

St. Peter Regional  
Treatment Center

STATE OF MINNESOTA  
OFFICE MEMORANDUM

ST. PETER REGIONAL TREATMENT CENTER

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DATE: July 20, 1999

TO: *David Fisher*  
~~Elaine Hansen~~, Commissioner  
Department of Administration

FROM: William L. Pedersen *WLP*  
Chief Executive Officer

SUBJECT: Per MS16B.17, subd.4; Contract #416010 - Eric Goad

**PURPOSE OF THIS CONTRACT:**

To provide diagnostic psychiatric services, oversee treatment plans, prescribe medications and other medical treatment, write forensic reports and testify in court on behalf of the Forensic Division clients.

**TERM OF CONTRACT:** 7/1/97 - 6/30/99

**AMOUNT SPENT ON CONTRACT:** \$79,050 for 658 3/4 hours of service. State funding.

**CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:**

Through this contract, psychiatric services were provided to as many as 30 clients on Shantz 1 East (Forensic Division).

WLP:kmr

STATE OF MINNESOTA  
OFFICE MEMORANDUM

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DATE: July 20, 1999

TO:   
~~Elaine Hansen~~, Commissioner  
Department of Administration

FROM: William L. Pedersen   
Chief Executive Officer

SUBJECT: Per MS16B.17, subd.4; Contract #416009 -  
Paul Melichar

**PURPOSE OF THIS CONTRACT:**

To provide diagnostic psychiatric services, oversee treatment plans, prescribe medications and other medical treatment, write forensic reports and testify in court on behalf of the Forensic Division clients.

**TERM OF CONTRACT:** 7/1/97 - 6/30/99

**AMOUNT SPENT ON CONTRACT:** \$86,106.25 for 748 3/4 hours of service. State funding.

**CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:**

Through this contract, psychiatric services were provided to as many as 20 clients on Unit 200 (Forensic Division).

WLP:kmr

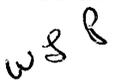
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DATE: July 20, 1999

TO:   
~~Elaine Hansen~~, Commissioner  
Department of Administration

FROM: William L. Pedersen   
Chief Executive Officer

SUBJECT: Per MS16B.17, subd.4; Contract #415825 -  
Laurie Johnson

**PURPOSE OF THIS CONTRACT:**

To provide psychological assessments, annual updates on hearing impaired patients, individual and group psychotherapy and in-service to staff.

**TERM OF CONTRACT:** 7/1/97 - 6/30/99

**AMOUNT SPENT ON CONTRACT:** \$74,200 for 742 hours of service. State funding.

**CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:**

Through this contract, we were able to provide psychological services to approximately 15 hearing impaired patients; thereby meeting the terms of the Handel vs. State of Minnesota agreement.

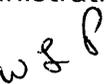
WLP:kmr

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DATE: July 20, 1999

TO:   
~~Elaine Hansen~~, Commissioner  
Department of Administration

FROM: William L. Pedersen   
Chief Executive Officer

SUBJECT: Per MS16B.17, subd.4; Contract #415798 -  
Mankato Anesthesia

**PURPOSE OF THIS CONTRACT:**

To provide anesthesia services for electroconvulsive therapy (ECT) at the St. Peter Regional Treatment Center.

**TERM OF CONTRACT:** 7/1/97 - 6/30/99

**AMOUNT SPENT ON CONTRACT:** \$115,310 in State funding.

**CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:**

Through this contract, we were able to provide professional anesthesia services to patients in need of electroconvulsive therapy (ECT) as part of their treatment.

WLP:kmr

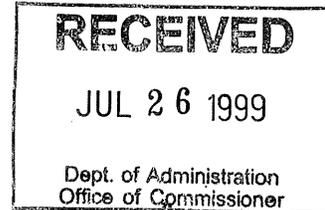
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DATE: July 20, 1999

TO:   
Elaine Hansen, Commissioner  
Department of Administration

FROM: William L. Pedersen *WLP*  
Chief Executive Officer



SUBJECT: Per MS16B.17, subd.4; Contract #415801 -  
Peter Bao Vo

**PURPOSE OF THIS CONTRACT:**

To provide interpretive services to the Vietnamese population at St. Peter Regional Treatment Center.

**TERM OF CONTRACT:** 7/1/97 - 6/30/99

**AMOUNT SPENT ON CONTRACT:** \$47,840 for 1,196 hours of service. State funding.

**CONTRACT WAS COST-EFFECTIVE FOR THE FOLLOWING REASONS:**

Through this contract, we were able to provide interpreter services to Vietnamese patients during group and individual therapy, medical and psychological testing, participation in various meetings and training sessions, and other settings as required.

WLP:kmr

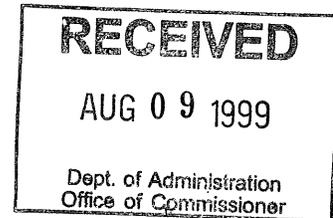
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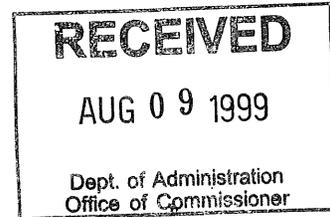
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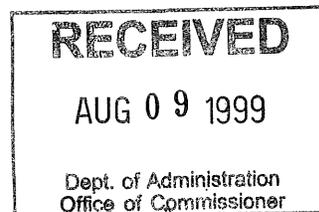
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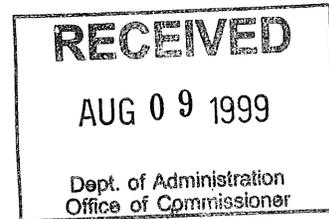
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KENT-fyi

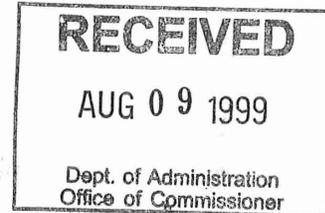
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WLP:kmr

Secretary of State

## Kelly Heffron

Date sent: Thu, 18 Mar 2010 08:57:55 -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: OSS Business Services Maintenance - 2006 Staff Augmentation  
id\_part1: G63  
id\_part2: 1936  
cfms: A97680  
vendor: Arran Technologies, Inc.  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 03/18/2010  
email\_list: [jenny.kurz@state.mn.us](mailto:jenny.kurz@state.mn.us)  
purpose: During 2006 we had a legacy system (Profile) for Business Filings that we were using in production, and at the same time working on a replacement system. This contract was intended to add extra staff augmentation resources to update or support the legacy system, so OSS could use its staff for the new development work.  
accomplished: Yes  
contract\_date: 06/30/2007  
actual\_date: 06/30/2007  
contract\_cost: \$25,000  
actual\_cost: \$23,726  
cost\_effective: It was cost effective to engage state employees on the new system development, which would be the system of the future, instead of spending time on a system that was destined for replacement. The contractors supported the old system.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Contractors supplied had expected levels of knowledge and experience to perform the work.

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## Kelly Heffron

Date sent: Thu, 18 Mar 2010 13:13:34 -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: OSS Business Services-Online Framework Staff Augmentation

id\_part1: G53

id\_part2: 1934

cfms: A98164

vendor: Arran Technologies, Inc.

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/18/2010

email\_list: jenny.kurz@state.mn.us

purpose: In Dec 2006 we embarked on the initial design of a new Business and Lien Filing System, which would ultimately become the Minnesota Business and Lien Filing System (MBLS) of 2010. This contract add staff augmentation resources to OSS state staff team and started the design and .Net framework and provided the framework for the project.

accomplished: Yes

contract\_date: 06/30/2007

actual\_date: 06/30/2007

contract\_cost: \$200,000

amended\_cost: \$270,000

actual\_cost: \$268,854

cost\_effective: OSS designs and builds software that is needed to support the mission and services of the agency. The most cost-effective way to do that is to use state staff, in order to deliver a system that meets the needs and expectations of the end users. We often add contracted staff as staff augmentation resources to improve speed and capacity.

amended: Yes

amended\_e: Add additional hours for contractors.

terminated: No

engage: Yes

engage\_e: Contractors provided had skills and experience necessary for the project.

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amended: Yes

amended\_e: Add additional hours for contractors.

terminated: No

engage: Yes

engage\_e: Contractors provided had skills and experience necessary for the project.

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## Kelly Heffron

Date sent: Wed, 17 Mar 2010 13:56:23 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 03/17/2010.

---

project: OSS SVRS/ERS Staff Augmentation - FY08

id\_part1: G53

id\_part2: 2048

cfms: B02859

vendor: Arran Technologies, Inc.

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/17/2010

email\_list: jenny.kurz@state.mn.us

purpose: Add staff augmentation resources to the Office of Secretary of State (OSS) team to expand and develop the Statewide Voter Registration System (SVRS) and Election Reporting System (ERS).

accomplished: No

contract\_date: 06/30/2009

actual\_date: 06/30/2009

contract\_cost: \$400,000

actual\_cost: \$400,000

cost\_effective: OSS designs and develops software that supports the mission and function of the agency, and expands that team with staff augmentation resources in order to meet scope and/or schedule constraints. Due to federal funds and requirements (HAVA), we need to expand and add to SVRS during this time period. We expanded our staff by adding FTEs, and expanded the team by adding consultants.

amended: Yes

amended\_e: The Cert form was for \$800,000, which was used by several work orders during this time frame. Since the payment was "by hour spent", overall the contract cost was what was expected.

terminated: No

engage: Yes

engage\_e: Contractor supplied resources with the skills and experience desired.

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## Kelly Heffron

Date sent: **Wed, 17 Mar 2010 08:56:02 -0500 (CDT)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 03/17/2010.

---

project: SVRS NCOA Implementation

id\_part1: G53

id\_part2: 2250

cfms: B18954

vendor: Simacor LLC

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/16/2010

email\_list: [jenny.kurz@state.mn.us](mailto:jenny.kurz@state.mn.us)

purpose: The Pew Charitable Trust funded a project that was the plan and then implementation of using USPS National Change of Address (NCOA) data to update the voter addresses in the Statewide Voter Registration System (SVRS). This contract was for the implementation of that work.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 06/30/2009

contract\_cost: \$100,000

actual\_cost: \$66,681

cost\_effective: Since this was a specific grant for adding functionality to an existing system, and was outside of planned work for the year, adding staff through Staff Augmentation allowed us to implement the process in an effective way.

amended: No

terminated: No

engage: Yes

engage\_e: The staff supplied provided skills and expertise expected.

comments: The project overall had some difficulties in implementation and completion, but these problems were due to other contractors engaged and other focus priorities at OSS. The fact that others were working on the project reduced the total amount of time spent by this vendor, therefore the lower than expected total cost.

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## Kelly Heffron

Date sent: Tue, 16 Mar 2010 17:11:17 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 03/16/2010.

---

project: EAC Election Data Collection-Technical Writer

id\_part1: G53

id\_part2: 2379

cfms: B27882

vendor: Eleven Twenty Consulting

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/16/2010

email\_list: jenny.kurz@state.mn.us

purpose: The Election Assistance Commission (EAC) awarded a grant to Minnesota for \$2,000,000, with a completion schedule of 1 year. The work included software development, training manuals, and certain final reports and best practices documents. For the writing tasks, we chose to outsource this to a vendor in order to provide polished, finished products.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 06/30/2009

contract\_cost: \$25,000

actual\_cost: \$21,804

cost\_effective: Technical writing is a specialized skill, and although we had domain experts and project managers to write the content, it is helpful to have someone edit it and assist with formatting, etc. Since this was a short-term, limited funds need, contracting it out was an effective way to meet the need.

amended: No

terminated: No

engage: Yes

engage\_e: Contractor had necessary writing and editing experience.

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## Kelly Heffron

Date sent: Tue, 16 Mar 2010 13:56:58 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 03/16/2010.

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project: EAC Election Data Collection Business Analyst

id\_part1: G53

id\_part2: 2247

cfms: B19484

vendor: YK5 Consulting Company

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/16/2010

email\_list: jenny.kurz@state.mn.us

purpose: The Election Assistance Commission (EAC) provided a grant opportunity which Minnesota won, to improve election data collection. The project had to be completed in 1 year at a cost of exactly \$2,000,000. We planned for staff augmentation in addition to using state staff to complete the project. This contract was for a Business Analyst for the project, which consisted of 11 subprojects. The BA activity on this work order was focused on reporting and enhancements to the Election Reporting System.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 03/30/2009

contract\_cost: \$100,000

actual\_cost: \$100,000

cost\_effective: Due to the timeframe and available staff, it was imperative to add staff to the project. The BA that was hired had excellent experience and previous domain knowledge.

amended: No

terminated: No

engage: Yes

comments: Excellent quality of work.

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## Kelly Heffron

Date sent: **Mon, 8 Mar 2010 10:28:05 -0600 (CST)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 03/08/2010.

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project: Website Upgrade and Migration-2008

id\_part1: G53

id\_part2: 2191

cfms: B15943

vendor: Vision Internet Providers, Inc.

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/08/2010

email\_list: jenny.kurz@state.mn.us

purpose: In 2005, OSS contracted with Vision Internet to provide a website and associated content-management tool (CMT) for the OSS website, and migrate all existing data. The original version was written in Active Server Pages (ASP), with the plan that at some point we would migrate to a .NET version when available. This contract included the upgrade to .NET, migration of all data to the new database structure, and then a re-architecture of the home page and graphics leading into the site to make it easier for end users. It was necessary to enter into a contract for this work unless OSS wanted to do it all internally, which is not our core business and not a good use of state employees or funds. Vision was chosen because they were the original supplier of the CMT tool, and the original contract included a free update to .NET when available.

accomplished: Yes

contract\_date: 11/30/2008

actual\_date: 11/30/2008

contract\_cost: \$30,000

actual\_cost: \$30,000

cost\_effective: The cost included data conversion and the home page updates, which provides better security and ease-of-use for Minnesota citizens.

amended: No

terminated: No

engage: Yes

comments: The home page re-architecting scope grew over time, and the office had internal programs (the 2008 election, the U.S. recount that followed) that changed the schedule of implementation. As a result, the project and full deployment were strung out longer than desired, but ultimately, the vendor did what was requested and the project was completed.

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## Kelly Heffron

Date sent: **Wed, 3 Mar 2010 09:05:39 -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.

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project: OSS Business Services Online Application Staff Augmentation  
FY08 Online Application Staff Augmen

id\_part1: G53

id\_part2: 2055

cfms: B04820

vendor: Arran Technologies, Inc.

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/03/2010

email\_list: [ted.lautzenheiser@state.mn.us](mailto:ted.lautzenheiser@state.mn.us),

[oet.mcp@state.mn.us](mailto:oet.mcp@state.mn.us),[jenny.kurz@state.mn.us](mailto:jenny.kurz@state.mn.us)

purpose: Staff Augmentation: Initial design and framework for what would become the "Minnesota Business & Lien System (MBLS)". OSS designs and develops all software in-house -- this contract was necessary to expand staff to have a large enough team to begin this development work.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 06/30/2009

contract\_cost: \$1,000,000

actual\_cost: \$1,200,000

cost\_effective: Due to the specific nature of state laws and processes, doing internal development is the best way to ensure that the system delivered will meet the needs of the state. Pursuing this path, staff can either be classified or unclassified employees or contractors. We generally try to find a good balance of employees that can be hired and sustained over the course of the contract, and add contractor employees for short-term expansion. This balance was achieved with this contract.

amended: Yes

amended\_e: The original certification was for \$1,000,000. It was amended to be \$1,200,000, using a total of 3 work orders for \$300K each, with the 3rd one amended for an additional \$300K making the total \$1,200K. The amendment was necessary based on the amount of work to be completed in FY09.

terminated: No

engage: Yes

comments: We had some issues with subcontractor payment; this was handled by requiring subcontractor statements along with every invoice to ensure that subcontractor payment was up-to-date.

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## Kelly Heffron

Date sent: Tue, 16 Mar 2010 14:20:12 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 03/16/2010.

---

project: EAC Election Data Collection

id\_part1: G53

id\_part2: 2247

cfms: B18409

vendor: Simcor, LLC

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/16/2010

email\_list: jenny.kurz@state.mn.us

purpose: The Election Assistance Commission offered a grant, which was won by the Secretary of State of Minnesota. The project constraints - \$2,000,000 and 1 year, for the purpose of election data collection improvements. We planned for and hired staff via this and other staff augmentation contracts in order to adequately staff the project to complete it within the time and schedule constraints. It was necessary due to the short time, and the fact that hiring additional state employees for 11 months is not feasible.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 09/30/2009

contract\_cost: \$600,000

actual\_cost: \$1,240,000

cost\_effective: The timeframe was short and amount of software development work to be accomplished was large - the only way to effectively complete the project is to add staff augmentation or contract the entire project out. Adding staff augmentation allowed us to continue to own the product and enhancements, enabling us to continue to support it (Statewide Voter Registration System (SVRS)) for the future.

amended: Yes

amended\_e: We typically start with a smaller amount for the first work order, and amend it as needed, instead of encumbering the entire project amount. Amendments were planned and executed accordingly. Two weeks before the end date, the EAC extended the project by a year, which allowed us to create an additional work order and use any remaining funds (\$15,000).

terminated: No

engage: Yes

engage\_e: The contractor supplied high-quality, cost-effective resources that were able to learn the domain in a short time and be effective on the

project. Resources generally had the skills and experience needed.

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eval\_date: 03/16/2010

email\_list: jenny.kurz@state.mn.us

purpose: The Election Assistance Commission offered a grant, which was won by the Secretary of State of Minnesota. The project constraints - \$2,000,000 and 1 year, for the purpose of election data collection improvements. We planned for and hired staff via this and other staff augmentation contracts in order to adequately staff the project to complete it within the time and schedule constraints. It was necessary due to the short time, and the fact that hiring additional state employees for 11 months is not feasible.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 09/30/2009

contract\_cost: \$600,000

actual\_cost: \$1,240,000

cost\_effective: The timeframe was short and amount of software development work to be accomplished was large - the only way to effectively complete the project is to add staff augmentation or contract the entire project out. Adding staff augmentation allowed us to continue to own the product and enhancements, enabling us to continue to support it (Statewide Voter Registration System (SVRS)) for the future.

amended: Yes

amended\_e: We typically start with a smaller amount for the first work order, and amend it as needed, instead of encumbering the entire project amount. Amendments were planned and executed accordingly. Two weeks before the end date, the EAC extended the project by a year, which allowed us to create an additional work order and use any remaining funds (\$15,000).

terminated: No

engage: Yes

engage\_e: The contractor supplied high-quality, cost-effective resources that were able to learn the domain in a short time and be effective on the

project. Resources generally had the skills and experience needed.

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## Kelly Heffron

Date sent: Tue, 16 Mar 2010 15:03:20 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 03/16/2010.

---

project: OSS SVRS/ERS Staff Augmentation - FY06

id\_part1: G53

id\_part2: 1657

cfms: A78212

vendor: Arran Technologies, Inc.

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/16/2010

email\_list: jenny.kurz@state.mn.us

purpose: Staff augmentation to enhance and expand our OSS development team, for the purpose of adding or enhancing functionality in the Statewide Voter Registration System (SVRS). This was an effective way to meet deadlines while keeping cost low and maintaining state ownership of the system, as opposed to contracting out the entire development effort.

accomplished: Yes

contract\_date: 06/30/2007

actual\_date: 06/30/2007

contract\_cost: \$600,000

actual\_cost: \$870,000

cost\_effective: Other than hiring state workers, Staff Augmentation is the most cost-effective way to expand state staff and bring in resources to meet agency goals and deadlines. In this case, the bulk of the funds were from federal grants (HAVA) and therefore not expected to continue more than 2 years.

amended: Yes

amended\_e: Amendments for additional time and resources, based on current availability of state resources and amount of work needing to be completed.

terminated: No

engage: Yes

engage\_e: Contractor resources met expectations with regards to training and experience.

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## Kelly Heffron

Date sent: **Wed, 3 Mar 2010 09:20:21 -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.

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project: NCOA-SVRS Planning

id\_part1: G53

id\_part2: 2182

cfms: B13718

vendor: Tresera Consulting

agency: SECRETARY OF STATE

evaluator: Ted Lautzenheiser

eval\_date: 03/03/2010

email\_list: [ted.lautzenheiser@state.mn.us](mailto:ted.lautzenheiser@state.mn.us), [jenny.kurz@state.mn.us](mailto:jenny.kurz@state.mn.us)

purpose: The Office of the Secretary of State (OSS) received a Pew grant to fund planning and implementation of using the USPS National Change of Address (NCOA) data to update voter records in the Statewide Voter Registration System (SVRS) database. This contract was staff augmentation to hire a resource specifically to help document requirements and plan the project.

accomplished: Yes

contract\_date: 06/30/2008

amended\_date: 06/30/2009

actual\_date: 06/30/2009

contract\_cost: \$25,000

amended\_cost: \$105,000

actual\_cost: \$105,000

cost\_effective: Since this was a specific new function and process to implement in SVRS, and it was being paid for by a specific grant, and we were in the middle of the 2008 Presidential Election, it made sense to hire a contractor for this service.

amended: Yes

amended\_e: The original planning was completed by June, 2008, which resulted in an additional RFP and contract to do the implementation. But, the person hired to do the planning and requirements in this contract had excellent skills and now domain knowledge, and we requested amendments that continued through June 2009 in order to continue the services of the contractor.

terminated: No

engage: Yes

engage\_e: The company (Tresera) was very easy to work with and interested in ensuring that the work was completed to our satisfaction. This process included researching and working with NCOA vendors to prove the concept and ultimately create a long-term contract for NCOA services.

## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Thursday, February 01, 2007 1:19 PM  
**ro:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us;  
Steve.Gustafson@state.mn.us; Jenny.Kurz@state.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 01, 2007 at 13:18:45

---

\_config: vendeval  
project: Precinct Finder Cleanup  
id\_part1: G53  
id\_part2: 1001  
cfms: 32807439  
vendor: Unisys Corp  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 02/01/2007  
email\_list: Steve.Gustafson@state.mn.us, jenny.kurz@state.mn.us  
purpose: Review and update (clean) precinct finder address range data, after initial  
migratin from MAPPER database. Unisys had MAPPER experience (previous VR system) and was  
also the contractor for the VEMS system that currently housed the precinct data so it made  
sense to contract them for data cleanup.  
accomplished: Yes  
contract\_date: 02/07/2002  
actual\_date: 02/07/2002  
contract\_cost: 18800.00  
actual\_cost: 18800.00  
most\_effective: Unisys had specific expertise that could be used for data cleanup  
purposes.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Unisys completed the work on time as planned.

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## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Wednesday, November 22, 2006 1:41 PM  
**To:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; 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, November 22, 2006 at 13:40:40

---

\_config: vendeval  
project: OSS Website Redesign  
id\_part1: G53  
id\_part2: 1547  
cfms: A74505  
vendor: Vision Internet  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 11/22/2006  
email\_list: Steve.Gustafson@state.mn.us  
purpose: Redesign the Secretary of State's website, to better serve the citizens of Minnesota by providing the most up-to-date information on elections and business services processes. This was accomplished by requiring that the site be built with a content managment tool that allowed business content owners to update information and provided configurable levels of approval. Other state-of-the-art features included event and calendar data, searching ability, Q&A, and an intranet/extranet. The contract included migration of all existing SOS website data. It was necessary to enter into a contract in order get the best value for an existing tool that would have required substantial effort to develop internally.  
accomplished: Yes  
contract\_date: 06/30/2005  
actual\_date: 06/30/2005  
contract\_cost: 80,000  
actual\_cost: 75,000  
cost\_effective: The Vision Internet content managment tool, with source code included, addressed the needs of the office. In addition to content management, the tool also included a online survey tool and event scheduling, both of which have provided excellent value and reduced labor costs. The end result is a website that is constantly changing, has built-in review and approval process, and provides the level of functionality expected by current users. Another example is a built-in newsletter, that allows citizens to sign-up, and then OSS to create and send, monthly notices.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: This contract had a short time-frame, approximately 5 months.  
The vendor exceeded our expectations in the quality of the system, options for navigation, and overall functionality. The vendor was professional and provided good project management and status information. And the project was completed on-time and under budget.

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## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**sent:** Wednesday, November 22, 2006 1:57 PM  
**to:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Steve.Gustafson@state.mn.us;  
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, November 22, 2006 at 13:56:47

---

\_config: vendeval  
project: Application Security  
id\_part1: G53  
id\_part2: 1303  
cfms: A56322  
vendor: Vision Internet  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 11/22/2006  
email\_list: Steve.Gustafson@state.mn.us  
purpose: The purpose of the contract was to develop appropriate policies and programming guidelines that would help minimize current security threats. Knowledge of current security threats and the implication to program code is a specialty and takes continuous effort to maintain an expert level of knowledge. SOS contracted for this work in order to take short-term advantage of current application security experts.  
accomplished: Yes  
contract\_date: 06/30/2005  
amended\_date: 06/30/2005  
actual\_date: 06/30/2005  
contract\_cost: 97,500.00  
actual\_cost: 86,537.50  
cost\_effective: OSS was building a new Statewide Voter Registration System (SVRS), which was using federal funds and mandated by the Help America Vote Act. As the development started, we wanted to make appropriate choices in coding styles and guidelines that would help ensure the safety of data in the system. The end result of this contract was policies, procedures, and guidelines that were used to build SVRS, and also assistance with code reviews to ensure compliancy.  
Contracting this work out provided timely and cost-effective way to meet this need on a short development schedule.  
amended: Yes  
amended\_e: Original contract date was entered incorrectly.  
terminated: No  
engage: Yes  
engage\_e: This vendor met our expectations and delivered the policies, procedures and guidelines that were required. Additionally, the vendor assisted with in-depth code reviews to ensure compliance. The skills and expertise needed for the project were provided.

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## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Wednesday, November 22, 2006 2:25 PM  
**ro:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; 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, November 22, 2006 at 14:25:08

---

\_config: vendeval  
project: OSS Security Monitoring Services  
id\_part1: G53  
id\_part2: 1416  
cfms: A68063  
vendor: Fishnet Security  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 11/22/2006  
email\_list: Steve.Gustafson@state.mn.us  
purpose: Provide initial setup of security monitoring devices for public-facing web services, then provide ongoing monitoring. This type of work involves sifting through 100's of 1000's of lines of data, looking for anomalies. Many companies have developed software to first identify "normal" traffic for an entity, then look for abnormal and provide notification and possible solutions. OSS entered into a contract in order to help protect the data and systems of OSS.  
accomplished: Yes  
contract\_date: 06/30/2006  
amended\_date: 06/30/2007  
actual\_date: 06/30/2007  
contract\_cost: 110,700.00  
amended\_cost: 33,290.00  
actual\_cost: 143,990.00  
cost\_effective: It is impractical to provide this type of service internally in an agency of our size. The cost in software and staff would greatly exceed the cost of a monitoring service. Contracting for this service allowed OSS to concentrate on its core business while providing constant monitoring of potential cyber security threats.  
amended: Yes  
amended\_e: #1: Increase funds (extend monitoring for an additional year). #2: Cancel remaining funds that were not used for setup.  
terminated: No  
engage: Yes  
engage\_e: The vendor set up the system as planned, followed by a "learning" period. This then went into a normal monitoring period. The initial setup and learning took one month longer than planned, which resulted in the decreased funds required for monitoring. During the monitoring process, we receive typically 2-3 events per week of either attempted hacking or perhaps a machine logging issue, along with suggestions to ensure that the attempt was not successful. Overall the vendor met our expectations for setup and monitoring.

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## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Wednesday, November 22, 2006 2:42 PM  
**ro:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Steve.Gustafson@state.mn.us;  
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, November 22, 2006 at 14:41:57

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\_config: vendeval  
project: OSS Profile Architecture Design  
id\_part1: G53  
id\_part2: 1560  
cfms: A72511  
vendor: Integration Architects  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 11/22/2006  
email\_list: Steve.Gustafson@state.mn.us  
purpose: Document the current state of OSS Business Services systems, and provide a new high-level design of a redesigned, integrated system for future development. OSS Business Services products currently include a number of different applications, databases, and platforms.  
This contract was a concentrated effort to document this collection and provide a plan for a future redesign.  
accomplished: Yes  
contract\_date: 06/30/2005  
actual\_date: 06/30/2005  
contract\_cost: 100,000.00  
actual\_cost: 97,750.00  
cost\_effective: Most of Computer Services staff was focused on elections-related development; this contract provided a timely way to document the current state and design the future state of the business services applications, without reallocating resources from other high-priority projects.  
amended: Yes  
terminated: No  
engage: Yes  
engage\_e: The vendor exceeded our expectations in the time spent on-site, holding information and requirements gathering meetings for both deliverables. The contract was completed on time and under budget.

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## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Wednesday, November 22, 2006 2:59 PM  
**ro:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Steve.Gustafson@state.mn.us;  
Steve.Gustafson@state.mn.us; 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, November 22, 2006 at 14:59:22

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\_config: vendeval  
project: OSS Technical Staff Augmentation  
id\_part1: G53  
id\_part2: 1302  
cfms: A54463  
vendor: Arran Technologies, Inc.  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 11/22/2006  
email\_list: Steve.Gustafson@state.mn.us  
purpose: The purpose of the contract was to provide programming resources to assist in the development of the Statewide Voter Registration System (SVRS). OSS chose to develop this system internally, but needed to expand our development staff with consultants in order to complete the project on time.  
accomplished: Yes  
contract\_date: 06/30/2005  
actual\_date: 06/30/2005  
contract\_cost: 500,000.00  
amended\_cost: 1,440,000.  
actual\_cost: 1,940,000.  
most\_effective: This project was mandated by the Help America Vote Act, and used federal funds. In order to provide a system that would meet Minnesota laws and needs, and still be maintainable after the funds were used, OSS chose to build the system in house with both state employees and contract employees. This contract allowed OSS to expand the team during 8 months of key development (Sep 2003-June 2004), and then keep some consulting staff onboard through the 2004 General election. The short duration of the development timeframe made it necessary to contract for highly-qualified employees skilled in C#, .NET, object-oriented, and SQL Server database skills.  
amended: Yes  
amended\_e: #1 - increase specific to HAVA-related activities. #2 - Suspends all additional profile activities (HAVA only). #3 - increase for design of ERS/SVRS architecture & programming using .NET and SQL, migration of ERS functionality from classic ASP to SVRS .NET. #4 - increase by \$175,000. #5 - decrease by \$175,000. (admin error).  
terminated: No  
engage: Yes  
engage\_e: The vendor supplied knowledgeable, competent consultants who worked well on the team and contributed to the project's success. For every staffing request, the vendor supplied many qualified candidates which allowed us to interview and choose the best fit for the team and work products. The staff provided were well respected and productive team players.

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## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Tuesday, September 19, 2006 12:27 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 19, 2006 at 12:26:40

---

\_config: vendeval  
project: Office Butler System Development  
id\_part1: g53  
id\_part2: 189  
cfms: A00607  
vendor: Compuware  
agency: SECRETARY OF STATE  
evaluator: Curt Schneider  
eval\_date: 09/12/2005  
purpose: Computer Services Division did not have the expertise and adequate staffing to create custom solutions of this size. Compuware was hired to code, manage, and deliver the solution.  
accomplished: No  
accomplished\_e: Missed requirements, inadequate project management, failed installation, incomplete testing and delivery processes all contributed to the failure of this project  
contract\_date: 07/01/1999  
amended\_date: 06/30/2000  
actual\_date: 05/09/2000  
contract\_cost: 263725.00  
amended\_cost: 513725.00  
actual\_cost: 498900.00  
most\_effective: Inadequate IT staffing levels on site. This was cost-effective since we needed contractors in addition to agency staff to meet the statutory requirements  
amended: Yes  
amended\_e: To extend the contract for delivery of additional and unfinished change items that were indentified and approved by the State for full completion of the contract.  
terminated: Yes  
terminated\_e: Non-delivery, increasing costs  
engage: No  
engage\_e: Poor project management and staff management resulted in constantly changing developers, missed deadlines, unrealized goals, and extremely frustrated internal technical and business staff  
comments: Comuware was not qualified to take on a large ground-up development project. There was no rollout plan, support plan, qulaity assurance. They did not understand the migration needs to move from a legacy system to new client/server based architecture. Many of their developers were inexperienced, having never worked on large team-driven projects. Project managers changed frequently and did not effectively manage change control.

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## Jake Carson

---

**From:** Steve.Gustafson@state.mn.us  
**ent:** Tuesday, September 19, 2006 12:42 PM  
**ro:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Tuesday, September 19, 2006 at 12:41:56

---

\_config: vendeval  
project: OSS Technical Staff Augmentation - Profile  
id\_part1: g53  
id\_part2: 1542  
cfms: a71924  
vendor: Arran Technologies  
agency: SECRETARY OF STATE  
evaluator: Curt Schneider  
eval\_date: 09/30/2005  
purpose: The Minnesota Secretary of State (OSS), computer service (CS) division was seeking professional/Technical Services to augment existing development staff on several active projects. OSS was implementing four new Business Services (Profile) projects: 2 were with emphasis on bug fixes and enhancements to existing production applications and 2 were development projects to implement new systems and integrate them with existing OSS infrastructure. Projects are owned and staffed with some OSS personnel, but we had a need to augment our staff with 5 specific roles and skills for this relatively short term project. \*Project Manager/Business Analyst, Lead Developer/Technical Architect, .NET Developer, VB Developer, SQL Database Developer. Given the 5 month duration, we determined a staff augmentation approach was the most beneficial and cost-effective solution to meet this temporary need.  
accomplished: Yes  
contract\_date: 06/30/2005  
actual\_date: 06/30/2005  
contract\_cost: 500000.00  
amended\_cost: 440000.00  
actual\_cost: 413526.00  
cost\_effective: This was cost-effective since we needed contractors in addition to agency staff to meet critical business needs for improving existing systems and developing new solutions. Factors included: statutory timelines involving CNS (Central Notification System and Notary Online services migration from the Department of Commerce, and expanding customer self-service functions to prepare for FY06 and probable staff reductions and budget restrictions.  
amended: Yes  
amended\_e: The project came under budget under the constraints of FY05.  
terminated: No  
engage: Yes  
engage\_e: Arran Technologies offers skilled personnel, consistent product management, and excellent services.

---

## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Tuesday, September 19, 2006 1:36 PM  
**To:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Tuesday, September 19, 2006 at 13:36:26

---

\_config: vendeval  
project: OSS Technical Staff Augmentation - Profile  
id\_part1: G53  
id\_part2: 1394  
cfms: a60578  
vendor: Arran Technologies  
agency: SECRETARY OF STATE  
evaluator: Curt Schneider  
eval\_date: 09/20/2005  
purpose: The Minnesota Secretary of State (OSS), Computer Services (CS) division was seeking professional/Technical Services to augment existing development staff on several ongoing support and enhancements.  
All of these projects were staffed and supported by OSS personell, but we had a need to augment our staff with specific skills involving Project Management, Application Development, and Database Administration and Development.  
accomplished: Yes  
contract\_date: 06/30/2005  
actual\_date: 06/30/2005  
contract\_cost: 250,000.00  
amended\_cost: 425,000.00  
actual\_cost: 425,000.00  
most\_effective: This was cost-effective since we needed contractors in addition to agency staff to meet critical business needs for improving existing systems and developing new solutions. Factors include:  
focused temporary assistance in maintaining legacy systems, specialized skilled required for support and development of some older technologies, and improving internal buisness functions and processes requiring continual operational staff labor. Additionally, we were expanding our online services inteh areas of UCC (Uniform Commercial Code) and Annual Buisness Renewals to improve customer services and reduce internal labor effects.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Aaron Technologies affors skilled personnel, consistent product mangement, and excellent services.

---

## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Friday, April 14, 2006 2:02 PM  
**To:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Friday, April 14, 2006 at 14:02:24

---

\_config: ot/vendeval2  
project: Database Administrator  
id\_part1: g53  
id\_part2: 1491  
cfms: a68007  
vendor: Modis Inc  
agency: SECRETARY OF STATE  
evaluator: Curt Schneider  
eval\_date: 07/25/2005  
purpose: The Office of the Secretary of State had an immediate need to engage an experienced and skilled SQL database administrator to support existing systems and share the workload with state staff already engaged 100%. While SOS had DBA on staff, there was more work in the development areas of the Statewide Voter Registration System (SVRS) project and in the areas of daily production support for existing systems.  
accomplished: Yes  
contract\_date: 12/31/2004  
contract\_cost: 24800.00  
actual\_cost: 24800.00  
cost\_effective: Due to the temporary nature of the tasks, we were hesitant to hire a full-time staff to meet this need. Additionally, engaging an experienced Database Administrator was extremely important and we were able to interview candidates and hire the best candidate within one week  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Modis offered quality candidates and the Database Administrator we engaged worked out very well.  
comments: Upon conclusion of the Modis contract, our needs expanded so we hired the Database Administrator; she is now working for us as a staff state employee.

---

## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Friday, April 14, 2006 2:03 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, April 14, 2006 at 14:02:58

---

\_config: ot/vendeval2  
project: Database Administrator  
id\_part1: g53  
id\_part2: 1491  
cfms: a68007  
vendor: Modis Inc  
agency: SECRETARY OF STATE  
evaluator: Curt Schneider  
eval\_date: 07/25/2005  
purpose: The Office of the Secretary of State had an immediate need to engage an experienced and skilled SQL database administrator to support existing systems and share the workload with state staff already engaged 100%. While SOS had DBA on staff, there was more work in the development areas of the Statewide Voter Registration System (SVRS) project and in the areas of daily production support for existing systems.  
accomplished: Yes  
contract\_date: 12/31/2004  
actual\_date: 12/31/2004  
contract\_cost: 24800.00  
actual\_cost: 24800.00  
cost\_effective: Due to the temporary nature of the tasks, we were hesitant to hire a full-time staff to meet this need. Additionally, engaging an experienced Database Administrator was extremely important and we were able to interview candidates and hire the best candidate within one week  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Modis offered quality candidates and the Database Administrator we engaged worked out very well.  
comments: Upon conclusion of the Modis contract, our needs expanded so we hired the Database Administrator; she is now working for us as a staff state employee.

---

## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Friday, April 14, 2006 2:21 PM  
**To:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Friday, April 14, 2006 at 14:20:37

---

\_config: ot/vendeval2  
project: Phone and Software Support  
id\_part1: g53  
id\_part2: 1380  
cfms: A58123  
vendor: Modis Inc  
agency: SECRETARY OF STATE  
evaluator: Ted Lautzenheiser  
eval\_date: 07/25/2005  
purpose: The Office of the Secretary of State had an immediate need to engage an experienced and skilled Network Administrator to provide Network Support for our upcoming deployment of the Statewide Voter Registration System (SVRS) project and in the areas of daily production support for existing systems.  
accomplished: Yes  
contract\_date: 05/21/2004  
actual\_date: 05/21/2004  
contract\_cost: 24890.00  
actual\_cost: 23503.00  
cost\_effective: Due to temporary nature of the specific tasks, we were hesitant to hire a full time staff person to meet this need.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Modis offered quality candidates and were able to fill our immediate needs for a Network Administrator

---

## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Friday, April 14, 2006 2:35 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 Friday, April 14, 2006 at 14:35:28

---

\_config: ot/vendeval2  
project: Office Butler System Development  
id\_part1: g53  
id\_part2: 189  
cfms: A00607  
vendor: Compuware  
agency: SECRETARY OF STATE  
evaluator: Curt Schneider  
eval\_date: 07/22/2005  
purpose: Computer Services did not have the expertise and adequate staffing to create custom solutions of this size. Compuware was hired to code, manage, and deliver the solution.  
accomplished: No  
accomplished\_e: The application was never determined ready for production. Missed requirements, inadequate project management, failed installation, incomplete testing and delivery processes all contributed to the failure of this project.  
cost\_effective: Inadequate IT staffing level  
amended: Yes  
amended\_e: Additional requirements gathering and development time.  
terminated: Yes  
terminated\_e: Non-delivery, increasing costs  
engage: No  
engage\_e: Poor project management and staff management resulted in constantly changing developers, missed deadlines, unrealized goals, and extremely frustrated internal business community.  
comments: Compuware was not qualified to take on a large ground-up development project. There was no rollout plan, support plan, quality assurance. They did not understand the migration needs to move from a legacy system to new client/server based architecture. Many of their developers were inexperienced, having never worked on large team-driven projects. Project managers changed frequently and did not effectively manage change control.

---

## Sandy Lueth

---

**From:** Steve.Gustafson@state.mn.us  
**ent:** Friday, April 14, 2006 2:45 PM  
**ro:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Friday, April 14, 2006 at 14:44:34

---

\_config: ot/vendeval2  
project: Office Butler System Developement  
id\_part1: g53  
id\_part2: 189  
cfms: A00607  
vendor: Compuware  
agency: SECRETARY OF STATE  
evaluator: Curt Schneider  
eval\_date: 07/22/2005  
purpose: Computer Services did not have the expertise and adequate staffing to create custom solutions of this size. Compuware was hired to code, manage, and deliver the solution.  
accomplished: No  
accomplished\_e: The application was never determined ready for production. Missed requirements, inadequate project management, failed installation, incomplete testing and delivery processes all contributed to the failure of this project.  
contract\_date: 07/01/1999  
amended\_date: 02/25/2000  
actual\_date: 07/01/1999  
contract\_cost: 263725.00  
amended\_cost: 513725.00  
actual\_cost: 498900.00  
cost\_effective: Inadequate IT staffing level on staff at SOS.  
amended: Yes  
amended\_e: Additional requirements gathering and development time.  
terminated: Yes  
terminated\_e: Non-delivery, increasing costs  
engage: No  
engage\_e: Poor project management and staff management resulted in constantly changing developers, missed deadlines, unrealized goals, and extremely frustrated internal business community.  
comments: Compuware was not qualified to take on a large ground-up development project. There was no rollout plan, support plan, quality assurance. They did not understand the migration needs to move from a legacy system to new client/server based architecture. Many of their developers were inexperienced, having never worked on large team-driven projects. Project managers changed frequently and did not effectively manage change control.

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Social work

**Jake Carson**

**From:** Steve.Gustafson@state.mn.us  
**Sent:** Friday, May 04, 2007 1:32 PM  
**To:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by (steve.gustafson@state.mn.us) on Friday, May 04, 2007 at 13:32:22

-----  
\_config: vendeval

project: Implementation of New Legislation

id\_part1: H7L

id\_part2: 1681

cfms: A82134

vendor: Mark Stensgard, MACC

agency: Social Work Board

evaluator: Kate Zacher-Pate

eval\_date: 05/04/2007

purpose: The State was in need of modifications to the Board's data base system (General Licensing System [GLS]) and the Board's online renewal and alternative license status applications and licensing application due to changes in statutory licensing requirements approved by the State Legislature during the 2005 legislative session. The Board's regulations, Minnesota Statute, Sections 148B.18-.298 and Minnesota Rules, Chapter 8740.0100-.0345, were changed to Minnesota Statute, Sections 148D.001-290. The Board's rules were repealed. These technology modifications were made in order for the Board to operate effectively and accurately. To ensure public protection the Board must accurately implement requirements, receive applications, license individuals and store data. We must make the necessary modifications to the Board's data base system (General Licensing System [GLS]) and the Board's online renewal and alternative license status applications and licensing application due to changes in statutory licensing requirements approved by the State Legislature during the 2005 legislative session.

accomplished: Yes

contract\_date: 06/30/2006

amended\_date: 07/31/2007

actual\_date: 07/31/2007

contract\_cost: \$50,000.

amended\_cost: \$3,520.

actual\_cost: \$49,280.

cost\_effective: There is no staff person employed with the Board of Social Work, nor the Health-Related Licensing Boards with the skills necessary to accomplish the need and project. The contractor worked closely with the Board's Executive Director and supervisors of the Licensing and Operations Unit. The BOSW users are familiar with the business processes and provided direction, consultation, and approval for this project; however, they are not programmers, nor systems

5/9/2007

developers. In addition, a Project Manager, who is an ITS3 providing services to a number of the Health-Related Licensing Boards provided consultation to ensure that work, was delivered in accordance with the Statement of Work.

amended: Yes

amended\_e: Additional time was necessary because of unanticipated complexity in developing data base functionality particularly with reference to "professional name" functionality and "continuing education provider" functionality. Additional time was also needed in order to enhance the functionality of certain features, particularly with reference to being able to integrate all data reported on online applications. The additional work was within the scope of the original contract, and the additional funds requested of \$3520, which still resulted in the project being completed under the original amount approved.

terminated: No

engage: Yes

engage\_e: Mark Stensgard is a skilled programmer and communicates clearly. He is responsive and easy to work with in a team oriented project. The project deliverables met the contract requirements. He implemented creative solutions to implementation.

comments: The enhanced functionality enabled the Board to meet its statutory obligations and has resulted in greater efficiency and greatly improved online services. Within the first few months of our licensing application service being available online we had 70% of applications submitted online.

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State Auditor

## David Schmidtke

Forwarded by: "Kelly Heffron" <kellyh.LRL>  
Forwarded to: david Schmidtke <davids.LRL>  
Date forwarded: Fri, 04 Dec 2009 14:03:58 -0600  
Date sent: Tue, 1 Dec 2009 11:28:59 -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 12/01/2009.

---

project: Small City and Town Accounting System (CTAS) Upgrade 7.0

id\_part1: G61

id\_part2: 2360

cfms: B28563

vendor: Twin Cities Solutions Inc.

agency: STATE AUDITOR

evaluator: David Kazeck

eval\_date: 12/01/2009

purpose: This project is to upgrade CTAS version 6.2 to version 7.0. This upgrade includes fixing all known bugs, correcting errors in calculations, updating forms and other enhancements. We do not have the resources in the office to upgrade the program. accomplished: Yes contract\_date: 06/30/2009 amended\_date: 11/30/2009 actual\_date: 11/30/2009 contract\_cost: 59,840 actual\_cost: 59,840 cost\_effective: The vendor was able to complete the upgrade in a timely manner that was not possible if staff was to try to complete the project. The upgrade will assist local government in thier record keeping and reporting to the Office of the State Auditor. amended: Yes amended\_e: Extended the completion data to allow for the completion of all of the desired enhancements. terminated: No engage: Yes engage\_e: They completed the project in a timely manner. They were responsive to all of our questions and requests. The product we receive is a high quality product.

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## Kelly Heffron

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Date sent: Fri, 2 Oct 2009 14:56:38 -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: State Auditor's Time Tracking System Web Interface Upgrade

id\_part1: G61

id\_part2: 2350

cfms: B25638

vendor: Twin Cities Solutions

agency: STATE AUDITOR

evaluator: Matthew Lindemann

eval\_date: 10/02/2009

purpose: To improve the usability of the Office of the State Auditor's (OSA) web application that track's employee time for time reporting and billing. The improved usability allows staff and supervisors to easily and quickly enter time, manage tasks and budgets, and retrieve standard reports.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 06/30/2009

contract\_cost: 54240.00

actual\_cost: 54240.00

cost\_effective: The improved usability allowed staff to spend less time entering and managing time worked.

amended: No

terminated: No

engage: Yes

engage\_e: The contractor was very responsive to our needs and concerns. The contractor made every reasonable effort to resolve any issues.

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## Kelly Heffron

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Date sent: **Mon, 4 Aug 2008 09:41:07 -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](mailto:steve.gustafson@state.mn.us)) on Monday, August 04, 2008 at 09:41:07

---

\_config: vendeval  
project: 2007-2008 Network Upgrade adn Maintenance  
id\_part1: G61  
id\_part2: 2100  
cfms: B08641  
vendor: Solbrekk Inc.

agency: STATE AUDITOR  
evaluator: Mark Stathopoulos  
eval\_date: 07/02/2008

purpose: The Office of the State Auditor (OSA) has a centralized network with connections to six field offices and three work sites. The current network is primarily Novell Netware 6.5. The OSA needs assistance installing and configuring new network equipment that will be available to the main office, six field offices and three work sites. The equipment and services that needs to be installed includes KVM Expansion, SAN Expansion, GroupWise DirSync, SAN Fiber Switches, ESX VMWare, Syncsort Backup Solution, Online Backup, and Virtual Server Implementation.

accomplished: Yes  
contract\_date: 06/30/2008  
actual\_date: 06/27/2008  
contract\_cost: \$41,580  
actual\_cost: \$41,580

cost\_effective: The Office of the State Auditor (OSA) has a centralized network with connections to six field offices and three work sites. The current network is primarily Novell Netware 6.5. The OSA needs assistance installing and configuring new network equipment that will be available to the main office, six field offices and three work sites. The equipment and services that needs to be installed includes KVM Expansion, SAN Expansion, GroupWise DirSync, SAN Fiber Switches, ESX VMWare, yncsort Backup Solution, Online Backup, and Virtual Server Implementation. The current backup system we have in place is not meeting our business needs. We need to upgrade to a new system that will be able to handle all of the data we need to back up in timely manner. The new system will be able to store more data and also backup our data faster. We are also upgrading our servers to Virtual Servers to better meet the needs of our office. This will allow us to create virtual servers without actually having to buy more equipment to meet the needs of our office. This will also allow us to save money with

equipment and power cost.

amended: No

terminated: No

engage: Yes

engage\_e: They met or exceeded all of our needs.

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## Kelly Heffron

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Date sent: **Wed, 2 Jul 2008 08:14:30 -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](mailto:steve.gustafson@state.mn.us)) on Wednesday, July 02, 2008 at 08:14:30

---

\_config: vendeval  
project: 2007-2008 Network Upgrade and Maintenance  
id\_part1: G61  
id\_part2: 2100  
cfms: B08641  
vendor: Solbrekk, Inc.  
agency: STATE AUDITOR  
evaluator: Mark Stathopoulos  
eval\_date: 07/02/2008

purpose: The Office of the State Auditor (OSA) has a centralized network with connections to six field offices and three work sites. The current network is primarily Novell Netware 6.5. The OSA needs assistance installing and configuring new network equipment that will be available to the main office, six field offices and three work sites. The equipment and services that needs to be installed includes KVM Expansion, SAN Expansion, GroupWise DirSync, SAN Fiber Switches, ESX VMWare, Syncsort Backup Solution, Online Backup, and Virtual Server Implementation.

accomplished: Yes  
contract\_date: 06/30/2008  
actual\_date: 06/27/2008  
contract\_cost: \$41,580.00  
actual\_cost: \$41,580.00

cost\_effective: The Office of the State Auditor (OSA) has a centralized network with connections to six field offices and three work sites. The current network is primarily Novell Netware 6.5. The OSA needs assistance installing and configuring new network equipment that will be available to the main office, six field offices and three work sites. The equipment and services that needs to be installed includes KVM Expansion, SAN Expansion, GroupWise DirSync, SAN Fiber Switches, ESX VMWare, Syncsort Backup Solution, Online Backup, and Virtual Server Implementation. The current backup system we have in place is not meeting our business needs. We need to upgrade to a new system that will be able to handle all of the data we need to back up in timely manner. The new system will be able to store more data and also backup our data faster. We are also upgrading our servers to Virtual Servers to better meet the needs of our office. This will allow us to create virtual servers without actually having to buy more equipment to meet the needs of our office. This will also allow us to save money with

equipment and power cost.

amended: No

terminated: No

engage: Yes

engage\_e: they met or exceeded all of our needs.

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State Colleges and  
Universities

## Kelly Heffron

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Date sent: **Mon, 16 Feb 2009 10:55:01 -0600 (CST)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 02/16/2009.

-----

project: ERP Application Database Migration RDB to Oracle

id\_part1: E26

id\_part2: 2133

cfms: A74984

vendor: Confluence International, Inc.

agency: MN St Colleges & Universities

evaluator: Glen Guida

eval\_date: 02/16/2009

email\_list: [joanne.chabot@csu.mnscu.edu](mailto:joanne.chabot@csu.mnscu.edu), [glen.guida@csu.mnscu.edu](mailto:glen.guida@csu.mnscu.edu)

purpose: The general purpose of this contract is to assist with the conversion of all processes that use the database from one database(rdb) on a VMS operating system to another database(oracle) on a Sun Solaris operating system. To meet business important timelines for the conversion, additional COBOL and SQL development assistance is sought from vendors. MnSCU lacks adequate numbers of staff with Oracle 10g SQL, testing and warehouse technology expertise. Completion of the RDB conversion is a dependency for other high profile activities, and timelines for the conversion are critical.

accomplished: Yes

contract\_date: 10/31/2008

amended\_date: 12/31/2008

actual\_date: 12/31/2008

contract\_cost: 440,000

actual\_cost: 429,000

cost\_effective: It is/was very important to move away from a proprietary database (rdb) to the more mainstream and supported database oracle.

amended: Yes

amended\_e: The End date was amended because of a delay in starting and because of issues in key areas, including unforeseen 3rd party tool implementation problems.

terminated: No

engage: Yes

engage\_e: They provided well qualified and skilled in the areas we needed assistance in.

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## Kelly Heffron

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Date sent: **Mon, 16 Feb 2009 10:49:30 -0600 (CST)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 02/16/2009.

-----

project: ERP Application Database Migration RDB to Oracle

id\_part1: E26

id\_part2: 2133

cfms: A74984

vendor: Confluence International, Inc.

agency: MN St Colleges & Universities

evaluator: Glen Guida

eval\_date: 02/16/2009

email\_list: joanne.chabot@csu.mnscu.edu,glen.guida@csu.mnscu.edu

purpose: The general purpose of this contract is to assist with the conversion of all processes that use the database from one database(rdb) on a VMS operating system to another database(oracle) on a Sun Solaris operating system. To meet business important timelines for the conversion, additional COBOL and SQL development assistance is sought from vendors. MnSCU lacks adequate numbers of staff with Oracle 10g SQL, testing and warehouse technology expertise. Completion of the RDB conversion is a dependency for other high profile activities, and timelines for the conversion are critical.

accomplished: Yes

contract\_date: 10/31/2008

amended\_date: 12/31/2008

actual\_date: 12/31/2008

contract\_cost: 440,000

actual\_cost: 429,000

cost\_effective: It is/was very important to move away from a proprietary database (rdb) to the more mainstream and supported database oracle.

amended: Yes

amended\_e: The End date was amended because of a delay in starting and because of issues in key areas, including unforeseen 3rd party tool implementation problems.

terminated: No

engage: Yes

engage\_e: They provided well qualified and skilled in the areas we needed assistance in.

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## Kelly Heffron

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Date sent: Thu, 5 Feb 2009 11:28:08 -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: Quality Assurance Staff Augmentation

id\_part1: E26

id\_part2: 2149

cfms: A74535

vendor: Tech-Pro, Inc

agency: MN St Colleges & Universities

evaluator: Glen Guida

eval\_date: 02/05/2009

email\_list: [glen.guida@csu.mnscu.edu](mailto:glen.guida@csu.mnscu.edu), [russ.roering@csu.mnscu.edu](mailto:russ.roering@csu.mnscu.edu)

purpose: MnSCU required Professional/Technical Services to augment staff for the administration and expansion of the Quality Assurance capabilities for enterprise systems developed and/or supported by the IT division of the Office of the Chancellor.

accomplished: Yes

contract\_date: 11/26/2008

actual\_date: 11/26/2008

contract\_cost: 250,000

actual\_cost: 210,290

cost\_effective: MnSCU did not have any internal staff with the high level expertise to develop an effective QA program in the desired timeframe.

The contractor provided the guidance to quickly form and staff an effective unit.

amended: No

terminated: No

engage: Yes

engage\_e: They provided us with very good personnel both in the lead areas (Architecture) and in the analyst roles.

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## Kelly Heffron

---

Date sent: **Wed, 31 Dec 2008 07:16:55 -0600 (CST)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 12/31/2008.  
-----

project: HR Web Systems Maintenance

id\_part1: E26

id\_part2: 2138

cfms: 37580

vendor: ITR Group Inc.

agency: MN St Colleges & Universities

evaluator: Dick McMullen

eval\_date: 12/31/2008

email\_list: [dale.johnson@so.mnscu.edu](mailto:dale.johnson@so.mnscu.edu), [dick.mcmullen@csu.mnscu.edu](mailto:dick.mcmullen@csu.mnscu.edu)

purpose: Staff augmentation for the MnSCU ITS department in St. Paul for the purpose of staffing the Web Development Team with a Senior J2EE Technical Lead for the time period beginning in December 2007 (depending on vendor availability) and ending December 31st, 2008.

accomplished: Yes

contract\_date: 06/30/2008

amended\_date: 12/31/2008

actual\_date: 12/31/2008

contract\_cost: 139,650.00

amended\_cost: 204,645.00

actual\_cost: 203,280.00

cost\_effective: The MnSCU HR System is critical to the operation of daily OOC and Campus HR activities such as assimilating new staff and managing updates to job assignments and numerous other core HR functions. MnSCU s ITS has several open position that remain unfilled despite multiple searches, due to competitive market conditions for I.T. professionals who have the experience needed to support a system of the size and complexity of the new HR System.

amended: Yes

amended\_e: Time was extended to December 31st, 2008.

terminated: No

engage: Yes  
-----

## Kelly Heffron

---

Date sent: Tue, 15 Jul 2008 07:29:06 -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](mailto:steve.gustafson@state.mn.us)) on Tuesday, July 15, 2008 at 07:29:06

---

\_config: vendeval  
project: Prinsys  
id\_part1: E26  
id\_part2: 1967  
cfms: none  
vendor: Northwest  
agency: MN St Colleges & Universities  
evaluator: Ron Dreyer  
eval\_date: 07/14/2008  
email\_list: [ron.dreyer@so.mnscu.edu](mailto:ron.dreyer@so.mnscu.edu)  
purpose: Document business requirements for the Minnesota State  
Colleges and Universities Program Inventory System (Prinsys).  
accomplished: Yes  
contract\_date: 06/30/2008  
actual\_date: 08/28/2007  
contract\_cost: 45,000  
actual\_cost: 45,000  
cost\_effective: Prinsys is an existing stand-alone system that (1)  
requires numerous updates since its original deployment in 1997 and (2)  
needs to be integrated into MnSCU production systems (ISRS).  
amended: No  
terminated: No  
engage: Yes  
engage\_e: The contractor was knowledgeable, thorough, responsive to  
agency documentation requirements, productive and friendly.

---

## Kelly Heffron

---

Date sent: Tue, 15 Jul 2008 07:28:49 -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](mailto:steve.gustafson@state.mn.us)) on Tuesday, July 15, 2008 at 07:28:48

-----  
\_config: vendeval  
project: Prinsys  
id\_part1: E26  
id\_part2: 1967  
vendor: Northwest  
agency: MN St Colleges & Universities  
evaluator: Ron Dreyer  
eval\_date: 07/14/2008  
email\_list: [ron.dreyer@so.mnscu.edu](mailto:ron.dreyer@so.mnscu.edu)  
purpose: Document business requirements for the Minnesota State  
Colleges and Universities Program Inventory System (Prinsys).  
accomplished: Yes  
contract\_date: 06/30/2008  
actual\_date: 08/28/2007  
contract\_cost: 45,000  
actual\_cost: 45,000  
cost\_effective: Prinsys is an existing stand-alone system that (1)  
requires numerous updates since its original deployment in 1997 and (2)  
needs to be integrated into MnSCU production systems (ISRS).  
amended: No  
terminated: No  
engage: Yes  
engage\_e: The contractor was knowledgeable, thorough, responsive to  
agency documentation requirements, productive and friendly.  
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## Kelly Heffron

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Date sent: **Mon, 24 Sep 2007 07:43:42 -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](mailto:steve.gustafson@state.mn.us)) on Monday, September 24, 2007 at 07:43:42

---

-----  
\_config: vendeval  
project: Accountability, Performance and Planning System (APPS)  
id\_part1: E26  
id\_part2: 1749  
cfms: NA  
vendor: Confluence  
agency: MN St Colleges & Universities  
evaluator: Ron Dreyer  
eval\_date: 09/24/2007  
email\_list: [craig.schoenecker@so.mnscu.edu](mailto:craig.schoenecker@so.mnscu.edu), [ron.dreyer@so.mnscu.edu](mailto:ron.dreyer@so.mnscu.edu),  
[gerry.rushenberg@so.mnscu.edu](mailto:gerry.rushenberg@so.mnscu.edu)  
purpose: MnSCU is developing an accountability scorecard and numerous dashboards. The purpose of the contract was to design a database to support the web-based interactive displays.  
accomplished: Yes  
contract\_date: 06/30/2007  
amended\_date: 12/30/2007  
actual\_date: 10/15/2007  
contract\_cost: 112,000  
amended\_cost: NA  
actual\_cost: 112,000  
cost\_effective: MnSCU did not have available staff skilled in Oracle and knowledgeable about Oracle warehouse builder tool.  
amended: Yes  
amended\_e: More time was needed. The contract completion due date was extended by 6 months.  
terminated: No  
engage: Yes  
engage\_e: The contractor was skilled and professional. The contractor was willing to adjust staffing levels during a period when requirements were being clarified.

---

## Kelly Heffron

---

Date sent: **Mon, 24 Sep 2007 07:43:10 -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](mailto:steve.gustafson@state.mn.us)) on Monday, September 24, 2007 at 07:43:10

---

-----  
\_config: vendeval  
project: Accountability, Performance and Planning System (APPS)  
id\_part1: E26  
id\_part2: 1749  
vendor: Confluence  
agency: MN St Colleges & Universities  
evaluator: Ron Dreyer  
eval\_date: 09/24/2007  
email\_list: [craig.schoenecker@so.mnscu.edu](mailto:craig.schoenecker@so.mnscu.edu), [ron.dreyer@so.mnscu.edu](mailto:ron.dreyer@so.mnscu.edu),  
[gerry.rushenberg@so.mnscu.edu](mailto:gerry.rushenberg@so.mnscu.edu)  
purpose: MnSCU is developing an accountability scorecard and numerous  
dashboards. The purpose of the contract was to design a database to  
support the web-based interactive displays.  
accomplished: Yes  
contract\_date: 06/30/2007  
amended\_date: 12/30/2007  
actual\_date: 10/15/2007  
contract\_cost: 112,000  
amended\_cost: NA  
actual\_cost: 112,000  
cost\_effective: MnSCU did not have available staff skilled in Oracle  
and knowledgeable about Oracle warehouse builder tool.  
amended: Yes  
amended\_e: More time was needed. The contract completion due date was  
extended by 6 months.  
terminated: No  
engage: Yes  
engage\_e: The contractor was skilled and professional. The contractor  
was willing to adjust staffing levels during a period when requirements  
were being clarified.

---

## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Thursday, October 19, 2006 1:36 PM  
**o:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Matt Lindemann  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Thursday, October 19, 2006 at 13:36:20

---

\_config: vendeval  
project: 2006 State Auditor Data Management System Update-2005 TIF Input Screens  
id\_part1: G61  
id\_part2: 1748  
cfms: A87604  
vendor: On-Demand Services Group, Inc.  
agency: STATE AUDITOR  
evaluator: Matt Lindemann  
eval\_date: 10/15/2006  
email\_list: matt.lindemann@state.mn.us  
purpose: To enhance the "State Auditor Data Management System". The enhancements included adding the Pension Division as a user and fixing minor problems with SADMS that were identified since the first project was completed.  
accomplished: Yes  
contract\_date: 3/31/2006  
actual\_date: 3/31/2006  
contract\_cost: 39925.00  
actual\_cost: 39925.00  
cost\_effective: The State Auditor's Office has been working to centralize its databases. This will allow the Office to easily cross relate information between divisions. This project added the Pension Division to the central database and improved performance of the application.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: The contractor worked very hard and resolved every issue that came up. The contractor was very responsive. Some of the deliverable dates were not met but I believe that this was caused by issues beyond the control of the contractor. The contractor fixed a lot of problems from the work the previous contractor had left.

---

## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Tuesday, October 17, 2006 10:18 AM  
**To:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Tuesday, October 17, 2006 at 10:17:39

---

\_config: vendeval  
project: Recoding of FRPAS Chart of Accounts  
id\_part1: G61  
id\_part2: 1740  
cfms: A80529  
vendor: Saturn Systems, Inc  
agency: STATE AUDITOR  
evaluator: David Kazeck  
eval\_date: 10/17/2006  
purpose: The chart of Accounts included in the initial FRPAS system was not the correct chart of accounts. Those involved in the testing of FRPAS changed the chart of accounts. It needed to be corrected to match the chart of accounts used by other local governments.  
accomplished: Yes  
contract\_date: 10/30/2005  
actual\_date: 10/30/2005  
contract\_cost: 2800  
actual\_cost: 2800  
cost\_effective: The vendor was currntly program the FRPAS system, therefore it was easy for them to update the chadrt of accounts.  
amended: No  
terminated: No  
ngage: No  
engage\_e: Because they did not meet the deadline of the original FRPAS and CTAS contracts.

---

## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Wednesday, March 15, 2006 10:23 AM  
**o:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Wednesday, March 15, 2006 at 10:22:53

---

\_config: ot/vendeval2  
project: Small City and Town Accounting System (CTAS) Upgrade 6.0  
id\_part1: G61  
id\_part2: 1469  
cfms: A69933  
vendor: Saturn Systems  
agency: STATE AUDITOR  
evaluator: David Kazeck  
eval\_date: 03/15/2006  
purpose: To upgrade the CTAS system to include electronic reporting and other enhancements to address the needs of the smaller local governments in Minnesota. The Office does not have the person or time to upgrade the program.  
accomplished: Yes  
contract\_date: 06/30/2005  
actual\_date: 02/28/2006  
contract\_cost: 49680  
amended\_cost: 738

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Supreme Court

## Kelly Heffron

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Date sent: **Fri, 11 Jul 2008 11:28:55 -0500 (CDT)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by  
([steve.gustafson@state.mn.us](mailto:steve.gustafson@state.mn.us)) on Friday, July 11, 2008 at 11:28:55

-----  
\_config: vendeval  
project: Law Enforcement Message Switch Upgrade  
id\_part1: P07  
id\_part2: 2027  
cfms: B02442  
vendor: Unisys Corporation  
agency: SUPREME COURT  
evaluator: Patricia Hunter  
eval\_date: 07/11/2008  
email\_list: [janet.webber@state.mn.us](mailto:janet.webber@state.mn.us), [suzanne.resler@state.mn.us](mailto:suzanne.resler@state.mn.us);  
[patty.hunter@state.mn.us](mailto:patty.hunter@state.mn.us), [kurt.augustin@state.mn.us](mailto:kurt.augustin@state.mn.us)  
purpose: This contract was necessary to provide professional/technical programming services from Unisys Corporation to perform a major upgrade of the BCA's Law Enforcement Message Switch (LEMS). LEMS is a Unisys product that provides vital core functionality to the BCA criminal justice information systems. Several states utilize LEMS, but Minnesota is the only state that was still running an older version of this product. Unisys was no longer able to continue supporting the version of LEMS which we were running, so the upgrade was necessary for the continued maintenance and functioning of this essential system. Due to the complexity of the LEMS program and the many other criminal justice systems with which LEMS is integrated, the BCA needed knowledgeable Unisys staff to perform the upgrade activities.  
accomplished: Yes  
contract\_date: 08/31/2007  
amended\_date: 06/30/2008  
actual\_date: 06/30/2008  
contract\_cost: 145,000.00  
actual\_cost: 145,000.00  
cost\_effective: Since the Law Enforcement Message Switch is a proprietary Unisys product, no other vendor had the expertise to provide the professional and technical assistance needed to perform the upgrade services. Unisys provided a proposed statement of work, including tasks, timelines, personnel and expected work hours for the project and each deliverable. This information was formulated into flat rates for each deliverable to be paid to the contractor by the BCA for each completed and accepted deliverable provided. The flat rates were based on the complexity of each deliverable and the expertise of contractor's staff needed to provide the services. The resulting cost

figure was deemed reasonable by BCA management and technical staff based on knowledge of similar upgrades in other major systems, and were comparable rates to rates listed for OET s IT master professional/technical contractors.

amended: Yes

amended\_e: The contract was amended three times, each time the amendment extended the contract expiration date, but did not increase the cost. The vendor and BCA experienced serious, unexpected problems with implementation that necessitated considerable rework. In addition, Unisys staff availability became problematic at times because they had not expected to have to continue working on this project for so long, so their time had been promised elsewhere.

terminated: No

engage: Yes

engage\_e: So long as we continue to use the Unisys Law Enforcement Message Switch, we will need to continue to rely on their expertise to assist with major system upgrades and maintenance of that system.

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## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**sent:** Thursday, March 23, 2006 1:21 PM  
**to:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Thursday, March 23, 2006 at 13:21:01

---

\_config: ot/vendeval2  
project: MNCIS  
id\_part1: J65  
id\_part2: 1295  
cfms: A50906  
vendor: Born  
agency: SUPREME COURT  
evaluator: Sarah Thompson  
eval\_date: 3/23/2006  
purpose: Extension of existing contract to provide programming services for data  
conversion of legacy system data.  
accomplished: Yes  
contract\_date: 8/31/2003  
amended\_date: 12/31/2003  
actual\_date: 12/31/2003  
contract\_cost: \$43,200  
amended\_cost: \$86,400  
actual\_cost: \$129,600  
cost\_effective: The state did not have sufficient resources in house to complete the work,  
which was temporary in nature.  
amended: Yes  
amended\_e: The courts approached contracting by enlisting support for the minimum amount  
of time that would be needed, intentionally extending contracts when necessary to complete  
the work.  
terminated: No  
engage: Yes  
engage\_e: Vendor provided well qualified candidates for the work that was requested.

---

## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Thursday, March 23, 2006 1:12 PM  
**To:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Thursday, March 23, 2006 at 13:12:22

---

\_config: ot/vendeval2  
project: MNCIS  
vendor: Born  
agency: SUPREME COURT  
evaluator: Sarah Thompson  
eval\_date: 3/23/2006  
purpose: Extension of existing contract to provide programming services for data  
conversion of legacy system data.  
accomplished: Yes  
cost\_effective: The state did not have sufficient resources in house to complete the work,  
which was temporary in nature.  
amended: Yes  
amended\_e: The courts approached contracting by enlisting support for the minimum amount  
of time that would be needed, intentionally extending contracts when necessary to complete  
the work.  
terminated: No  
engage: Yes  
engage\_e: Vendor provided well qualified candidates for the work that was requested.

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## Kelly Heffron

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Date sent: **Wed, 4 Nov 2009 10:50:32 -0600 (CST)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 11/04/2009.

---

project: FROST System Upgrade, Maintenance and Training

id\_part1: G69

id\_part2: 1580

cfms: A72164

vendor: Keystone Computing Solutions

agency: TEACHERS RETIREMENT ASSOC

evaluator: Mark Roemhild

eval\_date: 11/04/2009

purpose: Provide analysis and programming support for the workflow software on the TRA FROST system and support for the MQ Series Content Manager. Provide analysis and programming support for the TRA FROST system including repairing reported production issues and developing new functionality as required by legislative mandate or changing business needs. Provide instruction and mentoring to TRA IS staff regarding TRA FROST system architecture, design and functionality.

accomplished: Yes

contract\_date: 01/31/2007

amended\_date: 06/30/2009

actual\_date: 02/09/2009

contract\_cost: 460,000

amended\_cost: 1,066,300

actual\_cost: 906,818

cost\_effective: He was one of the original consultants that wrote our new system (FROST). We had no in house experience and this was the best way to transition the knowledge of the new system to existing IT staff.

amended: Yes

amended\_e: Provide analysis and programming support to the TRA FROST system as needed for the conversion of the former MTRFA membership data into the FROST system.

terminated: Yes

terminated\_e: Contractor's Duties had been fulfilled in advance of contract end date.

engage: Yes

engage\_e: They were great to work with and the consultant was of the highest caliber.

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## Kelly Heffron

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Date sent: **Mon, 8 Sep 2008 10:52:04 -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](mailto:steve.gustafson@state.mn.us)) on Monday, September 08, 2008 at 10:52:04

---

\_config: vendeval  
project: Web Site Security Assessment and Web Application Secure Code  
Review  
id\_part1: G69  
id\_part2: 2007  
cfms: B00586  
vendor: Fishnet Security  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: Roger Moeller  
eval\_date: 09/08/2008  
email\_list: [roger.c.moeller@state.mn.us](mailto:roger.c.moeller@state.mn.us)  
purpose: Fishnet was contracted to help TRA better secure their  
website, web server, and web application. Fishnet was to conduct  
Security Reviews of the TRA Web Server and Site, as well as the Code  
used to create the custom Web Application.  
accomplished: Yes  
contract\_date: 12/31/2007  
actual\_date: 09/04/2008  
contract\_cost: 134,000  
actual\_cost: 124,200  
amended: No  
terminated: No  
engage: Yes

---

## Kelly Heffron

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Date sent: **Mon, 8 Sep 2008 10:56:35 -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](mailto:steve.gustafson@state.mn.us)) on Monday, September 08, 2008 at 10:56:35

-----  
\_config: vendeval  
project: Web Security Consultant  
id\_part1: G69  
id\_part2: 1932  
cfms: A96251  
vendor: Fishnet Security  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: Roger Moeller  
eval\_date: 09/08/2008  
email\_list: [roger.c.moeller@state.mn.us](mailto:roger.c.moeller@state.mn.us)  
purpose: I serious flaw was discovered in the Secure (login) portion of the TRA Website. Fishnet was contracted to determine the level of severity, to demonstrate how the issues compromised the website, and then assist TRA in resolving the issues.  
accomplished: Yes  
contract\_date: 12/31/2006  
actual\_date: 12/31/2006  
contract\_cost: 39,400  
actual\_cost: 39,400  
cost\_effective: TRA did not have the staff to complete the work in a timely and effective manner.  
amended: No  
terminated: No  
engage: Yes  
-----

## Kelly Heffron

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Date sent: **Mon, 8 Sep 2008 10:59:02 -0500 (CDT)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Below is the result of your feedback form. It was submitted by  
([steve.gustafson@state.mn.us](mailto:steve.gustafson@state.mn.us)) on Monday, September 08, 2008 at 10:59:02

---

\_config: vendeval  
project: Web Site Security Assessment and Web Application Secure Code  
Review  
id\_part1: g69  
id\_part2: 2007  
cfms: B00586  
vendor: Fishnet Security  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: Roger Moeller  
eval\_date: 09/08/2008  
email\_list: [roger.c.moeller@state.mn.us](mailto:roger.c.moeller@state.mn.us)  
purpose: Fishnet was contracted to help TRA better secure their  
website, web server, and web application. Fishnet was to conduct  
Security Reviews of the TRA Web Server and Site, as well as the Code  
used to create the custom Web  
accomplished: Yes  
accomplished\_e: TRA did not have the staff to dedicate to this project  
at the time.  
contract\_date: 12/31/2007  
actual\_date: 09/04/2008  
contract\_cost: 134,000  
actual\_cost: 124,200  
amended: No  
terminated: No  
engage: Yes

---

## Kelly Heffron

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Date sent: **Mon, 8 Sep 2008 10:59:39 -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](mailto:steve.gustafson@state.mn.us)) on Monday, September 08, 2008 at 10:59:38

---

\_config: vendeval  
project: Web Site Security Assessment and Web Application Secure Code  
Review  
id\_part1: g69  
id\_part2: 2007  
cfms: B00586  
vendor: Fishnet Security  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: Roger Moeller  
eval\_date: 09/08/2008  
email\_list: [roger.c.moeller@state.mn.us](mailto:roger.c.moeller@state.mn.us)  
purpose: Fishnet was contracted to help TRA better secure their  
website, web server, and web application. Fishnet was to conduct  
Security Reviews of the TRA Web Server and Site, as well as the Code  
used to create the custom Web  
accomplished: Yes  
contract\_date: 12/31/2007  
actual\_date: 09/04/2008  
contract\_cost: 134,000  
actual\_cost: 124,200  
cost\_effective: TRA did not have the staff to dedicate to this project  
at the time.  
amended: No  
terminated: No  
engage: Yes

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## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Tuesday, December 26, 2006 3:09 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 Tuesday, December 26, 2006 at 15:08:57

---

\_config: vendeval  
project: Offsite Electronic/Magnetic Media Storage  
id\_part1: G69  
id\_part2: 1371  
vendor: Iron Mountain  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: Geoff Strub  
eval\_date: 12/26/2006  
purpose: Provide off site, secure, environmentally friendly storage of electronic/magnetic media storage.r  
accomplished: Yes  
contract\_date: 11/21/2003  
actual\_date: 11/21/2003  
contract\_cost: 20,000  
cost\_effective: The service provided by Iron Mountain assured TRA the ability to recover its data on its members in case of a disaster at its offices. The data TRA maintains on its members is used to provide them with retirement, disability and refund payments.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Vendor was extremely conscientious and professional in providing their service. I never had any bad experiences with them.

---

## Jake Carson

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**From:** Steve.Gustafson@state.mn.us  
**ent:** Tuesday, December 26, 2006 3:53 PM  
**fo:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us; Jay.Achenbach@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Tuesday, December 26, 2006 at 15:53:25

---

\_config: vendeval  
project: Offsite Electronic/Magnetic Media Storage  
id\_part1: G69  
id\_part2: 1371  
cfms: A56369  
vendor: Iron Mountain  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: Geoff Strub  
eval\_date: 12/26/2006  
purpose: To provide off site, secure, environmentally friendly storage of TRA's back up  
electronic/magnetic data files.  
accomplished: Yes  
contract\_date: 12/15/2003  
actual\_date: 1/1/2004  
contract\_cost: \$20,000  
actual\_cost: \$20,000  
cost\_effective: Their service provided an inexpensive means of storing and retrieving  
TRA's back up data files in case of a disaster to TRA's computer room or offices. In case  
of such an emergency, TRA could restore services to its members in a short time.  
amended: No  
terminated: No  
engage: Yes  
engage\_e: Contractor was extremely conscientious and professional in providing their  
service. We never had any bad experiences with them.

---

## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**Sent:** Thursday, March 23, 2006 1:44 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 Thursday, March 23, 2006 at 13:43:47

---

\_config: ot/vendeval2  
project: TRA System Development (FROST Project)  
id\_part1: G69  
id\_part2: 190  
cfms: A19073  
vendor: KPMG Peat Marwick/BearingPoint  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: John Wicklund/Aaron Winterfeldt  
eval\_date: 03/23/2006  
purpose: The purpose was to replace TRA's 30-year old legacy computer system with a comprehensive business reengineering and systems development project called FROST. The project was meant to establish the necessary systems infrastructure to handle the expected customer service demands of the "baby boom" generation quickly approaching retirement status.  
accomplished: Yes  
contract\_date: 05/31/2004  
amended\_date: 05/31/2005  
actual\_date: 05/31/2005  
contract\_cost: 15101400  
amended\_cost: 15101400  
actual\_cost: 15083559  
lost\_effective: The multiple databases and COBOL-based programs that TRA had developed over the years were approaching obsolescence, and TRA sought an integrated system in anticipation of the increased service demands associated with the coming wave of "baby boomer" retirements.  
At the time FROST was undertaken, the in-house systems staff was not able to develop a system of this magnitude.  
amended: Yes  
amended\_e: Contract was amended to deal with unanticipated data conversion problems associated with Phase 3 implementation and critical legislative changes passed by the 2004 Legislature that were not part of the original scope.  
terminated: No  
engage: Yes  
engage\_e: Although TRA does not anticipate undertaking another project of this magnitude for quite some time, the FROST project did result in a system that TRA management feels adequately prepares the organization to meet the coming increase in member service demands. The contract also provided some ancillary benefits, such as the opportunity for internal TRA staff to develop expertise in several areas, including system development and project management, perhaps precluding the need for outside vendors in the future.

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## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**sent:** Thursday, March 09, 2006 11:30 AM  
**to:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Thursday, March 09, 2006 at 11:29:46

---

\_config: ot/vendeval2  
project: Comprehensive Information System Development Initiative Project Monitor  
id\_part1: G69  
id\_part2: 205  
cfms: A07713  
vendor: Maximus  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: John Wicklund/Aaron Winterfeldt  
eval\_date: 03/09/2006  
purpose: The purpose of the contract was to engage an experienced third party to provide professional project monitoring services for TRA's systems development project. At that point in time, no one on the TRA staff had experience monitoring a project of comparable size and scope.  
accomplished: Yes  
contract\_date: 04/17/2000  
amended\_date: 04/09/2004  
actual\_date: 04/16/2005  
contract\_cost: 1,242,585  
amended\_cost: 1,530,585  
actual\_cost: 1,530,585  
cost\_effective: The TRA Board of Trustees felt that an independent review of the timelines and costs associated with the FROST project was necessary to monitor the vendor's progress and to minimize risks associated with the project.  
amended: Yes  
amended\_e: The systems development project was extended to include a fourth year. Following the expiration of the amended monitoring contract, TRA management was comfortable with foregoing outside monitoring, based on both the progress of the project to that point and the ability of TRA internal staff to monitor the remainder of the project using the skills and abilities developed during the contract period.  
terminated: No  
engage: Yes  
engage\_e: As mentioned above, Maximus provided skills and abilities with respect to project monitoring that did not exist in-house at the beginning of the systems development project. And, although TRA does not anticipate undertaking another project of this size and scope in the near future, one of the ancillary benefits of contracting with Maximus was the ability of TRA staff to gain valuable experience from the Maximus monitoring staff, which may well allow TRA to forego outside monitoring contracts in the future.

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## Sandy Lueth

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**From:** Steve.Gustafson@state.mn.us  
**sent:** Thursday, March 09, 2006 10:58 AM  
**to:** Steve.Gustafson@state.mn.us; Sandy.Lueth@state.mn.us  
**Subject:** Vendor Evaluation Form

Below is the result of your feedback form. It was submitted by  
(steve.gustafson@state.mn.us) on Thursday, March 09, 2006 at 10:57:32

---

\_config: ot/vendeval2  
project: Comprehensive Information System Development Initiative Project Monitor  
id\_part1: G69  
id\_part2: 205  
cfms: A07713  
vendor: Maximus  
agency: TEACHERS RETIREMENT ASSOC  
evaluator: John Wicklund/Aaron Winterfeldt  
eval\_date: 03/09/2006  
purpose: The purpose of the contract was to engage an experienced third party to provide professional project monitoring services for TRA's systems development project, since to that point, no one on the TRA staff had experience monitoring a project of that size and scope.

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Trade and Economic  
Development

DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT

Professional/Technical Contracts

Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B. 17, subd4(c)

Contractor: Next Communications  
Fund: 200 Contractor #:   
Orgn-appr: 4211-404 Contract Period: 7/1/03 - 12/31/03  
Amount: \$54,715.00 Billable Hours:

Contract #A49765  
Actual cost \$49664.73

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

Next Communications did the design work for the 2004 Minnesota Travel Guide, plus they subcontracted for the production die, of color separations and prepress production need to get the guide ready to go to the printer. They provide advertising preparations services for advertisers needing those services.

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

MOT does not have the staff, expertise or equipment to layout and preproduction. The contractor provided services on the basis of per page cost or per unit of service. Therefore cost was controlled by the size of the book produced.

Division Head:



1-16-04

Date

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**

**Professional/Technical Contracts**

**Final Completion Report**

**Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B. 17, subd4(c)**

<b>Contractor:</b>	Next Communications		
<b>Fund:</b>	200	<b>Contractor #:</b>	A37911
<b>Orgn-appr:</b>	4211-404	<b>Contract Period:</b>	7/22/02 - 12/31/02
<b>Amount:</b>	\$65,000.00	<b>Billable Hours:</b>	

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

Next Communications did the design work for the 2003 Minnesota Travel Guide, plus the subcontracted for the production of collar separations and the film work, prepress production, needed in order for the guide to be ready to go to the printer. The also collected all of the advertising materials from each of the advertisers and did the layout of the advertising pages.

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

MOT does not have staff or equipment to do layout and pre press production. The contractor provided services on the basis of a per page cost or per unit of service cost. Therefore costs were controlled by the size of the book produced.

**Division Head:**

*CRTO*

1-7-03

**Date**

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**

**Professional/Technical Contracts**

**Final Completion Report**

**Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B. 17, subd4(c)**

<b>Contractor:</b>	<input type="text" value="MSP Custom Communications"/>		
<b>Fund:</b>	<input type="text" value="200"/>	<b>Contractor #:</b>	<input type="text" value="A36010"/>
<b>Orgn-appr:</b>	<input type="text" value="4211-404"/>	<b>Contract Period:</b>	<input type="text" value="5/22/02-12/31/02"/>
<b>Amount:</b>	<input type="text" value="\$55,000.00"/>	<b>Billable Hours:</b>	

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

MSP Custom Communications acted as the sales agent for the 2003 Minnesota Travel Guide. Advertising sales support the production and printing of 350,000 copies of the guide. A sales agent was needed to do all of the work needed to exceed previous advertising sales. MOT staff handles all coordination and a portion of advertising sales, however, staff was not available to conduct an aggressive effort.

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

Compensation for the contractor was based on advertising sold. Advertising sales for the 2003 Minnesota Travel Guide increased by nearly 25% over the previous year, this resulted in additional revenue for MOT to produce the guide.

  
**Division Head:**

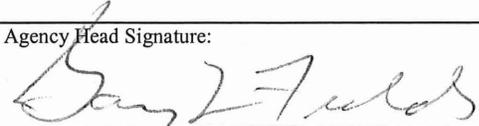




**Date**

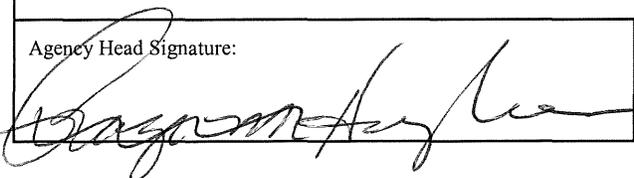
## Report on Professional/Technical Contracts Over \$40,000

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

Agency: Trade and Economic Development		
Contractor Name: Hatch Consulting		CFMS Contract Number: A26352
Project Name (if applicable): Mesabi Nugget Project	Project Number (if applicable):	Project Duration (Dates): 8/15/01 - 6/30/02
Summarize the purpose of the contract, including why it was necessary to enter into a contract:  <p>Hatch Consulting provided an evaluation of the business, financial and technical merits of a new iron ore processing technique called Itmk3 which is being developed by Northshore Mining, Kobe Steel, Cleveland-Cliffs, Midrex, and Steel Dynamics, Inc. This evaluation was necessary in order for the state to determine if an investment from the 21<sup>st</sup> Century Minerals Fund was appropriate to partially fund a pilot demonstration plant at Northshore Mining. The service provided gave the state an overview of the market opportunity, the relative advantages and disadvantages with similar technology, the potential prices that could be realized for the product, and technical barriers to successfully producing a product. As a result of their findings, Hatch found no major obstacles that would preclude further investigation and development of the technology. The contract was necessary because no state agency had the requisite background to evaluate this evolving technology and market opportunity for a new business venture.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$ 77000	Source of Funding: 21 <sup>st</sup> Century Minerals Fund
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:  <p>This was a cost effective way to provide this service as no state agency could have provided the level of expertise to evaluate this and similar technology and market opportunity.</p>		
Agency Head Signature: 	Title: Deputy Commissioner	Date: 8/28/02

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

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

Agency: Minnesota Department of Trade & Economic Development/Minnesota Job Skills Partnership Board		
Contractor Name: MN AFL-CIO	CFMS Contract Number: #A 23957	
Project Name (if applicable): Dislocated Worker Program Labor Liaison	Project Number (if applicable): N/A	Project Duration (Dates): 070/1/01 to 06/30/02
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Provide linkages between the Dislocated Worker Program and State and Regional labor organizations. Promote Labor management committees in conjunction with plant closings and mass layoffs. Facilitate union involvement and participate in the Title 1 WIA and State Dislocated Worker Program. Educate constituent labor groups and workers about the program's purpose and services available.</p>		
Billable Hours (if applicable): N/A	Total Contract Amount: \$100,000	Source of Funding: Federal Title 1 WIA 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 position requires complete separation from State employment to enable a clear link to Unions and their affiliates as the position often must be the link to laid off workers where employers are hesitant to provide WARN notices or provide lists of Laid off workers.</p>		
Agency Head Signature: 	Title: Assistant Commissioner	Date: 7-26-02

DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT

Professional/Technical Contracts  
Final Completion Report

Completion of this report provides notification to the Commissioner of  
Administration as required by MN Stat. 16B. 17, subd4(c)

<b>Contractor:</b>	Next Communications		
<b>Fund:</b>	200	<b>Contractor #:</b>	A22417
<b>Orgn-appr:</b>	4211-404	<b>Contract Period:</b>	5/25/01 - 12/31/01
<b>Amount:</b>	\$80,000.00	<b>Billable Hours:</b>	

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

Next provided design services, color separations and handled pre press production for the 2002 Minnesota Travel Guide. They also collected and organized advertising in the guide. The magnitude of the project required outside design service. Color separations and prepress services are not available in the Department.

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

The guide was produced on a flat per page cost for both design and pre-press services. Based on past experience, this enables MOT to have the designs invest the time to get a quality design while containing costs. Based on their response to a request for proposal for the project, Next provided high quality service at the lowest cost.

  
**Division Head:**



2-25-02

**Date**

Trade + Economic Development

Professional/Technical Contracts  
Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B. 17, subd4(c)

Contractor:	<u>Msp. Custom Communications</u>		
Fund:	<u>200</u>	Contractor #:	<u>A22539</u>
Orgn-appr:	<u>4211-404</u>	Contract Period:	<u>6-4-2001 to 12-31-01</u>
Amount:	<u>\$35502.50</u>	Billable Hours:	

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

Advertising sales for 2002 Minnesota Travel Guide. Contractor managed supplemental sales on a commission basis. This was necessary to generate enough sales to produce revenue to cover the cost.

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

Contractor payment was based on actual sales. Contractor was responsible for doing what was needed to generate sales. Payment was made for results achieved.

Division Head:

CRF/Dman10-19-01

Date

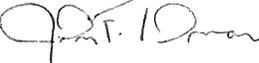
**Report on Professional/Technical Contracts Over \$40,000**

**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 Trade and Economic Development, Office of Tourism		
Contractor Name: MSP Communications, Inc.	CFMS Contract Number: A09308	
Project Name (if applicable):	Project Number (if applicable):	Project Duration July 1/00 – June 30/01
Summarize the purpose of the contract, including why it was necessary to enter into a contract:  The vendor provided website including, hosting and maintenance, development of new features, and sale and administration of enhanced listings and banner advertising.  In 2000, the entire website was reprogrammed in order to be compatible with the updated database of the Office of Tourism.  The Office of Tourism website offers tourism industry businesses the opportunity to invest in additional information to their basic listings. This provides consumers with better information, the industry access to qualified customers and provides a source of revenue for MOT.		
Billable Hours (if applicable):	Total Contract Amount: \$90,000.00	Source of Funding: 100-4200-4200 and 200-417-4211
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:  The tourism website is driven by a complex relational database. The vendor provides the hosting and maintenance to handle the traffic and complexities of the site.  The administration, creation of advertising banners and ad sales are very labor intensive, the vendor handles all of these activities and provides customer service to participants. The revenue generated covers all of the costs of these services.  The vendor in collaboration with other media partners provides promotion in print and on line that provides exposure for the site at no cost.		
Agency Head Signature: 	Title: Deputy Commissioner	Date: 7-19-01

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

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

Agency: Department of Trade & Economic Development/Tourism Division		
Contractor Name: Access Inc.	CFMS Contract Number: 10097	
Project Name (if applicable): Japanese Representation Firm	Project Number (if applicable):	Project Duration (Dates): 7/14/2000-6/60/2001
Summarize the purpose of the contract, including why it was necessary to enter into a contract:  This is a contract between the Minnesota Office of Tourism and Access, Inc., a Japanese representation firm specializing in the travel trade industry. Access, Inc. will provide representational services in Japan for the Minnesota Office of Tourism. This includes, but is not limited to: market research and analysis, organizing sales missions in Japan, identifying participants for familiarization tours to Minnesota, and responding to trade and consumer inquiries. These are services that staff in Minnesota cannot perform as effectively as a representative in the Japanese marketplace.		
Billable Hours (if applicable):	Total Contract Amount: \$50,000.00	Source of Funding: 100-4221-400
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:  This was a cost effective way to market Minnesota travel programs in Japan. First, having a local Office address in Japan allowed us to send mailings at a much lower cost than postage from the USA would have cost. Secondly, a local point of contact permitted easy and convenient access for travel trade to obtain Minnesota tour planning information and assistance. Thirdly, the advantage of having Japanese-speaking representatives at travel trade and consumer shows in the Minnesota exhibit booth is very beneficial. Finally, having a local contact person available to pay sales calls on tour operators and airlines on a regular basis was more effective and conducted at a far less cost than performing the same functions by St. Paul-based staff would have been.		
Agency Head Signature: 	Title: Director of Tourism	Date: August 10, 2001

## 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.

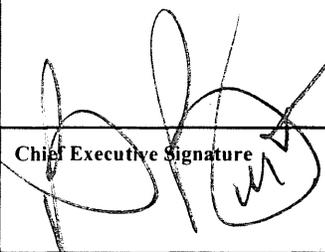
Agency: Department of Trade and Economic Development Office of Tourism		
Contractor Name: Next Communications	CFMS Contract Number: A07638	
Project Name (if applicable): 2001 Minnesota Travel Guide	Project Number (if applicable):	Project Duration (Dates): <i>5/12/00 - 12/31/00</i>
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>Complete page design, advertising layout and pre press production for the 2001 Minnesota Travel Guide. Services do not exist in house. Design and pre press production work completed in schedule.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$57,000.00	Source of Funding: 200-404-4211
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>(Actual cost was \$52,549.93) The Minnesota Travel Guide is the primary tourism response piece. The guide is fund by advertising sales. A high quality publication attracts both advertisers ( to fund) and potential travelers to Minnesota.</p>		
Agency Head Signature: <i>J. F. Oman</i>	Title: Director	Date: 3/21/01

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

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

Agency: Department of Trade and Economic Development		
Contractor Name: Messerli Schadow & Company	CFMS Contract Number: B22 A01520	
Project Name (if applicable) Financial Audit of SBDCs	Project Number (if applicable): N/A	Project Duration (Dates): 8/15/99 - 6/30/01
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The purpose of the project was to conduct financial audits of the internal control system over the expenditure of federal and state funds and program income at nine Small Business Development Centers (SBDCs). The SBDCs are funded by DTED through grant contracts to operate the federal Small Business Development Center program in their respective service areas.</p> <p>Entering into this contract was necessary for the Department to fulfill its oversight responsibilities under the enabling federal legislation (15 USC 648), corresponding regulations, (13 CFR 130), and the annual Cooperative Agreement with the U.S. Small Business Administration for the receipt of the federal funds.</p> <p>The Legislative Auditor determined it did not have the resources to conduct these audits as part of its regular audit schedule because the amount of federal funds involved did not meet the audit threshold.</p>		
Billable Hours (if applicable): 388.5 (auditor); 14.25 (clerical)	Total Contract Amount: \$41,600	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 is required by federal law and the Cooperative Agreement to assure that federal funds provided by SBA are spent in accordance with law and requirements of the federal Office of Management and Budget. Using an outside auditor who is familiar with OMB regulations and Generally Accepted Government Accounting Principles, rather than an employee, to audit grantees provides independent review and assurance that there is compliance with applicable federal requirements.</p>		
Agency Head Signature: 	Title: Deputy Commissioner	Date: 2/5/07

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

Agency <b>Department of Trade and Economic Development</b>		
Contract Firm <b>Destination Marketing Group</b>		Master Contract Number <b>A01826</b>
Project Name <b>Journey 2000 Phase 3 Redesign Project</b>	Project Number <b>No # assigned</b>	Project Duration (Dates) <b>9/20/1999-5/1/2000</b>
<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 complete the 3<sup>rd</sup> phase of Redesigning the Minnesota Office of Tourism Database and its coinciding business application referred to as Journey. The Project which Phase 3 is part of is referred to as Journey 2000 . It includes a new database structure and business application scheduled for release in July of 2000. Work completed under Phase 3 of the Design contract included:</p> <ul style="list-style-type: none"> <li>• Design of Data Security Requirements.</li> <li>• Development of GIS Design Specifications.</li> <li>• Development of a Data Flow Document and Diagram.</li> <li>• Final Architectural Design and Network Diagram Document.</li> <li>• Creation of a Development Database.</li> <li>• Development of working Web based Prototypes for functional areas of the application.</li> <li>• Written algorithms describing the processes and procedures that occur in Journey 2000.</li> </ul> <p>This project required contractual help due to the size of the project and the expertise required relative to Tourism Database structures and business applications.</p>		
Billable Hours (if applicable) <b>N/A - Firm Bid</b>	Amount Spent <b>\$262,000</b>	Source of Funding <b>General Fund- 100/400/4100</b>
<p>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 previously indicated the work could not have been completed in the time frame required without using outside resources. Utilizing the knowledge and experience of the vendor relative to Tourism database structures and business applications has resulted in development of cost effective, highly efficient database structure and business application that has more functionality than the current database application and which consolidates all Tourism information into a single database.</p>		
Chief Executive Signature 	Title <b>Director Administration / DTE</b>	Date <b>5-2-00</b>
<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 TRADE AND ECONOMIC DEVELOPMENT

### Professional/Technical Contracts

### Final Completion Report

**Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B. 17, subd4(c)**

<b>Contractor:</b>	Tobin Erdmann & Jacobsen		
<b>Fund:</b>	100	<b>Contractor #:</b>	B22...2555
<b>Orgn-appr:</b>	101-1001	<b>Contract Period:</b>	4/17/99 thru 9/30/99
<b>Amount:</b>	\$214,920.00	<b>Billable Hours:</b>	1769.00

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

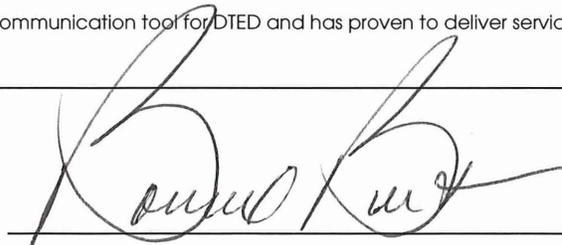
The purpose of this project was to redesign DTED's current web site to make it more responsive to how our customers typically request information or by the types of assistance DTED provides. In addition, interactive components (e.g. on-line preapplication, on-line publication ordering system) were added.

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

This web site provides customers with valuable access to information 24 hours a day. In addition, they can order or view publications on-line, complete pre-applications, send e-mails to DTED staff, view the latest news and information (e.g. press releases, workshops, seminars, etc.), have access to Frequently Asked Questions, etc.

The web site is a critical communication tool for DTED and has proven to deliver services in a very effective and efficient manner.

**Division Head:**



12.7.99

**Date**

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration. DTED's contract officer can be reached at 651-297-1978.

DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT  
Professional/Technical Contracts  
Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd4(c)

contractor	<u>Tobin Erdman &amp; Jacobsen</u>	contractor #	<u>200 180 331-00</u>
fund	<u>100 1500 161</u>	contract period	_____
orgn-appr	_____	billable hours	_____
amount	<u>\$126,000.<sup>00</sup></u>	(if applicable)	_____

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

As required by Laws, 1997, Chap. 202, Art. 3, Sec. 14 [codified as Minn. Stat. § 16E.08] to develop an electronic system to enable the public to retrieve by computer information on state-required licenses and permits.

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

Conduct of this work was beyond the expertise of state employees. Funds for this work were explicitly appropriated by the above referenced legislation.

Division Head

Ray Z Fuchs

11/17/98

Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration. DTED's contract officer can be reached at 297-1978.

DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT  
Professional/Technical Contracts  
Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd 4(c)

contractor	<u>Colle + McVoy, Inc.</u>	contractor #	<u>105108005</u>
fund	<u>100-400-4232 - \$75,000</u>	contract period	<u>7/1/98 - 6/30/99</u>
orgn-appr	<u>and 200-404-4230 - \$25,000</u>	billable hours (if applicable)	
amount			

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

Colle + McVoy <sup>was</sup> contracted for seeking marketing partnership programs to extend budget and promote Minnesota Tourism.

Explain why this amount was a cost-effective way to enable the agency to provide services or products better or more effeciently:

Colle + McVoy leveraged an "in-house" product (Milk Moola) and existing client base to provide a strong promotional sweepstakes that helped extend the Explore Minnesota brand.

Division Head

Steven D. Markun

10.25.99

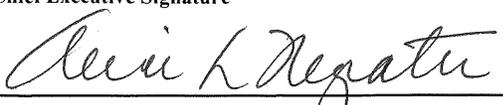
Date

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DTED's contract officer can be reached at 297-1978.

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

Agency Department of Trade and Economic Development		
Contract Firm Metamor Business Solutions	Master Contract Number 31697191	
Project Name Central Mailing Database Project	Project Number No # assigned	Project Duration (Dates) 3/1/99-6/15/99
<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 migrate and improve the functionality of a Unix database application ( Central Mailing Database) by moving it to DTED target technology (Microsoft SQL Server with a Visual Basic 6.0) and make several user friendly improvements to it. The Central Mailing Database application allows users to enter, store and retrieve of customers/clients of the Department. It allows assignment of the customer/client to mailing list groups ( Chambers, Libraries, Cities, Mayor, Legislators etc.). The system produces reports, labels and mail merge letters and interfaces with WordPerfect and Quarto Pro.</p> <p>This project required contractual help due to the fact that DTED's programming staff could not complete it in the time frame required due to other higher priority projects they were working on.</p>		
Billable Hours (if applicable) 600	Amount Spent \$53,100	Source of Funding General Fund- 100/900/9100
<p>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 indicated above the work could not have been completed in the time frame required without using outside resources. The new database is in DTED's target technology and completion of the project will allow DTED to retire antiquated hardware and software that is not Y2K compliant. This save money for the department and avoids software and hardware problems associated with the the Year 2000. It also allow DTED staff to focus on a single technology and not have to support different hardware and software platforms.</p>		
Chief Executive Signature 	Title Dep Com	Date 7/13/99.
<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

Agency Department of Trade and Economic Development		
Contract Firm Metamor Business Solutions	Master Contract Number 31697191	
Project Name Central Mailing Database Project	Project Number No # assigned	Project Duration (Dates) 3/1/99-6/15/99
<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 migrate and improve the functionality of a Unix database application ( Central Mailing Database) by moving it to DTED target technology (Microsoft SQL Server with a Visual Basic 6.0) and make several user friendly improvements to it. The Central Mailing Database application allows users to enter, store and retrieve of customers/clients of the Department. It allows assignment of the customer/client to mailing list groups ( Chambers, Libraries, Cities, Mayor, Legislators etc.). The system produces reports, labels and mail merge letters and interfaces with WordPerfect and Quarto Pro.</p> <p>This project required contractual help due to the fact that DTED's programming staff could not complete it in the time frame required due to other higher priority projects they were working on.</p>		
Billable Hours (if applicable) 600	Amount Spent \$53,100	Source of Funding General Fund- 100/900/9100
<p>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 indicated above the work could not have been completed in the time frame required without using outside resources. The new database is in DTED's target technology and completion of the project will allow DTED to retire antiquated hardware and software that is not Y2K compliant. This save money for the department and avoids software and hardware problems associated with the the Year 2000. It also allow DTED staff to focus on a single technology and not have to support different hardware and software platforms.</p>		
Chief Executive Signature 	Title Depl Com	Date 7/13/99.
<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>		



DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT  
Professional/Technical Contracts  
Final Completion Report

DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT  
Professional/Technical Contracts  
Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd 4(c)

contractor	<u>ACCESS, INC.</u>	contractor #	<u>B22-2744</u>
fund	<u>100</u>	contract period	<u>7/1/98-6/30/99</u>
orgn-appr	<u>400-4221</u>	billable hours (if applicable)	
amount	<u>\$40,000.00</u>		

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

This was a contract between the Minnesota Office of Tourism and ACCESS, Inc., a Japanese representation firm specializing in the travel trade industry. ACCESS, Inc. provided representational services in Japan for MOT including but not limited to: market research and analysis, organizing sales missions in Japan, identifying participants for familiarization tours to Minnesota, responding to trade and consumer inquiries, and handling media relations. Japan which is the largest source of overseas visitors to Minnesota, is a market that relies predominantly on personal contact and the development of long term relationships. Kazunori Takikawa, Vice President for Sales and Marketing at ACCESS was personally responsible for the MOT account. He is the former director of marketing for the erstwhile USTTA and president of Visit USA, the successor organization to USTTA. He has over 30 years of experience representing the US as a destination and a broad network of professional contacts in the travel industry.

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

As described above, successful relationships in Japan are built on lengthy, personal, and professional relationships. Having a representative on the ground is critical to achieving results through timely response and face-to-face contact with key decision makers. Mr. Takikawa is well connected and ideally situated in Tokyo to represent Minnesota in the highly competitive Japanese market.

Division Head Steven D Markson

Division Head 7/7/99  
Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration.  
DTED's contract officer can be reached at 297-1978.

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**  
**Professional/Technical Contracts**  
**Final Completion Report**

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat.16B.17.subd4(c)

contractor	<u>Colle &amp; McVoy</u>	contractor #	<u>Contract #: b 22 2132</u>
fund	<u>100</u>	contract period	<u>July 1, 1997 - June 30, 1998</u>
orgn-appr	<u>400 4232</u>	billable hours (if applicable)	<u></u>
amount	<u>\$200,000.00</u>		

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

Agency was contracted to help MOT pursue marketing partners to extend advertising budget. The contract came as a result of our advertising agency review in 1997. Colle & McVoy was awarded a portion of the contract for reasons mentioned above, based on presenting better qualifications than Carmichael Lynch in that area.

**Explain why this amount was a cost-effective way to enable the agency to provide services or products better or more effeciently:**

This represents the final payment for FY98. Agency is working on two major projects that are in process, Explore Minnesota Golf Initiative and a promotional project for the Travel Infomration Center. Both projects require finding marketing partners to finance the costs. Much of the groundwork has been laid to complete projects in 1999.

BE 9/6/98

Division Head Steven D. Mackinnon

8/2/98  
Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration.  
DTED's contract officer can be reached at 297-1978.



**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**  
**Professional/Technical Contracts**  
**Final Completion Report**

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat.16B.17,subd4(c)

<b>contractor</b>	<u>Carmichael Lynch, Inc.</u>		
<b>fund</b>	<u>100, 200</u>	<b>contractor #</b>	<u>003182009 <i>B22 816</i></u>
<b>orgn-appr</b>	<u>400-4232, 413-3232, 400-4231</u>	<b>contract period</b>	<u>July 1, 1996 - June 30, 1997</u>
<b>amount</b>	<u>\$2,300,000.00</u>	<b>billable hours</b>	<u>- - -</u>
		<b>(if applicable)</b>	

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

Carmichael Lynch, Inc. was retained to provide the full range of advertising services. In conjunction with Office of Tourism staff they developed a marketing and communications plan for promoting Minnesota. Specific services provided include preparation of advertising media schedules, negotiation and placement of advertisements in the media, development of creative ideas and advertising content, production, negotiation for and purchase of rights for creative materials, e.g. photography. In addition they developed and implemented customer and market research. In 1996-97 they subcontracted with 730 Creative to develop new graphics and marketing information for Minnesota Office of Tourism's website.

Carmichael Lynch also provided technical services for a number of cooperative advertising programs with the tourism industry. For example, through an agreement with the Minnesota Broadcasters Association, the Office of Tourism received over \$1.5 million of broadcast time.

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

In order to complete all of the functions provided by a full-service agency, staff with specialized expertise are needed. Examples of these areas include creative development, copy writing, art direction, art buyer, media planner, media buyer, print production and radio/tv production. By contracting with an agency these services can be purchased to meet specific needs. In addition the account management brings overall advertising expertise to the development of the communication and marketing plans. This enables the Office of Tourism to have a high quality and competitive advertising program.

Division Head *Alex Saugher for Steve Markson* *10-16-97*  
Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration.  
 DTED's contract officer can be reached at 297-1978.

DEPARTMENT : Trade and Economic Development *KENT*

STATE OF MINNESOTA

Office Memorandum 

DATE : April 15, 1996

TO : Commissioner Elaine Hansen

FROM : Dan Quillin, Supervisor *DQ*  
Application Development, DTED

PHONE : 296-8282

SUBJECT : One Page Report Required by Minn. Stat. 16B. 17, Subd. 4(c)

**RECEIVED**

APR 17 1996

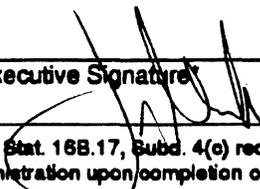
Dept. of Administration  
Office of Commissioner

Enclosed is the one page report required by Minn. Stat. 16B. 17, Subd. 4(c) of all completed contracts over \$40,000. The statute requires completion of this report by the Chief Executive of each Department and that it be submitted to the Commissioner of Administration. Please call if you have questions.

This report is for the Department's completed contract with AmeriData Consulting regarding the development of DTED's Integrated Database Release 1.

cc: Bonnie Burt

# MASTER CONTRACT PROJECT REPORT

<b>Agency</b> Minnesota Department of Trade and Economic Development		
<b>Contract Firm</b> Ameridata Consulting		<b>Master Contract Number</b> 401934
<b>Project Name</b> Integrated Database Release 1	<b>Project Number</b> PO7570	<b>Project Duration (Dates)</b> 7/31/95 - 3/31/96
<p><b>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</b></p> <p style="text-align: center;">See Attachment A</p>		
<b>Billable Hours (if applicable)</b> Fixed Bid-N/A	<b>Amount Spent</b> \$114,852	<b>Source of Funding</b> State and Federal Funding
<p><b>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</b></p> <p style="text-align: center;">See Attachment A</p>		
<b>Chief Executive Signature</b> 	<b>Title</b> Commissioner	<b>Date</b> 4-11-99
<p>* Minn. Stat. 16B.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.</p>		

## 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 develop a fully functional project/client tracking database for the Office of Business Development, Finance and Training. It includes many of the screens and reports used by other offices of the Division for entry of their projects as well. A total of 45 screens and 6 reports were developed. Historically, both this Office and the rest of the Division have had separate, antiquated databases that tracked each unit's projects. Development of this database allowed the Office and Division to begin entering all financial, technical assistance and training programs in one database that simplifies management and information retrieval relative to the Office and Division's projects.

It was necessary to enter into this contract because we have very limited internal Information Systems staff whose responsibilities for maintaining existing databases and information services preclude them from taking on the primary responsibility for development of major new systems. Internal staff developed a total of 8 screens relative to this project. Finally, the consultant had a high degree of skill in the target technology while internal staff are still learning and being trained in it.

***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 Integrated Database 1 for the following reasons:

- 1) Integrated Database Release 1 required 2,136 hours of development time and needed to be completed by October 1995. Contracting this work out was the only feasible alternative to complete it on time. Given internal staff responsibilities for maintaining existing systems taking on a project of this magnitude would have entailed a high likelihood that it would not have been completed.
- 2) AmeriData Consulting was the most cost effective solution provider given their familiarity with the department's business operations. The department staff and managers had invested an estimated 750 hours educating AmeriData on department business operations and the AmeriData spent approximately 1,150 developing the data models that Integrated Database Release 1 was based on. Using another vendor and starting this process over would not have been cost effective.
- 3) AmeriData had a high degree of skill and efficiency in developing applications software in our target technology. Internal staff were still learning the software at the time the project needed to be completed and did not have the same level of expertise and efficiency as AmeriData staff.

# MASTER CONTRACT PROJECT REPORT

<b>Agency</b> Minnesota Department of Trade and Economic Development		
<b>Contract Firm</b> Ameridata Consulting		<b>Master Contract Number</b> 401934
<b>Project Name</b> Integrated Database Release 2-Design Phase	<b>Project Number</b> PO7948	<b>Project Duration (Dates)</b> 11/6/95 - 2/28/96
<p><b>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</b></p> <p>The purpose of this contract was to analyze &amp; design the features of Release 2 of the Business &amp; Community Development Division's Integrated Database. The project included the development of 57 prototype screens &amp; reports that meet the operational and management needs of all BCD offices. The design when implemented in the production phase will allow DTED to phase out several older legacy databases that exist in DOS and Unix replacing them with a Windows client/server database in Microsoft Access and SQL Windows. Release 2 allows all BCD offices to keep track of their Financial, Training and Technical Assistance projects for many different economic development programs in one Integrated Database. Finally includes changes to certain existing screens developed in an earlier, more limited Release 1 version that enhances their usefulness and functionality in Release 2.</p> <p>It was necessary to enter into this contract because we have very limited internal Informational Services Staff whose responsibilities maintaining existing databases and information services preclude them from the time to design new systems. Secondly, the consultant employed has a high degree of skill in the target technology while internal staff are still learning and being trained in it.</p>		
<b>Billable Hours (if applicable)</b> Fixed Bid - N/A	<b>Amount Spent</b> \$41,616.	<b>Source of Funding</b> State & Federal Funding
<p><b>Explain why this amount was a cost effective way to enable the agency to provide its services or products better or more efficiently.</b></p> <p>This was a cost effective method for developing the IDB Release 2 Design for three reasons:</p> <ol style="list-style-type: none"> <li>1) Current Information Services staff are responsible for supporting existing databases and could not possibly complete the Release 2 Design (estimated at 782 hours) in the time frame required given their existing responsibilities.</li> <li>2) Ameridata Consulting prior to this contract was familiar with the Department's business operations and required "no prep time" to develop the design, prototype screens and reports that constitute Release 2.</li> <li>3) Ameridata had exhibited a high degree of skill and efficiency in developing an earlier version of the Integrated Database for the Department.</li> </ol>		
<b>Chief Executive Signature*</b> 	<b>Title</b> Commissioner	<b>Date</b> 3/4/96
<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.</p>		

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**  
**Professional/Technical Contracts**  
**Final Completion Report**

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd4(c)

contractor	<u>National Development Council</u>	contractor #	<u>13-6532-371 B22.898</u>
fund	<u>200</u>	contract period	<u>01/01/96 - 12/01/97</u>
orgn-appr	<u>1200-100</u>	billable hours (if applicable)	<u>N/A</u>
amount	<u>\$100,000</u>		

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

The purpose of this contract with the National Development Council was to provide comprehensive economic development finance training to economic developers from across Minnesota. The National Development Council provides a nationally recognized certification for economic developers which is highly prized within the economic development community. They are the sole source of this training program and nationally recognized certification.

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

The vast majority of funds for this contract were generated by registrations paid by attendees. By sponsoring these sessions, DTED was able to reduce the costs of registrants by over \$600, plus significant costs of travel and lodging, if the attendees were to travel elsewhere for the training.

The NDC training is recognized nationally for its quality and depth. Few DTED resources are required to implement this training. Staff support consists of marketing, registration and logistics. Conducting this training in-house, if even possible, would require tremendous time and resources to develop the curriculum and training materials.

Division Head \_\_\_\_\_

3/12/97

Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration. DTED's contract officer can be reached at 297-1978.

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**  
**Professional/Technical Contracts**  
**Final Completion Report**

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd4(c)

contractor	<u>K. L. Publications</u>	contractor #	<u>408090-30108900</u>
fund	<u>200</u>	contract period	<u>05/15/95 - 03/15/96</u>
orgn-appr	<u>4412/404</u>	billable hours (if applicable)	<u>NA</u>
amount	<u>\$51,775.72</u>		

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

This contract was necessary for the purpose of providing advertising sales, design of publication, production of composite film to be delivered to a print company, and press run technical advice and supervision for the 1996 Southern Regional Travel Directory

These services were contracted because the department did not have personnel on staff, nor the specialized equipment necessary to complete this project.

The nature of this project is such that it requires significant technical skills and specialized equipment which is not practical or cost effective to maintain in-house.

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

This type of project is most effectively contracted to an agency that specializes in graphic design, computer assisted design, magazine layout, editing, copy-writing, and other technical skills necessary to produce a high quality marketing publication. The equipment necessary is specialized and requires continuous operator training and upgrading. Advertising sales within a 39-county region requires a great deal of travel and associated expenses.

An independent contractor provides the most cost effective method for all services required to complete this project. To purchase the necessary equipment and dedicate or hire qualified staff for this project would have required an investment in personnel and equipment for this short term project.

Division Head

Steven D. Mackinnon

11/25/96

Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration.  
DTED's contract officer can be reached at 297-1978.

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**  
**Professional/Technical Contracts**  
**Final Completion Report**

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd 4(c)

contractor	<u>Russell + Herder Advertising INC</u>	(P.O.# 30025025)
fund	<u>200-</u>	contractor # <u>406079 - 22400 - 01741</u>
orgn-appr	<u>4413 - 404</u>	contract period <u>5/15/95 - 3/15/96</u>
amount	<u>\$100,000</u>	billable hours <u>N/A</u>
	actual - 90,453.96	(if applicable)

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

This contract was necessary for the purpose of providing advertising sales, design of product, production of composite film to be delivered to a print company, and press run technical advice and supervision for the 1996 Northcentral/West Regional Travel Directory.

These services were contracted because the Department did not have personnel on staff, nor the equipment necessary to complete this project.

The nature of this project is that which requires significant technical skills and equipment which is not practical or cost effective to maintain.

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 '96 NOV 14 A9:26

**Explain why this amount was a cost-effective way to enable the agency to provide services or products better or more effeciently:**

This type of project is best contracted to an agency that specializes in graphic design, computer assisted design, magazine layout, editing copy-writing, and other skills necessary to produce a high quality marketing publication. The equipment is specialized and requires continuous training and upgrading. Advertising sales within a 29-county region takes a great deal of travel and associated expenses.

An independant contractor provides the most cost effective method for all the services provided in this contract. To purchase the necessary equipment and dedicate qualified staff to this project would have required an investment in personnel and equipment for the short term project.

Division Head

*Steven A. Markman*

*11/13/96*

Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration. DTED's contract officer can be reached at 297-1978.

11/08/96

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DTED  
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NOV 13 1996  
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DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT  
Professional/Technical Contracts  
Final Completion Report

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B.17, subd 4(c)

contractor	<u>NEXT COMMUNICATIONS, INC.</u>	contractor #	<u>406077 - 30025007</u>
fund	<u>200</u>	contract period	<u>5-15-95 - 5-15-96</u>
orgn-appr	<u>4411 - 404</u>	billable hours	<u>N/A</u>
amount	<del>76,000</del> <u>ACTUAL -&gt; \$ 71,314.25</u>	(if applicable)	

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

This contract was entered into for the purpose of providing services necessary to the production of the Northeast Travel Directory. These services included the sale of advertising, design of the magazine, itself, page layout, advertising preparation, production of composite film to be delivered to a printer, and press supervision.

These services were contracted because the Department did not have personnel on staff with the skills to provide these services, nor was the equipment that would be needed available in the department. In addition, the ad sales portion of the contract is short term. If staff were hired to do it, the costs would be higher and the staff would have to be laid off at the end of September (having started in June).

The nature of this project is one which requires significant technical skills and equipment which is not practical for the department to maintain.

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

In order to accomplish this project in-house, staff would need to be hired with skills in graphic design, computer assisted design, magazine layout, editing, copywriting, typesetting, advertising sales. These skilled positions would need to be augmented with the requisite equipment to allow them to carry out these highly technical functions. In the case of the ad sales, travel expenses would also have to be provided, which are not under the terms of the contract. Since the project does not necessitate year-round full time staff. If staff and equipment were maintained in-house, they would both be idled for significant periods of time, requiring layoffs and equipment being used inefficiently. It would then become very difficult to attract qualified staff to this project, knowing they would only be part time. This type of project is best contracted to an agency that specializes in this work and can use their staff and equipment on other projects, as well.

Division Head

Steven A. Markum

11/8/96  
Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration.  
DTED's contract officer can be reached at 297-1978.

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**  
**Professional/Technical Contracts**  
**Final Completion Report**

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 DTED  
 FISCAL SERVICES  
 96 SEP 14 P3:39

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat.16B.17,subd4(c)

contractor	Carmichael Lynch, Inc.	
fund	100, 200	contractor # 003182009
orgn-appr	<del>400-4232</del> ; <del>404-4232</del> ; <del>404-4413</del> ; 400-4231	contract period July 1, 1995 - June 30, 1996
amount	\$2,250,000.00	billable hours (if applicable) ----

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

Carmichael Lynch, Inc. was retained to provide the full range of advertising services. In conjunction with Office of Tourism staff they developed a marketing and communications plan for promoting Minnesota. Specific services provided include preparation of advertising media schedules, negotiation and placement of advertisements in the media, development of creative ideas and advertising content, production, negotiation for and purchase of rights for creative materials, e.g. photography. In addition they developed and implemented customer and market research. In 1995-1996 the Office of Tourism developed the Journey travel planning service. Carmichael Lynch was involved as a member of the implementation team for the new product and developing test marketing and the initial marketing of the service to the public.

Carmichael Lynch also provided technical services for a number of cooperative advertising programs with the tourism industry. For example, through an agreement with the Minnesota Broadcasters Association, the Office of Tourism received over \$1.5 million of broadcast time. Non-profit tourism organizations can utilize radio time by purchasing packages of radio spots. Carmichael Lynch develops and produces the spots and schedules air time. Similar cooperative programs have been developed for the print media.

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

In order to complete all of the functions provided by a full service agency, staff with specialized expertise are needed. Examples of these areas include creative development, copy writing, art direction, art buyer, media planner, media buyer, print production and radio/tv production. By contracting with an agency these services can be purchased to meet specific needs. In addition the account management brings overall advertising expertise to the development of the communication and marketing plans. This enables the Office of Tourism to have a high quality and competitive advertising program.

Division Head Steven D. Harkness 9/10/96  
 Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration. DTED's contract officer can be reached at 297-1978.

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**

**Professional/Technical Contracts**

**Final Completion Report**

**Completion of this report provides notification to the Commissioner of Administration as required by MN Stat. 16B. 17, subd4(c)**

<b>Contractor:</b>	National Results Council		
<b>Fund:</b>	100	<b>Contractor #:</b>	25318
<b>Orgn-appr:</b>	3100-301	<b>Contract Period:</b>	08-09-01 to 06-30-02
<b>Amount:</b>	\$76,900.00	<b>Billable Hours:</b>	

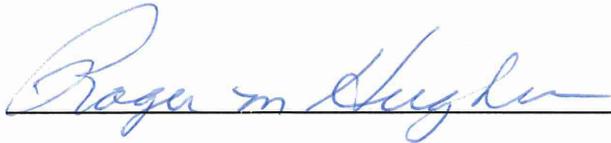
**Summarize the purpose of the contract, including why it was necessary to enter into a contract:**

The purpose of this contract was to help the MJSP unit design and impliment an evaluation process to measure the impact of Partnership and Pathways Grants on businesses, educational institutions and the employment outcomes of trainees. Evaluation data will be used by the Board and management to improve the delivery of MJSP programs and services. Because the nature of this contract was evaluation and assessment, the Department needed to retain professional and technical services of an objective 3rd party contractor.

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

In order to obtain the best qualified contractor and the most cost-effectilve methodology for this activity, the contract was preceeded by a competiltve RFP process. This contractor was selected from among the four proposals that were received. MJSP staff (3 professional positions) currently manage a work load of of more than 150 active grant projects totaling nearly \$40 mil.. The manpower equivilent for this contract would require at least 2 professional and 1 clerical to complete. Such a commitment of staff resources would not be possible with the current work load and limited MJSP staff level. In addition, the nature of the evalualtion activity involved a good deal of data collection, technical analysis, and personal interviews with clients, businesses and trainees that is best handled by an outsilde contractor specializilng in these areas.

**Division Head:**



**Date**

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

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

Agency: Trade and Economic Development		
Contractor Name: Public Strategies Group, Inc.	CFMS Contract Number: A31966	
Project Name (if applicable): DTED/DES Merger	Project Number (if applicable):	Project Duration (Dates): January 10, 2002 through June 30, 2002
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>To partner with the Charter Team in transforming and aligning DTED and DES into one new organization.</p> <p>The initiative required an independent third party to successfully perform the tasks of the contract.</p>		
Billable Hours (if applicable): Total Paid \$110,000	Total Contract Amount: \$150,000	Source of Funding: General Fund
<p>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:</p> <p>The initiative required an independent third party to successfully perform the tasks of the contract and the contractor was able to complete the contract on less than the full amount.</p>		
Agency Head Signature: 	Title: Commissioner	Date: 7/25/02

**DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**  
**Professional/Technical Contracts**  
**Final Completion Report**

Completion of this report provides notification to the Commissioner of Administration as required by MN Stat.16B.17,subd4(c)

contractor	<u>Arcstone Technologies Group</u>			
fund	<u>200</u>	<u>100</u>	contractor #	<u>B22 3272</u>
orgn-appr	<u>1200-157</u>	<u>1200-101</u>	contract period	<u>12/01/98 - 03/31/99</u>
amount	<u>\$82,500</u>		billable hours (if applicable)	<u>NA</u>

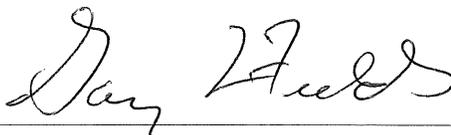
Summarize the purpose of the contract, including why it was necessary to enter into a contract:

The purpose of this contract was to build an Internet based application to track land and commercial property for sale or lease in Minnesota and to provide detailed economic development, demographic, workforce, employer, utility, education and other community information and resources. Specifically, the system helps facilitate the growth of businesses and stimulate private investment by promoting Minnesota communities and assisting businesses with their location decisions. It was necessary to enter into a contract in order to obtain the expertise necessary to develop this system in a cost effective and timely manner.

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

The contract process enabled us to identify and retain the expertise of a firm that offered extensive experience in building complex interactive web-based data tracking systems of this nature. This expertise was not available through state resources and would have been cost prohibitive and time prohibitive to develop. By utilizing this expertise, we were able to design and build the Internet site in an efficient and expedited manner.

Division Head



7/29/99

Date

This signed document should be transmitted to DTED's contract officer for submission to the Dept of Administration. DTED's contract officer can be reached at 297-1978.

07/29/99

Veterans Home  
Board

# 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.**

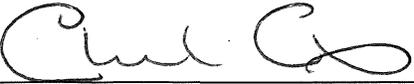
Instructions: Submit this form to Materials Management Division, 112 Administration Building, St. Paul, MN 55155, within 30 days of contract completion.

Agency: Veterans Homes Board / Minnesota Veterans Home - Luverne		
Contractor Name: Sioux Valley Regional Health Services dba Sioux Valley Luverne Hospital		CFMS Contract Number: A36876/A31030
Project Name (if applicable): Occupational Therapy Consultant	Project Number (if applicable):	Project Duration (Dates): 1/1/2002 – 12/31/2006
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Minnesota Veterans Home – Luverne is responsible for providing occupational therapy services to its residents. This contract provided the necessary professional consultation for the residents as well as the staff aids that assist the residents.		
Billable Hours (if applicable): 1685.50	Total Contract Amount: \$65,734.50	Source of Funding: Operating Budget – Fund 200
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 limited number of hours and the professional licensure required by this contract, a negotiated contract was the most cost effective. The initial solicitation was publicly advertised to ensure that all interested parties were offered the opportunity to bid as well as the Minnesota Veterans Home – Luverne receiving the best hourly contract price.		
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 Sioux Valley Luverne Hospital performed the contracted duties in a timely and effective manner. The occupational therapy needs of the residents were met, the staff were provided with consultant services regarding occupational therapy issues as they arose, and the administration also used this contract to address potential staff injury issues relating to their working conditions. The terms and objectives of this contract were fully met.		
Agency Head Signature: 	Title: CEO	Date: 1-31-07

# 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: Veterans Homes Board / Minnesota Veterans Home - Luverne		
Contractor Name: Sioux Valley Regional Health Services dba Sioux Valley Luverne Hospital		CFMS Contract Number: A36877/A31031
Project Name (if applicable): Physical Therapy Consultant	Project Number (if applicable):	Project Duration (Dates): 1/1/2002 – 12/31/2006
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Minnesota Veterans Home – Luverne is responsible for providing physical therapy services to its residents. This contract provided the necessary professional consultation for the residents as well as the staff aids that assist the residents.		
Billable Hours (if applicable): 1922.75	Total Contract Amount: \$74,987.25	Source of Funding: Operating Budget – Fund 200
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 limited number of hours and the professional licensure required by this contract, a negotiated contract was the most cost effective. The initial solicitation was publicly advertised to ensure that all interested parties were offered the opportunity to bid as well as the Minnesota Veterans Home – Luverne receiving the best hourly contract price.		
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 Sioux Valley Luverne Hospital performed the contracted duties in a timely and effective manner. The physical therapy needs of the residents were met, the staff were provided with consultant services regarding physical therapy issues as they arose, and the administration also used this contract to address potential staff injury issues relating to their working conditions. The terms and objectives of this contract were fully met.		
Agency Head Signature: 	Title: IED	Date: 1-31-07

# 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: Veterans Homes Board / Minnesota Veterans Home - Luverne		
Contractor Name: Sioux Valley Physician Alliance dba Luverne Medical Center		CFMS Contract Number: A48726/A16784
Project Name (if applicable): Attending Physician Services	Project Number (if applicable):	Project Duration (Dates): 1/15/2001 – 12/31/2005
Summarize the purpose of the contract, including why it was necessary to enter into a contract: The Minnesota Veterans Home – Luverne is responsible for providing attending physician services to its residents. This contract provided the necessary professional services for the residents as well as the staff aids that assist the residents.		
Billable Hours (if applicable): 1228.95	Total Contract Amount: \$176,009.59	Source of Funding: Operating Budget – Fund 200
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 limited number of hours and the professional licensure required by this contract, a negotiated contract was the most cost effective. The initial solicitation was publicly advertised to ensure that all interested parties were offered the opportunity to bid as well as the Minnesota Veterans Home – Luverne receiving the best hourly contract price.		
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 Luverne Medical Center physicians performed the contracted duties in a timely and effective manner. The attending physician needs of the Home were met, the staff were provided with consultant services as issues arose, and the administration also used this contract to for participation in necessary committee meetings. The terms and objectives of this contract were fully met.		
Agency Head Signature: 	Title: CEO	Date: 1-31-07

MINNESOTA VETERANS HOMES BOARD  
**INTERNAL EVALUATION OF CONTRACTOR PERFORMANCE**  
 (Complete all parts of this form within 30 days after contract end date.)

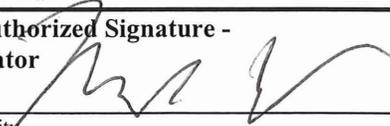
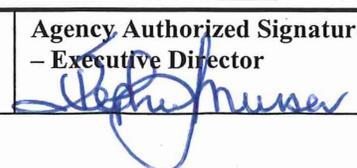
<b>MINNESOTA VETERANS HOMES BOARD</b>	<b>Contractor Name:</b> Bridge Rehabilitation Services Inc.	
MVH - Silver Bay	Effective Dates: From: October 1, 2001 To: Sept. 30, 2003	
Contract No.: A27987	Total Amount: \$ 85,000	Amount spent: \$58,190.00
Amendment No.:	Amendment Amount: \$	Amendment Dates, if any: From: To:

**Brief description of work required:**  
 Physical therapy, occupational therapy, and speech therapy services for the residents.

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

1. Were the objectives of the contract accomplished in the specified time? If no explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Did the work involve recommendations for future actions by your agency? If yes, will these recommendations be implemented? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No
3. Were the contractor's services and the documents produced satisfactory? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Would you engage the contractor's services again? If no, explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. General Comments:	

Complete when the final product of a contract is a report. N/A

Report Title: N/A	Report Date:		
Copies sent to: Legislative Reference Library Other (specify) _____			
Additional Copies ordered: Number _____ Date _____			
Facility Authorized Signature - Administrator	Date	Agency Authorized Signature - Executive Director	Date
	8/15/03		8/19/03

Original to Facility  
 Copy to Board Office

Department of Administration - Materials Management Division  
 112 Administration Building  
 St. Paul, MN 55155

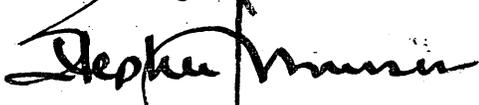
**Report on Professional/Technical Contracts Over \$40,000**

<b>Agency</b>	<b>Minnesota Veterans Board</b>	
<b>Facility</b>	<b>Veterans Home – Silver Bay</b>	
<b>Contractor</b>	<b>Bay Area Health Center Pharmacy</b>	<b>(Master) Contract Number A05937</b>
	<i>Now SuperiorHealth Pharmacy</i>	
<b>Project Name (if applicable)</b>	<b>Project Number</b>	<b>Project Duration (Dates)</b>
N/A	N/A	N/A
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</p> <p>Provide prescription legend drug service to HOME, as needed, during PHARMACY'S regular business hours. PHARMACY shall be capable of receiving prescription orders by telephone and by fax. PHARMACY shall maintain an on-going medication system which provides for filling of new prescriptions within 24 hours of a request, refilling current prescriptions, filling stock supplies and providing pick-up and delivery service.</p>		
<b>Billable Hours (if applicable)</b>	<b>Amount Spent:</b>	<b>Source of Funding</b>
N/A	\$203,105	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 style="text-align: center;"><b>***SOLE SOURCE*** they are the only pharmacy within fifty miles that can provide the service. They are owned by the pharmacy company in the next nearest city of Two Harbors which is 28 miles away.</b></p>		
<b>Executive Director Signature</b>		<b>Date</b>
		3-9-01
<p>Minn. Stat. §16C.08, subd. 4 (a) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon completion of a contract over \$40,000.00.</p>		

Original to Dep't. Administration, Materials Management Division  
 Copies to Facility, Board Office

Department of Administration - Materials Management Division  
 112 Administration Building  
 St. Paul, MN 55155

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

<b>Agency - Minnesota Veterans Homes Board Facility - Minnesota Veterans Home - Mpls</b>		
<b>Contractor - The Nurse Connection</b>	<b>(Master) Contract Number - 417903</b>	
<b>Project Name (if applicable)</b>	<b>Project Number</b>	<b>Project Duration (Dates)</b>
<p><b>Summarize the purpose of the contract, including why it was necessary to enter into a contract.</b></p> <p><i>The purpose of the contract is to supplement nursing staff with staff from outside agencies. Supplementation is needed due to the need to maintain safe staffing levels and to meet state and V.A. regulations. M.V.H. currently has approximately 56 open positions in the nursing department.</i></p>		
<b>Billable Hours (if applicable)</b>	<b>Amount Spent</b> \$212,601.48	<b>Source of Funding</b> Operating
<p><b>Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently.</b></p> <p><i>This was a cost effective way for the agency to provide services as:</i></p> <ol style="list-style-type: none"> <li><i>1. Reduced benefits cost to agency</i></li> <li><i>2. Decrease internal work comp. claims/injuries related to staff working excessive OT which creates fatigue and results in injuries.</i></li> <li><i>3. Decreases need to mandate staff which results in low morale and increased turnover.</i></li> </ol>		
<b>Executive Director Signature</b> 		<b>Date</b> 2-22-00
<p><small>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.</small></p>		

Original to Dep't. Administration, Materials Management Division  
 Copies to Facility, Board Office

**MINNESOTA VETERANS HOMES BOARD  
CONTRACT COMPLETION REPORT**

Minn. Stat. 16B.17(C) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon the completion of a contract over \$40,000.00

<b>Agency:</b> Veterans Homes Board		<b>Facility:</b> Minnesota Veterans Home -- Luverne	
<b>Contractor:</b> Luverne Community Hospital		<b>Project Name:</b> Speech Therapy Consultant Contract	
<b>Contract Number</b> 409341	<b>Project Number</b>	<b>Source of Funding</b> Fund 200/ Appr L10	
<b>Project Duration (Dates)</b> 01/01/96 - 12/31/97	<b>Billable Hours (if applicable)</b>	<b>Total Amount Spent</b> ORIGINAL AMT - 41,600.00 AMT SPENT TO DATE -19,485.00	
<p><b>Summary of purpose of contract, including necessity of entering into a contract:</b></p> <p>THE PURPOSE OF OUR SPEECH THERAPY CONTACT IS TO PROVIDE SPEECH THERAPY SERVICES TO RESIDENTS REQUIRING THAT THERAPY. THE APPROXIMATE TIME REQUIRED FOR THE CONTRACT WAS SIX (6) HOURS PER WEEK. THE QUALIFIED SPEECH THERAPY PROFESSIONAL WAS AVAILABLE FOR CONSULTATION, EDUCATION, AND INTERVENTION REGARDING SPEECH THERAPY ISSUES.</p>			
<p><b>Explanation of why this amount was a cost-effective way to enable agency to provide services better or more efficiently:</b></p> <p>DUE TO THE LIMITED NUMBER OF HOURS NEEDED OF THE SPEECH THERAPY CONSULTANT, A CONTRACT WAS A MORE COST EFFECTIVE METHOD OF OFFERING THESE SERVICES, THAN A FULL TIME EQUIVALENT EMPLOYEE.</p>			
<b>Chief Executive Signature</b> 	<b>Title</b> Executive Director	<b>Date</b> 12/16/97	

Original to: Dept. of Administration      Copies to: Board Office      Facility

**MINNESOTA VETERANS HOMES BOARD  
CONTRACT COMPLETION REPORT**

Minn. Stat. 16B.17(C) requires that the Chief Executive of an agency submit a one-page report to the Commissioner of Administration upon the completion of a contract over \$40,000.00

<b>Agency:</b> Veterans Homes Board		<b>Facility:</b> Minnesota Veterans Home -- Minneapolis	
<b>Contractor:</b> Leopoldstadt, Inc., DBA Favorite Nurses		<b>Project Name:</b> Supplemental Nursing	
<b>Contract Number -</b> 413068	<b>Project Number</b>	<b>Source of Funding- Operating</b>	
<b>Project Duration (Dates)</b> 8-15-96 to 6-30-97	<b>Billable Hours (if applicable)</b>	<b>Total Amount Spent</b> \$62,638.16	
<p><b>Summary of purpose of contract, including necessity of entering into a contract:</b></p> <p>The purpose of the contract was to supply supplemental registered nurse staff to cover shortages caused by illness, vacation, LOAs or similar situations. The contract was necessary in order to ensure qualified personnel and services.</p>			
<p><b>Explanation of why this amount was a cost-effective way to enable agency to provide services better or more efficiently:</b></p> <p>The contract gave us services at a lower rate than would be generally charged by this agency for casual services as used in the private sector. The amounts charged were slightly below the cost of using our own staff at overtime and benefit costs. Most importantly it also lessened the amount of mandation of professional staff which could have occurred without the use of agency supplemental staff.</p>			

<b>Administrator</b> 	<b>Executive Director</b> 	<b>Date</b> Nov. 17, 1997
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Original to: Dep't. of Administration

Copies to: Board Office Facility

Water and Soil  
Resources

## Kelly Heffron

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Date sent: Fri, 26 Jun 2009 13:22:13 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 06/26/2009.

---

project: eLINK Migration to .NET ASP

id\_part1: R9P

id\_part2: 2212

cfms: B14997

vendor: Cengea Solutions Inc.

agency: Water & Soil Resources Board

evaluator: Tim Ogg

eval\_date: 6/25/2009

purpose: This project was to migrate BWSR's eLINK system from VB6 client to a asp.net browser client. It was necessary because eLINK is the primary means to receive information from LGU's about grants provided by BWSR. The old system had some limitations that we needed to overcome. Moving to asp.net environment was the best way to do this.

accomplished: Yes

contract\_date: 8/29/2008

actual\_date: 8/29/2008

contract\_cost: 78,000

actual\_cost: 78,000

cost\_effective: BWSR doesn't have internal software development. This was a reasonable cost for the services and BWSR has received benefits from the new system compared with the old system.

amended: No

terminated: No

engage: Yes

engage\_e: Contractor followed a organized process to make sure tasks and goals were completed to our satisfaction and on time and with in budget.

---

## Kelly Heffron

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Date sent: Fri, 26 Jun 2009 13:05:42 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 06/26/2009.

---

project: eLINK Migration to .NET ASP

id\_part1: R9P

id\_part2: 2212

cfms: B14997

vendor: Cengea Solutions Inc.

agency: Water & Soil Resources Board

evaluator: Tim Ogg

eval\_date: 6/25/2009

purpose: This project was to migrate BWSR's eLINK system from VB6 client to a asp.net browser client. It was necessary because eLINK is the primary means to receive information from LGU's about grants provided by BWSR. The old system had some limitations that we needed to overcome. Moving to asp.net environment was the best way to do this.

accomplished: Yes

contract\_date: 8/29/2008

actual\_date: 8/29/2008

contract\_cost: 78,000

actual\_cost: 78,000

cost\_effective: BWSR doesn't have internal software development. This was a reasonable cost for the services and BWSR has received benefits from the new system compared with the old system.

amended: No

terminated: No

engage: Yes

engage\_e: Contractor followed a organized process to make sure tasks and goals were completed to our satisfaction and on time and with in budget.

---

## Kelly Heffron

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Date sent: Fri, 26 Jun 2009 13:13:16 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 06/26/2009.

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project: eLINK Migration to .NET ASP

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id\_part2: 2212

cfms: B14997

vendor: Cengea Solutions Inc.

agency: Water & Soil Resources Board

evaluator: Tim Ogg

eval\_date: 6/25/2009

purpose: This project was to migrate BWSR's eLINK system from VB6 client to a asp.net browser client. It was necessary because eLINK is the primary means to receive information from LGU's about grants provided by BWSR. The old system had some limitations that we needed to overcome. Moving to asp.net environment was the best way to do this.

accomplished: Yes

contract\_date: 8/29/2008

actual\_date: 8/29/2008

contract\_cost: 78,000

actual\_cost: 78,000

cost\_effective: BWSR doesn't have internal software development. This was a reasonable cost for the services and BWSR has received benefits from the new system compared with the old system.

amended: No

terminated: No

engage: Yes

engage\_e: Contractor followed a organized process to make sure tasks and goals were completed to our satisfaction and on time and with in budget.

---

## Kelly Heffron

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Date sent: Wed, 11 Mar 2009 14:27:29 -0500 (CDT)  
To: Steve.Gustafson@state.mn.us,  
From: Steve.Gustafson@state.mn.us  
Subject: Vendor Evaluation Form

Web site information request on 03/11/2009.

---

project: eLINK export 319 data to EPA GRTS

id\_part1: R9P

id\_part2: 1864

cfms: A93730

vendor: Cengea Solutions Inc

agency: Water & Soil Resources Board

evaluator: Tim Ogg

eval\_date: 3/11/2009

purpose: Purpose of the contract was to engage Cengea in software development services in order add functionality to eLINK, an existing system, that would allow eLINK to export data appropriately to a Federal EPA reporting system called GRTS.

accomplished: No

accomplished\_e: A beta system that performed the functions was delivered.

The final product was not delivered because we told the vendor to stop.

This work was being paid for and directed by the MPCA. The MPCA was responsible for communicating the business and technical requirements of the system. The PCA relies on the EPA for the technical requirements and relies on the EPA to develop functions in GRTS to receive the data that is desired. EPA went through an upgrade to their system and changes it their system which tool longer to accomplish than orginally expected. AND the new system was missing some fucntionality that was originally expected. We stopped the project until PCA could get appropriate technical requirements from EPA. Somethat that hasn't happened yet.

contract\_date: 1/30/2007

amended\_date: 8/15/2007

actual\_date: 7/15/2007

contract\_cost: 30,000

actual\_cost: 24,748.75

cost\_effective: Functionality was being build into an existing system. The vendor is the only copmany that can customize this software.

amended: Yes

amended\_e: Contract end date was the only term ammended. MPCA was responsible to provide business and technical requirements. MPCA relied on EPA to provide thechnical requires of the GRTS system to them. The GRTS system went through a major upgrade and was delayed several times. Which lead to the delay of this contract.

terminated: No

engage: Yes

engage\_e: I was happy with their software development services

---

## Kelly Heffron

---

Date sent: **Wed, 11 Mar 2009 13:52:28 -0500 (CDT)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 03/11/2009.

---

project: eLINK migration to Web platform

id\_part1: R9P

id\_part2: 2046

cfms: B02805

vendor: Cengea Solutions Inc

agency: Water & Soil Resources Board

evaluator: Tim Ogg

eval\_date: 3/11/2009

purpose: The purpose of this contract was to update the eLINK system to operate in an ASP.NET architecture as well as address a few new/changed business requirements. The reason we entered into a contract was because the vendor is the owner of the code.

accomplished: Yes

contract\_date: 2/1/2008

actual\_date: 2/1/2008

contract\_cost: 80,000

actual\_cost: 80,000

cost\_effective: Due to licensing and software ownership, this was the only way we could create this product.

amended: No

terminated: No

engage: Yes

engage\_e: I am happy with their software development services.

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

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

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

Agency: MN Board of Water & Soil Resources		
Contractor Name: MNSCU – Mankato State University	CFMS Contract Number: A98429	
Project Name (if applicable): Tillage Transect Survey	Project Number (if applicable):	Project Duration (Dates): March 1, 2007 – April 30, 2008
Summarize the purpose of the contract, including why it was necessary to enter into a contract:  To provide services to complete a Tillage Transect Survey for all MN counties with greater than 30% of their land area utilized for agricultural crop production.		
Billable Hours (if applicable):	Total Contract Amount: \$ 128,510. <sup>00</sup>	Source of Funding: 08 100 2IRM CW3 2D00
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:  The TTS will be completed in 67 counties with the assistance of Soil and Water conservation Districts, Watershed Districts, Watershed Projects, and other interested organizations. This project will require the development and distribution of up to 70 separate subcontracts to complete the data collections. Local data will be collected by local staff via subcontract to the greatest extent possible. In counties where local staff cannot collect the required data, Water Resources center staff will complete the work as needed. Student workers and staff at the Water Resources will input, manage, and provide summary reports on all data collected.		
If this was a single source contract, explain why the agency determined there was only a single source for the services:  <i>They performed similar work previously and knew what we needed. moreover, they did satisfactory work.</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:  <i>Timeliness: satisfactory quality: : satisfactory cost: satisfactory overall: met expectations</i>		
Agency Head Signature:	Title:	Date:

(Rev. 6/03)

*Gay Lamm* 1/2/08

# 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: MN Board of Water & Soil Resources		
Contractor Name: Cengea		CFMS Contract Number: B14997
Project Name (if applicable): Software Development Services e-Link Web Browser	Project Number (if applicable):	Project Duration (Dates): Start: 5-21-08 End 8-29-08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of this contract was to engage a company with software development services in order to migrate BWSR eLINK system from a VB6 client/server environment into an ASP.NET environment in which the system was accessed via a web browser.</p> <p>BWSR does not have their own software development staff, so a contact was seen as the best way to do this.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$78,000	Source of Funding: 100-2IRM CW3 2J01
<p>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 would not be cost effective to carry our own staff for software development services. While we have a significant dollar amount which goes to software development services contracts we still don't have enough work to justify carrying our own 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>Yes this was a single source contract. Software licensing restrictions require us to use this firm to have changes made to the eLINK 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>The overall performance of this contractor was very good. We have deployed the software developed under this contract and are very pleased with the results. They project was on budget and on time.</p>		
Agency Head Signature: <i>Wm Eide</i>	Title: Admin & Tech Serv	Date: January 12, 2009

# 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 Board of Water & Soil Resources		
Contractor Name: Cengea		CFMS Contract Number: B14997
Project Name (if applicable): Software Development Services e-Link Web Browser	Project Number (if applicable):	Project Duration (Dates): Start: 5-21-08 End 8-29-08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract: The purpose of this contract was to engage a company with software development services in order to migrate BWSR eLINK system from a VB6 client/server environment into an ASP.NET environment in which the system was accessed via a web browser.</p> <p>BWSR does not have their own software development staff, so a contact was seen as the best way to do this.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$78,000	Source of Funding: 100-2IRM CW3 2J01
<p>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 would not be cost effective to carry our own staff for software development services. While we have a significant dollar amount which goes to software development services contracts we still don't have enough work to justify carrying our own 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>Yes this was a single source contract. Software licensing restrictions require us to use this firm to have changes made to the eLINK 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>The overall performance of this contractor was very good. We have deployed the software developed under this contract and are very pleased with the results. They project was on budget and on time.</p>		
Agency Head Signature: <i>Wm Esch</i>	Title: <i>Admin &amp; Tech Serv</i>	Date: <i>January 12, 2009</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: MN Board of Water & Soil Resources		
Contractor Name: University of MN Department of Soil Water & Climate		CFMS Contract Number: B09852
Project Name (if applicable):  Technical Support for State Soil Offices	Project Number (if applicable):	Project Duration (Dates):
Summarize the purpose of the contract, including why it was necessary to enter into a contract:  The SWC is to provide a secure office space for the state soils specialists, access to a photocopier, FAX machine and world-wide-web network, access to work and conference rooms as available, occasional secretarial support and mailing services and miscellaneous supplies and equipment, student interns and other short-term and temporary personnel as available and negotiated on a case-by-case basis, access to a vehicle, laboratories, job-related equipment, and University support services such as laboratory analyses and machinery repair, facilitation of contracts through the SWC or the Sponsored Projects Administration to accomplish tasks of mutual benefit, develop a forest productivity index for application with soils data		
Billable Hours (if applicable):	Total Contract Amount: \$457,500	Source of Funding: 08 100 2RB2 RB2 2D00 & 08 100 2RB1 RB1 2D90
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:  <i>Contractor and sub-contractors were familiar with the work as they developed the initial procedures. The nature of the data and software were esoteric and best interpreted by soil scientists employed by the University of Minnesota.</i>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:  <i>Some parts of the work involved complementing previous U.M. research: who better to do this project than the U.M.? The remainder of the work involved continuing previously funded work to the U.M. by the CCCMR. Who better to continue the task, and perform this work?</i>		
Evaluate the performance of the work including an appraisal of the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract:  <i>Work was done on time and in a professional manner. Our expectations were met in every deliverable.</i>		
Agency Head Signature: <i>Wm Eisele</i>	Title: <i>Admin Serv Dir</i>	Date: <i>Nov 25, 2008</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: MN Board of Water & Soil Resources		
Contractor Name: University of MN Office of Sponsored Projects	CFMS Contract Number: B04864	
Project Name (if applicable): Drainage Records Preservation and Modernization Guidelines	Project Number (if applicable):	Project Duration (Dates): 8-1-07 through 8-31-08
<p>Summarize the purpose of the contract, including why it was necessary to enter into a contract:</p> <p>The 2007 Minnesota Legislature appropriated funding to the BWSR for FY 08 to develop guidelines for drainage records preservation and modernization, as recommended by the Drainage Work Group. The general purposes for these guidelines include: consolidate the experience of drainage authorities that have developed, or are in the process of developing, modern drainage records, to enable other drainage authorities to more efficiently preserve and modernize their drainage records; enable more consistent electronic drainage records statewide, including critical drainage system data and efficient access; enable more efficient and effective administration of public drainage systems, in accordance with Minnesota Statutes, chapter 103E and other applicable requirements. The purpose of this project and interagency agreement is for the MSU-M, Water Resources Center to lead the development of the subject guidelines, in cooperation with the BWSR and in consultation with drainage authorities having experience developing modern drainage records and the Drainage Work Group.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$58,000	Source of Funding: 08 100 2DA1 DA1
<p>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 2007 Minnesota Legislature appropriated funding to the BWSR for FY 08 to develop guidelines for drainage records preservation and modernization, as recommended by the Drainage Work Group.</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 focus of the project was to develop Drainage Records Modernization Guidelines, based on the collective experience of Minnesota Statutes Chapter 103E drainage authorities that had previously conducted drainage records modernization. The Minnesota State University, Mankato, Water Resources Center (MSU-M WRC) had developed unique knowledge of and relationship with these drainage authorities through a questionnaire, coordination and other work on the Public Drainage Ditch Buffer Study, February 2006. The MSU-M WRC also had a staff person highly qualified via previous work with several drainage authorities to modernize drainage records. Note that the actual cost of the project was less than \$50,000.</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 – Satisfactory            Quality – Good            Cost – Very Good            Overall Performance – Good</p>		
Agency Head Signature: <i>Wm Eisb Admin Serv Director</i>	Title:	Date: 11-24-08

# 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: MN Board of Water & Soil Resources		
Contractor Name: Smith Partners PLLP	CFMS Contract Number: A95903	
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:  <p>The contractor is to complete phase 2 and phase 3 of the work order. Phase 2 work order entails setting up an advisory committee, attending bimonthly meetings, establishing meeting agenda, facilitating meeting discussion and compiling and reporting meeting results for information onto SSC website. Investigate legal barriers and/or obstacles to framework components and element alternatives. Evaluate liability exposure to MS4s and other entities that may implement Minimum Control Measures and/or other permit compliance issues. Prepare detailed framework evaluation narrowing implementation options for pilot areas. Conduct detailed cost analysis for permit agency and permittee. Phase 3 work order entails Framework Implementation. Determine Pilot Area selection criteria and select two pilot areas. Review municipal and WMO plans in the two pilot areas with respect to outputs of phase one and two. Review WMO and local government NPDES MS4 permits in two pilot areas with respect to outputs of phases one and two. Prepare watershed management plan and local water plan statute and rule amendments or recommended amendment approach outline. Prepare MS4 general permit amendments or recommended amendment approach outline. Prepare and present draft report to Advisory Committee, WMOs and local governments. Issue final report and pdf CD to the project participants.</p>		
Billable Hours (if applicable):	Total Contract Amount: \$124,863	Source of Funding: 08 Fund:200 Org 2LAW Appr: COE ObjCode: 2D90
Explain why this amount was a cost effective way for the agency to provide its services or products better or more efficiently:  <p><i>This was a short-term project requiring many hours of work. Having state staff would not be efficient. In addition, detailed technical &amp; legal expertise was needed within a very narrow field.</i></p>		
If this was a single source contract, explain why the agency determined there was only a single source for the services:  <p style="text-align: center;"><i>NA</i></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><i>Contractor accommodated some time schedule slippage due to desire of state agencies to slow the process for more opportunities for stakeholder involvement. High quality work, well communicated, &amp; full completion of the scope allow me to recommend future use again.</i></p>		

Agency Head Signature:

*Steve Woods*

Title:

*Asst Director*

Date:

*6-11-08*

(Rev. 6/03)

Workers Comp  
Court of Appeals

## Kelly Heffron

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Date sent: **Mon, 10 Aug 2009 11:31:46 -0500 (CDT)**  
To: **Steve.Gustafson@state.mn.us,**  
From: **Steve.Gustafson@state.mn.us**  
Subject: **Vendor Evaluation Form**

Web site information request on 08/10/2009.

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project: Replacement or Revision of MS Access Case Database

id\_part1: B41

id\_part2: 2351

cfms: B26553

vendor: BPro, Inc.

agency: Workers Comp Court of Appeals

evaluator: Lise Schmidt

eval\_date: 08/10/2009

purpose: The purpose of the project was to revise or replace the court's 9-year old, never fully completed MS Access database. The goals were to eliminate paper record-keeping, improve functionality and efficiency, reduce redundancy, and improve the accuracy, availability, and usefulness of the court's case-related data. The court has no IT staff so it was necessary to enter into a contract with a vendor with MS Access database skills.

accomplished: Yes

contract\_date: 06/30/2009

actual\_date: 06/30/2009

contract\_cost: \$35,000.00

actual\_cost: \$34,990.00

cost\_effective: The MS Access database is the court's system for tracking and recording our cases. The database records the procedures and core functions of the court. In our opinion, \$35,000 for a replacement database was a very reasonable cost.

amended: No

terminated: No

engage: Yes

engage\_e: The vendor was very professional, and was able, in a very short turn-around time, to understand the court's needs and provide a functional database. The representative of the vendor worked effectively with non-IT staff.

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