

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

April 20, 2010

**CHANGE NOTICE NO. 17
 TO
 CONTRACT NO. 071B1001472
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR		TELEPHONE Mark Epolito (517) 336-2511
Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910		VENDOR NUMBER/MAIL CODE
mepolito@agatesoftware.com		BUYER/CA (517) 241-3215 Steve Motz
Contract Compliance Inspector: Ann Lindberg Software Consultant—Department of Education		
CONTRACT PERIOD: From: April 9, 2001 To: March 31, 2011		
TERMS	N/A	SHIPMENT N/A
F.O.B.	N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A		

NATURE OF CHANGE (S):

Effective immediately, this contract is amended to include software and services to upgrade from the current base platform to a .Net/SQL 2005/2008 IntelliGrants Web-based Grant Management System (IntelliGrants). This change notice incorporates the details provided within, and does not modify any other terms, conditions, pricing and specifications.

AUTHORITY/REASON:

Per MDIT/MDE and vendor agreement and DMB/Purchasing Operations approval.

TOTAL ESTIMATED CONTRACT VALUE: \$8,506,564.00

March 26, 2010

Steve Motz, Buyer
State of Michigan
DMB-Purchasing Operations
Second Floor, Mason Building
P.O. Box 30026
Lansing, MI 48909

Dear Steve,

The information contained in this letter is intended to be used in the development of a contract change notice (CCN) to 071B1001472. The intent of the CCN is to include software and services needed to upgrade from the current base platform to a .Net/SQL 2005 or 2008 (based on State preference) web-based grant management solution (IntelliGrants 09 aka IG09). IG09 is a commercial off the shelf (COTS) solution currently in use by 18 states and 41 individual agencies throughout the country.

Assumptions:

- This change notice incorporates the details provided within, and does not modify any other terms, conditions, pricing and specifications.
- The upgrade will begin on the date this change notice is issued.
- The contract hourly rate will be changed from \$100 to \$95 per hour for a period of 12 months beginning the date this change notice is issued.
- The following work will be completed within the remaining contract period (by 3/2011):
 - o The base platform will be upgraded to .Net / SQL 2005 or 2008 (based on State preference), with a subset of the grants transitioned to the new platform; continued maintenance of existing system will be provided according to existing contract terms.
- The IntelliGrants License will be executed before the conversion process begins.

Summary of IG09 License:

- List price of \$175,000 waived.
- Issued at the enterprise level to the State of Michigan (MDE, DELEG, MSP, DCH and other State agency who utilizes MEGS at time of upgrade or in the future).
- License is also valid for the CMS and CNAP systems.
- Any State Agency can use the license granted to MDE at no additional license fee.
- The IntelliGrants License will be permanent (perpetual, irrevocable) while the terms and conditions of the license are upheld by the State of Michigan.
- The License will cover all environments including Production, QA and Test.
- State of Michigan will have access to the tools necessary to make system configuration changes; the source code will go into escrow to protect the State in the event of Agate

- bankruptcy, and a shared development platform will be available to the State for configuration changes.
- The State maintains ownership of its data. In the event the contract relationship was to end, the State data is housed on a State server, which will allow the State to move forward with a new alternative. Agate will provide a reasonable price to the State for data conversion to the new system if this becomes necessary.
 - If the State moves to an alternate product in the future, the State will be expected to relinquish its copy of the application, as the IntelliGrants product was developed and is owned by Agate.

We appreciate this opportunity to offer the State of Michigan a cost savings and the most robust grant management solution in the marketplace; IG09.

Please contact me if you have any questions.

Regards,

Mark Epolito
517-336-2511
mepolito@agatesoftware.com

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

June 9, 2008

**CHANGE NOTICE NO. 16
 TO
 CONTRACT NO. 071B1001472
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Agate Software 2214 University Park Drive Suite 102 Okemos, MI 48864 <p style="text-align: right;">mepolito@agatesoftware.com</p>		TELEPHONE Mark Epolito (517) 336-2511
		VENDOR NUMBER/MAIL CODE
		BUYER/CA (517) 241-3215 Steve Motz
Contract Compliance Inspector: Ann Lindberg <p style="text-align: center;">Software Consultant—Department of Education</p>		
CONTRACT PERIOD:		From: April 9, 2001 To: March 31, 2011
TERMS	N/A	SHIPMENT
		N/A
F.O.B.	N/A	SHIPPED FROM
		N/A
MINIMUM DELIVERY REQUIREMENTS		
N/A		

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby **EXTENDED** for three (3) years to March 31, 2011. Also, this contract is **INCREASED** by \$3,000,000.00. Agate will conduct a future needs assessment as described within this change notice. All other terms, conditions, pricing and specifications remain unchanged.

AUTHORITY/REASON:

Per Administrative Board Approval on 3/4/2007, agency and vendor agreement and DMB/Purchasing Operations approval.

INCREASE: \$3,000,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$8,506,564.00

Future Needs Assessment

Agate will participate with MDE and MDIT in an assessment of MDE's current business and system needs. The purpose of the assessment is to recommend the most effective and efficient future grant systems solutions that are compatible with the existing IT infrastructure and development environment supporting MDE. The assessment will include the following:

- Requirements gathering effort
- Gap analysis
- Development Environment/Platform analysis and recommendations
- Infrastructure analysis/recommendations
- Staffing analysis/recommendations
- Alternatives analysis
- Risk Analysis
- Cost estimation

Agate will participate in these efforts in an advisory capacity as needed for the areas of technology and process solutions. A mutually agreeable level of participation will be determined between MDE/MDIT and Agate as needed.

01-18-08

Ann Lindberg
DIT Agency Services
Cadillac Place, Suite # 9-350
3032 W. Grand Boulevard
Detroit, MI 48202

To whom it may concern,

Please let this letter serve as a signed vendor acceptance letter on behalf of Agate Software, Inc in regards to the three (3) year extension of Agate's current contract (BPO #071B1001472) with the Michigan Department of Education (MDE).

Agate agrees to the following:

- Extending BPO #071B1001472 for three years beginning on the start date of the extension
- Honoring the current hourly rate of \$100.00 per hour for the duration of the extension
- Honoring the terms and conditions of BPO #071B1001472

Regards,

A handwritten signature in black ink, appearing to read "Mark Epolito".

Mark Epolito



**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

March 30, 2007

**CHANGE NOTICE NO. 15
 TO
 CONTRACT NO. 071B1001472
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910 mepolito@agatesoftware.com	TELEPHONE Mark Epolito (517) 336-2511
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-3215 Steve Motz
Contract Compliance Inspector: Ann Lindberg Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: March 31, 2008	
TERMS <p align="center">N/A</p>	SHIPMENT <p align="center">N/A</p>
F.O.B. <p align="center">N/A</p>	SHIPPED FROM <p align="center">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p align="center">N/A</p>	

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby **EXTENDED** for one (1) year. The new end date is **March 31, 2008**. Also, this contract is **INCREASED** by **\$1,000,000.00**. Please note that the buyer has been changed to **Steve Motz**. All other terms, conditions, pricing and specifications remain unchanged.

AUTHORITY/REASON:

Per Administrative Board Approval on 3/20/2007, agency and vendor agreement and DMB/Purchasing Operations approval.

INCREASE: \$1,000,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$5,506,564.00

03-26-07

Ann Lindberg
Cc: Steve Motz
DIT Agency Services
Cadillac Place, Suite # 9-350
3032 W. Grand Boulevard
Detroit, MI 48202

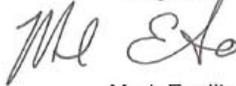
To whom it may concern,

Please let this letter serve as a signed vendor acceptance letter on behalf of Agate Software, inc in regards to the 12-month extension of Agate's current contract (BPO #071B1001472).

Agate agrees to the following:

- Extending BPO #071B1001472 from April 1,2007 thru March 31, 2008
- The ceiling for the extension set at \$1,500,000.00
- Honoring the current hourly rate of \$100.00 per hour for the duration of the extension
- Honoring the terms and conditions of BPO #071B1001472

Regards,

A handwritten signature in black ink, appearing to read "Mark Epolito".

Mark Epolito



**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

September 26, 2006

**CHANGE NOTICE NO. 14
 TO
 CONTRACT NO. 071B1001472
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR		TELEPHONE Tim Pearl (517) 336-2500
Agate Software		VENDOR NUMBER/MAIL CODE
2727 Alliance Drive, Suite 1 Lansing, MI 48910		BUYER/CA (517) 241- 0239
lrobinson@agatesoftware.com		Jacque Kuch
Contract Compliance Inspector: Ken Cool Software Consultant—Department of Education		
CONTRACT PERIOD: From: April 9, 2001 To: March 31, 2007		
TERMS	N/A	SHIPMENT N/A
F.O.B.	N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A		

NATURE OF CHANGE (S):

**Effective immediately, this contract is hereby EXTENDED for six (6) months.
 The new end date is March 31, 2007.
 Also, this contract is INCREASED by \$450,000.00.**

AUTHORITY/REASON:

Per agency and vendor agreement and DMB/Purchasing Operations approval.

INCREASE: \$450,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$4,506,564.00

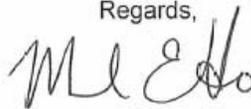
Ann Lindberg
DIT Agency Services
Cadillac Place, Suite #9-350
3032 W. Grand Boulevard
Detroit, MI 48202

10-18-06

To Whom It May Concern,

Please let this letter serve as a signed vendor acceptance letter on behalf of Agate Software, Inc. in regards to the 6-month extension (thru March 2007) on BPO #071B1001472, which expires on 9/30/2006. Agate agrees to the extension and that the current resources are available, and that Agate will continue to honor the Terms & Conditions of the current contract as well as the current hourly rate (\$100).

Regards,



Mark Epolito



STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

August 22, 2005

CHANGE NOTICE NO. 13
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910 irobinson@agatesoftware.com	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-0239 Jacque Kuch
Contract Compliance Inspector: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2006	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby **EXTENDED** for one (1) year. The new end date is September 30, 2006. Also, this contract is **INCREASED** by \$753,000.00.

Please note: The buyer has been changed to Jacque Kuch.

AUTHORITY/REASON:

Per agency and vendor agreement and DMB/ACQUISITION SERVICES approval.

INCREASE: \$753,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$4,056,564.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

September 15, 2004

CHANGE NOTICE NO. 12
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910 lrobinson@agatesoftware.com	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-8622 Melissa Castro
Contract Compliance Inspector: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2005	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby **EXTENDED** for one (1) year. The new end date is September 30, 2005. Also, this contract is **INCREASED** by \$449,600.00.

AUTHORITY/REASON:

Per agency and vendor agreement and DMB/ACQUISITION SERVICES approval.

INCREASE: \$449,600.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$3,303,564.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

July 8, 2004

CHANGE NOTICE NO. 11
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910 lrobinson@agatesoftware.com	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-8622 Melissa Castro
Contract Compliance Inspector: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2004	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

This contract is hereby **INCREASED** by \$35,000.00 to fund the following projects:

1. Freedom to Learn second grants cycle, \$9,900.00
2. Program the Charter School Dissemination Grant and Analysis and to simplify the "roll-over" process, \$10,100.00.
3. Math Science grant, \$15,000.00.

All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per agency and vendor agreement and DMB/ACQUISITION SERVICES approval.

INCREASE: \$35,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$2,853,964.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

April 7, 2004

CHANGE NOTICE NO. 10
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910 lrobinson@agatesoftware.com	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2004	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately this contract is hereby **INCREASED** by \$5,000.00. This increase is to provide funding for programming improvements in the Federal Early On grant.

AUTHORITY/REASON:

Per vendor request (Robert Vandenhoute) on 3/17/04 and agency agreement (Melonie Ashley) on 3/23/04.

INCREASE: \$5,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$2,818,964.00

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

October 9, 2003

CHANGE NOTICE NO. 9
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910 lrobinson@agatesoftware.com	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2004	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately, this contract has been **EXTENDED** for one year. The new contract ending date is **September 30, 2004**. Also, this contract has been **INCREASED** by **\$387,090.00**.

All other terms, conditions, and specifications remain unchanged.

See attachment for work statement.

AUTHORITY/REASON:

Per vendor and agency agreement, and **DMB/ACQUISITION SERVICES** approval.

INCREASE: \$387,090.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$2,813,964.00

MEGS (Michigan Educational Grants System): Phase IV

With the successful completion of the MEGS Phase III nearing, planning for the implementation of MEGS Phase IV is critical to ensure a fluid transition to the next phase of this project. The next phase of this project involves increasing the number of grants that are included within MEGS (including grant programs outside the Michigan Department of Education), allowing for the acquisition of technology plans, building additional CNAP applications, incorporating identified system enhancements and new initiatives into MEGS and CNAP, and providing maintenance needed for the system. This document outlines the tasks that pertain to each of these components and provides a brief analysis of the time, effort, and costs that will be involved in completing them.

Agate Software, inc. agrees, at the State's option, that specific grant applications contained in this proposal, may be undertaken by State of Michigan (DIT) staff, subject to the following provision. The Michigan Department of Education needs to also agree to both the timing and cost of the specific grant applications proposed for assumption by DIT.

Overview of Component 1: Increasing the Number of Grants in MEGS

Some of the goals of MEGS are to provide the means for grants to store their data in one location, increase application uniformity throughout the grants process, and decrease the efforts involved in administering the grants process. With this in mind, the MEGS team is striving to include all grants that will benefit from an automated process. The grants that will be included within this next phase are addressed below.

Proposed Work for MEGS Phase IV

Summary Table – FY 2004			
Project Title	Amount	Hours	Source of Funding
1. Program Reading First Grant	\$19,800.00	198	Federal Reading First Grant Administrative Funds
2. Program Reading First K-12 Teacher Training Grants	\$11,200.00	112	Federal Reading First Grant
3. Federal Consolidated Performance Report	\$4,800.00	48	Field Services Federal Funding
4. Section 31a Annual Report	\$16,400.00	164	Field Services Federal Funding
5. Title 1 School Improvement Plans	\$8,000.00	80	Field Services Federal Funding
6. Reconciliation of October 200x Free Breakfast, Lunch and Milk Pupils	\$12,400.00	124	Must be allocated over all Non-CNAP Grants That Use Allocations
7. Refugee Children School Impact Grant	\$19,900.00	199	Field Services Federal Funding
8. Charter School Dissemination Grant	\$0.00	0	Charter School Federal Grant Funding – DIT will do

9. Enhancement to Search Individual Grants Data Within Consolidated Application	\$600.00	6	Field Services Federal Funding
10. Early On Reports	\$0.00	0	Early On Federal Administrative Funding – DIT will do
11. Simplify Annual “Roll Over” process	\$0.00	0	Must be allocated over all Non – CNAP Grants – DIT will do
12. Possible IDEA Reauthorization	\$12,000.00	120	Federal IDEA Administrative Funding
13. Career Development Enhancements	\$13,600.00	136	Michigan Department of Career Development
14. E-Rate Data Accessibility	\$10,000.00	100	Federal Technology Grant – Administrative Funds
15. Consultant Functionality	\$11,500.00	115	Must be allocated over all Non – CNAP Grants
16. Program Revisions to the Michigan School Readiness Application	\$4,000.00	40	State General Fund / General Purpose Funding
17. Develop a Solution and Program Collection of the DS-4044 Final Expenditure Report	\$29,100.00	291	Must be allocated over all Non – CNAP Grants
18. Federal Improving Teacher Quality Grant	\$20,200.00	202	MEGS Grant
19. System Maintenance – MEGS	\$90,000.00	900	Must be allocated Over all Non-CNAP grants
20. Special Education Agate Help Desk	\$15,000.00		Federal IDEA Administrative Funding
Subtotal – MEGS (before 10% discount)	\$298,500.00	2835	

21. CNAP Enhancements	\$81,600.00	816	Federal USDA Administrative Allowance
22. Federal Child Nutrition Summer Camps Feeding Grant	\$20,000.00	200	CNAP Grant
23. System Maintenance - CNAP	\$30,000.00	300	Federal USDA Administrative Allowance
Subtotal – CNAP (before 10% discount)	\$131,600.00	1316	
24. DIT Developer Training	\$0.00	0	DIT
Discount Rate		10%	
Discount	\$43,010		
Total	\$387,090	4151	

Table 1: Proposed Grants for MEGS Phase IV

Costs Associated with Developing Online Applications

- Development-related project management.
- Designing/analyses of online grant program.
- Creating application and report forms to collect the required information for the grant program.
- Creating business logic to enforce the grant’s rules.
- Building enhancements to cover unique complexities required by the grant.
- Testing the grant application and its interaction with MEGS.
- Holding one applicant focus group or conducting an extensive review with grant program consultants.
- Generating a printable version (PDF) of the grant application.
- Generating a printable version (PDF) of the consultant checklist.
- Generating a printable version (PDF) of the report.

1. Program Reading First Grant

- 1 budget section x 20 hours = 20 Hours
- 8 unique forms x 16 hours per form (modifications from existing forms) = 128 Hours
- 2 hours for certifications and assurances
- 6 hours to develop consultant checklist and checklist PDFs
- 10 hours to develop the application PDFs
- 32 hours of testing
- Total Hours 198
- \$19,800
- Original Quote included 4 narrative pages at 8 hours per form. After looking at the grant in paper, these pages cannot be done in that time. The quote above reflects these changes.

2. Program Reading First K-12 Teacher Training Grants

- 1 budget section (carryover) x 25 hours = 25 Hours
- 8 unique forms x 8 hours per form (modifications from existing forms) = 64 Hours
- 6 hours to develop consultant checklist and checklist PDFs
- 10 hours to develop the application PDFs
- 32 hours of testing
- Total Hours 112
- \$11,200
- Original Quote included 4 narrative pages at half price from the above grant because of the similarities. The updated quote reflects the changes after looking at the paper grant application.

3. Federal Consolidated Performance Report

- 28 hours to develop this report for Consolidated Application
- 10 hours to develop the report PDFs
- 10 hours of testing
- Total Hours 48
- \$4,800

4. Section 31a Annual Report

- 5 unique forms x 24 hours per form = 120 Hours
- 12 hours to develop the PDFs
- 32 hours of testing
- Total Hours 164
- \$16,400

5. Title 1 School Improvement Plans

- 1 budget summary district level (with rollover) x 10 hours = 10 Hours
- budget detail for each school (with rollover) 10 hours
- 1 unique page x 24 hours = 24 Hours
- 36 hours of testing
- Total Hours 80
- \$8,000

6. Reconciliation of October 200x Free Breakfast, Lunch and Milk Pupils

- Addition of 1 new custom page for all Agencies x 48 Hours
- Logic to be required once for each Agency x 48 Hours
- 28 hours of testing
- Total Hours 124

7. Refugee Children School Impact Grant

- 1 budget page x 20 hours = 20 Hours
- 3 unique forms x 24 hours = 72 Hours
- 4 unique report forms x 12 hours = 48 Hours
- 10 hours to develop the report PDFs
- 10 hours to develop the application PDFs

- 39 hours of testing
- Total Hours 199
- \$19,900

8. Charter School Dissemination Grant

- 1 budget page x 20 hours = 20 Hours
- 6 unique forms x 4 hours (modifications from existing forms) = 24 Hours
- 6 unique report forms x 2 hours = 12 Hours
- 12 hours of testing
- Total Hours 72
- \$7,200

9. Enhancement to Search Individual Grants Data within Consolidated Application

- 6 hours for search of individual grant program within Consolidated Application
- Total Hours 6
- \$600

10. Early on Reports

- 2-8 hours per Early On report depending on degree of difficulty = 50 Hours
- Total Hours 50
- \$5,000

11. Simplify Annual “Roll Over” process

- Simplify “Roll Over” and “Start” process for new fiscal years for grants in MEGS = 40 Hours
- Total Hours 40
- \$4,000

12. Possible IDEA Reauthorization

- May, or may not, require major changes in the grant application for Special Education = 120 Hours
- Total Hours 120
- \$12,000

13. Career Development Enhancements

- General “yes or no” activity approved button at top of checklist = 10 Hours
- General application activities matrix showing each activity with comments = 24 Hours
- Mechanism to identify changes on revisions = 16 Hours
- Ability for applicants to respond to action plan checklist = 8 Hours
- Utility to check all participating agencies for participation in one activity = 16 Hours
- Develop linkage to crosswalk of approval items = 16 Hours
- Add e-mail additional recipients = 2 Hours
- Field on budget detail to link activity number = 8 Hours
- 36 Testing Hours
- Total Hours 136
- \$13,600

14. E-Rate Data Accessibility

- Interface for consultants to access an agencies e-rate information = 90 Hours
- 10 Testing Hours
- Total Hours 100
- \$10,000

15. Consultant Functionality

- Funding Source Category, re-organize and allow grant parameters to be maintained by the consultants. They must also maintain this information by fiscal year = 25 Hours
- Assigning Peer Reviewers, update this functionality based upon the process used on Homeless and Comprehensive School Reform grants, streamline process as well = 20 Hours
- Adding Agencies and Agency Affiliations, adding agencies that are not in the MDE Recipient Master and allowing them to maintain the relationship with their fiscal agent = 10 Hours
- Report Parameters page, report pages need parameters that can be set and maintained by MDE = 12 Hours
- Consultant Focus Groups, additional items will be identified in August of 2003 = 12 Hours (estimate)
- 36 Testing Hours
- Total Hours 115
- \$11,500

16. Program Revisions to the Michigan School Readiness Application

- Eliminate Project Abstract page = 8 Hours
- Change Project Plan Q&A to “yes” checkbox in help section = 8 Hours
- Reorganize information collected in order to model classroom capacity. Requires some compilation of information spread though the application onto an individual page = 8 Hours
- Change Help Section such that it links to the resource document = 8 Hours
- 8 Testing Hours
- Total Hours 40
- \$4,000

17. Develop a Solution and Program Collection of the DS-4044 Final Expenditure Report

- Develop screens to add actual expenditures using the MEGS budget summary as a source and model = 32 Hours
- Perform a 10% variance check and create notifications to submit an amendment if this variance is greater than 10% = 30 Hours
- Develop some warning flags for MDE if this happens = 33 Hours
- Determine 4044 business rules and client side verification = 32 Hours
- Interface reported data to GCMRS, must have proper format and proper error checking = 32 Hours
- Review all possibilities when sending data = 32 Hours
- Enforce all business rules = 32 Hours
- Provide written confirmation and e-mail confirmation = 32 Hours
- 36 Testing Hours
- Total Hours 291
- \$29,100

18. Federal Improving Teacher Quality Grant

- 5 Unique pages x 24 Hours = 120 Hours
- 2 Budgets x 20 Hours = 40 Hours
- 2 Hours for certification and assurances
- 40 Testing Hours
- Total Hours 202
- \$20,200

19. Special Education Agate Help Desk

- Continuation of Agate Help Desk for Special Education grant programs. This includes 1-800-number with Agate Software personal during normal working hours of 8am – 5pm. A flat fee of \$17 per call x 882 calls over the length of the contract.
- \$15,000

20. MEGS – System Maintenance

- Agate will be available to troubleshoot and fix routine day-to-day problems that arise within the MEGS system = 900 Hours
- Total Hours 900
- \$90,000

21. CNAP Enhancements (These items are listed by priority)

- Changing level 2 security role to allow initiating and amending applications = 24 Hours
- Changing applicant main menu so they can see their previous 4 years application but only be able to amend the previous 2 = 80 Hours
- Smart JavaScript on pages so user will not navigate away from unsaved pages, this includes checking recognizing security level to determine when to show = 32 Hours
- Automating New Forms and Altering Functionality of Existing Forms that are added to CNAP
 - this is a pool of time that OSSS is to use for the following items:
 - Addition of new forms to existing grants, including form in excess of the quote for 10 pages for Summer Camps Feeding grant
 - Altering error checking on existing forms, this includes new error messages for the new error checking
 - Addition of new fields and the error checking for those fields to existing forms
 - Addition of JavaScript to forms to help with instant error checking for users, this does not include the smart JavaScript item above
 - Addition of extra fields to new forms that are needed due to alteration of requirements
 - Alteration of Administration pages (addition and or removal of fields)
 - 100 Allocated Hours
- Cosmetic improvements to CNAP to help applicants and consultants better use the system
 - This is a pool of time that OSSS is to use for the following items:
 - Reworking pages to change the flow, this includes all error checking that goes with the change
 - Changing the location of action buttons on pages
 - Changing error messages on pages
 - Changing administration pages (look and feel)

- Removing double checkboxes on all program forms in the applications (this includes changes in error checking, page layout, and anything else affected by these changes)
 - 200 Allocated Hours
 - Special Certifier Email
 - Program a very individualized email to be sent to Jacki (certifier) whenever a sponsor adds a site to their application. This email will include the following information:
 - Sponsor / Agency name
 - Sponsor Agreement Number
 - Site Name
 - Site License
 - Site Effective Date
 - Homeless and/or At-Risk programs
 - All Homeless and/or At-Risk shifts
 - Capacity for Regular, Homeless, and At-Risk
 - Program
 - 80 Hours
 - Database streamlining and revamp
 - This is a pool of time that OSSS is to use for the following items:
 - Reworking of tables to reduce database bloat, and speed up all joins associated with a given table
 - Breaking up tblApplicationConsortiumContact to reduce table size, this includes all Active Server Pages and Stored Procedures that are associated with each table change.
 - This includes the creation of tables that would be used to store data that is broken out of tblApplicationConsortiumContact
 - Reducing the amount of data that isn't being utilized from being stored in CNAP
 - Removing the county field from each contact
 - Removing the recipient code from each agency
 - Etc.
 - Reworking all Stored Procedures and Active Server Pages that is affected by any of these database change
 - Removing Stored Procedures that become useless because of database changes
 - 200 Allocated Hours
 - Speed Enhancement of the application in addition to database changes
 - This is a pool of time that OSSS is to use for the following items:
 - Improving Active Server Pages on the systems most heavily hit pages
 - Applicant_MainMenu.asp
 - Application_MainMenu.asp
 - Etc.
 - Improving database information retrieval in the system
 - Removing multiple Stored Procedure calls from Active Server Pages
 - Consolidating Stored Procedures into one per page (when possible)
 - Etc.
 - 100 Allocated Hours
 - Total Hours 816
 - \$81,600

22. Federal Child Nutrition Summer Camps Feeding Grant

- 10 Unique pages x 12 Hours = 120 Hours
- 40 Site and Sponsor Page Changes Hours
- 40 Testing Hours
- Total Hours 200
- \$20,000

23. CNAP – System Maintenance

- Agate will be available to troubleshoot and fix routine day-to-day problems that arise within the CNAP system = 300 Hours
- Total Hours 300
- \$30,000

24. DIT Developer Training

- Train a DIT personal for the day to day troubleshooting and routine fixes that arise in the CNAP and MEGS systems = 640 Hours
- Total Hours 640
- \$64,000

Problem Statement. Phase IV of the Michigan Electronic Grants System (MEGS) project, commencing October 1, 2003 needs to accomplish the following:

New Development

1. Program the Federal Reading First grant into MEGS. The MDE Office of School Excellence administers this grant. Development will include just the budget, assurances, and limited data. However, the budget will need to be entered by building. This includes One-click generation of cover page, certifications and assurances, budget summary, budget detail, and limited data pages.
2. Program Federal Reading First statewide teacher training grant for teachers of K-3 pupils into MEGS. MDE is currently rolling this funding out through the Regional Literacy Training Centers (RLTC). It would be more efficient to have the RLTC grants entered into MEGS. Under the present procedure, a contract has been established through DMB and each of the eight centers is required to submit invoices with receipts to MDE for approval before they can access the grant dollars. This is inefficient and wasteful of staff resources.
3. Program the Federal Consolidated Performance Report into MEGS. This report is required for grants administered by the MDE Office of Field Services. Field Services is still waiting for the U.S. Department of Education to determine the contents of the report for 2002-03. Then it will be a matter of sorting out what can be collected through the Single Record Student Database and what needs to be collected through MEGS. Requirement includes ability to print final copy in PDF format.
4. Develop Section 31a Program Report - Program into MEGS the annual report due July 15 from all school districts/PSAs that receive funds for at-risk pupils under Section 31a of the State School Aid Act. Districts and PSAs report each type of instructional service and pupil support service funded by Section 31a, grade span of services, number of pupils served, number of pupils eligible for free or reduced price lunch, and amount of Section 31a funds spent for each type of service. Statewide summary is compiled and used by Family Independence Agency to calculate amount of Section 31a funds that can be used to meet state maintenance of effort requirements for federal TANF (Temporary Assistance to Needy Families) funds. This requirement includes One-click PDF generation.
5. Program the application for Federal Title I School Improvement Funds - Annual application submitted by districts/PSAs with identified low-performing schools. Includes district budget summary, budget detail for each school, and school improvement plan for each school. Development in MEGS was scheduled for 2002-03, but is on hold until MDE develops coordinated plan of assistance to identified schools.
6. Develop an on-line solution to disaggregate October 200X Counts of Membership Pupils Eligible for Free and Reduced Breakfast, Lunch or Milk - Annual report due in mid March from all school districts/PSAs. Lists October free eligible count by school (data from MDE School Support Services). Districts/PSAs report adjustments needed

to delete preschool, adult education and non-membership pupils. Districts/PSAs also report grade 1-5 eligibles. MDE uses counts to allocate Section 31a and MSRP funds, as well as Title I funds to PSAs.

7. Program the Federal Refugee Children School Impact Grant - Annual application submitted by eligible districts/PSAs. Identifies services to be provided with grant funds, planned allocation for each general category of service, estimated number of participants, coordination activities and liaisons, and budget for use of grant funds. Requires semiannual reports on grant activities.
8. Program the Charter School Dissemination Grant - Program the federal Competitive grant application process into MEGS. This is for applications submitted by successful Public School Academies to allow them to assist other schools in adopting similar programs or to disseminate information about their programs. Includes basic information about the PSA, proposal narrative, and budget. This grant requires quarterly narrative performance reports. \$
9. Add functionality to MEGS to do a search for allocations by individual grant programs within the Consolidated Application. Presently, a request for "Just Title I" is not possible, (returns all grants within the Consolidated Application). \$
10. Develop several formatted reports for the Office of Special Education and Early Intervention Services. Early On grant staff need the reports to better do their job of administering Early On.\$
11. Additional development is needed to make it possible for existing MDE staff to "roll over" and "start" a new year grant cycle for each of the 35 grants listed above. What this means is making the process simple enough so that an IT professional is not needed begin a new grant cycle for any existing grant that has been developed in MEGS. An example is rolling for the fiscal year 2004 grants into and starting the fiscal year 2005 grant application cycle. \$
12. Provide for federal Special Education IDEA reauthorization. This may, or may not mean major changes in the grants application and data collection screens. There is a need for funding to do the programming, if necessary. Funds will not be expended if re-authorization does not become an issue. \$
13. Provide funding for the United States Department of Agriculture, Child Nutrition Applications Program (CNAP) Enhancements - The funding is requested to be made available on an "as needed" basis. The rationale for this request is that MDE staff and local agency users will identify more efficient screens and methods as they use the CNAP system in a production environment. This request is intended to authorize a block of hours to be justified by explicit written approval from project management staff. Only hours used will be charged to the contract. \$
14. Enhancements to the Office of Career and Technical Preparation Federal grant application for 2003-2004; a) Would like a general "yes or no" activity approved button at top of the checklist. Need to be able to use it even if the individual criteria on checklist have not been indicated as yes or no; b) Need a general application activities matrix showing each activity with comments so the consultant would not have to go back to each activity checklist to review comments. This could be used in conjunction with individual activity checklist; c)

Mechanism to identify changes on revisions (before approval) such as bold, italics, etc.; d) Ability for applicant to respond back on action plan checklist anywhere we have made a comment; e) Utility to check if all participating agencies of each initiative are participating in at least one activity; f) Develop a linkage to crosswalk of approvable items; g) Add e-mail recipients. E-mails now only go to Level 4 and CI coordinator? Need others at region-state team leader cc'ed.; h) Field on budget detail to link to activity number. \$

15. E-rate information - There is a need for MDE consultants to have easy access to e-rate data for school districts and Public School Academies for which they are reviewing competitive grants. An example is the competitive Michigan Wireless Learning federal grants administered by MVU. The state reviewer should know whether the agency has or has not filed for e-rate funding. \$.
16. Enhancement to Consultant Functionality. Through the development of MEGS, the Consultant Functionality has been operational, but the original design needs to be updated to make the Consultant Administration Screens easier and more intuitive to use. The basic concept for the improvement to the administrative sections is to enhance MDE/State of Michigan employees. The following enhancements are needed:
 - a. Funding Source Categories. This section needs to be revamped/re-organized to allow consultants to set all the parameters that are used in Grant Award Notifications, Grant Award Notifications, and in filling out all administrative data in the individual grant applications. This information is currently on one page. The pages need to be reformatted to allow for easier usage by MDE staff. Data requirements that stay the same year to year needs to be maintained separately from the sections that change from year to year. This section must also be able to account for Re-Authorization of any specific grant, allowing previous versions of the grants stored in MEGS to maintain their original requirements; while at the same time having all new grants reflect the updated information.
 - b. Assigning Peer Reviewers. Review and update the Peer Review process based on Homeless and Comprehensive School Reform use in MEGS. Assignment and Review of the teams must be streamlined to allow admin personnel better view of the assigned reviewers for each application.
 - c. Adding Agencies and Agency Affiliations. Requirements for MEGS include adding agencies from time to time that do not receive funds, so they are not included in the MDE Recipient Master, but do maintain a relationship with the fiscal agent of an applications. Examples are community based organizations, career and technical centers not in the School Code Master, and other agencies. These organizations must be properly added into MEGS. Some of the less main stream grant applications have relationships with organizations that are not in MEGS.
 - d. Report Parameters page. The reporting functionality needs to have parameters that can be set and updated by the State of Michigan personnel. Report due dates, availability dates, and end dates, for example must be configurable by SOM users.
 - e. Consultant Focus Groups. Consultant focus groups are scheduled for August to review requested enhancements for MEGS Phase IV. Additional

tasks will be identified at that time. Cost of this enhancement is estimated to be \$.

17. Develop a solution, and program collection of the DS-4044 Final Grant Expenditure Report through the MEGS System. This development is needed to remedy a serious weakness in the present MDE system. The DS-4044 reports are currently collected within the Grants Cash Management & Reporting System (GCMRS), which is under the MDE, Office of Financial Management and Administrative Services. The GCMRS has a serious weakness in that it does not have the ability to compare budgeted function code line items with reported expenditures. Federal regulations require that such a comparison be made a deviations corrected.

The MEGS system presently collects and stores the function code line item budget detail so comparison to actual expenditures being reported can be accomplished.

Tasks will include:

- Develop screens to add actual expenditures, at the object class level using the MEGS budget summary as a source and model.
- Perform a 10% variance check and create notifications to submit an amendment if expenditures are greater than 10% different.
- Develop some sort of warning flags when this happens.
- Determine 4044 business rules, and client side validation.
- Interface reported data to the GCMRS. Files sent to the GCMRS must be in the proper format ,and error checking must be in place;
- Review all of the possibilities when sending data
- Enforce all business rules
- Provide written confirmation, and email confirmation

\$25,000

18. Program revisions to the Michigan School Readiness Application - The objective is to streamline the process for reporting from the field, as well as consultant review time. The amount of narrative response pages would be reduced as follows; 1) Eliminate the Project Abstract page; 2) Change the Project Plan Q&A to a simple "yes" check box assurance page with legislative requirements outlined in the Help Section; 3) Reorganize information collected in order to model classroom capacity, which would involve a compilation of some information currently spread throughout the application into individual classroom section pages; and 4)Change the Help Section such that it would link to the resource document, which guides and supports implementation of the program. \$
19. Program the Federal Improving Teacher Quality Grant (CFDA# 84.367B) - Program the Federal Improving Teacher Quality grant application process into MEGS. This grant is administered within MDE by the Office of Professional Preparation and Certification (OPPC). This grant is different in that the funding flows to Institutions of Higher Education. Therefore, the Colleges and Universities involved may or may not be in MEGS. These are competitive grants and there were 40 applications during this most recent grant cycle. \$.
20. Program the Federal Child Nutrition Summer Camps Feeding Grant - This program is currently administered directly by the United States Department of Agriculture (USDA). However, USDA officials have asked the Michigan Department of Education to assume responsibility for administering this grant starting in fiscal year 2005. The plan is to get this application programmed and tested during fiscal year 2004 so that it will be ready in fiscal year 2005. This is a CNAP function.\$

Special Education Help Desk Support

Continuation of Help Desk Support for Special Education grant programs. The 1-800-number and Agate Software, Inc. help desk staff member support during normal working hours of 8am-5pm will continue to be provided. Addressing questions/issues within a 24-hour time frame from when the message is left will also continue. A flat fee of \$17.00 per call will be assessed up to the amount of \$.

System Maintenance

There is a need for Agate Software to be available to troubleshoot and fix routine day-to-day problems that arise within any electronic data system. This includes: 1) CNAP (Child Nutrition Applications Programs); as well as 2) the 35 Non-CNAP grants. The Non-CNAP grants are primarily United States Department of Education federal grants. Three State funded grants are also included. The cost is estimated as follows:

CNAP - \$ Based upon xxx Percent of the fiscal year 2003, \$365,800 development cost.

MEGS Non-CNAP system maintenance - 520 hours based upon an estimated ten hours per week which would cost about \$.

Summary Table - FY 2004

Project Title	Amount	Source of Funding
Program Reading First Grant	\$	Federal Reading First Grant Administrative Funds
Program Reading First K-12 Teacher Training Grants	\$	Federal Reading First Grant Administrative Funds
Federal Consolidated Performance Report	\$	Field Services Federal Funding
Section 31a Annual Report	\$	Field Services Federal Funding
Title 1 School Improvement Plans	\$	Field Services Federal Funding
Reconciliation of October 200x Free Breakfast, Lunch and Milk Pupils	\$	Must be allocated over all Non-CNAP Grants That Use Allocations
Refugee Children School Impact Grant	\$	Field Services Federal Funding
Charter School Dissemination Grant	\$	Charter School Federal Grant Funding
Enhancement to Search Individual Grants Data Within Consolidated Application	\$	Field Services Federal Funding
Early On Reports	\$	Early On Federal Administrative Funding
Simplify Annual	\$	Must be allocated

"Roll Over" process		over all Non - CNAP Grants
Possible IDEA Reauthorization	\$	Federal IDEA Administrative Funding
CNAP Enhancements	\$	Federal USDA Administrative Allowance
Career Development Enhancements	\$	Michigan Department of Career Development
E-Rate Data Accessibility	\$	Federal Technology Grant - Administrative Funds
Consultant Functionality	\$	Must be allocated over all Non - CNAP Grants
Program Revisions to the Michigan School Readiness Application	\$	State General Fund / General Purpose Funding
Develop a Solution and Program Collection of the DS-4044 Final Expenditure Report	\$	Must be allocated over all Non - CNAP Grants
Program the Improving Teacher Quality Grant, CFDA #84.367B	\$	Federal Improving Teacher Quality Admin. Funds
Program the Federal Child Nutrition Summer Camps Feeding Grant (CNAP)	\$	Federal USDA Administrative Allowance
Special Education Agate Help Desk	\$	Federal IDEA Administrative Funding
System Maintenance - CNAP	\$	Federal USDA Administrative Allowance
System Maintenance - Non-CNAP	\$	Must be allocated Over all Non-CNAP grants
Total		

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

May 28, 2003

CHANGE NOTICE NO. 8
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910 lrobinson@agatesoftware.com	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2003	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective 5/20/03, this contract has been **INCREASED** by \$47,380.00. The new contract value is \$2,426,874.00. All other terms, specifications, conditions, and pricing remain the same.

Effective immediately, the attached work statement is incorporated into this contract.

AUTHORITY/REASON:

Per DMB/Acquisition Services.

INCREASE: \$47,380.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$2,426,874.00



April 3, 2003

WORK STATEMENT – MEGS PHASE III Funding Incremental Increase

Dear Ms. Ashley,

This work statement relates to contract 071B1001472, which covers the Michigan Electronic Grants System (MEGS), and specifically the Child Nutrition Application Program (CNAP) system for the Office of School Support Services (OSSS). A major OSSS mission is delivery of Federal reimbursement for the United States Department of Agriculture Food and Nutrition Program in accordance with Federal rules and regulations. Funding for MEGS/CNAP has been authorized in several increments. Tasks reflected in this work statement includes:

Important/Useful Features

System Documentation (partial)

Background -The CNAP system automates an inefficient manual process for applications and annual renewals for CNAP programs. CNAP programs include: School Meals (including School Lunch, School Breakfast, After School Snacks and Special Milk), Child and Adult Food Program (CACFP) Child Care Centers, CACFP Family Day Care Homes, Summer Camps, and Summer Feeding.

The current system does not allow organizations to electronically submit their annual renewal/applications for child nutrition reimbursement programs (except for the renewals for individual providers from family daycare home sponsors, which can be submitted in an electronic file). OSSS staff has to print, distribute, receive, and manually process lengthy "hard copy" applications. Then OSSS enters the data into the existing database ("M01") used for controlling monthly reimbursement claims.

The proposed system will offer applicants the opportunity to submit their annual renewal/applications over the web. OSSS Staff will review and process applications online using CNAP, without the need for reentry of data. Paper applications will be eliminated, except for supplemental application information that must be sent in (e.g., copies of licenses) or where "hard-copy" signatures are required by federal funding program requirements.

More efficient, streamlined processes for OSSS are especially important given current staffing constraints. Untimely submission or processing of application/renewals may result in delays or loss of federal reimbursement (funding) for child nutrition programs. In addition, when CNAP is implemented it will replace the existing web interface to the "M01" database, eliminating ongoing system maintenance of that system.

Specific work to be done by Agate Software, Inc. - Work reflected here includes:

Important/Useful Features \$ 47,380.00, System Documentation.



544 Cherbourg Drive Suite 102 Lansing, MI 48917

PH: 517.336.2500

FAX: 517.492.0452

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Web: www.agatesoftware.com



Features are defined more fully in the CNAP System Requirements Specification. Critical features were included in the original fiscal year 2003 Purchase Order authorization. Remaining features to be added under this authorization are listed below.

Priority	Feature	Benefit	\$
5	17. Maintain Supplemental Application Items	Important	3,400
5	14. Generate Lists of Applicants to be Notified	Important	2,200
5	12. Inactivate Application	Important	2,700
5	13. E-mail Message Management	Important	4,300
5	16. Receive Supplemental Application Item	Important	3,400
5	21. User Support and Help	Important	2,200
5	24. Archiving and Purging	Important	4,300
5	31. Unlock Applications	Important	3,400
5	32. Technical Assistance	Important	2,700
5	33. Provide Unique ID for New Applicants	Important	800
5	30. Daily Processor E-Mail	Important	2,700
5	37. Management Reports	Important	4,980
6	26. Feedback	Useful	4,300
6	2. Assign Users for Its Organization	Useful	1,600
7	25. System Down Time	Useful	2,200
7	35. System Timeout	Useful	2,200
TOTAL:			47,380

Overall CNAP documentation requirements are defined in the CNAP Statement of Work. Documentation includes:

- (a) user manuals,
- (b) technical manuals, and
- (c) forms (if any).

Partial funding for documentation is included here. The remainder is included in an additional contract authorization.

Sincerely,

Robert Vandenhaute
Vice President, Agate Software



544 Cherbourg Drive Suite 102 Lansing, MI 48917

PH: 517.336.2500

FAX: 517.492.0452

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Web: www.agatesoftware.com

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

March 28, 2003

CHANGE NOTICE NO. 7
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2003	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately, the attached work statement and requirements are incorporated into this contract.

AUTHORITY/REASON:

Per vendor's request and DMB/Acquisition approval.

INCREASE: \$115,800.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$2,379,494.00

Office of School Support Services

CNAP Statement of Work

Version 2.1

October 10, 2002

Prepared for: Sue Anderson, Director
Office of School Support Services
Michigan Department of Education
Lansing, Michigan



Prepared by: A.J. Boggs & Company
4265 Okemos Road, Suite D
Okemos, Michigan 48864
Info@ajboggs.com

Revision History

Date	Version	Description	Author
08/21/02	1.0	Created from the SOW from the CNAP System Requirements Doc. Ver. 2.1	Clarke Anderson
9/9/02	1.1	Added documentation task for Pentafour	Clarke Anderson
9/10/02	1.2	Minor edits	Willam Maas
9/27/02	2.0	Edits after requirements doc meetings	Clarke Anderson
10/10/02	2.1	10/7 CNAP comments	CNAP Troika (Bill Maas)

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1. Purpose

This document defines the statement of work (SOW) for the Child Nutrition Application Program (CNAP) system for the Office of School Support Services (OSSS) of the Michigan Department of Education (MDE). The software developers (Agate Software and Pentafour Inc.) will use this SOW to bid on the system (fixed price), define their designs, and implement the system.

2. Background

OSSS consists of two organizational units: the Food and Nutrition Program and the Driver Training Program. The goal of OSSS is to provide the resources and support necessary for the two units that comprise OSSS to function efficiently and effectively in the delivery of their services. The Pupil Transportation program is administered out of the Office of School Support Services, Director's Office.

The CNAP system is an existing process that was once administered on the MDE mainframe using a "Master File" called M01. The system has been moved to an SQL Server database and is currently maintained over an MDE Intranet application that is written in Active Server Pages (ASP) in a three-tiered application.

The current system (known as "M01") does not allow organizations to electronically submit their annual renewal/applications for child nutrition reimbursement programs (except for the renewals for individual providers from family daycare home sponsors, which can be submitted in an electronic file). OSSS staff receive "hard copy" applications and enter the data into the CNAP database using the MDE Intranet application that is part of the Michigan Education Information System (MEIS).

The proposed system will offer applicants the opportunity to submit their annual renewal/applications over the web. OSSS Staff will review and process applications using CNAP. Paper applications will be eliminated, except for supplemental application information that must be sent in (e.g., copies of licenses) or where "hard-copy" signatures are required.

3. Problem Statement

"MDE/OSSS staff currently manually enter application data into a database system. MDE prints and distributes paper application renewals that must be completed and returned by applicants. Following application approval, data is entered manually into the M01 file. Untimely submission of application/renewals may result in delays or loss of reimbursement (funding) for child nutrition programs. OSSS's business processes must also be flexible to accommodate changes in state and federal regulations."

See the detailed system requirements in the CNAP Requirement documents.

4. Project Milestones

August 15, 2002	Submit Specifications to Pentafour for bid
August 22, 2002	Modify Pentafour contract based upon their bid response
August 22, 2002	Complete Detailed Requirement Documents
September 30, 2002	Submit Draft Specifications to Agate for detailed work plans
October 31, 2002	CNAP Review of Specifications Complete
October 12, 2002	Initial Agate Estimates
January 6, 2003	Initiate Pilot Application
February 11, 2003	Production begins for the School Lunch Application
June 16, 2003	All CNAP Applications in Production

5. Objectives

This effort will automate the notification, submission, review, and approval of annual applications to MDE for school meals and childcare food reimbursement. The renewals/applications associated with this effort are from two program types: (1) School Meals, and (2) Child and Adult Care Food Programs (CACFP).

There are three objectives for the CNAP system. The main objective will be to provide a streamlined, easy-to-use process for applicants (sponsor organizations) to renew/apply for school meal and CACFP programs that takes advantage of Internet technologies. The second objective is to provide MDE Program Offices with an easy to use, effective application management system that will give them the means to more efficiently manage their program application process. This process includes a full range of activities, from the notification of application renewals, receipt of applications, review of applications, through the certification or rejection of applications. Finally, application information shall be stored centrally and must support the data structures required for the database (M01) used by the nutrition payments process (J20).

There are five programs, each with its own application, rules, and supplemental application requirements:

1. School Meals (includes School Lunch, School Breakfast, After School Snack, Special Milk, and Food Distribution)
2. Summer Camp (SC)
3. Summer Feeding (SF) (Food Distribution)
4. Child Care – BC (childcare center sponsor) – A CACFP Program
5. Child Care – BH (family day care home) – A CACFP Program

6. Implementation Plans

The CNAP system will be developed using existing contractors at MDE: Agate Software Inc. (Agate) and Pentafour Software Solutions Inc. (Pentafour). These contractors are very familiar with MDE's systems and currently develop and maintain systems directly or indirectly related to the CNAP system. Pentafour has provided support to OSSS in the development and support of the current M01 database, and the claims payment, food distribution and reporting systems (J20/J21). Agate has been the prime contractor for the Michigan Electronic Grants System (MEGS), the main system for grants management used by the Michigan Department of Education (MDE).

This project will extend the current contracts for Pentafour and Agate to include the CNAP project work. The following roles and responsibilities and the tasks associated with this effort should not conflict with the existing contracts in place between the SOM and the contractors. If there is any conflict, the terms of the existing contracts will prevail. The contractors must notify MDE if the approach, requirements, or other elements of this project conflict with the contractor's existing contract terms.

6.1 Statement of Work: System Developer

6.1.1 Agate's Role: System Developer

The System Developer must be responsible for managing the development and implementation of the CNAP system (the same role as in the MEGS project today). The System Developer must create project plans (schedule of deliverables, tasks lists with budgets of hours and assignments, and Gantt charts), status reports, detailed designs, system test plans, physical database code, and the CNAP program code (source and executables). The System Developer must unit test the CNAP components and manage the configuration of test and production environments. The System Developer must system test the integrated system, including integration, stress, and user tests. The System Developer must implement the CNAP database and ensure that the system integrates effectively with the M01 database used by the J20/21 claims processing systems, as redesigned by the Systems Analyst (Pentafour). The System Developer will also develop the CNAP system documentation, including user/online help, user manuals, help desk documentation/manuals, and technical manuals.

The System Developer must work with the System Analyst to gather requirements and review OSSS business processes so that the CNAP system will be able to offer business process redesigns to OSSS and include the most effective and applicable parts of MEGS.

6.1.2 Tasks

The following is a proposed approach that lists the major tasks involved in developing the CNAP system. The System Developer is not, however, constrained from taking an alternate approach necessary to develop the system. A project plan must be developed and approved and should demonstrate a sound approach to achieve the project objectives.

- 1. Project Initiation.** Publish project standards, and define status reporting requirements and procedures. Define change management procedures and bug tracking procedures. Hold Kick-off meeting with MDE and Pentafour team. Establish support requirements. Establish development and test environments. Publish revised project work plan (schedule, budgets, and a project organization chart) to include a project breakdown showing activities, tasks, and resources required, and a detailed time-phased graphic display showing each event, task and decision point in the work plan.

Deliverables: Initial schedule, established work environment, standards, configuration management and quality assurance plans (see CNAP requirements document), and a revised work plan.

2. Complete/Revise Requirements Specification Documents (RSDs) for each application program. The System Developer will direct the work of the System Analyst. The System Analyst will define the detailed requirements necessary to develop the CNAP system, interview MDE staff to document the requirements for the entire process, and meet with the System Developer and the MEGS Project Manager to ensure the requirements are in sync with the MEGS system designs. The System Analyst will conduct data analysis of the CNAP application and management processes and identify proposed changes to enhance MDE's organization effectiveness. The RSDs for each program will define the following:

- Description of the program and its users
- Software and hardware requirements
- Existing business processes associated with the program's application process, including examples of all existing application materials and letters in application packets
- Data elements to be collected online and through supplemental application requirements
- Reports
- Data that will be published with the application (downloadable forms and other documents that provide "Technical Assistance" to program applicants)
- Concept of operations (application cycle schedule, user support plan, how applications are assigned to reviewers, how supplemental application materials are handled, and any preliminary system design ideas)
- User Support (help desk, online help, etc.) requirements
- Documentation and user training requirements
- Transaction volumes (peak and average)

The System Developer must ensure the RSDs provide enough information to *effectively* redesign OSSS business processes as part of the system development process. The System Developer's project manager, MDE, and the MEGS project manager must approve all RSDs for content, completeness, and accuracy.

Deliverables: Requirement Specifications Documents for each application program. New Database Designs in an Entity Relationship Diagram (ERD) and in DDL/SQL for the physical database design. Revised project work plans from the System Developer.

3. Complete Preliminary Detailed Design of the CNAP System. Based upon the detailed requirements for the application programs, develop an system architecture design that will support the requirements. Finalize system architecture design: supporting database, application program, user maintenance, data conversion, and data management designs. Finalize user interface designs (screens), navigation, and on-line help designs. Prepare preliminary prototype to demonstrate the screens and flow of the system. Review with MDE staff. Work with the System Analyst to ensure the database designs are synchronized with the requirements to support the M01 database that is used by J20/J21 processes. Revise work plans.

Note: The first application program to be developed will be decided in consultation with Agate, Pentafour, MDE, and the MEGS project manager. Current plan is School Meals first, followed by Child Care.

Deliverables: Preliminary CNAP design document. DB ERD. Preliminary prototype. Revised work plan.

4. Prepare Final Requirement and Design Specifications for each application program. Finalize system and database design. Revise the project work plan as necessary. Update the system prototype.

Deliverables: Final Requirements Specifications and Final Design Document, including the final logical DB ERD and the physical database design. Revised pilot system prototype.

5. Develop a Production Version for each application program. Program and unit test the system.

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Develop user documentation.

Deliverables: System-Test ready system.

6. **Plan System/User Test.** The System Developer will direct the work of the System Analyst to define system test cycles, and to identify the testing strategy, including test scenarios, testing environment, and reporting procedures. Specify iterations of user, integration, acceptance, and stress tests. Stress tests shall replicate maximum load projections. Include schedule, milestones, tasks, budgets, and test deliverables. The System Developer will need automated capabilities to capture, store, and report requirements traceability, test plans, test cases, test results, and development data that statistically support effectiveness and suitability of the system to proceed from development to operational test.

Deliverable: Test Plan.

7. **Documentation.** Develop a preliminary design (e.g., an outline) for each document deliverable. Documentation will be provided for applicants (sites and sponsors, as applicable), MDE staff, CNAP administrators, User Coordinators, and other program office personnel, help desk staff, system administrators, and other identified users. The Pentafour contractors are available to assist in user manual documentation development.

Deliverable: Documentation. Include as optional contract items: (a) user manuals, (b) technical manuals, and (c) forms (if any).

8. **Training.** Develop a plan for training. Training will be provided for applicants, MDE staff, CNAP administrators, User Coordinators, and other program office personnel, help desk staff, system administrators, and other identified users. Note: MDE will provide all training facilities and equipment.

Deliverables: Training plan/schedule, and trained users. Include training as an optional contract item.

9. **System/User Test.** Conduct integration and stress tests of the CNAP system. Direct the System Analyst to conduct the user tests. Conduct integration tests of the new CNAP database with the J20/21 system (with the support of the System Analyst). Any problems found during development or operational testing shall be reported, prioritized, and resolved. The System Test results will be reported in a final System Test Report.

Deliverables: Testing Results. A system ready for production.

10. **Establish Help Desk.** Create documentation, procedures, and train the Help Desk staff. The concept of operations (user support plan) in the SRDs will define this function in more detail. There could be a need for a customer service center that will act as a first point of contact for applicants.

Deliverable: Working help desk.

11. **Establish Production Environment.** Move the system from testing environment into production. Convert specified data needed for production. Include option of hosting CNAP off-site with State equipment (server and supporting software) and also as an option with vendor equipment.

Deliverables: Implementation Report. Technical support and Maintenance through September 2003.

12. **Plan for Additional Functions.** Develop a plan for follow-on phases describing features, functions, and budgetary estimates. The follow-on phases should identify tasks that the State needs to perform, as well as the contractor. This plan could include tasks to revise the concept of operations, requirements document, training, system documentation, and support procedures. It should include a detailed description of tasks, budgets, task assignments, schedules, and a Gantt chart.

Deliverable: Project plan for Additional Functions in the CNAP system.

6.2 Statement of Work: System Analyst

6.2.1 *Pentafour's Role: System Analyst*

Under the direction of the System Developer, Pentafour will develop detailed system requirement documents (SRDs) for each of the application programs to be automated. Pentafour will also revise and improve the design of the M01 database (A.K.A. the CNAP DB).

Pentafour will also coordinate the user tests of the systems. They will also support integration tests to ensure CNAP systems and the databases are compatible with the J21 Food Distribution System and the J20 payments system interfaces. Under the direction of the System Developer, Pentafour will develop and implement a system test plan.

6.2.2 *Tasks*

2. **Complete/Revise Requirements Specification Documents (RSDs) for each application program.**

The System Developer will direct the work of the System Analyst. The System Analyst will define the detailed requirements necessary to develop the CNAP system, interview MDE staff to document the requirements for the entire process, and meet with the System Developer and MEGS Project Manager to ensure the requirements are in sync with MEGS' designs. The System Analyst will conduct data analysis of CNAP application and management processes and identify proposed changes to enhance MDE's organization effectiveness. The RSDs for each program will define the following:

- Description of the program and its users
- Software and hardware requirements
- Existing business processes associated with the program's application process, including examples of all existing application materials, and letters in application packets
- Data elements to be collected online and through supplemental application requirements
- Reports
- Data that will be published with the application (downloadable forms and other documents that provide "Technical Assistance" to program applicants)
- Concept of operations (application cycle schedule, user support plan, how applications are assigned to reviewers, how supplemental application materials are handled, and any preliminary system design ideas)
- User Support (help desk, online help, etc.) requirements
- Documentation and user training requirements
- Transaction volumes (peak and average)

The System Developer's project manager, MDE, and the MEGS Project Manager must approve all RSDs for the content, completeness, and accuracy of the documents. The System Analyst will redesign the M01 database into a new CNAP database, with a consideration of the impact (new support/code) required to accommodate changes in the M01 database in the J20/21 claims systems.

The System Analyst is available to support the System Developer in developing the CNAP database designs. The final responsibility for the database designs remain with the System Developer.

Deliverables: Final acceptance of Requirement Specifications Documents for each application program. New Database Designs in an Entity Relationship Diagram (ERD) and in DDL/SQL for the physical database design.

6. **Plan System/User Test.** The System Developer will direct the work of the System Analyst to define system test cycles, and to identify the testing strategy, including test scenarios, testing environment, and reporting procedures. Specify iterations of user, integration, and stress tests to replicate maximum load projections. Include schedule, milestones, tasks, budgets, and test deliverables.

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Deliverable: Test Plan.

7. **Documentation.** Support the System Developer who will direct the development of user manuals.

Deliverable: User Manual Documentation.

9. **System/User Test.** Conduct the system/user tests. Conduct tests of the new CNAP database with the J20/21 system.

Deliverables: Testing Results. A system ready for production.

7. Project Control and Reports

7.1 Project Control

- a. The Contractor will carry out this project under the direction and control of the Michigan Department of Education.
- b. Although there will be continuous liaison with the Contractor team, the MDE project director will meet once a month, as a minimum, with the Contractor's project manager for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems which arise.
- c. The Contractor will submit brief written monthly summaries of progress which outline the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, which should be brought to the attention of the client agency's project director; and notification of any significant deviation from previously agreed-upon work plans.
- d. Within ten (10) working days of the award of the Contract, the Contractor will submit to the Michigan Department of Education project director for final approval a work plan. This final implementation plan must include the following:
 - (1) The Contractor's project organizational structure.
 - (2) The Contractor's staffing table with names and title of personnel assigned to the project. This must be in agreement with staffing of accepted proposal. Necessary substitutions due to change of employment status and other unforeseen circumstances may only be made with prior approval of the State.
 - (3) The project breakdown showing sub-projects, activities and tasks, and resources required and allocated to each.
 - (4) The time-phased plan in the form of a graphic display, showing each event, task, and decision point in your work plan.

7.2 Final Report

At the end of the project, the contractor will submit a report describing lessons learned, project successes, and variances to budget and schedule compared to the original plan. In addition, the report should identify any open issues or suggestions for process improvement for the project.

8. Proposals

Please describe your approach to the tasks, a firm, fixed price for each task (with options, if appropriate). Include for each task, the following:

- Approach
- Work Plans
- Pricing
- Hardware requirements as appropriate
- Options (and optional pricing) as appropriate

8.1 Price Proposal

LENGTH OF TIME PRICES ARE TO BE HELD FIRM.

All rates quoted in bidder's response will be firm for the duration of the Contract. No price changes will be permitted.

Include one price for all "critical" features and requirements listed in section 7 of the requirements documents (both the global requirements document and the detailed requirements documents for each application program) by Application Program. Then include a line item cost for each "important" and "useful" function or feature by Application Program. See the "Detailed Feature Priority" Table, Appendix G of the CNAP Requirements Specification for which requirements are "critical", "important", and "useful". All requirements in the detailed requirements documents are considered "critical".

We recommend that the School Meals application program be first (priced and built first), then followed by the FDCH, Child Care Centers, and then Summer Camps and Summer Feeding.

8.2 Contract Invoicing and Payment

All invoices should reflect actual work done. Specific details of invoices and payments will be agreed upon between the Contract Administrator and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the Director of Purchasing, Department of Management & Budget. This activity will occur only upon the specific written direction from the Office of Purchasing. Ten percent (10%) of the total price of the contract will remain for final payment.

Appendices

Appendix A. CNAP Requirements

Office of School Support Services

CNAP System Requirements

Version 5.0

September 27, 2002

Prepared for:

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Office of School Support Services
Michigan Department of Education
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Revision History

Date	Version	Description	Author
06/13/2002	1.0	Initial Document	Theerawat Yaovapha
07/15/02	1.1	Revised Feature Elaboration, combined with the Vision to create this spec.	Clarke Anderson
07/21/02	1.2	Revised approach to next phase and made edits to fix typos.	Clarke Anderson
08/15/02	2.1	Edits from team reviews.	Clarke Anderson
08/21/02	3.0	Pulled the "Statement of Work" into its own document.	Clarke Anderson
09/09/02	3.2	Continued edits from review meetings.	Clarke Anderson
9/10/02	3.3	More edits.	William Maas
9/17/02	3.4	More edits.	Clarke Anderson
9/23/02	4.0	More edits from meetings.	Clarke Anderson
9/27/02	5.0	More edits from meetings.	Clarke Anderson

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1. Purpose

This document defines the requirements for the Child and Nutrition Application Program (CNAP) system for the Office of School Support Services (OSSS) of the Michigan Department of Education (MDE). This specification defines the system to be developed so that contractors can design and implement a system that effectively meets OSSS' needs.

2. Document Overview

Words such as "will" and "must" are used in this requirements document to explain concepts, establish background, or they may describe the behavior of systems outside the purview of the CNAP system. The word "shall" imposes a requirement the CNAP contractor shall satisfy. The word "should" is used to identify the State of Michigan's desire or intent.

Section 3 of this document describes the MDE office which will own CNAP (OSSS) and provides information to understand the history and context of the CNAP system.

Section 4 states the main problems to be addressed by this system.

Section 5 describes the system objectives and Section 6 describes the users.

Section 7 describes the architecture and technical requirements for the system in terms of "shall" statements.

Section 8 identifies CNAP Quality Assurance requirements.

Section 9 lists a glossary of terms.

3. Background

OSSS consists of two organizational units: the Food and Nutrition Program and the Driver Training Program. The goal of OSSS is to provide the resources and support necessary for the two units that comprise OSSS to function efficiently and effectively in the delivery of their services. The Pupil Transportation program is administered out of the Office of School Support, Director's Office.

The CNAP system is an existing process that was once administered on the MDE mainframe using a "Master File" called M01. The system has been moved to an SQL Server database and is currently maintained over an MDE Intranet application that is written in Active Server Pages (ASP) in a three-tiered application.

The current system (known as "M01") does not allow organizations to electronically submit their annual applications for child nutrition and childcare reimbursements programs (except for the renewals from family daycare home childcare sponsors, which can be submitted in an electronic file). OSSS staff receive "hard copy" applications and enter the data into the CNAP database using the MDE Intranet application that is part of the Michigan Education Information System (MEIS).

The proposed system shall offer applicants the opportunity to submit their annual applications over the web. OSSS Staff shall review and process applications using CNAP. Paper applications shall be

eliminated, except for supplemental application information that must be sent in (e.g., copies of licenses) or where "hard-copy" signatures are required.

CNAP shall populate the M01 database needed by MDE's J20/21 systems at the time when approvals are certified for each application or amendment. The J20/21 systems process claims for CNAP's nutrition and childcare reimbursements programs, which are mostly USDA funded.

4. Problem Statement

"MDE/OSSS staff currently manually enter application data into a database system. Organizations submit paper applications and wait for them to be entered and validated before their applications are accepted. Delays in processing create delays in reimbursements (funding) for child nutrition programs. OSSS must also track the status of the applicant organizations to ensure only eligible organizations receive reimbursements. OSSS' business processes must also be flexible to accommodate changes in state and federal regulations."

5. Objectives

This effort shall automate the notification, submission, review, and approval of annual applications to the MDE for school meals and childcare reimbursement grants. The applications associated with this effort are from two program types: (1) School Meals, and (2) Child and Adult Care Food Programs (CACFP).

There are three objectives for the CNAP system. The main objective is to provide a streamlined, easy-to-use process for applicants (sponsor organizations) to apply for school meal and CACFP programs that takes advantage of Internet technologies. The second objective is to provide MDE Program Offices with an easy to use, effective application management system that shall give them the means to more efficiently manage their program application process. This process includes a full range of activities, from the notification of application renewals, receipt of applications, review of applications, through the certification or rejection of applications. Finally, application information shall be stored centrally and support the data structures required for the database (M01) used by the nutrition payments process (J20).

There are five programs, each with its own application, rules, and supplemental application requirements:

SCHOOL MEALS

1. School Lunch (SL) (includes School Breakfast, School Snack, Special Milk, and Food Distribution)

2. Summer Camp (SC)

3. Summer Feeding (SF)

CACFP

4. Child Care – BC (childcare center sponsor)
5. Child Care – BH (family day care home)

6. Users of the System

There are nine primary types of CNAP users:

1. **CNAP Super User¹:** The CNAP user with permission to assign all other permissions for ALL programs (School Lunch, Summer Camp, Summer Feeding, Family Day Care Home and Child Care Programs). The CNAP Super User will have the capability to work across all the programs and perform all functions.
2. **User Coordinator:** An MDE authorized person who can grant access levels to all applicant and MDE-Staff-Read-Only users in the system.
3. **CNAP Administrator (for each Program)²:** High-level User who manages a program and can assign other administrators, Read-Only, and Reviewer permissions for that program. The Application Administrator can manipulate data at all levels within their application program.
4. **Read-Only Role:** For MDE staff who can read the data at all levels across all programs.
5. **Reviewers:** For a specific application program, Reviewers review and make recommendations for Applications.
6. **Help desk:** Can view all data but cannot manipulate. Same permissions as Read-Only.
7. **CNAP Technical Administrator:** The CNAP System technical personnel who maintain the System and manage the database.
8. **Applicant User-- Authorized Officials:** Can view and manipulate data pertaining to the sponsor and its sites and can submit the data. Can Assign "Applicant Author" users by program. Only sponsor organizations will have users, not sites.
9. **Applicant Author Users:** Can view and manipulate data pertaining to the sponsors and its sites but cannot submit (authorize) the data. Only sponsor organizations will have users, not sites.

MDE Staff Users

There will be approximately 20 employees within the MDE that will deal with some aspect of the Child Nutrition Application Program (most within the Office of School Support Services at MDE). Of these, approximately 2 will be CNAP Super Users, 4 will be CNAP Administrators, 10 will be Reviewers, 1 will be a User Coordinator, and 18 will have read-only access to the system.

The CNAP Super User sets policy, oversees staff (Reviewers), and serves as the focal point for the application approval (certifying) process. A CNAP Super User also assigns permissions/rights for Reviewers, User Coordinators, and CNAP Administrators for specific application programs. CNAP Super Users and Administrators are able to perform all the duties of Reviewers and Applicant Users.

The system shall permit CNAP Administrators to assign permission to other MDE users to perform a variety of functions. For example, a CNAP Administrator will be able to give other MDE staff permission to be CNAP Administrators for specific application programs for which they have administration rights. CNAP Administrators will also be able to setup MDE staff as CNAP Reviewers, who are responsible for coordinating the application process and reviewing applications for correctness and completeness. Reviewers receive information requests, accept applications, coordinate the review process, and do the detailed work of administering applications.

CNAP User Coordinators are responsible for the assignment of access rights to applicants and read only access to MDE Staff.

¹ The CNAP Super User is likely to be Pam Miller.

² For CACFP programs, The CNAP Administrator will be Jacqueline Higdon; for School Meals, Pam Miller.

MDE Staff (other than the CNAP roles listed above) include OSSS staff who will have read-only permissions to view the CNAP data, MDE Help Desk staff, and MDE/DIT IT staff.

Users in Applicant Organizations

Applicants are staff at applicant organizations who are responsible for applying for programs, coordinating after approval, filling out claims for reimbursement, amending application information (e.g., changing address and applicant contact information,) and reapplying for programs (as appropriate). Applicant organizations must have an "Authorized Official's" signature on the CNAP security agreement.

The applicant community for child nutrition programs has the following types of users:

	Numbers in Michigan
Local Educational Agencies (LEAs)	555
Intermediate School Districts (ISDs)	54
Public School Academy (PSAs)	190
Non-Public Schools	300
Colleges and Universities	10
Sponsors of Family Home Daycare Centers (10,000+)	8
Other Child Care Organizations (For profit/Non-profit)	400+
Residential Childcare Institutions	125

There is no consistent profile for outside users of the system. Applicants will range from having access to the latest computer technology, including high speed Internet access, to older computers with low speed dial-up modems.

7. System Features

Table 6-A. Primary Feature Benefits

Features	Benefit
Apply for program on-line	Faster turn-around time to process applications; improve customer satisfaction. Reduce MDE workload.
Web-based database solution	Increase availability of data, more efficient way of managing the data, client platform independent.
Central database	Reduce redundancy of data; make data sharing easy.
One time entry of data	Lower administrative cost; faster turn processing.
Technology driven activity log (audit trail)	Improve application status tracking.
Automated calculation	Reduce errors.
Checking for completion of the application	Reduce the cost to handle administrative inquiries.
Approval of reviewed applications	Assure consistency in processing and proper oversight.

Specific Features: The following pages list the features that shall be included in the final CNAP System. Appendix G (Detailed Feature Priority) describes the priority of major features to be included in CNAP. For each of the five application programs, a detailed application requirement document has been created (see Appendices) and must be read to fully understand the requirements for each application program in the CNAP system.

The text on the following pages describes the detailed *global* requirements of CNAP. Any variations to these requirements for a specific application program should be defined in the Detailed Application Requirement Documents (the Appendices). If a global requirement below is not consistent with a requirement in the detailed application requirement documents (the appendices), then the detailed requirement will supersede the global requirement.

7.1 Create/Modify User Profile

The system shall provide different security levels for different types of users of the system. This shall include applicants, MDE staff (read-only), CNAP reviewers, CNAP administrators, CNAP user coordinators, and system administration personnel. There shall be two levels of security within applicant organizations: "edit application" and "authorize application".

The system shall keep track of user data (including email addresses), security permissions, and record user activity within the system. CNAP users who have permission to setup users will enter the MEIS user account and specify other information about the user including security permissions and contact information. CNAP shall maintain a historical record of status and prior values for participating organizations.

7.1.1 Pre-Conditions

- User has a MEIS user account.
- User has signed a hard copy of the CNAP (or specific program) security agreement.
- User is logged in and has permissions to create or modify user accounts (profiles). (Note: This requirement is not listed for each of the activities below, but a user will need to be logged into the system to perform functions, and will need permissions to perform such functions.)
- Information has been provided to create or modify a CNAP User Profile.

7.1.2 Post-Conditions

-New or Modified CNAP user account.

7.2 Assign Users for Its Organization

The system shall allow an applicant's authorized official to manage (create/modify) user accounts/profiles (contact information, including email and mailing address information) and permissions for their organization. This will allow the authorized official to assign other personnel within their organization to work with the applications on behalf of their organization. CNAP programs have special rules for who is permitted to submit applications and may therefore require an MDE person (e.g., an MDE CNAP User Coordinator) to assign users permission to submit applications. For example, the person who submits school meal applications must be an employee of the school system and cannot be an employee of a food service contractor. The system shall allow the CNAP Administrator for each program to be able to configure the system to allow only CNAP User Coordinators (MDE staff) or also authorized applicant officials to be able to assign users for their application program.

7.3 Create Application On-line

The online system shall allow authorized applicants to create only one application for each fiscal year. Applicants shall enter data directly on-line, save an application without submitting the application, and be able to return to edit the application in another logon session at a later date.

At data entry, the system shall validate the data needed to complete the application, including ensuring data is within required ranges, conforms to validation logic, and all required data is submitted.

CNAP's data entry forms shall facilitate easy update of frequently modified information.

In most cases, the system shall present validation errors to the user as they enter data, rather than when an application is submitted. CNAP shall perform the following functions when a user creates an application:

- Check if the user's applicant organization has an existing application (by program and fiscal year) and prevent the applicant organization from having multiple applications for a fiscal year.
- Generate an error message if an application already exists for an applicant/program/fiscal year combination.
- Do not allow sponsor or "provider/site" applications for "fiscal year/program" combinations that are not accepting applications (more on this is described in the section "Maintain Acceptance Dates", 7.5 below).
- The system shall maintain "Sponsor Activity Status" on a monthly basis.
- Check if an applicant organization was (at some time) approved to be in the specific program in the previous fiscal year or two. If so, the system shall pull the application information from the previous fiscal year for the user to modify as a starting point for their new application. The new application shall be presented to an applicant to edit (at this point the application shall be treated just like a new application with data already entered by an applicant).
- If a user has permissions to use an application for a CNAP program, and an application does not already exist for the current fiscal year, then the system shall create a new application for the user account and set the application state to "In process of Creation".
- Prompt the user with validation error messages, including data that will be needed to complete the application. Some programs may require additional (supplemental) application materials that will be submitted off-line. The system shall also provide a list of the required supplemental application requirements and other messages and documents from MDE staff related to the CNAP programs.
- If the application requires additional (supplemental) application materials that will be submitted off-line, the system should provide the applicant the ability to check on the status of supplemental application materials (e.g., receipt date for each supplemental application item).

7.3.1 Pre-Conditions

- Sponsors (Applicants) have not created an application for that program in that fiscal year.
- For Providers (site) applications, they can have only one record for a given fiscal year, program, and Sponsor combination.

7.3.2 Post Condition

- If the operation was successful, a new application shall be created for a reimbursement grant program for a fiscal year.
- The state of the new applications is set to "In Process of Creation".

7.4 Submit Application On-line

When all required elements of an application have been completed, the system shall allow the applicant to submit the application for review and approval by MDE. An official within the applicant organization must have prior authorization to be able to submit (certify) applications. The system shall provide instructions to the applicant regarding submission of supplemental application materials and provide information about other requirements, documents, and messages from program staff. CNAP Reviewers shall be notified upon submission of the application.

- Once the user submits the application, the system shall check to make sure that all the required on-line data elements are completed and valid as per the business/validation rules for the specific CNAP application program. If the application requires additional (supplemental) application materials, the system shall prompt the user to confirm and record that they have submitted the required supplemental materials and by what method. Without a positive confirmation that the specific supplemental materials have been sent, the system shall not complete the application "submission".
- The submitter of school meal applications must be authorized to submit applications, and an employee of the school system and cannot be an employee of a food service contractor.
- If both required on-line data elements and required off-line supplemental materials are completed, the system must change the state of that specified application to "Pending Review". Otherwise, the system shall generate a message(s) to let the user know that on-line data elements and/or off-line required supplemental materials are missing or incomplete.
- If a user submits an application for a new fiscal year and the current fiscal year is not completed, then the system shall prompt the user to see if they would like the new application data to apply for the remaining months of the current fiscal year. If the user requests that the new application data apply to the remainder of the current fiscal year, then the system shall treat the application as a hybrid of a new application and an amendment to the current application. (This is a common situation for school districts that operate on a calendar that differs from the SoM's fiscal year.)
- If the application is for a future fiscal year, prompt the user to see if they would like to modify their application for the current fiscal year if changes are approved for the future fiscal year. If the future year application is for an applicant organization that does not have a current fiscal year application, then the system shall prompt the applicant (user) to confirm whether they want to create an application for the current fiscal year if the application for the future fiscal year is approved.
- Before the system completes the "application submission" process and if the application meets the requirements to submit an application, the system shall present to the applicant user a page of legal text that the applicant user will have to accept. The system shall present the text and ask the user to read and approve the text by checking a check box identifying that the user accepts the terms and has read the text. The system will provide the CNAP Administrator for each program the ability to edit text that is presented only for applicants of their specific program. The system shall also provide CNAP Administrators with the ability to maintain both a link and their own age of Frequently Asked Questions from the page that presents the text.

7.4.1 Pre-Conditions

- The application for specific reimbursement program for user's organization is created and has the state of either "In Process of Creation" or "Return for Modifications".
- The Applicant users is authorized to submit applications.

7.4.2 Post Condition

- The state of the application is set to "Pending Review".
- Users in the applicant's organization can no longer edit the application.

7.5 Maintain Acceptance Dates

The System shall provide functions to allow CNAP Administrators for specific application programs to maintain (add, change, modify, or set as 'indefinite') the "acceptance" period for each fiscal year application period. The system shall maintain the Acceptance_Start_Date and Acceptance_End_Date in a format that stores a value of "indefinite" or that includes day, month, year, hour, and minute for the date range end points. Indefinite would be either "never start" or "never end", depending if it were the "start" or "end" Acceptance Date. For applications submitted after the "Acceptance End Date", the system shall flag the application so that Reviewers and CNAP Administrators may easily see that those applications were submitted after the acceptance period. The system shall not allow applicants to create, edit, or submit applications or amendments for a fiscal year before the Acceptance Start Date. Amendments for applications will be accepted anytime after an Acceptance Start Date.

7.6 Check Status of Application On-line

The system shall allow an applicant to view the state and status of any of their applications on-line. This will include a status of each application component (online and supplemental pieces); the state, approval dates and receipt date of each component/section/item; comments from MDE staff; and the event log for their application.

7.7 Review Application

CNAP Reviewers will review submitted applications for content and completeness. CNAP shall provide the means for CNAP Reviewers to view a list of applications to review, select and review all contents of an application, accept applications, reject applications, or return them to applicants for modification.

CNAP Reviewers shall be able to take three types of actions on an application:

1. Reject
2. Return for Modifications
3. Approve

The system shall provide the following functions:

- Track the state and status of each application.
- A way for Reviewers to select applications to review. The system shall offer CNAP reviewers a list of applications to review submitted applications for content and completeness. The business rules for how applications are presented to a Reviewer will depend upon the CNAP application program. For example, some programs will assign applications to review based upon an attribute of the application (e.g., location of the applicant). Other programs could assign applications for review on a "first in first out" basis. Others will be sorted by attributes of their organization, such as the geographic location of the applicant organization or the sponsor organization. The system shall allow CNAP reviewer to view the lists of applications to review using different business rules for different application programs.
- A means for Reviewers to search for applications. The system should provide search criteria related to application attributes such as agreement number, school code, sponsor name, county code, site name, CNAP application program type, application state and status, applicant name, text in the notes field, school district, county, city, partial name of an

organization, date range (e.g., last official action, submission, return for modifications, approval, and review dates), and with options for the sort order. The system shall present a search results screen that allows the Reviewer to select applications to review, inactivate, or send email to the applicant organization.

- Permit OSSS staff to make and record notes for applicants to read about their application state and status, specific application data, supplemental items, or other application process items to be defined. The system shall also record notes that are only for internal (OSSS/MDE) use.
- The system will also permit the reviewer to see if an application for a future fiscal year is also intended to modify or create an application for the current fiscal year.
- If a CNAP Reviewer returns an application for modifications, the system shall save all notes, set the application state to "Returned for Modifications", and send a notification E-mail to the authorized person(s) from the applicant organization.
- When a CNAP Reviewer approves or rejects an application, the system shall save all notes, set the state to "Pending Certification", and send a notification e-mail to the CNAP administrator for certification.
- When a CNAP Reviewer leaves a review still pending, the system shall save all notes and set the state to "Pending Review".
- When a CNAP Reviewer rejects an application, the system shall confirm that they meant to reject the application before processing the rejection.
- When recommending an approval, the system shall prompt the CNAP Reviewer to enter the activation (effective) date of the approved application.
- When viewing a site/provider application, the system shall provide a link and visual clue to view other applications for that provider/FY/program combination (i.e., approved, created, or pending applications with other sponsors).
- When reviewing an application, the system shall provide a means to easily see what has changed from the previous year's application as well as the last version of the application.
- While an application is being reviewed, the system shall lock out other users from reviewing or certifying the application and provide a "read-only" view of the application with some way of notifying the user that the application is locked and by whom.
- The system shall provide the Reviewer with the ability to set an Activation Date (the date that the contract begins) before completing the review. This date should default to the 1st day of the month in which the application was submitted.
- When a CNAP Reviewer chooses to reject an application, the system shall prompt the Reviewer to confirm that they mean to reject the application.

CNAP Reviewers shall be able to perform the same functions as applicant users can perform.

7.7.1 *Pre-Conditions*

- Application is successfully submitted.

7.7.2 *Post Condition*

- Application changes, notes, or recommendations shall be made and saved.
- For "Return for Modifications" decisions, notification emails shall be sent to the authorized person(s) in an applicant organization.
- The state of the application is changed to either "Return for Modifications" or "Pending Certification" or left "Pending Review".

7.8 **Revise Existing Application On-line**

An authorized (applicant) user will be able to make modifications to their application if it has been returned from a CNAP Reviewer for modifications. CNAP shall allow applications that have been created in previous online sessions, but not yet submitted, to be modified by authorized users and then saved or submitted.

Once an application has been submitted, the authorized (applicant user) shall not be able to change it

unless MDE returns the application for modifications.

7.9 Certify Application

The system shall allow a CNAP Reviewer to recommend to reject or approve an application, but the decision is not final until a staff member with certification permission for that application type certifies the decision. The decisions of a reviewer will not be visible to applicants (or the public) until a staff member with certification authority certifies the result of an application review.

The system shall allow CNAP Administrators to review a list of applications to certify and to search applications using the same search criteria that CNAP Reviewers can use. CNAP Administrators shall be able to certify applications that have a state of "Pending Certification". Once an application is certified, the application is either rejected or becomes an agreement between the sponsor and the State of Michigan.

While an application is being certified, the system shall lock out other users from reviewing or certifying the application and provide a "read-only" view of the application with some way of notifying the user that the application is locked and by whom.

CNAP shall set the state of an application that is rejected and certified to "inactive". Applications are never deleted, instead they are made "inactive". When a CNAP Administrator chooses to reject a Reviewer's recommendation, the system shall prompt the Administrator to confirm that they mean to reject the Reviewer's recommendation.

After an application is certified, the system shall send a notification E-mail to the authorized person(s) from the applicant organization. If the application is approved, any future changes that need to be made to the agreement will need to go through an amendment process.

The CNAP Administrator shall be able to perform the functions of any user of the system, including CNAP Reviewers and applicant users, as well as being able to assign permissions to set up Reviewers for specific application types (programs) and permissions to certify applications by application type. If the recommendations of a CNAP reviewer are rejected by the CNAP administrator, then the reviewing CNAP Reviewer shall be notified.

CNAP shall populate the M01 database needed by MDE's J20/21 systems at the time when approvals are certified for each application or amendment.

7.9.1 Pre-Conditions

- Application is successfully processed by a CNAP Reviewer and submitted for Certification.
- The system shall not allow certification of approvals for sites (providers) within a sponsor application unless the sponsor has an approved and certified agreement number. So new sponsors will not be able to get site (provider) approvals certified until their sponsor application (and therefore agreement number) is approved and certified. (Note: Reviewers will be able to approve site applications, but certification will be delayed until the sponsor application is successfully processed.)

7.9.2 Post Condition

- Application state shall be changed to that certified (Approved or Rejected).
- All related fields in the M01 database shall be added, deleted, or updated immediately.
- The system shall record dates in the database in the format required by each application program. Some will require date formats of MM/DD/YYYY (child care activation date), others in MM/YYYY, and others in FYMM/YYYY (school lunch activation date) where 'FYMM' is the fiscal year month where, for example, '01'= October and '12'=September.
- See "Switching Sponsors" requirement below for details about the changes needed when a site/provider applies for another sponsor when they already have an application with another sponsor. The system shall inactivate the other application if a new application is approved

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- and certified; and maintain the correct month status data for the remainder of the fiscal year.
- Notification emails may be sent to the authorized person(s) in an applicant organization or to the CNAP administrator.

7.10 Return Application for Modifications

The system shall allow CNAP Reviewers and CNAP administrators to return applications for modifications. The system shall also allow CNAP Reviewers and CNAP administrators to add notes that can be seen by the applicant when the application is returned for modifications. CNAP shall notify user(s) in applicant organizations of the request for changes.

7.11 Request for Application Amendment

For approved and certified applications (agreements), the system shall allow an applicant to request an application amendment. A request for amendment could range from changing a mailing address to appealing an application approval date. Once the application is certified, the only way an applicant or sponsor can change application data is through the application amendment process. Users from applicant organizations shall be able to create, submit, modify, and check the state and status of amendments, as they are able to do with original applications. The system shall also support the same requirements with amendments for CNAP Reviewers and Administrators (during review, certify, reject, return for modifications, and generate lists of applicants to be notified) as with applications.

7.12 Inactivate Application

For applications that are approved and certified applications (agreements), the system shall allow a CNAP Reviewer to inactivate the application and thereby set the inactivation date. Approved applications are never deleted, only inactivated. Inactivated applications are submitted for certification by CNAP Administrators, just as original applications and amendments are certified. The system shall support the same requirements with inactivation transactions from CNAP Reviewers and Administrators (certify, reject, and return for modifications) as with applications and amendments. This function shall create an agreement addendum for approved and active applications.

7.13 Email Message Management

The system will permit CNAP Administrators to define in the system the following parameters of email message fields for each points in the system where email is automatically generated: "Subject", "Reply-To", "BCC", "From", and "Message Body". Therefore the system will support different parameters for different points in the system where email is generated. The system will permit the system to include graphics in the "Message Body".

7.14 Generate Lists of Applicants to be Notified

The system shall generate lists to notify applicants two ways: emails and with letters. The system shall allow MDE users to generate lists of applicants using various search criteria, such as the following:

- ◆ applicants who have not signed onto CNAP to begin an application renewal,
- ◆ applicants who have begun to edit an application, but who have not submitted one yet,
- ◆ applicants who have begun to edit an application, but who have not submitted it for 'N' days,
- ◆ applicants who have not responded to an MDE request for modifications to an application for 'N' days,
- ◆ applicants whose application has a user-specified state or status within a user-specified date range, and
- ◆ applicants whose application has a user-specified criteria (e.g., user action/system activity) logged in the CNAP transaction log within a user-specified date range.

The system must generate lists of applicant contact data (mailing and email address data) that can be used with mail merge functions in both Wordperfect and Microsoft Word. Alternatively, the system must

generate lists of email addresses to be used in both Microsoft Outlook and GroupWise email programs.

7.15 Security

CNAP application security (permissions) shall be flexible to permit OSSS management to define roles and responsibilities differently for different programs. The following are preliminary recommendations regarding user security:

- ◆ Rather than create CNAP roles, create CNAP permissions. That way OSSS management can be flexible in the roles within different programs.
- ◆ Use the following permissions:
 - ◆ Applicant Application Read-Only (for each application program)
 - ◆ Applicant Application Edit
 - ◆ Applicant Application Certification (submit)
 - ◆ Applicant User Administration (for a specific Sponsor Organization)
 - ◆ CNAP Review (for each application program)
 - ◆ CNAP Read-Only (all application program data)
 - ◆ CNAP Application Certification and Unlock (Administrator Level) for a specific program type
 - ◆ CNAP One-Click Review and Certification Permission (for each application program)
 - ◆ Create and Assign Permissions for CNAP Applicants
 - ◆ Create and Assign Read-Only permission
 - ◆ View Management Reports
 - ◆ Create and Assign CNAP Reviewer and Administrator permissions

These are defined such that a user may be assigned more than one of the above permissions.

CNAP user authorization forms (CNAP user and security agreements) shall be used to obtain signatures for Authorized Officials from applicant organizations. These forms may be coordinated by each program team, or by a central user coordinator for CNAP.

Security requirements for each type of user are described below.

7.15.1 Applicants Security Level

7.15.1.1 Read Only (Level 1).

Represent:	Assigned to a person who will review an organization's application before the submission of the application.
Authorized to:	1. View applications for the applicant user's organization for which permission has been assigned by the Applicant Application Administrator (Level 3).

7.15.1.2 Application Writer (Level 2).

Represent:	Assigned to a person who will be able to edit sections of an organization's application.
Authorized to:	1. View application assigned by an Application Administrator (Level 3). 2. Edit application assigned by an Application Administrator (Level 3).

7.15.1.3 Application Administrator (Level 3).

Represent:	Assigned to an authorized person who will administer all aspects of specific organization's application.
Authorized to:	1. Create a specific application which has been assigned by Organization Administrator (Level 4). 2. View a specific application which has been assigned by Organization Administrator (Level 4).

	<ol style="list-style-type: none"> 3. Edit a specific application which has been assigned by Organization Administrator (Level 4). 4. Submit a specific application which has been assigned by Organization Administrator (Level 4). 5. Request for agreement amendment.
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7.15.1.4 Organization Administrator (Authorized official) (Level 4).

Represent:	Assigned to an authorized person within the organization who will administer all aspects and all applications for their organization.
Authorized to:	<ol style="list-style-type: none"> 1. Create an application (apply for any specific OSSS program) 2. View application. 3. Edit application 4. Submit application. 5. Request for agreement amendment 6. Update their own organization profile. 7. Create application administrator for their organization and for specific type of application.

7.15.2 OSSS Office Security Level

7.15.2.1 Read Only (Level 5).

Represent:	Assigned to MDE staff with the need to be able to view CNAP application and agreement information.
Authorized to:	1. Able to view all data in the CNAP database, except user id's and passwords.

7.15.2.2 OSSS Reviewer (Level 6).

Represent:	Assigned MDE staff with primary responsibility to review applications for completion and correctness from an applicant. S/he would be responsible for processing applications.
Responsibility:	Serves as the focal point for the application for a specific program; will ensure that the application is complete and meets the basic requirements; will interact with applicants during the review process
Authorized to:	<ol style="list-style-type: none"> 1. View/revise content or section(s) of all applications within her/his program. Including making additional comments on specific applications. 2. Approves and forwards the application to the CNAP administrator for further certification of the application. 3. Returns the application back to the applicant for any necessary modifications to the application. 4. Reviews requests for amendments from applicants.

7.15.2.3 CNAP Administrator (Level 7).

Represent:	MDE Staff with responsibility over programs.
Responsibility:	Certifies all application for a program. Ensures application packets are properly prepared.
Authorized to:	<p>Has all authorization that the OSSS CNAP Reviewer has plus</p> <ol style="list-style-type: none"> 1. Certifies all applications (at this point the application becomes an agreement). 2. Certifies amendments to an agreement. (This would allow the OSSS analyst/consultant to be able to amend the agreement) 3. Can give permission to review applications and coordinate users 4. Can unlock applications.

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7.15.2.4 Super User (Level 8).

Represent:	MDE Staff member with responsibility for overall CNAP.
Responsibility:	Administers the CNAP system.
Authorized to:	1. Can do everything.

7.16 Receive Supplemental Application Item

The system shall provide the capability for an MDE Staff member, CNAP Reviewer, or Administrator to record the receipt of supplemental application materials as they arrive. The system shall present the list of supplemental items from the applicant and allow the user to record the following:

- ◆ supplemental application type (i.e., which supplemental item)
- ◆ notes
- ◆ date
- ◆ condition of item
- ◆ acceptance or rejection (as determined by the staff member)
- ◆ format of the item (hard copy, diskette, email attachment, etc.)

The system shall permit access by either sponsor name or agreement number.

7.17 Maintain Supplemental Application Items

Some CNAP programs will require additional (supplemental) application materials be sent in off-line (either fax, delivery, or snail mail). The system shall provide Applicant users access to the list of required supplemental application requirements and associated attributes and instructions.

The system shall provide the capability for a CNAP Administrator of a specific application program to be able to add, change, and delete the list of required and optional supplemental application materials. For each item, the system shall manage the following: Item Name, Required Type (required or optional), acceptable formats (either fax, document (text, MS Word, or WordPerfect), email or email attachment, pdf, hard copy, diskette, or photocopy), whether an original signature is required, and other instructions. The system shall permit MDE staff to be able to add links to static web pages in the supplemental items pages.

7.18 Browse Applications

The system will provide all users the ability to look up applications by fiscal year, applicant name, and sponsor number (agreement number). Applicants will only be able to view data for their organization.

System should provide for different types of 'Entry' to view Sponsor related information and their Providers related information. The user should be able to get to the Sponsor data if they entered through one of their provider's data first; and vice versa to get to providers easily when they enter through Sponsors' data.

7.19 Last Update Field

The system shall maintain "Last Update" fields independently for Sponsors and Providers. The Last Update Date gets updated whenever a 'Save' is being performed on the Sponsor or Provider (site) data.

7.20 Switching Sponsors

If a Provider (site) decides to switch between Sponsors, then a new record will be created for the Provider under a new sponsor. For the Old Sponsor, all the months after the switch have to be set to 'Inactive' leaving the months prior to the switch as 'Active'. For the New Sponsor, all the months after the switch have to be set to 'Active' and the months prior to the switch have to be set to 'Inactive'.

7.21 User Support and Help

All CNAP screens (web pages) shall contain a link to a user help facility that includes frequently asked questions (FAQs), user manuals, and technical manuals. The System shall also provide descriptions of where to contact other user support resources (online, phone, or email technical support).

The End-users will require support in the following areas to use the system efficiently.

The MEIS Security related issues: Issues pertaining to MEIS Security can be directed to central Help-Desk facility for all MDE Systems.

The Operation related issues: Problems or difficulties faced by the users while using the CNAP system, such as navigation, data entry, update and other operational issues of the system can be directed to trained program moderators within the OSSS staff.

The Program Application issues: Issues pertaining to a Program Application, like approval status, budget approval, application approval, providers approval, authorization to use the CNAP application and so on can be directed to the Administrators for each CNAP Program.

7.22 Different Application States

The system shall maintain the following application states:

1. In Process of Creation. (Sponsor created record, but yet to be submitted.)
2. Pending Review (Submitted record, but yet to be reviewed.)
3. Review in Progress.
4. Returned for Modifications.
5. Pending Certification. (This state does not appear in status views for applicant users. Instead they see "Review in Progress".)
6. Certification in Progress. (This state does not appear in status views for applicant users. Instead they see "Review in Progress".)
7. Rejected. (Rejected and Certified.)
8. Approved. (Approved and Certified.)

Amendments have the same states listed above for applications.

7.23 Printing Capability

The system shall provide a facility to print all the data entered into an application. The print facility should facilitate section-wise printing of information. (See detailed specifications regarding print format.)

7.24 Archiving and Purging

The system shall provide Administration Functions to archive all applications for a given Fiscal Year by program. The system shall also provide a feature to restore information from the archives as and when needed.

7.25 System Down Time

The system shall provide the ability to be brought down for planned maintenance between 6.00pm EST and 6.00am EST. Proper online notification should precede any maintenance related down time. If the System is down due to unexpected reasons, the CNAP Administrator must have a capability to Enter/display messages to all other users trying to access the system.

7.26 Feedback

The system shall provide a feedback form on all screens in CNAP. The feedback page will provide the user with the ability to send comments regarding CNAP (user suggestions, questions, and comments).

7.27 Activity Log

CNAP shall record a "snap shot" of the application whenever the Application State changes. An Event Tracking Record (7.29 below) shall be created whenever an activity log is created. The system shall have the capability to display, search, and print the activity log.

7.28 Error Handling

If for any reason a CNAP user's activity (e.g., entry of data) fails or a CNAP system function fails, the

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system shall present the user with easy to understand error messages that explain the failure. Data validation errors shall be presented to the user upon completion of the entry into that data field, when possible. System errors/failures/recoveries shall also be logged in the CNAP Event Tracking log. Error handling is a requirement for all system activity with users.

7.29 Event Tracking

CNAP shall record all major system events, including user log on and log out activity; and system activity that creates an application or changes the **state** of an application. Event tracking records shall include the following data: who performed the action (user id), when the action took place, and a description of the action/event. The system shall have the ability to display, search and print event tracking records.

7.30 Daily Reviewer E-Mail

The system shall send a daily e-mail message to notify the CNAP Reviewers and Administrators of new applications, amendments, and certification activity for their specific type of CNAP application. This email will list the applications and amendments that are ready for them to review or certify. E-mail to applicants (sponsors) shall be sent at the time of a triggering event (e.g., change of state that would change the state displayed to an applicant viewing the application status online, such as from "Pending Review" to "Return for Modifications"). E-mail to MDE Reviewers and Administrators will be sent once per day and the list of email addresses for CNAP Reviewers and Administrators will be configurable, as in feature #7.13, Email Message Management. The system shall provide CNAP Administrators the ability to turn off the daily email generation for their programs.

7.31 Unlock Applications

The system shall provide Administrators and the Super User the ability to "unlock" applications.

7.32 Technical Assistance

The system shall provide each CNAP application program with a "Technical Assistance" page/site in which the CNAP Administrator for that application program can include instructions, guides, and sample documents to help providers and sponsors in their programs.

7.33 Provide Unique ID for New Applicants

The system shall provide a temporary identifier for a new applicant before they have an agreement number. MDE is in the process of defining how this will work. The best approach can be defined during the design (prototyping) tasks of the project. The system shall support replacement of temporary identifiers with agreement numbers at time of review or certification.

7.34 Compare Versions

The system shall provide a facility to compare applications. The system shall provide CNAP Reviewers and Administrators with the ability to select previous versions from the activity log of application "snap shots" (e.g. prior year's application, or current application at its previous state) to compare to the current version being reviewed or certified. Differences will be summarized or highlighted so that they are easy for the user to see or find.

Screen formats used by sponsors and application writers need to contain full text of forms. To facilitate review and comparison by MDE staff, screens presented to MDE staff may use short descriptions of data fields, and may omit longer fixed narrative text included in the forms.

7.35 System Timeout

The system shall provide Administrators and the CNAP Super User the ability to set two timeout values: one for applicant users and another for MDE staff (MDE Read-only, Reviewers, and Administrators). When a user session "times out", the system will save the user's last transaction and log out the user.

WHEN THIS HAPPENS, THE USER WILL LOSE THE DATA ENTERED INTO THE CURRENT WEB SCREEN.

7.36 Best System

The system should be a better web-based system than the State of Illinois has developed (for less cost, of course).

7.37 Management Reports

The system shall provide a screen for MDE Management to review Management Reports. The system shall be able to produce the following reports:

1. Production Report

- # of new applications created by program
- # of applications submitted by program
- Number new -# of renewals
- # of applications reviewed by program
 - by reviewer
 - # rejected by being listed on the national disqualification list
 - # approved, rejected, returned
- # of applications certified by program
 - by Administrator
 - # approved -# rejected
- # of supplemental application items received by program
- # of users logged on by program
 - Applicants
 - Reviewers
 - Administrators
 - MDE Staff

Allow date range (today, yesterday, month to date, last month, last 30 days, year to date, custom range)

2. Application Inventory Report

- # of applications by state by program by FY (as of the time the report is run)
- by Applicant Organization

3. Quality Assurance Reports

3A. Data Synchronization Check between M01 and CNAP databases

3B. Cycle Times ("Turn Around Times") for Applications and Amendments

- to Finalize Reviews (from Applicant Submission to Review Decision)
 - by program
 - by reviewer
- to Certify Review Recommendations (from Review Decision to Certification Decision)
 - by program
 - by Administrator

8. CNAP Quality Assurance Provisions

8.1 Configuration Management

A configuration management plan shall be developed according to accepted industry standards. The plan shall address configuration management phasing and milestones; configuration identification, control and audits; interface and data management; and subcontractor controls. Configuration management shall be implemented and be compatible with State of Michigan (SoM) configuration plans and must provide a means of assuring the product is of a known and documented configuration.

Automated tools are recommended for any and all portions of the configuration management processes.

8.2 Quality Assurance

Quality Assurance (QA) involves the entire system and all processes in the development lifecycle. QA includes monitoring processes, improving processes, and ensuring the agreed upon standards are followed. QA shall be built into CNAP processes.

QA shall be performed according to accepted industry standards. A QA plan shall be provided which addresses all phases of the implemented development lifecycle to include deficiency identification, tracking, reporting, resolution, and metrics. QA shall be implemented and be compatible with SoM QA plans.

The SoM will perform a formal QA audit prior to acceptance of the system.

Automated tools are recommended for any and all portions of the QA processes.

9. Glossary

Agreement – After an application has been approved, the application become an agreement between the sponsor and the State of Michigan (MDE).

Amendment – A change to an agreement.

Applicants – An entity that applies to be accepted into a reimbursement program. A legal entity eligible to apply to the State for use of funds.

Application State –State. See section 7.22 in this document.

Application Status – See "Status" below.

Building – An individual school, as identified by the School Code Master.

Charter Schools – See Public School Academies

CNAP – Child Nutrition Application Programs.

Coordinator – A beneficiary employee who is responsible for administering a particular reimbursement program.

Consultant – An MDE employee who assists beneficiary with the planning and implementation of MDE reimbursement program and performs the administrative functions required of MDE.

DMB – Department of Management and Budget.

Fiscal Year – A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

Grants Accounting System – Sometimes referred to as the Grants Payment System. The Grant Accounting System monitors and tracks disbursement of funds to recipients such as local school districts, public school academies, charter schools, non-profits, and day care centers. Payments to recipients are managed through the Grant Accounting System and send to the DMB's central accounting system that makes the payment.

ISD – Intermediate School District.

ITB – invitation to bid. The name often used for requests for proposal by the State of Michigan.

LEA – Local Educational Agency. A school district, or charter school and other entities specified by state statutes.

MDE – Michigan Department of Education.

MEIS – Michigan Education Information System.

OSSS – Office of School Support Services.

PSA – Public School Academy, Michigan's rendition of Charter Schools

Reimbursements – Payments made to an organization after costs have been incurred by the organization.

SBE – State Board of Education - The State Board of Education distributes state funds to local school districts; examines and in some cases approves, construction and financial plans of local districts; reimburses schools for certain programs such as school lunches, bus transportation, and remedial and special education; administers federal aid programs; and provides student financial aid.

Site – An physical place where food is served for children or adults who are eligible for the reimbursement through the School Services programs. (See also building)

SOM – State of Michigan.

Sponsor – An organization that applies for a meal reimbursements for sites. This organization usually represents several sites. (See also Fiscal Agent.)

State – Application state. See section 7.22 in this document.

Status – Application status. Either Active or Inactive.
Beware that sometimes the term application "status" is used to refer to the current point where an application is in the process, as in the feature "Check Status of Application Online". This is essentially referring to the **STATE**, and will also include the **Application Status** (active or inactive).

USDA – United States Department of Agriculture.

USDOE – United States Department of Education.

Appendices

Appendix A - Detailed Requirements for School Meals

Appendix B - Detailed Requirements for Family Day Care Home Sponsors

Appendix C - Detailed Requirements for Child Care Center Sponsors

Appendix D - Detailed Requirements for Summer Camps

Appendix E - Detailed Requirements for Summer Feeding

Appendix F - M01 Database Design

Appendix G - Detailed Feature Priority

The following features are prioritized by Benefit (critical, important, or useful) and Priority. The feature number is the number in which the features are introduced in section 7, System Features.

Priority	Feature	Benefit
1	1. Create/Modify User Profile	Critical
2	3. Create Application On-line	Critical
2	4. Submit Application On-line	Critical
2	28. Error Handling	Critical
3	5. Maintain Acceptance Dates	Critical
3	6. Check Status of Application On-line	Critical
3	7. Review Application	Critical
3	8. Revise Existing Application On-line	Critical
3	9. Certify Application	Critical
3	11. Request for Application Amendment	Critical
3	10. Return Application for Modifications	Critical
3	15. Security	Critical
3	27. Activity Log	Critical
3	29. Event Tracking	Critical
4	18. Browse Applications	Critical
4	20. Switching Sponsors	Critical
4	22. Different Application States	Critical
4	23. Printing Capability	Critical
5	14. Generate Lists of Applicants to be Notified	Important
5	12. Inactivate Application	Important
5	13. Email Message Management	Important
5	16. Receive Supplemental Application Item	Important
5	18. Browse Applications	Important
5	19. Last Update Field	Important
5	21. User Support and Help	Important
5	24. Archiving and Purging	Important
5	31. Unlock Applications	Important
5	32. Technical Assistance	Important
5	33. Provide Unique ID for New Applicants	Important
6	34. Compare Versions	Useful
6	26. Feedback	Useful
6	17. Maintain Supplemental Application Items	Useful
6	2. Assign Users for Its Organization	Useful
6	30. Daily Reviewer E-Mail	Useful
6	37. Management Reports	Useful
7	25. System Down Time	Useful
7.	35. System Timeout	Useful

Office of School Support Services

Detailed Requirements Specification Summer Feeding Application

Version 1.1

September 25, 2002

Prepared for: Sue Anderson, Director
Office of School Support Services
Michigan Department of Education
Lansing, Michigan



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Preface

As a supplement to the "CNAP System Requirements" document, this document describes the unique CNAP system requirements of the Summer Feeding (SF). This program is managed by the Office of School Support Services (OSSS) of the Michigan Department of Education (MDE).

Please send any questions, suggestions, or changes to requirements to the authors.

Revision History

Date	Version	Description	Author
9/24/2002	1.0	Initial Document	Bill Maas
9/25/2002	1.1	No meal reimbursement	Peter Jones

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1. Definition of the Summer Feeding Program

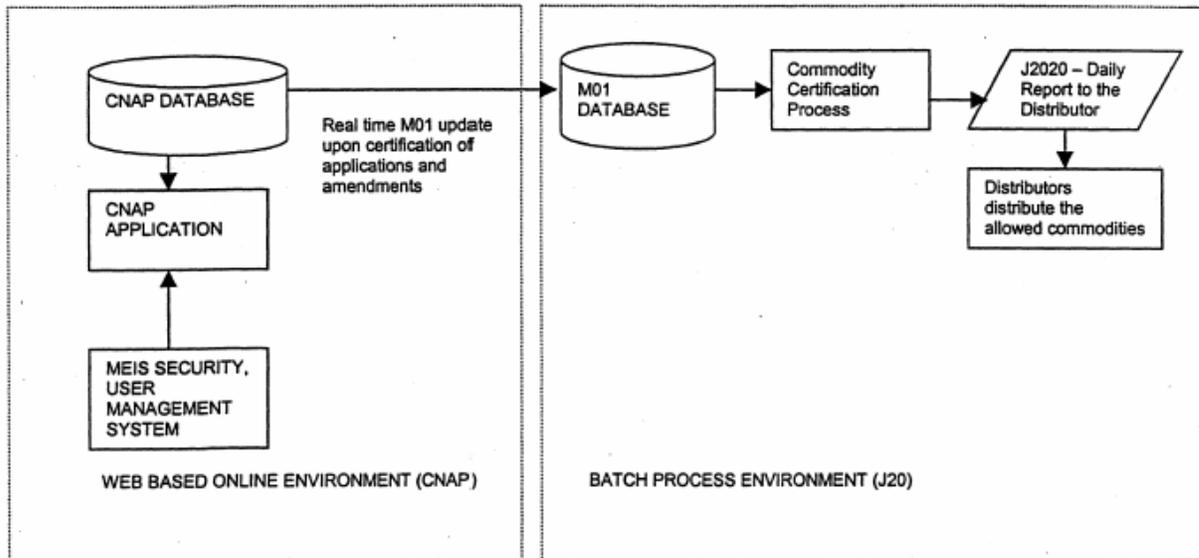
The Summer Food Service Program, known as Summer Feeding or SFSP, provides commodities from the USDA. It is administered by the Office of School Support Services of the Michigan Department of Education (MDE).

A separate application to and approval by the USDA Regional Office is required.

The Summer Feeding Sites through their Sponsor, are distributed commodities by their distributors.

All these parameters along with the parameters in the Agreement form, are to be maintained as a part of a web based application called CNAP (Child Nutrition Application Program), which will manage the annual applications for this program.

MDE, based on this data, creates monthly claims forms and collects claim information through the MEIS (Michigan Education Information System) and makes payment through The J20 System, which is a batch process system.



2. Definition of the Problem

As a supplement to the "CNAP System Requirements" document, this document describes the unique CNAP system requirements related to the Summer Feeding (SC), including the following:

1. The CNAP web application will provide an online system to manage the Summer Feeding program data, which involves **Sponsor** and **Site** (provider) information.
2. The System maintains month-level Activity Status for Sites.
3. The System will ensure that a provider does not participate under two sponsors simultaneously.

3. Data Elements and Business Rules for the SC Application

Appendix "A" references a spreadsheet that describes the data elements to be collected and maintained in the SC application program and many of the associated business rules.

4. Supplemental Application Requirements

Summer Feeding has no supplemental application requirements.

5. Technical Assistance

There are no SF documents to be made available for download.

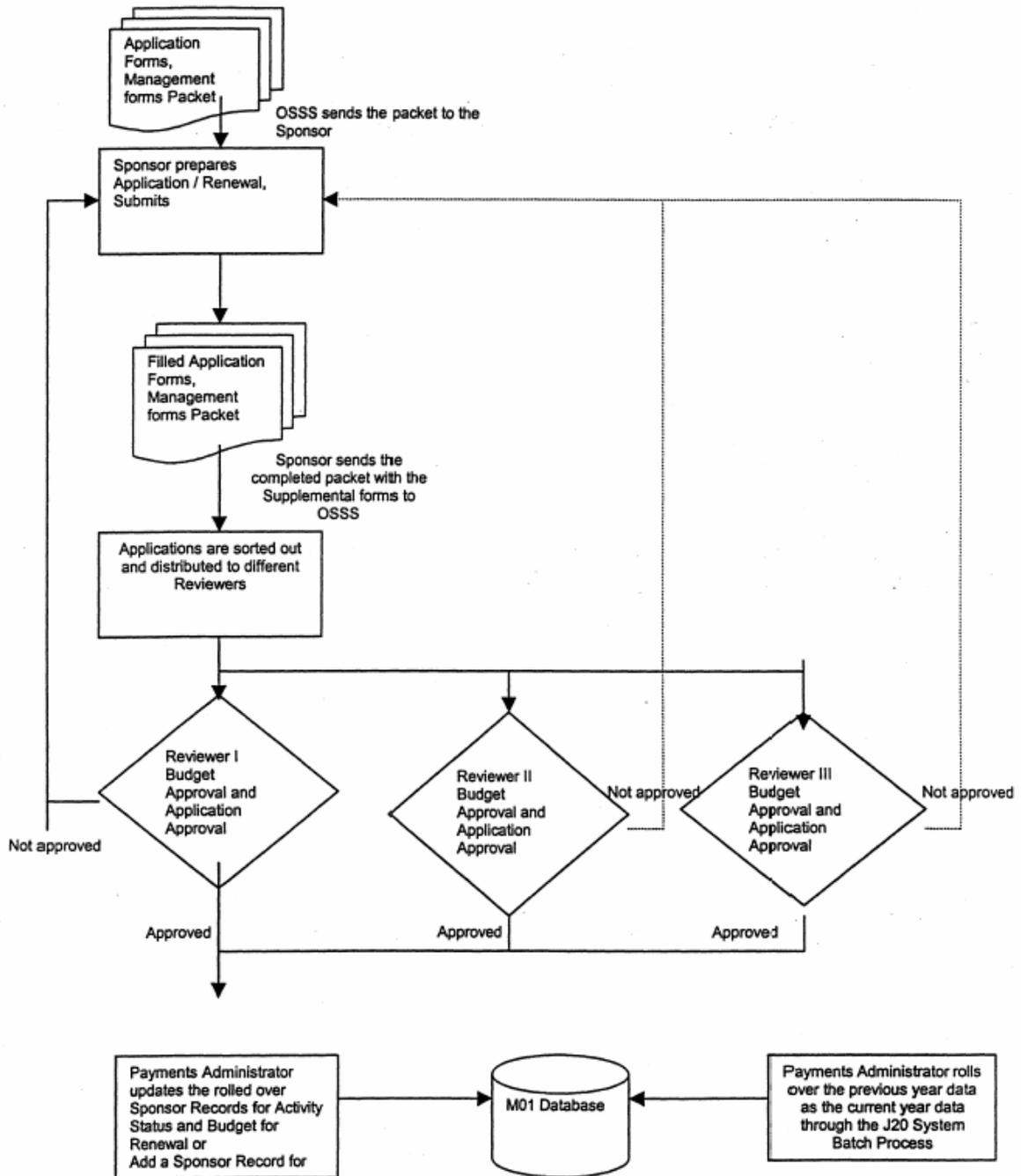
6. Concept of Operations

6.1 Schedule of Application Approval Cycle

Completed applications must be received at least three weeks before the first camp session, or no later than June 15.

After June 15, the system shall accept applications, but the applicant should be given notice that they might not be approved.

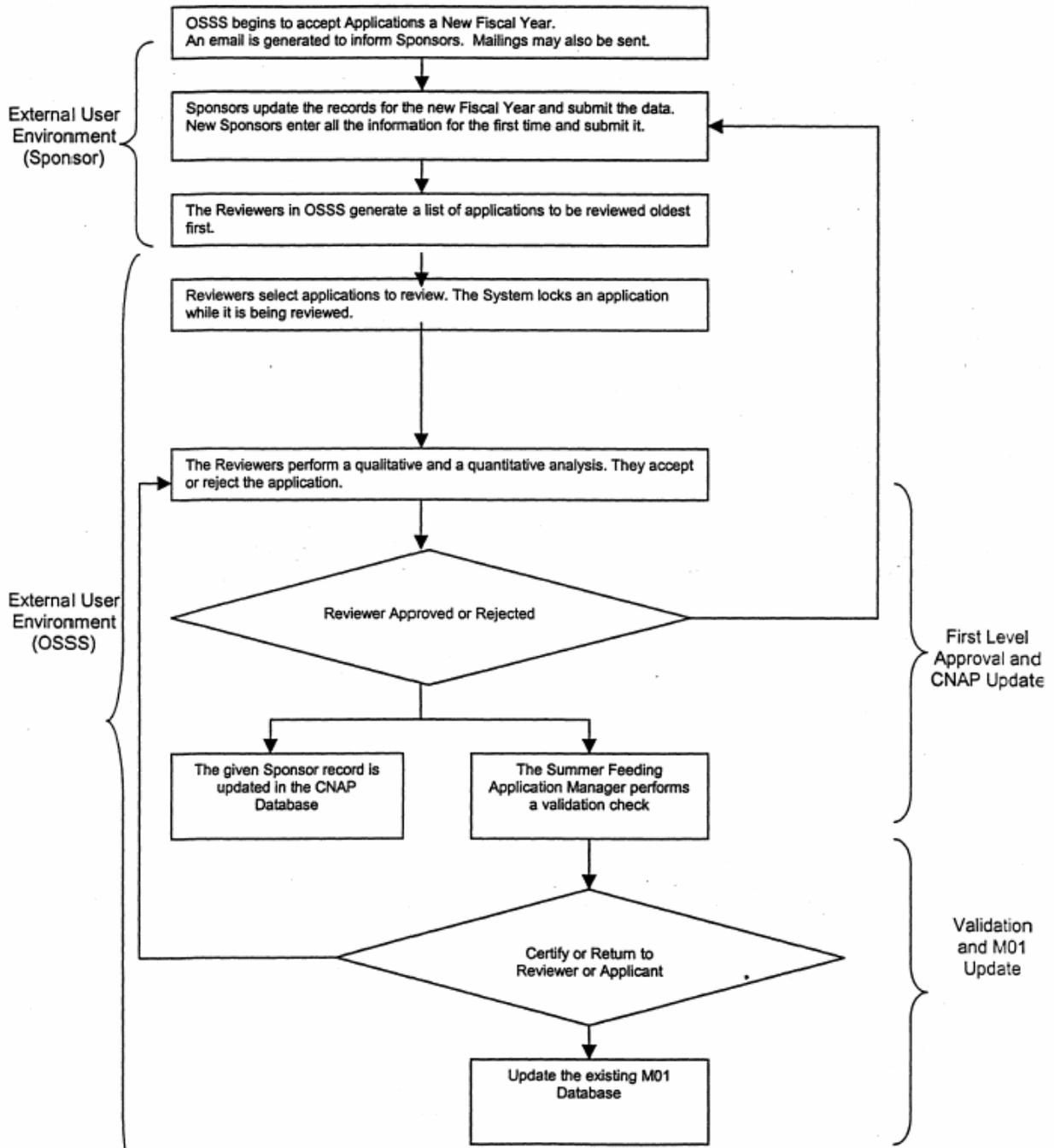
6.2 Work Flow Diagram of the Existing System



Description of the Existing Process

- Application forms are made into an Application / Renewal packet and sent to the Sponsors by April 1.
- The Sponsor fills in these forms and sends them to the Office of OSSS/Summer Feeding by June 15, or three weeks before feeding.
- The Sponsors Applications are sorted for the reviewers.
- Each reviewer evaluates applications for completeness and qualitative aspects.
- *If the information provided by the sponsor is insufficient, the reviewers communicate the requirements to the Sponsors and guide them to gain approval.*
- Approved applications are sent to the Payments Administrator.
- *The Payment Administrator rolls over the existing records for prospective renewing sponsors through a once-a-year rollover process.*
- The Payment Administrator validates all payment related information in the application and updates the existing M01 Database.

6.3 Work Flow Diagram of the Proposed System



Description of the Proposed System

- The Summer Feeding Application Manager at OSSS establishes the acceptance dates for the applications in CNAP (usually by June 15).
- An email is sent to the Sponsors to inform them that MDE is accepting applications for the new fiscal year.
- The Sponsor updates all the information online and mails the Supplemental documents to the OSSS.
- *The OSSS sorts the supplemental information it receives from the sponsor and distributes it to the Reviewers handling the approval of the respective Sponsors.*
- The Reviewers log into the CNAP system on a regular basis and view a list of applications waiting to be reviewed.
- The Reviewers select applications from the list to start the review process.
- Applications being reviewed should be locked from other reviewers, administrators, or applicants to review, certify, or edit the application. (The application should display as only "read only".)
- The Reviewers verify the information submitted online and also the supplemental information sent by mail and 'Approve', reject, or return the application for modifications (see the "CNAP System Requirements Doc for more details).

CNAP Administrators with Summer Feeding certification permissions should be able to easily review the "Payment related information" during application certification.

6.4 The Approval Method

Sponsor Application Approval

- a) On receipt of the Application packet, Assessment on the completeness of the Application forms is done.
- b) A qualitative analysis is performed based on the regulations provided by USDA. The regulations are listed at <http://www.fns.usda.gov/cnd/care/reg&policy/policy.htm>
- c) A quantitative analysis is performed on the financial aspects and all reasonable costs are approved based on USDA guidelines.
- d) Finally, based on the aforementioned aspects and the reviewer's judgement, a Sponsor Application is recommended for either approval rejection, or to be returned for modifications.

Provider Approval

- a) Sponsors will submit their list of providers over the web.
- b) The providers are checked for their affiliation with different sponsors in the previous year.
- c) The provider's information like the name, address changes are verified and noted.
- d) Capacity of the provider is evaluated and finally the provider is approved.

USDA Approval

The application shall contain a field for the USDA Agreement Number, to be manually verified and inserted by the reviewer. Application approval shall not be allowed without the USDA Agreement Number.

6.5 Other Variations

After approval, no modifications or amendments are supported.

Changes do not need to be tracked.

Browser Print should be sufficient.

7. Glossary

CACFP	Child and Adult Care Food Program
CIS	Consumer Industry Services
CNAP	Child Nutrition Application Program
FDCH	Family Day Care Homes
Fiscal Year	A business year, starting from October and ending in the following September. Fiscal Year 2003 is October 2002 through September 2003
M01	Existing Application Database
MEIS	Michigan Education Information System
OSS	Office of the School Support Services
Provider	An organization participating in the Food program under a Sponsor
Sponsor	An organization that registers in the Food and Nutrition program that claims meal reimbursements on behalf of the providers
USDA	United States Department of Agriculture

Appendix A

Summer Feeding Data Elements.xls

The data requirements in this spreadsheet define most of the data elements and partially define the business rules for each data element. These rules will need to be better defined during the project. The sections of the spreadsheet are set up in anticipation of the database designs and do not intend to represent a database design. Key fields (such as data identifiers and indices) and other necessary data elements will need to be added to support the requirements of the system.

Appendix B

Application Materials to be included in the CNAP system

Office of School Support Services

Detailed Requirements Specification Summer Camps Application

Version 2.0

September 27, 2002

Prepared for: Sue Anderson, Director
Office of School Support Services
Michigan Department of Education
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Prepared by: Peter Cyril Jones
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Preface

As a supplement to the "CNAP System Requirements" document, this document describes the unique CNAP system requirements of the Summer Camps (SC). This program is managed by the Office of School Support Services (OSSS) of the Michigan Department of Education (MDE).

Please send any questions, suggestions, or changes to requirements to the authors.

Revision History

Date	Version	Description	Author
9/24/2002	1.0	Initial Document	Bill Maas
9/27/2002	2.0	Edits after review meetings	Clarke Anderson

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1. Definition of the Summer Camps Program

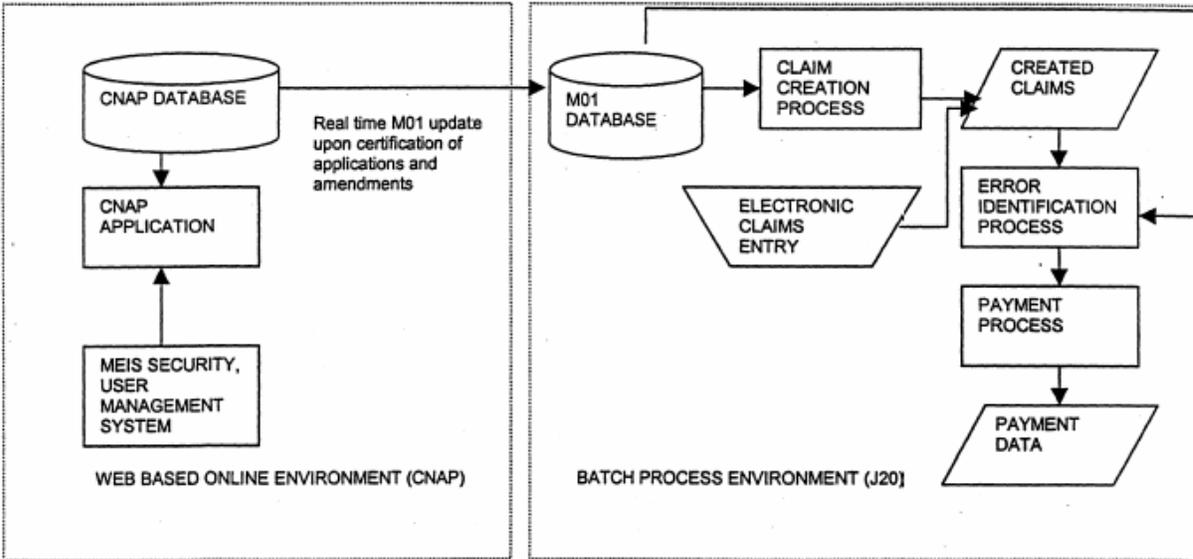
The Summer Camp Special Milk Program provides reimbursement for each one-half pint of milk served to eligible participants. It is administered by the Office of School Support Services of the Michigan Department of Education (MDE).

Only June, July and August can be active months.

Sponsors consolidate their Sites' claims and submit a monthly claim to MDE. The MDE evaluates the claims by checking the validity and eligibility of both Sponsor and the Sites based on various parameters (existing M01 Data) and reimburses the Sponsor.

All these parameters along with the parameters in the Agreement form, are to be maintained as a part of a web based application called CNAP (Child Nutrition Application Program), which will manage the annual applications for this program.

MDE, based on this data, creates monthly claims forms and collects claim information through the MEIS (Michigan Education Information System) and makes payment through The J20 System, which is a batch process system.



2. Definition of the Problem

As a supplement to the "CNAP System Requirements" document, this document describes the unique CNAP system requirements related to the Summer Camps (SC). The CNAP web application will provide an online system to manage the Summer Camps program data, which involves **Sponsor** and **Site** (provider) information.

3. Data Elements and Business Rules for the SC Application

Appendix "A" references a spreadsheet that describes the data elements to be collected and maintained in the SC application program and many of the associated business rules.

4. Supplemental Application Requirements

Summer Camps has no supplemental application requirements.

5. Technical Assistance

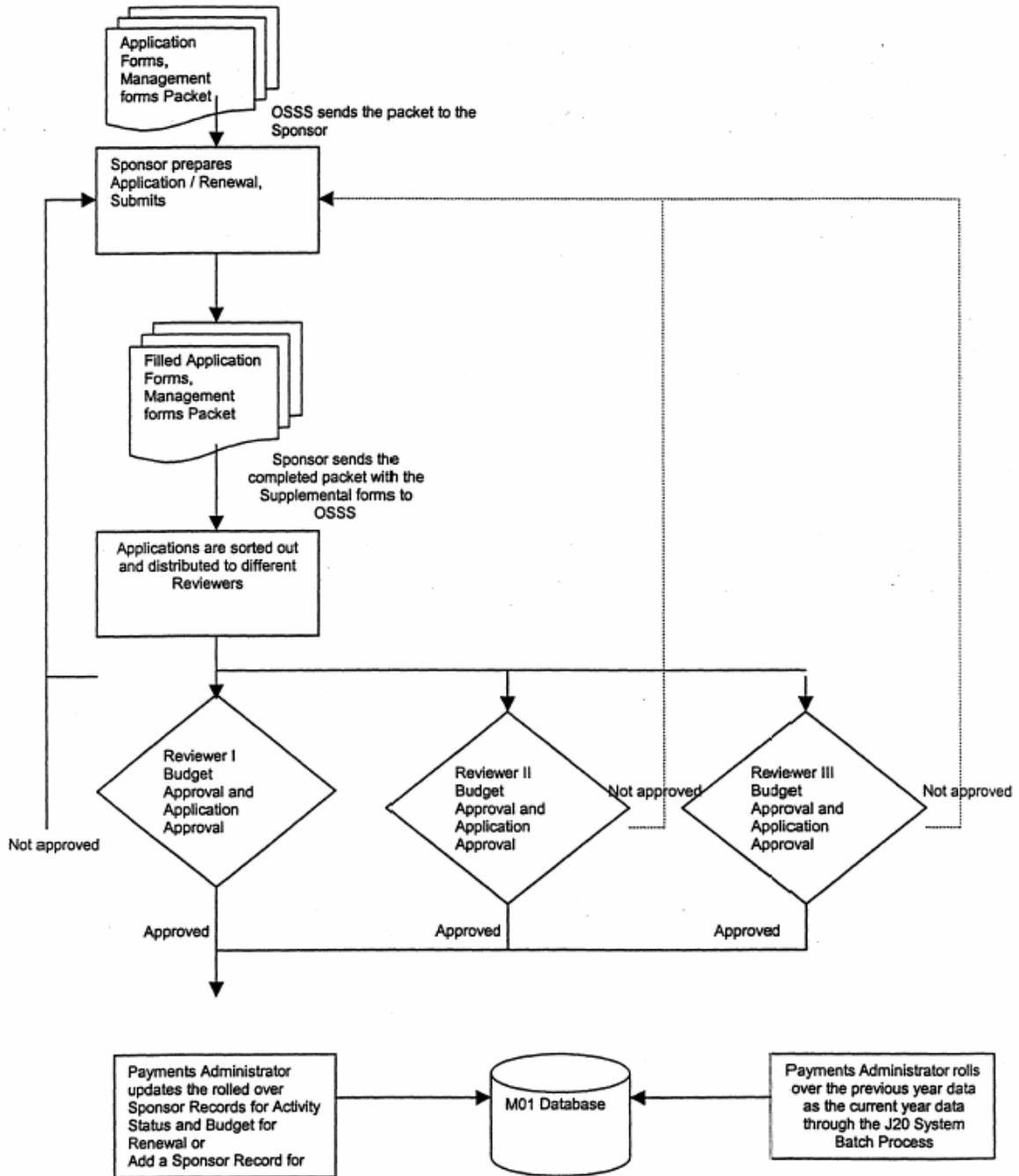
There are no documents to be made available to download.

6. Concept of Operations

6.1 Schedule of Application Approval Cycle

Completed applications must be received at least three weeks before the first camp session, or no later than June 15. After June 15, the system shall accept applications, but the applicant should be notified that they might not be approved.

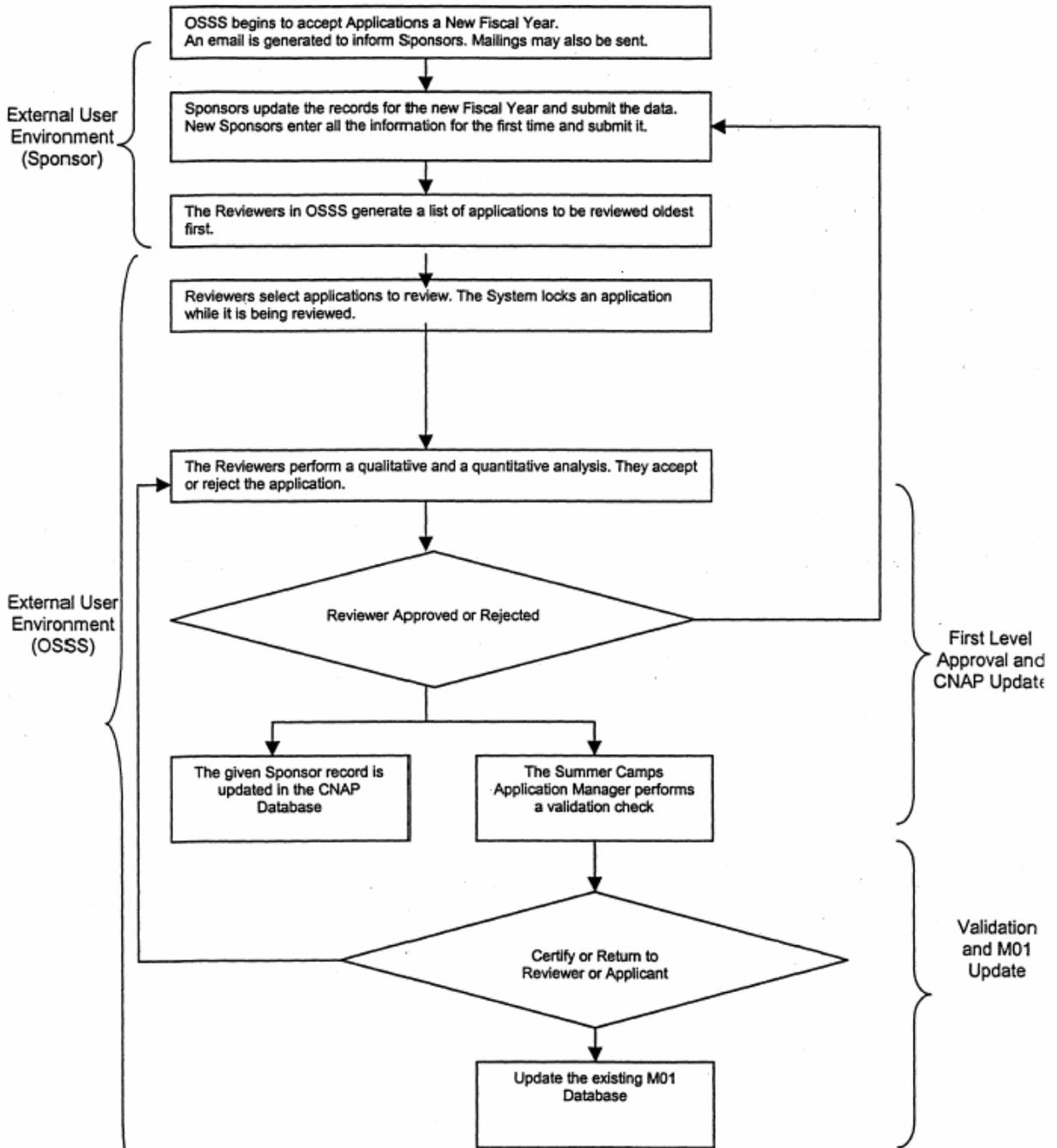
6.2 Work Flow Diagram of the Existing System



Description of the Existing Process

- Application forms are made into an Application / Renewal packet and sent to the Sponsors by April 1.
- The Sponsor fills in these forms and sends them to the Office of OSSS/Summer Camps by June 15, or three weeks before camp.
- The Sponsors Applications are sorted for the reviewers.
- Each reviewer evaluates applications for completeness and qualitative aspects.
- *If the information provided by the sponsor is insufficient, the reviewers communicate the requirements to the Sponsors and guide them to gain approval.*
- Approved applications are sent to the Payments Administrator.
- *The Payment Administrator rolls over the existing records for prospective renewing sponsors through a once-a-year rollover process.*
- The Payment Administrator validates all payment related information in the application and updates the existing M01 Database.

6.3 Work Flow Diagram of the Proposed System



Description of the Proposed System

- The Summer Camps Application Manager at OSSS establishes the acceptance dates for the applications in CNAP (usually by the June 15th).
- An email is sent to the Sponsors to inform them that MDE is accepting applications for the new fiscal year.
- The Sponsor updates all the information online and mails the Supplemental documents to the OSSS.
- *The OSSS sorts the supplemental information it receives from the sponsor and distributes it to the Reviewers handling the approval of the respective Sponsors.*
- The Reviewers log into the CNAP system on a regular basis and view a list of applications waiting to be reviewed.
- The Reviewers select applications from the list to start the review process.
- Applications being reviewed should be locked from other reviewers, administrators, or applicants to review, certify, or edit the application. (The application should display as only "read only".)
- The Reviewers verify the information submitted online and also the supplemental information sent by mail and 'Approve', reject, or return the application for modifications (see the "CNAP System Requirements Doc for more details).

CNAP Administrators with Summer Camps certification permissions should be able to easily review the "Payment related information" during application certification.

6.4 The Approval Method

Sponsor Application Approval

- a) On receipt of the Application packet, Assessment on the completeness of the Application forms, is done.
- b) A qualitative analysis is performed based on the regulations provided by USDA. The regulations are listed at <http://www.fns.usda.gov/cnd/care/reg&policy/policy.htm>
- c) A quantitative analysis is performed on the financial aspects and all reasonable costs are approved based on USDA guidelines.
- d) Finally, based on the aforementioned aspects and the reviewer's judgement, a Sponsor Application is recommended for either approval rejection, or to be returned for modifications.

Provider Approval

- a) Sponsors will submit their list of providers over the web.
- b) The providers are checked for their affiliation with different sponsors in the previous year.
- c) The provider's information like the name, address changes are verified and noted.
- d) Capacity of the provider is evaluated and finally the provider is approved.

7. Specific Requirements for Summer Camp

See the global requirements specification for CNAP. (This should be an easy one.)

8. Glossary

CACFP	Child and Adult Care Food Program
CIS	Consumer Industry Services
CNAP	Child Nutrition Application Program
FDCH	Family Day Care Homes
Fiscal Year	A business year, starting from October and ending in the following September. Fiscal Year 2003 is October 2002 through September 2003
M01	Existing Application Database
MEIS	Michigan Education Information System
OSS	Office of the School Support Services
Provider	A summer camp organization participating in the Summer Camp program under a Sponsor
Sponsor	An organization that registers in the Food and Nutrition program that claims meal reimbursements on behalf of the providers
USDA	United States Department of Agriculture

Appendix A

Summer Camps Data Elements.xls

The data requirements in this spreadsheet define most of the data elements and partially define the business rules for each data element. These rules will need to be better defined during the project. The sections of the spreadsheet are set up in anticipation of the database designs and do not intend to represent a database design. Key fields (such as data identifiers and indices) and other necessary data elements will need to be added to support the requirements of the system.

Appendix B

Application Materials to be included in the CNAP system

Office of School Support Services

Detailed Requirements Specification Family Day Care Home Application

Version 1.3

September 27, 2002

Prepared for: Sue Anderson, Director
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Preface

As a supplement to the "CNAP System Requirements" document, this document describes the unique CNAP system requirements of the Child and Adult Care Food Program (CACFP) for Family Day Care Homes (FDCH). This program is managed by the Office of School Support Services (OSSS) of the Michigan Department of Education (MDE).

Please send any questions, suggestions, or changes to requirements to the authors.

Revision History

Date	Version	Description	Author
08/30/2002	1.0	Initial Document	Peter Jones
09/11/2002	1.1	Reformatted Document	Bill Maas
9/17/2002	1.2	Pulled out generic requirements	Clarke Anderson
9/27/2002	1.3	Revisions after meeting with Julie and Rosemary	Clarke Anderson

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1. Definition of the FDCH Program

The Family Day Care Home (FDCH) program is one of the food service programs administered by the Office of School Support Services of the Michigan Department of Education (MDE).

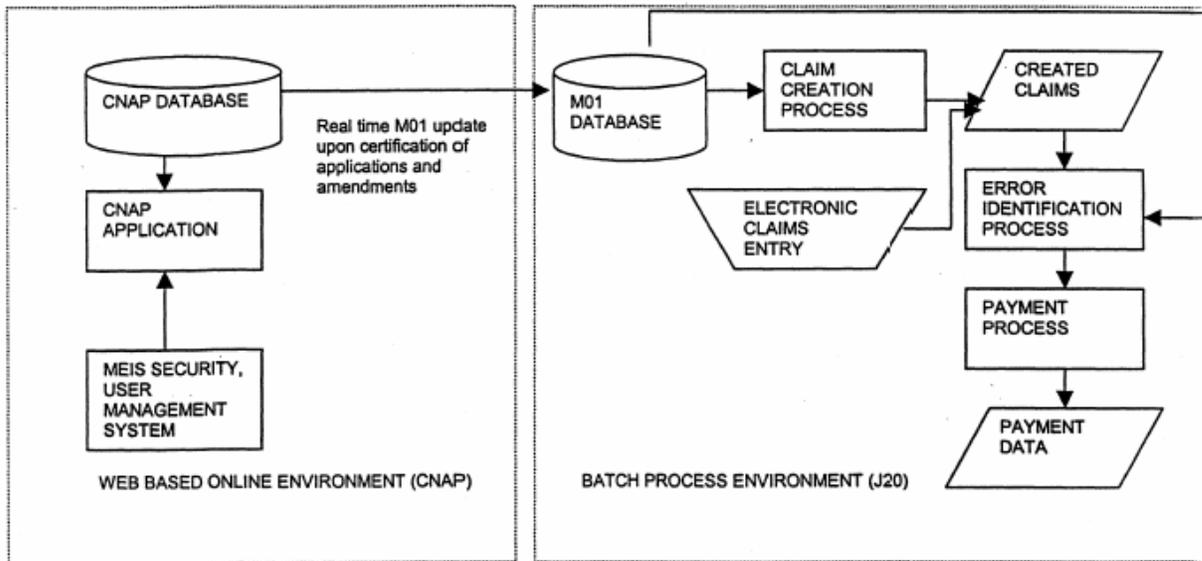
In this Program, certain Institutions apply themselves as a **Sponsor** (less than 10 total) and represent a group of **Sites** (approximately 10,000 total).

The Provider / Site is a Family Day Care Home, that provides reimbursable meals or snacks to participants and claim the meals or snacks reimbursement through their Sponsor. Frequently, the site is a day care service operating in a residential house/home.

Sponsors consolidate their Sites' claims and submit a monthly claim to MDE. The MDE evaluates the claims by checking the validity and eligibility of both Sponsor and the Sites based on various parameters (existing M01 Data) and reimburses the Sponsor.

All these parameters along with the parameters in the Agreement form, Management Plan form, Supplemental Application forms and Prototypes are to be maintained as a part of a web based application called CNAP (Child Nutrition Application Program), which will manage the annual applications for this program.

MDE, based on this Data, creates monthly claims forms and collects claim information through the MEIS (Michigan Education Information System) and makes payment through The J20 System, which is a batch process system.



2. Definition of the Problem

As a supplement to the "CNAP System Requirements" document, this document describes the unique CNAP system requirements related to the Child and Adult Care Food Program (CACFP) for Family Day Care Homes (FDCH). The CNAP web application will provide an online system to manage the FDCH program data, which involves **Sponsor** and **Site** (provider) information.

3. Data Elements and Business Rules for the FDCH Application

Appendix "A" references a spreadsheet that describes the data elements to be collected and maintained in the FDCH application program and many of the associated business rules.

4. Supplemental Application Requirements

The following are examples of the kinds of supplemental application items that are required by MDE/OSSS for the FDCH application process:

1. Copy of News Media Release.
2. Agency's written benefits policies.
3. Policy restricting outside employment.
4. Bid Advertisements.
5. Form Letters.
6. Sample Bid.
7. Copies of Contracts (including leases).
8. Calculation for prorated cost.
9. Training Materials given to Providers.

Sponsors are most likely to mail hard copies of these items to MDE/OSSS.

5. Technical Assistance

The following documents are examples of the items that the system shall make available to download from a "FDCH" technical assistance web page to support sponsors:

1. Menu Record (Attachment B1 and B2 in Application Packet).
2. Infant Menu Record (Attachment B3, B4 and B5 in Application Packet).
3. Menu Substitution Log (Attachment B6 in Application Packet).
4. Meal Attendance Record (Attachment C1 in Application Packet)
5. Meal Attendance Record (Attachment C2 and C3 in Application Packet)
6. Meal Attendance Summary (Attachment C6 in Application Packet)
7. CACFP Review form (Attachment D in Application Packet)

6. Concept of Operations

6.1 Schedule of Application Approval Cycle

6.1.1 Existing System

Sponsor Information:

- April - Meetings held with sponsors to inform them of changes coming.
- July 15 - Pre-printed Application forms, Agreement forms and Management Plan forms packet is sent to the Sponsors.
- August 31 - Filled Forms are returned to CACFP. (All applications are due.)
- October 1 - Application is approved and Application File (M01) is updated.
- November 30 - FDCH Claims are created. (Final Deadline.)

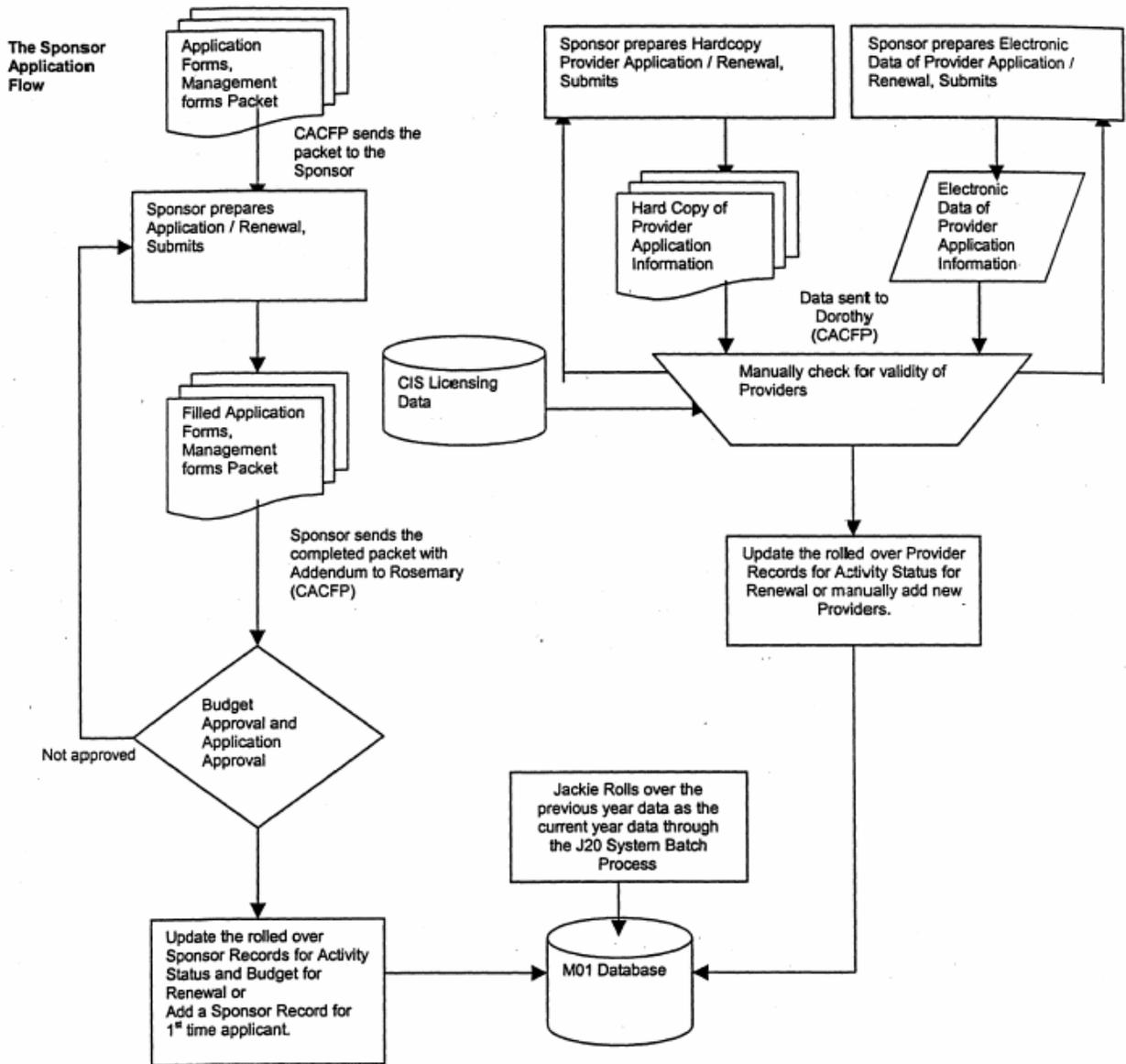
Provider Information:

- June 1 - Sponsors start recruiting Providers.
- October 15 - Large Sponsors submit the list of providers in Electronic Data format.
- November 30 - Inclusion of Providers through Paper forms.

6.1.2 Proposed System

- June 1 - Sponsors start recruiting Providers.
- August 31 - Final date for authorized applications through the new System.
- October 31 - All Sponsors submit the list of providers in Electronic Data format.
- November 30 - Claims are created for the Sponsors based on the available Providers.
- November 30 - Last Date to include New Providers.

6.2 Work Flow Diagram of the Existing System



Description

The existing approval process of FDCH applications is a two-part process: a Sponsor part approval and a Provider (Site) part approval.

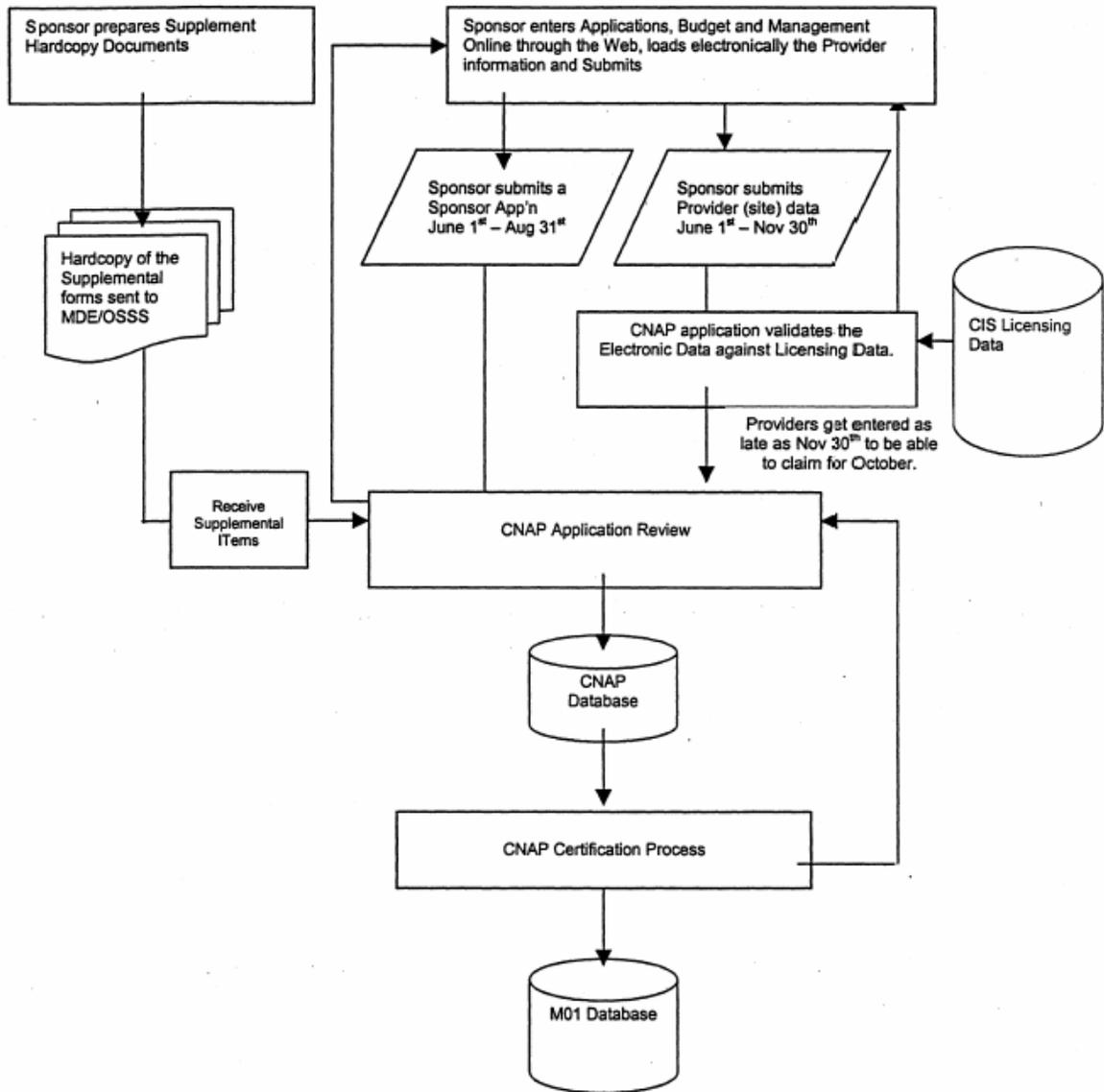
Sponsor

1. Application forms, Agreement forms, Management Plan forms and other forms are made into an Application / Renewal packet and sent to the Sponsors by July 15th.
2. The Sponsor fills in these forms and attaches all supplemental documents and sends them to the Office of CACFP no later than August 31st.
3. The Sponsor information reviewer evaluates for the completeness of the Application and goes through the qualitative aspects of the application and based on their judgement, approve or reject an application.
4. *If the information provided by the sponsor is insufficient, the reviewers communicate the requirements to the Sponsors and guide them to get the approval.*
5. An approved application is sent to the Payments Administrator.
6. *The Payment Administrator rolls over the existing records for prospective renewing sponsors through a once-a-year rollover process.*
7. The Payment Administrator validates all payment related information in the application and updates the existing M01 Database before October 1st.

Provider / Site

1. Sponsors submit the provider information electronically or as Hardcopy. The Provider approvals take place at a different timeline.
2. The Electronic Data submitted is imported into the M01 Application System through a Batch process. Along with the electronic data, a hardcopy of the information is also submitted.
3. The Hardcopy information is manually checked for the validity of providers in CIS Licensing Data. Other information related to the providers is evaluated and then the sites get approved.
4. The Payments Administrator rolls over the Provider information in the M01 Database once a year.
5. The Electronic Data gets updated in the M01 database. The Data submitted as Hardcopy gets keyed in.

6.3 Work Flow Diagram of the Proposed System for Approvals



Description

The FDCH CNAP Administrator will set the acceptance dates for receiving new FDCH applications for a new fiscal year. Sponsors enter provider (site) information as and when they recruit / renew the providers starting June 1st. The validity in the CIS licensing database is checked online as the provider data is entered into the system. The Application information for the Sponsor is submitted along with the Supplemental forms by August 31st. The Reviewer evaluates the Sponsor application information and based on a qualitative and a quantitative analysis, the application renewal is approved. However, the provider information can be appended even as late as November 30th.

6.4 The Approval Method

Sponsor Application Approval

- a) On receipt of the Application packet, Assessment on the completeness of the Application forms, Agreement forms, Management forms, List of Board of Directors, News Releases, Organization Chart is done.
- b) A qualitative analysis is performed based on the regulations provided by USDA. The regulations are listed at <http://www.fns.usda.gov/cnd/care/req&policy/policy.htm>
- c) A quantitative analysis is performed on the financial aspects and all reasonable costs are approved based on USDA guidelines.
- d) Finally, based on the aforementioned aspects and the reviewer's judgement, a Sponsor Application is recommended for either approval rejection, or to be returned for modifications.

Provider Approval

- a) Sponsors will submit their list of providers over the web. Providers in the list are checked for their License validity against the data maintained in the CIS Licensing Database.
- b) The providers are checked for their affiliation with different sponsors in the previous year.
- c) The provider's information like the name, address changes are verified and noted.
- d) Capacity of the provider is evaluated and finally the provider is approved.

The system shall provide a means to verify that a CIS license is valid during provider (site) reviews.

There is much turnover in the sites, but very rarely a new sponsor for the FDCH program.

6.5 Handling of Supplemental Application Materials

All the Supplemental Application items need to be submitted along with the Application before August 31st. Whenever there is a change in those forms, they are sent to the reviewer for Approval. All Supplemental Forms are evaluated on-site once every two years as a part of administrative review. All lease agreements of the Sponsors have to be sent as Supplemental Application Information. These and any other contracts are evaluated for reasonable costs based on the regulations specified by USDA. The Application could be approved without having some part of the Supplemental Application information approved.

7. FDCH-Specific Requirements

1. The system shall maintain Sponsor Administrative Budgets on a monthly basis. By default all the months will have the same budget as in October (First month) of the Fiscal Year unless it is changed and approved in the middle of the fiscal year; in which case all the months following the change will have the new budget and the system will have to maintain likewise programmatically. Example: Initially October thru September - \$54000
Then a budget revision occurs in March and it is changed to \$60000,
Then the system should reflect (Oct thru Feb - \$54000) and
(March through Sep - \$60000.)
2. The system shall log all FDCH database activity (e.g., add, change, delete of applications) in the activity log, as specified in the CNAP System Requirements Document. In addition, the system shall log the following fields in the activity log records for FDCH applications: Sponsor Agreement Number, Provider License Number, Time of Update and user's MEIS Account Number. This will improve reporting.
3. The number of Providers for a Sponsor could exceed 5000 providers. The system shall have the ability to get to all the sites from the Sponsor Screen.
4. The system shall allow FDCH sponsors to submit site applications in groups smaller than their total for a fiscal year application. For example, if a sponsor has 1000 sites, that sponsor would be able to renew 10 or 100 sites in a day and submit those without waiting for all the other sites to be ready. This way reviewers will be able to review "sets" of sites without having the sponsor to submit the entire set of sites at once. This will require a creative design in order to support the standard requirements for the CNAP application and amendment requirements.
5. The number of Active providers must be counted and be maintained as 'Number of Homes' for the Sponsor programmatically.
6. Printing Capability. The System must provide a facility to print all the data entered in the FDCH Application, in a format that presents the application to look as they do in the hard copy forms (probably PDF format). The print facility should facilitate section-wise printing of information.
7. The system shall validate that the Provider's license number is valid and current in the CIS licensing database and ensure that the provider does not participate under two providers simultaneously with different license numbers.
8. The system shall support the ability to check a list of disqualified applicants. The check will involve a match with last name and date of birth. If a match occurs, the system shall present the matches so that the reviewer or administrator can see the entire record from the disqualified list. This requirement can be adapted to improve the lookup/check process and is defined here to keep it simple to implement. It is likely to be a function that is improved in later phases of development.
9. FDCH Administrators will not be able to change the decisions of Reviewers; nor will they be able to change the content of an applicant's application. They will be able to reject an application two ways: 1) return an application to the applicant for modifications, or 2) return it to a Reviewer with comments.
10. Automatic Amendment. The system shall prompt users to see if they want to (automatically) generate another transaction to amend the current contract when they submit a new application for a future fiscal year.
11. Dual Amendment. The system shall prompt users to see if they want to (automatically) generate another amendment to the current or future contract when they submit an amendment for either the approved current fiscal year application, or for the approved future fiscal year application while there remains a current active application.

8. Glossary

CACFP	Child and Adult Care Food Program
CIS	Consumer Industry Services
CNAP	Child Nutrition Application Program
FDCH	Family Day Care Homes
Fiscal Year	A business year, starting from October and ending in the following September. Fiscal Year 2003 is October 2002 through September 2003
M01	Existing Application Database
MEIS	Michigan Education Information System
OSS	Office of the School Support Services
Provider	A licensed Family Day Care Home participating in the Food program under a Sponsor
Sponsor	An organization that registers in the Food and Nutrition program that claims meal reimbursements on behalf of the providers
USDA	United States Department of Agriculture

Appendix A

School Lunch Data Elements.xls

The data requirements in this spreadsheet define most of the data elements and partially define the business rules for each data element. These rules will need to be better defined during the project. The sections of the spreadsheet are set up in anticipation of the database designs and do not intend to represent a database design. Key fields (such as data identifiers and indices) and other necessary data elements will need to be added to support the requirements of the system.

Appendix B

Application Materials to be included in the CNAP system

Appendix C

Supplemental Information

Appendix D

Technical Assistance Forms

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

September 19, 2002

CHANGE NOTICE NO. 6
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2003	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective 10/1/02, this contract is **EXTENDED** for one year. The new contract ending date is **September 30, 2003**. All other specifications, terms and conditions remain the same. Attached is the Work Statement & Pricing for Phase III.

AUTHORITY/REASON:

Per agency's request from Ken Cool on 8/23/02 and vendor's approval on 8/28/02 and in accordance with the modification clause

INCREASE: \$1,121,800.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$2,263,694.00

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MEGS (Michigan Educational Grants System): Phase III

With the successful completion of the MEGS Phase II nearing, planning for the implementation of MEGS Phase III is critical to ensure a fluid transition to the next phase of this project. The next phase of this project involves increasing the number of grants that are included within MEGS (including grant programs outside the Michigan Department of Education), allowing for the acquisition of technology plans, building the CNAP applications, incorporating identified system enhancements and new initiatives into MEGS, and providing maintenance needed for the system. This document outlines the tasks that pertain to each of these components and provides a brief analysis of the time, effort, and costs that will be involved in completing them.

Overview of Component 1: Increasing the Number of Grants in MEGS

Some of the goals of MEGS are to provide the means for grants to store their data in one location, increase application uniformity throughout the grants process, and decrease the efforts involved in administering the grants process. With this in mind, the MEGS team is striving to include all grants that will benefit from an automated process. The grants that will be included within this next phase are addressed below.

Outline of Tasks Involved in Increasing the Number of Grants in MEGS

All grants, except for those which are included within the Consolidated Application, will require a substantial amount of project management time to help the program offices streamline their applications and modify the applications as needed to bring uniformity to the grants process. The grants will also need significant time for the development of their budget sections and any unique components. A majority of the applications can utilize existing MEGS functionality, which simplifies the process. Therefore, much of the expense of adding the grants resides in project management time, the generation of the budget section, including unique components, and providing the ability to generate PDFs and carryout reporting. Those who conduct peer reviews will also require additional time for project management and development due to each review process including different rubrics and nuances.

Proposed Grants for MEGS Phase III

Office	Grant Name	Type
BUDGET, CONTRACTS AND GRANTS	Competitive Technology Grant, Title II, Part D	Federal Competitive
2. EDUCATION OPTIONS, CHARTERS AND CHOICE	CHARTER SCHOOL PREOPERATIONAL	Federal Competitive



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3. EDUCATION OPTIONS, CHARTERS AND CHOICE	STATE SCHOOL AID SECTION 57.1 FOR INTERMEDIATE SCHOOL DISTRICTS. NOTE! THIS GRANT WILL ONLY BE DONE IF FUNDS CAN BE OBTAINED LATER IN THE FISCAL YEAR. WILL NOT BE PART OF THE INITIAL PO AGAINST THE CONTRACT.	State School Aid Act
4. FIELD SERVICES	TITLE III, PART A, ENGLISH LANGUAGE ACQUISITION AND IMMIGRANT EDUCATION	Federal Formula
5. Field Services	TITLE VI, PART B, SUB-PART 2, RURAL AND LOW INCOME GRANT	Federal Formula
6. Field Services	TITLE I, PART F, COMPREHENSIVE SCHOOL REFORM	Federal Formula
7. Field Services	Title I, School Improvement Grants	Federal Formula
8. Special Education	Individuals with Disabilities Education (IDEA) Flow Through Grants – Divide into four grants	Federal Formula
9. Department of Career Development	Carl Perkins Vocational Technical Grants- Secondary	Federal
10. Drug Control Policy	Streamline existing grant application.	Federal
11. Office of School Excellence	Even Start Grants	Federal Competitive
12. Office of School Excellence	21st Century Learning Center Grant (Title 4, Part B of the ESEA)	Federal Competitive
13. Office of School Support Services	United States Department of Agriculture, Food Reimbursement Grants	Federal Entitlement

**Table 1: Proposed Grants for MEGS Phase III
Costs Associated with Developing Online Applications**

- Development-related project management.
- Designing/analyses of online grant program.
- Creating application and report forms to collect the required information for the grant program.
- Creating business logic to enforce the grant’s rules.
- Building enhancements to cover unique complexities required by the grant.
- Testing the grant application and its interaction with MEGS.
- Holding one applicant focus group or conducting an extensive review with grant program consultants.



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- Generating a printable version (PDF) of the grant application.
- Generating a printable version (PDF) of the consultant checklist.
- Generating a printable version (PDF) of the report.

1. Budget, Contracts and Grants – New Technology Grant (TBA)

Title II, Part D Enhancing Education Through Technology

- \$45,000 (same quote as Phase II)

2. Education Options, Charters and Choice – Charter School Pre-Operational Grant

- 20 hours project management time
- 1 budget sections (including transferability) x 90 hours per budget section = 90 hours
- 3 unique forms x 24 hours per form = 72 hours
- 32 hours of testing
- 6 hours for two 3-hour review sessions with applicants or consultants
- 10 hours to develop the application PDFs
- 10 hours to develop the report PDFs
- 10 hours to develop the consultant checklist and checklist PDFs
- Total hours 250
- \$25,000

3. Education Options, Charters and Choice – State School Aid Section 57.1

- 52 hours project management time
- 1 budget sections x 90 hours per budget section = 90 hours
- 4 unique forms x 24 hours per form = 96 hours
- 32 hours of testing
- 6 hours for two 3-hour review sessions with applicants or consultants
- 20 hours to develop the application PDFs
- 20 hours to develop the report PDFs
- 10 hours to develop the consultant checklist and checklist PDFs
- Total hours 326
- \$32,600



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4. Field Services – Title III, Part A English Language Acquisition and Immigrant Education

- 20 hours project management time
- 4 budget sections x 30 hours per budget section = 120 hours
- 1 unique form x 24 hours per form = 24 hours
- 32 hours of testing
- 4 hours for two 2-hour review sessions with applicants or consultants
- 20 hours to develop the application PDFs
- 20 hours to develop the report PDFs
- 10 hours to develop the consultant checklist and checklist PDFs
- Total hours 250
- \$25,000

5. Field Services – Title VI, Part B Subpart 2

- 20 hours project management time
- 2 budget sections (including transferability) x 90 hours per budget section = 180 hours
- 32 hours of testing
- 6 hours for two 3-hour review sessions with applicants or consultants
- 10 hours to develop the application PDFs
- 10 hours to develop the report PDFs
- 10 hours to develop the consultant checklist and checklist PDFs
- Total hours = 268
- \$26,800

6. Field Services – Title I, Part F Comprehensive School Reform

- 40 hours project management time
- 1 budget sections x 90 hours per budget section = 90 hours
- 3 unique forms x 24 hours per form = 72 hours
- 32 hours of testing
- 6 hours for two 3-hour review sessions with applicants or consultants
- 30 hours to develop the application PDFs
- 30 hours to develop the report PDFs
- 10 hours to develop the consultant checklist and checklist PDFs



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- Special Features:
 - Composite Budget for Funding Sources within and outside the application (160 hours development, 30 hours testing) = 190 hours
 - Add school level budget summary to school level budgeting functionality (80 hours development, 20 hours testing) = 100 hours
 - Capture application data on a school basis (school level forms) (40 hours development, 16 hours testing) = 56 hours
- Total hours 656
- \$65,600

7. Field Services – Title I School Improvement Grants

- 40 hours project management time
- 2 budget sections x 90 hours per budget section = 180 hours
- 3 unique forms x 24 hours per form = 72 hours
- 32 hours of testing
- 6 hours for two 3-hour review sessions with applicants or consultants
- 10 hours to develop the application PDFs
- 10 hours to develop the report PDFs
- 10 hours to develop the consultant checklist and checklist PDFs
- Special Features:
 - Capture application data on a school basis (school level forms) (initial development done for Title I, Part F, additional 20 hours of implementation and 10 hours of testing needed to include in this application) = 30 hours
 - Add school level budget summary to school level budgeting functionality (initial development done for Title I, Part F, additional 20 hours of implementation and 10 hours of testing needed to include in this application) = 30 hours
- Total hours 420
- \$42,000

8. Special Education – Individuals with Disabilities Education (IDEA)

- Break out Special Education application into 4 separate grant applications. This effort will involve approximately half as much work as developing 4 new separate applications as much of the existing functionality can be utilized. Code from PDFs can also be reused. Hours for PDFs are 10 hours each to take existing code and re-organize it to accommodate the separate application structure.
- 32 hours project management time
- 6 budget sections x 30 hours per budget section = 210 hours
- 8 unique forms for the four programs x 12 hours per form = 96 hours
- 32 hours of testing



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- 6 hours for two 3-hour review sessions with applicants or consultants
- 40 hours to develop the application PDFs
- 40 hours to develop the report PDFs
- 40 hours to develop the consultant checklist and checklist PDFs
- Special Features:
 - Composite Budget for Funding Sources within and outside the application (160 hours development, 30 hours testing) = 190 hours
 - Note: Updating the FY2004 budget form is included in this quote.
- Total hours 686
- \$68,600

9. Career Development – Secondary Education Grants

State Aid Act, Section 68: Carl D. Perkins Vocational and Technical Education Act of 1998, Career Preparation System, Secondary CTE Perkins, and Tech Prep Education

- 80 hours project management time
- 3 budget sections x 90 hours per budget section = 270 hours
- 9 unique forms for the three programs x 24 hours per form = 216 hours
- 47 hours of testing
- 6 hours for two 3-hour review sessions with applicants or consultants
- 30 hours to develop the application PDFs
- 30 hours to develop the report PDFs
- 30 hours to develop the consultant checklist and checklist PDFs
- Special Features:
 - Allow budget items to be associated with an activity (20 hours project management, 80 hours development, 20 hours testing) = 120 hours
 - Composite Budget and Budget Detail (Summary of Funded Components) for Funding Sources outside the application (10 hours project management, 80 hours development, 20 hours testing) = 110 hours
 - Account for application initiator possibly not being the fiscal agent of the application (20 hours project management, 80 hours development, 20 hours testing) = 120 hours
 - Accommodate different function codes for different types of agencies (5 hours project management, 20 hours development, 8 hours testing) = 33 hours
 - Note: Costs split between Secondary Education Grant Programs
- Total hours 1092 hours
- \$89,000



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10. Office of Drug Control Policy – Safe and Drug Free

Title IV, Part A

- Re-engineer the Title IV, Part A Application: Revise grant flow and streamline large pages to make them load quickly. Make updates to pages.
- 80 hrs. project management, 180 hours development, 36 hours testing, 22 revision development, 12 hours review sessions.
- Total hours 330
- \$33,000

11. School Excellence – Even Start

- 1 budget sections x 90 hours per budget section = 90 hours
- 1 unique form x 24 hours per form = 24 hours
- 6 hours of testing
- Total hours 120
- \$12,000

12. School Excellence – 21st Century Learning Center Grant

Title IV, Part B of ESEA

- 1 budget sections x 90 hours per budget section = 90 hours
- 1 unique form x 24 hours per form = 24 hours
- 6 hours of testing
- Total hours 120
- \$12,000

Overview of Component 2: Building the CNAP applications

13. School Support Services – CNAP

- Due to grant program requirements not yet being available, an estimate for work required is provided as a total amount.
- 2500 hours
- \$250,000



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Overview of Component 3: Acquisition of Technology Plans

EE. Develop ability to accept and approve local agency technology plans.

Creating a component to acquire technology plans will require: Developing a means for agencies to submit their technology plans in a similar manner as the Consolidated Application accepts Consolidated Plans – this includes providing a page in which the agency lists where particular elements are located within the plan and an area to upload a link to the plan or the plan as a Word document. Providing instruction within the system to applicants on developing “bookmarks” within their documents to improve ease of navigation.

- 60 hours project management, 20 hours design/analysis, 318 hours development, 20 hours testing, 12 hours review sessions, 20 hours development for changes based on feedback.
- Total hours 450
- \$45,000

Overview of Component 4: Incorporating identified system enhancements and new initiatives into MEGS

The following system enhancements and initiatives were identified by the MEGS team and/or grant applicants as important for inclusion into MEGS.

K1. All Offices	MEGS Enhancement	Improve the process of adding/editing/deleting adding new users to MEGS/individual applications. This is from the Application Security link on the Main Menu. Update security levels.
K2. All Offices	MEGS Enhancement	Improve the process of adding users from inside the application. Allow users to grant access to the application to more than one persona at a time.
M1. All Offices	MEGS Enhancement	Editing Budget Items. Develop a means to edit multiple budget items at one time. Prefer a solution similar to the Quick Entry, where 10 items can be edited at a single time. Background: too tedious to edit budget items one page at a time.
N. All Offices	MEGS Enhancement	Provide ability to delete entire budget summaries that have been brought forward from the prior year’s application. In other words, the ability to clear out data and start over on selected screens/pages.
O. Special Education	Help Desk	Continuation of the Special Education help desk/technical assistance contract.
P. All Offices	Maintenance	System Maintenance - 1500 hours for general system maintenance to cover items not included above. Update all grants for FY 2003. Work will be requested by MDE using written work order requests. Agate will provide written estimates on all work.
P1. All Offices	MEGS Enhancement	Generate “1-click” PDF’s for existing MEGS applications.
Q. All Offices	MEGS Enhancement	Review and analyze the presentation of the MEGS Main, application, and consultant menus for each grant with the goal of improving the efficiency and speed of the MEGS system.
R. All Offices	MEGS Enhancement	Granting and editing access of users. Users have a need to be able to select multiple users to delete. Ability to select multiple users and remove their access without deleting them. Subsequently allow them to have access. Background: when working with consortium, Fiscal Agents would like to be able to control access, without having to add and delete the same users. Having an option to make them active and not active.
S. Entire MEGS	MEGS Enhancement	Next Button Navigation. Specific: EOSD program designs (1-5) must be able to be accessed with Next/Back buttons. Other grants (see MSRP) are asking for ability to



		have Next and Back buttons to navigate between logical progressions, specifically in Program Information links. Existing grants will have this navigation enhancement added as requested.
T. Entire MEGS	MEGS Enhancement	Upload Allocations. Screens for MDE personnel to be able to upload to the MEGS database. Files such as approved allocations or indirect rates can be uploaded by MDE personnel.
U. Entire MEGS	MEGS Enhancement	Analyze and reprogram the process of building and editing consortiums within the MEGS system. Consortium members should be able to alter their selections of services or funds/services from within an application. When new grants are initiated from the previous year, new consortia invitations will be issued. Add CM contacts to the grant.
V. Entire MEGS	MEGS Enhancement	Each budget has to be reviewed and brought into conformance with the changes to the function codes per Glenda Rader's memo of May/June 2002. Map existing function codes. Header codes can be brought forward. Error checking will be altered to ensure that detailed codes are used prior to submission.
W. Entire MEGS	MEGS Enhancement	JavaScript Drop Down Menu: Users must be able access all options in the dropdown. Large Consortia or Special Ed grants have the JavaScript menu option run off the page with no way to access the needed pages.
X. Entire MEGS	MEGS Enhancement	The MEGS system needs to be "load tested" to determine scalability and functionality of system during peak loads. The purpose is to: 1) determine the capacity of the MEGS System to handle user demands within an acceptable response time; and, 2) determine the capacity to expand the MEGS System and still get adequate performance.
Y. Entire MEGS	MEGS Enhancement	A process needs to be developed whereby the "yellow sheets" grant award notifications are sent to MDE grant sub-recipients electronically. The current system requires mailing hard copy to each sub-recipient.
Z. Entire MEGS	MEGS Enhancement	MDE needs to know if schools have submitted their latest Gun-Free certification report. CEPI to collect this information. Interface to CEPI to get needed information. If school has completed form, allow them to submit Federal grants.
AA. Entire MEGS	MEGS Enhancement	View Comments. Have comments readable from one location on the application menu. Currently comments are page specific. Keep that; however, allow them to be viewed all at one time. Also, need a way for applicants to print and/or save their comments.
DD. Entire MEGS	MEGS Enhancement	Consultant Checklist. Make consultant checklists printable in a usable format.



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EE. Budget, Contracts and Grants	Specific Application	A program needs to be developed that utilizes the MEGS system to achieve MDE approval of local agency technology plans.
FF. Budget, Contracts and Grants	MEGS Enhancement	Private schools need to be given access to MEGS. Focus groups must be convened and input sought from both the private and public school community. A pilot program should be implemented with the volunteer private schools.

Table 2: Phase III Identified System Enhancements and New Initiatives into MEGS

Outline of Tasks Involved in Incorporating Identified System Enhancements and New Initiatives into MEGS

All Enhancements and New Initiatives

All enhancements and new initiatives will require Agate Software, Inc. personnel to meet with MDE personnel to establish the details related to the implementation of the item, test the item prior to it being implemented into production, implement the item into production, collect feedback once it has been integrated into production, and confirm its acceptance by all stakeholders. This process has been instrumental in the successful completion of prior phases and will play a vital role in ensuring that the completion of MEGS Phase III is on time and on-target.

K1-2. Streamline process of adding new users to MEGS and new/existing users to individual applications.

Building this enhancement into MEGS will require: Collaborating with system users to design the streamlined process. Reworking existing MEGS functionality and/or developing new functionality to fit the new process. Building ability for changes to Application Security Levels to apply to already established grants.

- 20 hours design/analysis, 98 hours development, 20 hours testing.
- Total hours 138
- \$13,800

M1. Edit and delete multiple budget items at one time.

Building this enhancement into MEGS will require: Modifying the Budget Detail page so that existing budget items can be selected for modification or deletion. Building a page that displays selected items for editing in an editable form and saves the edits made to the budget items. Creating user-friendly navigation for conducting the editing process.

- 10 hours project management, 86 hours development, 24 hours testing.
- Total hours 120
- \$12,000



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N. Ability to clear whole budget pages of data brought forward from prior year's application.

Building this enhancement into MEGS will require: Determining where within the system applicants will be able to use it. Identifying any user notification/prompting needed to ensure that the deletion is intentional. Developing the ability to delete all budget items for a particular budget with the "click of a button."

- 10 hours project management, 56 hours development, 24 hours testing.
- Total hours 90
- \$9,000

O. Continuation of Help Desk Support for Special Education grant programs.

The 1-800-number and Agate Software, Inc. help desk staff member support during normal working hours of 8am – 5pm will continue to be provided. Addressing questions/issues within a 24-hour time frame from when the message is left will also continue.

- A flat fee of \$17.00 per call will be assessed up to the amount of \$40,000.

P. System Maintenance.

This item is addressed below in Component 5.

P1. Provide "one-click" PDF solution for existing MEGS applications.

Creating this enhancement will require: Developing a "one-click PDF" for each existing grant program in MEGS utilizing existing functionality.

- Field Services - Consolidated Application: 40 hours = \$4,000
- Special Education - Capacity Building: 24 hours = \$2,400
- Special Education - Transition Services: 32 hours = \$3,200
- Special Education - Early On: 32 hours = \$3,200
- Education Options, Charters, and Choices - Sec. 57.3, Gifted and Talented: 32 hours = \$3,200
- School Excellence - Michigan School Readiness Program: 32 hours = \$3,200
- School Excellence - Comprehensive Needs and Resources Assessment (MSRP Pre-App): 22 hours = \$2,200
- School Excellence - HIV Mini-grants: 24 hours = \$2,400
- Government Services & Customer Satisfaction - Homeless Education Grant: 32 hours = \$3,200
- Drug Control Policy - Safe and Drug Free: 80 hours = \$8,000
- Total hours 350
- \$35,000



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Q. Analyze MEGS Main, Application, and Consultant Menus to improve its speed and intuitiveness.

Creating this enhancement will require: Collaborating with system users to design more intuitive Main, Application, and Consultant menus. Revamping the Main, Application, and Consultant Menus to improve speed and implement the new designs.

- 20 hours project management, 30 hours design/analysis, 40 hours development, 20 hours testing.
- Total hours 110
- \$11,000

R. Add functionality to Give People Access... page.

Building this enhancement into MEGS will require: Modifying the page and developing additional components to provide the requested functionality described in Table 2.

- 10 hours design/analysis, 32 hours development, 10 hours testing.
- Total hours 52
- \$5,200

S. Provide "Back" and "Next" button navigation for application pages in which is it applicable

Building this new initiative into MEGS will require: Adding additional field(s) to the database to track the page sequence. Developing this functionality into the current application page template. Building the ability to include it or not include it as needed.

- 10 hours project management, 10 hours design/analysis, 80 hours development, 20 hours testing.
- Total hours 120
- \$12,000

T. Upload Allocations.

Building this new initiative into MEGS will require: Building administration screens that will allow authorized personnel to upload data into MEGS on the MEIS server.

- 20 hours design/analysis, 100 hours development, 30 hours testing.
- Total hours 150
- \$15,000

U. Analyze and reprogram the process of building and editing consortiums.

Creating this enhancement will require: Collaborating with system users to design a more intuitive consortium process. Revamping the consortium member pages to implement the new design.

- 20 hours project management, 20 hours design/analysis, 40 hours development, 30 hours testing.
- Total hours 110
- \$11,000



Contract 071B1001472
Change Notice No. 6

V. Develop mapping procedure to handle function codes that migrate to becoming more specific.

Building this new initiative into MEGS will require: Collaborating with MDE personnel to determine the process by which general function codes are separated into more detailed function codes. Build a component that allows for the mapping of data from a prior year in which the function codes were general to a current year in which the function codes are specific.

- 10 hours project management, 20 hours design/analysis, 40 hours development, 30 hours testing.
- Total hours 100
- \$10,000

W. Enhance JavaScript drop down menu.

Creating this enhancement will require: Designing a new approach to system navigation. Developing the new approach ensuring that it accommodates applications with large numbers of consortium or grant members.

- 10 hours design/analysis, 60 hours development, 10 hours testing.
- Total hours 80
- \$8,000

X. Stress Test System.

Conducting this new initiative will require: Determining standard applicant and consultant sessions within MEGS. Running the stress test. Analyzing stress test results to determine 1) capacity of system for handling user demands within an acceptable response time and 2) capacity to expand MEGS and continue to receive adequate performance.

- 10 hours design/analysis, 60 hours conducting test scenarios and rerunning scenarios, 10 hours analyzing results.
- Total hours 80
- \$8,000

Y. E-mail Grant Award Notification documents to sub-recipients.

Creating this enhancement will require: Utilizing existing "one-click PDF" functionality to develop ability to review and then e-mail Grant Award Notification documents to sub-recipients. The e-mail will contain a link to a PDF of the documents.

- 20 hours project management, 80 hours development, 32 hours testing.
- Total hours 132
- \$13,200

Z. Interface with CEPI to determine if latest Gun-Free certification report has been completed.

Creating this enhancement will require: Building an interface with CEPI to acquire needed information. Developing business logic that prevents application submission until the Gun-Free certification report has been completed. Displaying whether or not a Gun-Free certification report has been completed within the system on pages identified by the MEGS team.

- 20 hours design/analysis, 80 hours development, 40 hours testing.
- Total hours 140
- \$14,000



Contract 071B1001472
Change Notice No. 6

AA. Provide applicants with option to print the comments received via View Comments.

Creating this enhancement will require: Utilizing existing PDF technology to create a printable version of the View Comments as a PDF. Adding a "View PDF" button to the View Comments page.

- 1 hours design/analysis, 8 hours development, 1 hours testing.
- Total hours 10
- \$1,000

DD. Provide consultants with option to print their consultant checklist.

Creating this enhancement will require: Utilizing existing PDF technology to create a printable version of the Consultant Checklist as a PDF. Adding a "View PDF" button to the Consultant Checklist page.

- 1 hours design/analysis, 18 hours development, 1 hours testing.
- Total hours 20
- \$2,000

EE. Develop ability to accept and approve local agency technology plans.

This item is addressed above in Component 3.

FF. Providing ability for Private Schools to access MEGS.

Creating this enhancement will require: Participating in focus groups of private and public schools to determine the best method for implementing this new initiative. Developing components within MEGS to allow private school access. Conducting pilot sessions of volunteer private schools users to review the completed functionality. Making changes to this item based on feedback obtained in pilot sessions.

- 40 hours project management, 10 hours design/analysis, 80 hours development, 20 hours testing.
- Total hours 150
- \$15,000

Overview of Component 5: System Maintenance

P. System Maintenance.

Updating areas of MEGS and adding additional functionality will take place for up to 1150 hours of staff time. This includes time required to generate system documentation and develop the required deliverables noted as tasks in the MEGS Phase III Work Statement.

- Total hours 1150
- \$115,000

In Summary

MEGS Phase III is considered to be essential in improving upon existing functionality and expanding the scope of the system to adequately address the entire grants process. The exceptionally positive attitude of all MEGS stakeholders has allowed previous phases be a great success and everyone is anticipating significant benefits to be realized by implementing MEGS. Agate Software is looking forward to building upon the foundation that has been created in previous phases to enable the Michigan Department of Education and additional offices within the State of Michigan to conduct their grant programs with an unprecedented level of efficiency.

Total Cost of MEGS Phase III: \$1,121,800



STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

May 23, 2002

CHANGE NOTICE NO. 5
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2002	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective 5/22/02, this contract has been INCREASED by \$27,000.00. The new contract value is \$1,141,894.00.

INCREASE: \$27,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,141,894.00



MEGS Update Reauthorization Proposal

Addendum to Contract # 071B1001472

Submitted to:

Wm. Kenneth Cool
MEGS Project Director
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

Submitted by:

Lindsey Robinson
Director of Business Development
Agate Software
2727 Alliance Drive, Suite 1
Lansing, MI 48909



BACKGROUND

Due to recent Federal education legislative changes specifically, the “No Child Left Behind Act of 2001” (hereinafter referred to as New ESEA). Agate Software wishes to increase the dollar amount of contract 071B1001472 in order to integrate the New ESEA legislative changes into the MEGS project.
Work to Be Done

A. Transferability - The New ESEA provides as follows:

Title Vi, Part A, Subpart 2 – Funding Transferability, Lea Authority To Transfer Funds.

- An LEA not identified for school improvement or corrective action may transfer not more than 50 percent of its allocation under each listed program to:
 1. One or more of the other listed programs; or
 2. The Title I, Part A program.
- The programs to which transferability applies are the following:
 - Title II, Part A – Teacher and Principal Training and Recruiting
 - Title II, Part D – Enhancing Education Through Technology (formula grant portion only)
 - Title IV, Part A – Safe and Drug-Free Schools and Communities
 - Title V, Part A – Innovative Programs
- An LEA that is identified for school improvement may transfer not more than 30 percent of its allocation under each listed program to:
 1. Its allocation for Title I school improvement, if any; or
 2. Any other allocation, if the transferred funds are used only for Title I school improvement activities.

Additionally, Title VI, Part B, Subpart 1-Small, Rural School Achievement Program Provides as follows:

Small, Rural LEA Authority to Use Funds for Other Programs:

- An eligible small, rural LEA is one that meets all of the following criteria:
 1. The total number of students in average daily attendance in the LEA is fewer than 600;
 2. Each county in which an LEA’s school is located has a total population density of fewer than 10 persons per square mile; and
 3. All of the LEA’s schools are designated with a school locale code of 7 or 8.
- A small, rural LEA is also eligible if:
 1. It meets criteria 1 and 2 above; and
 2. The U.S. Secretary of Education grants the LEA’s request to waive criterion 3 above
Because the LEA is located in an area defined as rural by the State.
- An eligible LEA may use up to 100 percent of its allocation under each of the designated programs for the other programs listed below.

B. Technology Funds (Title II, Part D, Subpart 1) The New ESEA provides:

One half of Michigan’s approximately \$23 million grant dollars will now be given out on a formula basis, with the other half still competitive. Currently, States award the entire amount available for Local Educational Agencies (LEAS) through a competitive process. Formula allocations are based on each LEA’s prior year share of Title 1, Part A.



It has been determined by MDE management that the formula portion of Technology Grant funds will be incorporated into the “Consolidated Application” which was programmed for MEGS during the pilot.

This request is for Agate Software, Inc. to propose a plan to incorporate the formula portion of Technology Grant funds into the “Consolidated Application” and provide the cost to MDE.

C. Class Reduction Size Grant

The Class Size Reduction Grant was eliminated as part of the new ESEA. However, funded remaining from the fiscal year 2002 federal grant award will be available for carry-over use during school year 2002-2003. The MDE needs to have this capability programmed into the “Consolidated Application”.

This request is for Agate Software, Inc. to propose a plan to include the Class Size Reduction Grant carryover into the “Consolidated Application” and provide the cost to MDE.



Pricing

Agate Software proposes to develop the New ESEA changes as outlined above in this proposal for a fixed rate of \$27,000.

Description	Price
Title 2e Carryover	\$9,000
Transferability	\$9,000
Consolidated Lit/Budget	\$9,000
Total	27,000

This proposal is valid for 90 days.

Michigan Department of Education agrees to the proposed pricing.	
<hr/> Bob VandenHaute Vice President Agate Software, Inc.	<hr/>
<hr/> Date	<hr/>

The History of Agate Software

Founded in 1991, Agate Software, Inc. is a custom software developer based in Lansing, Michigan. Agate Software has established a reputation as one of Michigan's premier Internet application developers. Projects such as *SIGMA – the State Information and Grant Management Application for the State of Michigan*, and the *Test and Quality Information Tracking* application for Basell Polyolefins, a subsidiary of Shell Oil Company, have aided in making Agate Software one of the front-runners in Internet application development.

Agate Software is an award winning Microsoft Certified Partner. Agate Software was selected as a finalist in Microsoft's Window World Open contest, a worldwide contest that rewards the best companies in Windows development from around the globe. Bill Gates of Microsoft announced the winners at the 1999 Spring Comdex show in Chicago, Illinois.

During the past four years, Agate Software has grown at a rate of 100% annually. We have not grown at this rate through venture capital investments or an IPO in the stock market. Our success has come from implementing leading edge Internet technologies and insuring that we made every effort necessary to meet the needs of our customers. We have built our customer base through word-of-mouth, referrals, and repeat business from our satisfied customers.

Agate Software has a history of developing successful software applications for many of Michigan's largest companies. Our clientele includes General Motors, Ford Motor Company, Michigan State University, the State of Michigan, BorgWarner, Eaton Corporation, Dana Corporation, MedBill, the Nature Conservancy, and American Cyanamid.



Agate Software is incorporated in the State of Michigan.

Agate Software, Inc.
2727 Alliance Drive
Suite 1
Lansing, MI 48910

Phone: (517) 336-2500
Fax: (517) 319-3292

Contact: Tim Pearl
Email: tpearl@agatesoftware.com



Agate Software Corporate Offices
in the University Corporate Research Park

Agate Software, Inc. Corporate Information

Agate Software, Inc.
2727 Alliance Drive, Suite 1
Lansing, MI 48910
Phone: (517) 336-2500
Fax: (517) 319-3292
Web: www.agatesoftware.com
Identification Numbers
D-U-N's Number: 80-201-6709
Federal ID #: 38-3161089



STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

March 6, 2002

CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2002	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective 3/6/02, the attached modifications are hereby incorporated into this contract. All other terms, conditions, and specifications remain the same.

INCREASE: \$44,064.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,114,894.00





Work Statement - Michigan Department of Education –MEGS - Special Education and Early Intervention Services –Technical Assistance To MEGS Users

BACKGROUND/PROBLEM STATEMENT

Background. The Department of Education, Office of Special Education and Early Intervention Services needs to contract for provision of technical assistance to local agencies users who are applying for grants issued by the MDE Office of Special Education and Early Intervention Services during the initial implementation of the Michigan Electronic Grants System (MEGS). Technical assistance to local agency users is not part of the Agate Software Inc. contract for MEGS Phase II. As a result, the feasibility of amending upward the dollar amount of contract 071B1001472 needs to be explored in order to meet a need expressed by the Office of Special Education and Early Intervention Services.

Rationale. The grants administered by the Office of Special Education and Early Intervention Services are among the most complex grants administered by MDE. During the implementation phase of any new information technology system, users who are learning the new system need additional technical assistance. The Office of Special Education and Early Intervention Services, nor the Department of Education, has sufficient staff resources to provide the desired level of service to local agency grant applicants.

Grants Covered: This technical assistance will cover the following Office of Special Education and Early Intervention Services grants and no others: the Special Education “umbrella grant” (Flowthrough, Preschool, EOSD, TMT), Early-On, Transition Services, and Capacity Building.

Period of Service: March 1, 2002 through July 31, 2002

Service Desired: The MDE needs the following services:

- Staff available to take telephone calls and respond to e-mails and faxes from 8:00 AM through 5:00 PM Monday through Friday excluding holidays.
- Staff who respond to users must be trained in the MEGS system and in dealing with users.
- Emails and faxes must be responded to within 24 hours of receipt.
- Telephone calls from users must be responded to within four hours of the working day. For example, a call received at 4:00 PM on day one would need a response by 11:00 AM of day two.
- The contractor must maintain metrics (statistics) on the number of calls, frequently asked questions, response time, the date and time of calls, and provide reports to MDE.
- There will be many calls that involve MEIS passwords and access to MEIS which must be handled by the MDE help desk. The contractor will take the call, fax or e-mail and create a help ticket in the MDE system. In other words, the user will not be asked to hang up and call MDE help desk.



Work Statement - Michigan Department of Education –MEGS - Special Education and Early Intervention Services –Technical Assistance To MEGS Users

- The contractor will either provide a toll-free telephone number so that users can access technical services toll-free or specify an alternative method of meeting the users needs.
- Users who call with questions about other MDE grants that are not listed above, (non-Office of Special Education and Early Intervention Services grants), must be courteously referred to the appropriate MDE Office for assistance.

Pricing: There are 108 working days or 864 working hours during the period March 1, 2002 through July 31, 2002. MDE staff believe that the need for Technical Assistance will not be level during that time period. It is believed that the first two weeks after grants are opened for applications to be submitted and the two-week prior to the submission due date will be a heavy workload period. Demand will slacken during the remainder of the time period.

MDE is soliciting a proposal with an innovative price structure that takes into consideration the varying level of demand as noted above. MDE would be interested in a proposal that suggests a flat rate per telephone call, e-mail or fax responded to, or some other similar method that achieves the same purpose. The proposal should also provide detail as to how the suggested cost structure was determined.

The proposal should be submitted to: Wm. Kenneth Cool, MEGS Project Director, Michigan Department of Education, P.O. Box 30008, Lansing, Michigan 48909. It is requested that the proposal be submitted by twelve o'clock noon Wednesday January 30, 2002.



2727 Alliance Drive, Suite 1, Lansing, MI 48910

PH: 517.336.2500

FAX: 517.319.3292

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Web: www.agatesoftware.com



STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

February 6, 2002

CHANGE NOTICE NO. 3
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2002	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

**Effective 2/6/02, the attached modifications are hereby incorporated into this contract.
 All other terms, conditions, and specifications remain the same.**

INCREASE: \$20,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,070,830.00



Work Statement - Michigan Department of Education –MEGS - Special Education and Early Intervention Services –Systems Manual and Training Materials

BACKGROUND/PROBLEM STATEMENT

Background. The Department of Education, Office of Special Education and Early Intervention Services needs a system manual, and training materials for the Michigan Electronic Grants System (MEGS). A system manual and training materials are not currently part of the Agate Software Inc. contract for Phase II of MEGS. As a result, there is a need to increase the dollar amount of contract 071B1001472 to ensure that the Office of Special Education and Early Intervention Services, specifically, and the Department of Education in general has a MEGS system manual for all necessary training and documentation materials to support the MEGS system.

Rationale. MDE needs to ensure that all local agency Special Education and Early Intervention personnel involved with MEGS are able to properly use the application. Local agency applicant organizations will be required to use the MEGS system. Proper use of MEGS will require a MEGS system manual and training aids and materials to train applicant organizations as well as MDE personnel. Applicant organizations must not only know how to use MEGS to apply for specific grants on-line, but they must know how to properly set up MEGS to ensure they have authorized users. The proper configuration of MEGS users in every applicant organization is critical to the success of MEGS. The MEGS system will depend on trained users that can properly set up the MEGS system for their organization's use. Effectively the intent is to have a usable document that provides essential information to MEGS users. This will not be a detailed document with discussion of the various programs, rather it will focus on how to use the MEGS application to apply for and review MEGS.

First Deliverable: A MEGS system manual in a Word 2000-document file format. The systems manual must also be available to users as a download from the MEGS homepage. The System manual must contain a table of contents; a MEGS core functionality section, and annexes for each individual grant, and a glossary. Annexes will be organized by MDE Program Office, with specific grants listed. For instance, the annex for the Office of Special Education and Early Intervention Services will have separate sections for the Special Education "umbrella grant" (Flowthrough, Preschool, EOSD, TMT), Early-On, Transition Services, and Capacity Building grants. The annexes will be specific to each grant and will address specific issues for the grant. The size of the annexes should be kept under three (3) pages for most grants. Brevity is important. The document will be produced with font size 12 in an appropriate font, with at least 1" margins. The MDE requires 2 copies in binders, three ring punched, printed in black and white. Binders will have a cover and a spine descriptor visible from the outside of the binder and will be printed on two sides, with black and white screen shots. Screen shots will be annotated as necessary. Tabs for the core functionality section and the special education and early intervention services annex will be provided. **The deliverable for this work statement is the core functionality section and the annex for the Office of Special Education and Early Childhood. The annexes for other MDE grants are not part of this deliverable.**



Work Statement - Michigan Department of Education –MEGS - Special Education and Early Intervention Services –Systems Manual and Training Materials

Systems Manual Specifications:

A. The core functionality section of the system manual will include, but not be limited by) the following subjects/topics: (Note these subjects/topics are intended as an indication of what is necessary, but should not be considered definite and all inclusive. Agate Software Inc. is encouraged to expand upon and improve coverage of these subjects/topics and ones that are not listed below).

- Introduction to MEGS.
 1. -What MEGS is
 2. -Common navigation (menu bars, definition of menu items)
 3. -Discussion of User/security levels
 4. -Discussion of statuses used
 5. -Flowchart with flow of a typical competitive grant

- How to get a MEIS account
 1. -Why MEIS accounts are used
 2. -Creating a new MEIS account
 3. -Checking a MEIS account
 4. -Updating MEIS account
 5. -MDE MEIS policy
 6. -MEGS expects one user per each MEIS account
 7. -MEGS tracks user actions through the MEIS account

- Setting up MEGS in the district.
 1. -Maintaining/updating organization data
 2. -How to designate an authorized official
 3. -How to update authorized officials
 4. -What to do once an authorized official is entered into the system
 5. -How to add application administrators
 6. -How application administrators add others to work on their grant
 7. -Updating organization information

- Using MEGS to apply for Grants.
 1. -Note- At this point, it is suggested that "The Quick Guide To Using MEGS" authored by Jennifer Wagester can be inserted and will cover most of this topic.

- Using MEGS to review applications

- MDE administration of grant programs.
 1. -How to enter Authorized Official's into MEGS



Work Statement - Michigan Department of Education –MEGS - Special Education and Early Intervention Services –Systems Manual and Training Materials

B. The annex for the Office of Special Education and Early Childhood section of the system manual will include the following:

1. A separate section for the Special Education “umbrella grant” (Flowthrough, Preschool, EOSD, TMT)
2. A separate section for the Early-On grant
3. A separate section for the Transition Services grant
4. A separate section for the Capacity Building grant

Each section of the annex for each Office of Special Education and Early Childhood grant will contain user-friendly specific information concerning each particular grant.

Second Deliverable: Training Aids and Materials

Training Aids and Materials Specifications:

A. The Training Aids and Materials will consist of a MS PowerPoint presentation that includes the following:

- Introduction to MEGS.
 1. -What it is
 2. -Common navigation (menu bars, definition of menu items)
 3. -Discussion of User/security levels
 4. -Discussion of statuses used
 5. -Flowchart with flow of a typical competitive grant
- How to get a MEIS account
 1. -Why MEIS accounts are used
 2. -Creating a new MEIS account
 3. -Checking a MEIS account
 4. -Updating MEIS account
 5. -MDE MEIS policy
 6. -MEGS expects one user per each MEIS account
 7. -MEGS tracks user actions through the MEIS account
- Setting up MEGS in the district.
 1. -Maintaining/updating organization data
 2. -How to designate an authorized official
 3. -How to update authorized officials
 4. -What to do once an authorized official is entered into the system
 5. -How to add application administrators
 6. -How application administrators add others to work on their grant



STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 OFFICE OF PURCHASING
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

September 24, 2001

CHANGE NOTICE NO. 2 (REVISED)
 TO
 CONTRACT NO. 071B1001472
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant—Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2002	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective 09/17/01, this contract has been INCREASED by \$692,300.00. The new contract value is \$1,050,830.00.

AUTHORITY/REASON:

Per agency's request from Ken Cool and vendor's letter dated 8/30/01 and in accordance with the modification clause

INCREASE: \$692,300.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,050,830.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 OFFICE OF PURCHASING
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

September 17, 2001

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant -- Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2002	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective 09/17/01, this contract has been **INCREASED** by \$692,300.00. The new contract value is \$1,743,130.00.

AUTHORITY/REASON:

Per agency's request from Ken Cool and vendor's letter dated 8/30/01 and in accordance with the modification clause

INCREASE: \$692,300.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,743,130.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 OFFICE OF PURCHASING
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

August 16, 2001

CHANGE NOTICE NO. 1
TO
CONTRACT NO. 071B1001472
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Agate Software 2727 Alliance Drive, Suite 1 Lansing, MI 48910	TELEPHONE Tim Pearl (517) 336-2500
	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-8622 Maritza Garcia-Strong
Contract Administrator: Ken Cool Software Consultant -- Department of Education	
CONTRACT PERIOD: From: April 9, 2001 To: September 30, 2002	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby **INCREASED** by \$62,330 for programming of two additional grants; section 57.3 Gifted and Talented and Section 32(d) School Readiness grants. See attached for tasks and costs.

AUTHORITY/REASON:

Per agency request.

INCREASE: \$62,330.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$358,530.00