarding grants, they can keep good relationships with agencies who applied for but did not receive grants. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from the OTS, the federal National Highway Traffic Safety Administration, and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences and at the majority of the regional enforcement meetings. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 10-29-06

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

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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)

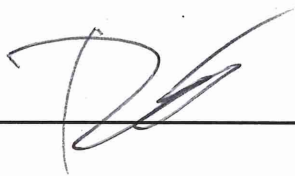
Agency: Public Safety/BCA		
Contractor Name: Kroll Associates, Inc.		CFMS Contract Number: A80977
Project Name (if applicable): BCA Security Assessment Phase II	Project Number (if applicable):	Project Duration (Dates): 09/19/2005 – 01/20/2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Kroll Associates, Inc. will develop essential BCA and CJDN written security policies for the State. Also, as required in contract # A76064 for Phase I of this project, for Phase II of this project all policies must again identify the source and citation for the specific components of the policies. These policies are required to meet certain Federal and State security requirements and ensure the confidentiality, integrity and availability of critical criminal justice information systems. Kroll will develop a repeatable process for creation, approval, and implementation of new policies for the State.</p> <p>Kroll will also develop and execute a BCA Employee Security Awareness and Training Program, including the following services and activities:</p> <ol style="list-style-type: none">1. Development of all required security awareness training materials for the BCA including:<ul style="list-style-type: none">▪ Classroom training and testing materials for the sessions;▪ Security screensaver for use at BCA;▪ Laminated security reminder cards for all BCA participants;▪ Security awareness posters for BCA use throughout the BCA facility.2. Execution of BCA employee security awareness and training program:<ul style="list-style-type: none">▪ Plan and deliver classroom awareness training for approximately 300 BCA employees, through four to six training classes of approximately 60 to 80 BCA employees per session) to include;<ul style="list-style-type: none">○ Supervisor-specific training and testing○ General staff training and testing▪ Conduct four to six training sessions, each up to four hours in duration for BCA employees covering material;▪ Create video training on security awareness that the BCA may use for training new BCA employees;		
Billable Hours (if applicable):	Total Contract Amount: \$115,000.00	Source of Funding:
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The BCA did not have available resources to fully dedicate to policy development and security training. Also, it's a security best practice to have an independent third-party assessment of an organization's security posture. A contract vendor with expertise in security audit, assessment, policy and training can readily benchmark an organization against security best practices.</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 is part two of a two-phase project. Phase I of the BCA Security Assessment was competitively bid through the State's RFP process. The BCA opted to develop separate contracts for each of the two phases, but to use the selected contractor for both phases as the two phases are closely linked but funded separately.</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:

Kroll Associates met all the goals as specified under the Statement of Work to include:

- Final security policies were provided by Kroll and reviewed and accepted by the BCA.
- Kroll successfully assisted the BCA in defining security policy review and approval process.
- Security awareness and training program was presented by Kroll to most of the BCA's employees through very informative on-site security training sessions.
- Video enable presentation on security awareness was developed, reviewed and accepted by the BCA.
- All deliverables for Phase II came in on time and on budget.

Agency Head Signature:



Title:

Acting
Superintendent

Date:

10/9/06

(Rev. 6/03)

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, October 06, 2006 11:41 AM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Kurt.Augustin@state.mn.us; janet.weber@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 06, 2006 at 11:40:30

_config: vendeval
project: BCA Security Assessment Phase II
id_part1: P07
id_part2: 1676
cfms: A80977
vendor: Kroll Associates, Inc.
agency: Public Safety Dept
evaluator: Kurt Augustin
eval_date: 10/06/2006
email_list: kurt.augustin@state.mn.us, janet.weber@state.mn.us
purpose: Develop security policies that have been identified by BCA
and Kroll as essential for supporting BCA s overall security program; Develop and execute
an employee security awareness and training program for the employees of the BCA.
accomplished: Yes
contract_date: 01/20/2006
actual_date: 01/20/2006
contract_cost: 115000
actual_cost: 115000
cost_effective: A third-party, independent security assessment by IT certified security
professionals is an inddustry best practice.
mended: No
terminated: No
engage: Yes
engage_e: The security policies were well done and the security training was exceptional.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, October 05, 2006 1:58 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@state.mn.us
Subject: Vendor Evaluation Form

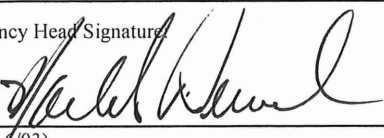
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, October 05, 2006 at 13:57:53

_config: vendeval
project: Permit Tracking System Data Import Utility
id_part1: P07
id_part2: 1468
cfms: A63549
vendor: Advanced Technologies Integration, Inc.
agency: Public Safety Dept
evaluator: Lee Field
eval_date: 10/05/2007
email_list: janet.weber@state.mn.us
purpose: Provide a data import utility (DIU) for the Permit Tracking System (PTS)
accomplished: Yes
contract_date: 08/02/2004
actual_date: 08/02/2004
contract_cost: 24,800
actual_cost: 24,800
cost_effective: This utility was necessary to complete the legislatively mandated Hanguan Permit Tracking System.
amended: No
terminated: No
engage: Yes

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

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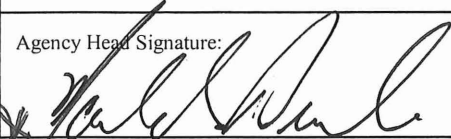
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Minnesota Dept of Public Safety/ State Patrol Division		
Contractor Name: Transportation Resources Associates Inc. (TRA) 1608 Walnut Street Suite 1602 Philadelphia, PA 19103		CFMS Contract Number: A71897
Project Name (if applicable): Light Rail State Safety Oversight	Project Number (if applicable):	Project Duration (Dates): January 1, 2005 to June 30, 2006
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The State of Minnesota is required by federal law (49CFR 659) to provide a state agency to oversee the safety and security systems of the Hiawatha Light Rail system operated by Metro Transit. The administration of those responsibilities is assigned to the MN State Patrol's Office of Special Operations. The program is administered under the Mn Light Rail State Safety Oversight (SSO) program.</p> <p>The State Patrol uses contractors, like TRA, to provide the technical expertise that we need to administer this program TRA provides subject matter experts in areas of tracks and signals, traction and power systems, safety and security, planning and operations and other areas that the state needs to effectively provide safety and security oversight to the light rail system. These subject matter experts review the transit agency's policies and procedures and conduct audits and inspections to ensure that the light rail system remains safe for passenger transportation.</p>		
Billable Hours (if applicable): varies by contract employee	Total Contract Amount: N/A \$75,245.02	Source of Funding: Intergovernmental Agreement I1914 Grant from Metro Transit
<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>Most states that oversee a small light rail system, like the Hiawatha line, find it much more cost effective to use outside contractors for this expertise as opposed to hiring expert staff in all of these areas of expertise. Contracting with a transportation consultant firm specializing in light rail systems gives the state access to these subject matter experts when needed, without having full-time employee staff Professional Engineers (P.E.) sitting around waiting for an incident to occur. These engineers and other experts must be under contract to enable immediate access to their expertise in the event of a light rail crash or other critical incident. We pay only for the technical expertise that we need and can administer this program for approx \$60,000 per year, a fraction of what one full-time professional engineer would cost. This is by far the most cost-effective way to provide the technical expertise to administer the SSO program with a light rail system as small as we have in Minnesota.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>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 has done an outstanding job in providing the technical expertise to develop and implement the State Safety Oversight (SSO) Program. The project is on-track. Deadlines have been met and personnel have been accessible when needed. The contractor's project manager has performed flawlessly. The contractor has helped the state to develop and implement a cost-effective SSO program in spite of our lack of expertise in this area. The contractor has effectively guided the state through the process and provided the necessary expertise every step of the way. The state could not ask for better service.</p>		
Agency Head Signature: 	Title: Chief	Date: 8/14/06

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

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Agency: DEPT. of Public Safety Mn State Patrol		
Contractor Name: Desert Snow Training Inc		CFMS Contract Number: A87681
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): May 1-4, 2006
Summarize the purpose of the contract, including why it was necessary to enter into a contract: Instruct Troopers in criminal patrol methods & procedures.		
Billable Hours (if applicable):	Total Contract Amount: \$85,200	Source of Funding:
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Premier Training available. As a direct result of the first class in Oct 2005 we have seized over \$250,000 in hidden compartments, seized record amounts of marijuana, meth, and cocaine. We have also identified and turned over illegal aliens to ICE & FBI personnel.		
If this was a single source contract, explain why the agency determined there was only a single source for the services: Unique Training To meet our needs		
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: Excellent overall! We trained 65 Troopers and 16 local LE personnel.		
Agency Head Signature: 	Title: Chief	Date: 5/8/06

Jake Carson

From: Steve.Gustafson@state.mn.us
ant: Wednesday, May 03, 2006 1:58 PM
o: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@state.mn.us; Tami.Bartholomew@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 03, 2006 at 13:58:19

_config: vendeval
project: IMDLIS Quality Assurance
id_part1: P07
id_part2: 1497
cfms: A68107
vendor: Analysis International Corp
agency: Public Safety Dept
evaluator: Larry Sheehan
eval_date: 05/03/2006
email_list: Janet.Weber@state.mn.us, Tami.Bartholomew@state.mn.us
purpose: 1. Development and documentation of the State s IMDLIS System Integration testing plans 2. Development and documentation of the State s IMDLIS System and Integration test cases using RequisitePro for source requirements and Rational Rose for UML (Unified Modeling Language) diagrams of systems 3. Execute and prepare defect written and electronic reports for State s IMDLIS System, Integration, and User testing for review and approval of the State, and make changes as directed by the State. 4. Define and execute regression tests for application corrections resulting from State s IMDLIS System and Integration tests approved by the State. 5. Development and documentation of State User Testing Plan 6. Development and documentation of State User Testing scripts 7. Execute and document results of State User Tests for the State s review and approval, and make changes as directed by the State. 8. Execute regression tests for application corrections resulting from State User Tests approved by the State 9. Mentor State s quality assurance personnel assigned to this project on quality assurance techniques, tool, and methodology.
accomplished: Yes
contract_date: 09/08/2004
amended_date: 01/31/2005
actual_date: 12/10/2004
contract_cost: 25,000.00
amended_cost: 49,800.00
actual_cost: 49,800.00
cost_effective: Through this contract the contractor was required to work with a DVS quality assurance staff person and a systems analyst assigned to the project, and to help DVS; staff learn the project inside and out so that the project can be completed successfully.
amended: Yes
amended_e: The person to be trained or mentored in DVS has left state services. Therefore, DVS had to assign a new person for this task.
Also development of the overall system has thus incurred several delays and as a result require additional testing.
terminated: No
terminated_e: N/A
engage: Yes
engage_e: The vendor completed the task as assigned.
comments: N/A

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, May 03, 2006 2:20 PM
fo: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; janet.weber@state.mn.us; Tami.Bartholomew@state.mn.us
Subject: Vendor Evaluation Form

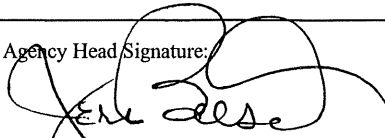
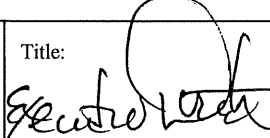
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, May 03, 2006 at 14:19:31

_config: vendeval
project: IMDLIS Application Codes
id_part1: P07
id_part2: 1586
cfms: A72461
vendor: Analysis International Corp
agency: Public Safety Dept
evaluator: Larry Sheehan
eval_date: 05/03/2006
email_list: Janet.Weber@state.mn.us, Tami.Bartholomew@state.mn.us
purpose: Professional technical services were needed to perform system testing of the Improved Minnesota Driver License Information System (IMDLIS) application codes, user test scripts, and document outcomes of user test script applications including any errors. The overall objective of the IMDLIS system application testing is to enhance the accuracy and utility of DVS information, thereby improving customer services and DVS operational efficiencies.
accomplished: Yes
accomplished_e: N/A
contract_date: 02/07/2005
ctual_date: 04/29/2005
contract_cost: 24,800.00
actual_cost: 24,800.00
cost_effective: DPS was required to collect, maintain, archive, disseminate data, and collect the proper fees related to driver licensing as defined in Minnesota Statute, Chapter 171. This contract work order necessarily and reasonably advanced the statutory mission of the agency by increasing the efficiency, accuracy and reliability of data and fees collected from the source provider for maintenance, archival, and dissemination of the data.
amended: No
amended_e: N/A
terminated: No
terminated_e: N/A
engage: Yes
engage_e: The contractor completed tasks as assigned.
comments: N/A

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

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Agency: Department of Public Safety		
Contractor Name: Agate Software, Inc		CFMS Contract Number: A76482
Project Name (if applicable): WEGO Phase 2	Project Number (if applicable):	Project Duration (Dates): 6/8/2005 - 11/30/2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract was to provide enhancements/modifications to the DPS grant management system, particularly in terms of grant amendments and budget revisions.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$73,400	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>After a year's use, the Department had identified changes to the product that would better integrate with work flows and provide additional functionality. Due to the proprietary nature of the software, only Agate could make the changes to the product.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>In 2003, a competitive process was used, and Agate Software was selected from several vendors to develop WEGO. Agate Software customized their off-the-shelf system according to our specifications. The additional changes to their product had to be done by them. Any unauthorized changes to the product invalidate the warranty and software license.</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>Agate successfully made the changes DPS identified. They continue to meet and exceed expectations.</p>		
Agency Head Signature: 	Title: 	Date: 4/18/06

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

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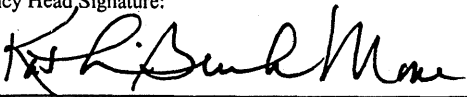
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Nancy Franke Wilson		CFMS Contract Number: A68666
Project Name (if applicable): Community Health Liaison	Project Number (if applicable):	Project Duration (Dates): 10/01/04 - 9/30/05
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>As an experienced health professional the contractor has served as a liaison between the State and health care workers to encourage and assist county and municipal agencies in increasing their attention to reducing traffic deaths and serious injuries and reducing traffic-related health care and other economic costs on Minnesota streets and highways.</p>		
Billable Hours (if applicable): 1431	Total Contract Amount: \$74,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Office of Traffic Safety (OTS) did not have staff with the necessary experience to successfully gain access to the health community. The contractor was readily accepted by the health community and was extremely effective in getting the importance of traffic safety in the health field.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor was able to contact public health directors or educators in nearly every county in the state, earned a place in the governing council of the Minnesota Public Health Association and develops partnerships with the Minnesota Rural Health Association as well as worked with several public health organizations in Minnesota. The contractor exceeded the OTS' expectations in the timeliness and quality of work performed. The contractor has easily met the terms and objectives of the contract.</p>		
Agency Head Signature: 	Title: Director, Traffic Safety	Date: 4/3/06

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

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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: Public Safety / Office of Traffic Safety		
Contractor Name: Richard Smith		CFMS Contract Number: A68907
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/1/20004 – 9/30/2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Office of Traffic Safety funds an impaired driving program called NighCAP. The contractor was hired to coordinate impaired driving saturations that are funded through the NightCAP program and compile reports that result from the saturations.</p>		
Billable Hours (if applicable):	Total Contract Amount: 95,000.00	Source of Funding: National Highway Traffic Safety Administration – 410 funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>It is important that a law enforcement liaison be closely connected to law enforcement. Hiring a retired law enforcement officer is an excellent way of achieving this requirement.</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>Contractor did an excellent job in meeting the duties of the contract. Reports were timely submitted to the appropriate people. The program that the contractor assists in coordinating, continues to improve and be effective</p>		
Agency Head Signature: 	Title: Dep Director	Date: 04.03.09

Sandy Lueth

From: Steve.Gustafson@state.mn.us
ent: Thursday, March 16, 2006 9:03 AM
io: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Kurt.Augustin@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 16, 2006 at 09:02:52

_config: ot/vendeval2
project: BCA Security Assessment
id_part1: P07
id_part2: 1613
cfms: A76064
vendor: Kroll Associates, Inc.
agency: Public Safety Dept
evaluator: Kurt Augustin
eval_date: 03/16/2006
email_list: kurt.augustin@state.mn.us
purpose: The purpose of this contract was to provide an independent assessment of the vulnerability of the BCA's information systems, networks and physical plants; to recommend improvements in security as determined by the assessment, and to develop information technology policies and procedures.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: \$96,250.00
actual_cost: \$96,250.00
cost_effective: A third-party, independent security assessment by IT security professionals is an industry best practice.
mended: No
terminated: No
engage: Yes
engage_e: Kroll met all aspects of the contract.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Thursday, March 16, 2006 8:47 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Kurt.Augustin@state.mn.us
Subject: Vendor Evaluation Form

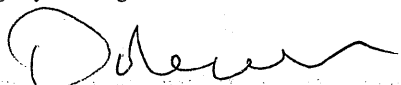
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, March 16, 2006 at 08:47:10

_config: ot/vendeval2
project: CJIS Database Integration
id_part1: P07
id_part2: 1419
cfms: A62227
vendor: Kinetic Data, Inc.
agency: Public Safety Dept
evaluator: Kurt Augustin
eval_date: 03/16/2006
email_list: kurt.augustin@state.mn.us
purpose: Integrate the features and functionality of the State's CJIS Client Database (CCD) into the State's Remedy Help Desk system.
Upgrade the current version of Remedy. Implement web services functionality. Migrate the application to a new hardware platform.
accomplished: Yes
contract_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: \$114,000.0
amended_cost: \$146,990.0
actual_cost: \$146,990.0
cost_effective: The BCA does not have IT specialist that are experiences and trained in Remedy ARS and Help Desk software programming and design.
amended: Yes
amended_e: Added additional features and functiolity to original scope.
terminated: No
engage: Yes
engage_e: Kinetic Data completed all aspects of this contract in a timely and effective manner.

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: DPS/Bureau of Criminal Apprehension/CriMNet		
Contractor Name: Baker IT Consulting Inc.		CFMS Contract Number: A71282
Project Name (if applicable): Business Analysis	Project Number (if applicable):	Project Duration (Dates): Jan 3, 2005 – Dec 30, 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Business analysis services to augment staff and work on site at the Stat's office on CriMNet projects.</p>		
Billable Hours (if applicable): up to 2,000 hours	Total Contract Amount: \$124,000	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Providing expertise that we did not have for a short time project. This was a temporary assignment.</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 resource provided timely, satisfactory work ass assigned. The objectives where met.</p>		
Agency Head Signature: 	Title: Acting Exec Dir	Date: 1/18/05

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

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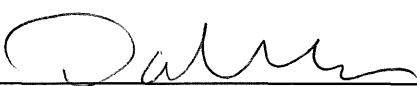
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: DPS/Bureau of Criminal Apprehension /CrimNet		
Contractor Name: Advanced Technologies Integration Inc.		CFMS Contract Number: A71285
Project Name (if applicable): Business Analysis	Project Number (if applicable):	Project Duration (Dates): January 3, 2005 – December 30, 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Business analysis services to augment staff and work on site at the State's office on CrimNet projects.</p>		
Billable Hours (if applicable): up to 2,000 hours	Total Contract Amount: \$158,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Providing expertise that we did not have for a short time project. This was a temporary assignment.</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 resource provided timely, satisfactory work ass assigned. The objectives where met.</p>		
Agency Head Signature: 	Title: Acting Exec Dir	Date: 1/18/06

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

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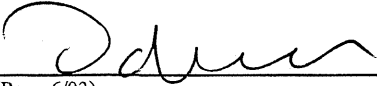
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Agency: Public Safety / BCA CriMNet		
Contractor Name: Project Consulting Group		CFMS Contract Number: A70699
Project Name (if applicable): Tech Analysts	Project Number (if applicable):	Project Duration (Dates): Dec 1, 2004 – Oct 31, 2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: CriMNet staff needed the assistance of two experienced technical analysts' to provide services and work directly with the CriMNet staff on site.		
Billable Hours (if applicable):	Total Contract Amount: \$331,585 ⁰⁰	Source of Funding:
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The need for technical assistance was immediate and short in duration.		
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 vendor performed well, to our complete satisfaction meeting the cost, quality and expected delivery.		
Agency Head Signature: 	Title: Acting Exec. Dir.	Date: 11/12/06

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

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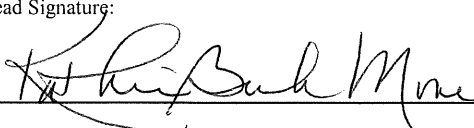
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. *(A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Public Safety, BCA, CrimNET		
Contractor Name: Integration Architects Inc.		CFMS Contract Number: A69954
Project Name (if applicable): CrimNET Identification Roadmap Initiative	Project Number (if applicable): P07-1480	Project Duration (Dates): Nov 8, 2004 – Oct 31, 2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The State was in need of professional/technical services to establish a business analysis and strategic plan for implementing reliable and consistent identification processes across criminal justice agencies. The ability to complete this work is not currently available with in the State.		
Billable Hours (if applicable):	Total Contract Amount: \$372,000	Source of Funding:
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The contractor has provided resources, skills and knowledge that was not available internally. This is a specific work for a short period of time.		
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: Very professional work, very knowledgeable vendor. Very good, comprehensive and high quality deliverables.		
Agency Head Signature: 	Title: Acting Exec Dir	Date: 01/03/06

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

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

Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Tom Kummrow		CFMS Contract Number: A68162
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 05-04-04	Project Duration (Dates): October 1, 2004 to September 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 is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$76,917.00	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. The safety belt use rate went up, and alcohol-related fatalities went down. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 12-01-05

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

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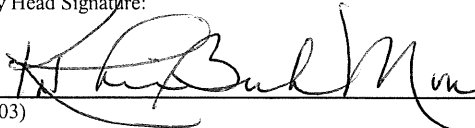
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Bradley J. Kollmann		CFMS Contract Number: A68163
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 05-04-04	Project Duration (Dates): October 1, 2004 to September 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 is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$74,675.00	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. The safety belt use rate went up, and alcohol-related fatalities went down. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 12-01-05

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

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Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Robert W. O'Brien		CFMS Contract Number: A68185
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 05-04-04	Project Duration (Dates): October 1, 2004 to September 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 is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$73,908.00	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist officers working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased. The safety belt use rate went up, and alcohol-related fatalities went down. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. Once again, the <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 12-01-05

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Agency: Department of Public Safety, Office of Communications		
Contractor Name: Campbell Mithun		CFMS Contract Number: A73690
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): March 28, 2005 – Sept. 30, 2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Campbell Mithun provided professional media expertise (analysis, negotiation and placement of public service advertising on print and broadcast media outlets across Minnesota) in support of the Office of Traffic Safety seat belt and impaired driving public education campaign.</p> <p>The expertise needed for completion of this project is not available inside the Dept. of Public Safety.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$770,055.28	Source of Funding: Federal (\$755,055.28) and State (\$15,000.00)
<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 an experienced and large media buying agency, Campbell Mithun was able to leverage its industry position to negotiate and secure more efficient and cost-effective media.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>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>Campbell Mithun was professional and cost-effective in their analysis and delivery of media buying. The agency successfully and positively completed their contract role.</p>		
Agency Head Signature: 	Title: Dir. of Comm.	Date: 11-21-05

(Rev. 6/03)

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

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Agency: PUBLIC SAFETY – BCA /CRIMNET

Contractor Name: Virchow Krause & Co.LLP

CFMS Contract Number: A 74354

Project Name (if applicable):
CriMNet technical Maturity Evaluation

Project Number (if applicable):

Project Duration (Dates):
4/25/2005 – 8/31/02005

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

The work provided to the State was to determine how best to utilize CriMNet's current infrastructure and to move forward meeting future needs of the criminal justice community. These efforts will be considered along with the analysis efforts by program office's work including current system architecture work to assist in the decision making process to determine our technical direction.

Billable Hours (if applicable): 2292

Total Contract Amount:

\$320,000.00

Source of Funding:

Federal /State

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

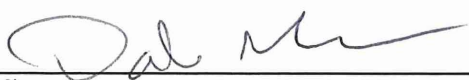
This was a defined effort and was scheduled to last for a short period of time . CriMNet did not posses the resources or tin necessary to complete this type of work.

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

The contractor did an excellent job. They met all of the timelines set out for them and the quality of work was very profes They meet all the terms and objectives of the contract. They worked well with our State personnel and were responsive to requests. They also did this under budget, total amount paid out was \$305,767.50

Agency Head Signature:



Title:

Acting Executive Director of
CriMNet

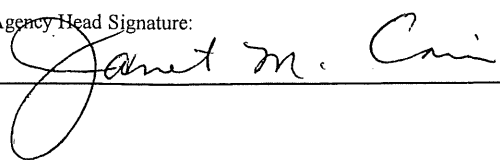
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Report on Professional/Technical Contracts Over \$50,000

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Agency: Department of Public Safety		
Contractor Name: Haigh, Todd & Associates, Inc.		CFMS Contract Number: A58349
Project Name (if applicable): Department of Public Safety VOIP Strategic Plan	Project Number (if applicable):	Project Duration (Dates): 9/9/04- 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 contract was to develop a strategic plan for the Department to use in its transition to using Voice over Internet Protocol voice services. It was necessary to enter into a contract because the department did not have the expertise to do the assessment or analysis required to develop this plan</p>		
Billable Hours (if applicable):	Total Contract Amount: \$55,416.61	Source of Funding: Department of Public Safety Funds-multiple divisions
<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 because without a strategic plan, the department would have approached the transition to VOIP services in a disjointed way which would inevitably resulted in a more costly outcome than will result from a unified approach.</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 was good and objectives were met. Reports were timely and the information was accurate and useful. The cost for the project was reasonable for the value that the work effort and report provided.</p>		
Agency Head Signature: 	Title: CIO	Date: 8/3/05

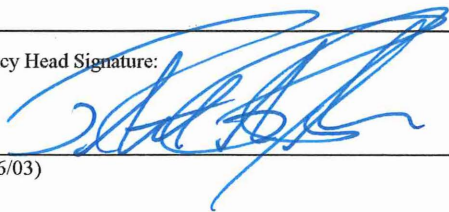
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Report on Professional/Technical Contracts Over \$50,000

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Agency: Dept. of Public Safety, Bureau of Criminal Apprehension		
Contractor Name: Unisys Corporation		CFMS Contract Number: A76449
Project Name (if applicable): Audit Trail	Project Number (if applicable): N/A	Project Duration (Dates): 06/13/05 to 06/30/05
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To provide training and mentoring services for two of the BCA's technical staff (developers) from Unisys Corporation's (EMC) qualified and authorized instructors to that BCA's technical staff are trained and authorized to maintain and develop future applications to this newly purchased audit trail service (system).</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$54,000.00	Source of Funding: General 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>Unisys Corp (EMC) is charging the BCA a discount rate of \$19,000 (20% off of their normal retail rate) for conducting and provided two BCA employees with the following training. A three day training class titled "Technical Fundamental for Documentum 5" and a two day training class titled "System Administrator 1 for Documentum 5". Services will be provided at BCA central office location. This is Unisys' standard rate for ESG architect and consulting mentoring services. In addition, the skills gained will mitigate the need for future contracted professional services for this application.</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>Software and hardware for this new audit trail service (system) were purchased off of the state's general contract with Unisys Corporation (EMC), contract # 429558, and to provide instruction on how to maintain the system, use the system, and develop future application using the system may only be provided by Unisys Corp (EMC) due to proprietary ownership of the software.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The EMC/Documentum subject matter experts have a very good knowledge of their product and are able to convey this knowledge with out appointed technical resources. They have lacked in the project management area and thus have struggled from time to time in delivery and follow through. The pricing was very reasonable for the work that was needed.</p> <p>Over all while we have experienced some difficulty with the delivery schedule, the services and resulting product are being delivered to our satisfaction.</p>		
Agency Head Signature: 	Title: Executive Director of CJIS	Date: 8/1/05

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

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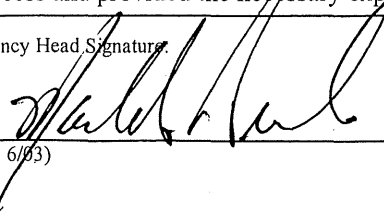
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 120, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference library).

Agency: Department of Public Safety/Bureau of Criminal Apprehension		
Contractor Name: International Projects Consultancy Services, Inc.		CFMS Contract Number: A72463
Project Name (if applicable): N/A	Project Number (if applicable):	Project Duration (Dates): 02/08/05 to 06/30/05
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>A Contractor was needed to work with the State's staff to provide technical and development services for the State on:</p> <ul style="list-style-type: none">• The Computerized Criminal History (CCH) System• The Public CCH on the internet application maintenance• The Suspense Project statistical website support and maintenance.• Backup and support to Web Developers. <p>The original Contractor assigned to work with the State's staff, Stephen Jackson, through research and evaluation of the Computerized Criminal History (CCH) System recommended three options to accomplish the work that was to be performed. The BCA chose the most efficient and cost effective option which is to postpone changes to the CCH System architecture and concentrate our efforts on the Minnesota Court Information System (MNCIS) to CCH conversion.</p> <p>As a result of Mr. Jackson's recommendation the skill set needed from International Projects Consultancy Services, Inc. (IPCS) changed. The revised requirement was for a consultant to help with developmental changes for the CCH conversion which necessitated a change to the person that was assigned to the original contract.</p> <p>The Contractor assigned Eswar Kavuri to work with the State's staff. Eswar Kavuri helped the BCA with developmental changes for the BCA's Computerized Criminal History (CCH) conversion. The services provided by Eswar Kavuri to the project was provided in accordance with the master contract and the original Statement of Work for this project, and did not cause the contractor's services to exceed the total dollar amount of the work order.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$65,000.00	Source of Funding: General Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The BCA had numerous projects to complete with limited (staffing) available resources. An outside vendor with specific technical skills and knowledge needed to augment our staff. The additional service provided by the Contractor allowed the BCA to meet their project deadlines.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>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 services provided by the Contractor were completed in a timely manner and was in accordance with the master contract and the original Statement of work for this project.</p>		
Agency Head Signature: 	Title: Director of CJIS	Date: 08/03/05

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

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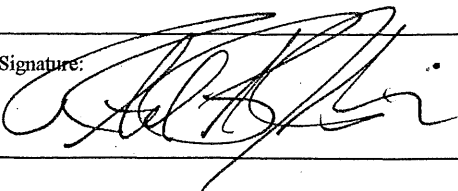
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Agency: Minnesota Dept of Public Safety – State Patrol Division		
Contractor Name: Transportation Resources Associates Inc. (TRA) 1608 Walnut Street Suite 1602 Philadelphia, PA 19103		CFMS Contract Number: A45199
Project Name (if applicable): Minnesota Light Rail State Safety Oversight Program	Project Number (if applicable):	Project Duration (Dates): April 1, 2003 to December 31, 2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The State of Minnesota is required by federal law (49CFR 659) to provide a state agency to oversee the safety and security systems of the Hiawatha Light Rail system operated by Metro Transit. The administration of those responsibilities is assigned to the MN State Patrol's Office of Special Operations. The program is administered under the Mn Light Rail State Safety Oversight (SSO) program.</p> <p>The State Patrol uses contractors, like TRA, to provide the technical expertise that we need to administer this program TRA provides subject matter experts in areas of tracks and signals, traction and power systems, safety and security, planning and operations and other areas that the state needs to effectively provide safety and security oversight to the light rail system. These subject matter experts review the transit agency's policies and procedures and conduct audits and inspections to ensure that the light rail system remains safe for passenger transportation.</p>		
Billable Hours (if applicable): varies by contract employee	Total Contract Amount: \$121,318.00	Source of Funding: Intergovernmental agreement #I1914 Grant from Metro Transit
<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>Most states that oversee a small light rail system, like the Hiawatha line, find it much more cost effective to use outside contractors for this expertise as opposed to hiring expert staff in all of these areas of expertise. Contracting with a transportation consultant firm specializing in light rail systems gives the state access to these subject matter experts when needed, without having full-time employee staff Professional Engineers (P.E.) sitting around waiting for an incident to occur. These engineers and other experts must be under contract to enable immediate access to their expertise in the event of a light rail crash or other critical incident. We pay only for the technical expertise that we need and can administer this program for approx \$60,000 per year, a fraction of what one full-time professional engineer would cost. This is by far the most cost-effective way to provide the technical expertise to administer the SSO program with a light rail system as small as we have in Minnesota.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>This Contract was written as an extension option to a previous contract to this contractor. This contractor performed the original work on the development of the program and it was necessary to use this contractor in this initial phase of implementation to maintain continuity to the program. The State Patrol believes that, due to the three year audit cycle of the program, it will be necessary to write subsequent professional service contracts for this program in three-year periods.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor has done an outstanding job in providing the technical expertise to develop and implement the State Safety Oversight (SSO) Program. The project is on-track. Deadlines have been met and personnel have been accessible when needed. The contractor's project manager has performed flawlessly. The contractor has helped the state to develop and implement a cost-effective SSO program in spite of our lack of expertise in this area. The contractor has effectively guided the state through the process and provided the necessary expertise every step of the way. The state could not ask for better service.</p>		
Agency Head Signature: 	Title: Chief	Date: 8/12/05

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

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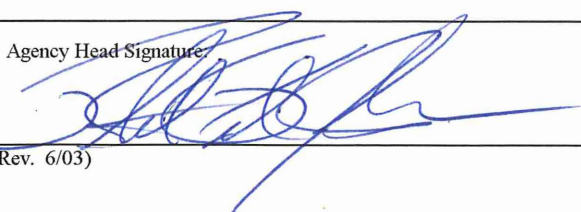
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Agency: Department of Public Safety/Bureau of Criminal Apprehension/CJIS		
Contractor Name: Marsh USA, Inc.		CFMS Contract Number: A76064
Project Name (if applicable): Security Assessment	Project Number (if applicable): N/A	Project Duration (Dates): 06/01/05 to 06/30/05
<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 provide an independent assessment of the vulnerability of BCA's information systems, networks and physical plants; to recommend improvements in security as determined by the assessment, and to develop security-related policies and procedures. Security is an area of increasing concern, and the BCA determined that conducting a security assessment was vital to in order to ensure the security of confidential criminal information; maintain the integrity of evidence and forensic scientific investigations; ensure the continuity of BCA services to the criminal justice community and the public; minimize business damage. Industry standards strongly recommend that an outside, impartial party conduct security assessments so the BCA decided to enter into a contract with an outside vendor for these services.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$126,450.00	Source of Funding: General Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The selected vendor provided the lowest cost bid among those vendors who responded to the RFP. The selected vendor utilized tools and scanning mechanisms not owned or directly available to the BCA, which greatly improved the outcome of the assessments.</p>		
<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>		
<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 did an outstanding job of completing the required tasks within a very short timeline. The contractor's staff was consistently professional, courteous, hard-working and concerned about providing the best quality product possible. The contractor met frequently with BCA staff and with Janet Cain, CIO for Dept of Public Safety, to make sure that their deliverables met our expectations for quality and completeness. All BCA team members who worked with the contractor were very satisfied with the final outcomes from this project.</p>		
Agency Head Signature: 	Title: Director of CJIS	Date: 8/25/05

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

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Agency: Department of Public Safety/Bureau of Criminal Apprehension/CJIS Division		
Contractor Name: Midwave Inc.		CFMS Contract Number: A67416
Project Name (if applicable): NetIQ Software Implementation	Project Number (if applicable): N/A	Project Duration (Dates): 10/04/04 to 06/30/05
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Department of Public Safety, Bureau of Criminal Apprehension, Criminal Justice Information Systems (CJIS) section ("State") would like to protect their mission critical data by monitoring and correlating vulnerabilities in a centralized manner. The State has purchased NetIQ's Application Manager and wants some assistance with the implementation of this solution. In addition, the State would like to implement Security Manager tools to have real-time notification and workflow of suspicious activities. The Contractor has highlighted our integration services and pricing estimates to ensure smooth integration of these items onto the State's computer environment.</p> <p>Contractor provided advanced installation services to ensure App and Security Manager are integrated into the State's criminal justice computer database. Installation provided by the Contractor involved reviewing the State's current infrastructure, making suggestions to the State on possible changes to optimize performance, setting preliminary thresholds approved by the State, and designing a deployment plan that will meet the State's current needs while allowing for future growth.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$71,000.00	Source of Funding: General 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 goal for the State of the installation of NetIQ's App and Security Manager is to provide comprehensive monitoring and alerting for the State's environment. The State would like to protect their mission critical data by monitoring and correlating vulnerabilities in a centralized manner. The basic installation services to be provided by the Contractor for the State under this contract will be to install the App and Security console and agents and ensure the tools are running properly. Once the tools are in place, the State will realize operational efficiency and will be able to take a proactive approach towards mitigating risk within the State's environment.</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>According to NetIQ, only Midwave Inc. is certified and authorized to provide installation, configuration, and training services in the State of Minnesota.</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 overall work of the contractor was satisfactory. I was very satisfied with the on-site technical contractors, but less than satisfied with the contractor's project management, oversight and status reporting.</p>		
Agency Head Signature: 	Title: Executive Director of CrimNet/CJIS	Date: 4/18/05

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

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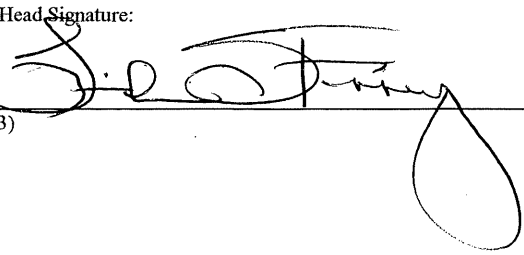
Agency: Department of Public Safety/Bureau of Criminal Apprehension		
Contractor Name: Kinetic Data, Inc.		CFMS Contract Number: A62227
Project Name (if applicable): N/A	Project Number (if applicable): N/A	Project Duration (Dates): 06/23/04 to 06/30/05 (end date in 02/05)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The goal of this contract will be an improved Remedy Help Desk system that improves the efficiency and effectiveness of the CJIS Help Desk. The CJIS Help Desk supports several very critical criminal justice applications and over 12,000 users state-wide. Upgrading the system with the web feature will save the CJIS Help Desk many man-hours each week allowing them to spend valuable time on the phone or in-person helping law enforcement agencies with more critical public safety issues. Integrating the CCD application into the Remedy Help Desk system will provide the BCA with one customer database saving hundreds of hours of staff time per year maintaining numerous databases and trying to merge potentially invalid data across systems.</p> <ul style="list-style-type: none">The CCD will be fully integrated into the Remedy Help Desk, allowing easier data maintenance, leaving more time for CJIS Help Desk staff to assist users and spend less time maintaining dataReporting on Help Desk activity will also be simplified with the integration of the CCD		
Billable Hours (if applicable): N/A	Total Contract Amount: \$146,990.00	Source of Funding: General and LLEBG 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>BMC/Remedy is a vendor who provides a suite of service management software to effectively administer Problem, Change and Configuration Management Remedy was selected as the most efficient and cost effective of all the problem resolution and tracking systems that was viewed and, therefore, was purchased by the Minnesota Department of Public Safety in November 2000. The Remedy system is also utilized by the Dept. of Administration-InterTechnologies (ITG). ITG also provides our criminal justice agencies support after normal business hours and on the weekends. Utilizing the same software will allow the BCA to share tickets and resolve problems in a more efficient and timely manner. The BCA was also not successful in finding available State resources (ITS Programmers) who had the technical skill and knowledge to effectively implement and customize an upgrade to this software and integrate the functionality of CCD.</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>Under a separate contract Kinetic Data Inc., has done an outstanding job implementing the existing Remedy ARS and Help Desk system at the BCA. They are familiar with the existing system design and have knowledge of the technical data structures of the CJIS Client Database (CCD) and current Help Desk workflows. At this time it would take another contractor many weeks of effort to learn the CCD database and determine the best course of action to integrate CCD into the Remedy ARS database. Kinetic Data Inc., already has gained this knowledge through the course of a previous contract and has laid out a detailed project plan to continue with the CCD integration work and upgrade the Remedy Help Desk module to allow web access state-wide to this valuable database as required in that contract. Integrating the CJIS Client Database into Remedy ARS requires extensive analysis, design, development and system testing. The contractor will also need time to review system requirements with BCA staff to verify and update specifications. This integration work must also coincide with a system upgrade from Remedy ARS 5.1 to Remedy ARS 6.0 and requires redeploying the application to new system hardware purchased by the BCA. Kinetic Data Inc., through our pervious contract with Kinetic Data Inc, has already done 15-20% of this analysis and design work and knows the complexity of CCD and our Remedy ARS system.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>Kinetic Data is a local information technology vendor that specializes in Remedy software customization, implementation, training and support. Kinetic Data was very responsive and provided the BCA with a quality Remedy Help Desk upgrade and integration to LEMS. Kinetic Data delivered all deliverables on time and on budget and fully met all objectives of the contract. They are a first-rate consulting company.</p>		
Agency Head Signature: 	Title: Exec Director of CJIS/CrimNet	Date: 3/7/05

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

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Agency: Public Safety/Bureau of Criminal Apprehension/CJIS		
Contractor Name: TCS America (a division of Tata American International Corp.)		CFMS Contract Number: A57585
Project Name (if applicable): Permit Tracking System Enhancements	Project Number (if applicable): N/A	Project Duration (Dates): 02/02/04 to 12/31/04
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The project's original work included creating a system that would be used by all Minnesota Sheriff Offices throughout the State to report the number of gun permits applied for, issued, denied, suspended, and revoked. The system had to be capable of capturing and storing applicant and permit information for the purpose of submitting annual reports to the Legislature. The designed system required both a database repository for storing the permit tracking information and report capabilities.</p> <p>The amendment to the project's original work included adding functionality to the Permit Tracking System (PTS) to make it more useful to sheriff offices by allowing the exchange of permit data between the PTS and the county's record management system (RMS). It also included adding capabilities that mesh with existing business practices within the sheriff offices; making the PTS a better fit within an established criminal justice environment.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$331,300.00	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 Permit Tracking System (PTS) was a legislatively mandated effort under the Personal Protection Act (PPA). Due to the deadlines imposed by the law, and the limited resources available to work on the project, the law authorized the BCA to secure an outside vendor to provide the design, development, and implementation services for the PTS. This allowed the BCA to deliver the required functionality in the timeframe specified by the law.</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>Only the additional functionality provided through the contract amendment was single source. This was because the learning curve to bring in another vendor to provide design, development and implementation on a system built by another vendor would have far exceeded the total cost of the amendment. It just made fiscal sense to rehire the original vendor to provide the additional functionality.</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>TCS America did an excellent job in meeting the established requirements and delivering the stated documentation following implementation. The development techniques were reviewed by BCA developers and found to be well thought out and consistent with standard development practices. TCS personnel were responsive, reliable, and very pleasant to work with.</p>		
Agency Head Signature: 	Title: Superintendent-BCA	Date: February 9, 2005

rec'd MF
2-10-05

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

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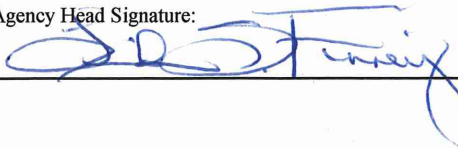
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Agency: Department of Public Safety, Bureau of Criminal Apprehension-Criminal Justice Information Systems		
Contractor Name: Integration Architects		CFMS Contract Number A56800:
Project Name (if applicable): Electronic Criminal Linking	Project Number (if applicable):	Project Duration (Dates): 12/15/2003 to 12/31/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Developing standards and specifications for imaging and fingerprint vendors that better support the linking of records. Defining services and functions, both new and existing, that are required to link the data. Creating a scope document that defines the prototype implementation of the linking services and functions using standards and specifications. Creating a proposed technology architecture to support the electronic transfer of unique identifiers from one system and/or agency to another. The contract was necessary to bring in the required skills to perform the work.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$115,900	Source of Funding: General 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 contractor had specific business and technology skills and knowledge that were not available within staff.</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>Contractor had performed similar work for the Supreme Court and had specific business knowledge that allowed them to start the project well beyond a point where another contractor would have been able to start the project saving the State thousands of dollars.</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 prompt with the delivery of documents and services and did an outstanding job on the work they performed.</p>		
Agency Head Signature: 	Title: Executive Director Crimnet	Date: 2/7/05

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

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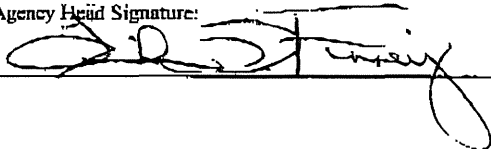
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Dept. of Public Safety – BCA - CJIS		
Contractor Name: Printrak, a Motorola Company		CFMS Contract Number: A56789
Project Name (if applicable): Card Handler Phase 2	Project Number (if applicable):	Project Duration (Dates): 12/22/2003 to 12/31/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This effort provides customization of proprietary Printrak software to allow Hennepin County to electronically submit fingerprints and criminal history data to the BCA. This reduces the effort required at the BCA to process the data and significantly reduces the time from arrest to creation of a criminal history in the State's computerized criminal history system.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$82,000.00	Source of Funding: State General Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The price was judged to be reasonable based upon projects of similar magnitude performed by this and other vendors. The judgment was based upon the schedule, complexity of the changes, and the anticipated resources required. A recently completed project with this same vendor had a similar schedule but was more complex and was approximately 2.5 times the cost.</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 effort is an update to proprietary software. The software resides partially on the BCAs Automatic Fingerprint Identification System (AFIS) and partially on LiveScan fingerprint capture devices, both from Printrak. The AFIS was originally purchased on a competitive bid. The LiveScans were originally purchased by Hennepin County. Because the software on both the AFIS and LiveScan is proprietary, Printrak is unwilling to share the intellectual property required for another source to perform the work.</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 diligent in performing the tasks required on this contract. This contract was complicated because Hennepin County also had a contract with Printrak for separate, but related changes to the Livescan. However, due to delays on the Hennepin County contract, Printrak's was not able to complete the services for the State contract according to the original schedule. It was required that the State and the Hennepin efforts complete concurrently.</p> <p>Hennepin has also changed the scope of their project in a way that also affected the scope of the State contract. Originally Printrak was required to implement the specified functions on two models of Printrak's Livescan products, the LSS2000 and the LSS3000. The LSS2000 is an older product and is no longer in production. Hennepin allocated funding to replace the remaining LSS2000 units with LSS3000 units and the effort on the LSS2000 was no longer needed on the State contract. The BCA has negotiated a price reduction of \$10,000 for the reduced scope.</p> <p>Once the scope issues were resolved the contractor rapidly completed the work and accommodated several features requested by Hennepin that were not in the contract requirements. Overall the contractor's timeliness, quality, cost, and overall performance was satisfactory.</p>		
Agency Head Signature: 	Title: Superintendent	Date: January 13, 2005

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

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Agency: Dept. of Public Safety - BCA - CJIS		
Contractor Name: Printrak, a Motorola Company		CFMS Contract Number: A56789
Project Name (if applicable): Card Handler Phase 2	Project Number (if applicable):	Project Duration (Dates): 12/22/2003 to 12/31/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>This effort provides customization of proprietary Printrak software to allow Hennepin County to electronically submit fingerprints and criminal history data to the BCA. This reduces the effort required at the BCA to process the data and significantly reduces the time from arrest to creation of a criminal history in the State's computerized criminal history system.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$82,000.00	Source of Funding: State General Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The price was judged to be reasonable based upon projects of similar magnitude performed by this and other vendors. The judgment was based upon the schedule, complexity of the changes, and the anticipated resources required. A recently completed project with this same vendor had a similar schedule but was more complex and was approximately 2.5 times the cost.</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 effort is an update to proprietary software. The software resides partially on the BCAs Automatic Fingerprint Identification System (AFIS) and partially on LiveScan fingerprint capture devices, both from Printrak. The AFIS was originally purchased on a competitive bid. The LiveScans were originally purchased by Hennepin County. Because the software on both the AFIS and LiveScan is proprietary, Printrak is unwilling to share the intellectual property required for another source to perform the work.</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 diligent in performing the tasks required on this contract. This contract was complicated because Hennepin County also had a contract with Printrak for separate, but related changes to the Livescan. However, due to delays on the Hennepin County contract, Printrak's was not able to complete the services for the State contract according to the original schedule. It was required that the State and the Hennepin efforts complete concurrently.</p> <p>Hennepin has also changed the scope of their project in a way that also affected the scope of the State contract. Originally Printrak was required to implement the specified functions on two models of Printrak's Livescan products, the LSS2000 and the LSS3000. The LSS2000 is an older product and is no longer in production. Hennepin allocated funding to replace the remaining LSS2000 units with LSS3000 units and the effort on the LSS2000 was no longer needed on the State contract. The BCA has negotiated a price reduction of \$10,000 for the reduced scope.</p> <p>Once the scope issues were resolved the contractor rapidly completed the work and accommodated several features requested by Hennepin that were not in the contract requirements. Overall the contractor's timeliness, quality, cost, and overall performance was satisfactory.</p>		
Agency Head Signature: 	Title: Superintendent	Date: January 13, 2005

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

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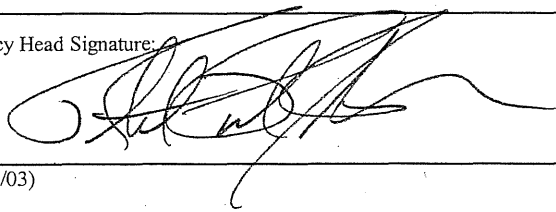
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Public Safety/ BCA/ CriMNet		
Contractor Name: Object Solution Inc		CFMS Contract Number: A54452
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10/01/2003 – 12/30/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Professional Technical services were needed to provide CriMNet with a contractor to perform CriMNet system administration and operations support until permanent CriMNet staff can be hired and trained. Services will include ongoing tasks of a highly technical nature which require expertise in a wide variety of technology tools. Contractor will be responsible for installing hardware and software and maintaining a stable operating environment for the CriMNet system. The scope of the Contractor's work was to provide ongoing support on an as-required basis to assist the State in performing the State's responsibilities in implementing the State's CriMNet backbone system including: Problem identification and troubleshooting in both the development and the production environments, System backup and recovery operations , Performance analysis, which includes processor utilization, memory utilization and disk capacity.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$137,995.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The CriMNet system is built on a technical platform that is not common in state agencies. The system's architecture is a JBoss-based (Java 2 Enterprise Edition) J2EE (Enterprise Application Integration) EAI backbone. It was developed in pilot phases, in a rapid application development (RAD) environment. The project requires expertise with new technology tools plus thorough knowledge of the tools used to develop existing criminal justice systems. Given staffing shortages in the State, it was determined that a contract is the best option for meeting immediate needs.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p> <p>The CriMNet Backbone Project was completing the second phase of development through a combination of professional and technical services provided by a network of contractors. The primary contractor is Mobiam Solutions, which provides backbone infrastructure design and development. The work of other contractors dovetails with and is integral to Mobiam's ability to complete their deliverables.</p> <p>CriMNet was being used by approximately 540 end-users in 45 criminal justice agencies throughout the State of Minnesota. Although CriMNet was considered to be in a "pilot" mode, these law enforcement, corrections and courts offices are using the CriMNet system to conduct daily business. The primary motivations for single source procurement was to continue providing uninterrupted service for these critical government functions, and to maintain the momentum the current contractors have achieved.</p> <p>The majority of state employees who worked on the backbone project were unclassified. The project's current systems administrator, (Amit Goel) who is highly qualified and who had been with the project for over a year, will leave state service later this month. He has critical responsibilities related to the hardware and software performance of the project. Although CriMNet was unable to retain him as a state employee, we can obtain him by contracting directly with Object Solutions who's hired Amit Goel. This was a stop gap measure until CriMNet's Program Office can be staffed according to the State's Human Resource procedures. Until the Department can complete the hiring process, knowledgeable service delivery is required from Object Solutions (Amit Goel to maintain the skilled level of services in place and to perform skills-transfer to new CriMNet staff when they are hired.</p>		

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

The contractor's employee's performance was excellent. The quality of work obtained by the CriMNet project at the hourly rate of \$55.00 per hour was an excellent value for the skill sets required of the work and to meet the objectives. We have yet to match the value of such a highly qualified individual. We were unable to hire this person into a permanent staff position. The work performed met all the terms and objectives of the contract and was instrumental in the initial phases of CriMNet.

Agency Head Signature:



Title:
Executive Director


Date:
01/04/2005

(Rev. 6/03)

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

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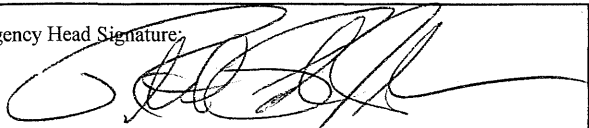
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Public Safety (DPS), Driver and Vehicle Services Division (DVS)		
Contractor Name: Seward Inc.		CFMS Contract Number: A60993
Project Name: eLearning Project (Phases 1 – 3)	Project Number (if applicable): P07-139	Project Duration: April 29, 2004 – October 29, 2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The State required professional technical services to design and develop an eLearning environment and curriculum that can be used with Internet Explorer and Netscape, which will be used as an interactive, self-paced, web-based program for the Improved Minnesota Driver License System (IMDLIS) Project to enhance the access, accuracy and utility of DVS Driver Services information.</p> <p>To our knowledge there were no DVS or DPS employees available, or capable of providing these services. MNDOT has the capability to provide eLearning deliverables, however they declined this project due to its size and difficulties in meeting our delivery dates. DPS reviewed the Government Training Services (GTS) eLearning training services and DPS has determined that GTS does not have a training solution that will meet the criteria required for this project.</p>		
Billable Hours: Approximately 1,610 hours	Total Contract Amount: \$162,248.00	Source of Funding: Federal IMDLIS Project (300/7031/731)
<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>DVS has neither the resources nor the expertise to perform this work. DVS also investigated other Agencies in an attempt to find an internal resource, however, none was found. The contract was issued following a standard P/T solicitation request.</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>Seward's work was on time based on the originally developed timeline and the work has been found to be excellent in the first three phases of this contract. Input by the field force it is intended to serve, also indicates its effectiveness. Seward is an easy contractor with which to work, and the overall effort was treated as a partnership.</p>		
Agency Head Signature: 	Title: DVS Director	Date: 12/16/04

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

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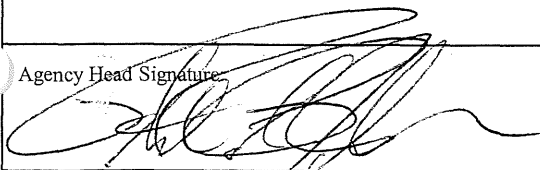
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Public Safety-BCA/CJIS		
Contractor Name: Kinetic Data, Inc.		CFMS Contract Number: A42614
Project Name (if applicable): Remedy ARS Implementation	Project Number (if applicable):	Project Duration (Dates): 12/23/2002 to 10/29/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>BCA CJIS Help Desk functions, as a whole, do not have any automated processes for tracking problems and resolutions to problems. When the CJIS Help Desk takes a call, staff members mark to memory all information regarding the call or write notes to themselves with details of the call. The three Help Desks communicate with each other via phone and e-mail. ITG has its own problem tracking software, called NETMAN, to record their calls. The CJIS Help Desk uses the utility to access those tickets assigned to the BCA.</p> <p>The purpose of this effort will be to finish the customization and implementation of the Remedy Help Desk 4.0 automated problem resolution and tracking system. These current manual processes need to be changed to allow for consistent tracking of information. The objectives of this software will be to provide consistent and efficient ticket tracking, from the opening of the problem ticket through the problem resolution to the closing of the ticket. This will provide for more efficiency within the functions of the Help Desk. It will provide staff members with a vehicle for communicating problems and statuses as well as provide users with updates on their reported problems. It will also allow for staff members to be able to better assist with each other's calls, as they will have the history in front of them for each reported problem.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$85,000.00	Source of Funding: 100/3210/300
<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>Remedy is a vendor who provides a suite of software called Action Request System (ARS). The current version ARS that will be implemented in this project is 4.5.2. One of the modules of ARS is Remedy Help Desk 4.0. Remedy Help Desk 4.0 is software that is designed to automate problem resolution and tracking for Help Desks. It was selected as the most efficient and cost effective of all the problem resolution and tracking systems that was viewed and, therefore, was purchased by the Minnesota Department of Public Safety in November 2000. The Remedy ARS system is also utilized by the Dept. of Administration-InterTechnologies (ITG). ITG also provides our criminal justice agencies support after normal business hours and on the weekends. Utilizing the same software will allow the BCA to share tickets and resolve problems in a more efficient and timely manner. The BCA was also not successful in finding available State resources (ITS Programmers) who had the technical skill and knowledge to do this work.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>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>Kinetic Data is a local information technology vendor that specializes in Remedy software customization, implementation, training and support. Kinetic Data was very responsive and provided the BCA with a quality Remedy Help Desk implementation and outstanding training. Kinetic Data delivered all deliverables on time and on budget and fully met all objectives of the contract. They are a first-rate consulting company.</p>		
Agency Head Signature: 	Title: Exec Director CJIS/CrKinNet	Date: 12-8-04

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

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Agency: Public Safety / BCA /CrimNet		
Contractor Name: Mobiam Solutions Inc.		CFMS Contract Number: A41298
Project Name (if applicable): Integration Backbone	Project Number (if applicable):	Project Duration (Dates): 9/30/2002 – 3/31/2004
<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 build an Integration Backbone with search, subscription and workflow functionality across the various criminal justice agencies throughout the state. This project built the infrastructure that will allow criminal justice agencies to connect to different source systems though one portal. It was necessary to enter into a contract for these professional technical services because CrimNet did not have the skills or the staff to perform this function.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$3, 597,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>This was a new service to be provided and needed to be created. The need to develop the infrastructure to allow criminal justice agencies to search the various state source systems is a framework for uniquely identifying and individuals across jurisdictions. The state did not posses the skills or the staff resources to provide this service or create the system to meet the need.</p>		
<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>		
<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: When working with this vendor, it is necessary to be very explicit in the detailed requirements especially in documentation regarding the developed application. The vendor delivered the stated deliverables, but many times there were disagreements regarding the quality or depth of the deliverable. Due to the complexity and the nature of this type of application development, it was necessary refocus the efforts and modifies the deliverables through amendments. This was directed by a technical working group and approved by the Policy Group, which governs CrimNet.</p>		
Agency Head Signature: 	Title: Executive Director	Date: December 10,2004

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

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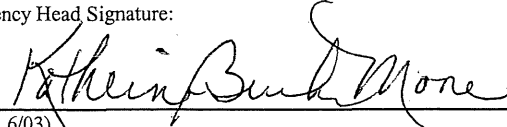
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: DPS/Office of Justice Programs		
Contractor Name: Council on Crime and Justice		CFMS Contract Number: A-31048
Project Name (if applicable): Racial Profiling Traffic Study	Project Number (if applicable):	Project Duration (Dates): 12/1/2001-6/30/2004
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Legislation required us to contract for the services for an "outside expert" to analyze the data resulting from an year long data collection process on traffic stops to determine if racial profiling occurred.</p>		
Billable Hours (if applicable):	Total Contract Amount:\$227,600	Source of Funding: State special revenue funds/federal funds
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>We were required by law to 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>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract: Overall the performance of the vendor and their partners was good. There were some timeliness issues but this was a very complex and politically volatile topic. The vendor received some criticism for delivering controversial recommendations above and beyond the scope of the project..</p>		
Agency Head Signature: Jeri Boisvert	Title: Executive Director of the Office of Justice Programs	Date: 11/23/04

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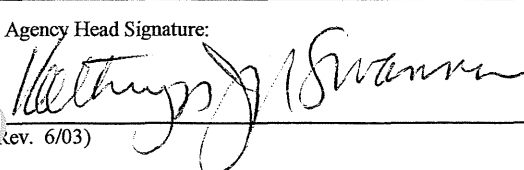
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Agency: Department of Public Safety / Office of Traffic Safety		
Contractor Name: Richard Smith		CFMS Contract Number: A53525
Project Name (if applicable): NightCAP Liaison	Project Number (if applicable): 04-03-09	Project Duration (Dates): 10/1/03 -9/30/04
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Office of Traffic Safety funds an impaired driving program called NighCAP. The contractor was hired to coordinate impaired driving saturations that are funded through the NightCAP program and compile reports that result from the saturations.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$89,976.00	Source of Funding: National Highway Traffic Safety Administration – 410 funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>It is important that a law enforcement liaison be closely connected to law enforcement. Hiring a retired law enforcement officer is an excellent way of achieving this requirement.</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>Contractor did an excellent job in all aspects of coordinating the NightCAP program. Reports were timely submitted to the appropriate people. This year the NightCAP program was expanded and additional work was required. The contractor did an excellent job in meeting the new requirements.</p>		
Agency Head Signature: 	Title: Deputy Director Deputy Director	Date: 11-17-04

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

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Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Nancy Franke Wilson		CFMS Contract Number: A54228
Project Name (if applicable): Community Health Liaison	Project Number (if applicable):	Project Duration (Dates): 10/1/03 - 9/30/04
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>As an experienced health professional, the contractor served as a liaison between the State and health care workers to encourage and assist county and municipal agencies in increasing their attention to reducing traffic fatalities and injuries and reducing traffic-related health care and other economic costs on Minnesota streets and highways.</p>		
Billable Hours (if applicable): 1353	Total Contract Amount: \$74,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The Office of Traffic Safety (OTS) did not have the staff with the necessary experience to successfully gain access to the health community. The contractor was readily accepted by the health community and was extremely efficient in getting the importance of traffic safety in the health field.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor was able to contact public health directors or educators in nearly every county in the state, earned a place in the governing council of the Minnesota Public Health Association and developed partnerships with the Minnesota Rural Health Association as well as worked with several public health organizations in Minnesota. The contractor has exceeded the OTS' expectations in the timeliness and quality of work performed. The contractor has easily met the terms and objectives of the contract</p>		
Agency Head Signature: 	Title: Director, Traffic Safety	Date: 10-15-04

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

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Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Bradley J. Kollmann		CFMS Contract Number: A53524
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 04-04-05	Project Duration (Dates): October 1, 2003 to September 30, 2004
<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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$71,175.00	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased by 20% and the number of entry reports for the <i>Safe & Sober</i> Challenge increased 25%. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. The <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: <i>10-12-04</i>

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

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Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Robert w. O'Brien		CFMS Contract Number: A53580
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 04-04-05	Project Duration (Dates): October 1, 2003 to September 30, 2004
<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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$71,908.00	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased by 20% and the number of entry reports for the <i>Safe & Sober</i> Challenge increased 25%. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. The <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: <i>10-12-04</i>

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

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Agency: Public Safety, Office of Traffic Safety		
Contractor Name: Tom Kummrow		CFMS Contract Number: A53526
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 04-04-05	Project Duration (Dates): October 1, 2003 to September 30, 2004
<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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in his assigned area of the state. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and technical assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Not applicable.	Total Contract Amount: \$71,917.00	Source of Funding: 402 State and Community Highway Safety
<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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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; this contract was let as the result of a request for proposals.</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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased by 20% and the number of entry reports for the <i>Safe & Sober</i> Challenge increased 25%. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. The <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: <i>10-12-04</i>

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

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

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

Agency: Department of Public Safety		
Contractor Name: Campbell Mithun		CFMS Contract Number: A59562
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 3/26/04 – 9/30/04
<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 a professional media buyer to analyze media choices, recommend the most effective and cost-efficient media outlets to reach the target audience, and to negotiate rates with numerous outlets across the state, in support of traffic safety seat belt and impaired driving public education campaigns.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$387,500.00	Source of Funding: <i>FEDERAL GRANT</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Media analysis and rates negotiation are highly time-consuming efforts. DPS did not have qualified staff with the needed expertise to efficiently execute media buying. Professional media agencies, such as Campbell Mithun, in addition to their expertise, can secure greater cost-efficient media rates because of their overall volume of media buying which allows greater leverage in negotiation.</p> <p>This effort was funded primarily by federal funding from the National Highway Traffic Safety Administration with specified parameters and technical goals to be met</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>Campbell Mithun's staff was professional, responsive, cost-efficient in negotiations and forward-thinking in the delivery of value-added media (unpaid or editorial media) opportunities. The staff was especially timely, as the contract start date left very little time for a media campaign to be bought for May. Their reports of the campaigns were very thorough and understandable. Also, Campbell Mithun's staff understood the critical public safety/traffic safety issue and demonstrated a passion to supporting the education efforts. Overall, Campbell Mithun's performance was very good and professional.</p>		
Agency Head Signature: 	Title: <i>Dir. of Comm.</i>	Date: <i>10/11/04</i>

(Rev. 6/03)


Dennis M. Smith

*P10 + contract
authorized representative 10/11/04*

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

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Agency: Department of Public Safety		
Contractor Name: Agate Software, Inc		CFMS Contract Number: A52205
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 8/18/03 - 1/30/04
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract was to customize and implement a grant management system based on the vendor's product, IntelliGrants, to fit the needs identified by the Office of Justice Programs and to produce help manuals for the product. No other state agency had a comparable grant management system and the technical staff were not able to take on this project due to staffing constraints.</p>		
Billable Hours (if applicable): NA	Total Contract Amount: \$345,800.00	Source of Funding: Federal Byrne 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>This contract was let in conjunction with an RFB for the grant management product. The system was created to allow the Office of Justice Programs to update the forms and information needed for grant programs rather than needing to contract with the vendor for each year's changes in the grant programs or for any new grant programs.</p> <p>The system will improve service to grantees and applicants by allowing them to apply for, receive, manage, and report on their grants from any computer with a web browser and access to the Internet. The response to grantees will be faster since it relies on electronic communication rather than mail. In addition, since all data is stored in one place, the Department will also be more able to help the state account for the use of funds.</p> <p>In addition to service improvements, we anticipate savings for both grantees and the state due to reducing the administrative workload through reducing duplicate data entry, eliminating technical errors, and standardizing processes.</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>Agate Software was generally responsive and worked hard to produce a satisfactory product and to resolve issues that surfaced. There were ongoing problems in the quality of writing and accuracy in the help manuals created under this contract.</p>		
Agency Head Signature: 	Title: Director	Date: 9/13/04

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

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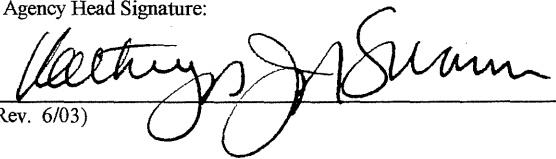
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: PUBLIC SAFETY – CriMNet, Bureau of Criminal Apprehension		
Contractor Name: Labyrinth Consulting Inc.		CFMS Contract Number: A42483
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 10-28-2002 to 08-29-2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contract with Labyrinth Consulting Inc. is for professional/technical services and support during the integration infrastructure phase of the CriMNet Backbone project that will connect criminal justice data systems from hundreds of systems to a single statewide portal. CriMNet did not have staff or access to state employees that have skills and/or could work in coordination with another contractor (Mobiam Solutions) developing the backbone adapter infrastructure. Labyrinth Consulting Inc provided technical assistance, operational and environmental support, quality assurance, and testing during the development, testing and implementation of the CriMNet Backbone project under development through the contract with Mobiam Solutions. Tasks included assistance with design and development; business, data and technical analysis; and testing, application and technical support.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$325,520.00	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>CriMNet could not hire or obtain staff from other state agencies with the necessary skills and knowledge to perform this work. The most effective way to have the services was through a contract with Labyrinth Consulting Inc. Labyrinth Consulting authored the technology model and collaborated on the data model which forms the basis that CriMNet is built on today. To prevent delays with scheduled releases it was more efficient to contract with Labyrinth Consulting because of their experience. The cost in time to recruit and train new staff was not an option because the coordination with the backbone infrastructure contractor required immediate attention to meet their deliverables. Labyrinth Consulting is on the Office of Technology Master Roster and its rates are comparable to those of other contractors.</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>As stated above, Labyrinth Consulting authored the technology model and collaborated on the data model which forms the basis that CriMNet is built on today. No other contractors, new staff or existing staff had the necessary skills to step in and start work without training delays. Without the services of this contractor, additional costs and time would be required to solicit responses to a RFP or recruit, hire and train staff to provide assistance to the infrastructure developer (Mobiam Solutions).</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 consistently provided high quality design, development and support services. The costs were reasonable, and deadlines for deliverables and support services were met on time. The contractor has consistently exceeded expectations.</p>		
Agency Head Signature: 	Title: Exec Director	Date: 12/31/03

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

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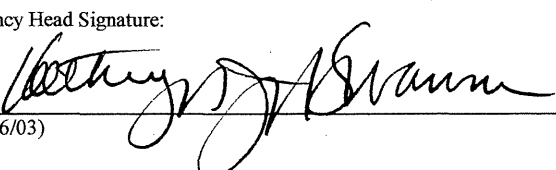
Agency: Public Safety		
Contractor Name: Nancy Franke Wilson		CFMS Contract Number: A41912
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): Nov. 15, 2002 - Sept. 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Minnesota Department of Public Safety, through its Office of Traffic Safety, needed to contract for professional and technical services for an experienced health professional to provide liaison services within the health community to promote traffic safety issues. The MN Department of Health was contacted and they did not have anyone qualified and available who could provide the number of hours solely needed for this program.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$52,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>It was determined that there were no DPS employees or MN Department of Health employees who could perform this work. Since previous contacts with the health community had not proven successful, the Office of Traffic Safety determined that an experienced health professional would be able to make successful contacts and inroads in the health community. Although the contract was for \$52,000.00, the total amount spent was \$47,661.67.</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 contractor performed the duties in a professional manner. The contacts made and the interest generated in traffic safety issues was more than had been expected in the first year of this endeavor.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 11-10-03

(Rev. 6/03)

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

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

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


Agency: Public Safety		
Contractor Name: Government Training Service		CFMS Contract Number: A49922
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): June 23 - Sept. 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The Minnesota Department of Public Safety, through its Office of Traffic Safety, needed to contract for professional and technical services to provide conference services for the Child Passenger Safety Technical Training Workshop and the Safe & Sober Law Enforcement Conference held in September 2003. The Office of Special Events, Department of Employee Relations, a previous conference planner, was dissolved and no one with the Office of Traffic Safety had the time or knowledge to provide these services. Additionally, there are no other state agencies that perform this type of work.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$55,040.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>It was determined that this amount would cover not only the costs of conference services but also the costs incurred with the meeting facility, hotel, and catering service. Although the contract was for \$55,040.00, the total amount spent was \$35883.80.</p>		
<p>If this was a single source contract, explain why the agency determined there was only a single source for the services:</p>		
<p>Evaluate the performance of the work including an appraisal of the contractor=s timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:</p> <p>The contractor performed the duties in a professional manner and accomplished some tasks in a very short turn around time. The contractor was able to meet all terms and objectives of the contract.</p>		
Agency Head Signature: 	Title: Director, Office of Traffic Safety	Date: 11-10-03

(Rev. 6/03)

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

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

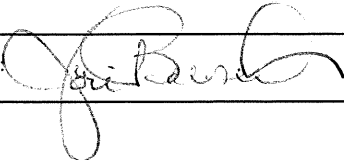
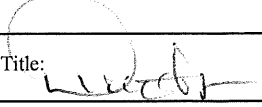
Instructions: Submit this form to your Department's Contract Officer, Office of Fiscal & Administrative Services, 444 Cedar St., Suite 126, Town Square, St. Paul, within 30 days of contract completion. (A copy of this report will be forward to the MN Dept of Administration & on to the legislative reference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

Agency: Public Safety – Office of Traffic Safety		
Contractor Name: Richard C. Smith		CFMS Contract Number: A 40819
Project Name (if applicable): NightCAP Liaison	Project Number (if applicable): 03-03-10	Project Duration (Dates): 10-01-2002 through 09-30-2003
<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 have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our NightCAP programs and materials and bringing back recommendations to us. The liaison strives to increase law enforcement agencies efforts to decrease impaired driving an increase safety belt use in the State of Minnesota. This is done through direct contact, as well as speaking and is displaying at enforcement meetings. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Fixed Bid /NA	Total Contract Amount: \$ 89,976.00	Source of Funding: Federal 410
<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 liaisons are retired officers who live in different parts of the state and work with the law enforcement agencies in their assigned areas. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works our of his home an has low overhead expenses. The liaison is self –employed and sets his own work schedule which enables him to work a flexible work schedule This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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>Richard Smith's overall performance during this contract has been excellent. The NightCAP program increased both the number of overtime and on-duty saturations. Smith is always willing to go the extra mile to achieve the objectives of reducing impaired driving crashes in Minnesota. His administrative responsibilities in the program have met all expectations set forth in the contract. His quality of work and dedication has proven to be valuable for the Office of Traffic Safety and to the law enforcement agencies he works with on a daily basis. His work is an asset to our efforts.</p>		
Agency Head Signature: 	Title: Director Traffic Safety	Date: 10-29-03

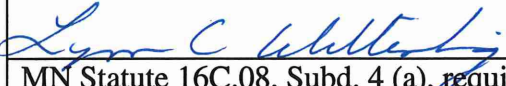

Report on Professional/Technical Contracts Over \$50,000

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

Instructions: Submit this form to 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 Public Safety/Office of Justice Programs		
Contractor Name: Wilder Research Center		CFMS Contract Number: A39384
Project Name (if applicable):	Project Number (if applicable):	Project Duration (Dates): 7/1/03-9/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Provide evaluation training and technical assistance.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$59,951	Source of Funding: Federal Juvenile Accountability Block grant 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>Existing staff did not have time nor the level of expertise required to provide high quality evaluation technical assistance to a diverse group of prevention grantees. Wilder effectively and efficiently provided excellent services to our grantees. Individual program improvements in the areas of effectiveness and efficiency were documented.</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>Contractor exceeded our expectations in all areas or performance</p>		
Agency Head Signature: 	Title: 	Date: 10/28/03

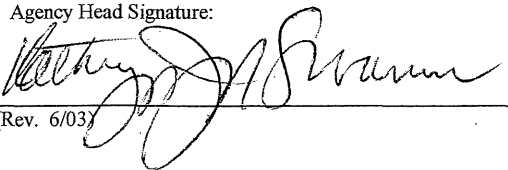
Report on Professional/Technical Contracts Over \$40,000

Agency: MN Department of Public Safety, Division of Driver & Vehicle Services		
Contract Firm: Jankus Consulting	Master Contract No: A32109	
Project Name: Enterprise Application Integration	Project No:	Project Duration (Dates) 6/3/02 – 6/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The primary purpose of this contract was the development of the DVS Web Services platform that would be used for the continued development of web applications that would assist DVS in meeting our goals for SIRMP. The Contractor would provide the needed knowledge and resources necessary for the creation of web pages to display motor vehicle and driver license data from the State's mainframe; development of utilities and program to unpooff driver license digital photos from Digimarc ID Systems, and develop storage process and delivery mechanism for displaying digital photos on Active Server pages.</p>		
Billable Hours (if applicable): 500 Hours	Amount Spent: \$42,500.00	Source of Funding: Highway User
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: In addition to bringing ability to focus on specific tasks, Jankus Consulting has expertise in web page development, Active Server Page coding, C++ Windows and Dynamic Link Library design, coding and programming skills which the DVS staff has not developed. DVS had limited resources and a variety of funding sources (which were project funds and not long term) that required the services of a consultant that had the necessary expertise to complete the project in a relatively short period of time and maximize the financial resources available. This contract allowed for the opportunity for DVS staff to be mentored by the consultant as applications were designed, coded and programmed so that future applications could be created internally by DVS staff.</p>		
Chief Executive Signature: 	Title: 	Date: 10/23/03
<p>MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Report on Professional/Technical Contracts Over \$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: Public Safety/Traffic Safety		
Contractor Name: Bradley Kollmann		CFMS Contract Number: A40823
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 03-04-05	Project Duration (Dates): October 1, 2002 to September 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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Southern Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Fixed Bid – N/A	Total Contract Amount: \$71,175.00	Source of Funding: 402 State and Community Highways Safety 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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</p>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
<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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. The quality of the work conducted is outstanding; of particular note are the Power Point programs designed and presented at conferences. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased by 15% and the number of entry reports for the <i>Safe & Sober</i> Challenge increased 35%. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. The <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: <i>Director Traffic Safety</i>	Date: <i>10-8-03</i>

(Rev. 6/03)

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

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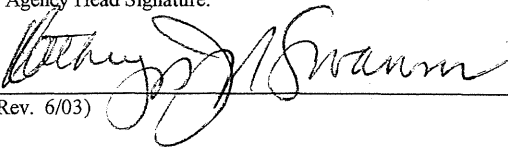
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Public Safety/Traffic Safety		
Contractor Name: Tom Kummrow		CFMS Contract Number: A40822
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 03-04-05	Project Duration (Dates): October 1, 2002 to September 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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Northern Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Fixed Bid – N/A	Total Contract Amount: \$71,917.00	Source of Funding: 402 State and Community Highways Safety 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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</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>Contractor is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. The quality of the work conducted is outstanding; of particular note are the Power Point programs designed and presented at conferences. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased by 15% and the number of entry reports for the <i>Safe & Sober</i> Challenge increased 35%. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. The <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: <i>Director Traffic Safety</i>	Date: <i>10-8-03</i>

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

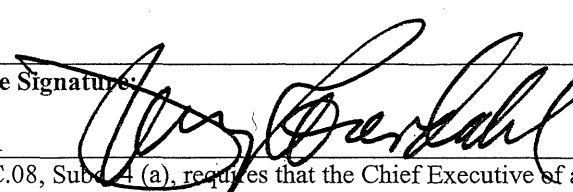

Minnesota Statutes Section 16C.08, subdivision 4 (c), requires the head of an agency submit a one-page report to the commissioner of Administration upon completion of a professional/technical services contract over \$50,000.00.

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

Agency: Public Safety/Traffic Safety		
Contractor Name: Robert O'Brien		CFMS Contract Number: A40821
Project Name (if applicable): <i>Safe & Sober Liaisons</i>	Project Number (if applicable): 03-04-05	Project Duration (Dates): October 1, 2002 to September 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 have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Metropolitan Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Fixed Bid - N/A	Total Contract Amount: \$71,908.00	Source of Funding: 402 State and Community Highways Safety 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 liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient - he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</p>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:		
<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 is remarkably timely and complete in reporting, billing and answering requests for assistance and information from both the OTS and local law enforcement agencies. The quality of the work conducted is outstanding; of particular note are the Power Point programs designed and presented at conferences. This past year, the number of law enforcement agencies voluntarily participating in the national impaired driving and seat belt mobilizations increased by 15% and the number of entry reports for the <i>Safe & Sober</i> Challenge increased 35%. Individual police departments and sheriff's offices had at least two face-to-face meetings with their area's liaison about traffic safety issues and programs. Through the liaisons, the OTS had a presence at all four of the statewide law enforcement conferences. The <i>Safe & Sober</i> liaisons not only met, but surpassed, the terms of the contract.</p>		
Agency Head Signature: 	Title: <i>Director Traffic Safety</i>	Date: <i>10-8-03</i>

(Rev. 6/03)

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of Marshall, Department of Public Safety	Master Contract No: A43205	
Project Name: Chemical Assessment Team	Project No:	Project Duration (Dates) 1/1/03 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>State contracted Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release. Marshall CAT is a new team and is still in the forming stage.</p>		
Billable Hours (if applicable):	Amount Spent: \$43,989.43	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.</p>		
Chief Executive Signature:  Jerry Rosendahl	Title: Director	Date: 
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

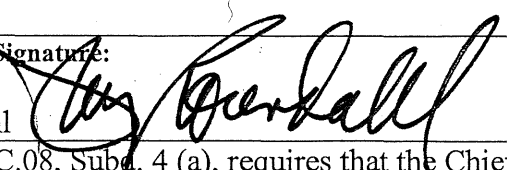
Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of St. Paul	Master Contract No: A38815	
Project Name: Emergency Response Team and Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Emergency Management Team (ERT) and Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$139,545.45	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/19/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

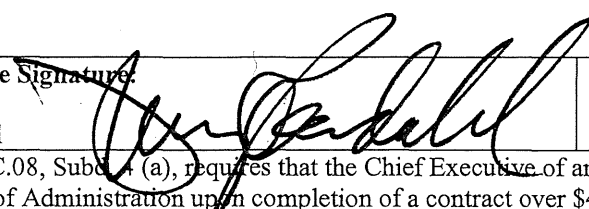
Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public Safety, Division of		
Contract Firm: City of Mankato	Master Contract No: A38809	
Project Name: Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>State contracted Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.</p>		
Billable Hours (if applicable):	Amount Spent: \$59,545.45	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.</p>		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/19/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

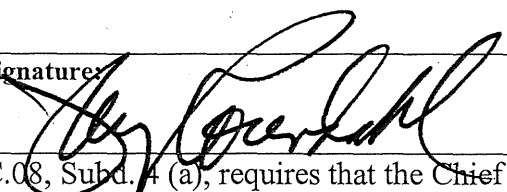
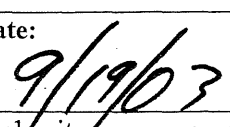
Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of Duluth	Master Contract No: A38772	
Project Name: Emergency Response Team and Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Emergency Management Team (ERT) and Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$142,519.89	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature: Jerry Rosendahl 	Title: Director	Date: 9/19/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of Hopkins	Master Contract No: A38775	
Project Name: Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 -6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$57,172.82	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature:  Jerry Rosendahl	Title: Director	Date: 9/19/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of Moorhead	Master Contract No: A38808	
Project Name: Emergency Response Team and Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 - 6/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>State contracted Emergency Management Team (ERT) and Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.</p>		
Billable Hours (if applicable):	Amount Spent: \$142,469.67	Source of Funding: General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.</p>		
Chief Executive Signature:  Jerry Rosendahl	Title: Director	Date:  9/19/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of Rochester	Master Contract No: A38806	
Project Name: Emergency response Team and Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 - 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Emergency Management Team (ERT) and Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$137,744.56	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/19/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of St. Cloud	Master Contract No: A38812	
Project Name: Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$59,545.45	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/9/03
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: Spring Lake Park, Fire Department, Inc.	Master Contract No: A38817	
Project Name: Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02– 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$45,768.41	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/19/03
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

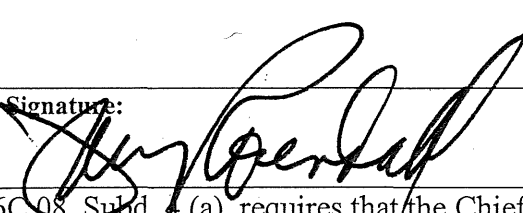
Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of Grand Rapids	Master Contract No: A38774	
Project Name: Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$59,443.78	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/9/03
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: West Central Environmental Consultants, Inc.	Master Contract No: A38816	
Project Name: Chemical Assessment Team	Project No:	Project Duration (Dates) 7/1/02 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted Chemical Assessment Team (CAT), activated by the State Duty Officer. Team responds to hazardous material events. The team monitors, mitigates, and contains hazardous materials that have been spilled, leaked, or release.		
Billable Hours (if applicable):	Amount Spent: \$59,545.37	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Very few jurisdictions have the resources to field and maintain a dedicated hazardous material team. Regional teams contracted for statewide response is an efficient way to provide specialized services.		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/19/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Minnesota Department of Public Safety, Division of Emergency Management		
Contract Firm: City of Minneapolis	Master Contract No: A26567	
Project Name: Bomb Disposal	Project No:	Project Duration (Dates) 10/1/01 – 6/30/03
Summarize the purpose of the contract, including why it was necessary to enter into a contract: State contracted bomb squads provide statewide bomb disposal and other specialty services related to explosives, ammunition, and weapons of mass destruction. The FBI closely monitors bombs squads and in order to ensure proper training levels the number of certified bomb squads within the state is kept to a minimum. Contracting bomb squads for statewide service is an efficient way to use sparse assets.		
Billable Hours (if applicable):	Amount Spent: \$67,643.00	Source of Funding: General
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Bomb squads require extremely motivated, well –trained technicians and unique equipment to perform their mission. State contracted teams maximize the effective deployment of valuable resources.		
Chief Executive Signature:  Jerry Rosendahl	Title: Director	Date: 9/18/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive Director of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

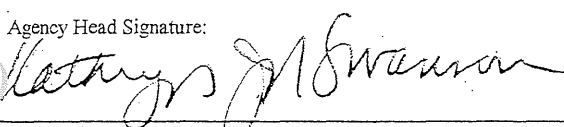
Report on Professional/Technical Contracts Over \$40,000

Agency: MN Department of Public Safety, Division of		
Contract Firm: City of St. Paul	Master Contract No: A26568	
Project Name: Bomb Disposal	Project No:	Project Duration (Dates) 10/1/01 – 6/30/03
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>State contracted bomb squads provide statewide bomb disposal and other specialty services related to explosives, ammunition, and weapons of mass destruction. The FBI closely monitors bombs squads and in order to ensure proper training levels the number of certified bomb squads within the state is kept to a minimum. Contracting bomb squads for statewide service is an efficient way to use sparse assets.</p>		
Billable Hours (if applicable):	Amount Spent: \$44,160.00	Source of Funding: General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Bomb squads require extremely motivated, well –trained technicians and unique equipment to perform their mission. State contracted teams maximize the effective deployment of valuable resources.</p>		
Chief Executive Signature: Jerry Rosendahl	Title: Director	Date: 9/18/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

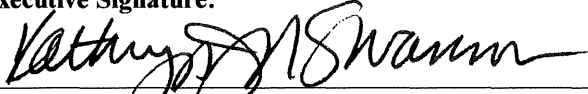
Report on Professional/Technical Contracts Over \$50,000

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 Public Safety, Office of Traffic Safety		
Contractor Name: EPIC * MRA		CFMS Contract Number: A34066
Project Name (if applicable): Paid Media Evaluation	Project Number (if applicable):	Project Duration (Dates): March 1, 2002 to June 30, 2003
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The National Highway Safety Administration entered into an agreement with the State to evaluate the effectiveness of paid media coupled with wave of safety belt enforcement versus earned media coupled with safety belt enforcement. Since the evaluation would look at safety belt use rates by three different methods (observational, telephone and written surveys), and because we were evaluating our own media efforts, it was determined that an outside firm should be hired.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$160,000.00	Source of Funding: Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The firm hired, EPIC * MRA, has expertise with telephone and written surveys and used a well respected organization to do the analysis of the safety belt observational surveys. The RFP from the National Highway Safety Administration specified that approximately 20% of the total grant be used for evaluation. By using an outside firm to do the analysis the State and the National Highway Safety Administration removed the chance of bias or conflicts of interest.</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>EPIC * MRA worked well with the State. They met the challenge of the short lead time to get the project up and running. All of the requirements of the contract were met. The State received a good product in the interim and final reports.</p>		
Agency Head Signature: 	Title: Director, Traffic Safety	Date: 7-17-03

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

Agency: MN Department of Public Safety, Office of Traffic Safety		
Contract Firm: Big City Productions	Master Contract No: A33921	
Project Name: Impaired Driving Video Productions for 21-34 Blue Collar Workers	Project No:	Project Duration (Dates) March 2002-July 2003
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Office of Traffic Safety received a federal grant to create an impaired driving training module and a promotional campaign to educate 21- 34 year old blue collar workers on the risks and consequences of driving impaired. Since the State of Minnesota did not have anyone available to conduct focus groups and produce a video, it was essential to enter into a contract to fulfill the obligations in the grant agreement with the National Highway Traffic Safety Administration.		
Billable Hours (if applicable):	Amount Spent: \$212,000.00	Source of Funding: Federal Grant through the National Highway Traffic Safety Administration
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The State of Minnesota did not have the ability to produce a video as required in the grant agreement or purchase the radio advertisement at the price provided by the contractor. The contractor also provided media campaign material that included production of posters, coasters, indoor ads, three radio ads and 2 television ads at no cost.		
Chief Executive Signature: 	Title: Director, Traffic Safety	Date: 7-25-03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Department of Public Safety
Fiscal & Administrative Services
Attn: Janet Weber
444 Cedar Street, Suite 126
St. Paul, MN 55101-5126

EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

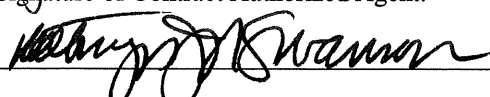
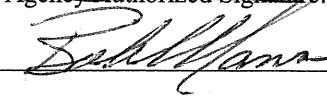
Department/Division/Name: Public Safety / Office of Traffic Safety		Contractor Name: . Big City Productions		
Contract No: A33921	Contract Amount: \$ 150,000	Contract Effective Dates	From: March 11, 2002	To: September 30, 2002
Amendment No: #1	Amendment Amount: \$212,000 (increase \$62,000)	Amendment Dates, if any	From: September 30, 2002	To: September 15, 2003

Brief description of work required:
Produce a video with a concept that is focus group tested to assure its effectiveness on educating 21-34 year old blue collar workers on the risks and consequences of driving impaired.

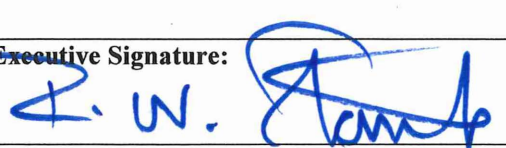
Create media campaign material that includes production of posters, coasters, indoor ads, three radio ads, 2 television ads and the purchase of radio ad time on 93X.

Attach additional sheets for items 1-5, if needed.


1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. General comments: They did a great job, going above and beyond what was required in the contract.	

Complete when the final product of the contract is a report			
Report Title:			Report Date:
Copies sent to: Legislative Reference Library Other (specify):			
Additional copies ordered	No:	Date:	
Signature of Contract Authorized Agent: 		Date: 7-25-03	Signature of contract authorized agent 
			Date: 7/22/2003

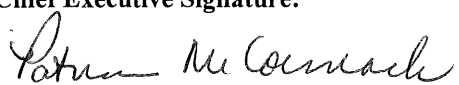
Report on Professional/Technical Contracts Over \$40,000

Agency: DPS, Minnesota Office of Traffic Safety		
Contract Firm: NorthWoods Advertising	Master Contract No: A33370	
Project Name: Paid Media Messaging	Project No: 02-14	Project Duration (Dates) 2/1/02 – 11/30/02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The contractor created draft messages for radio, print and TV and presented them to focus group participants. Recommendations from the participants were taken back and creatives were altered and refined. Contractor produced the messaging and placed them on radio, on Billboards, and on TV for the assigned timeframes.</p> <p>The expertise of the Contractor was not present within the Office of Traffic Safety or the State.</p>		
Billable Hours (if applicable): .	Amount Spent: \$1,297,000.00	Source of Funding: Federal 157 Innovative
<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 Contractor, because of the work they do in the industry, was able to received pro bono work, bonus buys and inkind contributions that extended the dollars further than they would have gone if the State had placed the ads.</p> <p>An average 30-second television spot costs \$322,000 to produce. The total cost savings to DPS for production was \$577,930 for the three spots. In addition to this savings a known total of added value promotions that included PSAs and websites exceeded \$133,950.</p>		
Chief Executive Signature: 	Title: COMM.	Date: 6/4/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

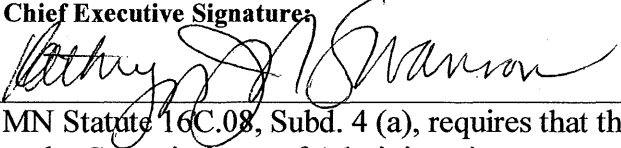
Report on Professional/Technical Contracts Over \$40,000

Agency: DPS, Minnesota Office of Traffic Safety		
Contract Firm: Market Line Research Inc.	Master Contract No: A26769	
Project Name: Evaluation of Paid Media Messages	Project No: 0214	Project Duration (Dates) 10/1/01 – 9/30/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: This project conducted phone interviews with Minnesota residents prior to a paid media campaign and again at the conclusion of the campaign. This evaluation was a requirement by the National Highway Safety Association in conjunction with paid media, to assess whether paid media changed behavior more than public service announcements.		
Billable Hours (if applicable):	Amount Spent: \$92,985.00	Source of Funding: Federal 157 Innovative
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The research firm had the software and staff to write the survey, conduct it and report the findings. They were experienced in transportation issues and have conducted telephone surveys as well as focus groups. Conducting this type of research in house was not feasible with current staff availability or expertise.		
Chief Executive Signature: 	Title: comm	Date: 6/4/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

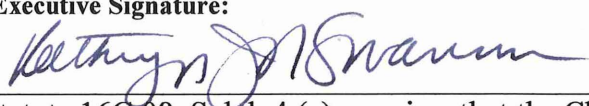
Report on Professional/Technical Contracts Over \$40,000

Agency: MN Department of Public Safety, Division of Driver and Vehicle Services		
Contract Firm: Imagitas, Inc.	Master Contract No: A31372	
Project Name: Miscellaneous motor vehicle registration renewal notices	Project No: N/A	Project Duration (Dates) 12/31/2001 – 3/25/2003
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>Driver and Vehicle Services Division (DVS) required printing and production of over 500,000 motor vehicle registration renewal notices for miscellaneous class (non-passenger class) vehicles at the end of each year, 2001 and 2002. The renewal notices are mailed to vehicle owners in advance of their license plates expiration in February, so that owners will renew their registrations and pay the required registration taxes. In addition, in 2002 we needed to inform owners of new federal legal requirements to obtain US DOT numbers for certain vehicles, so a special insert was included in the mailings.</p>		
Billable Hours (if applicable):	Amount Spent: \$68,992.67	Source of Funding: HUTD open appropriation; a portion paid by Fed grant (\$5238.85)
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The average cost per mail piece, including the renewal notice, carrier envelope, and US DOT# brochure when applicable, was less than 8 cents. The contractor completed this job in under three weeks, in less time and less expensively than we could have done it otherwise, by printing the notices, merging variable owner and vehicle data onto the forms, inserting the US DOT# brochures into the correct packages, and delivering the sealed envelopes to our mail center for barcoding and release to the postal service. Because the contractor already performs similar work for passenger class vehicle renewal notices, they were experienced in completing the job within a short timeframe.</p>		
Chief Executive Signature: 	Title: Acting Director	Date: 5/6/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Public Safety, Office of Traffic Safety		
Contract Firm: Cargill Romsaas Consultants	Master Contract No: A36302	
Project Name: Safe & Sober Law Enforcement Conference	Project No:	Project Duration (Dates) June 1 – September 30, 2002
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>The contract was for conference service contractor to manage the Safe & Sober Law Enforcement Conference held on September 4 and 5, 2002.</p> <p>The Office of Special Events, Department of Employee Relations, a previous conference planner, had been dissolved. There were no other state agencies that perform this type of work.</p>		
Billable Hours (if applicable):	Amount Spent: \$37,273.50	Source of Funding: Federal
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The agency does not have the staff to effectively manage this conference. Contracting with a conference service planner to handle the management details of the conference allows the staff to concentrate on the development of appropriate speakers and topics.</p>		
Chief Executive Signature: 	Title: Director, Traffic Safety	Date: 4-2-03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Public Safety		
Contract Firm: Comprehensive Safety Systems	Master Contract No: A 37216	
Project Name: Motorcycle Rider Training	Project No: 03-07-01	Project Duration (Dates) 7/1/02 – 12/31/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Department of Public Safety has been charged by statute to provide motorcycle rider training. Department personnel do not have the necessary expertise or certifications to provide this training. <i>have</i>		
Billable Hours (if applicable):	Amount Spent: \$208,697.80	Source of Funding: State Dedicated Motorcycle Safety Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This contractor was the only respondent to a Request for Proposals to conduct the Department of Public Safety's motorcycle rider training program.		
Chief Executive Signature: 	Title: Director of Traffic Safety	Date: 1-31-03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Department of Public Safety
Fiscal & Administrative Services
Attn: Janet Weber
444 Cedar Street, Suite 126, Town Square
St. Paul, MN 55101-5126

EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City of Hopkins		
Contract No: A08365	Contract Amount: \$ 80,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? Yes X No ☐
If no, explain:

2. Did the work involve recommendations for future actions by your agency? Yes X No ☐
If yes, will these recommendations be implemented? Yes X No ☐
If no, explain:

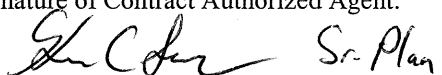
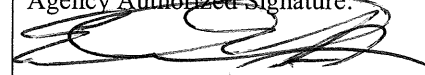
3. Were the customer's services and documents produced satisfactorily? Yes X No ☐
If no, explain

4. Would you engage the contractor's services again? Yes X No ☐
If no, explain

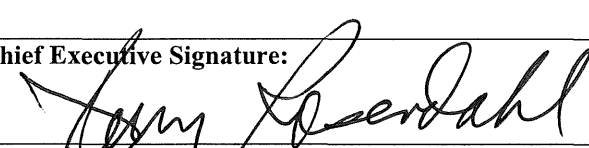
5. General comments:
All work was completed as required in the contract.

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent:  Sr. Plan	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Hopkins	Master Contract No: A08365	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota.</p> <p>Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams.</p> <p><u>Hazardous Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.</p>		
Billable Hours (if applicable):	Amount Spent: \$80,000	Source of Funding: State
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own.</p> <p>Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.</p>		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Department of Public Safety
Fiscal & Administrative Services
Attn: Janet Weber
444 Cedar Street, Suite 126, Town Square
St. Paul, MN 55101-5126

EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City of Grand Rapids Minnesota		
Contract No: A08366	Contract Amount: \$ 80,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

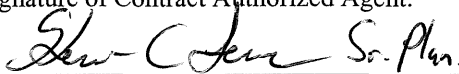
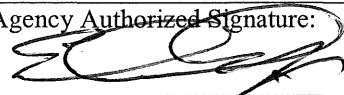
Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

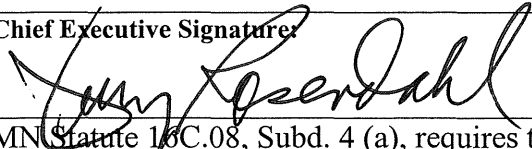
1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes X No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes X No <input type="checkbox"/> Yes X No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain	Yes X No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain	Yes X No <input type="checkbox"/>
5. General comments: All work was completed as required in the contract.	

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Grand Rapids	Master Contract No: A08366	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota.</p> <p>Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams.</p> <p><u>Hazardous Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.</p>		
Billable Hours (if applicable):	Amount Spent: \$80,000	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own.</p> <p>Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.</p>		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
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Department of Public Safety
Fiscal & Administrative Services
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St. Paul, MN 55101-5126

EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City Fridley		
Contract No: A08367	Contract Amount: \$ 80,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

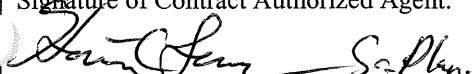
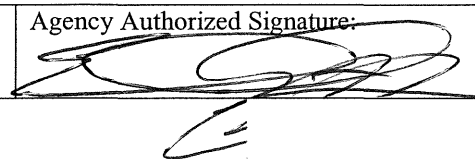
Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

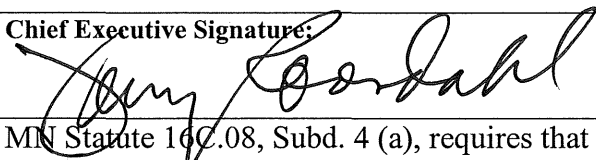
1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes X No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes X No <input type="checkbox"/> Yes X No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain	Yes X No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain	Yes X No <input type="checkbox"/>
5. General comments: All work was completed as required in the contract.	

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Fridley	Master Contract No: A08367	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota.</p> <p>Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams.</p> <p><u>Hazardous Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.</p>		
Billable Hours (if applicable):	Amount Spent: \$80,000	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own.</p> <p>Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.</p>		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
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Department of Public Safety
Fiscal & Administrative Services
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EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City Fridley Duluth		
Contract No: A08372	Contract Amount: \$ 160,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

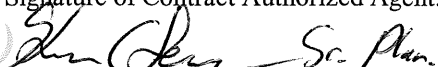
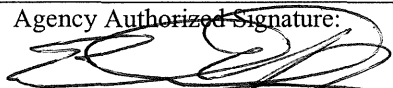
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Attach additional sheets for items 1-5, if needed.

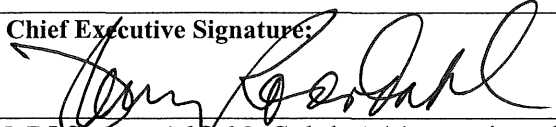
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|---|--|
| 1. Were the objectives of the contract accomplished in the specified time?
If no, explain: | Yes X No <input type="checkbox"/> |
| 2. Did the work involve recommendations for future actions by your agency?
If yes, will these recommendations be implemented?
If no, explain: | Yes X No <input type="checkbox"/>
Yes X No <input type="checkbox"/> |
| 3. Were the customer's services and documents produced satisfactorily?
If no, explain | Yes X No <input type="checkbox"/> |
| 4. Would you engage the contractor's services again?
If no, explain | Yes X No <input type="checkbox"/> |
| 5. General comments:
All work was completed as required in the contract. | |

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Duluth	Master Contract No: A08372	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota.</p> <p>Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams.</p> <p><u>Hazardous Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.</p>		
Billable Hours (if applicable):	Amount Spent: \$160,000	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own.</p> <p>Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.</p>		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Department of Public Safety
Fiscal & Administrative Services
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St. Paul, MN 55101-5126

EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: DPS/MCCVS/Maria L.N. Alderink		Contractor Name: Anna Sochocky		
Contract No: A29014	Contract Amount: \$ 48,600.00	Contract Effective Dates	From: 10/01/01	To: 09/30/02
Amendment No: NA	Amendment Amount: NA	Amendment Dates, if any NA	From:	To:

Brief description of work required:

Anna Sochocky was involved in contract negotiations with the vendor, design of the automated victim notification system, initial implementation of the system, marketing of the system and initial training of users of the system.

Attach additional sheets for items 1-5, if needed.


1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. General comments:	

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent:	Date:	Agency Authorized Signature: <i>Mary Ellen</i>	Date: 12/30/02
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Report on Professional/Technical Contracts Over \$40,000

Agency: Department of Public Safety / Minnesota Center for Crime Victim Services		
Contract Firm: Anna Sochocky	Master Contract No: A29014	
Project Name: VINE (Victim Information and Notification Everyday)	Project No:	Project Duration (Dates) 10/01/01 – 09/30/02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>DPS/MCCVS is the sponsor of the VINE (Victim Information and Notification Everyday) system, an automated victim notification system. Anna Sochocky was retained to serve as project manager during the initial stages of the project and prior to assignment of agency staff person to the project. As the project progressed, Ms. Sochocky and MCCVS staff worked together regarding vendor contract negotiation, design of the system, initial stages of implementation of the system, marketing of the system and initial stages of training of users of the system.</p>		
Billable Hours (if applicable):	Amount Spent: \$48,600.00	Source of Funding: Byrne 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 magnitude of the VINE project was such that agency staff needed additional assistance during the design and initial stages of implementation and training. The contract with Ms. Sochocky provided the limited-term assistance needed during the initial stages.</p>		
Chief Executive Signature: 	Title: Executive Director	Date: 12/30/02
<p>MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Department of Public Safety
Fiscal & Administrative Services
Attn: Janet Weber
444 Cedar Street, Suite 126, Town Square
St. Paul, MN 55101-5126

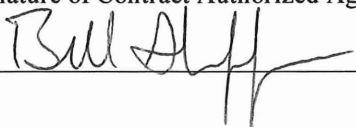
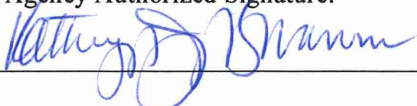
EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Public Safety Office of Traffic Safety, Bill Shaffer		Contractor Name: Comprehensive Safety Systems		
Contract No: A 22744	Contract Amount: \$ 425,000.00	Contract Effective Dates	From: 7/1/01	To: 6/30/02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:


Brief description of work required:
Conduct the Department of Public Safety's motorcycle rider training program.

Attach additional sheets for items 1-5, if needed.	
1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain: We are receiving an increasing number of customer complaints and complaints from instructors who teach the courses about this contractor.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. General comments:	

Complete when the final product of the contract is a report	
Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-26-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Public Safety		
Contract Firm: Comprehensive Safety Systems		Master Contract No: A 22744
Project Name: Motorcycle Rider Training	Project No: 02-07-01	Project Duration (Dates) 7/1/01 – 6/30/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Department of Public Safety has been charged by statute to provide motorcycle rider training. Department personnel do not have the necessary expertise or certifications to provide this training.		
Billable Hours (if applicable):	Amount Spent: \$421,267.26	Source of Funding: State Dedicated Motorcycle Safety Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: This contractor was the only respondent to a Request for Proposals to conduct the Department of Public Safety's motorcycle rider training program.		
Chief Executive Signature: 	Title: Director of Traffic Safety	Date: 1-2-03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: West Central Environmental Consultants Inc.		
Contract No: A08362	Contract Amount: \$ 80,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? Yes X No ☐
If no, explain:

2. Did the work involve recommendations for future actions by your agency? Yes X No ☐
If yes, will these recommendations be implemented? Yes X No ☐
If no, explain:



3. Were the customer's services and documents produced satisfactorily? Yes X No ☐
If no, explain

4. Would you engage the contractor's services again? Yes X No ☐
If no, explain

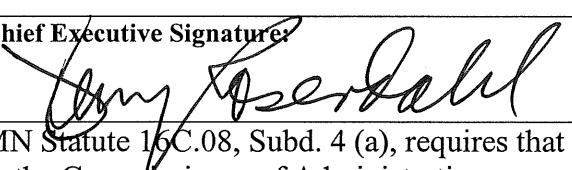
5. General comments:
All work was completed as required in the contract.

Complete when the final product of the contract is a report

Report Title:		Report Date:
Copies sent to: Legislative Reference Library Other (specify):		
Additional copies ordered	No:	Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: West Central Environmental Consultants Inc.	Master Contract No: A08362	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota. Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams. Hazardous <u>Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.		
Billable Hours (if applicable):	Amount Spent: \$80,000	Source of Funding: State
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own. Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City of Saint Paul Minnesota		
Contract No: A08370	Contract Amount: \$ 240,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:


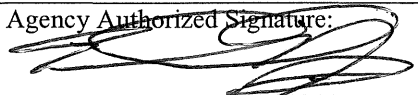
Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

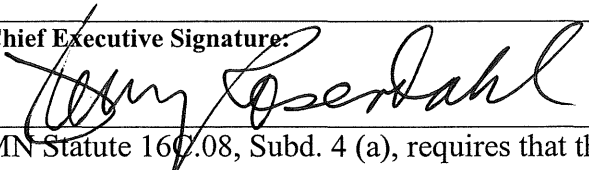
1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes X No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes X No <input type="checkbox"/> Yes X No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain	Yes X No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain	Yes X No <input type="checkbox"/>
5. General comments: All work was completed as required in the contract.	

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Saint Paul	Master Contract No: A08370	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota. Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams. <u>Hazardous Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.		
Billable Hours (if applicable):	Amount Spent: \$240,000	Source of Funding: State
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own. Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City of Saint Cloud Minnesota		
Contract No: A08363	Contract Amount: \$ 80,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

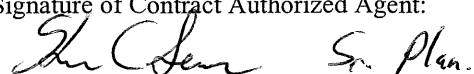

Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

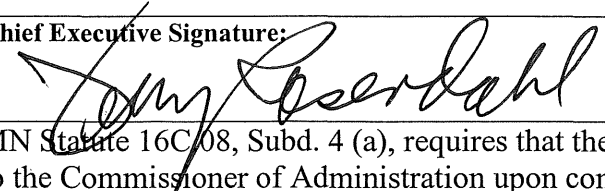
1. Were the objectives of the contract accomplished in the specified time? If no, explain:	Yes X No <input type="checkbox"/>
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain:	Yes X No <input type="checkbox"/> Yes X No <input type="checkbox"/>
3. Were the customer's services and documents produced satisfactorily? If no, explain	Yes X No <input type="checkbox"/>
4. Would you engage the contractor's services again? If no, explain	Yes X No <input type="checkbox"/>
5. General comments: All work was completed as required in the contract.	

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-3-07
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Saint Cloud	Master Contract No: A08363	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota. Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams. Hazardous <u>Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.		
Billable Hours (if applicable):	Amount Spent: \$80,000	Source of Funding: State
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own. Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
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EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City of Rochester		
Contract No: A08371	Contract Amount: \$ 160,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? Yes X No ☐
If no, explain:

2. Did the work involve recommendations for future actions by your agency? Yes X No ☐
If yes, will these recommendations be implemented? Yes X No ☐
If no, explain:

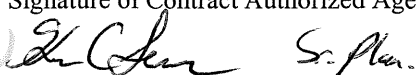
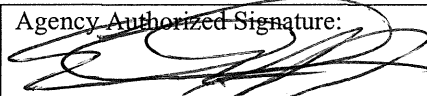
3. Were the customer's services and documents produced satisfactorily? Yes X No ☐
If no, explain

4. Would you engage the contractor's services again? Yes X No ☐
If no, explain

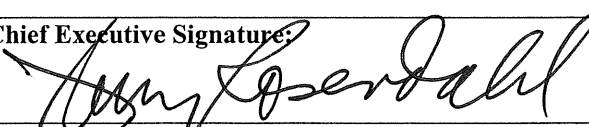
5. General comments:
All work was completed as required in the contract.

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Rochester	Master Contract No: A08371	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota.</p> <p>Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams.</p> <p><u>Hazardous Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.</p>		
Billable Hours (if applicable):	Amount Spent: \$160,000	Source of Funding: State
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own.</p> <p>Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.</p>		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
<p>MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City of Moorhead		
Contract No: A08368	Contract Amount: \$ 160,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? Yes X No ☐
If no, explain:

2. Did the work involve recommendations for future actions by your agency? Yes X No ☐
If yes, will these recommendations be implemented? Yes X No ☐
If no, explain:

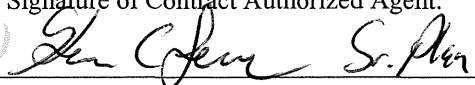

3. Were the customer's services and documents produced satisfactorily? Yes X No ☐
If no, explain

4. Would you engage the contractor's services again? Yes X No ☐
If no, explain

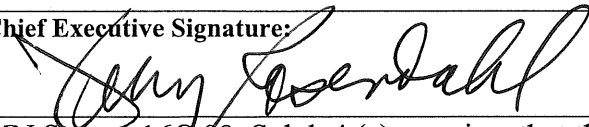
5. General comments:
All work was completed as required in the contract.

Complete when the final product of the contract is a report

Report Title:	Report Date:
Copies sent to: Legislative Reference Library Other (specify):	
Additional copies ordered	No: Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Moorhead	Master Contract No: A08368	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota. Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams. Hazardous <u>Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.		
Billable Hours (if applicable):	Amount Spent: \$160,000	Source of Funding: State
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own. Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: Department of Public Safety, Division of Emergency Management		Contractor Name: City of Mankato		
Contract No: A08364	Contract Amount: \$ 80,000	Contract Effective Dates	From: 7-1-00	To: 6-30-02
Amendment No:	Amendment Amount:	Amendment Dates, if any	From:	To:

Brief description of work required:

Hazardous Materials Chemical Assessment Teams assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.

Attach additional sheets for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? Yes X No ☐
If no, explain:

2. Did the work involve recommendations for future actions by your agency? Yes X No ☐
If yes, will these recommendations be implemented? Yes X No ☐
If no, explain:

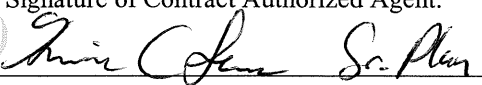

3. Were the customer's services and documents produced satisfactorily? Yes X No ☐
If no, explain

4. Would you engage the contractor's services again? Yes X No ☐
If no, explain

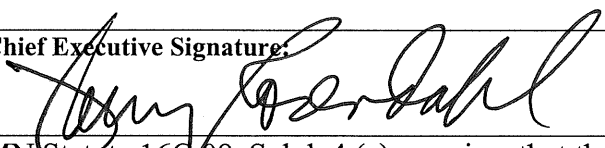
5. General comments:
All work was completed as required in the contract.

Complete when the final product of the contract is a report

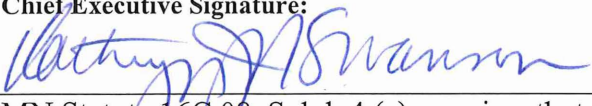
Report Title:		Report Date:
Copies sent to: Legislative Reference Library Other (specify):		
Additional copies ordered	No:	Date:

Signature of Contract Authorized Agent: 	Date: 12-27-02	Agency Authorized Signature: 	Date: 1-2-03
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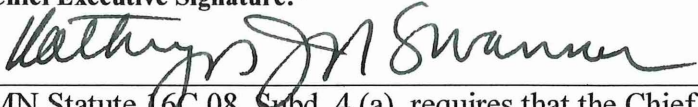
Report on Professional/Technical Contracts Over \$40,000

Agency: Minnesota Department of Public safety Division of Emergency Management		
Contract Firm: City of Mankato	Master Contract No: A08364	
Project Name: State Regional Hazardous Material Response Team	Project No:	Project Duration (Dates) 7-1-00 Through 6-30-02
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The system is composed of two types of teams, each with a different function. Teams consist of personnel from existing public and private organizations operating under contract with the State of Minnesota. Hazardous <u>Materials Emergency Response Teams</u> assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a hazardous materials release- These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation- Emergency Response Teams are composed of thirty trained personnel, of which nine must be available for response at all times. Emergency response teams must respond with four specialists, four technicians, and one medical support officer trained at the operations level. Emergency Response Teams also serve as Chemical Assessment Teams. Hazardous <u>Materials Chemical Assessment Teams</u> assist local authorities by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capability. Chemical Assessment Teams are composed of nine trained personnel, of which three must be available for response at all times. Chemical assessment teams respond with one specialist and two technicians.		
Billable Hours (if applicable):	Amount Spent: \$80,000	Source of Funding: State
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: Establishing a partnership with local governments and private parties allows for a lower shared sustainment cost for each team while creating a better trained and equipped team than either party could sustain on their own. Well-equipped hazardous material response teams are need more now than ever before with the homeland security risks posed by chemical, biological and radiological agent threats. This program maintains high quality service at a lower shared cost for the State of Minnesota.		
Chief Executive Signature: 	Title: Director DEM	Date: 1/2/03
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

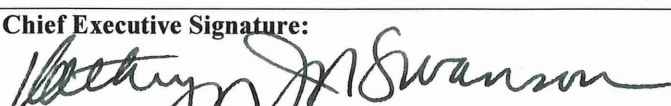
Report on Professional/Technical Contracts Over \$40,000

Agency: Public Safety/Traffic Safety		
Contract Firm: Richard Smith	Contract No: A28739	
Project Name: NightCAP Liaison	Project No: 02-03-10	Project Duration (Dates) October 1, 2001 through September 30, 2002
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Night CAP programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving in the State of Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings, and attending events around the state. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only other law enforcement officers are credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$ 87,834.11	Source of Funding: Federal 410
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaisons are retired officers who live in different parts of the state and work with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.		
Chief Executive Signature: 	Title: Director, Traffic Safety	Date: 11-27-02
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

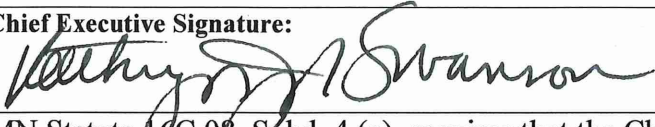
Report on Professional/Technical Contracts Over \$40,000

Agency: Public Safety/Traffic Safety		
Contract Firm: Robert O'Brien	Contract No: A28743	
Project Name: <i>Safe & Sober Liaisons</i>	Project No: 02-04-06	Project Duration (Dates) October 1, 2001 through September 30, 2002
Summarize the purpose of the contract, including why it was necessary to enter into a contract: <p>The purpose of the contract is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Metropolitan Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.</p>		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$70,608.31	Source of Funding: Federal 402 Federal 157 Innovative Year 3
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: <p>The liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.</p>		
Chief Executive Signature: 	Title: <i>Director, OTS</i>	Date: <i>11-22-02</i>
MN Statute 6C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

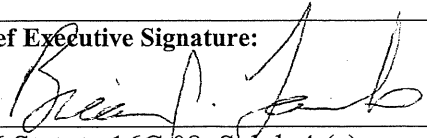
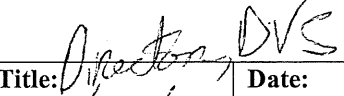
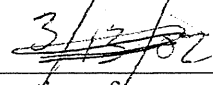
Report on Professional/Technical Contracts Over \$40,000

Agency: Public Safety/Traffic Safety		
Contract Firm: Bradley Kollmann	Contract No: A28744	
Project Name: <i>Safe & Sober Liaisons</i>	Project No: 02-04-06	Project Duration (Dates) October 1, 2001 through September 30, 2002
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Southern Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$70,030.52	Source of Funding: Federal 402 Federal 157 Innovative Year 3
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.		
Chief Executive Signature: 	Title: <i>Director, OTS</i>	Date: <i>11-22-02</i>
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Public Safety/Traffic Safety		
Contract Firm: Tom Kummrow	Contract No: A30949	
Project Name: <i>Safe & Sober Liaisons</i>	Project No: 02-04-06	Project Duration (Dates) January 1, 2002 through September 30, 2002
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have an experienced law enforcement official act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our <i>Safe & Sober</i> programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Northern Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are viewed as truly credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$47,090.04	Source of Funding: Federal 402 Federal 157 Innovative Year 3
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaisons are retired officers who live in different parts of the state and work (approximately three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.		
Chief Executive Signature: 	Title: <i>Director, OTS</i>	Date: <i>11-22-02</i>
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: DPS/DVS		
Contract Firm: Gartner Consulting		Master Contract No: A22966
Project Name: Improved Minnesota Driver License Information System Project	Project No: 02-03-19	Project Duration (Dates) June 1, 2001 through December 31, 2001
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The goal of phase one of this project is to conduct a process analysis of the current Driver License business process used by the Division of Driver and Vehicle Services (DVS). DVS needs a feasibility study to examine the redesign of the Minnesota Driver License information system for enhanced access and utility of driver information to improve public safety. The new system must include the following:</p> <p>Business Changes:</p> <ul style="list-style-type: none"> • Driving records available 24 hours a day, 7 days a week. • Allowing exam centers to provide more customer services including on-line duplicate license applications and record requests, credit card payments. • Eliminate unnecessary paperwork processes by receiving electronic information regarding no-fault insurance and by the daily purging of records no longer valid. • Scanning and imaging of driving record documents to eliminate the need for filing and file storage. <p>Technical Changes:</p> <ul style="list-style-type: none"> • Utilizing open architecture to facilitate programming changes and allow for interaction with relational databases. • Record storage and the retrieval process for driving records would be automated and all paper work associated with each driver would be scanned into a document image system. • Access to the records would be via desktop query and the system would also have the ability for remote access. • Conversion of the images from their current obsolete system to the new system. 		
Billable Hours (if applicable):	Amount Spent: \$151,304	Source of Funding: U.S. DOT State and Community Highway Safety Program, Fed. Catalog Number 20.6000
<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 study was used to create a business requirement document that details the business process of the Driver License Office and to recommend changes to the driver license system, which supports the business process. In addition, the vendor provided DVS with a feasibility study and risk assessment to evaluate the information system needs and recommended features for a redesign of the information system.</p> <p>DVS technical staff are working on other DVS priorities and there was not staff available to work on the study, and research other alternatives and perform the required risk assessment as well as writing the report required for this project to move forward.</p>		
Chief Executive Signature: 	Title: Director, DVS 	Date:  3/13/02
<p>MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Department of Public Safety
Fiscal & Administrative Services
Attn: Janet Weber
444 Cedar Street, Suite 126
St. Paul, MN 55101-5126

EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division/Name: DPS/DVS		Contractor Name: Gartner Consulting		
Contract No: A22966	Contract Amount: #151304	Contract Effective Dates 8/31/01	From: June 1, 2001	To: Aug. 31, 2001
Amendment No: #1 to A22966	Amendment Amount: same as above	Amendment Dates, if any 12/31/01	From: June 1, 2001	To: Dec. 31, 2001

Brief description of work required:

Feasibility Study & report of the business requirements of the driver services office, evaluating the Driver License Information System and recommending features for a redesign of the DL information system and a risk assessment of those recommendations

Attach additional sheets for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? Yes ☒ No ☐
If no, explain:

2. Did the work involve recommendations for future actions by your agency? Yes ☒ No ☐
If yes, will these recommendations be implemented? Yes ☒ No ☐
If no, explain:

3. Were the customer's services and documents produced satisfactorily? Yes ☒ No ☐
If no, explain:

4. Would you engage the contractor's services again? Yes ☒ No ☐
If no, explain:

5. General comments:

Complete when the final product of the contract is a report

Report Title: Improved Driver License Information System Project Feasibility Study Report		Report Date: Dec. 2001
Copies sent to: Legislative Reference Library <input checked="" type="checkbox"/> Other (specify): 3/12/02		
Additional copies ordered	No:	Date:

Signature of Contract Authorized Agent: <i>Patricia McCormack</i>	Date: 3/11/02	Agency Authorized Signature: <i>Brian J. [Signature]</i>	Date: 3/13/02
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Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Traffic Safety		
Contract Firm MN Institute of Public Health	Master Contract Number A06614	
Project Name <i>Enforcing Underage Drinking Laws</i>	Project Number	Project Duration (Dates) <i>6-1-00 - 11-30-01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Grantee provided comprehensive technical assistance to eight communities around the state to assist with implementing underage drinking efforts. Grantee also developed a clearinghouse to disseminate appropriate material from federal, state & local agencies. OTS staff does not have the time to devote to providing technical assistance.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$90,000.00</i>	Source of Funding <i>OJJDP-DOT</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The parent for organization of the grantee has an existing clearinghouse which allowed for expansion of these specific materials. Providing area/community specific assistance is very time consuming & would not be available through our office.</i></p>		
Chief Executive Signature <i>Kathryn J. Branson</i>	Title <i>Director, Traffic Safety</i>	Date <i>3-14-02</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Vendor Performance Evaluation Questions

This form combines the "Report on Professional/Technical Contracts Over \$40,000" fulfilling MN Statute Section 16C.08 subdivision 4(c), AND the vendor performance evaluation reporting requirements of the Office of Technology.

Project Title: CriMNet

Project ID: PO7 869 (OT-assigned. Contact Steve Gustafson at 651-297-2262 for this number if not previously notified.)

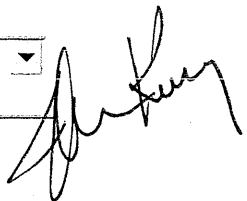
CFMS Number: A15979

Vendor Name: MACRO GROUP, Inc.

Agency Name: Public Safety Dept

Evaluator Name: Tom Kooy, CriMNet Deputy Director

Date: 01/09/2002 -- mm/dd/yyyy



1. "Summarize the purpose of the contract, including why it was necessary to enter into a contract" (MN Statute 16C.08 subd.4(c)(1))

The purpose of the contract was to supplement the existing staff of the CriMNet Unit. Hiring of several additional employees was funded and planned but on hold. The CriMNet Unit had several projects and activities that needed to be completed so

2. Were the objectives/deliverables accomplished? ☒ Yes ☐ No

If no, re-state the objectives/deliverables and identify those that were not accomplished:

3. Identify the following project completion dates:

Contractual Date: 06/30/2001 --
mm/dd/yyyy

Amended Date (if 08/31/2001 --
applicable): mm/dd/yyyy

Actual Date: 08/05/2001 --
mm/dd/yyyy

4. Identify the following project completion costs:

Contractual Cost: 250,000.00Amended Cost (if 338,000.00 (Total of original contractual cost + amended
applicable): cost)Actual Cost: 337,991.50 (MN Statute 16C.08 subd.4(c)(2))

5. "Explain why this amount was a cost-effective way to enable the agency to provide its services or products

better or more efficiently" (MN Statute 16C.08 subd.4(c)(3))

The vendor hired was the vendor who originally developed the CriMNet Enterprise Architecture and was able to quickly proceed on the project/activities to meet the deadlines set by the Policy Group.

6. Was the original contract amended? ☒ Yes ☐ No

If yes, identify reason(s) for the amendment:

Hiring of permanent employees to the CriMNet Unit staff continued on hold, so the vendor's services were needed to write the Logical Design Report and support other CriMNet Unit activities.

7. Was the contract terminated for non-performance or other reasons? ☐ Yes ☒ No

If yes, identify reason(s) for the termination:

8. Would you engage the contractor's services again? ☒ Yes ☐ No

Why or why not?

Very proficient, flexible and reliable contractor.

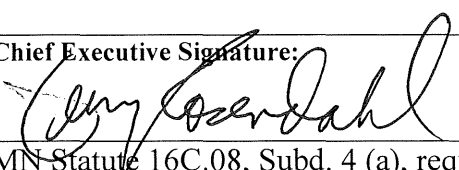
9. Additional Comments:

Vendor Performance Evaluation Questions

Project Title: CriMNet
Project ID: P07-869
CFMS Number: A15979
Vendor Name: MACRO GROUP, Inc.
Agency Name: Public Safety Dept.
Evaluator Name: Tom Kooy/Mahogany Eller
Date: 1/9/2002

1. The purpose of the contract was to supplement the existing staff of the CriMNet Unit. Hiring of several additional employees was funded and planned but on hold. The CriMNet Unit had several projects and activities that needed to be completed so the vendor's services were required to perform the work of the open staff positions. The work performed under the contract included:
 - 1) Incorporation of Statewide Requirements in Enterprise Architecture
 - 2) Development of Technical and Data Specifications for Integration Infrastructure
 - 3) Preparation of Presentations and Materials for Meetings and Conferences
 - 4) Development of the Logical Design Report
2. Yes.
3. Contractual Date: 6/30/2001
Amended Date: 8/31/2001
Actual Date: 8/5/2001
4. Contractual Cost: \$250,000.00
Amended Cost: \$338,000.00
Actual Cost: \$337,991.50
5. The vendor hired was the vendor who originally developed the CriMNet Enterprise Architecture and was able to quickly proceed on the project/activities to meet the deadlines set by the Policy Group.
6. Yes.
Hiring of permanent employees to the CriMNet Unit staff continued on hold, so the vendor's services were needed to write the Logical Design Report and support other CriMNet Unit activities.
7. No.

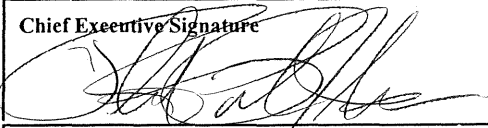
Report on Professional/Technical Contracts Over \$40,000

Agency: Department of Public Safety Division of Emergency Management		
Contract Firm: City of Minneapolis Bomb Squad	Master Contract No: AO1320	
Project Name: Bomb Disposal response Team	Project No: N/A	Project Duration (Dates) 7-1-99 – 9-30-01
Summarize the purpose of the contract, including why it was necessary to enter into a contract: This contract was to provide bomb disposal response to communities statewide that do not have this response capability locally. It is necessary to contract for this service because no state agency has this type of response training or the necessary equipment for responding to this type of an incident. Contracting with local government that already has this capability is more cost effective than the state trying to create this type of response capability.		
Billable Hours (if applicable):	Amount Spent: \$47,045	Source of Funding: State general fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The specialized training and equipment needed to develop this type of capability at the state level is not cost effective. By contracting the state is only paying for the actual response cost and none of the overhead of maintaining staff, staff training, equipment purchasing or maintenance.		
Chief Executive Signature: 	Title: Director DEM	Date: 12-31-01
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

Agency: Public Safety, Traffic Safety		
Contract Firm: MN County Attorney's Association	Master Contract Number: A15328	
Project Name: <i>Law & Legal Training</i>	Project Number: <i>01-03-03</i>	Project Duration (Dates): <i>Oct 1 - Sept 30, 2001</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>The MN Co. Attorneys Association has the trainers & experts in the field available to them. It is imperative that this training is conducted by a credible agency with direct outreach to our traffic safety partners in prosecution & law enforcement.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$57,697.36</i>	Source of Funding <i>Fund 300 Org 9230 Appr 92G</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The County Attorneys Association handles everything. Post board certification, hiring writers/trainers, booking the site, conducting the training, evaluation & reporting. It is not possible for the Office of Traffic Safety or another state agency to take on this high level training assignment.</i></p>		
Chief Executive Signature <i>Anthony J. Swann</i>	Title <i>Director Traffic Safety</i>	Date <i>12-6-01</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

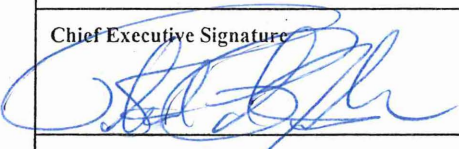
Report on Professional/Technical Contracts Over \$40,000

Agency <i>Public, Safety, Office of Technical Support Services</i>		
Contract Firm <i>Mattson Associates</i>	Master Contract Number <i>412639</i>	
Project Name <i>CICS Y2K Update</i>	Project Number	Project Duration (Dates)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Modify the CICS online programs for CTS, CIRS and DIS to be Y2K Compliant.</i></p>		
Billable Hours (if applicable)	Amount Spent	Source of Funding <i>General</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>DPS OTSS did not have the required skills to make the necessary changes. The changes were required because the CICS level required to be Y2K compliant dropped support for user features that were used by these online programs</i></p>		
Chief Executive Signature 	Title <i>Director HIS CTS</i>	Date <i>11/03/01</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		


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

Agency: Public Safety, Office of Technical Support Services		
Contract Firm: Unisys Corporation	Master Contract Number: A18279	
Project Name: <i>LEMS Continuation Support</i>	Project Number	Project Duration (Dates)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Provide specific consulting and development services to The Law Enforcement Message Switch, (LEMS)</i></p>		
Billable Hours (if applicable)	Amount Spent <i>73,139⁰⁰</i>	Source of Funding <i>General</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Utilizes individuals from The Vendor of the LEMS system to work on (Consult or modify) specific projects where their skills can do the work in a more cost effective manner (faster) than utilizing DPS OTSS resources. Also allow DPS OTSS resources to be focused on other projects.</i></p>		
Chief Executive Signature 	Title <i>Director, OTSS</i>	Date <i>11/03/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

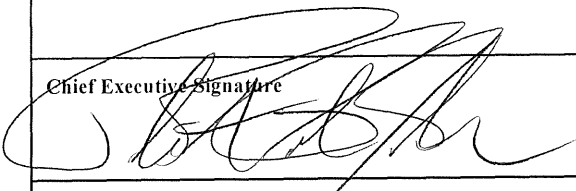
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Bureau of Criminal Apprehension		
Contract Firm Unisys Corporation	Master Contract Number A03520	
Project Name <i>Criminal History Document Repository</i>	Project Number <i>A03520</i>	Project Duration (Dates) <i>Jan - May 2000</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>BCA wanted to move the CCH document Repository from microfilm to digital storage. This would reduce physical storage requirements, eliminate microfilm readers and make documents available at the BCA desktops.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$227,184</i>	Source of Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Moved from microfilm records to digital storage. Long-term will allow digital images to be available to authorized users around the state.</i></p>		
Chief Executive Signature 	Title <i>Director, CCRS</i>	Date <i>11/03/01</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

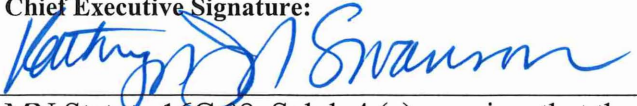
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, BCA		
Contract Firm The Macro Group Inc.	Master Contract Number 412638 (A00557) Work Order A04957	
Project Name <i>Conceptual Design for Sex Offender Registration</i>	Project Number <i>A04957</i>	Project Duration (Dates) <i>2-14-00 to 5/31/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>The Sex Offender Registration System (SOR) has been in existence since 1991. The requirements have changed and increased as to how offenders register with the State. Before creating a new system, a conceptual design was needed to define user and system requirements.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$77,500</i>	Source of Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The Conceptual design provided a valuable tool to help the State define needs before it began building a new computerized system. Preparing in advance created a plan that did guide the state in creating the new system.</i></p>		
Chief Executive Signature 	Title <i>Director, CJIS</i>	Date <i>11/03/01</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

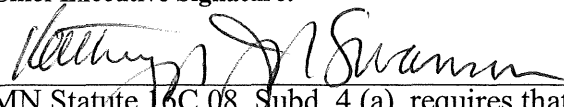
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Office of Technical Support Services		
Contract Firm Unisys Corporation	Master Contract Number A13557	
Project Name <i>(SIF) Standard Interface</i>	Project Number	Project Duration (Dates) <i>10/1/00 - 6/30/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Develop a Standard Interface (SIF) that will be used as a standard for future connections between the Law Enforcement Message Switch (LEMS) and other client server based systems. The SIF allows entries into the client server database to be passed to LEMS and then if required forwarded to NCIC. The SIF also supports error detection and correction. The SIF also must allow the LEMS system to initiate a query to the client server database. The first system to utilize this will be the new Predatory Offender Registration system.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>497,616</i>	Source of Funding <i>Federal Grant/General</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>This allowed DPS to acquire the necessary skills to develop this interface and efficiently utilized DPS staff to develop those components that they were skilled in.</i></p>		
Chief Executive Signature 	Title <i>Director, CTS</i>	Date <i>11/03/01</i>
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

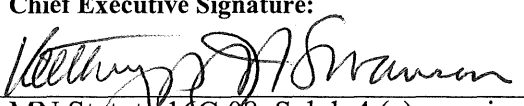
Report on Professional/Technical Contracts Over \$40,000

Agency: Public Safety/Traffic Safety		
Contract Firm: Richard Smith	Contract No: A12602	
Project Name: NightCAP Liaison	Project No: 01-03-06	Project Duration (Dates) October 1, 2000 through September 30, 2001
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies efforts to decrease impaired driving and increase seat belt use in the State of Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$ 87,561.90	Source of Funding: Federal 410
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.		
Chief Executive Signature: 	Title: Director Traffic Safety	Date: 11-29-01
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

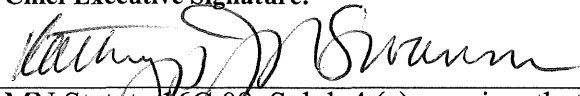
Report on Professional/Technical Contracts Over \$40,000

Agency: Public Safety/Traffic Safety		
Contract Firm: Bradley Kollmann	Contract No: A12721	
Project Name: Safe & Sober Liaison	Project No:	Project Duration (Dates) October 1, 2000 through September 30, 2001
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Southern Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$63,915.54	Source of Funding: Federal 402
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.		
Chief Executive Signature: 	Title: Director, OTS	Date: 11-19-01
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Public Safety/Traffic Safety		
Contract Firm: Robert O'Brien	Contract No: A12600	
Project Name: Safe & Sober Liaison	Project No:	Project Duration (Dates) October 1, 2000 through September 30, 2001
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Metropolitan Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$68,353.83	Source of Funding: Federal 402
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.		
Chief Executive Signature: 	Title: Director, OTS	Date: 11-19-01
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency: Public Safety/Traffic Safety		
Contract Firm: Q Enterprises	Contract No: A12718	
Project Name: Safe & Sober Liaison	Project No:	Project Duration (Dates) October 1, 2000 through September 30, 2001
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of the contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing back recommendations and comments to us. The liaison strives to increase law enforcement agencies' efforts to decrease impaired driving and increase seat belt use in Northern Minnesota. This is done through one-on-one contact, as well as speaking and displaying at enforcement meetings. Liaisons provide materials and assistance to agencies in their traffic safety efforts. It was necessary to enter into a contract for two reasons: 1) only law enforcement officers are credible spokespersons for and to the law enforcement community, and 2) no law enforcement officers employed by the state were available to do this work. The work would not have been done if the contracts were not let.		
Billable Hours (if applicable): Fixed Bid – N/A	Amount Spent: \$64,311.88	Source of Funding: Federal 402
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently: The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. Although not the most important reason for letting the contract, the liaison's contract is cost efficient – he works out of his home and has low overhead expenses. The liaison is self-employed and sets his own schedule. This enables him to work an extremely flexible work schedule; law enforcement works around the clock and the liaison is available to assist those working all shifts. This has been a very cost effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of the law enforcement community.		
Chief Executive Signature: 	Title: Director OTS	Date: 11-19-01
MN Statute 16C.08, Subd. 4 (a), requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

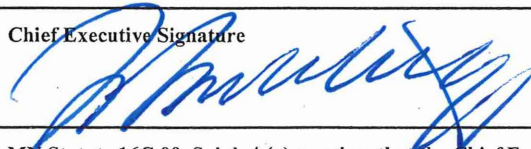
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Office of Drug Policy & Violence Prevention		
Contract Firm Lynch Jarvis Jones Inc.	Master Contract Number A01167	
Project Name <i>Make The Peace Campaign</i>	Project Number	Project Duration (Dates) <i>1997- 2001</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>The State of Minnesota Office of Drug Policy & Violence Prevention sponsored a multi-media peace promotion campaign. In order to properly manage a large media campaign we needed the services of a media company to produce and distribute the messages.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>750,000/yr.</i>	Source of Funding <i>State Funds</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>There is no other mechanism for administering a media campaign of this size and scope without contracting with an outside vendor. This company also was able to leverage an amount equal to what the state spent in cash and in-kind donations.</i></p>		
Chief Executive Signature <i>Mary Ellison</i>	Title <i>Director</i>	Date <i>9/14/0,</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		


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

Agency MN Dept. of Public Safety, State Patrol		
Contract Firm Institute for Forensic Psychology	Master Contract Number 5000-287	
Project Name <i>Prehire psychologicals</i>	Project Number	Project Duration (Dates) <i>3/96 → 5/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>A psychological test is required on all applicants for the position of state trooper</i></p>		
Billable Hours (if applicable)	Amount Spent <i>approx. \$60,000</i>	Source of Funding <i>270</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>This firm was selected after a bid process + evaluation of the companies bidding.</i></p>		
Chief Executive Signature <i>Wm H. Ben</i>	Title <i>Chief</i>	Date <i>9/06/01</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		


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

Agency: Public Safety, Bureau of Criminal Apprehension - Forensic Science Laboratory		
Contract Firm: Porter Lee Corporation	Master Contract Number: A19585	
Project Name: <u>DPS BCA LABORATORY</u> <u>Lab Information Management System</u>	Project Number	Project Duration (Dates) <u>3/19/01 - 6/30/01</u>
<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 acquire a Lab Information Management system for the BCA Lab. The system had to include bar coding evidence, tracking assignments, generating reports, and email and web communication of examination results with agencies served by the Lab. The system had to already be in use at other forensic laboratories. No state employee was able to implement such a system for the Lab.</p>		
Billable Hours (if applicable)	Amount Spent <u>\$407,000.</u>	Source of Funding <u>100/3170/390</u>
<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 RFP process we followed resulted in the selection of a vendor whose product was competitively priced and contained all of the functionality required by the lab. The system was in place and working well at other state forensic science labs. The new system will enable the BCA lab to more efficiently track the custody of evidence and deliver the results of examinations more quickly, using current technologies.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date <u>8/8/01</u>
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

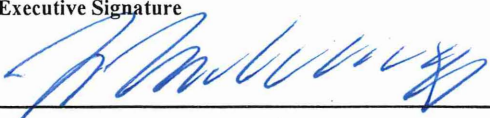
Report on Professional/Technical Contracts Over \$40,000

Agency: Public Safety, State Patrol		
Contract Firm: Northwestern University Traffic Institute	Master Contract Number: A20124	
Project Name: Northwestern University School of Police Staff and Command	Project Number	Project Duration (Dates) 4/23/01 - 6/30/01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Minnesota State Patrol has an ongoing need for management training for supervisors holding the rank of Lieutenant. Northwestern University's Center for Public Safety provides a comprehensive curriculum in police management training that addresses the specific needs of the State Patrol.</p>		
Billable Hours (if applicable)	Amount Spent \$18,900	Source of Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>Northwestern University is the only known organization that provides a comprehensive training opportunity for law enforcement supervisors and managers. By hosting the "School of Police Staff and Command" at the State Patrol Training Academy, the State was provided with 4 positions at no cost. The value and savings of these positions was \$12,600.00. Furthermore, by hosting the course at the State Patrol Training Academy, the State reduced costs in travel, lodging and per diem by not sending its participants to Northwestern University's Evanston Campus.</p>		
Chief Executive Signature 	Title Chief	Date 8/1/01
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		


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

Agency: Minnesota Department of Public Safety, Office of Traffic Safety		
Contract Firm: Comprehensive Safety Systems		Master Contract Number: A08630
Project Name: Motorcycle Rider Training	Project Number: 01-07-01	Project Duration (Dates): 7/1/00 to 6/30/01
<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 individuals in the State of Minnesota with access to a motorcycle safety program. The project included rider training programs for beginning and advanced riders as well as workshops, seminars, third party skills testing for endorsement, and other safety related programs.</p> <p>It was necessary to enter into this contract because the Department of Public Safety does not have the expertise and Motorcycle Safety Foundation certifications to provide a statewide training program.</p>		
Billable Hours (If applicable): Fixed Bid-N/A	Amount Spent: \$399,988.21	Source of Funding: State Dedicated Motorcycle Safety Fund
<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>According to M.S. 121A.36, Subd. 3, a percentage of the state funds that are created by Section 171.06, Subd. 2a, must be obligated towards rider training. Sixty-five percent of the state dedicated motorcycle safety fund may be allocated for the rider training program.</p>		
Chief Executive Signature 	Title Commissioner	Date 8-1-01
Minn. Stat. 16C.08, Subd. 4(a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency MN Dept. of Public Safety, Division of Emergency Management		
Contract Firm Michael Baker Jr. Inc	Master Contract Number A08307	
Project Name <i>State Hazard Mitigation Plan and Terrorism Implementation Plan</i>	Project Number <i>A08307</i>	Project Duration (Dates) <i>5/15/00 - 3/30/01</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>To update the statewide natural hazard assessment, develop a technological hazard assessment, update the current Hazard Mitigation Plan & develop an Implementation Plan for Bomb Disposal & Terrorism Response Services. The Bomb Disposal Plan was required by the Legislature & the update of the mitigation plan was required by the federal government. Due to the aggressive timelines & the amount of necessary research, state staff did not have the time available to finish the project.</i></p>		
Billable Hours (if applicable) <i>1144</i>	Amount Spent <i>\$98,628.35</i>	Source of Funding <i>Federal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>This was a multi-discipline time intensive project. Many staff do not have the expertise in both the subject matter(s) and research methodology. In addition, the planners within DEM were responding to summer flooding across the state & were unavailable for this project.</i></p>		
Chief Executive Signature 	Title <i>Asst. Comm</i>	Date <i>7/19/01</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

Agency MN Dept. of Public Safety, MN Center for Crime Victim Services		
Contract Firm Tech Pro Inc.		Master Contract Number A00531/412644 Master Order #A04641
Project Name Reparations Database	Project Number	Project Duration (Dates) 11/1/00 - 9/1/00
Summarize the purpose of the contract, including why it was necessary to enter into a contract. Design and implement reparations database system. It was necessary to enter into a contract because programming services are no longer provided by the Department's Office of Technical Support Services.		
Billable Hours (if applicable)	Amount Spent \$95,000	Source of Funding State General Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently. Old database system was not Y2K compatible and had to be replaced. Programming and design services were not available internally, so this work had to be obtained through a contract. New system will provide more efficient processing of claims.		
Chief Executive Signature 	Title Asst. Comm	Date 10/24/00
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency MN Dept. of Public Safety, Office of Traffic Safety		
Contract Firm Richard C. Smith	Master Contract Number A06491	
Project Name <i>NightCAP Liaison</i>	Project Number <i>00-14-03</i>	Project Duration (Dates) <i>10-1-99 to 9-30-00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>As a condition of receiving certain federal funds, the NightCAP alcohol enforcement program was created. Enforcement saturations must include participation by state, county and local law enforcement agencies as well as media and education efforts with each saturation. Because this program is critical to receiving the funding and because of the complex nature of the multi-jurisdictional efforts, it is imperative that close supervision and attention be paid to the day to day operation of the project. Because of the law enforcement focus of the program, it was important that a person with law enforcement experience be charged with this responsibility. Richard Smith has that experience + expertise + was able to successfully coordinate more than 85 saturations around the state in the past year.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$4,222.96</i>	Source of Funding <i>Federal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Because the success of this program is critical to receiving these federal funds, close attention to program details was necessary to program operation. Current OTS staffing levels do not permit this level of supervision. In addition, Smith's law enforcement background greatly facilitated the cooperation of the numerous law enforcement agencies involved.</i></p>		
Chief Executive Signature <i>[Signature]</i>	Title <i>Asst. Comm</i>	Date <i>10/5/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		



Minnesota Department of Transportation

Office of Environmental Services

395 John Ireland Boulevard
St. Paul, MN 55155-1899

Fax: 651/ 284-3754
Phone: 651/ 284-3750

October 5, 2000

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

Subject: Mn/DOT Agreement No. 77294
***Great River Road Development Study
Statewide on the Great River Road Scenic Byway***

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: 420395
Contractor: Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive, St. Paul, MN 55100
Source of Funding: Environmental Services Consultant Budget
Total Cost to the State: \$334,770.57
Duration of Contract: June 1, 1998 to March 2, 2000
Billable Hours: 4630.2
Agreement Administrator: Alex Chernaev
Mn/DOT Project Manager: Carol Zoff Pelton

The purpose of this Contract was *to renew interest in the Great River Road among communities along the route in Minnesota and to encourage additional investment in route features.*

This project was contracted out as Mn/DOT *did not have available necessary and qualified personnel to conduct the services and the Contractor represented that it was duly qualified and agreed to perform all services described in the Agreement.*

The conduct of this project through an outside Contractor was cost effective to the state because *it was a first-of-its-kind study involving expertise and experience not available to implement the project.*

Sincerely,

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

for
Elwyn Tinklenberg
Commissioner



Minnesota Department of Transportation

Office of Technical Support

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

Fax: 651/ 282-5127

October 18, 2000

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

Subject: Mn/DOT Agreement No. 78845
Value Engineering Workshop
Light Rail Transit Project

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: A03933
Contractor: CH2M Hill, Incorporated
Source of Funding: Trunk Highway - LRT Funds
Total Cost to the State: \$159,313.42
Duration of Contract: 1/24/99 - 4/28/00
Billable Hours: 801
Agreement Administrator: Linda Moline
Mn/DOT Project Manager: John Caroon

The purpose of this Contract was to perform a Society of American Value Engineers certified Value Engineering work shop for the Hiawatha Light Rail Transit preliminary engineering documents.

This project was contracted out as Mn/DOT (Copy Department of Administration Certification Form Part A, 1.) does not have anyone on staff available that is certified for this type of service and the Federal Transit Authority (FTA) required this to be performed before allowing the project to continue into the detail design phase.

The conduct of this project through an outside Contractor was cost effective to the state because (Give meaningful reasons.) Some of the ideas developed during this workshop were incorporated into the detail design of the project.

Sincerely,


For Elwyn Tinklenberg
Commissioner



Minnesota Department of Transportation

Office of Technical Support

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

Fax: 651/ 282-5127

November 1, 2000

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

Subject: Mn/DOT Agreement No. 80080 - Media Buying for Summer Work Zone Safety Campaign

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).

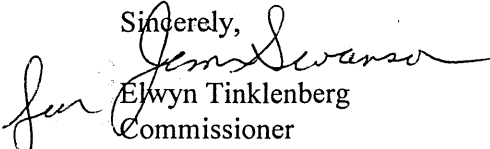
MAPS Contract Number:	A08681
Contractor:	Marketing Midwest, Inc. 5666 Lincoln Drive, Suite 215 Edina, MN 55436
Source of Funding:	Work Zone Safety Media
Total Cost to the State:	\$75,000.00
Duration of Contract:	May 26, 2000 to October 31, 2000
Billable Hours:	N/A
Agreement Administrator:	Steve Porter
Mn/DOT Project Manager:	Kevin Walker

Each year the Minnesota Department of Transportation (Mn/DOT) creates two statewide work zone safety public awareness and education campaigns. One campaign begins in the spring and continues through the summer focusing on highway maintenance and construction activities. The other focuses on winter snow and ice removal operations. The campaigns are designed to educate travelers about dangers in work zones and provide them with information they can use to protect themselves and workers against injury and death in work zone accidents. This contract was specifically for the winter campaign.

This project was contracted out as Mn/DOT does not have the personnel required to provide the media buying and media placement analysis required of this campaign.

The conduct of this project through an outside Contractor was cost effective to the state because use of Mn/DOT staff to complete the work assigned to the Contractor would take them away from programmed projects with tight schedules.

Sincerely,


Elwyn Tinklenberg
Commissioner

cc: G. Joyce, 112 Admin
J. Blacik, MS 680
File



Minnesota Department of Transportation

Office of Technical Support

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

Fax: 651/ 282-5127

October 19, 2000

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

Subject: Mn/DOT Agreement No. 79295
Software Application Modeling

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: A02010
Contractor: Keane, Inc.
6700 France Avenue South, Suite 300, Edina, MN 55435
Source of Funding: Trunk Highway
Total Cost to the State: \$66,712.50
Duration of Contract: August 16, 1999 to February 1, 2000
Billable Hours: 444.75
Agreement Administrator: Mark Hagen
Mn/DOT Project Manager: Michael A. Barnes

The purpose of this Contract was to provide the expertise, skills and experience in identifying and gathering user requirements and modeling them in an object oriented environment. Mn/DOT is designing and building an n-tier application server that will capture, store and maintain location data and provide integration services for transportation management systems.

Using unified modeling language (UML), the project team was developing an object oriented conceptual design of the Linear Datum. An entity-relationship diagram had been completed, but additional work was needed to define objects and use cases.

Mn/DOT sought a Systems Architect to work with the project team to develop a complete analysis and design level model of the Linear Datum. Mn/DOT required skill and experience in the following:

1. Object Oriented Analysis and Design (OOAD)
2. Analysis and design level modeling
3. Unified Modeling Language (UML)
4. Rational Rose and Rational Suite of modeling programs
5. Rational Unified Process

The deliverable at the end of this contract was a completed analysis level model of the Linear Datum using UML and stored within Rational Rose and Rational Requisite Pro.

Mn/DOT hired a contractor to perform this work because the necessary skills and experience did not exist within Mn/DOT.

The use of an outside contractor for this one-time project was cost effective to the State because Mn/DOT received the model necessary for the successful design of the n-tier location application server.

Sincerely,




For Elwyn Tinklenberg
Commissioner

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

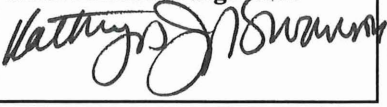
Master Contract Project Report

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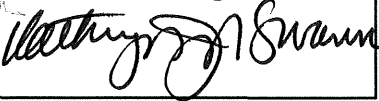
Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Robert W. O'Brien		Master Contract Number A02675
Project Name Safe & Sober Liaisons	Project Number 00-04-06	Project Duration (Dates) 10/1/99 to 9/30/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. O'Brien provides this service for the metropolitan area of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$64,629.51	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Director, OTS</i> Commissioner	Date <i>10-13-00</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

ORIGINAL

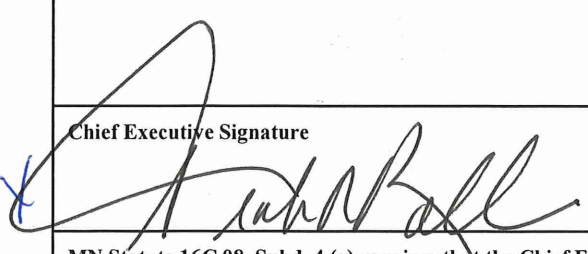
Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Q Enterprises		Master Contract Number A 02683
Project Name Safe & Sober Liaisons	Project Number 00-04-06	Project Duration (Dates) 10/1/99 to 9/30/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Quinn (of Q Enterprises) provides this service for the northern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$59,342.46	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live and work (between half and three-quarter time) in different parts of the state; they are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; we are much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Director, OTS</i> Commissioner	Date <i>10-13-00</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

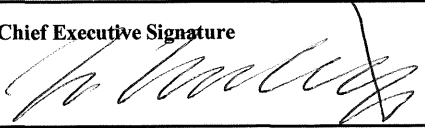
Master Contract Project Report

Agency Minnesota Department of Public Safety		
Contract Firm Bradley Kollmann		Master Contract Number A02682
Project Name Safe & Sober Liaisons	Project Number 00-04-06	Project Duration (Dates) 10/1/99 to 9/30/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Kollmann provides this service for the southern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$58,525.00	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title Director, OTS Commissioner	Date 10-13-00
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		


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

Agency MN Dept. of Public Safety, Alcohol and Gambling Enforcement		
Contract Firm SafeNet Consulting Inc.	Master Contract Number A00520 Work Order #A02048	
Project Name Development and Implementation of Licensing and Activity System	Project Number	Project Duration (Dates) 9/13/99 - 3/31/00w/ext. to 7/31/00
<p><small>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</small></p> <p>It was necessary for the AGED to update their computerized systems. The purpose for update was to reflect consolidation of former Liquor Control and Gambling Enforcement into one system and the system used was becoming obsolete and needed to be replaced. A contract was necessary because no employee in the division or department was able to provide this service.</p>		
Billable Hours (if applicable)	Amount Spent \$91,417.50	Source of Funding 200-9112-913
<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 was put out for bids and this vendor was the lowest bidder. The contractor has been working with the staff of the division and the department's Office of Technical Support Services to produce a system to best serve our customers.</p>		
Chief Executive Signature 	Title Director	Date 9/14/00
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

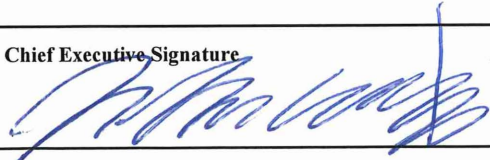
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Office of Traffic Safety		
Contract Firm MN Institute of Public Health	Master Contract Number 9200-567	
Project Name Combating Underage Drinking	Project Number	Project Duration (Dates) April 1, 1999 – May 31, 2000
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Minnesota Institute of Public Health, through their project "Minnesota Join Together" was contracted to provide technical assistance to community coalitions to address youth access to alcohol. They provided resources to these communities for alcohol compliance checks, reviewing local ordinances, and creating local efforts to raise awareness of underage drinking in their community. The Office of Traffic Safety did not have staff to provide intensive technical assistance for this effort.</p>		
Billable Hours (if applicable)	Amount Spent \$55,000.00	Source of Funding Fed Dept. of Justice
<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>MJT has been working with local communities to address underage drinking through coalition building and local ordinance development. Traffic Safety staff did not have time to spend on only this component of the total project. This project is one component of three within the Combating Underage Drinking Program (now called Enforcing Underage Drinking Laws Program) administered through the Office of Traffic Safety.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 8/31/00
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

Agency MN Dept. of Public Safety, Emergency Management		
Contract Firm TAG Real Estate Services	Master Contract Number M-4133 & all Related Work Orders	
Project Name <i>Acquisition Services Breckenridge + Chippewa County</i>	Project Number <i>001 + 002</i>	Project Duration (Dates) <i>7/97 - 6/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>The state retained the contractor to provide acquisition services for flood-ravaged communities following the '97 flood in order to accelerate the acquisition and recovery process.</i></p>		
Billable Hours (if applicable) <i>N/A</i>	Amount Spent <i>164,100.00</i>	Source of Funding <i>75% Federal, 25% State</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The state doesn't have services of this type to offer to local governments. The Federal Emergency Management Agency paid 75% of the cost.</i></p>		
Chief Executive Signature 	Title <i>ASSISTANT COMMISSIONER</i>	Date <i>8/21/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

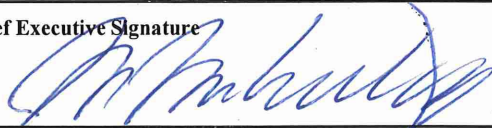
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Emergency Management		
Contract Firm Conworth Inc.	Master Contract Number M-4135 & all Related Work Orders	
Project Name Acquisition Services City of Dawson	Project Number P97- Proj. 004	Project Duration (Dates) 7/97 - 6/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The State retained 3 contractors to provide acquisition services for flood-ravaged communities following the '97 flood in order to accelerate the acquisition and recovery process</p>		
Billable Hours (if applicable) N/A	Amount Spent 42,000.00	Source of Funding Federal 75% State 25%
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>The State doesn't have services of this type to offer to local governments, The Federal Emergency Management Agency paid 75% of the cost.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 8/21/00
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

Agency: Minnesota Department of Public Safety, Office of Traffic Safety		
Contract Firm: Comprehensive Safety Systems	Master Contract Number: A00063	
Project Name: Motorcycle Rider Training	Project Number: 00-07-01	Project Duration (Dates): 7/1/99 to 6/30/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of the contract was to provide individuals in the State of Minnesota with access to a motorcycle safety program. The project included rider training programs for beginning and advanced riders as well as workshops, seminars, third party skills testing for endorsement, and other safety related programs.</p> <p>It was necessary to enter into this contract because the Department of Public Safety does not have the expertise and Motorcycle Safety Foundation certifications to provide a statewide training program.</p>		
Billable Hours (If applicable): Fixed Bid-N/A	Amount Spent: \$413,675.48	Source of Funding: State Dedicated Motorcycle Safety Fund
<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>According to M.S. 121A.36, Subd. 3, a percentage of the state funds that are created by Section 171.06, Subd. 2a, must be obligated towards rider training. Sixty-five percent of the state dedicated motorcycle safety fund may be allocated for the rider training program.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER Commissioner	Date 8/21/00
Minn. Stat. 16C.08, Subd. 4(a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency MN Dept. of Public Safety, Office of Technical Support Service		
Contract Firm Unisys Corporation	Master Contract Number A03616	
Project Name <i>SHOTS/CSIS Interface Phase I</i>	Project Number	Project Duration (Dates)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>SHOTS/CSIS Interface Phase I was to develop the Requirements and Conceptual design for a standard interface (SIF) that would be used to connect the Sexual Offender ^(SOR) system with the LEMS switch. This would allow Minnesota SOR data to be sent to the FBI's national system and would allow local law enforcement officers connected to the Criminal Justice Data Network to access SOR data. This SIF would become the standard for interfacing multiple databases into with the Criminal Justice Information System.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$179,079.00</i>	Source of Funding <i>Grant</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Allows limited existing staff to focus on core components and brings in outside expertise that is not available at the State.</i></p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date <i>8/21/00</i>
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm City of St. Paul, Dept. of Fire & Safety Serv.	Master Contract Number 2000-4041	
Project Name <i>Disaster Preparedness Response Team Program</i>	Project Number	Project Duration (Dates) <i>7/1/99 - 6/30/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>This contract provides state-wide hazardous materials incident emergency response services when local public safety authorities lack the OSHA regulated specially trained personnel, specialized equipment and other resources necessary for the response.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$120,000.00</i>	Source of Funding <i>General Fund</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Studies conducted in 1988 and 1991 determined that contracting with existing local government agencies and private parties was the most effective and economical means of providing such services. MN Statutes 299A.48-52 authorize the Commissioner of Public Safety to enter into this contract.</i></p>		
Chief Executive Signature <i>R. Paul C. Ruhn</i>	Title <i>Bureau Chief</i>	Date <i>8/10/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

ADMIN. report40.wpd (07-01-98)

[Signature]
 ASSISTANT COMMISSIONER *8/23/00*

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

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Moorhead Fire Dept.	Master Contract Number 2000-4042	
Project Name <i>Hazardous Materials Regional Response Team Program</i>	Project Number	Project Duration (Dates) <i>7/1/99 - 4/30/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>This contract provides state-wide hazardous materials incident emergency response services when local public safety authorities lack the OSHA required specially trained personnel, specialized equipment and other resources necessary for the response.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$ 120,000.00</i>	Source of Funding <i>General Fund</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Studies conducted in 1988 and 1990 determined that contracting with existing local government agencies and private parties was the most effective and economical means of providing such services. MN Statutes 299A.48-52 authorize the Commissioner of Public Safety to enter into this contract.</i></p>		
Chief Executive Signature <i>[Signature]</i>	Title <i>Deputy Chief</i>	Date <i>8/10/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

ADMIN. report40.wpd (07-01-98)

[Signature]
ASSISTANT COMMISSIONER

8/23/00

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

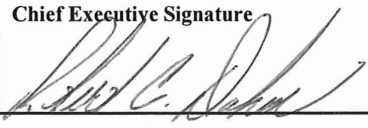
Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Rochester Fire Dept.	Master Contract Number 2000-4040	
Project Name <i>Hazardous Materials Regional Response Team Program</i>	Project Number	Project Duration (Dates) <i>7/1/99 - 6/30/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>This contract provides state-wide hazardous materials incident emergency response services when local public safety authorities lack the OSHA required specially trained personnel, specialized equipment and other resources necessary to respond.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$120,000.00</i>	Source of Funding <i>General Fund</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Studies conducted in 1988 and 1990 determined that contracting with existing local governmental agencies and private parties was the most effective and economical means of providing such services. MN Statutes 299A.48-52 authorize the Commissioner of Public Safety to enter into this contract.</i></p>		
Chief Executive Signature <i>Robert C. Nelson</i>	Title <i>Bureau Chief</i>	Date <i>8/10/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

ADMIN. report40.wpd (07-01-98)

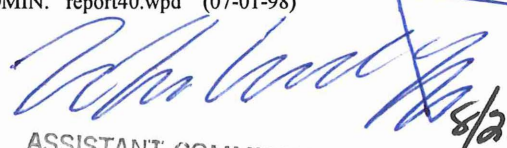
x *John Pulley* *8/23/00*

ASSISTANT COMMISSIONER

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


Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Duluth Fire Dept.	Master Contract Number 2000-4039	
Project Name <i>Shoreland Incident Response Team</i>	Project Number	Project Duration (Dates) <i>7/1/99 - 6/30/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>This contract provides state-wide shoreland materials incident emergency response services. When local public safety authorities lack the skills required specially trained personnel, specialized equipment and other resources necessary for the response.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$120,000.00</i>	Source of Funding <i>General Fund</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Studies conducted in 1988 and 1990 determined that contracting with existing local government agencies and private parties was the effective and economical means of providing such services. MN Statutes 299A.48-52 authorize the Commissioner of Public Safety to enter into this contract.</i></p>		
Chief Executive Signature 	Title <i>Bureau Chief</i>	Date <i>6/10/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

ADMIN. report40.wpd (07-01-98)


+  5/23/00

ASSISTANT COMMISSIONER

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


Agency Public Safety, Office of Communications		
Contract Firm Northwest Teleproductions Inc.	Master Contract Number A03106	
Project Name <i>Motorcycle Safety Campaign</i>	Project Number	Project Duration (Dates) <i>11/18/99 - 2/11/00</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract. <div style="font-family: cursive;"> <p>Humorous, high quality concepts needed to attract motorcyclists' attention. Photography and layout crucial to message, and these things were completed better and cheaper, dollar for dollar, by an outside contractor - DPS staff time is spent on other facets of the campaign, including media buying and distribution.</p> </div>		
Billable Hours (if applicable)	Amount Spent <i>\$57,496.00</i>	Source of Funding
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently. <div style="font-family: cursive;"> <p>NWTP has experience and resources to provide better final products - DPS, MMSC, MMSAC, et al, provided input and guidance in concept development, NWTP executed the decisions. This primarily relied on photo studio, radio studio, and computer/web applications that are beyond the scope of what DPS communications is designed for.</p> </div>		
Chief Executive Signature 	Title <i>Communications Specialist</i>	Date <i>4-12-00</i>
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

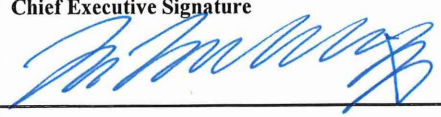
Agency MN Dept. of Public Safety, Office of Communications		
Contract Firm Northwest Teleproductions Inc.	Master Contract Number A03106	
Project Name <i>Motorcycle Safety Campaign</i>	Project Number	Project Duration (Dates) <i>11/18/99 - 2/11/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Humorous, high quality concepts needed to attract motorcyclists' attention. Photography and layout crucial to message, and these things were completed better and cheaper, dollar for dollar, by an outside contractor - DPS staff time is spent on other facets of the campaign, including media buying and distribution</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$57,496.00</i>	Source of Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>NWTP has experience and resources to provide better final products - DPS, MMSC, MMSAC, et al, provided input and guidance in concept development, NWTP executed the decisions. This primarily relied on photo studio, radio studio, and computer/web applications that are beyond the scope of what DPS communications is designed for.</i></p>		
Chief Executive Signature 	Title <i>Communications Specialist</i>	Date <i>4-12-00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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


ORIGINAL

Agency MN Dept. of Public Safety, State Patrol Division		
Contract Firm Macro Group Inc.	Master Contract Number 412638 (A00557) Work Order A02946	
Project Name Records Management	Project Number A 02946	Project Duration (Dates) 11/1/99 to 2/16/00
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Purpose of the contract was to hire a company with experience in analysis to define requirements in developing a Records Management System for the MSP.</p> <p>Contracting with a vendor was necessary due to time, staffing and budget constraints.</p>		
Billable Hours (if applicable) 728	Amount Spent \$63,546.00	Source of Funding 270
<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>N/A</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 4/14/00
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

Agency MN Dept. of Public Safety, Emergency Management		
Contract Firm U.S. Army Cold Regions Research & Engineering Laboratory	Master Contract Number 2000-3886	
Project Name <i>Evaluation of the Use of Ice Dusting for Prevention of Ice Jams</i>	Project Number	Project Duration (Dates) <i>3/99 - 10/99</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>This contract was required to evaluate the effectiveness of the use of ice dusting as a way to reduce ice jam flooding. The U.S. Army Cold Regions Research & Engineering Laboratory is the only facility in the country that could perform these services, and that is why we entered into a contract with them.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>42,539.00</i>	Source of Funding <i>Federal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The only way to determine if the use of ice dusting was an effective way to reduce ice jam flooding was to have it monitored and evaluated by ice experts. The U.S. Army Cold Regions Research & Engineering Laboratory is the only facility that provides these services, therefore it was a very cost-effective way for us to get the product.</i></p>		
Chief Executive Signature 	Title <i>Asst. Comm</i>	Date <i>4/25/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

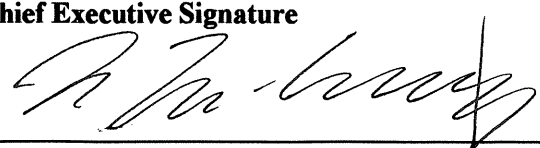
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Office of Traffic Safety		
Contract Firm Richard C. Smith	Master Contract Number 9200-505	
Project Name <i>NightCAP Liaison</i>	Project Number <i>99-14-11</i>	Project Duration (Dates) <i>10-1-98 to 9-30-99</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>As a condition of receiving certain federal funds, the NightCAP alcohol enforcement program was created. Enforcement saturations must include participation by state, county, + local law enforcement agencies as well as media and education efforts with each saturation. Because this program is critical to receiving the funding, and because of the complex nature of the multijurisdictional efforts, it is imperative that close supervision and attention be paid to the day to day operation of the project. Because of the law enforcement focus of the program, it was important that a person with law enforcement experience be charged with this responsibility. Richard Smith has that experience + expertise and was able to successfully coordinate more than 75 saturations around the state in the past year.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$ 75,771.56</i>	Source of Funding <i>Federal</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Because the success of this program is critical to receiving these federal funds, close attention to program details was necessary to program details and operation. Current OTS staffing levels do not permit this level of supervision. In addition, Smith's law enforcement background greatly facilitated the cooperation of the numerous law enforcement agencies involved.</i></p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date <i>1/3/00</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

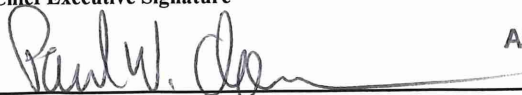
Agency Public Safety/Traffic Safety		
Contract Firm Wendy Russ Robson	Master Contract Number 9200-229	
Project Name Safe & Sober Media Relations	Project Number 97-04-06	Project Duration (Dates) 10/1/96 to 9/30/97
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Safe & Sober is a campaign that combines public education and media relations with four waves of enhanced enforcement. While the public education and media relations activities are mainly conducted at the local level by sheriffs' offices and police departments, those agencies seldom have in-house access to professionals in those areas. The duties for each of the four Safe & Sober waves included writing press releases and public service announcements, working with the Office of Communications on designing and scheduling press events, suggesting a variety slogans, designing other ideas for enforcement activities, and answering requests for other help from individual agencies. With no staff time available in Public Safety to perform those duties, a request for proposal process was used to secure the services of a contractor. Since the time of this contract, the staff of the Office of Communications has increased and the activities are done within the Department.</p>		
Billable Hours (if applicable)	Amount Spent: \$31,878.92	Source of Funding: Federal 402 Highway Safety
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>It is unreasonable to expect law enforcement agencies of all sizes to have access to professional media relations staff. Research has consistently shown projects such as Safe & Sober are successful only when they combine public education and media relations with the enhanced enforcement. Therefore, we provided these services for the local agencies through a contract.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 1/3/00
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

Agency Public Safety/Traffic Safety		
Contract Firm Wendy Russ Robson	Master Contract Number 9200-342	
Project Name Safe & Sober Media Relations	Project Number 98-14-09	Project Duration (Dates) 10/1/97 to 9/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Safe & Sober and NightCAP are campaigns that combines public education and media relations with four waves of enhanced enforcement. While the public education and media relations activities are mainly conducted at the local level by sheriffs' offices and police departments, those agencies seldom have in-house access to professionals in those areas. The duties for each of the four Safe & Sober waves included writing press releases and public service announcements, working with the Office of Communications on designing and scheduling press events, suggesting a variety of slogans, designing other ideas for enforcement activities, and answering requests for other help from individual agencies. Events, press releases and other assistance were also provided for NightCAP. With no staff time available in Public Safety to perform those duties, a request for proposal process was used to secure the services of a contractor. Since the time of this contract, the staff of the Office of Communications has increased and the activities are done within the Department.</p>		
Billable Hours (if applicable)	Amount Spent: \$54,983.33	Source of Funding: Federal 410 Highway Safety
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>It is unreasonable to expect law enforcement agencies of all sizes to have access to professional media relations staff. Research has consistently shown projects such as Safe & Sober are successful only when they combine public education and media relations with the enhanced enforcement. Therefore, we provided these services for the local agencies through a contract.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 1/3/00
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

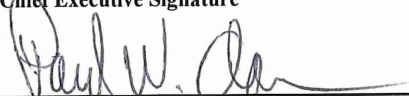
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN/DPS OTSS		
Contract Firm Macro Group		Master Contract Number 412638
Project Name	Project Number	Project Duration (Dates)
Software Development Methodology Phase II	31633635	1.11.99 - 9.30.99
<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 complete Phase II of the development of a department wide software development methodology (SDM). This included finalizing the SDM documentation developed in Phase I, developing templates, examples, sample cases and training material. This phase also included the selection of software development tools for the department.</p>		
Billable Hours (if applicable)	Amount Spent	Source of Funding
	\$45,900	General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>An outside consultant that specializes in software development methodologies was brought in to develop the SDM. This allowed our staff to participate in the process and learn. If our staff would have had to develop this from scratch we would still be working on it. It also allowed our staff to continue to provide support to our clients.</p>		
Chief Executive Signature	Title	Date
	ASSISTANT COMMISSIONER	11/15/99
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		


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

ORIGINAL

Agency MN/DPS OTSS		
Contract Firm Macro Group		Master Contract Number 412638
Project Name	Project Number	Project Duration (Dates)
Software Development Methodology Phase I		7.15.98 - 9.30.98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract was to complete Phase I of developing a department system development methodology (SDM). This initial phase was to include interviewing staff and clients, convening a working group, draft the SDM modules, and develop initial documentation.</p>		
Billable Hours (if applicable)	Amount Spent	Source of Funding
	\$40,100	General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>An outside consultant that specializes in software development methodologies was brought in to develop the SDM. This allowed our staff to participate in the process and learn. If our staff would have had to develop this from scratch we would still be working on it. It also allowed our staff to continue to provide support to our clients.</p>		
Chief Executive Signature	Title	Date
	ASSISTANT COMMISSIONER	11/15/99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

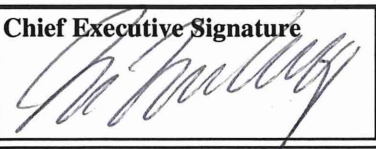
Master Contract Project Report

ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Bradley Kollmann		Master Contract Number 9200-455
Project Name Safe & Sober Liaisons	Project Number 99-04-06	Project Duration (Dates) 10/1/98 to 9/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Kollmann provides this service for the southern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$50,504.43	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title Assistant Commissioner	Date 11-3-99
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		


Master Contract Project Report

ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Q Enterprises		Master Contract Number 9200-450
Project Name Safe & Sober Liaisons	Project Number 99-04-06	Project Duration (Dates) 10/1/98 to 9/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Quinn (of Q Enterprises) provides this service for the northern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$53,178.94	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live and work (between half and three-quarter time) in different parts of the state; they are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; we are much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title Assistant Commissioner	Date 11-3-99
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

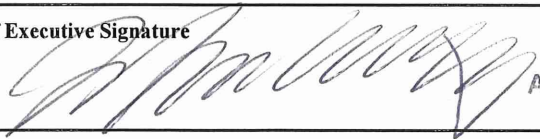
Master Contract Project Report

ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Robert W. O'Brien		Master Contract Number 9200-453
Project Name Safe & Sober Liaisons	Project Number 99-04-06	Project Duration (Dates) 10/1/98 to 9/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. O'Brien provides this service for the metropolitan area of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$56,726.56	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title Assistant Commissioner	Date 11-3-99
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

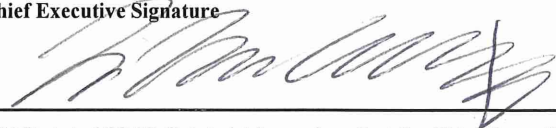
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Rochester Fire Dept.		Master Contract Number 2000-2189
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/99 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Emergency Response and Chemical Assessment Team for 28 counties in southern Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 240,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11/3/99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

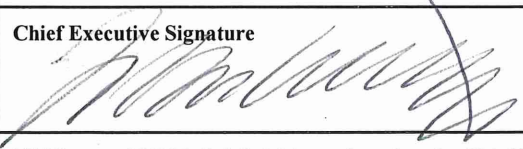
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Grand Rapids Fire Dept.		Master Contract Number 2000-2219
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Chemical Assessment Team for 10 counties in north central Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 80,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

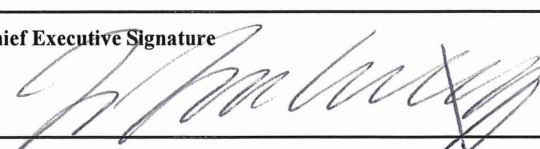
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm City of St. Paul		Master Contract Number 2000-2245
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Emergency Response and Chemical Assessment Team for 19 counties in east-central and central Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 240,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

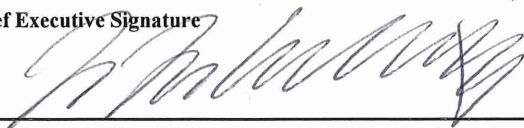
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm West Central Env. Consultants		Master Contract Number 2000-2190
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Chemical Assessment Team for 17 counties in west-central and south-west Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 80,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-98
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Moorhead Fire Dept.		Master Contract Number 2000-2184
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Emergency Response and Chemical Assessment Team for 28 counties in west-central and north-west Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 240,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm City of Fridley		Master Contract Number 2000-2221
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Chemical Assessment Team for 5 counties in east central Minnesota. This contract was Authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 80,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by The Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

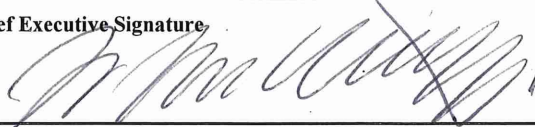
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Hopkins Fire Dept.		Master Contract Number 2000-2196
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Chemical Assessment Team for 5 counties in east central Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 80,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm City of Mankato		Master Contract Number 2000-2246
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Chemical Assessment Team for 12 counties in south central Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 80,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm St. Cloud Fire Dept.		Master Contract Number 2000-2220
Project Name Hazardous Materials Regional Response Team Program	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as a Hazardous Materials Chemical Assessment Team for 10 counties in central Minnesota. This contract was authorized by MN Statutes 299A.48-52, which requires the Commissioner of the Department of Public Safety to establish a Statewide Hazardous Materials Incident Response Plan. The Commissioner is authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 80,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by the Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

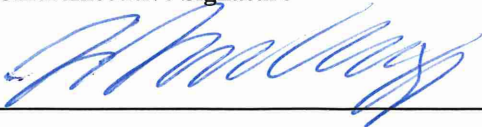
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN Dept. of Public Safety, Emergency Management/Fire Marshal		
Contract Firm Duluth Fire Dept.		Master Contract Number 2000-21888
Project Name Hazardous Materials Regional Response Team Program.	Project Number	Project Duration (Dates) 7/1/97 to 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide on call service as Hazardous Materials Emergency Response and Chemical Assessment team for 12 counties in northeast Minnesota. This contract was Authorized by MN Statutes 299A.48-52, which Requires the Commissioner of the Department of Public Safety to establish a Statewide hazardous materials incident response plan. The Commissioner is Authorized to enter into contracts to implement the established plan.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$ 240,000.00	Source of Funding General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>A 1990 study conducted by The Department of Public Safety, at the direction of the Legislature, determined that contracting for the service with public and private entities was the most effective and efficient method. A copy of that study is available from the State Fire Marshal Division upon your request.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 11-3-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

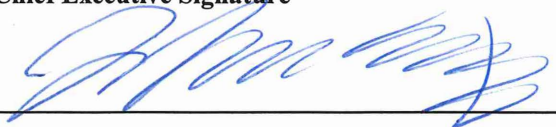
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency MN DPS		
Contract Firm UNISYS	Master Contract Number M-0466	
Project Name CJDN Network Study	Project Number	Project Duration (Dates) 5/1/96 – 6/30/97
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>This project consisted of reviewing the existing CJDN analog network, current applications and looking at future networking needs. Then develop a conceptual design reviewing the various network technologies, network software and network management method available. Develop a proposed network architecture including areas where standards are required.</p>		
Billable Hours (if applicable)	Amount Spent \$90,000	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>The department is still in the process of coming up to full staffing levels and fully trained personnel.</p> <p>This contract allows OTSS to selectively reach out for specific skills and knowledge that compliment its existing staff.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 10/22/99
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

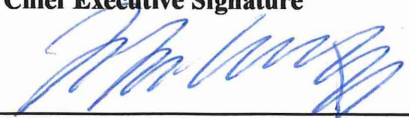
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL


Agency MN DPS		
Contract Firm UNISYS	Master Contract Number M-4066	
Project Name General LEMS Support	Project Number	Project Duration (Dates) 8/1/96 – 6/30/97
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. Provide LEMS Continuation Support, on an as required basis for the Law Enforcement Message Switch in the form of System Design, consultation, training, and programming. LEMS Continuation Support includes the following categories and sub categories. 1. LEMS Application Support (Install new LEMS software, integrate fixes into the LEMS software, support local customization of the LEMS software, consult with DPS clients in interfacing with the message switch, functional training, programmer training and consulting on new functionality or capabilities.) 2. Hot Files Application Support (design code/test new programs or changes, assist in problem identification, assist in design of relational databases, and assist in database reorganization and recovery.) 3. Network Support (Assist in network configuration changes, installation of fixes to the network, and identification and resolution of network problems including equipment failures, line problems, software problems or protocol violations.) 4. System Support (Installation of new system release, installation of fixes to the system software, changes and or enhancements to SMART console operations, and performance analysis of the ClearPath and/or DCP.)</p>		
Billable Hours (if applicable)	Amount Spent \$50,000	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>This contract allows OTSS to selectively reach out for specific skills and knowledge that compliment its existing staff and allows the OTSS staff to focus on strategic issues rather than support.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 10/22/99
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Contract Project Report


ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Minnesota County Attorneys Association		Master Contract Number 9200-367
Project Name Law and Legal Training	Project Number 98-14-07	Project Duration (Dates) 11/1/97 to 9/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>While both prosecutors and officers are required to earn a certain number of continuing education credits every two years, neither group is required to have any of those credits related to traffic safety. Because impaired driving is the most common arrest many officers will make, the most common charge young prosecutor's will take to court, and kills hundreds of people each and every year; it is important that the officers of the court are provided with the necessary knowledge and skills to perform their duties related to DWIs efficiently.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it, had ever done any similar training, had the same degree of access to the prosecutors, or was able to provide some training using satellite broadcast.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$46,249.22	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>Using a satellite to broadcast the law up-date course allows it to be held at approximately thirty-five sites simultaneously thus decreasing time for officers traveling to the training. Those officers taking the law up-date training can fax or call in questions relating to DWI to the broadcast center and have the questions answered on air by a panel of experts. Using the MCAA for the contract has given us access to the best in the state for providing training to and for prosecutors; the instructor's they use for prosecutor training have all been through national instructor training specifically on impaired driving.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER <i>Commissioner</i>	Date 10/20/99
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

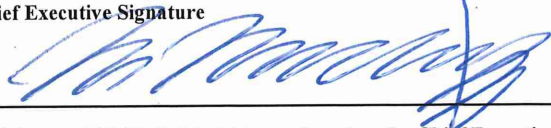
Report on Professional/Technical Contracts Over \$40,000

Agency MN DPS		
Contract Firm UNISYS	Master Contract Number 415790	
Project Name General LEMS Support	Project Number	Project Duration (Dates) 9/1/97 – 6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. Provide LEMS Continuation Support, on an as required basis for the Law Enforcement Message Switch in the form of System Design, consultation, training, and programming. LEMS Continuation Support includes the following categories and sub categories. 1. LEMS Application Support (Install new LEMS software, integrate fixes into the LEMS software, support local customization of the LEMS software, consult with DPS clients in interfacing with the message switch, functional training, programmer training and consulting on new functionality or capabilities.) 2. Hot Files Application Support (design code/test new programs or changes, assist in problem identification, assist in design of relational databases, and assist in database reorganization and recovery.) 3. Network Support (Assist in network configuration changes, installation of fixes to the network, and identification and resolution of network problems including equipment failures, line problems, software problems or protocol violations.) 4. System Support (Installation of new system release, installation of fixes to the system software, changes and or enhancements to SMART console operations, and performance analysis of the ClearPath and/or DCP.)</p>		
Billable Hours (if applicable)	Amount Spent \$63,000	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>The department is still in the process of coming up to full staffing levels and fully trained personnel.</p> <p>During this time the OTSS staff was focused on completing the development of the CJIS portion of the Orders for Protection system and developing the Minnesota Gang Files.</p> <p>This contract allows OTSS to selectively reach out for specific skills and knowledge that compliment its existing staff.</p>		
Chief Executive Signature 	Title Asst Commissioner	Date 9-10-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

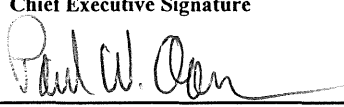
Report on Professional/Technical Contracts Over \$40,000

Agency MN DPS		
Contract Firm UNISYS	Master Contract Number 415790	
Project Name Y2K Upgrade for Minnesota Hot Files	Project Number	Project Duration (Dates) 9/1/97 - 6/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. Provide analysis and programming support in converting the CJIS Hot Files to be Y2K compliant.</p> <p>This project consisted of: 1. Reviewing the existing Hot Files applications and CJIS message keys for Y2K issues, 2. Developing the strategy for the Y2K conversion effort, 3. Developing the conversion environment, 4. Developing the processes for converting screens and programs, 5. Convert and perform initial testing of Hot Files applications.</p>		
Billable Hours (if applicable)	Amount Spent \$350,000	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>The department is still in the process of coming up to full staffing levels and fully trained personnel.</p> <p>During this time the OTSS staff was focused on completing the development of the CJIS portion of the Orders for Protection system and developing the Minnesota Gang Files.</p> <p>This contract allows OTSS to selectively reach out for specific skills and knowledge that compliment its existing staff.</p> <p>Once this effort was completed these resources would no longer be required.</p>		
Chief Executive Signature 	Title Asst Commissioner	Date 9-10-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		


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

Agency MN DPS		
Contract Firm UNISYS	Master Contract Number 415790	
Project Name LEMS Upgrade	Project Number	Project Duration (Dates) 9/1/97 – 6/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. Provide project management, migration consultation services, system software installation, training, integration testing, LEMS backup process, 2200/400 cutover to ClearPath plan, DCP Telecon upgrade assistance.</p> <p>The legislature had appropriated funds to replace the current hardware with newer technology and at the same time acquire a backup/development system for LEMS and Minnesota Hot files. This project was to install the backup/development system, develop the processes to use that system as a backup, and to install the production system and cutover the old 2200/400 to the new ClearPath system, while upgrading all of the system software for the ClearPath.</p>		
Billable Hours (if applicable)	Amount Spent \$175,000	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>The department is still in the process of coming up to full staffing levels and fully trained personnel. (Specifically hiring a systems programmer.)</p> <p>During this time the OTSS staff was focused on completing the development of the CJIS portion of the Orders for Protection system and developing the Minnesota Gang Files.</p> <p>This contract allows OTSS to selectively reach out for specific skills and knowledge that compliment its existing staff. (Project Management, system software installation, system software migration planning, backup and recovery processing)</p>		
Chief Executive Signature 	Title Asst Commissioner	Date 9-10-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

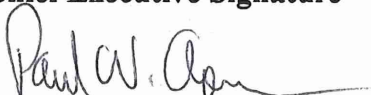
Report on Professional/Technical Contracts Over \$40,000

Agency Minnesota Department of Public Safety		
Contract Firm The MACRO Group, Inc.	Master Contract Number	
Project Name Statewide Probation Information System	Project Number	Project Duration (Dates)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Legislatively mandated statewide probation information system is being developed to include input from all counties within the state. There is not a staff person who is able to complete this lengthy project which involves the entire criminal justice system within the state. Contractor has previous experience working within the criminal justice system, and is familiar with all aspects of the design and implementation of the project.</p>		
Billable Hours (if applicable)	Amount Spent \$253,534.50	Source of Funding General/Special Revenue
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>See above explanation of why this contractor is able to perform more effectively and efficiently.</p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date 8/5/99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

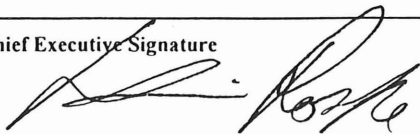
Agency MN Dept. of Public Safety, Office of Traffic Safety		
Contract Firm Krueger Communications	Master Contract Number 9200-497	
Project Name <i>Safety Belt Public Information</i>	Project Number <i>99-02-05</i>	Project Duration (Dates) <i>11-16-98 to 6-30-99</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>The purpose of the contract was to conduct a public information campaign to increase seat belt usage. It was necessary to enter into this contract at the time because the Department had no one available to conduct a seat belt public information campaign.</i></p>		
Billable Hours (if applicable)	Amount Spent <i>56,080.46</i>	Source of Funding Federal <i>NHTSA Section 402</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>The contractor was selected through a competitive Request For Proposals process. This enabled the agency to secure a communications expert to run the safety belt public information campaign at the best possible price until the agency was able to hire an information officer and have that person trained in to conduct the seat belt public information campaign.</i></p>		
Chief Executive Signature 	Title ASSISTANT COMMISSIONER	Date <i>8/4/99</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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


Agency Minnesota Department of Public Safety			ORIGINAL
Contract Firm Comprehensive Safety Systems		Master Contract Number 9200-409	
Project Name Motorcycle Rider Training	Project Number 99-07-01	Project Duration (Dates) 7/1/98 to 6/30/99	
<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 individuals in the State of Minnesota with access to a motorcycle safety program. The project included rider training programs for beginning and advanced riders as well as workshops, seminars, third party skills testing for endorsement, and other safety related programs.</p> <p>It was necessary to enter into this contract because the Department of Public Safety does not have the expertise to provide a statewide training program.</p>			
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$399,538.95	Source of Funding State Dedicated Motorcycle Safety Fund	
<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>According to M.S. 121A.36, Subd. 3, a percentage of the state funds that are created by Section 171.06, Subd. 2a, must be obligated towards rider training. Sixty-five percent of the state dedicated motorcycle safety fund may be allocated for the rider training program.</p>			
Chief Executive Signature 	Title <i>Assistant</i> Commissioner	Date <i>8/13/99</i>	
Minn. Stat. 16C.08, Subd. 4(a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.			

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

ORIGINAL

Agency Department of Public Safety		
Contract Firm MNN Radio Networks	Master Contract Number P9Z-87	
Project Name Minnesota Auto Theft Prevention	Project Number	Project Duration (Dates) 10/1/98-6/30/99
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Contract was entered into because MNN is a private, for profit corporation. It was done so at the direction of the Attorney General's office.</p> <p>The contract outlined the responsibilities of the two parties (MATPP & MNN)</p> <p>The purpose of the contract was to educate the public on auto theft related issues via the radio broadcasting system.</p>		
Billable Hours (if applicable) N/A	Amount Spent \$62,040	Source of Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>Part of the MATPP charter calls for educating Minnesotans about auto theft and its effects on the economy, society, etc. The Minnesota News Network's ability to broadcast to all 87 counties in Minnesota makes it uniquely qualified to satisfy this portion of the charter.</p> <p>MNN is a sole source provider in that no other broadcast company can achieve its level of reach in the state.</p>		
Chief Executive Signature 	Title EXECUTIVE DIRECTOR	Date 8-2-99
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency Minnesota Department of Public Safety/Office of Communications		
Contract Firm Minnesota Institute of Public Health	Master Contract Number 1000-135	
Project Name 1997-98 Minnesota Motorcycle Safety Public Information and Education Campaign	Project Number 98-07-02	Project Duration (Dates) 07-01-97 to 06-30-98 <div style="text-align: right; margin-top: 5px;">07-31-98</div>
Summarize the purpose of the contract, including why it was necessary to enter into a contract. See Attachment A		
Billable Hours (if applicable) Fixed Bid (n/a)	Amount Spent \$116,300.00	Source of Funding State and Federal Funding
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently. See Attachment A		
Chief Executive Signature Don Davis <div style="margin-top: 10px;"></div>	Title Commissioner	Date <div style="margin-top: 10px; text-align: right;">12.4.98</div>
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Attachment A

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

The purpose of the contract was to develop a motorcycle safety public information and education campaign, focused on the goal of reducing motorcycle crashes, injuries and fatalities. This contract requires funding from the Motorcycle Safety Fund, in compliance with Minnesota Statute 15.061.

There has been a reduction in motorcycle fatalities, injuries and crashes since the 1980s; however, deaths and severe injuries can still be prevented through increased education among motorcyclists, heightened public awareness and consistent enforcement of motorcycle laws. In the past, the Minnesota Department of Public Safety has made progress in reducing the number of motorcycle crashes, injuries and fatalities demonstrating that public information and education can be, and is, an effective method of saving the lives of Minnesota motorcyclists. Factors most frequently noted for contributing to crashes include intoxication, excessive speed and rider inexperience, in addition to the public's inability to "see" motorcyclists on the roadways. All of these factors can be affected through public education and information.


It was necessary to enter into this contract due to the very limited internal staff whose responsibilities for supporting additional activities and programs preclude them from taking on the sole responsibility of developing and supporting a comprehensive public education and information campaign of this magnitude. The contractor's team brings the necessary personnel, resources and experience to develop and implement a successful campaign.

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


- The development and implementation of a multi-media campaign specifically targeting motorcyclists and motorcycling issues for the State's motorists takes dedicated resources and staff time. Given the limited staff in the Office of Communications, along with the other demands and priorities from departmental divisions, it is more effective and efficient to have a broad-based contractor manage the campaign, but be supervised by a department liaison.
- The Minnesota Institute of Public Health was the most cost effective service provider given its long standing commitment, experience and dedication to the motorcycle safety program's goals and objectives. The Institute has developed over the years, a relationship with the motorcycle rider training division, motorcycle clubs, organizations, DPS staff and the Department's advisory committee. These established relationships have served the State well in assisting this politically-sensitive program achieve its goals and objectives.

It is most effective and efficient to have DPS staff coordinate the project with the Institute, but allow the Institute to dedicate its staff and resources full time to successfully promote the objectives of the program.

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

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Minnesota Safety Council		Master Contract Number 9200310
Project Name Safe Kids Buckle Up! "Bridge" Project	Project Number 98-02-06.	Project Duration (Dates) 10/1/97 to 6/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to develop and promote activities that promote the correct use of child car seats; distribute child car seats with state dedicated funds; provide training for instructors who give training classes on the correct use of child car seats; and distribute child car seat information through brochures, posters, and a video loaning library.</p> <p>The Department of Public Safety entered into this contract because it was necessary for these programmatic activities to continue while the Department hired and trained its own child passenger safety specialist to operate this program.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$26,422.33	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>This was a cost effective way for the Department of Public Safety to provide the services of the child passenger safety program. The Minnesota Safety Council was already staffed with a professional child car seat educator and instructor. The organization also had a strong network in place to disseminate this information including being a leading member of the Minnesota Safe Kids Coalition.</p>		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>9.9.98</i>
Minn. Stat. 16C.08, Subd. 4(a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Comprehensive Safety Systems		Master Contract Number 9200-275
Project Name Motorcycle Rider Training	Project Number 98-07-01	Project Duration (Dates) 7/1/97 to 6/30/98
<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 individuals in the State of Minnesota with access to a motorcycle safety program. The project included rider training programs for beginning and advanced riders as well as workshops, seminars, and other safety related programs. Additionally, the contractor was required to conduct some public information/education activities.</p> <p>It was necessary to enter into this contract because the Department of Public Safety does not have the expertise to provide a statewide training program.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$409,326.05	Source of Funding State Dedicated Motorcycle Safety Fund
<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>According to M.S. 126.115, Subd. 3, a percentage of the state funds that are created by Section 171.06, Subd. 2a, must be obligated towards rider training. Sixty-five percent of the state dedicated motorcycle safety fund is allocated for the rider training program.</p>		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>9.9.98</i>
Minn. Stat. 16C.08, Subd. 4(a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

Report of Professional/Technical Contract over \$40,000

Agency:	Department of Public Safety, State Fire Marshal Division
Contract Firm:	TriData Corporation, 1000 Wilson Blvd., Arlington, VA
Master Contract Number:	411310
Project Name:	The Connection Among Drugs, Alcohol, and Arson in Minnesota
Project Duration:	March 31, 1996 through April 30, 1998

Summarize the purpose and necessity of entering into a contract.

The Arson Prevention Act of 1994 directed the Administrator of the U.S. Fire Administration to carry out a demonstration program under which not more than ten grants were awarded to States. The Minnesota State Fire Marshal Division was awarded one of these grants. To comply with the grant requirements a contract had to be issued, to a federally approved contractor, to investigate, research, analyze and compare Minnesota statistics to national data information on alcohol and drug use, abuse, and/or criminal activity involved in arson fires.

The contractor was tasked with identifying the cause and prevention strategies of drug/alcohol related arson fires in the MN seven county metro area using the protocol established by the U.S. Fire Administration under FEMA. The contractor needed to have access to the National Fire Information DataBase, the ability to analyze data, provide comparison analysis to other state arson data and have a working knowledge of arson investigation requirements. The information and data obtained had to be analyzed and published in a final report; a model project outline also needed to be published for others to use.

The division did not have the personnel or time to perform the responsibilities required to fulfill this contract, which necessitated awarding the contract to an outside vendor.

Billable Hours:	Amount Spent: \$108,229.73	Source of Funding: Federal Grant
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Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.


The division had neither the resources nor the ability to investigate, document, analyze and publish the report findings. The state arson investigation unit gained firsthand knowledge and received valuable training and information regarding the impact of drugs and alcohol and their connection to arson in Minnesota. Model data collection instruments and protocol that may be used to conduct future statewide studies has been received as a result of this contract.

Chief Executive Signature	Title	Date
		

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm James J. Koessler		Master Contract Number 9200-313
Project Name Safe & Sober Liaisons	Project Number 98-04-06	Project Duration (Dates)
Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of the contract is to act as a liaison between the Office of Traffic Safety and the law enforcement community in southern Minnesota. The liaison encourages use of our Safe & Sober programs and materials and brings agency recommendations and comments back to us. The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well. Although the Contract was scheduled to run from October 1, 1997 through September 30, 1998, it was terminated earlier at the request of the contractor due to ill health.		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$5,198.67	Source of Funding Federal 402 Funding
Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently. The liaisons are retired officers, familiar with the law enforcement community and overall communities in the area in which they work and live. They are independent of any one department or state agency and so better able to work with all agencies. They seen by the enforcement community as experienced, knowledgeable, credible, and impartial – this is what makes them so very effective. Their part-time status, and domicile in the area they serve also makes them cost-effective.		
Chief Executive Signature <i>Donald E. Duller</i>	Title <i>Commissioner</i>	Date <i>6. 12. 98</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

Master Contract Project Report


Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Comprehensive Safety Systems		Master Contract Number 9200-268
Project Name Enhanced Motorcycle Licensing Project	Project Number 403-4	Project Duration (Dates) 6/1/97 to 3/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract was to: provide motorcycle safety instructors for Evening Motorcycle Skills Testing; create a project replication packet for the National Highway Traffic Safety Administration to assist other states in duplicating this project; and create a video for Minnesota motorcyclists on how to obtain a motorcycle endorsement.</p> <p>It was necessary to enter into this contract because the Department of Public Safety does not have access to Motorcycle Safety Foundation certified instructors or the expertise necessary to duplicate their services.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$ 46,085.64	Source of Funding Federal 403 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>This was a cost effective way for the Department of Public Safety to efficiently provide the Enhanced Motorcycle Licensing Project. Comprehensive Safety Systems is fully staffed with motorcycle experts, including two Motorcycle Safety Foundation (MSF) Chief Instructors necessary to oversee the project. Comprehensive Safety Systems also has access to MSF certified instructors to provide this service around the state for the evening motorcycle skills testing.</p>		
Chief Executive Signature 	Title Commissioner	Date 6.8.98
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

DEPARTMENT OF PUBLIC SAFETY

STATE OF MINNESOTA
OFFICE MEMORANDUM

TO: Commissioner of Administration
Professional/Technical Contract Section
Materials Management Division
112 Administration Division
St. Paul, MN 55155

DATE: 2/19/98

FROM: Donald E. Davis 
Commissioner, Public Safety

PHONE: (612) 296-6642

SUBJECT: Report Pursuant to M.S. 16B.17, Subd. 4(c)

Contract Number: 9200-177
Vendor's Name: Minnesota Safety Council
Dollars Expended: \$48,689.85
Source of Funding: Federal 402 Funds
Contract Duration: 10/1/96 -9/30/97

(1) Summarize the purpose of the contract, including why it was necessary to enter into a contract.

The purpose of the contract was two-fold: first, to reach young drivers through their employers and give them information on traffic safety. Second, to provide employers with the tools they need to make traffic safety an ongoing part of their employee safety program.

It was necessary to enter into a contract because the Department of Public Safety does not have the expertise or resources to provide the aforementioned services.

(2) State the amount spent on the contract.


\$48,489.85 was spent on the contract.

(3) Explain why this amount was a cost-effective way to enable the agency to provide its services or products better or more efficiently.

The National Highway Traffic Safety Administration (NHTSA), the funding source for these federal funds, strongly recommended that contact with targeted industries be made through the National Safety Council Network (NETS) chapters and affiliates, and through the NETS organization coordinator. The Minnesota Safety Council is the Minnesota coordinator for NETS (they are the sole NETS representative in the state.)

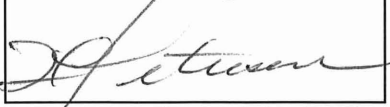
ORIGINAL

Master Contract Project Report

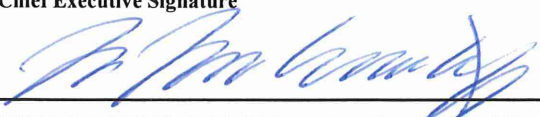
Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Robert W. O'Brien		Master Contract Number 9200-311
Project Name Safe & Sober Liaisons	Project Number 98-04-06	Project Duration (Dates) 10/1/97 to 9/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. O'Brien provides this service for the metropolitan area of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$52,042.66	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Deputy</i> Commissioner	Date <i>10/14/98</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

Master Contract Project Report

ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Q Enterprises		Master Contract Number 9200-312
Project Name Safe & Sober Liaisons	Project Number 98-04-06	Project Duration (Dates) 10/1/97 to 9/30/98
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Quinn (of Q Enterprises) provides this service for the northern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$46,646.22	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live and work (between half and three-quarter time) in different parts of the state; they are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; we are much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Deputy Commissioner</i>	Date <i>10/14/98</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

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

Agency MN Dept. of Public Safety, Fire Marshal Division		
Contract Firm Metamor Worldwide	Master Contract Number 4000-146	
Project Name <i>ARSON Pointer Computer System</i>	Project Number	Project Duration (Dates) <i>5/17 - 6/30/99</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>Contract let to complete project within fiduciary time frames and no inside resources were available</i></p>		
Billable Hours (if applicable)	Amount Spent <i>\$46,164.81</i>	Source of Funding <i>100</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p><i>Project was completed in timely and efficient manner. All deadlines were met and total came in under original estimates.</i></p>		
Chief Executive Signature 	Title <i>Ant. Commissioner</i>	Date <i>7/20/99</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Department of Public Safety
Fiscal & Administrative Services
Attn: Janet Weber
444 Cedar Street, Suite 126
St. Paul, MN 55101-5126

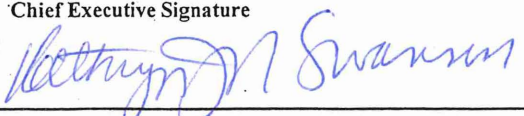
EVALUATION OF CONTRACTOR PERFORMANCE
(Complete all parts of this form within 30 days after contract end date.)

Department/Division: Fire Marshal Division (Ernie Scheidness)	Contractor Name: Metamor Worldwide	
	Effective Dates:	From: 5-7-99 To: 6-30-99
Contract No.: 4000-146	Total Amount: \$49,620.72	
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:


Brief description of work required: <i>Develop and document an Arson Pointer Computer System.</i>

Attach additional sheet for items 1-5, if needed.			
1. Were the objectives of the contract accomplished in the specified time? If no, explain.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Were the contractor's services and the documents produced satisfactory? If no, explain.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Would you engage the contractor's services again? If no, explain.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. General Comments:			
Complete when the final product of a contract is a report.			
Report Title:		Report Date:	
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Signature of Contract Authorized Agent <i>Ernie Scheidness</i>	Date <i>7/20/99</i>	Agency Authorized Signature <i>Thomas R. Brown</i>	Date <i>7/20/99</i>

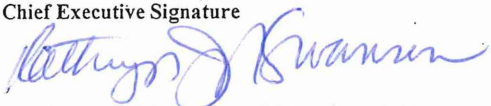
Report on Professional/Technical Contracts Over \$40,000

Agency MN Dept. of Public Safety, Office of Traffic Safety		
Contract Firm Lutheran Social Services	Master Contract Number 9200-590	
Project Name Enforcing Underage Drinking Laws (EUDL)	Project Number 9200-590	Project Duration (Dates) 5-1-99 to 3-31-01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Purpose was to implement a community project in Duluth to enforce underage drinking laws. Agency worked with local organizations interested in addressing youth access to alcohol, including schools, public health, parent organizations, youth groups, police departments, and media. State staff does not have time to implement community efforts.</p>		
Billable Hours (if applicable)	Amount Spent \$52,000.00	Source of Funding OJJDP
<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>Community projects are most effective when implemented by community agencies/staff. The project staff needed to be in contact with many community members and to take advantage of timely events.</p>		
Chief Executive Signature 	Title Director Traffic Safety	Date 7-12-01
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

Agency MN Dept. of Public Safety, Office of Traffic Safety		
Contract Firm Minnesota Institute of Public Health	Master Contract Number 9200-591	
Project Name Enforcing Underage Drinking Law Program (EUDL)	Project Number	Project Duration (Dates) 5-1-99 to 3-31-01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Purpose was to implement a community effort for Ramsey County to address underage drinking. A newly formed task force was facilitated by project staff to define how they would resolve youth access through youth involvement, using media, educating liquor retailers regarding alcohol laws and youth and working with the police department.</p>		
Billable Hours (if applicable)	Amount Spent \$80,000.00	Source of Funding OJJDP
<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>Minnesota Institute of Public Health (MIPH) dedicated staff to work with Ramsey County to facilitate their new task force. They spent time contacting police officers near campuses and neighborhood organizations complaining about party houses. Department staff does not have time to work on community efforts where knowing what is effective in the community is most important.</p>		
Chief Executive Signature 	Title Director Traffic Safety	Date 7-12-01
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

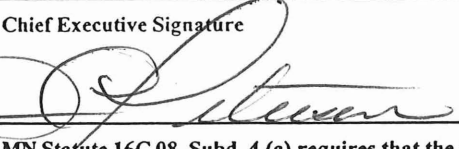
Agency MN Dept. of Public Safety, Office of Traffic Safety		
Contract Firm MADD, Crow Wing County Chapter	Master Contract Number 9200-592	
Project Name Enforcing Underage Drinking Laws (EUDL)	Project Number	Project Duration (Dates) 5-1-99 to 3-31-01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Purpose was to implement a community project in the Brainerd/Crow Wing County area to enforce underage drinking laws. Agency worked with local organizations interested in addressing youth access to alcohol, including schools, public health, parent organizations, youth organizations/groups, police departments and media. State staff does not have time to implement community efforts.</p>		
Billable Hours (if applicable)	Amount Spent \$50,000.00	Source of Funding OJJDP
<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>Community projects are most effective when implemented by community agencies/staff. The project staff needed to be in contact with many community members and to take advantage of timely events.</p>		
Chief Executive Signature 	Title Director, Traffic Safety	Date 7-12-01
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

Agency <i>PUBLIC SAFETY / STATE PATROL DIVISION.</i>		
Contract Firm <i>FAST CUTS INC.</i>	Master Contract Number <i>5000-217.</i>	
Project Name <i>"NO ZONE" NATIONAL PUBLIC AWARENESS CAMPAIGN.</i>	Project Number	Project Duration (Dates) <i>12/30/96 to 9-30-97.</i>
Summarize the purpose of the contract, including why it was necessary to enter into a contract. <i>IN response to the Federal Highway Administration's request to have another MCSAP (Motor Carrier Safety Assistance Program) state continue the National Public Education & Awareness campaign, developed by the state of Maryland. FHWA required the development of a 4th T.V. Public service announcement and other national activities that required the service of the contractor.</i>		
Billable Hours (if applicable) <i>N/A</i>	Amount Spent <i>\$ 340,000-</i>	Source of Funding <i>Federal Grant</i>
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently. <i>while it is difficult to measure the impact of a nationwide public education effort. This program was very cost effective in the method of producing a television commercial. The cost for this type of production was greatly reduced due to the technical aspects of the commercial being developed were completed. Previous developed graphics & artwork also reduced costs.</i>		
Chief Executive Signature <i>Donald L. Dumas</i>	Title <i>Commissioner</i>	Date <i>9.24.98</i>
MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.		

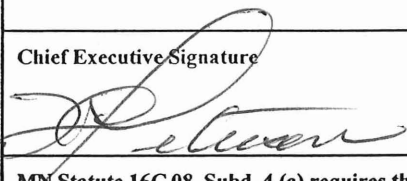
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency Department of Public Safety/Bureau of Criminal Apprehension		
Contract Firm MACRO Group, Inc.	Master Contract Number 412638	
Project Name Statewide Probation/Jail Sys:	Project Number	Project Duration (Dates) 11/3/97-6/30/98 (1st two) 3/1/98-6/30/98 (3rd one)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Legislature provided funding (1997 Omnibus Crime Bill, Chapter 239, Article 1, Section 7, Subd. 3) to address several criminal justice information issues including the development of a statewide probation system. This portion of the probation project reviewed and refined the business requirements and conceptual models with representatives from all areas of the criminal justice community through group work sessions, validation of the results of those sessions and update of process models. The fact, findings, and recommendations were presented to the Criminal and Juvenile Justice Task Force (M.S. 299C.65).</p> <p>It was necessary to enter into a contract because there was no staff at Department of Public Safety able to complete these tasks.</p>		
Billable Hours (if applicable) 1062 hours	Amount Spent \$66,830	Source of Funding Federal
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>By hiring consultant services to complete the work, the State has the benefit of several areas of expertise just for the hours necessary to complete the tasks. For example, this phase of the project included a project lead, a database administrator and a programmer analyst.</p>		
Chief Executive Signature 	Title D.C.	Date 9/14/98
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

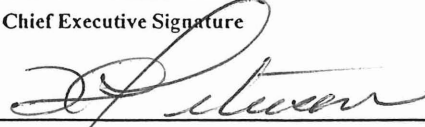
Report on Professional/Technical Contracts Over \$40,000

ORIGINAL

Agency Department of Public Safety/Bureau of Criminal Apprehension		
Contract Firm MACRO Group, Inc.	Master Contract Number 412638	
Project Name Statewide Probation/Jail System	Project Number	Project Duration (Dates) 11/3/97-6/30/98 (1st two) 3/1/98-6/30/98 (3rd one)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Legislature provided funding (1997 Omnibus Crime Bill, Chapter 239, Article 1, Section 77, Subd. 3) to address several criminal justice information issues including the development of a statewide probation system. This portion of the probation project addressed the gathering of information required to construct a first cut of the major deliverables through interviews with selected criminal justice agency representatives. Business Requirements, Conceptual Data Model, Conceptual Process Model and Current Technology Model Were developed.</p> <p>It was necessary to enter into a contract because there was no staff at Public Safety able to complete these tasks.</p>		
Billable Hours (if applicable) 768 hours	Amount Spent \$49,120.	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>By hiring consultant services to complete the work, the State has the benefit of several areas of expertise just for the hours necessary to complete the tasks. For example, this phase of the project included a project lead, a database administrator and a programmer analyst.</p>		
Chief Executive Signature 	Title D.P.	Date 9/14/98
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,009.00.</p>		

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

ORIGINAL

Agency Department of Public Safety/Bureau of Criminal Apprehension		
Contract Firm MACRO Group, Inc.	Master Contract Number 412638	
Project Name Statewide Probation/Jail Sys	Project Number	Project Duration (Dates) 11/3/97-6/30/98 (1st two) 3/1/98-6/30/98 (3rd one)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Legislature provided funding (1997 Omnibus Crime Bill, Chapter 239, Article 1, Section 77, Subd. 3) to address several criminal justice information issues including the development of a statewide probation system. This portion of the probation project addressed the gathering of information required to construct a first cut of the major deliverables through interviews with selected criminal justice agency representatives. Business Requirements, Conceptual Data Model, Conceptual Process Model and Current Technology Model Were developed. This particular piece was an amendment to the original contract to expand the scope to include a system on subjects in jail.</p>		
Billable Hours (if applicable) 458 add'l hours	Amount Spent \$29,520.	Source of Funding General
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>By hiring consultant services to complete the work, the State has the benefit of several areas of expertise just for the hours necessary to complete the tasks. For example, this phase of the project included a project lead, a database administrator and a programmer analyst.</p>		
Chief Executive Signature 	Title DC	Date 9/14/98
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

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

ORIGINAL

Agency <i>Public Safety/Emergency Management</i>		
Contract Firm <i>Metro State University</i>	Master Contract Number <i>2000-1681</i>	
Project Name <i>First Responder Training</i>	Project Number	Project Duration (Dates)
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The Federal Emergency Management Agency distributes funds under the Superfund Amendments and Reauthorization Act of 1986 (SARA) which authorizes funds to provide education and training programs to first responders (fire, police, emergency medical services technicians) and the public to deal with hazardous materials and the threat they pose to society. The Metropolitan State University, through its FIRE/EMS Center, has a network set up state wide to provide this training.</p>		
Billable Hours (if applicable)	Amount Spent <i>\$62,000</i>	Source of Funding <i>SARA Title III</i>
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</p> <p>The Division of Emergency Management does not have the staff or facilities to offer this training, whereas the State University System has both staff and facilities.</p>		
Chief Executive Signature <i>[Signature]</i>	Title <i>D.C.</i>	Date <i>8/4/98</i>
<p>MN Statute 16C.08, Subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Report of Professional/Technical Contract over \$40,000

Agency:	Department of Public Safety, State Fire Marshal Division
Contract Firm:	TriData Corporation, 1000 Wilson Blvd., Arlington, VA
Master Contract Number:	411310
Project Name:	The Connection Among Drugs, Alcohol, and Arson in Minnesota
Project Duration:	March 31, 1996 through April 30, 1998

Summarize the purpose and necessity of entering into a contract.

The Arson Prevention Act of 1994 directed the Administrator of the U.S. Fire Administration to carry out a demonstration program under which not more than ten grants were awarded to States. The Minnesota State Fire Marshal Division was awarded one of these grants. To comply with the grant requirements a contract had to be issued, to a federally approved contractor, to investigate, research, analyze and compare Minnesota statistics to national data information on alcohol and drug use, abuse, and/or criminal activity involved in arson fires.


The contractor was tasked with identifying the cause and prevention strategies of drug/alcohol related arson fires in the MN seven county metro area using the protocol established by the U.S. Fire Administration under FEMA. The contractor needed to have access to the National Fire Information DataBase, the ability to analyze data, provide comparison analysis to other state arson data and have a working knowledge of arson investigation requirements. The information and data obtained had to be analyzed and published in a final report; a model project outline also needed to be published for others to use.

The division did not have the personnel or time to perform the responsibilities required to fulfill this contract, which necessitated awarding the contract to an outside vendor.

Billable Hours:	Amount Spent: \$108,229.73	Source of Funding: Federal Grant
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Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.


The division had neither the resources nor the ability to investigate, document, analyze and publish the report findings. The state arson investigation unit gained firsthand knowledge and received valuable training and information regarding the impact of drugs and alcohol and their connection to arson in Minnesota. Model data collection instruments and protocol that may be used to conduct future statewide studies has been received as a result of this contract.

Chief Executive Signature	Title	Date
	Deputy Commissioner	5/4/98

P:Connick/Arsongrt

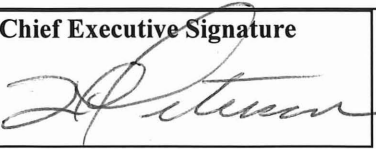
Master Contract Project Report

ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Minnesota Safety Council		Master Contract Number 9200155
Project Name MN Safe Kids Buckle Up!	Project Number 97-02-02.	Project Duration (Dates) 10/1/96 to 9/30/97
Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to develop and promote activities that promote the correct use of child car seats; distribute child car seats with state dedicated funds; provide training for instructors who give training classes on the correct use of child car seats; and distribute child car seat information through brochures, posters, and a video loaning library. The Department of Public Safety entered into this contract because it does not have the resources to conduct the MN Safe Kids Buckle Up! Program.		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$121,645.38	Source of Funding Federal 402 Funding
Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently. This was a cost effective way for the Department of Public Safety to provide the services of the MN Safe Kids Buckle Up! Program. The Minnesota Safety Council is already staffed with a professional child car seat educator and instructor. The organization also has a strong network in place to disseminate this information including being a leading member of the Minnesota Safe Kids Coalition.		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>11/30/97</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

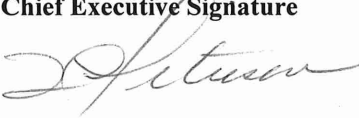
ORIGINAL

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Minnesota Safety Council		Master Contract Number 9200157
Project Name Buckle Up MN!	Project Number 97-02-03	Project Duration (Dates) 10/1/96 to 9/30/97
Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to develop and conduct educational activities such as the NHTSA and MN Honor Roll programs, the High School Safety Belt Challenge, and the Saved by the Belt Program. This project also staffs and facilitates the safety belt coalition; conducts the annual observational study of safety belt use; and distributes educational information on safety belt use through brochures, posters and a video loaning library. The Department of Public Safety entered into this contract because it does not have the resources to conduct the Buckle Up MN! Program.		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$139,028.69	Source of Funding Federal 402 Funding
Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently. This was a cost effective way for the Department of Public Safety to provide the services of the Buckle Up MN! Program. The Minnesota Safety Council is fully staffed with experts on safety belt use and already has a strong network in place to disseminate this information to the public through its membership in many safety organizations and its connections to thousands of employers.		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>11-20-97</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		


ORIGINAL

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Q Enterprises		Master Contract Number 9200-159
Project Name Safe & Sober Liaisons	Project Number 97-04-07	Project Duration (Dates) 10/1/96 to 9/30/97
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Quinn (of Q Enterprises) provides this service for the northern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$45,919.78	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live and work (between half and three-quarter time) in different parts of the state; they are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; we are much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Dep</i> Commissioner	Date <i>11/17/97</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

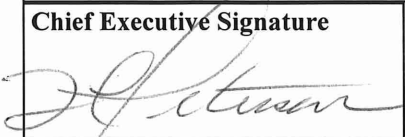
ORIGINAL

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Robert W. O'Brien		Master Contract Number 9200-156
Project Name Safe & Sober Liaisons	Project Number 97-04-07	Project Duration (Dates) 10/1/96 to 9/30/97
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. O'Brien provides this service for the metropolitan area of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$52,911.44	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Dep</i> Commissioner	Date <i>11/17/97</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

ORIGINAL

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm James J. Koessler		Master Contract Number 9200-158
Project Name Safe & Sober Liaisons	Project Number 97-04-07	Project Duration (Dates) 10/1/96 to 9/30/97
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Koessler provides this service for the southern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$44,884.10	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live in different parts of the state and work (between half and three-quarter time) with the agencies in their assigned area. They are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; the Office of Traffic Safety is much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Dep</i> Commissioner	Date <i>11/17/97</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		



DIVISION OF PROCUREMENT
CONTRACT MANAGEMENT SECTION
112 ADMINISTRATION BUILDING
ST. PAUL, MN 55155
(612) 296-8489

Bob Dahm.
Public Safety
ORIGINAL

Department of
Administration

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fire Marshal/Emergency mgmt</i>		Contractor Name <i>Hopkins Fire Dept.</i>	
Contract No. <i>2000-1132/1133</i>		Effective Dates From: <i>1-1-96</i> To: <i>6-30-97</i>	
Total Amount \$ <i>48,000.</i>		Amendment Dates, if any	
Amendment No.		From: To:	
		From: To:	
		From: To:	

B. Brief description of work required:
See Attachment

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>See Attachment</i>	

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: October 30, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1132 & 1133
Contractor: Hopkins Fire Department
Amount: \$48,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$48,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the Hopkins Fire Department to provide hazardous materials emergency response services to 5 counties in the Twin Cities Metro Area and portions of central Minnesota. The contract also resulted in an enhancement of those same services for the citizens of Hopkins through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Chemical Assessment Team (CAT).

As its primary responsibility, a CAT assists local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists an Emergency Response Team (ERT), another component of the program, by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The Hopkins Fire Department's Hazardous Materials Chemical Assessment Team has a long history of involvement in hazardous materials emergency response. Prior to execution of this contract, the team provided similar services under mutual aid agreements with selected neighboring communities. Mr. Don Beckering, Hopkins Fire Chief, is well known for his many years of involvement in hazardous materials training and response activities on the state and national level. Minnesota is extremely fortunate to have his active participation in this program.

The Hopkins CAT is composed of part-time/volunteer personnel, one of only two teams so structured. Considering the many demands on the time of volunteers, their participation requires a unique commitment, one which has been unquestionably fulfilled.

In addition to the many training and exercise activities related to the team's participation in the regional program, the team has actively participated in the program's Team Advisory Committee, and Chief Beckering chairs the TAC's Training Work Group.

In conjunction with the Hennepin Technical College, team personnel have assisted with the provision of hazardous materials training to other public safety personnel throughout Metro area. They have also provided training for 8 of the 10 contractors involved in the program.



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DIVISION OF PROCUREMENT
CONTRACT MANAGEMENT SECTION
112 ADMINISTRATION BUILDING
ST. PAUL, MN 55155
(612) 296-8489

Bob Dahm
Public Safety
ORIGINAL

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fire Marshal-Emerg Mgmt</i>		Contractor Name <i>Rochester Fire Dept</i>	
Contract No. <i>2000-1376 + 13577</i>		Effective Dates From: <i>1-1-96</i> To: <i>6-30-97</i>	
Total Amount <i>\$134,000.00</i>		Amendment Dates, if any	
Amendment No.		From To	
Amount		From To	

B. Brief description of work required:
see Attachment

C. Attach additional sheet for items 1-5, if needed.

1. Were the objectives of the contract accomplished in the specified time? ☒ Yes ☐ No
If no, explain.

2. Did the work involve recommendations for future actions by your agency? ☒ Yes ☐ No
If yes, will these recommendations be implemented? ☒ Yes ☐ No
If no, explain.

3. Were the contractor's services and the documents produced satisfactory? ☒ Yes ☐ No
If no, explain.

4. Would you engage the contractor's services again? ☒ Yes ☐ No
If no, explain.

5. General Comments:
See Attachment

D. Complete when the final product of a contract is a report.

Report Title	Report Date
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Copies sent to: ☐ Legislative Reference Library ☐ Other (specify) _____

Additional Copies ordered: Number _____ Date _____

E. Signature of Contract Authorized Agent <i>Robert C. Dahm</i>	Date <i>11/2/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/2/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: November 6, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1376 & 1377
Contractor: Rochester Fire Department
Amount: \$134,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Emergency Response Team and Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$134,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the Rochester Fire Department to provide hazardous materials emergency response services to twenty-eight counties in the southern Minnesota. The contract also resulted in an enhancement of those same services for the citizens of Rochester through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Emergency Response Team (ERT) and Chemical Assessment Team (CAT).

As its primary responsibility, an ERT assists local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a release of a hazardous material. These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation.

When function as a CAT, its primary responsibility is to assist local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists the ERT by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The Rochester Fire Department Emergency Response and Chemical Assessment Teams proved hazardous materials emergency response services as a local hazardous materials team within the city of Rochester and portions of Olmsted County for several years prior to the execution of this contract. Members of the teams have also served as members of various state government commissions and committees with direct responsibility for hazardous materials issues. That involvement continues and is enhanced by their participation in the regional program.

While the Rochester team did have prior training and experience in hazardous materials emergency response, the Department renewed its efforts to ensure that it's team members received additional training which addressed the requirements of the contract and enhanced their ability to respond outside their normal jurisdiction. They have participated in training exercises conducted by agencies in their primary response area, regularly visit neighboring jurisdictions to explain and foster the regional team program, actively participate in the program's Team Advisory Committee, and serve on the TAC's Medical Support Work Group.



Department of
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DIVISION OF PROCUREMENT
CONTRACT MANAGEMENT SECTION
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ST. PAUL, MN 55155
(612) 296-8489

Bob Dahm
Public Safety
ORIGINAL

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fire Marshal/Emerg Mgmt</i>		Contractor Name <i>City of Duluth</i>	
Contract No. <i>2000-1421A</i>		Effective Dates From: <i>1-1-96</i> To: <i>6-30-97</i>	
Total Amount <i>\$ 134,000.00</i>		Amendment Dates, if any	
Amendment No.		From: To:	
Amount		From: To:	
		From: To:	

B. Brief description of work required:
See Attachment

C. Attach additional sheet for items 1-.5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>See Attachment</i>	

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: November 3, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1076 & 1077
Contractor: City of Duluth
Amount: \$134,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Emergency Response Team and Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$134,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the City of Duluth to provide hazardous materials emergency response services to twelve counties in north eastern Minnesota. The contract also resulted in an enhancement of those same services for the citizens of Duluth through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Emergency Response Team (ERT) and Chemical Assessment Team (CAT).

As its primary responsibility, an ERT assists local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a release of a hazardous material. These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation.

When function as a CAT, its primary responsibility is to assist local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists the ERT by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The City of Duluth Emergency Response and Chemical Assessment Teams are relatively new to hazardous materials emergency response. Prior to execution of this contract, the team provided operations level service within the city, primarily dealing with petroleum products.

Upon award of the team contract, Duluth personnel have worked to hard enhance their capabilities through completion of all required training and participation in additional training designed to further enhance their skills. The team has also participated in numerous hazardous materials exercises (drills) conducted throughout their primary response area, including a major exercise conducted in conjunction with the Grand Rapids Chemical Assessment Team.

Team members have actively participated in the program's Team Advisory Committee, with representatives serving on two of the Committee's supplemental work groups.

In addition, the team has been involved in promoting the regional program throughout their response area through attendance at county and regional fire meetings.


 Department of
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 DIVISION OF PROCUREMENT
 CONTRACT MANAGEMENT SECTION
 112 ADMINISTRATION BUILDING
 ST. PAUL, MN 55155
 (612) 296-8489

 Bob Dahm
 Public Safety
 ORIGINAL

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Emerg Mgmt & Fire Marshal</i>		Contractor Name <i>City of St Cloud - Fire dept</i>	
Contract No. <i>2000-1076-1077</i>		Effective Dates From: <i>1-1-96</i> To: <i>6-30-97</i>	
Total Amount <i>\$ 48,000.00</i>		Amendment Dates, if any	
Amendment No.		From: To:	
Amount		From: To:	
		From: To:	

B. Brief description of work required:

See Attachment

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? ☒ Yes ☐ No
If no, explain.

2. Did the work involve recommendations for future actions by your agency? ☒ Yes ☐ No
If yes, will these recommendations be implemented? ☒ Yes ☐ No
If no, explain.

3. Were the contractor's services and the documents produced satisfactory? ☒ Yes ☐ No
If no, explain.

4. Would you engage the contractor's services again? ☒ Yes ☐ No
If no, explain.

5. General Comments:

See Attachment

D. Complete when the final product of a contract is a report.

Report Title	Report Date
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Copies sent to: ☐ Legislative Reference Library ☐ Other (specify) _____

Additional Copies ordered: Number _____ Date _____

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: October 30, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1076 & 1077
Contractor: City of St. Cloud Fire Department
Amount: \$48,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$48,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the City of St. Cloud to provide hazardous materials emergency response services to ten counties in central Minnesota. The contract also resulted in an enhancement of those same services for the citizens of St. Cloud through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Chemical Assessment Team (CAT).

As its primary responsibility, a CAT assists local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists an Emergency Response Team (ERT), another component of the program, by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The City of St. Cloud Fire Department's Hazardous Materials Chemical Assessment Team has a long history of involvement in hazardous materials emergency response. Prior to execution of this contract, the team provided similar services under contract with the counties of Stearns, Sherburne and Benton. In spite of their experience, team personnel have worked to enhance their capabilities through participation in additional training and numerous hazardous materials exercises (drills) conducted throughout their primary response area.

Team personnel have actively participated in the program's Team Advisory Committee, with representatives serving on two of the Committee's supplemental work groups.

Additionally, in conjunction with the St. Cloud Technical College, team personnel have shared their skills by assisting with the provision of hazardous materials training to other public safety personnel throughout the region. In so doing, they have improved local response capabilities and created solid working relationships with the agencies they may be called upon to assist in time of emergency.



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Bob Dahm
Public Safety
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EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fire Marshal / Emerg Mgmt</i>		Contractor Name <i>Moorhead Fire Dept</i>	
Contract No. <i>2000-1134/1135</i>		Effective Dates From: <i>1-1-96</i> To: <i>6-30-97</i>	
Total Amount \$ <i>134,800.00</i>		Amendment Dates, if any	
Amendment No.		From: To:	
Amount		From: To:	

B. Brief description of work required:
See Attachment

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>See Attachment</i>	

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>Robert C. Dahm</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: November 3, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1076 & 1077
Contractor: Moorhead Fire Department
Amount: \$134,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Emergency Response Team and Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$134,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the Moorhead Fire Department to provide hazardous materials emergency response services to twenty-eight counties in northwest Minnesota. The contract also resulted in an enhancement of those same services for the citizens of Moorhead through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Emergency Response Team (ERT) and Chemical Assessment Team (CAT).

As its primary responsibility, an ERT assists local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a release of a hazardous material. These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation.

When function as a CAT, its primary responsibility is to assist local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists the ERT by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The Moorhead Emergency Response and Chemical Assessment Teams are relatively new to hazardous materials emergency response, having functioned primarily at the operations level prior to execution of this contract. Not unlike the majority of Minnesota's fire service agencies, their experience was generally limited to petroleum product releases.

Following selection as a component of the regional team program, Moorhead immediately began an intensive training program for its personnel which brought them into compliance with program requirements. The team continues its efforts to enhance their training through participation in various supplemental training opportunities. The team also actively participates in exercise training programs sponsored by jurisdictions located throughout their primary service area.

Team members have actively participated in the program's Team Advisory Committee, and serve on the TAC Training and Medical Support Work Groups.



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112 ADMINISTRATION BUILDING
ST. PAUL, MN 55155
(612) 296-8489

Bob Dahm.
Public Safety
ORIGINAL

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fire Marshal + Emergency Mgmt</i>		Contractor Name <i>City of St Paul</i>	
Contract No. <i>2000-1465</i>		Effective Dates From: <i>1-1-96</i> To: <i>6-30-97</i>	
Total Amount <i>\$134,000.00</i>		Amendment Dates, if any	
Amendment No.	Amount	From:	To:
		From:	To:

B. Brief description of work required:
See Attachment

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>See Attachment</i>	

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: November 3, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1076 & 1077
Contractor: City of St. Paul
Amount: \$134,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Emergency Response Team and Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$134,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the City of St. Paul to provide hazardous materials emergency response services to nineteen counties in the Twin Cities Metro Area and central Minnesota. The contract also resulted in an enhancement of those same services for the citizens of St. Paul through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Emergency Response Team (ERT) and Chemical Assessment Team (CAT).

As its primary responsibility, an ERT assists local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a release of a hazardous material. These emergency actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation.

When function as a CAT, its primary responsibility is to assist local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists the ERT by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The City of St. Paul Emergency Response and Chemical Assessment Teams have along history of involvement in hazardous materials emergency response. The team has provided these services within the city since at least 1985, and served neighboring jurisdictions under mutual aid agreements and separate contracts for service for several years prior to execution of this contract. As a result, St. Paul is considered by many to be the best hazardous materials team in the state and one of the best in the Midwest.

St. Paul continues to advance its skills with regular refresher and advanced level training. They eagerly participate in training exercises conducted by agencies in their primary response area in, and regularly visit neighboring jurisdictions to explain and foster the regional team program. In conjunction with area technical colleges, team members serve as instructors for advanced level hazardous materials courses thereby sharing their experience and expertise with other teams.

Team members have actively participated in the program's Team Advisory Committee, and serve as chair of the TAC's Equipment Work Group.



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(612) 296-8489

Bob Dahm.
Public Safety
ORIGINAL

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Derry Fire Marshal</i>		Contractor Name <i>West Central Environmental</i>	
		Effective Dates	
Contract No. <i>2000-4130/1131</i>	Total Amount \$ <i>48,000.00</i>	From: <i>1-1-96</i>	To: <i>6-30-97</i>
Amendment No.	Amount	Amendment Dates, if any	
		From:	To:
		From:	To:

B. Brief description of work required:
See Attachment

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>See Attachment</i>	

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: October 30, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1130 & 1131
Contractor: West Central Environmental Consultants, Inc.
Amount: \$48,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$48,000.00

Explanation: Execution of this contract permitted the Department to utilize an existing private entity contractor to provide hazardous materials emergency response services to 16 counties in west central and south west Minnesota. Had it not been for the involvement of this contractor, hazardous materials emergency response services would not be available in that portion of the state, since no public entities elected to participate in the program.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislature, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Chemical Assessment Team (CAT).

As its primary responsibility, a CAT assists local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists an Emergency Response Team (ERT), another component of the program, by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The West Central Environmental Consultants (WCEC), Inc. Chemical Assessment Team has provided hazardous materials emergency response services throughout Minnesota as a private business engaged in hazardous materials clean up operations. WCEC is the only private contractor participating in the program, an arrangement which is unique among similar regional team programs operating throughout the country.

Full time personnel, employed by the company for normal business operations, serve as members of the team, bringing a wealth of experience and a new perspective to the program. Their expertise in instrumentation not normally used by public sector teams, and their perspective of spill clean up operations and the environmental impact of hazardous materials releases has been an invaluable asset to the total program.

The team has been actively involved in meetings of the Team Advisory Committee, and has members serving on of TAC's Suggested Operating Guidelines, Training and Equipment Work Groups. They have also participated in numerous regional training activities and hazardous materials exercises (drills) designed to promote the program and orient neighboring departments to the services available.

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(612) 296-8489

Bob Dahm
Public Safety
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EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fire Marshal/Emergency Mgmt</i>		Contractor Name <i>City of Grand Rapids</i>	
		Effective Dates	
Contract No. <i>2000-1452/1453</i>	Total Amount <i>\$ 48,000.00</i>	From: <i>1-1-96</i>	To: <i>6-30-97</i>
Amendment No.	Amount	Amendment Dates, if any	
		From:	To:
		From:	To:

B. Brief description of work required:

See Attachment

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>See Attachment</i>	

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: October 30, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1452 & 1453
Contractor: City of Grand Rapids
Amount: \$48,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$48,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the City of Grand Rapids to provide hazardous materials emergency response services to 10 counties in north central Minnesota. The contract also resulted in an enhancement of those same services for the citizens of Grand Rapids through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislature, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Chemical Assessment Team (CAT).

As its primary responsibility, a CAT assists local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists an Emergency Response Team (ERT), another component of the program, by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The City of Grand Rapids Hazardous Materials Chemical Assessment Team has provided hazardous materials emergency response in the City of Grand Rapids as a component of the Grand Rapids Fire Department for several years, primarily serving the Blandin Company, a major industry located in that community. In addition the department provided mutual aid response in neighboring jurisdictions.

The Grand Rapids CAT is composed of part-time/volunteer personnel, one of only two teams so structured. Considering the many demands on the time of volunteers, their participation requires a unique commitment which, in the early days of the team's participation, proved to be a significant challenge. The group has risen to that challenge and, particularly in recent months, has made great strides in advancing its capabilities.

Training has been intensified, and the team recently participated (along with the Duluth Emergency Response Team) in a major hazardous materials exercise which resulted in additional training designed to address needs identified during the exercise.

The team has been actively involved in meetings of the Team Advisory Committee, and has participated in numerous regional activities designed to promote the program and orient neighboring departments to the services available.



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EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fm + Derm</i>		Contractor Name <i>City of Mankato</i>	
Contract No. <i>PO 9000-1128</i>		Effective Dates <i>1-1-96 To: 6-30-97</i>	
Amendment No. <i>1129</i>		Amendment Dates, if any	
Total Amount <i>\$ 48,000.00</i>		From: To:	
Amount		From: To:	
		From: To:	
		From: To:	

B. Brief description of work required:
See Attachment

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? ☒ Yes ☐ No
If no, explain.

2. Did the work involve recommendations for future actions by your agency? ☒ Yes ☐ No
If yes, will these recommendations be implemented? ☒ Yes ☐ No
If no, explain.

3. Were the contractor's services and the documents produced satisfactory? ☒ Yes ☐ No
If no, explain.

4. Would you engage the contractor's services again? ☒ Yes ☐ No
If no, explain.

5. General Comments:
See Attachment

D. Complete when the final product of a contract is a report.

Report Title	Report Date
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Copies sent to: ☐ Legislative Reference Library ☐ Other (specify) _____

Additional Copies ordered: Number _____ Date _____

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: October 30, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1128
Contractor: City of Mankato
Amount: \$48,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$48,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the City of Mankato to provide hazardous materials emergency response services to twelve counties in south central Minnesota. The contract also resulted in an enhancement of those same services for the citizens of Mankato through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within the city.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Chemical Assessment Team (CAT).

As its primary responsibility, a CAT assists local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists an Emergency Response Team (ERT), another component of the program, by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The City of Mankato's Hazardous Materials Chemical Assessment Team is one of the newest hazardous materials teams in the state. Prior to execution of this contract, the team's response capabilities were primarily limited to releases of petroleum based products, with limited capability to address the hazards presented by releases of toxic, corrosive, radioactive and other forms of hazardous materials.

Team personnel have worked extremely hard to improve their level of hazardous materials expertise through participation in countless hours of training and numerous hazardous materials exercises (drills) throughout their twelve county primary response area. These efforts have been highly successful.

Additionally, in conjunction with the South Central Technical College, team personnel have shared their improved skills by assisting with the provision of hazardous materials training to other public safety personnel throughout the region. In so doing, they have improved local response capabilities and created solid working relationships with the agencies they may be called upon to assist in time of emergency.


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 Bob Dahm
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EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Fire Marshal/Emerg Mgmt.</i>		Contractor Name <i>City of Fridley</i>	
Contract No. <i>2000-1284+1285</i>		Effective Dates <i>1-1-96 To: 6-30-97</i>	
Total Amount <i>\$ 48,000.00</i>		From: <i>1-1-96</i> To: <i>6-30-97</i>	
Amendment No.	Amount	Amendment Dates, if any	
		From:	To:
		From:	To:

B. Brief description of work required: <i>See Attachment</i>

C. Attach additional sheet for items 1.-5. if needed.	
1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>See Attachment</i>	

D. Complete when the final product of a contract is a report.	
Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>[Signature]</i>	Date <i>11/4/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>11/7/97</i>
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**Hazardous Materials Regional Response Team Program
Final Contract Report - FY 96/97**

Date of Report: October 30, 1997
Prepared By: Robert C. Dahm, Operations Administrator
Hazardous Materials Regional Response Team Program
Minnesota Department of Public Safety - State Fire Marshal Division

Contract Number: PO 2000-1284 & 1285
Contractor: City of Fridley
Amount: \$48,000.00
Source of Funding: General Fund
Contract Duration: January 1, 1996 to June 30, 1997

Purpose of Contract: Provide Professional/Technical services as a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, serving as a Hazardous Materials Chemical Assessment Team.

This contract was authorized by Minnesota Statute, Chapter 299A.50, Subd. 2, and required pursuant to Minnesota Rules Chapter 7514.150, Subp. 5.

Amount of Contract: \$48,000.00

Explanation: Execution of this contract permitted the Department to utilize existing local government public safety employees of the City of Fridley to provide hazardous materials emergency response services to 6 counties in the Twin Cities Metro Area. The contract also resulted in an enhancement of those same services for the citizens of Fridley, Coon Rapids, Blaine, Spring Lake Park, and Mounds View through the provision of state funds which improved the training of the contractor's personnel, and provided additional emergency response vehicles and equipment for use within those cities.

A 1988 study, prepared by the Department at the direction of the Minnesota Legislation, determined that it was not feasible or cost effective for each Minnesota city or county to provide the same level of hazardous materials emergency response service utilizing local resources. The Minnesota Hazardous Materials Incident Response Act (MN Statute 299A.48) established the Hazardous Materials Regional Response Team Program in response to that determination.

Evaluation of Contractor Performance Supplemental Information

B. Brief Description of Work Required

Contractor is a component of the Department of Public Safety's Hazardous Materials Regional Response Team Program, providing service as a Hazardous Materials Chemical Assessment Team (CAT).

As its primary responsibility, a CAT assists local authorities at the scene of a hazardous materials incident by providing technical advice to local incident commanders, and recommending mitigation actions necessary to protect life, property and the environment that are in keeping with locally available levels of hazardous materials training and response capability.

A CAT also assists an Emergency Response Team (ERT), another component of the program, by responding in conjunction with the ERT, to assess an incident, develop and recommend mitigation strategies, and assist with response operations.

C. 5. General Comments

The City of Fridley's Hazardous Materials Chemical Assessment Team has a long history of involvement in hazardous materials emergency response. Prior to execution of this contract, the team provided similar services under mutual aid agreements with selected neighboring communities. Mr. Charles McKusick, Fridley Fire Chief, is well known for his many years of involvement in hazardous materials planning, training and response activities, and is a valuable asset to the total program.


The Fridley CAT, also known as the North Metro Chemical Assessment Team, is composed of personnel from three area fire departments - Fridley, Coon Rapids, and Spring Lake Park/Blaine/Mounds View, all under the administrative direction of the City of Fridley. The team roster includes career, part-time and volunteer personnel, making it unique among the other teams in the program.

Team personnel have taken their expanded role very seriously, participating in additional training and numerous hazardous materials exercises (drills) conducted throughout their primary response area. Team members have actively participated in the program's Team Advisory Committee, and Chief McKusick chairs the TAC's Suggested Operating Guidelines Work Group.

In conjunction with the Anoka/Hennepin Technical College, team personnel have assisted with the provision of hazardous materials training to other public safety personnel throughout Metro area. In so doing, they have improved local response capabilities and created solid working relationships with the agencies they may be called upon to assist in time of emergency.

Master Contract Project Report

ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Comprehensive Safety Systems		Master Contract Number 9200-133
Project Name Motorcycle Rider Training	Project Number 97-07-01	Project Duration (Dates) 7/1/96 to 6/30/97
Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of the contract was to provide individuals in the State of Minnesota with access to a motorcycle safety program. The project included rider training programs for beginning and advanced riders as well as workshops, seminars, and other safety related programs. Additionally, the contractor was required to conduct some public information/education activities. It was necessary to enter into this contract because the Department of Public Safety does not have the expertise to provide a statewide training program.		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$387,239.00	Source of Funding State Dedicated Motorcycle Safety Fund
Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently. According to M.S. 126.115, Subd. 3, a percentage of the state funds that are created by Section 171.06, Subd. 2a, must be obligated towards rider training. Sixty percent of the state dedicated motorcycle safety fund is allocated for the rider training program.		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>9.11.97</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		



Department of
Administration

DIVISION OF PROCUREMENT
CONTRACT MANAGEMENT SECTION
112 ADMINISTRATION BUILDING
ST. PAUL, MN 55155
(612) 296-8489

EVALUATION OF CONTRACTOR PERFORMANCE

Robin Hicks
Report
attached
ORIGINAL
Public Safety

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Office of Communications</i>		Contractor Name <i>Minn Institute of Public Health</i>	
		Effective Dates	
Contract No. <i>1000-5</i>	Total Amount \$ <i>100,000.00</i>	From: <i>7-1-96</i>	To: <i>6-30-97</i>
Amendment No. <i>#1</i>	Amount <i>30,136.74</i>	Amendment Dates, if any	
		From: <i>12-2-96</i>	To: <i>6-30-97</i>
		From:	To:

B. Brief description of work required: *Developed additional outlets to enhance the motorcycle safety public awareness campaign. This included such things as a radio campaign, outdoor advertising campaign and a special event held at the Mall of America.*

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>Overall this relationship has proven to be effective and productive for the Department as a whole and the motorcycle safety program.</i>	

D. Complete when the final product of a contract is a report.

Report Title <i>Final Report 1996-97 Minnesota Motorcycle Safety Center Campaign</i>	Report Date <i>9/8/97</i>
Copies sent to: <input checked="" type="checkbox"/> Legislative Reference Library <i>7-21-97</i> <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>Robin Hicks</i>	Date <i>9/8/97</i>	Agency Authorized Signature <i>[Signature]</i>	Date <i>9/22/97</i>
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Attachment A

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

The purpose of the contract was to develop a motorcycle safety public information and education campaign, focused on the goal of reducing motorcycle crashes, injuries and fatalities. This contract requires funding from the Motorcycle Safety Fund, in compliance with Minnesota Statute 15.061. The amendment to contract #1000-5 was to enhance parts of the public information campaign and to be more effective with the campaign's message. With the amendment to the original contract, we were able to expand on the campaign elements by pursuing a radio and outdoor campaign that brought a lot of public attention to our cause.

There has been a reduction in motorcycle fatalities, injuries and crashes since the 1980s; however, deaths and severe injuries can still be prevented through increased education among motorcyclists, heightened public awareness and consistent enforcement of motorcycle laws. In the past, the Minnesota Department of Public Safety has made progress in reducing the number of motorcycle crashes, injuries and fatalities demonstrating that public information and education can be, and is, an effective method of saving the lives of Minnesota motorcyclists. Factors most frequently noted for contributing to crashes include: intoxication, excessive speed and rider inexperience, in addition to the public's inability to "see" motorcyclists on the roadways. All of these factors can be affected through public education and information.

It was necessary to enter into this contract due to the very limited internal staff whose responsibilities for supporting additional activities and programs preclude them from taking on the sole responsibility of developing and supporting a comprehensive public education and information campaign of this magnitude. The contractor's team brings the necessary personnel, resources and experience to develop and implement a successful campaign.

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

- The development and implementation of a multi-media campaign specifically targeting motorcyclists and motorcycling issues for the State's motorists takes dedicated resources and staff time. Given the limited staff in the Office of Communications, along with the other demands and priorities from departmental divisions, it is more effective and efficient to have a broad-based contractor manage the campaign, but be supervised by a department liaison.
- The Minnesota Institute of Public Health was the most cost effective service provider given its long standing commitment, experience and dedication to the motorcycle safety program's goals and objectives. The Institute has developed over the years, a relationship with the motorcycle rider training division, motorcycle clubs, organizations, DPS staff and the Department's advisory committee. These established relationships have served the State well in assisting this politically-sensitive program achieve its goals and objectives.

The Minnesota Institute of Public Health has a well-trained and expert staff. It consistently delivers award-winning motorcycle safety programs to the Department, many of which are

Attachment A
page 2
9/18/97

copied by other states. It is most effective and efficient to have DPS staff coordinate the project with the Institute, but allow the Institute to dedicate its staff and resources full time to successfully promote the objectives of the program.



DIVISION OF PROCUREMENT
CONTRACT MANAGEMENT SECTION
112 ADMINISTRATION BUILDING
ST. PAUL, MN 55155
(612) 296-8489

Major D. Lazenberry

Department of
Administration

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to ~~Contract Management~~ Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <div style="font-size: 1.5em; font-family: cursive;">MSP</div>		Contractor Name <div style="font-size: 1.5em; font-family: cursive;">National Computer System</div>	
		Effective Dates	
Contract No. <div style="font-size: 1.5em; font-family: cursive;">M-7887</div>	Total Amount \$ <div style="font-size: 1.5em; font-family: cursive;">44,954.00</div>	From: <div style="font-size: 1.5em; font-family: cursive;">8-1-94</div>	To: <div style="font-size: 1.5em; font-family: cursive;">7-31-97</div>
Amendment No.	Amount	Amendment Dates, if any	
		From:	To:
		From:	To:

B. Brief description of work required: *supply specific form for schools to report accidents & incidents. Forms returned to contractor for analysis. Contractor supplies summary reports.*

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? <i>this is under review by the School Bus Safety Committee.</i> If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain. <i>However, failure of some districts to report created some problems</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>Generally we have been very pleased with the contractors performance.</i>	

D. Complete when the final product of a contract is a report.

Report Title	Report Date
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <div style="font-size: 1.5em; font-family: cursive;">D. L. Lazenberry</div>	Date <div style="font-size: 1.5em; font-family: cursive;">9/11/97</div>	Agency Authorized Signature <div style="font-size: 1.5em; font-family: cursive;">Doreen E. Davis</div>	Date <div style="font-size: 1.5em; font-family: cursive;">9/11/97</div>
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OFFICE OF THE COMMISSIONER

445 Minnesota Street
Suite 1000
North Central Life Tower
St. Paul, MN 55101-2128
FAX ONLY: (612) 282-6555
TELEPHONE: (612) 297-5728
TELEPHONE (VOICE): (612) 296-6642



ORIGINAL

**STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY**

September 11, 1997

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

Contract Number: M - 7887
Vendor: National Computer Systems
Contract Amount: \$44,954.00
Source: Trunk Highway
Contract Duration: 8-1-94 to 7-31-97

Under Minnesota Statute 169.452, the Department of Public Safety was to develop a method to gather information concerning school bus accidents, incidents, criminal conduct, bus driver dismissals for cause, including data relating to Type III vehicles, statewide. A form had to be designed, as well as an electronic reporting method. This data was to be analyzed to help develop accident, crime, and misconduct prevention programs.

Public Safety's ability to design, print, distribute, receive, and process a scannable form used to report these incidents was beyond the abilities of the Department. The only viable alternative was to contract for this service as no in-house can do this.

Public Safety spent \$44,954.00 on the project.

Sincerely,

A handwritten signature in cursive script, reading "Donald E. Davis".

Donald E. Davis
Commissioner

DED/DL/ba


 Department of
Administration

DIVISION OF PROCUREMENT
 CONTRACT MANAGEMENT SECTION
 112 ADMINISTRATION BUILDING
 ST. PAUL, MN 55155
 (612) 296-8489

Cathy Clark
Public Safety

EVALUATION OF CONTRACTOR PERFORMANCE

Complete all parts of this form within 30 days after contract end date and submit white copy to Contract Management. Janet Weber, 444 Cedar Street, Town Square, Suite 100-F, St. Paul, MN 55101

A. Department/Division <i>Office of Communication</i>		Contractor Name <i>Minn. Inst. of Public Health</i>	
Contract No. <i>1000-5</i>		Effective Dates From: <i>7-1-96</i> To: <i>3-30-97</i>	
Total Amount <i>\$100,000.00</i>		Amendment Dates, if any From: To:	
Amendment No. Amount		From: To:	
From: To:		From: To:	

B. Brief description of work required: *To serve as contractor for the public information and education campaign for the motorcycle safety program.*

C. Attach additional sheet for items 1.-5. if needed.

1. Were the objectives of the contract accomplished in the specified time? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. General Comments: <i>The Institute has again done a superb job in producing a top notch campaign. They have developed a very good working relationship with the Department and the Rider Training Contractor.</i>	

D. Complete when the final product of a contract is a report.

Report Title <i>Final Report 1996-97 Minnesota Motorcycle Safety Center Public Info Campaign</i>	Report Date <i>7/9/97</i>
Copies sent to: <input type="checkbox"/> Legislative Reference Library <input type="checkbox"/> Other (specify) _____	
Additional Copies ordered: Number _____ Date _____	

E. Signature of Contract Authorized Agent <i>Cathy M. Clark</i>	Date <i>7-9-97</i>	Agency Authorized Signature <i>Donald D. Dineen</i>	Date <i>7-11-97</i>
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Required Summary upon Completion of a Professional/Technical Services Contract

Minnesota Statutes 16B.17, Subdivision 4 (c) requires:

*Within 30 days of final completion of a contract over \$40,000 covered by this subdivision, the **chief executive of the agency entering into the contract** must submit a one-page report to the commissioner (of administration) who must submit a copy to the legislative reference library. The report must:*

- (1) summarize the purpose of the contract, including why it was necessary to enter into a contract;*
- (2) state the amount **spent** on the contract; and*
- (3) explain why this amount was a cost-effective way to enable the agency to provide its services or products better or more efficiently.*

In addition to these items, the memo should address the following:

- the contract number (for contracts NOT in MAPS Procurement Component this should be the Dept/Div and Sequence Number of the contract)
- the vendor's name, as it appears on the contract document
- dollars spent
- source of funding
- contract duration (start and end dates)
- billable hours (if applicable)

The agency head, not a designee, should submit this information in a memo for all professional/technical services contracts which are completed after July 1, 1995:

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

Attachment A

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

The purpose of the contract was to develop a motorcycle safety public information and education campaign, focused on the goal of reducing motorcycle crashes, injuries and fatalities. This contract requires funding from the Motorcycle Safety Fund, in compliance with Minnesota Statute 15.061.

There has been a reduction in motorcycle fatalities, injuries and crashes since the 1980s; however, deaths and severe injuries can still be prevented through increased education among motorcyclists, heightened public awareness and consistent enforcement of motorcycle laws. In the past, the Minnesota Department of Public Safety has made progress in reducing the number of motorcycle crashes, injuries and fatalities demonstrating that public information and education can be, and is, an effective method of saving the lives of Minnesota motorcyclists. Factors most frequently noted for contributing to crashes include: intoxication, excessive speed and rider inexperience, in addition to the public's inability to "see" motorcyclists on the roadways. All of these factors can be affected through public education and information.

It was necessary to enter into this contract due to the very limited internal staff whose responsibilities for supporting additional activities and programs preclude them from taking on the sole responsibility of developing and supporting a comprehensive public education and information campaign of this magnitude. The contractor's team brings the necessary personnel, resources and experience to develop and implement a successful campaign.

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

- The development and implementation of a multi-media campaign specifically targeting motorcyclists and motorcycling issues for the State's motorists takes dedicated resources and staff time. Given the limited staff in the Office of Communications, along with the other demands and priorities from departmental divisions, it is more effective and efficient to have a broad-based contractor manage the campaign, but be supervised by a department liaison.
- The Minnesota Institute of Public Health was the most cost effective service provider given its long standing commitment, experience and dedication to the motorcycle safety program's goals and objectives. The Institute has developed over the years, a relationship with the motorcycle rider training division, motorcycle clubs, organizations, DPS staff and the Department's advisory committee. These established relationships have served the State well in assisting this politically-sensitive program achieve its goals and objectives.
- The Minnesota Institute of Public Health has a well-trained and expert staff. It consistently delivers award-winning motorcycle safety programs to the Department, many of which are copied by other states. It is most effective and efficient to have DPS staff coordinate the project with the Institute, but allow the Institute to dedicate its staff and resources full time to successfully promote the objectives of the program.


STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

OFFICE MEMORANDUM

TO: Elaine S. Hansen
Commissioner, Administration

DATE: February 28, 1997

FROM: Donald E. Davis 
Commissioner, Public Safety

PHONE: (612) 296-6642

RE: Report pursuant to M.S. 16B.17, Subd. 4(c)

Contract Number: 411690

Vendor's Name: Wendy Russ Robson

Dollars Expended: \$45,000.00

Source of Funding: Federal 402 Funds

Contract Duration: April 18, 1996 to September 30, 1996

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

The purpose of the contract was to create, organize, and conduct public information and education of our *Safe & Sober* law enforcement campaign.

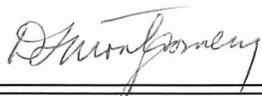
It was necessary to enter into this contract because the Department of Public Safety does not have the resources to provide the aforementioned services.

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

The amount and intensity of public information and education work varied greatly throughout the year. There were periods when no work was needed. This contract was cost effective because we paid for only the specific tasks and services needed. Nearly \$12,000.00 of this contract was not expended, yet we obtained a high quality product that met the goals of the contract.

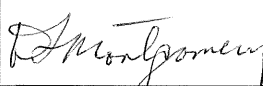
ORIGINAL

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Q Enterprises		Master Contract Number 408043
Project Name Safe & Sober Liaisons	Project Number 96-04-08	Project Duration (Dates) 10/1/95 to 9/30/96
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Quinn (of Q Enterprises) provides this service for the northern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$45,320.52	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live and work (between half and three-quarter time) in different parts of the state; they are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; we are much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Paul Quinn</i> Commissioner	Date February 18, 1997
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

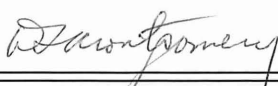
ORIGINAL

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Robert W. O'Brien		Master Contract Number 408330
Project Name Safe & Sober Liaisons	Project Number 96-04-08	Project Duration (Dates) 10/1/95 to 9/30/96
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. O'Brien provides this service for the metropolitan area of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$52,884.28	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live and work (between half and three-quarter time) in different parts of the state; they are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; we are much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Asst</i> Commissioner	Date February 18, 1997
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		


ORIGINAL

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm James J. Koessler		Master Contract Number 407872
Project Name Safe & Sober Liaisons	Project Number 96-04-08	Project Duration (Dates) 10/1/95 to 9/30/96
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract. The purpose of this contract is to have a person act as a liaison between the Office of Traffic Safety and the Minnesota law enforcement community. This includes encouraging use of our Safe & Sober programs and materials and bringing local agencies recommendations and comments back to us. Mr. Koessler provides this service for the southern part of the state.</p> <p>The Department entered into this contract because the work is valuable to us and no one in the department was available to do it or could do it as well.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$41,134.00	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>The liaisons are retired officers who live and work (between half and three-quarter time) in different parts of the state; they are independent of any one department or agency and so better able to work with all agencies. The liaisons build relationships with the enforcement agencies in their area. This has been a very cost-effective and successful program; we are much better able to reach and respond to the concerns of sheriffs' offices and police departments.</p>		
Chief Executive Signature 	Title <i>Asst</i> Commissioner	Date February 18, 1997
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

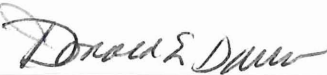
ORIGINAL

Master Contract Project Report


Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Minnesota Safety Council		Master Contract Number 408328
Project Name MN Safe Kids Buckle Up!	Project Number 96-02-02.	Project Duration (Dates) 10/1/95 to 9/30/96
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to develop and promote activities that promote the correct use of child car seats; distribute child car seats with state dedicated funds; provide training for instructors who give training classes on the correct use of child car seats; and distribute child car seat information through brochures, posters, and a video loaning library.</p> <p>The Department of Public Safety entered into this contract because it does not have the resources to conduct the MN Safe Kids Buckle Up! Program.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$124,638.85	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>This was a cost effective way for the Department of Public Safety to provide the services of the MN Safe Kids Buckle Up! Program. The Minnesota Safety Council is already staffed with a professional child car seat educator and instructor. The organization also has a strong network in place to disseminate this information including being a leading member of the Minnesota Safe Kids Coalition.</p>		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>December 11, 1996</i>
<p>Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Master Contract Project Report

ORIGINAL

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm Minnesota Safety Council		Master Contract Number 407867
Project Name Buckle Up MN!	Project Number 96-02-03	Project Duration (Dates) 10/1/95 to 9/30/96
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>The purpose of this contract is to develop and conduct educational activities such as the NHTSA and MN Honor Roll programs, the High School Safety Belt Challenge, and the Saved by the Belt Program. This project also staffs and facilitates the safety belt coalition; conducts the annual observational study of safety belt use; and distributes educational information on safety belt use through brochures, posters and a video loaning library.</p> <p>The Department of Public Safety entered into this contract because it does not have the resources to conduct the Buckle Up MN! Program.</p>		
Billable Hours (If applicable) Fixed Bid-N/A	Amount Spent \$156,435.20	Source of Funding Federal 402 Funding
<p>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</p> <p>This was a cost effective way for the Department of Public Safety to provide the services of the Buckle Up MN! Program. The Minnesota Safety Council is fully staffed with experts on safety belt use and already has a strong network in place to disseminate this information to the public through its membership in many safety organizations and its connections to thousands of employers.</p>		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>November 7, 1996</i>
Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.		

Master Contract Project Report

Agency <i>Minnesota Department of Public Safety</i>		
Contract Firm <i>Minnesota Safety Council</i>		Master Contract Number <i>408332</i>
Project Name <i>Youth in the Workplace</i>	Project Number <i>96-08-03</i>	Project Duration (Dates) <i>10/1/95 to 9/30/96</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p><i>See Attachment A.</i></p>		
Billable Hours (If applicable) <i>Fixed Bid-N/A</i>	Amount Spent <i>\$50,000.00</i>	Source of Funding <i>Federal 402 Funds</i>
<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><i>See Attachment A.</i></p>		
Chief Executive Signature 	Title <i>Commissioner</i>	Date <i>September 30, 1996</i>
<p>Minn. Stat. 16B.17, Subd. 4(c) requires that the Chief Executive of an agency submit a one-page report to the commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Attachment A

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

OFFICE MEMORANDUM

TO: Elaine S. Hansen
Commissioner, Administration

DATE: September 30, 1996

FR: Donald E. Davis
Commissioner, Public Safety

PHONE: (612) 296-6642

RE: Report pursuant to M.S. 16B.17, Subd. 4(c)

Contract Number: 408332
Vendor's Name: Minnesota Safety Council
Dollars Expended: \$50,000.00
Source of Funding: Federal 402 Funds
Contract Duration: October 1, 1995 to September 30, 1996

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


The purpose of the contract was two-fold. First, to reach young drivers through three employers and give them information on traffic safety. Second, to provide employers with the tools they need to make traffic safety an ongoing part of their employee safety program.

It was necessary to enter into this contract because the Department of Public Safety does not have the expertise or the resources to provide the aforementioned services.

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

The National Highway Traffic Safety Administration (NHTSA) strongly recommended that contact with the targeted industries must be through the National Safety Council Network (NETS) chapters and affiliates, and through the NETS organization coordinator. The Minnesota Safety Council is the Minnesota coordinator for NETS (they are the sole NETS representative in the state).

CONTRACT PROJECT REPORT

Agency: Minnesota Department of Public Safety		
Contract Firm: Minnesota Institute of Public Health		Contract Number: 407860
Project Name: Motorcycle Safety Program	Project Number: 95-03-MC	Project Dates: 7-1-95 to 6-30-96
Summarize the purpose of the contract, including why it was necessary to enter into a contract. See Attachment A		
Billable Hours (if applicable): Fixed Bid (n/a)	Amount Spent: \$95,000.00	Source of Funding: State and Federal Funding
Explain why this amount was a cost effective way to enable the agency to provide its services to products better or more efficiently. See Attachment A		
Chief Executive Signature: 	Title: Commissioner	Date: 7-26-96
* Minn. Stat. 169.17, Subd. 4(e) 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.		

ATTACHMENT A

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

The purpose of the contract was to develop a motorcycle safety public information and education campaign, focused on the goal of reducing motorcycle crashes, injuries and fatalities. This contract requires funding from the Motorcycle Safety Fund, in compliance with Minnesota Statute 15.061.

There has been a reduction in motorcycle fatalities, injuries and crashes since the 1980's; however, deaths and severe injuries can still be prevented through increased education among motorcyclists, heightened public awareness and consistent enforcement of motorcycle laws. In the past, the department of Public Safety has made progress in reducing the number of motorcycle crashes, injuries and fatalities demonstrating that public information and education can be, and is an effective method of saving the lives of Minnesota motorcyclists. Factors most frequently contributing to crashes include: intoxication, riding at excessive speed and rider inexperience in addition to the public's inability to "see" motorcyclists on the roadways. All of these factors can be affected through public education and information.

It was necessary to enter into this contract due to the very limited internal staff whose responsibilities for supporting additional activities and programs preclude them from taking on the sole responsibility of developing a public education and information campaign of this magnitude. In addition, the contractor's project team brings the necessary depth and breadth of expertise needed to develop and implement a coordinated successful campaign.

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

- The development and implementation of a multimedia campaign specifically targeting motorcyclists and motorcycling issues for the state's motorists takes dedicated resources. Given limited internal resources and increasing program support responsibilities for existing departmental priorities, a broad-based contractor, using a project team, can do this work more effectively and efficiently than a single state employee who must balance a multitude of projects and competing priorities. This campaign requires personal attention each and every day, which is unlikely to be accomplished, given the other job responsibilities and duties of the internal staff assigned to this project.
- The Minnesota Institute of Public Health was the most cost effective service provider given its long standing commitment and dedication to the motorcycle safety program goals and objectives. The Institute has a decade of experience with the program and has over the years developed relationships with the motorcycle rider training program, motorcycle clubs and organizations, the Department's advisory committee and others. These established relationships have served the state well helping this politically sensitive program achieve its goals and objectives. Using another vendor and starting this process over would not be cost effective.
- The Minnesota Institute of Public Health has a high degree of staff and technical expertise. It consistently delivers award-winning motorcycle safety programs to the Department of Public Safety which are also used by other states as models to promote safe motorcycling. Internal staff would not be able to consistently dedicate the time and resources necessary to achieve our program goals of reducing motorcycle crashes, fatalities and injuries.

**OFFICE MEMORANDUM
DEPARTMENT OF PUBLIC SAFETY**

ORIGINAL

July 25, 1996

TO: Commissioner Elaine Hansen

FROM: Commissioner Donald E. Davis
Department of Public Safety

DEP

RE: One page Report Required by Minn. Stat. 16B. 17, Subd. 4 (c)

Enclosed is the one page report required by Minn. Stat. 16B. 17, Subd. 4(c) of all completed contracts over \$40,000.00. The statute requires completion of this report by the Chief Executive of each Department and submission of this report to the Commissioner of Administration.

This report is for the Department's contract with the American Association of Motor Vehicle Administrators to provide a registration computer system for the licensing of interstate motor carriers on the Lockheed computer system. The cost of this system is up to \$208,500.00 per year for contract number 07700-68259-01 (410158) dated August 7, 1993 through August 6, 1996. The source of the funding is the Highway User fund.

Thank you.

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

The purpose of this contract is to provide a computer system that can provide all services necessary for licensing Minnesota interstate carriers under the International Registration Plan (IRP).

This would include, but is not limited to:

1. Providing for the entry of all vehicle information, IRP required information and generating cab cards and other indicia from that information.
2. Providing an accounting system to:
 - a. collect fees
 - b. collect delinquent fees and issue collection letters as needed
 - c. pay other states based on payments collected for those states
 - d. provide a means of issuing temporary authorities
 - e. calculate fees for partial payment for MN fees
 - f. generate bills for all types of carrier transactions
 - g. comply with all requirements of the MN state system
3. Provide a means of report writing on all facets of information available on the system.
4. Provide a means of doing supplement changes on all facets of the carrier's accounts.

It was necessary to enter into this contract because this is a renewal of an existing system. In addition it was not possible for the Department Systems Office to develop and maintain a system of this nature due to all of the current responsibilities of maintaining existing databases and information services and other high priority systems that needed development. Also the concept of sharing a system with 20 other states needing the same type system to support the International Registration Plan (IRP) had advantages and cost saving issues and provided a possible means of having more advanced programming sooner.

State the amount spent on this contract

The amount spent on this contract will be \$208,500.00

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

This was the most cost effective method for developing a computer system for the IRP for the following reasons:

1. This system was already developed. Thus it did not require hiring a consultant and spending staff time to write the specifications for what is a very complicated system. Development of this system in house would have taken approximately 2 years to complete, there were not in house staff available to spend the necessary time on such a project. It also provided a system which was developed with the expertise of at least 20 other states in the area of the IRP as opposed to just staff from one state.
2. This eliminated staff time which would have been necessary to continually make changes to the system as laws and fees changes in 51 other member jurisdictions.
3. This system provides a liason on behalf of all of the states using the system, the vendor deals with the problems, instead of each of the individual states.
4. Allows a means of pooling resources for future development of new ideas and enhancements as opposed to each state spending time and money on new ideas.

STATE OF MINNESOTA
OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

Office of Communications

TO : Commissioner Don Davis

DATE: July 25, 1996

FROM : Cathy Clark, Director *CC*

PHONE: 296-8383


SUBJECT : One-Page Report Required by Minn. Stat. 16B. 17, Subd. 4(c)

Attached is the one page summary as required by the above-mentioned statute upon completion of all professional/ technical services contracts. The statute required completion of this report by the Chief Executive of each Department and that it be submitted to the Commissioner of Administration. The report is the Department's completed contract with the Minnesota Institute of Public Health concerning the Motorcycle Safety Campaign.

Should you have questions, or need additional information please call me at 296-8383.

attachment

CONTRACT PROJECT REPORT

Agency: Minnesota Department of Public Safety		
Contract Firm: Minnesota Institute of Public Health		Contract Number: 407860
Project Name: Motorcycle Safety Program	Project Number: 95-03-MC	Project Dates: 7-1-95 to 6-30-96
Summarize the purpose of the contract, including why it was necessary to enter into a contract. See Attachment A		
Billable Hours (if applicable): Fixed Bid (n/a)	Amount Spent: \$95,000.00	Source of Funding: State and Federal Funding
Explain why this amount was a cost effective way to enable the agency to provide its services to products better or more efficiently. See Attachment A		
Chief Executive Signature: 	Title: Commissioner	Date: 7-25-96
* Minn. Stat. 169.17, Subd. 4(e) 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.		

ATTACHMENT A

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

The purpose of the contract was to develop a motorcycle safety public information and education campaign, focused on the goal of reducing motorcycle crashes, injuries and fatalities. This contract requires funding from the Motorcycle Safety Fund, in compliance with Minnesota Statute 15.061.

There has been a reduction in motorcycle fatalities, injuries and crashes since the 1980's; however, deaths and severe injuries can still be prevented through increased education among motorcyclists, heightened public awareness and consistent enforcement of motorcycle laws. In the past, the department of Public Safety has made progress in reducing the number of motorcycle crashes, injuries and fatalities demonstrating that public information and education can be, and is an effective method of saving the lives of Minnesota motorcyclists. Factors most frequently contributing to crashes include: intoxication, riding at excessive speed and rider inexperience in addition to the public's inability to "see" motorcyclists on the roadways. All of these factors can be affected through public education and information.

It was necessary to enter into this contract due to the very limited internal staff whose responsibilities for supporting additional activities and programs preclude them from taking on the sole responsibility of developing a public education and information campaign of this magnitude. In addition, the contractor's project team brings the necessary depth and breadth of expertise needed to develop and implement a coordinated successful campaign.

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

- The development and implementation of a multimedia campaign specifically targeting motorcyclists and motorcycling issues for the state's motorists takes dedicated resources. Given limited internal resources and increasing program support responsibilities for existing departmental priorities, a broad-based contractor, using a project team, can do this work more effectively and efficiently than a single state employee who must balance a multitude of projects and competing priorities. This campaign requires personal attention each and every day, which is unlikely to be accomplished, given the other job responsibilities and duties of the internal staff assigned to this project.
- The Minnesota Institute of Public Health was the most cost effective service provider given its long standing commitment and dedication to the motorcycle safety program goals and objectives. The Institute has a decade of experience with the program and has over the years developed relationships with the motorcycle rider training program, motorcycle clubs and organizations, the Department's advisory committee and others. These established relationships have served the state well helping this politically sensitive program achieve its goals and objectives. Using another vendor and starting this process over would not be cost effective.
- The Minnesota Institute of Public Health has a high degree of staff and technical expertise. It consistently delivers award-winning motorcycle safety programs to the Department of Public Safety which are also used by other states as models to promote safe motorcycling. Internal staff would not be able to consistently dedicate the time and resources necessary to achieve our program goals of reducing motorcycle crashes, fatalities and injuries.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

DVS
**Driver &
Vehicle Services**
OFFICE MEMORANDUM

ORIGINAL

DATE: July 25, 1996

TO: Elaine Hansen, Commissioner
Department of Administration


FROM: Pierre Carpenter
Licensing and Records

PHONE: 282-2409
FAX: 282-3701

SUBJECT: One Page Report Required by Minnesota Statute 16B.17, subd. 4 (c)

Enclosed is the one page report requires by Minnesota Statute 16B.17, subd. 4 (c) of all completed contracts over \$40,000.00. This report is for the completed contract with Helgeson & Associates, Inc. for data entry help.

MASTER CONTRACT PROJECT REPORT

Agency <div style="text-align: center;">Department of Public Safety</div>		
Contract Firm <div style="text-align: center;">Helgeson & Associates, Inc.</div>		Master Contract Number <div style="text-align: center;">409991</div>
Project Name	Project Number	Project Duration (Dates) 12-18-95 to 6-7-96
Summarize the purpose of the contract, including why it was necessary to enter into a contract <div style="text-align: center;">See Attachment A</div>		
Billable Hours (if applicable)	Amount Spent \$84,953.44	Source of Funding State Funding
Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently. <div style="text-align: center;">See Attachment A</div>		
Chief Executive Signature 	Title PUBLIC SAFETY COMMISSIONER	Date 7-25-96
Minn. Statutes 16B.17, subd. 4 (c) requires that the Chief Executive of an agency submit a one page report to the Commissioner of Administration upon completion of a contract over \$40,000.00		

Attachment A

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

The purpose of this contract was to obtain help in reducing a data entry backlog. The data entry backlog was due to slow computer response time caused by a switch to a new computer operating system [Problem Driver Pointer System (PDPS)]. The computer response time problems were corrected, however, the data entry backlog rose to such a high level prior to the corrections that the internal staff was unable to reduce the backlog and enter the new work coming in daily.

The data entry consisted of entering demographic data contained on Minnesota Driver's License/Identification Card Applications and their supporting documents to correctly produce Minnesota Driver Licenses, Identification Cards and Instruction Permits or correctly enter suspense codes or free text onto the Driver License data base to request more information from the applicant when the application entry could not be completed.

By contracting with an outside vendor the internal staff was able to concentrate on the daily work while the vendor helped eliminate the backlog.

Amount spent on the contract.

\$84,953.44

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

1. There was no other state employee from any other state agency (a) capable and (b) available to perform the described service.
2. The vendor had a network in place to provide the necessary computer connections to our mainframe computer.
3. There was no extra space nor computers available in DVS to accommodate temporary state employees. A second shift (after 4:30 p. m.) of temporary state employees working in first shift (until 4:30 p. m.) space and on first shift computers was not practicable because the mainframe computer was unavailable for data entry after the first shift due to batch processing. Also, it would have been very costly to provide supervisory and administrative support to a second shift. The vendor provided their own support staff.
4. The vendor produced quality work with a minimum of training. Their data entry personnel was highly skilled and was able to learn the necessary skills in a short time period. The majority of training was completed on the vendor's time, not on state time.

Retirement

Kelly Heffron

Date sent: Wed, 24 Mar 2010 15:04:01 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/24/2010.

project: Architecture Review & Redesign for a Secure Network

id_part1: G62

id_part2: 2485

cfms: B34358

vendor: Aeritae

agency: MN State Retirement System

evaluator: Sue Willinger

eval_date: 3/24/2010

email_list: sue.willinger@state.mn.us

purpose: Seeking an experienced network architect to review and redesign the MSRS network architecture with an emphasis on enhanced security.

Project deliverables include, but are not limited to, a conceptual network redesign plan, a computer hardware and software reutilization and acquisition plan, comprehensive network diagrams, a report containing the results of a review of MSRS current network architecture, and knowledge transfer to MSRS information technology professionals. This RFP addresses Phase 1 of a three phased Network project. The project was posted for 2 weeks for all state agencies. Only one response was received (OET). They were unable to complete the work without sub-contracting the project out.

accomplished: Yes

contract_date: 01/04/2010

amended_date: 01/29/2010

actual_date: 01/22/2010

contract_cost: 101,200

amended_cost: 0

actual_cost: 98,200

cost_effective: We posted this for other state agencies. Only OET responded and they were going to have to sub-contract the project out. We feel this vendor provided the best value for the exceptional end product we were looking for. In future phases, other vendors have had an opportunity to review the network design and all thought it was an excellent layout and very straight-forward.

amended: Yes

amended_e: Amendment 1 - Deliverables changed to add a single document that captures: High level migrating plan Pilot work plans

Migration work plans Key Performance Indicator s per phase of the implementation Monitoring per phase of the implementation The project outcome remains the same. This change ensures that MSRS has the

data (e.g. high level plans) necessary to install all equipment selected in Phase 2 of this project rather than expect the vendor to complete the installation. Amendment 2 - Extend the contract end date two weeks.

terminated: No

engage: Yes

engage_e: Aeritae provided the level of detail we were looking for and more. Very professional group. They also came in under the original estimated contract amount.

David Schmidtke

Date sent: Mon, 7 Dec 2009 12:40:44 -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 12/07/2009.

project: VoIP Related Services

id_part1: G62

id_part2: 2314

cfms: B22538

vendor: Sovran, Inc.

agency: MINN STATE RETIREMENT SYSTEM

evaluator: Sue Willinger

eval_date: 12/7/2009

purpose: Sovran provided a much needed VoIP system upgrade and annual system maintenance from 12/1/2008 to 11/30/2009. Contract has been amended to provide annual system maintenance from 12/1/2009 through 11/30/2010. accomplished: Yes contract_date: 11/30/2009 amended_date: 11/30/2010 actual_date: 11/30/2010 contract_cost: 118,073.00 amended_cost: 99,041.18 actual_cost: 217,114.18 cost_effective: Sovran provided the best value for major system upgrade and 24X7 system maintenance for the last year. amended: Yes amended_e: Amendment 1 - Time extension only Amendment 2 - Update \$1,000 cost error in original contract (\$118,073.00) Amendment 3 - \$75,041.18 - Hardware, software and additional implementation costs Amendment 4 - Extend system maintenance for additional year terminated: No engage: Yes engage_e: Sovran have been very professional during the term of this contract. MSRS has had 4 major VoIP staffing changes during this contract. Sovran has successfully assisted us in keeping the project on target throughout these changes and provided required training/assistance as requested.

Kelly Heffron

Date sent: Fri, 15 May 2009 09:29:18 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 05/15/2009.

project: ITS Network Projects

id_part1: G62

id_part2: 2313

cfms: A-88197

vendor: IRIS Consulting

agency: MINN STATE RETIREMENT SYSTEM

evaluator: Sue Willinger

eval_date: 05/15/2009

email_list: steve.busarow@state.mn.us

purpose: MSRS was in need of a a planned vision for our network and the updated features to our existing network. All work was to be documented and a transfer of knowledge to appropriate staff for future development.

accomplished: Yes

contract_date: 5/1/2006

amended_date: 9/28/2007

actual_date: 9/28/2007

contract_cost: \$89,250.00

amended_cost: \$160,065.0

actual_cost: \$160,065.0

cost_effective: MSRS resources required that we concentrate on the day to day activities rather than looking forward and planning for the future.

We needed someone with vision to develop a multi-year plan and transfer knowledge to our staff. This was accomplished at an ITS 2 payscale rather than an ITS 5 rate. We feel it was very cost effective.

amended: Yes

amended_e: This contract had four amendments. One was to substantially broaden the scope of the project to incorporate additional features to support business continuity needs and external system access and security. We requested a minor addition outside the original scope and the final was to extend the time line for the convenience of our staff and the vendor's availability.

terminated: No

engage: Yes

engage_e: Yes, if needed. We have hired a permanent ITS position to continue to do this work for our agency.

comments: We have been very satisfied with all the work performed by IRIS and would not hesitate to use them again if the need arises.

Kelly Heffron

Date sent: Thu, 30 Oct 2008 10:00:24 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/30/2008.

project: Novell Netware Systems Emergency Recovery/Troubleshooting

id_part1: G62

id_part2: 2095

cfms: B08085

vendor: Solbrekke

agency: MINN STATE RETIREMENT SYSTEM

evaluator: Sue Willinger

eval_date: 10/30/2008

purpose: Additional resources were required to provide troubleshooting network related services for
accomplished: Yes

contract_date: 9/30/2008

amended_date: 9/30/2008

actual_date: 9/15/2008

contract_cost: 18,000

amended_cost: 7,500

actual_cost: 25,500

cost_effective: Novell products are critical components of our network so we don't have the option
amended: Yes

amended_e: Amended to include improved security administration features for our e-mail system,
terminated: No

engage: Yes

engage_e: Found the vendor to be knowledgeable, thorough, responded to our requests in a timely
manner

Kelly Heffron

Date sent: Tue, 5 Feb 2008 15:24:52 -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, February 05, 2008 at 15:24:52

_config: vendeval
project: Novell Management and IP Related Upgrades
id_part1: G62
id_part2: 1776
cfms: A80932
vendor: IRIS Consulting
agency: MINN STATE RETIREMENT SYSTEM
evaluator: Steve Busarow
eval_date: 02/05/2008
purpose: To add and upgrade Novell Management tools and processes to
our LAN. We lacked the expertise in-house in these areas.
accomplished: Yes
contract_date: 05/01/2006
amended_date: 11/30/2007
actual_date: 11/30/2007
contract_cost: \$89,250.00
actual_cost: \$160,965.0
cost_effective: These changes allowed the IT support staff to be able
to accomplish routine LAN management activities and specific user
problem resolution tasks much more efficiently; saving on time and
salary costs.
amended: Yes
amended_e: Unexpected problem situations, which required software
and/or hardware resolutions prior to completing some of the upgrades.
terminated: No
engage: Yes
engage_e: He knows how pieces of our system interact with each other,
does a good job, and he works well with our end-users, which makes any
training process more effective.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, February 12, 2007 3:23 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, February 12, 2007 at 15:23:19

_config: vendeval
project: LAN Hardware and Configurations Standardization and Security Enhancements
id_part1: G62
id_part2: 1745
cfms: A86734
vendor: Appiant
agency: MN State Retirement System
evaluator: Steve Busarow
eval_date: 02/12/2007
purpose: To upgrade and modernize network connectivity, consolidate internal and external connections, centralize all server functions at the core network router/switch and secure the firewall for remote access to the systems.
accomplished: No
accomplished_e: The project was divided into 4 phases. Decommissioning router EMPIRE-MSRS, part of phase 2, was not completed because of delays by a different vendor on a related requirement. Changing server IP's from public to private was not completed due to the same requirement delay that effected phase 2. And all of phase 4 was not completed.
contract_date: 02/28/2006
amended_date: 12/31/2006
actual_date: 11/01/2006
contract_cost: \$74,995
actual_cost: \$58,746.25
cost_effective: Because of a lack of knowledge, experience, and available time of MSRS staff, it would have taken far longer, and cost more, to get to this same point.
amended: Yes
amended_e: There were certain activities, e.g., the remodeling of our new computer room, that were being done by a different outside vendor, that kept getting delayed, repeatedly.
terminated: Yes
terminated_e: This vendor started taking on tasks, related to our VoIP system, that we did not authorize him to do, but he felt needed to be done.
engage: No
engage_e: Even though he is good at what he does, we now have some history that may make it difficult for both parties to be able to overlook.
comments: The work that we had authorized the vendor to do was done correctly and functioned as we had expected.

5/9/2007

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, February 05, 2007 3:48 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, February 05, 2007 at 15:47:45

_config: vendeval
project: Implementing Updated Networking Measures
id_part1: G62
id_part2: 1659
cfms: A79126
vendor: IRIS Consulting
agency: MN State Retirement System
evaluator: Steve Busarow
eval_date: 02/05/2007
purpose: This contract was for enhancing the Novell network and applications that we had in place at the time. Specifically, to improve security, flexibility, monitoring, and maintenance of the network. Our IT staff lacked the expertise required and the time available to pursue the end results in a timely manner.
accomplished: No
accomplished_e: There were 20 specific tasks that were to be accomplished, but due to situations that required immediate attention/resolution and uncontrollable delays caused by a different vendor, only half of these tasks were completed at the time the contract was cancelled. Because of the delays, and new needs caused by new situations, we determined that the original contract could not be completed within the original parameters, so we decided to cancel this contract and create a new RFP/contract.
contract_date: 06/30/2006
actual_date: 04/30/2006
contract_cost: 94,920.00
actual_cost: 85,002.00
cost_effective: Because with our limited resources of knowledge and available time, it would have taken us far longer to accomplish less.
amended: No
terminated: Yes
terminated_e: Outside circumstances that could not be controlled by either MSRS or IRIS Consulting.
engage: Yes
engage_e: The work that the contractor completes meets the agencies' needs and requirements. Uncontrollable situations do not reflect on the contractors' effectiveness.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Monday, February 05, 2007 3:48 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Monday, February 05, 2007 at 15:47:45

_config: vendeval
project: Implementing Updated Networking Measures
id_part1: G62
id_part2: 1659
cfms: A79126
vendor: IRIS Consulting
agency: MN State Retirement System
evaluator: Steve Busarow
eval_date: 02/05/2007
purpose: This contract was for enhancing the Novell network and applications that we had in place at the time. Specifically, to improve security, flexibility, monitoring, and maintenance of the network. Our IT staff lacked the expertise required and the time available to pursue the end results in a timely manner.
accomplished: No
accomplished_e: There were 20 specific tasks that were to be accomplished, but due to situations that required immediate attention/resolution and uncontrollable delays caused by a different vendor, only half of these tasks were completed at the time the contract was cancelled. Because of the delays, and new needs caused by new situations, we determined that the original contract could not be completed within the original parameters, so we decided to cancel this contract and create a new RFP/contract.
contract_date: 06/30/2006
actual_date: 04/30/2006
contract_cost: 94,920.00
actual_cost: 85,002.00
cost_effective: Because with our limited resources of knowledge and available time, it would have taken us far longer to accomplish less.
amended: No
terminated: Yes
terminated_e: Outside circumstances that could not be controlled by either MSRS or IRIS Consulting.
engage: Yes
engage_e: The work that the contractor completes meets the agencies' needs and requirements. Uncontrollable situations do not reflect on the contractors' effectiveness.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Monday, March 27, 2006 3:58 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, March 27, 2006 at 15:57:34

_config: ot/vendeval2
project: IP Telephony Project
id_part1: G62
id_part2: 1372
cfms: A58896
vendor: Spanlink
agency: MN State Retirement System
evaluator: Sue Willinger
eval_date: 03/27/2006
purpose: MSRS was in need of assistance in the development of a contact center utilizing VoIP to better respond to participants from the existing General Retirement Plans as well as the new Health Care Savings Plan and Deferred Compensation Plan.
accomplished: Yes
contract_date: 06/30/2005
amended_date: 01/13/2005
actual_date: 06/30/2005
contract_cost: 197,000
amended_cost: 122,015
actual_cost: 317,015
cost_effective: The existing phone system did not allow for a call queues, skill groups and voice recording which all allow us to provide a more efficient response to our customers.
amended: Yes
amended_e: Going into the contract we were aware that a voice recording system would be required. All hardware was to be purchased under a separate contract. Only Spanlink was authorized to supply the equipment, licenses and installation required so an amendment was necessary.
terminated: No
engage: Yes
engage_e: The project moved along within the timelines. Spanlink was always very responsive to our needs and was excellent at mentoring system admin staff to maintain the system after their departure.

Revenue

David Schmidtke

Date sent: Wed, 9 Dec 2009 09:39:23 -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 12/09/2009.

project: Web Application Developer

id_part1: g67

id_part2: 2167

cfms: B12397

vendor: Advanced Technologies Integration, Inc

agency: Revenue Dept

evaluator: mary ann novotny

eval_date: 12/09/2009

purpose: Department of Revenue (DOR) needed a Web Application Developer (Contractor) who could provide development, design, and support services for Property Tax related Web based data exchanges with citizens and state counties. The primary and initial application had been designed and already entered into testing. Further refinements to the design, code enhancements and maintenance were needed. accomplished: Yes contract_date: 03/03/2008 amended_date: 12/31/2009 actual_date: 04/30/2009 contract_cost: 150,000.00 amended_cost: 153,600.00 actual_cost: 157,825.00 cost_effective: There were no state employees available with the skills and knowledge needed. Provided functional and documented designs and code for Web application, persistence and processes for Property Tax Division related data. Supported the statewide adoption of the CRV project amended: Yes amended_e: extension of time terminated: Yes terminated_e: Developer took a job with another company. engage: Yes engage_e: Developer had the skills and knowledge needed.

David Schmidtke

Date sent: Thu, 3 Dec 2009 13:39:43 -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 12/03/2009.

project: Server and Storage Equipment Install and Configuration

id_part1: g67

id_part2: 2467

cfms: b31910

vendor: TSG Consulting

agency: Revenue Dept

evaluator: mary ann novotny

eval_date: 12/03/2009

purpose: DOR purchased new servers and storage equipment. Contractor was needed to install and configure new servers and storage equipment

accomplished: Yes contract_date: 08/03/2009 actual_date: 11/20/2009

contract_cost: \$65,700.00 actual_cost: \$53,525.00 cost_effective: DOR

staff does not have the necessary skills amended: No terminated: No

engage: Yes engage_e: Servers and storage equipment have been installed and operating. Also data has been migrated to the new storage device.

David Schmidtke

Date sent: Thu, 3 Dec 2009 13:32:34 -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 12/03/2009.

project: Network Security Assessment

id_part1: g67

id_part2: 2435

cfms: b30775

vendor: Midwave Corporation

agency: Revenue Dept

evaluator: mary ann novotny

eval_date: 12/03/2009

purpose: assess the network infrastructure to identify and assess risks in the current design. The end result will be a report that provides an assessment of DOR s state. It will identify weaknesses, vulnerabilities and risk of the current architecture, their severity and provide

reasonable recommendations to mitigate those risks and enhance the security of the architecture accomplished: Yes contract_date: 07/20/2009

amended_date: 09/30/2009 actual_date: 09/30/2009 contract_cost: \$20,000.00

actual_cost: \$20,000.00 cost_effective: Enterprise Security Office of OET

did not have resources available amended: Yes amended_e: extend end date

terminated: No engage: Yes engage_e: duties/deliverable were completed as required

David Schmidtke

Date sent: Thu, 3 Dec 2009 13:22:57 -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 12/03/2009.

project: Website Usability

id_part1: g67

id_part2: 2465

cfms: b31827

vendor: Fredrickson Communications

agency: Revenue Dept

evaluator: mary ann novotny

eval_date: 12/03/2009

purpose: Website usability evaluation to improve the current structure of the external website and to provide benchmarks for potential future testing at key stages of design and development of a new agency website.

As DOR migrates from a Stellent platform to Sharepoint, the agency will have greater flexibility to improve the navigation of the website. It is very important to the agency's mission we have a mechanism to test, validate or challenge our assumptions about users and navigation of the current site and to provide benchmarks for potential future testing at key stages of a design and development of a new agency website.

From a financial standpoint alone, usability testing is the surest way to avoid costly errors, budget overruns and technology rebuilds. The rule of thumb in many usability-aware organizations is that the cost-benefit ratio for usability is \$1: \$10: \$100. Once a site is in development, correcting a problem costs 10 times as much as fixing it in the design stage. If the site has been launched, it costs 100 times as much to fix as it would have in design.

accomplished: Yes contract_date: 08/10/2009 actual_date: 10/30/2009 contract_cost: 30325.00 actual_cost: 30325.00 cost_effective:

usability testing is the surest way to avoid costly errors, budget overruns and technology rebuilds. The rule of thumb in many

usability-aware organizations is that the cost-benefit ratio for usability is \$1: \$10: \$100. Once a site is in development, correcting a problem costs 10 times as much as fixing it in the design stage. If the site has been launched, it costs 100 times as much to fix as it would have in design.

amended: No terminated: No engage: Yes engage_e: duties/deliverables and analysis was completed as required

Kelly Heffron

Date sent: Tue, 12 May 2009 14:25:22 -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: Intranet Web Developer

id_part1: G67

id_part2: 2168

cfms: B13431

vendor: Tek Systems

agency: Revenue Dept

evaluator: Jason Hagen

eval_date: 05/12/2009

email_list: jason.hagen@state.mn.us

purpose: This was a short term staff augmentation of a SharePoint developer. That developer was necessary to meet deliverables in the prescribed timeline. It was also necessary in order to assist permanent staff ramp up on new technology.

accomplished: Yes

contract_date: 03/29/2009

actual_date: 03/31/2009

contract_cost: 200000

actual_cost: 149408

cost_effective: The agency was able to bring in an experienced contractor as a mentor, trainer and resource. This allowed us to ramp up our existing staff and support them until they were competent with the new technology.

amended: No

amended_e: The contract was not amended.

terminated: No

engage: Yes

engage_e: He performed all of his assigned duties as needed.

comments: We contracted for \$200,000 but used \$149,408

Kelly Heffron

Date sent: Thu, 12 Mar 2009 08:53:01 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 03/12/2009.

project: Tax Data Storage

id_part1: g67

id_part2: 2216

cfms: B15237

vendor: TSG Consulting

agency: Revenue Dept

evaluator: mary ann novotny

eval_date: 03/12/2009

purpose: need of a contractor for the installation and configuration of a data storage system. Necessary to enter into contract as employees did not have the skills

accomplished: Yes

contract_date: 06/02/2008

actual_date: 06/02/2008

contract_cost: 36,000.00

actual_cost: 36,000.00

cost_effective: The contractor had specialized knowledge not available thru current staff.

amended: No

terminated: No

engage: Yes

engage_e: Contractor completed all duties as expected and on-time.

Kelly Heffron

Date sent: Tue, 7 Oct 2008 08:16:44 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 10/07/2008.

project: ETL Designer/Developer

id_part1: G67

id_part2: 2147

cfms: B11761

vendor: On Demand Services Group

agency: Revenue Dept

evaluator: Mary Ann Novotny

eval_date: 10/07/2008

email_list: steve.gustafson@state.mn.us

purpose: The primary responsibility of the Data Warehouse ETL Designer/Developer was to mento

accomplished: Yes

contract_date: 08/11/2008

actual_date: 08/11/2008

contract_cost: \$100,000.0

actual_cost: \$90,720.00

cost_effective: The agency can now support, maintain, and do new development using the Informa

amended: No

terminated: No

engage: Yes

engage_e: contractor met expectations

Kelly Heffron

Date sent: Wed, 29 Jul 2009 12:55:14 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Web site information request on 07/29/2009.

project: Senior J2EE Developer

id_part1: g67

id_part2: 2045

cfms: B02869

vendor: Fulcrum Consulting

agency: Revenue Dept

evaluator: mary ann novotny

eval_date: 07/29/2009

purpose: developer needed for developing and supporting taxation related
electronic government services J2EE based applications

accomplished: Yes

contract_date: 06/30/2009

actual_date: 06/30/2009

contract_cost: 340000.00

actual_cost: 303110.00

cost_effective: Current staff does not have the advanced JAVA skills
needed to keep applications operational.

amended: No

terminated: No

engage: Yes

engage_e: applications were kept operational

Kelly Heffron

Date sent: Tue, 24 Jun 2008 15:41:39 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, June 24, 2008 at 15:41:39

_config: vendeval
project: Risk Assessment and Mitigation Plan for the Integrated Tax
Project
id_part1: G67
id_part2: 2173
cfms: B12678
vendor: Caveo Technology
agency: Revenue Dept
evaluator: Greg Tschida
eval_date: 06/24/2008
purpose: Risk Assessment and Mitigation Plan for the Integrated Tax
Project
accomplished: Yes
contract_date: 04/14/2008
actual_date: 04/14/2008
contract_cost: \$24,500
actual_cost: \$24,500
amended: No
terminated: No
engage: Yes
engage_e: Quality work. On time and On budget.

Kelly Heffron

Date sent: Tue, 24 Jun 2008 15:42:44 -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 Tuesday, June 24, 2008 at 15:42:44

_config: vendeval
project: Risk Assessment and Mitigation Plan for the Integrated Tax
Project
id_part1: G67
id_part2: 2173
cfms: B12678
vendor: Caveo Technology
agency: Revenue Dept
evaluator: Greg Tschida
eval_date: 06/24/2008
purpose: Risk Assessment and Mitigation Plan for the Integrated Tax
Project
accomplished: Yes
contract_date: 04/14/2008
actual_date: 04/14/2008
contract_cost: \$24,500
actual_cost: \$24,500
cost_effective: Legislature required using outside vendor.
amended: No
terminated: No
engage: Yes
engage_e: Quality work. On time and On budget.

Kelly Heffron

Date sent: Thu, 12 Jun 2008 10:51:15 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 12, 2008 at 10:51:14

_config: vendeval
project: Senior j2ee developer
id_part1: g67
id_part2: 1892
cfms: a95659
vendor: ati

agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008

purpose: The Minnesota Department of Revenue (DOR) is seeking a Senior/Lead Java Application Developer to augment existing development staff on development and enhancement of processing systems for electronically transmitted data.

accomplished: Yes

contract_date: 10/31/2006

amended_date: 03/01/2007

actual_date: 5/1/2007

contract_cost: 100000

amended_cost: 0

actual_cost: 67387.50

cost_effective: The level of expertise contractor had was not available in house

amended: Yes

amended_e: more time was needed

terminated: No

engage: Yes

engage_e: contractor met expectations

Kelly Heffron

Date sent: Thu, 12 Jun 2008 10:56:00 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 12, 2008 at 10:56:00

_config: vendeval
project: eClient software installation
id_part1: g67
id_part2: 1910
cfms: a98008
vendor: SYSCOM
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008
purpose: DOR is disconnecting the custom code for the imaging system
and replacing with new eClient software.
accomplished: Yes
contract_date: 2/26/2007
actual_date: 9/28/2007
contract_cost: 372000
actual_cost: 335945.11
cost_effective: Software upgrade made system more cost effective
amended: No
terminated: No
engage: Yes
engage_e: services provided in a timely and accurate manner

Kelly Heffron

Date sent: Thu, 12 Jun 2008 11:02:16 -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, June 12, 2008 at 11:02:16

_config: vendeval
project: bmc service desk express suite enhancements
id_part1: g67
id_part2: 1928
cfms: a98650
vendor: RJR innovations
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008
purpose: The Department of Revenue (DOR) is seeking design,
configuration and programming enhancements to BMC Service Desk Express
Suite.
accomplished: Yes
contract_date: 2/26/2007
amended_date: 4/30/2007
actual_date: 8/30/2007
contract_cost: 32500
amended_cost: 202500
actual_cost: 235000
cost_effective: Contractor had the expertise needed
amended: Yes
amended_e: project was much greater than originally planned.
terminated: No
engage: No
engage_e: vendor has lost many key personnel

Kelly Heffron

Date sent: Thu, 12 Jun 2008 11:06:34 -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, June 12, 2008 at 11:06:34

_config: vendeval
project: DSAuditor software customization and training
id_part1: g67
id_part2: 1915
cfms: a96000
vendor: embarcadero
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008
purpose: The Department of Revenue (DOR) is in need of a contractor to
customize DSAuditor software and train staff in order to comply with
Office of Legislative Audit findings.
accomplished: Yes
contract_date: 11/15/2006
actual_date: 2/28/2007
contract_cost: 13200
actual_cost: 10000
cost_effective: contractor had the expertise needed and freed up
valuable in house resources to work on another very large project
amended: No
terminated: No
engage: Yes
engage_e: contractor met all expectations

Kelly Heffron

Date sent: Thu, 12 Jun 2008 10:15:31 -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 Thursday, June 12, 2008 at 10:15:31

_config: vendeval
project: data warehouse etl developer
id_part1: g67
id_part2: 1857
cfms: a79164
vendor: informatica
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008

purpose: The Department of Revenue (DOR) is in need of an Informatica ETL Developer (full-time) to create the first of many of DOR's new data warehouses using this newly acquired technology platform. The outcome of this specific project will improve compliance activities by allowing us to do better audit selection.

accomplished: Yes
contract_date: 08/12/2005
amended_date: 12/30/2005
actual_date: 09/28/2007
contract_cost: 68000
amended_cost: 336240
actual_cost: 360468
cost_effective: This contractor brought the needed skills
amended: Yes
amended_e: more time was needed
engage: Yes
engage_e: contractor met expectations

Kelly Heffron

Date sent: Thu, 12 Jun 2008 10:15:42 -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 12, 2008 at 10:15:42

_config: vendeval
project: data warehouse etl developer
id_part1: g67
id_part2: 1857
cfms: a79164
vendor: informatica
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008

purpose: The Department of Revenue (DOR) is in need of an Informatica ETL Developer (full-time) to create the first of many of DOR's new data warehouses using this newly acquired technology platform. The outcome of this specific project will improve compliance activities by allowing us to do better audit selection.

accomplished: Yes
contract_date: 08/12/2005
amended_date: 12/30/2005
actual_date: 09/28/2007
contract_cost: 68000
amended_cost: 336240
actual_cost: 360468
cost_effective: This contractor brought the needed skills
amended: Yes
amended_e: more time was needed
terminated: No
engage: Yes
engage_e: contractor met expectations

Kelly Heffron

Date sent: Thu, 12 Jun 2008 10:22:46 -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 Thursday, June 12, 2008 at 10:22:46

_config: vendeval
project: data warehouse project phase 2
id_part1: g67
id_part2: 1856
cfms: a84454
vendor: CSC Consulting
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008
purpose: A data warehouse subject matter expert will complete phase 2
of the data warehouse project by standardizing DOR s data warehouse
toolset and strategy by using leading data warehousing tools and
techniques. (The third and final phase will be completed by DOR staff.)
accomplished: Yes
contract_date: 12/31/2005
amended_date: 07/14/2006
actual_date: 02/29/2008
contract_cost: 140400
amended_cost: 585630
actual_cost: 521235
cost_effective: Contractor brought the needed skills to complete phase 2
amended: Yes
amended_e: more time was needed
terminated: No
engage: Yes
engage_e: contractor met expectations

Kelly Heffron

Date sent: Thu, 12 Jun 2008 10:19:00 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, June 12, 2008 at 10:19:00

_config: vendeval
project: data warehouse etl developer
id_part1: g67
id_part2: 1857
cfms: A79164
vendor: informatica
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008
purpose: The Department of Revenue (DOR) is in need of an Informatica ETL Developer (full-time) to create the first of many of DOR's new data warehouses using this newly acquired technology platform. The outcome of this specific project will improve compliance activities by allowing us to do better audit selection.
accomplished: Yes
contract_date: 08/12/2005
amended_date: 12/30/2005
actual_date: 09/28/2007
contract_cost: 68000
amended_cost: 336240
actual_cost: 360468
cost_effective: This contractor brought the needed skills
amended: Yes
amended_e: more time was needed
terminated: No
engage: Yes
engage_e: contractor met expectations

Kelly Heffron

Date sent: Thu, 12 Jun 2008 10:29:09 -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 Thursday, June 12, 2008 at 10:29:09

_config: vendeval
project: image system upgrade
id_part1: g67
id_part2: 1889
cfms: a94665
vendor: SYSCOM
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 06/12/2008
purpose: The Department of Revenue (DOR) needs to update the Image
System custom code to allow for scanning of Partnership returns.
accomplished: Yes
contract_date: 10/10/2006
actual_date: 12/29/2006
contract_cost: 8000
actual_cost: 5440
cost_effective: upgrade made the system more cost effective
amended: No
terminated: No
engage: Yes
engage_e: services were provided in a timely and accurate manner

Kelly Heffron

Date sent: Thu, 29 May 2008 14:17:02 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 29, 2008 at 14:17:02

_config: vendeval
project: core services senior j2ee developer
id_part1: g67
id_part2: 1766
cfms: a88674
vendor: ati
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 05/29/2008
purpose: revenue needed a senior j2ee developer to lead a team of
software developers in the development, design and delivery of
identified processing systems and common components
accomplished: Yes
contract_date: 05/12/2003
amended_date: 07/31/2007
actual_date: 12/31/2007
contract_cost: 200,000
amended_cost: 120,000
actual_cost: 287,275
cost_effective: the application the contractor had been working on is
brand new. Very few candidates had the level of qualifications the
contractor possessed.
amended: Yes
amended_e: the scope expanded to include infrastructure required by the
EDS and eCRV projects and related applications
terminated: No
engage: Yes
engage_e: Contractor is highly knowledgeable about the latest
technology and an excellent communicator
comments: the contractors services have been highly valued in the agency

Kelly Heffron

Date sent: Thu, 29 May 2008 14:21:05 -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 Thursday, May 29, 2008 at 14:21:05

_config: vendeval
project: data warehouse data architect
id_part1: g67
id_part2: 1855
cfms: a74048
vendor: CSC Consulting
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 05/29/2008
purpose: DOR was in need of a data warehouse data architect to
standardize the data warehouse toolset and strategy by using leading
tools and techniques
accomplished: Yes
contract_date: 04/06/2005
amended_date: 06/30/2007
actual_date: 09/28/2007
contract_cost: 101200
amended_cost: 484150
actual_cost: 523882.50
cost_effective: DOR and other state agencies did not have the required
knowledge
amended: Yes
amended_e: extended end date, project was not complete
terminated: No
engage: Yes
engage_e: contractor was extremely knowledgeable

Kelly Heffron

Subject: Vendor Evaluation Form
Date sent: Thu, 8 May 2008 16:02:22 -0500
From: "Steve Gustafson" <Steve.Gustafson@state.mn.us>
To: <kellyh@lrl.leg.mn>

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 08, 2008 at 14:39:59

_config: vendeval
project: data warehouse designer/developer
id_part1: g67
id_part2: 1881
cfms: A95037
vendor: On-Demand Services
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 05/08/2008
purpose: DOR was in need of a data warehouse designer/developer to
develop ETL programs
accomplished: Yes
contract_date: 10/16/2006
amended_date: 05/31/2007
actual_date: 06/29/2007
contract_cost: 100000
amended_cost: 21000
actual_cost: 119227
cost_effective: Without this contractor the collection division
compliance target would have been at risk
amended: Yes
amended_e: The extension was necessary due to a number of file format
and database changes required by DOR s infrastructure renewal and
electronic data services projects. DOR needs his skills and time to
complete some additional duties.
terminated: No
engage: Yes
engage_e: The contractor accomplished the conversions on time and on
budget

Kelly Heffron

Date sent: Thu, 8 May 2008 15:20:54 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 08, 2008 at 15:20:54

_config: vendeval
project: data warehouse project data analysis
id_part1: g67
id_part2: 1922
cfms: A97224
vendor: u of m
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 05/08/2008
purpose: Student workers to do data analyst for the data warehouse
project.
accomplished: Yes
contract_date: 01/02/2007
actual_date: 09/01/2007
contract_cost: 48500
actual_cost: 26947.50
cost_effective: The students working on this project were knowledgeable
in data mining.
amended: No
terminated: No
engage: Yes
engage_e: The students were very helpful and very cost effective

Kelly Heffron

Date sent: Thu, 8 May 2008 13:38:22 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 08, 2008 at 13:38:22

_config: vendeval
project: Intranet project - phase 3
id_part1: g67
id_part2: 1900
cfms: b01821
vendor: team informatics
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 05/08/2008
purpose: The Department of Revenue (DOR) is in need of a contractor to
assist in leading the development of the department s intranet,
extranet and internet.
accomplished: Yes
contract_date: 11/01/2006
amended_date: 06/30/2007
actual_date: 03/31/2006
contract_cost: 100000
amended_cost: 147000
actual_cost: 156470
cost_effective: Contractors skillset relative to the project was in
short supply in marketplace. We would have had an extensive and costly
training program in order to retool an internal resource to do the same
work.
amended: Yes
amended_e: DOR was unable to hire an employee to fill this need
terminated: No
engage: Yes
engage_e: Contractor was highly knowledgeable and would highly
recommend him for future stellent support.

Kelly Heffron

Date sent: Thu, 8 May 2008 14:39:59 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

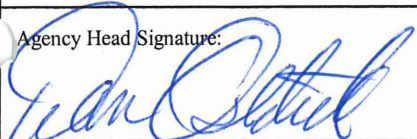
Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, May 08, 2008 at 14:39:59

_config: vendeval
project: data warehouse designer/developer
id_part1: g67
id_part2: 1881
cfms: A95037
vendor: on-demand
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 05/08/2008
purpose: DOR was in need of a data warehouse designer/developer to
develop ETL programs
accomplished: Yes
contract_date: 10/16/2006
amended_date: 05/31/2007
actual_date: 06/29/2007
contract_cost: 100000
amended_cost: 21000
actual_cost: 119227
cost_effective: Without this contractor the collection division
compliance target would have been at risk
amended: Yes
amended_e: The extension was necessary due to a number of file format
and database changes required by DOR s infrastructure renewal and
electronic data services projects. DOR needs his skills and time to
complete some additional duties.
terminated: No
engage: Yes
engage_e: The contractor accomplished the conversions on time and on
budget

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: Revenue		
Contractor Name: Chainbridge Software, Inc.		CFMS Contract Number: A98526
Project Name (if applicable): Sales Tax Gap Estimates	Project Number (if applicable):	Project Duration (Dates): 2/21/07 – 2/29/08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Update annual sales tax gap estimates and provide Revenue with all information necessary to complete future updates in-house, without contractor assistance.</p> <p>Necessary to enter into contract as Revenue staff did not have the skills required.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$98,044.25	Source of Funding: Agency
<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>Revenue will be able to complete future tax gap estimates in-house, without contractor assistance.</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>Timeliness- three contract amendments for extension of time. Some delays were due to factors outside of the vendors control and some were a direct result.</p> <p>Quality of the completed project was very good.</p> <p>Cost – competitive bid, given the expertise and creativity needed, the cost was reasonable.</p> <p>Overall Performance - Contractor understood our goals and was very professional. The final product is very good.</p>		
Agency Head Signature: 	Title: CFO	Date: 3/7/08

Kelly Heffron

Date sent: Fri, 18 Jan 2008 16:29:21 -0600 (CST)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, January 18, 2008 at 16:29:20

_config: vendeval
project: Senior j2ee developer
id_part1: g67
id_part2: 1779
cfms: A88674
vendor: ATI
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 01/18/2007
purpose: Revenue needed a senior j2ee developer to lead a team of
software developers in the development, design, and delivery of
identified processing systems and common components
accomplished: Yes
contract_date: 05/12/2003
amended_date: 07/31/2007
actual_date: 12/31/2007
contract_cost: 200,000
amended_cost: 120,000
actual_cost: 287,275
cost_effective: The application the contractor had been working on is
brand new. Very few candidates had the level of qualifications the
contractor possessed.
amended: Yes
amended_e: The scope expanded to include infrastructure required by the
EDS and eCRV projects, and related applications.
terminated: No
engage: Yes
engage_e: Contractor is highly knowledgeable about the latest
technology and an excellent communicator.
comments: The contractors services have been highly valued in the
agency.

Kelly Heffron

Date sent: Thu, 3 Jan 2008 14:08:09 -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, January 03, 2008 at 14:08:09

_config: vendeval
project: XML software developer
id_part1: g67
id_part2: 1765
cfms: A88372
vendor: Labyrinth Consulting
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 01/03/2008
purpose: Lead XML software developer for the property tax xml schemas
project
accomplished: Yes
contract_date: 05/01/2006
amended_date: 06/30/2007
actual_date: 09/28/2007
contract_cost: 192,000
amended_cost: 133,200
actual_cost: 240,300
cost_effective: The contractor has specialized knowledge using xml and
xml schemas not available within this agency and needed for efficient
implementation of the crv project
amended: Yes
amended_e: additional time was needed for continued support and
knowledge transfer
terminated: No
engage: Yes
engage_e: contractor assigned has specialized knowledge using xml and
xml schema technologies

Kelly Heffron

Date sent: Mon, 19 Nov 2007 15:26:56 -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 Monday, November 19, 2007 at 15:26:55

_config: vendeval
project: data warehouse data architect
id_part1: g67
id_part2: 1551
cfms: A74048
vendor: CSC
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 11/19/2007
purpose: The Department of Revenue (DOR) is in need of a data warehouse
data architect to standardize DOR s data warehouse toolset and strategy
by using leading data warehousing tools and techniques.
accomplished: Yes
contract_date: 04/06/2005
amended_date: 06/30/2007
actual_date: 09/28/2007
contract_cost: 101200
amended_cost: 484150
actual_cost: 523882.50
cost_effective: The DOR and other state agencies did not have the
required knowledge on data warehouse architecture available.
amended: Yes
amended_e: Add duties, extend end date
terminated: No
engage: Yes
engage_e: CSC,Inc provided Gopalasamudram R. Vishwanath (G.R.) as the
data architect for our Data Warehouse and Data Mining effort. During
this effort G.R. demonstrated not only the needed technical skills of a
data architect, but he has also shown the desire to expend the effort
to truly understand the business outcome that is desired. From a
technical perspective, in addition to his normal workload G.R. took the
initiative to lead our project in our migration of some complex data
quality and match functionality from one software tool to another. This
difficult endeavor was made even more difficult due to the fact that
our chosen software tool turned out to be much less mature than we had
thought. G.R. worked side by side with the vendor to develop a viable
solution that met our business need. Throughout he demonstrated his

ability to collaborate, negotiate and persevere through difficult situations. GR has been very helpful in providing feedback to us about how to use our data in new and more productive ways. Additionally, GR has excelled is in working closely with a broad range of staff, both on the business side and the technical side. He has sought out resources within the Department of Revenue with which he has had no previous contact and quickly established working relationships with these staff even though they may have had no obligation and very little incentive to help GR.

Kelly Heffron

Date sent: Tue, 18 Sep 2007 10:00:19 -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 Tuesday, September 18, 2007 at 10:00:19

_config: vendeval
project: Analysis of Legacy Systems
id_part1: G67
id_part2: 978
cfms: A45237
vendor: Archwing Innovations
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/18/2007
purpose: The Department of Revenue (DOR) has identified the need for a
systems analyst to evaluate the FoxPro based applications in the
Special Taxes Division s legacy system. Legacy systems are computer
systems that have reached the end of their useful life because they are
based on technologies that are no longer supported by vendors.
accomplished: Yes
contract_date: 02/07/2003
actual_date: 06/30/2003
contract_cost: 70000
actual_cost: 63220
cost_effective: DOR did not have the knowledge to perform needed work
amended: No
terminated: No
engage: Yes
engage_e: All tasks were completed timely

Kelly Heffron

Date sent: Tue, 18 Sep 2007 09:45:55 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Tuesday, September 18, 2007 at 09:45:55

_config: vendeval
project: Windows server 2003 migration
id_part1: G67
id_part2: 1799
cfms: A89395
vendor: CGI
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/18/2007
purpose: The Department of Revenue (DOR) is in the process of moving
all custom application code to an operating environment utilizing the
Windows Server 2003 Operation System (O/S) as a replacement for the
existing AIX O/S. Contractor is needed for consultation and to
perform tasks necessary to move and support the CACSPlus application to
the new environment.
accomplished: Yes
contract_date: 06/01/2006
amended_date: 03/31/2007
actual_date: 06/30/2007
contract_cost: 64600
actual_cost: 62753
cost_effective: The code is proprietary to CGI
amended: Yes
amended_e: needed more time
terminated: No
engage: Yes
engage_e: CGI owns the code and any changes to the code need to be made
by CGI

Kelly Heffron

Date sent: Mon, 17 Sep 2007 16:09:00 -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 16:08:59

_config: vendeval
project: Lead/senior JAVA developer for EPS project
id_part1: G67
id_part2: 1767
cfms: A90834
vendor: ATI
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/17/2007
purpose: DOR was in need for a senior java developer
accomplished: Yes
contract_date: 07/24/2006
actual_date: 06/30/2007
contract_cost: 180000
actual_cost: 142740
cost_effective: Larry possesses a high level of knowledge in the area
that the application was to be built in. Besides being knowledgeable,
he is an excellent mentor, and was able to train several people on the
software used to build the application. This is a win-win, since we
had an expert building the system, and training permanent employees
alongside him. There was very good knowledge transfer.
amended: No
terminated: No
engage: Yes
engage_e: Larry is very knowledgeable and works well as a mentor.
Beyond his high level of knowledge and mentoring, I'd have to say that
he is not very communicative. Although he held weekly update meetings
for the business users, updating the Project Managers did not happen
often enough and when it did, the communication seemed very vague.

Kelly Heffron

Date sent: Mon, 17 Sep 2007 16:02:59 -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 Monday, September 17, 2007 at 16:02:59

_config: vendeval
project: business analyst for EPS project
id_part1: g67
id_part2: 1762
cfms: A88990
vendor: hollstadt
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/17/2007
purpose: DOR was in need of a business analyst
accomplished: Yes
contract_date: 05/17/2006
actual_date: 07/31/2007
contract_cost: 93000
amended_cost: 97000
actual_cost: 163440
cost_effective: Because of our lack of true business/technical analyst
skills. Tomw as able to look at the project objectively and use his
skills to provide good sound judgements.
amended: No
terminated: No
engage: Yes
engage_e: Tom is not only highly skilled at business and technical
analysis, he is excellent at human relations, and was able to mentor
and keep a team of very diverse people on task during a very tightly
scheduled, high profile project. Everyone in the agency got along very
will with Tom.

Kelly Heffron

Date sent: Wed, 11 Jul 2007 14:50:11 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 11, 2007 at 14:50:11

_config: vendeval
project: CACSPPlus Enhancements
id_part1: G67
id_part2: 1832
cfms: A90663
vendor: CGI AMS
agency: Revenue Dept
evaluator: Joe Saenger
eval_date: 07/11/2007
purpose: To enable increased efficiency in handling collection cases in
our case management system
accomplished: No
accomplished_e: Not yet, we extended the contract to modify one
enhancement and finish testing and implementation of the remaining 2
enhancements.
contract_date: 07/03/2006
amended_date: 06/29/2007
actual_date: 07/31/2007
contract_cost: 283,859
amended_cost: 302,627
actual_cost: 302,627
cost_effective: Increased our user efficiency.
amended: Yes
amended_e: Modify a design requirement
terminated: No
engage: Yes

Kelly Heffron

Date sent: Wed, 11 Jul 2007 14:49:54 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 11, 2007 at 14:49:54

_config: vendeval
project: CACSPPlus Enhancements
id_part1: G67
id_part2: 1832
cfms: A90663
vendor: CGI AMS
agency: Revenue Dept
evaluator: Joe Saenger
eval_date: 07/11/2007
purpose: To enable increased efficiency in handling collection cases in
our case management system
accomplished: No
accomplished_e: Not yet, we extended the contract to modify one
enhancement and finish testing and implementation of the remaining 2
enhancements.
contract_date: 07/03/2006
amended_date: 06/29/2007
contract_cost: 283,859
amended_cost: 302,627
actual_cost: 302,627
cost_effective: Increased our user efficiency.
amended: Yes
amended_e: Modify a design requirement
terminated: No
engage: Yes

Kelly Heffron

Date sent: Wed, 11 Jul 2007 14:46:33 -0500 (CDT)
To: Steve.Gustafson@state.mn.us,
Jake.Carson@state.mn.us,
periodicals@lrl.leg.mn
From: Steve.Gustafson@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, July 11, 2007 at 14:46:33

_config: vendeval
project: CACSPPlus Enhancements
id_part1: G67
id_part2: 1832
cfms: A90663
vendor: CGI AMS
agency: Revenue Dept
evaluator: Joe Saenger
eval_date: 07/11/2007
purpose: To enable increased efficiency in handling collection cases in
our case management system
accomplished: No
accomplished_e: Not yet, we extended the contract to modify one
enhancement and finish testing and implementation of the remaining 2
enhancements.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, March 13, 2007 10:44 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 Tuesday, March 13, 2007 at 10:44:07

_config: vendeval
project: Staff Aug - Power Builder
id_part1: g67
id_part2: 261
cfms: A37277
vendor: Computer Horizons Corp
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 03/13/2007
purpose: Support and Operations Services for Information Systems and
Petroleum Divisions.
accomplished: Yes
contract_date: 07/01/2001
amended_date: 06/30/2002
actual_date: 03/31/2006
contract_cost: 727800.00
amended_cost: 872934.00
actual_cost: 801066.00
cost_effective: DOR has moved to a JAVA based technology and the
petroleum system is Powerbuilder based technology. This vendor has
performed maintenance of this system for several years and it would not
be cost effective to change this for the remaining life of this
technology. We expect the new integrated tax system project will
replace this system and technology in the near future
amended: Yes
amended_e: Extend end date
terminated: No
engage: Yes
engage_e: Knowledge and past experience with this vendor and its
contractor.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, January 08, 2007 12:59 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, January 08, 2007 at 12:59:13

_config: vendeval
project: Window Upgrade Project
id_part1: g67
id_part2: 1531
cfms: A73538
vendor: Berbee
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 01/08/2007
purpose: assistance to upgrade our Windows infrastructure
accomplished: Yes
contract_date: 3/28/2005
actual_date: 03/31/2006
contract_cost: 646750
amended_cost: 139000
actual_cost: 785750
cost_effective: Berbee offered technical skills that DOR did not have.
amended: Yes
amended_e: Add duties and money
terminated: No
engage: Yes
engage_e: We were satisfied with the technical staff. They were very knowledgeable.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, October 13, 2006 11:39 AM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, October 13, 2006 at 11:38:55

_config: vendeval
project: Remittance processing system
id_part1: g67
id_part2: 577
cfms: A24321
vendor: J & B Software
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 10/13/2006
purpose: Provide a remittance system for processing checks received.
Replaced current system/
accomplished: Yes
contract_date: 06/28/2001
amended_date: 06/27/2002
actual_date: 06/27/2006
contract_cost: 1,036,546
amended_cost: 311,165.81
actual_cost: 1,271,414.
cost_effective: The previous version of software did not work with Microsoft XP and ISD
required the software to be upgraded.
amended: Yes
amended_e: extend end date, add additional duties
terminated: No
engage: Yes
engage_e: Contractor very professional and did a great job.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Tuesday, September 26, 2006 12:44 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, September 26, 2006 at 12:43:54

_config: vendeval
project: Imaging and Scanning Document Management System
id_part1: g67
id_part2: 561
cfms: A22642
vendor: SYSCOM
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/26/2006
purpose: The Minnesota Department of Revenue is seeking to contract for professional and technical services for an imaging and scanning document management system that will convert paper documents into electronic images. Most of the paper documents are tax returns and related forms. Correspondence received and generated by the Department comprises the remainder of the paper documents.
accomplished: Yes
contract_date: 06/11/2001
amended_date: 06/11/2002
actual_date: 06/10/2006
contract_cost: 4,000,000
amended_cost: 223710
actual_cost: 2757982.54
cost_effective: The contractor wrote the original custom code and modifications had to be made to the code. This is a proprietary system.
amended: Yes
amended_e: add code modifications and extend end date
terminated: No
engage: Yes
engage_e: Proprietary

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, September 18, 2006 3:52 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 18, 2006 at 15:51:59

_config: vendeval
project: Internet & Telephone tax filing application development
id_part1: g67
id_part2: 274
cfms: A18289
vendor: First Data (GovConnect
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/18/2006
purpose: build and operate an Internet Filing and Paying application
and a Telephone Filing and Paying application. These applications are
called Electronic Government Services.
accomplished: Yes
contract_date: 02/28/2001
amended_date: 02/28/2003
actual_date: 02/28/2006
contract_cost: 2500000.00
amended_cost: 5771122.50
actual_cost: 4296043.14
cost_effective: Implementing electronic return filing and payment system has enabled the
department to provide more electronic services.
This is a benefit to DOR in that the information received electronically is processed and
available much faster, requires virtually no human intervention and is more accurate.
amended: Yes
amended_e: Transaction fees and change orders.
terminated: No
engage: Yes
engage_e: The contractor is an expert in the area of government electronic services.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, September 18, 2006 4:18 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 Monday, September 18, 2006 at 16:18:22

_config: vendeval
project: Senior j2ee developer
id_part1: g67
id_part2: 1277
cfms: A52041
vendor: CSC Consulting
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/18/2006
purpose: Staff aug to assist with the streamlined sales tax project
accomplished: Yes
contract_date: 08/11/2003
amended_date: 02/27/2004
actual_date: 06/30/2005
contract_cost: 87000
amended_cost: 325728
actual_cost: 307936.50
cost_effective: contract allowed us to obtain experienced j2ee developer with skills not available in-house.
amended: Yes
amended_e: additional duties
terminated: No
engage: Yes
engage_e: Contractor performed duties very well.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Monday, September 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 Monday, September 18, 2006 at 15:29:56

_config: vendeval
project: CACS Plus Enhancements
id_part1: g67
id_part2: 1556
cfms: A71751
vendor: CGI-AMS
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/18/2006
purpose: Upgrade the CACSPlus system. This is proprietary.
accomplished: Yes
contract_date: 01/10/2005
amended_date: 12/31/2005
actual_date: 04/30/2006
contract_cost: 194480.00
amended_cost: 2000.00
actual_cost: 192899.00
cost_effective: CGI-AMS built the system. DOR does not have the skills necessary to enhance.
amended: Yes
amended_e: Additional duties
terminated: No
engage: Yes
engage_e: They performed as expected, responded appropriately and they are customer oriented.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, September 15, 2006 2:04 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Friday, September 15, 2006 at 14:04:21

_config: vendeval
project: Core Services Business Analyst
id_part1: g67
id_part2: 1763
cfms: A88673
vendor: Project Consulting Group
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/15/2006
purpose: BA staff aug
accomplished: No
accomplished_e: Contractor selected took another job after contract was signed. Had to
repost SOW
contract_date: 05/12/2006
actual_date: 5/12/2006
contract_cost: 0
amended_cost: 0
actual_cost: 0
cost_effective: contract was terminated
amended: No
terminated: Yes
terminated_e: Contractor took another position after contract was signed.
engage_e: No sure. The company doesn't have "real" employees.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Friday, September 15, 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 Friday, September 15, 2006 at 14:04:31

_config: vendeval
project: Core Services Business Analyst
id_part1: g67
id_part2: 1763
cfms: A88673
vendor: Project Consulting Group
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/15/2006
purpose: BA staff aug
accomplished: No
accomplished_e: Contractor selected took another job after contract was signed. Had to
repost SOW
contract_date: 05/12/2006
actual_date: 5/12/2006
contract_cost: 0
amended_cost: 0
actual_cost: 0
cost_effective: contract was terminated
amended: No
terminated: Yes
terminated_e: Contractor took another position after contract was signed.
engage: No
engage_e: No sure. The company doesn't have "real" employees.

Jake Carson

From: Steve.Gustafson@state.mn.us
Sent: Thursday, September 14, 2006 4:32 PM
To: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Thursday, September 14, 2006 at 16:31:30

_config: vendeval
project: Petroleum system egs supprt
id_part1: g67
id_part2: 1041
cfms: a37277
vendor: Computer Horizons Corp
agency: Revenue Dept
evaluator: Tracey Josephson
eval_date: 09/14/2006
purpose: Contractor worked on Legacy technology and was responsible for the petroleum system in Powerbuilder. There are no employees with these skills.
accomplished: Yes
contract_date: 07/01/2001
actual_date: 07/01/2001
contract_cost: 727800
amended_cost: 716499.25
actual_cost: 1444299.25
cost_effective: Due to the inability to hire experienced J2EE development staff with technical skills and knowledge that can be leveraged to mentor state staff.
amended: Yes
amended_e: extend end dates, add funds.
terminated: No
engage: Yes
engage_e: They have proven their worth to the team and have gained specific business knowledge that would be impossible to replace in less than a year for a new person.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, May 26, 2006 10:01 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, May 26, 2006 at 10:00:37

_config: vendeval
project: Support and Operations Services for Computer Applications
id_part1: G67
id_part2: 1036
cfms: A37283
vendor: DBI Consulting
agency: Revenue Dept
evaluator: Tom Dodder
eval_date: 05/26/2006
purpose: The contract was for consultation, analysis and programming services to develop,
test and support FoxPro, JAVA, Powerbuilder and
other DOR applications. It was necessary to enter into a contract,
because State staff did not have the required specialized technical knowledge, skills and
experience.
accomplished: Yes
contract_date: 06/30/2003
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: \$173,000
amended_cost: \$1,010,408
actual_cost: \$827,370
most_effective: The contractor had the required specialized technical knowledge, skills,
and experience that DOR was unable to find in State staff.
amended: Yes
amended_e: The contractor's services needed to be extended, because DOR did not have the
required specialized technical knowledge, skills, and experience available in State staff.
terminated: No
engage: Yes
engage_e: The contractor was helpful, knowledgeable and worked well with DOR staff.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, May 26, 2006 9:52 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, May 26, 2006 at 09:51:36

_config: vendeval
project: Support and Operations Services for Computer Applications
id_part1: G67
id_part2: 1039
cfms: A37274
vendor: Analysts International
agency: Revenue Dept
evaluator: Tom Dodder
eval_date: 05/26/2006
purpose: The contract was for consultation, analysis and programming services to develop,
test and support FoxPro, JAVA, Powerbuilder and
other DOR applications. It was necessary to enter into a contract,
because State staff did not have the required specialized technical knowledge, skills and
experience.
accomplished: Yes
contract_date: 06/30/2004
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: \$160,000
amended_cost: \$941,968
actual_cost: \$891,034
most_effective: The contractor had the required specialized technical knowledge, skills,
and experience that DOR was unable to find in State staff.
amended: Yes
amended_e: The contractor s services needed to be extended, because DOR did not have the
required specialized technical knowledge, skills, and experience available in State staff.
terminated: No
engage: Yes
engage_e: The contractor was helpful, knowledgeable and worked well with DOR staff.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, May 26, 2006 9:38 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, May 26, 2006 at 09:38:03

_config: vendeval
project: Support and Operations Services for Computer Applications
id_part1: G67
id_part2: 1036
cfms: A37283
vendor: DBI Consulting
agency: Revenue Dept
evaluator: Tom Dodder
eval_date: 05/26/2006
purpose: The contract was for consultation, analysis and programming services to develop, test and support FoxPro, JAVA, Powerbuilder and other DOR applications. It was necessary to enter into a contract, because State staff did not have the required specialized technical knowledge, skills and experience.
accomplished: Yes
contract_date: 06/30/2003
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: \$173,000
amended_cost: \$654,370
actual_cost: \$827,370
most_effective: The contractor had the required specialized technical knowledge, skills, and experience that DOR was unable to find in State staff.
amended: Yes
amended_e: The contractor's services needed to be extended, because DOR did not have the required specialized technical knowledge, skills, and experience available in State staff.
terminated: No
engage: Yes
engage_e: The contractor was helpful, knowledgeable and worked well with DOR staff.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Friday, May 26, 2006 9:24 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, May 26, 2006 at 09:24:29

_config: vendeval
project: Support and Operations Services for JAVA Applications
id_part1: G67
id_part2: 1039
cfms: A37274
vendor: Analysts International
agency: Revenue Dept
evaluator: Tom Dodder
eval_date: 05/26/2006
purpose: The contract was for consultation, analysis and programming
services to develop, test and support DOR s JAVA applications. It
was necessary to enter into a contract, because State staff did not have the required
specialized technical knowledge, skills and experience.
accomplished: Yes
contract_date: 06/30/2004
amended_date: 03/31/2006
actual_date: 03/31/2006
contract_cost: \$160,000
amended_cost: \$941,968
actual_cost: \$891,0334
most_effective: The contractor had the required specialized technical knowledge, skills,
and experience that DOR was unable to find in State staff.
amended: Yes
amended_e: The contractor s services needed to be extended, because DOR did not have the
required specialized technical knowledge, skills, and experience available in State staff.
terminated: No
engage: Yes
engage_e: The contractor was helpful, knowledgeable and worked well with DOR staff.

Jake Carson

From: Steve.Gustafson@state.mn.us
ent: Wednesday, April 12, 2006 1:13 PM
ro: Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us
Subject: Vendor Evaluation Form


Below is the result of your feedback form. It was submitted by
(steve.gustafson@state.mn.us) on Wednesday, April 12, 2006 at 13:12:49

_config: ot/vendeval2
project: J2EE Developer
id_part1: G67
id_part2: 1482
cfms: A52041
vendor: CSC Consulting
agency: Revenue Dept
evaluator: Tom Dodder
eval_date: 04/12/2006
purpose: The contract was for a contractor to assist with DOR s Streamlined Sales Tax Project, support other existing J2EE applications, and provide knowledge transfer. The Streamlined Sales Tax Project is a national effort to develop measures to design, test and implement a sales and use tax system that radically simplifies sales and use taxes. It was necessary to enter into a contract because DOR needed temporary staff to assist with the Streamline Sales Tax Project and to support other J2EE applications while DOR staff were working on the project.
accomplished: Yes
contract_date: 02/27/2004
amended_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: \$87,000
mended_cost: \$307,930
actual_cost: \$307,930
cost_effective: DOR needed temporary staff to assist with the Streamline Sales Tax Project and to support other J2EE applications while DOR staff were working on the project.
amended: Yes
amended_e: The contract needed to be amended to extend the expiration date of the contract as the effort required by DOR became more extensive due to direction from the national level of the project.
terminated: No
engage: Yes
engage_e: The contractor provided skills that were not available with DOR 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 Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Department of Revenue (DOR)		
Contractor Name: Captiva Software		CFMS Numbers: A74624 and A79639
Project Name: Software Upgrade to the Imaging and Scanning System	Project Number: n/a	Project Duration: 5/10/2005 – 7/29/2005 and 9/13/2005 – 12/30/2005
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Both contracts were for an upgrade to the software used with the imaging and scanning document system. The system scans and converts paper tax forms to electronic images. The software is proprietary and the upgrade was only available from the contractor.</p>		
Billable Hours (if applicable): n/a	Total Amount of Both Contracts: \$71,598.96	Source of Funding: Agency Funding
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The imaging and scanning system has, in conjunction with electronic filing, reduced DORs reliance on seasonal employees and has sped up the capture of associated data. This provides more timely information for DOR, the Legislature, and the Governor, as well as speeds up the production of refunds to taxpayers.</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 software is proprietary and was only available from the contractor.</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 adhered to the completion dates or number of days to complete the tasks specified in the contracts. The contractor was able to complete the upgrade as specified in the contracts. The contractor's overall performance was just satisfactory, because the contractor was not more assertive in resolving problems encountered during the upgrade.</p>		
Agency Head Signature: 	Title: Director	Date: 3/21/06

Sandy Lueth

From: Steve.Gustafson@state.mn.us
Sent: Wednesday, February 22, 2006 3:07 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 Wednesday, February 22, 2006 at 15:07:03

_config: ot/vendeval2
project: Data Warehouse ETL Developer
id_part1: G67
id_part2: 1628
cfms: A77606
vendor: SDK Software
agency: Revenue Dept
evaluator: Tom Dodder
eval_date: 02/22/2006
purpose: The contract was for an ETL Developer to create the first of many of DOR s new data warehouses. For this contract a data warehouse is defined as a collection of data designed to support management decision making. A data warehouse contains a wide variety of data that presents a coherent picture of business conditions at a single point in time. Development of a data warehouse includes development of systems to extract data from operating systems plus installation of a warehouse database that will provide managers flexible access to data. It was necessary to enter into a contract because there were no state employee available either at DOR or other state agencies with the required data warehouse and ETL development expertise, experience, and knowledge.
accomplished: No
accomplished_e: The objective for the ETL Developer to create the first of many of DOR s new data warehouses was not accomplished.
contract_date: 11/30/2005
actual_date: 09/02/2005
contract_cost: 76,000.00
actual_cost: 0
cost_effective: A key element of DOR s mission is to ensure tax compliance by Auditing to identify and resolve discrepancies, discourage tax evasion and measure levels of compliance. DOR wanted to take advantage of leading data warehouse tools and techniques to better perform its tax compliance, reporting, and research responsibilities.
amended: No
terminated: Yes
terminated_e: The ETL Developer unexpectedly quit on July 25, 2005, eleven working days after the effective date of the contract. There was a disagreement between the developer and the contractor they could not resolve, so the developer quit. The contractor could not find a suitable replacement. On August 2, 2005 DOR sent a letter to the contractor indicating the contract would expire in thirty days, in accordance with the termination clause in the contract.
engage: Yes
engage_e: The yes is a qualified yes. DOR would need assurance that all agreements between the contractor and the individual working at DOR were mutually approved, and that all work issues had been resolved.

Sandy Lueth

From: Steve.Gustafson@state.mn.us
ent: Thursday, February 09, 2006 1:33 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, February 09, 2006 at 13:32:44

_config: ot/vendeval2
project: Information Storage Media Study
id_part1: G67
id_part2: 1744
cfms: A73399
vendor: TSG Consulting
agency: Revenue Dept
evaluator: Tom Dodder
eval_date: 02/09/2006
purpose: The contract was for a study to provide an analysis of the most efficient uses of DOR s information storage media, consolidation options for the future, and the identification of short and long term solutions to maximize a return on investment. It was necessary to enter into a contract because DOR staff did not have the required skills and experience working with the latest storage technologies and strategies.
accomplished: Yes
contract_date: 04/22/2005
amended_date: 06/30/2005
actual_date: 06/30/2005
contract_cost: \$18,360.00
actual_cost: \$18,360.00
cost_effective: DOR staff did not have the required skills and experience working with the latest storage technologies and strategies. The contractor did.
amended: Yes
amended_e: The contract expiration date needed to be amended due to scheduling conflicts with both DOR and the contractor.
terminated: No
engage: Yes
engage_e: The contractor has skills sets DOR staff does not possess.
