

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

April 12, 2001

NOTICE
 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	

The terms and conditions of this Contract are those of **ITB #071I1000151**, this Contract Agreement and the vendor's quote dated **3-7-01**. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.

Estimated Contract Value: **\$296,200.00**

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MISCELLANEOUS INFORMATION: The terms and conditions of this Contract are those of ITB #071I1000151, this Contract Agreement and the vendor's quote dated 3-7-01. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.		
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THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the **ITB No. 071I1000151**. A Purchase Order Form will be issued only as the requirements of the State Departments are submitted to the Office of Purchasing. Orders for delivery may be issued directly by the State Departments through the issuance of a Purchase Order Form.

All terms and conditions of the invitation to bid are made a part hereof.

FOR THE VENDOR:	FOR THE STATE:
<u>Agate Software</u>	<u>Signature</u>
Firm Name	Maritza Garcia-Strong, Buyer
<u>Authorized Agent Signature</u>	Name
<u>Authorized Agent (Print or Type)</u>	Technology & Professional Services Division
<u>Date</u>	Title
	<u>Date</u>



**SECTION I
CONTRACTUAL SERVICES TERMS AND CONDITIONS**

I-A PURPOSE

The purpose of this Contract is to obtain services for Department of Education to re-engineer its grants management processes with an internal-based system for educational grant applications, reviews, approvals, awards and reporting.

I-B TERM OF CONTRACT

The State of Michigan is not liable for any cost incurred by any bidder prior to signing of a Contract by all parties. The activities in the proposed Contract cover the period 4-09-01 to 9-30-02 with options for unilateral extension by the State for not more than two (2) each successive one (1) year extensions. The State fiscal year is October 1st through September 30th. The prospective Contractor should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations.

I-C ISSUING OFFICE

This Contract is issued by the State of Michigan, Department of Management and Budget (DMB), Office of Purchasing, hereafter known as the Office of Purchasing, for the State of Michigan, Department of Education. Where actions are a combination of those of the Office of Purchasing and Department of Education, the authority will be known as the State.

The Office of Purchasing is the sole point of contact in the State with regard to all procurement and contractual matters relating to the services described herein. The Office of Purchasing is the only office authorized to change, modify, amend, alter, clarify, etc., the prices, specifications, terms, and conditions of this Contract and any Contract(s) awarded as a result of this Request. The OFFICE OF PURCHASING will remain the SOLE POINT OF CONTACT throughout the procurement process, until such time as the Director of Purchasing shall direct otherwise in writing. See Paragraph II-C below. All communications concerning this procurement must be addressed to:

Maritza Garcia-Strong, Buyer
 Technology and Professional Services Division
 DMB, Office of Purchasing
 2nd Floor, Mason Building
 P.O. Box 30026
 Lansing, MI 48909
 Email: garcia-strongm@state.mi.us
 Phone: 517-373-8622

I-D CONTRACT ADMINISTRATOR

Upon receipt at the Office of Purchasing of the properly executed Contract Agreement, it is anticipated that the Director of Purchasing will direct that the person named below or any other person so designated be authorized to administer the Contract on a day-to-day basis during the term of the Contract. However, administration of any Contract resulting from this Request implies no authority to change, modify, clarify, amend, or otherwise alter the prices, terms, conditions, and specifications of such Contract. That authority is retained by the Office of Purchasing. The Contract Administrator for this project is:

Ken Cool
 Michigan Department of Education
 Financial Management & Administrative Services
 P.O. Box 30008



608 Allegan 4th Floor
 Lansing, MI 48933
 Email: coolwk@state.mi.us
 Phone: 517-335-0523

I-E COST LIABILITY

The State of Michigan assumes no responsibility or liability for costs incurred by the Contractor prior to the signing of any Contract resulting from this Request. Total liability of the State is limited to the terms and conditions of any resulting Contract.

I-F CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all contractual activities offered in this proposal whether or not that Contractor performs them. Further, the State will consider the Prime Contractor to be the sole point of contact with regard to contractual matters, including but not limited to payment of any and all costs resulting from the anticipated Contract. If any part of the work is to be subcontracted, the contractor must notify the state and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning subcontractor's organizational abilities. The State reserves the right to approve subcontractors for this project and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract.

I-G NEWS RELEASES

News releases pertaining to this document or the services, study, data, or project to which it relates will not be made without prior written State approval, and then only in accordance with the explicit written instructions from the State. No results of the program are to be released without prior approval of the State and then only to persons designated.

I-H DISCLOSURE

All information in a bidder's proposal and any Contract resulting from this CONTRACT is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, *et seq.*

I-I ACCOUNTING RECORDS

The Contractor will be required to maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the Michigan Department of Auditor General at any time during the Contract period and any extension thereof, and for three (3) years from the expiration date and final payment on the Contract or extension thereof.

I-J INDEMNIFICATION

1. General Indemnification

The Contractor shall indemnify, defend and hold harmless the State from and against all lawsuits, liabilities, damages and claims or any other proceeding brought against the State by any third party (which for the purposes of this provision shall include, but not be limited to, employees of the State, the Contractor and any of its subcontractors), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:



- (a) any breach of this Contract or negligence or intentional tortious act by the Contractor or any of its subcontractors, or by anyone else for whose acts any of them may be liable, in the performance of this Contract;
- (b) the death or bodily injury of any person or the damage, loss or destruction of any real or personal property in connection with the performance of this Contract by the Contractor, or any of its subcontractors, or by anyone else for whose acts any of them may be liable provided, and to the extent that the injury or damage was caused by the fault or negligence of the Contractor.
- (c) any act or omission of the Contractor or any of its subcontractors in their capacity as an employer in the performance of this Contract;
- (d) any claim, demand, action or legal proceeding against the State arising out of or related to occurrences, if any, that the Contractor is required to insure against as provided in this Contract.

2. Indemnification Obligation Not Limited

In any and all claims against the State by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the Contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its subcontractors under worker’s disability compensation acts, disability benefits acts, or any other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in subclauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other subclause.

3. Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early cancellation of the Contract, with respect to any claims based on facts or conditions that occurred prior to expiration or cancellation.

I-K LIMITATION OF LIABILITY

Except as set forth herein, neither the Contractor nor the State shall be liable to the other party for indirect or consequential damages, even if such party has been advised of the possibility of such damages. Such limitation as to indirect or consequential damages shall not be applicable for claims arising out of gross negligence, willful misconduct, or Contractor’s indemnification responsibilities to the State as set forth in Section I-J with respect to third party claims, action and proceeding brought against the State.

I-L NON INFRINGEMENT/COMPLIANCE WITH LAWS

The Contractor warrants that in performing the services called for by this Contract it will not violate any applicable law, rule, or regulation, any contracts with third parties, or any intellectual rights of any third party, including but not limited to, any United States patent, trademark, copyright, or trade secret.

I-M WARRANTIES AND REPRESENTATIONS

The Contract will contain customary representations and warranties by the Contractor, including, without limitation, the following:

- 1. The Contractor will perform all services in accordance with high professional standards in the industry;



2. The Contractor will use adequate numbers of qualified individuals with suitable training, education, experience and skill to perform the services;
3. The Contractor will use its best efforts to use efficiently any resources or services necessary to provide the services that are separately chargeable to the State;
4. The Contractor will use its best efforts to perform the services in the most cost effective manner consistent with the required level of quality and performance;
5. The Contractor will perform the services in a manner that does not infringe the proprietary rights of any third party;
6. The Contractor will perform the services in a manner that complies with all applicable laws and regulations;
7. The Contractor has duly authorized the execution, delivery and performance of the Contract;
8. The Contractor has not provided any gifts, payments or other inducements to any officer, employee or agent of the State;

I-N TIME IS OF THE ESSENCE

The Contractor agrees that time is of the essence in the performance of the Contractor’s obligations under this Contract.

I-O STAFFING OBLIGATIONS

The State reserves the right to approve the Contractor’s assignment of Key Personnel to this project and to recommend reassignment of personnel deemed unsatisfactory by the State.

The Contractor shall not remove or reassign, without the State’s prior written approval any of the Key Personnel until such time as the Key Personnel have completed all of their planned and assigned responsibilities in connection with performance of the Contractor’s obligations under this Contract. The Contractor agrees that the continuity of Key Personnel is critical and agrees to the continuity of Key Personnel. Removal of Key Personnel without the written consent of the State may be considered by the State to be a material breach of this Contract. The prohibition against removal or reassignment shall not apply where Key Personnel must be replaced for reasons beyond the reasonable control of the Contractor including but not limited to illness, disability, resignation or termination of the Key Personnel’s employment.

I-P WORK PRODUCT AND OWNERSHIP

1. The State shall be granted irrevocable, non-exclusive license to Work Products, including, but not limited to, executable modules, reports, source code files, and any other relative components developed under this Contract. The State shall be permitted to revise and enhance or otherwise modify any and all components of the Work Products. The Contractor shall retain intellectual property rights to all Work Products developed under this Contract.
2. Notwithstanding any provision of this Contract to the contrary, any preexisting work or materials including, but not limited to, any routines, libraries, tools, methodologies, processes or technologies (collectively, the “Development Tools”) created, adapted or used by the Contractor in its business generally, including any all associated intellectual property rights, shall be and remain the sole property of the Contractor, and the State shall have no interest in or claim to such preexisting work, materials or Development Tools, except as necessary to exercise its rights in the Work Product. Such rights belonging to the State shall include, but not be limited to, the right to use, execute, reproduce, display, perform and distribute copies of and prepare



derivative works based upon the Work Product, and the right to authorize others to do any of the foregoing, irrespective of the existence therein of preexisting work, materials and Development Tools, except as specifically limited herein.

3. The Contractor and its subcontractors shall be free to use and employ their general skills, knowledge and expertise, and to use, disclose, and employ any generalized ideas, concepts, knowledge, methods, techniques or skills gained or learned during the course of performing the services under this Contract, so long as the Contractor or its subcontractors acquire and apply such information without disclosure of any confidential or proprietary information of the State, and without any unauthorized use or disclosure of any Work Product resulting from this Contract.

I-Q CONFIDENTIALITY OF DATA AND INFORMATION

1. All financial, statistical, personnel, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this section.
2. The Contractor shall not be required under the provisions of this section to keep confidential, (1) information generally available to the public, (2) information released by the State generally, or to the Contractor without restriction, (3) information independently developed or acquired by the Contractor or its personnel without reliance in any way on otherwise protected information of the State. Notwithstanding the foregoing restrictions, the Contractor and its personnel may use and disclose any information which it is otherwise required by law to disclose, but in each case only after the State has been so notified, and has had the opportunity, if possible, to obtain reasonable protection for such information in connection with such disclosure.

I-R REMEDIES FOR BREACH OF CONFIDENTIALITY

The Contractor acknowledges that a breach of its confidentiality obligations as set forth in section I-Q of this Contract, shall be considered a material breach of the Contract. Furthermore the Contractor acknowledges that in the event of such a breach the State shall be irreparably harmed. Accordingly, if a court should find that the Contractor has breached or attempted to breach any such obligations, the Contractor will not oppose the entry of an appropriate order restraining it from any further breaches or attempted or threatened breaches. This remedy shall be in addition to and not in limitation of any other remedy or damages provided by law.

I-S CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him/her from claims set forth below which may arise out of or result from the Contractor's operations under the Contract (Purchase Order), whether such operations be by himself/herself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (1) Claims under workers' disability compensation, disability benefit and other similar employee benefit act. A non-resident Contractor shall have insurance for benefits payable under Michigan's



Workers' Disability Compensation Law for any employee resident of and hired in Michigan; and as respects any other employee protected by workers' disability compensation laws of any other State the Contractor shall have insurance or participate in a mandatory State fund to cover the benefits payable to any such employee.

- (2) Claims for damages because of bodily injury, occupational sickness or disease, or death of his/her employees.
- (3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than his/her employees, subject to limits of liability of not less than \$300,000.00 each occurrence and, when applicable \$1,000,000.00 annual aggregate, for non-automobile hazards and as required by law for automobile hazards.
- (4) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom, subject to a limit of liability of not less than \$50,000.00 each occurrence for non-automobile hazards and as required by law for automobile hazards.
- (5) Insurance for Subparagraphs (3) and (4) non-automobile hazards on a combined single limit of liability basis shall not be less than \$300,000.00 each occurrence and when applicable, \$1,000,000.00 annual aggregate.
- (6) Claims for damages because of Errors and Omissions in the performance of duties inherent to the profession of software consultant, subject to a limit of liability of not less than \$300,000.00 each occurrence and, when applicable, \$1,000,000.00 annual aggregate. For this coverage, the State requires that it be named as a co-insured party.

The insurance shall be written for not less than any limits of liability herein specified or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under the Indemnification clause of the Contract (Purchase Order).

BEFORE STARTING WORK THE CONTRACTOR'S INSURANCE AGENCY MUST FURNISH TO THE DIRECTOR OF THE OFFICE OF PURCHASING, ORIGINAL CERTIFICATE(S) OF INSURANCE VERIFYING LIABILITY COVERAGE. THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING. These Certificates shall contain a provision that coverage's afforded under the policies will not be canceled until at least fifteen days prior written notice bearing the Contract Number or Purchase Order Number has been given to the Director of Purchasing.

I-T NOTICE AND RIGHT TO CURE

In the event of a curable breach by the Contractor, the State shall provide the Contractor written notice of the breach and a time period to cure said breach described in the notice. This section requiring notice and an opportunity to cure shall not be applicable in the event of successive or repeated breaches of the same nature or if the State determines in its sole discretion that the breach poses a serious and imminent threat to the health or safety of any person or the imminent loss, damage or destruction of any real or tangible personal property.

I-U CANCELLATION

The State may cancel this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents and employees for any of the following reasons:



1. Material Breach by the Contractor. In the event that the Contractor breaches any of its material duties or obligations under the Contract, which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State, or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of cancellation to the Contractor, cancel this Contract in whole or in part, for cause, as of the date specified in the notice of cancellation.

In the event that this Contract is cancelled for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Contractor shall be responsible for all costs incurred by the State in canceling the Contract, including but not limited to, State administrative costs, attorneys fees and court costs, and any additional costs the State may incur to procure the services required by this Contract from other sources. All excess procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Contract.

In the event the State chooses to partially cancel this Contract for cause charges payable under this Contract will be equitably adjusted to reflect those services that are cancelled.

In the event this Contract is cancelled for cause pursuant to this section, and it is therefore determined, for any reason, that the Contractor was not in breach of contract pursuant to the provisions of this section, that cancellation for cause shall be deemed to have been a cancellation for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in the Contract for a cancellation for convenience.

2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.
3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.
4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to



influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.

5. Approval(s) Rescinded. In the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, section 5, and Civil Service Rule 4-6. Cancellation may be in whole or in part and may be immediate as of the date of the written notice to the Contractor or may be effective as of the date stated in such written notice.

I-V RIGHTS AND OBLIGATIONS UPON CANCELLATION

1. If the Contract is canceled by the State for any reason, the Contractor shall, (a) stop all work as specified in the notice of cancellation, (b) take any action that may be necessary, or that the State may direct, for preservation and protection of Work Product or other property derived or resulting from the Contract that may be in the Contractor's possession, (c) return all materials and property provided directly or indirectly to the Contractor by any entity, agent or employee of the State, (d) transfer title and deliver to the State, unless otherwise directed by the Contract Administrator or his or her designee, all Work Product resulting from the Contract, and (e) take any action to mitigate and limit any potential damages, or requests for Contractor adjustment or cancellation settlement costs, to the maximum practical extent, including, but not limited to, canceling or limiting as otherwise applicable, those subcontracts, and outstanding orders for material and supplies resulting from the canceled Contract.
2. In the event the State cancels this Contract prior to its expiration for its own convenience, the State shall pay the Contractor for all charges due for services provided prior to the date of cancellation and if applicable as a separate item of payment pursuant to the Contract, for partially completed Work Product, on a percentage of completion basis. In the event of a cancellation for cause, or any other reason under the Contract, the State will pay, if applicable, as a separate item of payment pursuant to the Contract, for all partially completed Work Products, to the extent that the State requires the Contractor to submit to the State any such deliverables, and for all charges due under the Contract for any cancelled services provided by the Contractor prior to the cancellation date. All completed or partially completed Work Product prepared by the Contractor pursuant to this Contract shall, at the option of the State, become the State's property, and the Contractor shall be entitled to receive just and fair compensation for such Work Product. Regardless of the basis for the cancellation, the State shall not be obligated to pay, or otherwise compensate, the Contractor for any lost expected future profits, costs or expenses incurred with respect to Services not actually performed for the State.
3. If any such cancellation by the State is for cause, the State shall have the right to set-off against any amounts due the Contractor, the amount of any damages for which the Contractor is liable to the State under this Contract or pursuant to law and equity.
4. Upon a good faith cancellation, the State shall have the right to assume, at its option, any and all subcontracts and agreements for services and materials provided under this Contract, and may further pursue completion of the Work Product under this Contract by replacement contract or otherwise as the State may in its sole judgment deem expedient.

I-W EXCUSABLE FAILURE

1. Neither party shall be liable for any default or delay in the performance of its obligations under the Contract if and to the extent such default or delay is caused, directly or indirectly, by: fire, flood, earthquake, elements of nature or acts of God; riots, civil disorders, rebellions or revolutions in any country; the failure of the other party to perform its material responsibilities under the Contract (either itself or through another contractor); injunctions (provided the



injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of such party; provided the non-performing party and its subcontractors are without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means, including disaster recovery plans. In such event, the non-performing party will be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay provided such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.

2. If any of the above enumerated circumstances substantially prevent, hinder, or delay performance of the services necessary for the performance of the State's functions for more than 14 consecutive days, and the State determines that performance is not likely to be resumed within a period of time that is satisfactory to the State in its reasonable discretion, then at the State's option: (a) the State may procure the affected services from an alternate source, and the State shall not be liable for payments for the unperformed services under the Contract for so long as the delay in performance shall continue; (b) the State may cancel any portions of the Contract so affected and the charges payable thereunder shall be equitably adjusted to reflect those services canceled; or (c) the Contract will be canceled without liability of the State to the Contractor as of the date specified by the State in a written notice of cancellation to the Contractor. The Contractor will not have the right to any additional payments from the State as a result of any excusable failure occurrence or to payments for services not rendered as a result of the excusable failure condition. Defaults or delays in performance by the Contractor which are caused by acts or omissions of its subcontractors will not relieve the Contractor of its obligations under the Contract except to the extent that a subcontractor is itself subject to any excusable failure condition described above and the Contractor cannot reasonably circumvent the effect of the subcontractor's default or delay in performance through the use of alternate sources, workaround plans or other means.

I-X ASSIGNMENT

The Contractor shall not have the right to assign this Contract or to assign or delegate any of its duties or obligations under this Contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this section shall be null and void. Further, the Contractor may not assign the right to receive money due under the Contract without the prior written consent of the State Purchasing Director.

I-Y DELEGATION

The Contractor shall not delegate any duties or obligations under this Contract to a subcontractor other than a subcontractor named in the bid unless the State Purchasing Director has given written consent to the delegation.

I-Z NON-DISCRIMINATION CLAUSE

In the performance of any Contract or purchase order resulting herefrom, the bidder agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The bidder further agrees that every subcontract entered into for the performance of any Contract or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant



to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2101, *et seq*, and the Persons with Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, *et seq*, and any breach thereof may be regarded as a material breach of the Contract or purchase order.

I-AA MODIFICATION OF SERVICE

The Director of Purchasing reserves the right to modify this service during the course of this Contract. Such modification may include adding or deleting tasks that this service shall encompass and/or any other modifications deemed necessary.

Any Contract resulting from this CONTRACT may not be revised, modified, amended, extended, or augmented, except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

The State reserves the right to request from time to time, any changes to the requirements and specifications of the Contract and the work to be performed by the Contractor under the Contract. The Contractor shall provide a change order process and all requisite forms. The State reserves the right to negotiate the process during contract negotiation. At a minimum, the State would like the Contractor to provide a detailed outline of all work to be done, including tasks necessary to accomplish the deliverables, timeframes, listing of key personnel assigned, estimated hours for each individual per task, and a complete and detailed cost justification.

1. Within five (5) business days of receipt of a request by the State for any such change, or such other period of time as to which the parties may agree mutually in writing, the Contractor shall submit to the State a proposal describing any changes in products, services, timing of delivery, assignment of personnel, and the like, and any associated price adjustment. The price adjustment shall be based on a good faith determination and calculation by the Contractor of the additional cost to the Contractor in implementing the change request less any savings realized by the Contractor as a result of implementing the change request. The Contractor's proposal shall describe in reasonable detail the basis for the Contractor's proposed price adjustment, including the estimated number of hours by task by labor category required to implement the change request.
2. If the State accepts the Contractor's proposal, it will issue a change notice and the Contractor will implement the change request described therein. The Contractor will not implement any change request until a change notice has been issued validly. The Contractor shall not be entitled to any compensation for implementing any change request or change notice except as provided explicitly in an approved change notice.
3. If the State does not accept the Contractor's proposal, the State may:
 - a) withdraw its change request; or
 - b) modify its change request, in which case the procedures set forth above will apply to the modified change request.

If the State requests or directs the Contractor to perform any activities that are outside the scope of the Contractor's responsibilities under the Contract ("New Work"), the Contractor must notify the State promptly, and before commencing performance of the requested activities, that it believes the requested activities are New Work. If the Contractor fails to so notify the State prior to commencing performance of the requested activities, any such activities performed before notice is given by the Contractor shall be conclusively considered to be In-scope Services, not New Work.

If the State requests or directs the Contractor to perform any services or functions that are consistent with and similar to the services being provided by the Contractor under the Contract, but which the Contractor reasonably and in good faith believes are not included within the scope of the Contractor's responsibilities and charges as set forth in the Contract, then prior to performing such services or



function, the Contractor shall promptly notify the State in writing that it considers the services or function to be an "Additional Service" for which the Contractor should receive additional compensation. If the Contractor does not so notify the State, the Contractor shall have no right to claim thereafter that it is entitled to additional compensation for performing such services or functions. If the Contractor does so notify the State, then such a service or function shall be governed by the change request procedure set forth in the preceding paragraph.

IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATIONS.

I-BB NOTICES

Any notice given to a party under this Contract must be written and shall be deemed effective, if addressed to such party as addressed below upon (i) delivery, if hand delivered; (ii) receipt of a confirmed transmission by facsimile if a copy of the notice is sent by another means specified in this section; (iii) the third (3rd) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight express courier with a reliable tracking system.

For the Contractor: **Tim Pearl**
 Agate Software
 2842 East Grand River, Suite 3
 East Lansing, MI 48823

For the State: **DMB/Office of Purchasing**
 Technology & Professional Services Division
 P.O. Box 3002
 Lansing, MI 48909

Either party may change its address where notices are to be sent giving written notice in accordance with this section.

I-CC ENTIRE AGREEMENT

The contents of this document and the vendor's proposal will become contractual obligations, if a Contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

The Contract resulting from this Contract shall represent the entire agreement between the parties and supersedes all proposals or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

I-DD NO WAIVER OF DEFAULT

The failure of a party to insist upon strict adherence to any term of a Contract resulting from this Contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the Contract.

I-EE SEVERABILITY

Each provision of the Contract shall be deemed to be severable from all other provisions of the Contract and, if one or more of the provisions of the Contract shall be declared invalid, the remaining provisions of the Contract shall remain in full force and effect.

I-FF HEADINGS



Captions and headings used in the Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

I-GG RELATIONSHIP OF THE PARTIES

The relationship between the State and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor or any of its subcontractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract.

I-HH UNFAIR LABOR PRACTICES

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq, the State shall not award a Contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to section 2 of the Act. This information is compiled by the United States National Labor Relations Board.

A Contractor of the State, in relation to the Contract, shall not enter into a Contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to section 4 of 1980 Public Act 278, MCL 423.324, the State may void any Contract if, subsequent to award of the Contract, the name of the Contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the Contractor appears in the register.

I-II SURVIVOR

Any provisions of the Contract that impose continuing obligations on the parties including, but not limited to the Contractor's indemnity and other obligations shall survive the expiration or cancellation of this Contract for any reason.

I-JJ GOVERNING LAW

This Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

I-KK YEAR 2000 SOFTWARE COMPLIANCE

The vendor warrants that all software for which the vendor either sells or licenses to the State of Michigan and used by the State prior to, during or after the calendar year 2000, includes or shall include, at no added cost to the State, design and performance so the State shall not experience software abnormality and/or the generation of incorrect results from the software, due to date oriented processing, in the operation of the business of the State of Michigan. The software design, to insure year 2000 compatibility, shall include, but is not limited to: data structures (databases, data files, etc.) that provide 4-digit date century; stored data that contain date century recognition, including, but not limited to, data stored in databases and hardware device internal system dates; calculations and program logic (e.g., sort algorithms, calendar generation, event recognition, and all processing actions that use or produce date values) that accommodates same century and multi-century formulas and date values; interfaces that supply data to and receive data from other systems or organizations that prevent non-compliant dates and data from entering any State system; user interfaces (i.e., screens, reports, etc.) that accurately show 4 digit years; and assurance that the year 2000 shall be correctly treated as a leap year within all calculation and calendar logic.

The Contractor warrants that services provided under this Contract including but not limited to the production of all Work Products, shall be provided in an accurate and timely manner without interruption, failure or error due the inaccuracy of Contractor's business operations in processing date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, including leap year



calculations. The Contractor shall be responsible for damages resulting from any delays, errors or untimely performance resulting therefrom.

I-LL CONTRACT DISTRIBUTION

The Office of Purchasing shall retain the sole right of Contract distribution to all State agencies and local units of government unless other arrangements are authorized by the Office of Purchasing.

I-MM STATEWIDE CONTRACTS

If the contract is for the use of more than one agency and if the goods or services provided under the contract do not meet the form, function and utility required by an agency, that agency may, subject to state purchasing policies, procure the goods or services from another source.

I-NN ADHERANCE TO PM METHODOLOGY STANDARD

The State has adopted a standard, documented Project Management Methodology (PMM) for use on all Information Technology (IT) based projects. This policy is referenced in the document titled "Project Management Methodology" – DMB Administrative Guide Procedure 1380.02 issued June 2000. Vendors may obtain a copy of this procedure by contacting the DMB Office of Information Technology Solutions. The State of Michigan Project Management Methodology can be obtained from the DMB Office of Project Management's website at <http://www.state.mi.us/cio/opm>.

The contractor shall use the State's PMM to manage State of Michigan Information Technology (IT) based projects. The requesting agency will provide the applicable documentation and internal agency processes for the methodology. If the vendor requires training on the methodology, those costs shall be the responsibility of the vendor, unless otherwise stated.

I-OO ADHERANCE TO PM TOOL STANDARD

The State has adopted ABT's Results Management Suite as its project management tool. This policy is referenced in the document titled "Project Management Tool Standard" – DMB Administrative Guide Procedure 1380.01 issued January 2000. Vendors may obtain a copy of this procedure by contacting the DMB Office of Information Technology Solutions.

For agencies that have implemented the State's project management tool standard, the vendor must use the ABT tool suite to manage Information Technology (IT) based efforts for that agency. The contractor may, at the discretion of the requesting agency, incorporate Microsoft Project (version 98 or higher) as a replacement for ABT Workbench within the standard product suite.

The agency may provide the requisite software licenses and access to this tool suite, but only if stated explicitly in the State of Work section of this CONTRACT/Contract. If the vendor requires training on the ABT tool suite, those costs shall be the responsibility of the vendor, unless otherwise stated.

Under special circumstances vendors that are compelled to use an alternate Project Management tool must submit an exception request to the Office of Project Management for evaluation and approval of the alternate tool prior to proposal evaluation by the State. The vendor will be requested to demonstrate seamless integration into the ABT Data Repository, at the vendor's expense, prior to approval of an exception request.

I-PP TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, the Contractor must provide for up to **90 days** after the expiration or cancellation of this Contract, all reasonable transition assistance requested by the State, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the State or its designees. Such transition assistance will be



deemed by the parties to be governed by the terms and conditions of this Contract, (notwithstanding this expiration or cancellation) except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall pay the Contractor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for Contract performance. If the State cancels this Contract for cause, then the State will be entitled to off set the cost of paying the Contractor for the additional resources the Contractor utilized in providing transition assistance with any damages the State may have otherwise accrued as a result of said cancellation.

I-QQ DISCLOSURE OF LITIGATION

1. The Contractor shall notify the State in its bid proposal, if it, or any of its subcontractors, or their officers, directors, or key personnel under this Contract, have ever been convicted of a felony, or any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception. Contractor shall promptly notify the State of any criminal litigation, investigations or proceeding which may have arisen or may arise involving the Contractor or any of the Contractor's subcontractor, or any of the foregoing entities' then current officers or directors during the term of this Contract and three years thereafter.

2. The Contractor shall notify the State in its bid proposal, and promptly thereafter as otherwise applicable, of any civil litigation, arbitration, proceeding, or judgments that may have arisen against it or its subcontractors during the five years proceeding its bid proposal, or which may occur during the term of this Contract or three years thereafter, which involve (1) products or services similar to those provided to the State under this Contract and which either involve a claim in excess of \$250,000 or which otherwise may affect the viability or financial stability of the Contractor , or (2) a claim or written allegation of fraud by the Contractor or any subcontractor hereunder, arising out of their business activities, or (3) a claim or written allegation that the Contractor or any subcontractor hereunder violated any federal, state or local statute, regulation or ordinance. Multiple lawsuits and or judgments against the Contractor or subcontractor, in any an amount less than \$250,000 shall be disclosed to the State to the extent they affect the financial solvency and integrity of the Contractor or subcontractor.

3. All notices under subsection 1 and 2 herein shall be provided in writing to the State within fifteen business days after the Contractor learns about any such criminal or civil investigations and within fifteen days after the commencement of any proceeding, litigation, or arbitration, as otherwise applicable. Details of settlements which are prevented from disclosure by the terms of the settlement shall be annotated as such. Semi-annually, during the term of the Contract, and thereafter for three years, Contractor shall certify that it is in compliance with this Section. Contractor may rely on similar good faith certifications of its subcontractors, which certifications shall be available for inspection at the option of the State.

4. Assurances - In the event that such investigation, litigation, arbitration or other proceedings disclosed to the State pursuant to this Section, or of which the State otherwise becomes aware, during the term of this Contract, causes the State to be reasonably concerned about:
 - a) the ability of the Contractor or its subcontractor to continue to perform this Contract in accordance with its terms and conditions, or
 - b) whether the Contractor or its subcontractor in performing services is engaged in conduct which is similar in nature to conduct alleged in such investigation, litigation, arbitration or other proceedings, which conduct would constitute a breach of this Contract or violation of Michigan or Federal law, regulation or public policy, then

the Contractor shall be required to provide the State all reasonable assurances requested by the State to demonstrate that: (a) the Contractor or its subcontractors hereunder will be able to



continue to perform this Contract in accordance with its terms and conditions, (b) the Contractor or its subcontractors will not engage in conduct in performing services under this Contract which is similar in nature to the conduct alleged in any such litigation, arbitration or other proceedings.

5. The Contractor's failure to fully and timely comply with the terms of this section, including providing reasonable assurances satisfactory to the State, may constitute a material breach of this Contract.

I-RR STOP WORK

1. The State may, at any time, by written stop work order to the Contractor, require that the Contractor stop all, or any part, of the work called for by this Contract for a period of up to 90 days after the stop work order is delivered to the Contractor, and for any further period to which the parties may agree. The stop work order shall be specifically identified as such and shall indicate that it is issued under this section. Upon receipt of the stop work order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within the period of the stop work order, the State shall either:
 - a) Cancel the stop work order; or
 - b) Cancel the work covered by the stop work order as provided in the cancellation section of this Contract.

2. If a stop work order issued under this section is canceled or the period of the stop work order or any extension thereof expires, the Contractor shall resume work. The State shall make an equitable adjustment in the delivery schedule, the contract price, or both, and the Contract shall be modified, in writing, accordingly, if:
 - a) The stop work order results in an increase in the time required for, or in the Contractor's costs properly allocable to the performance of any part of this Contract; and
 - b) The Contractor asserts its right to an equitable adjustment within 30 days after the end of the period of work stoppage; provided, that if the State decides the facts justify the action, the State may receive and act upon a proposal submitted at any time before final payment under this Contract.

3. If the stop work order is not canceled and the work covered by the stop work order is canceled for reasons other than material breach; the State shall allow reasonable costs resulting from the stop work order in arriving at the cancellation settlement.

4. If a stop work order is not canceled and the work covered by the stop work order is canceled for material breach, the State shall not allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop work order.

5. An appropriate equitable adjustment may be made in any related contract of the Contractor that provides for adjustment and is affected by any stop work order under this section. The State shall not be liable to the Contractor for loss of profits because of a stop work order issued under this section.



SECTION II

WORK STATEMENT

II-A BACKGROUND/PROBLEM STATEMENT

Background. The Michigan Department of Education (MDE) operates numerous Federal and state grants, totaling over \$1,000,000,000 per year. As a result of the grant application process, the bulk of this money is flowed through to local units, public school districts, public school academies, colleges, universities, and non-profit organizations. The current process of announcing grants, accepting, processing, approving grant applications, and ultimately getting the money to sub-grantees works in that the designated funds are being disbursed to sub-grantees. However, the current process is burdensome to the applicants and not efficient in terms of managing and keeping track of the process. The process of applying for various grants, approving grant applications, and managing the complete grant process is handled by different Program Offices within the Department of Education. Program Offices can sponsor one or more Federal and state grants. While the general procedures are similar in the grant programs, each program has developed their own process. As a result, the specific procedures differ from program to program. The different procedures include different terminology, different applications, and different means of maintaining historical data. Program offices are currently maintaining their own databases that support their grant management process. Contributing to this different approach is the fact that grants are sponsored by a variety of Federal, state and private agencies, each with their own application procedures, reporting requirements, and timelines.

Because the management of the various grant programs is decentralized within MDE, there is no big picture of the grant process within MDE. While the centralized Grant Accounting System allows information regarding grant payments to be shared, there is no easy means to share information about individual grant programs. The reasons that much of the other grants specific information is not shared across the department are that it is stored in separate databases at the program level. Any information that is used to describe the big picture must first be reported from the program offices to a central office that then must create the reports with the data that has been forwarded.

The impact of the different management procedures is felt not only within MDE, but also at the sub-grant applicant level. With one exception, sub-grant applicants prepare hard copy grant applications and mail them to the MDE Program Office. Because there is no central data warehouse within MDE, required information is provided numerous times to the state. As a result, at the sub-grantee level, application for grants is a time consuming process, as they are required to resubmit data and type forms on a recurring basis.

Problem Statement. The Phase Four Grants System will address a series of problems that are encountered in the grant application, grant approval, and grant management process currently in use by the Michigan Department of Education.

Grant Application. The current process of applying for federal and state formula and competitive grants and the subsequent review and approval within MDE is not efficient in terms of time and material. This directly affects the numerous applicants that are required to prepare detailed paperwork year after year, as well as having to provide the same information to different offices within MDE. It also affects the MDE staff who process grant applications, ensuring that all applications are complete and contain the proper information. The impact of which are increased costs to apply for and maintain federal and state grants. A successful solution will streamline the



application and approval process, ensuring that designated funds reach their target, thereby improving the educational opportunities within the state of Michigan.

Grant Management by Program Offices: Each program office has developed their own standard procedures to administratively review the grant applications. This affects all personnel within a program office that directly deals with the grant application process (consultants, coordinators, supervisors and admin support personnel). This process can be time consuming and costly in terms of time, depending on the number and type of errors in the application. One of the most frequent source of errors, and therefore one of the most time consuming review activities, is the budget summary and detail forms included in every grant application. The forms must be checked and re-checked to ensure that the budget entries agree and are accurate. Contact between the applicant and the program office is done by telephone, e-mail, and/or regular mail depending on the extent and content of necessary changes. The impact is increased costs and slower processing of applications. A successful solution would minimize the errors by applicants during the application process (prior to the application being sent to the consultant). In addition, a successful solution will provide tracking tools to the consultant, allowing them to better manage all applications.

MDE Level Grant Management and Reporting: Currently there is no single database that contains all the information concerning individual grants or the performance measures used in grant reporting. As a result, there is no sharing of data, and applicants are required to resubmit data multiple times to the Department of Education. The impact of this is redundancy in effort during the entire grant application process, as well as an inability to get a clear view of the larger grant application process. A successful solution would make the data which is already maintained within the Department of Education available to MDE staff, applicants, or the general public (based on specific roles or permissions to users) in a usable manner.

Peer Review: The peer review process is an integral part of the selection of winners for competitive grants. Currently each grant office maintains its own method to ensure that all applications that require a peer review are properly reviewed. The current process is time-consuming, and in some cases costly as the peer review process can involve travel to central locations to receive training and to conduct reviews. The impact of this is increased costs for reviewing competitive grants and slower response times. A successful solution would provide the option to enable the process of peer review of competitive grants to be conducted on-line, in an expeditious manner by experts in the field, using grant specific scoring methodology, with the results available to MDE staff members on-line. (Note: program offices will have to determine the best method to conduct peer reviews for their grant.)

Grants Phase Four System. To meet the needs of the Michigan Department of Education and its stakeholders, the Grants Phase Four will be developed in phases. The first phase will include a pilot program set of three to six selected Federal grant programs. The goal is to have an application process for selected federal grants ready by the end of May 2001. This will be a pilot implementation of the system, with the grant programs supporting paper-based applications through the pilot phase (beginning in June 2001). Over the following two years, the remaining grant programs will be added to the system. Proposals should recommend the pace and process for implementing additional grant programs, demonstrating an understanding of federal, state, and private grant programs. In addition, there should be recommendations on the advantages (benefits and costs) of alternative approaches (if more than one is presented) in a proposal.

The state of Michigan plans to issue a contract for the pilot phase, with options to renew the contract for additional phases. Proposals should define the costs to pilot the system and then provide budgetary estimates for following phases.



Project Timelines for the Grants Phase Four System:

April 9, 2001:	Select Implementation Contractor
April 12, 2001:	Initiate implementation of Grants Phase Four
June 30, 2001:	Pilot of selected Federal grants ready for testing/grant management
August 1, 2001:	Pilot Federal grants application system on-line
September 15, 2001:	Proposal due for additional phases
March 2002:	Additional Federal and state grants ready for on-line application

II-B OBJECTIVES

General: The grants phase four project will serve to address four main objectives. First, to provide grant applicants with a streamlined, easy to use, consistent grants application process that takes advantage of Internet technologies. Second, to provide MDE Program Offices an easy to use, effective grants management system that will give them the means to more efficiently manage the grant application process. This process includes a full range of activities, from the announcement of grants, receipt of applications, review of applications, through the formulation of grant funding recommendations. Third, access to grant application information and reporting data will be stored centrally allowing department-wide access to stored data. It will provide access to information for single grant programs (such as lists of recipients for funds for a specific grant) or information for one applicant across a range of grant programs (for instance, a list of grants that a LEA has applied for.) Finally, the higher levels of grant management, require a system that will provide the ability to manage the final approval process for all grants under the control of the Department of Education, in addition to having access to information concerning all grants in the system.

SUMMARY TABLE	
Features	Benefit
Apply for grants on-line	Faster turn-around time for the processing of grant applications, improve customer satisfaction.
Web-based database solution	Increase availability of data, more efficient way of managing the data, client platform independent.
Central database	Reduce redundancy of data.
One time entry of data	Lower administrative costs.
Technology driven audit trail	Application status tracking.
Eligibility checking	Reduce amount of irrelevant applications.
Automated calculation in budget forms	Error reduction.
Checking for completion of the application	Reduce the cost for administrative review.
Data Mining	Access to information/data collected during the processing of grants.
On-line peer review	Save cost on hard copy and speed the process of peer reviews.
Public views of information concerning grants	Reduce costs of inquiries and increase awareness of grant programs.

Specific features: The following are a list of features that will be included in the final Grants Phase Four System. See Appendix A for elaboration of each feature.

1. *Create/Modify Organization Profile*

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Create standards for the organization contact information, addresses, and any other information that is required across grants. Can include business addresses and superintendents (or authorizing official) names.

Allow system administration personnel to be able to enter/create any documents that will be shared throughout different grant programs, such as certifications and assurances for the organization and any other data that will be used through out the system. Demographic data relating to the district will be maintained. (Note: The State of Michigan is currently developing a Single Record Student Database that will be the source of demographic data. An interface will have to be created to obtain necessary data from the SRSD.) Create/modify data allowing continual update of information. System Administrator will maintain organizational data for MDE.

2. *Create/Modify Grant User Profile*

The system will provide different security levels for different types of users of the system. This may include grant applicants, grant consultants, grant supervisors, MDE directors, administrative reviewers, peer reviewers, system maintenance personnel, system administration personnel and the Supervisor for Grants Administration and Coordination. The system will keep track of user data, their roles, and record activities in the system. The System Administrator will enter the MEIS user account, specify other information about the user including security level and the organization which the user belongs. Specified users will be able to create roles for users within their organization.

3. *Create/Modify Grant Program*

Define a Grant program. Data will be kept in a central database, allowing data to be shared throughout the Department. Shared data will include specified attributes for the grant program such as grant number, program numbers, effective dates, CFDA number, period of grant, total grant amount, MDE department responsible for the grant, MDE contact, and the type of grant (competitive/allocated). Eligibility requirements for specific grants will be specified for grant programs. For allocated grants, feature 22 is needed to determine the allocation of funds.

4. *Create/Modify Application Structure*

The system will allow system administration personnel to define and modify the structure of a grant application. The application consists of all documentation necessary to complete a grant application. A complete application will include all required forms, instructions, and any other required documentation. Budget summaries, budget details and budget narratives will be created and maintained. In addition, known grant report requirements will also be included in the application structure. Grant specific items including any items not standard for all grants, such as policy statements or license information will be included for required grants. Consortium information will be maintained within the application structure.

5. *Create/Submit Application On-line*

The system will allow the applicant to access specific grant applications via the Internet. **All Internet development needs to be coordinated with the e-Michigan office. It must confirm to look and feel and other standards that are designated by e-Michigan.** Grant applicants can enter data directly on-line and save the application without submitting the application. The system will collect all the data that will be needed to complete the application. When all elements of the application have been completed the grant application can be submitted for review to MDE. There will be provisions for an electronic signature for the submission. Grant consultants will be notified upon submission of the application.

6. *Check Status of Application On-line*

The system will allow an authorized user to be able to view the application's status on-line.

7. *Grant Consultant Review*

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Grant consultants can review a submitted application and review for content and completeness. Grant consultants can accept an application or return it to an applicant for modification. The system will track the status of the application and the owner of the application.

8. *Revise Existing Application On-line*

An authorized user will be able to make modifications to the application. Applications that have not been submitted can be modified by authorized users and then saved or submitted depending on the status of the application.

The system will keep track of who made the change and when the change was been made.

Authorized users will be able to make amendments to applications on-line and re-submit to MDE.

9. *Administer Grant Program*

Keep track of all applications within specific grant programs. Keep track of who did not apply for the grant. Monitor and track of grant prerequisites, including certificates, assurances, and policy statements. Monitor formula grant allocations. Track all budget changes made to the application. Record keeping, maintain reporting requirements. Monitor amendments to grant programs.

10. *Create/Submit Performance/Financial Report On-line*

Applicant (sub-grantee) will be able to submit performance/financial report information based on the construction of the grant application. The system will notify appropriate parties of the submission. The system will provide a link to the Grant Accounting System in order to access grant payment information.

11. *Register On-line as a Peer Reviewer*

Volunteer candidates will be able to register on line to serve as peer reviewers. Volunteer candidates will present/list qualifications as required.

12. *Assign Peer Reviewer for Grant Application*

Consultants can review qualifications of peer review candidates.

Consultants will be able to assign grant applications to outside peer reviewers. Peer reviewers will be notified and given authorization to score/comment on assigned applications. All scores/comments will be kept in the system database. Consultants will forward scoring guidance (approved rubrics) to peer reviewers.

13. *Peer Review and Scoring of Applications On-line*

After the consultant has assigned the peer reviewer, the system will allow the peer reviewer to score or make comments on the application. In the process of reviewing the application, peer reviewers will be able to save the review and return later to finish the review. After the review is completed, the peer reviewer can submit the scoring summary. The system will notify the grant consultant after completion of each review.

14. *Provide Peer Review Scores and Comments*

Grant consultants will be able to review score/comment data received from peer reviewers. Grant Consultants can review comments and scores for grant applications. The system will make the scoring data available to authorized users. Scores will used to prioritize grant applications.

15. *Provide Performance/Financial Report Data*

Grant consultants will be able to query, sort, and summarize performance/financial information to create reports. Grant Consultants will be able to customize their own reports (using data mining tools outside the system). The system will make the data available to authorized users.

16. *Prepare Funding Recommendation Package*

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The system will allow the grant consultant to enter the necessary information, such as amounts requested, recommended allocations, general comments, and other details about the award including spending plan for the award. The system will notify the grant consultant's supervisor for further review when the recommendation has been completed. Packets will include funding recommendations, abstracts, non-funding recommendations, distribution map, approval/disapproval/provisional letters, Grant Award Notification.

17. *Create/Modify Grant Budget Approval*

The grant consultant will be able to develop the sub-grantee budget based on approved amounts. Data elements will include the grant number, project number, organization code (recipient), ending date, fiscal year of approved activities, and approved amount. Changes to budgets will be handled by tracking the amount of change.

18. *Review Recommendation Packages*

The system will allow the program director to review Funding Recommendation packages before printing the "Grant Award Notification" (Yellow sheet) and approval letter. Once the Funding recommendations are approved at the program office level, the system will generate the Grant Award Approval Form (Pink Sheet) and attachments.

19. *Submit Award Recommendation Package*

The system will allow approved recommendation packages to be forwarded electronically through the Supervisor, Grants Administration and Coordination, to the appropriate Assistant Superintendent to the Superintendent for final approval. The recommendation packages can also be printed, to allow for submission of hard copy packages.

20. *Submit Award Result*

For competitive grants, the sub-grantee budget plan for the sub-grantee will be available to the Grant Accounting System. For the allocated (flow-through), the sub-grantee budget plan will be available to the Grant Accounting System.

21. *Generate Grant Summary Reports*

Authorized users (such as the Supervisor, Grant Administrator & Coordination) will be able to utilize the data that has been collected by the Grants Phase Four system to generate different types of summary reports. Reports could be formatted to report on specific grants or a summary of grants received by a sub-grantee.

22. *Determine Allocations*

Allocated grants are distributed based on the generation of formulas. The formulas are created based on guidelines developed by various federal and state agencies. These guidelines involve various demographic counts, such as pupil counts, free lunch counts, sparsity factors, and special education student counts. The demographic counts will be part of the Organization Profile. MDE staff will convert the regulatory guidance into a formula, which will be entered into the system. The system will determine the allocations for all eligible applicants based on the grant's formula. Allocations will be able to be reviewed by MDE program office personnel. Approved allocations will be available to the Grant Accounting System.

Feature Priority Table

Priority	Feature	Benefit
1	1. Create/Modify Organization Profile	Critical



2	2. Create/Modify Grant User Profile	Critical
2	3. Create/Modify a Grant Program	Critical
3	4. Create/Modify Application Structure	Critical
3	5. Create/Submit Application On-line	Critical
3	7. Grant Consultant Review	Critical
3	8. Revise Existing Application On-line	Critical
3	17. Create/Modify Sub-grantee Budget	Critical
4	6. Check Status of Application On-line	Critical
5	16. Prepare Funding Recommendation Package	Important
5	22. Determine Allocations	Important
6	18. Review Recommendation Package	Important
6	19. Submit Award Recommendation Package	Important
7	10. Create/Submit Performance/Financial Report On-line	Important
7	15. Provide Performance/Financial Report Data	Important
8	20. Submit Award Result	Important
9	9. Administer Grant Program	Important
10	21. Generate Grant Summary Report	Important
11	11. Register On-line as a Peer Reviewer	Useful
11	12. Assign Reviewer for Grant Application	Useful
12	13. Peer Review and Scoring of Applications On-line.	Useful
12	14. Provide Peer Review Scores and Comments.	Useful

Users of the system

1) User Profile. There will be eight primary users of the system: the Grant Accounting System; Grant Applicants; Grant Consultants; Peer Reviewers; Program Supervisors; Public Viewers; Supervisor, Grants Administration & Coordination; and the System Administrator. Of these eight users, the Grants Applicants and the Grant Consultants will be responsible for the majority of the transactions with the system.

2) Applicant (External User)

The MDE grant applicant community is composed of the following types of users:

Numbers in Michigan

	Annual Apps		
	<u>Today</u>	<u>in 2003</u>	<u>Per Org.</u>
Local Educational Agencies (LEAs)	555	555	18-20
Intermediate School Districts (ISDs)	57	57	9-12
Public School Academy (PSAs)	180	250	12-15
Colleges and Universities	86	86	1-3
Other Organizations	350	400+	3-5

On average, each LEA will apply for 18-22 grants. PSA's are eligible for the same number of grants as the LEA's, but tend to apply for a smaller number, 12-15. ISD's apply for 9-12 grants. Colleges, universities, and other organizations (child and day care centers) have fewer grants to apply for and generally apply for 1-5 grants.

3) MDE Staff (Internal User)



There are currently 415 employees within the MDE, including the staff located at the Michigan School for the Deaf/Blind in Flint. Of these, there are 125 employees that deal with some aspect of grants during their daily business. From this set of general users there are approximately 50 employees who will use the Grants Phase Four System extensively to do data mining, generate reports, and query against the Grant Phase Four Database. Another 50-75 employees will have to access the system to conduct work associated with their daily responsibilities.

Equipment and Software Recommendation

See Appendix C, Equipment and Software Recommendation. The Department of Education’s preferred equipment and software solution is outlined in Appendix C. The preferred solution is based on support capabilities within MDE. MDE will consider all proposals for the Grants Phases Four system.

Grant Accounting System

The Grant Accounting System monitors and tracks disbursement of funds to sub-grantees. It controls the levels of commitment by funding source (grant number) and collects expenditure reports at the function/object level for each grant/project where applicable. It is Web-enabled and all transactions by sub-grantees with the Grant Accounting System are done through the Internet. The Grants Phase Four system will make approved sub-grantee budget plans available to the Grant Accounting System.

II-C TASKS

The following is a preliminary analysis of the major tasks involved in developing the pilot system, the end product of the next phase of this project. This assumes an iterative development approach. The Contractor is not, however, constrained from taking an alternate approach necessary to develop the system. A project plan must be developed 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 team. Define roles for MDE staff. Establish workplace and support requirements. Establish Development and Test Environments by coordinating with the MDE Technology Staff. Publish revised project work plan (schedule, budgets, and a project organization chart) to include a project breakdown showing activities, tasks, and resources required. A detailed time-phased graphic display showing each event, task and decision point in the work plan.

Deliverable: Initial schedule, established work environment, revised work plan.

2. **Concept of Operations.** (See paragraph II-F,1, Project Control, d.) Meet with MDE staff to review their grants process to identify proposed changes (organizational re-engineering) to enhance MDE’s organization effectiveness. Include provisions for help desk, documentation and user training.

Deliverable: document describing the concept of operations.

3. **Complete Preliminary Requirements Specification for the Pilot.** Do detailed requirements analysis for features necessary for development of the pilot on-line grant program. Interview MDE staff to document the requirements for the entire grant process for the grant programs selected for the pilot. Conduct data and use case analysis for grant application and management processes. Grants that are candidates for the pilot program are the Title I (Parts A,C, and D), Title II (Part B), Title VI, Class Size Reduction, Section 41 (Bilingual Education), Section 57.3 (Gifted and Talented), and Special Education. Note: All grants listed above with the exception of Special Education are



currently using a consolidated grant application. The pilot program should include all features with a priority of 5 and higher.

Deliverable: Requirement specifications document and data model, for pilot grant programs. Revised work plan.

4. **Complete Preliminary Design of the Grant Phase Four System for the Pilot.** Based on detailed requirements for the pilot programs, develop an architecture design that will support state and federal programs for on-line applications and MDE administration. Finalize system architecture design: supporting database, grant application program, user maintenance, and grant management. Prepare preliminary prototype to demonstrate the screens and flow of the system. ***Coordinate all front-end development with e-Michigan to assure that all standards are met.***

Deliverables: Preliminary design document for the Grants Phase Four system. Preliminary prototype.

5. **Prepare Final Requirement and Design Specifications for the Pilot.** Finalize system and database design. Revise the project work plan as necessary. Update the system prototype.

Deliverable: Final Requirements Specifications and Final Design Document, including the physical database design. Revised pilot system prototype.

6. **Develop a Production Version for the Pilot Program.** Using specified Federal grant programs, have initial prototype ready for use in May 2001. Grant administration features for the consultant will be programmed.

Deliverable: Pilot system developed.

7. **Plan System/User Test the Pilot System.** Define system test cycles. Identify the testing strategy, including test scenarios, testing environment, and reporting procedures. Specify iterations of user tests.

Deliverable: Test Plan.

8. **Documentation and Training for the Pilot.** Identify training and documentation needs. Training and documentation will be provided for applicants, grant consultants and other program office personnel, system administrators, and other identified users. Note: MDE will provide all training facilities and equipment.

Deliverable: Documentation and training plan, training schedule, trained users.

9. **System/User Test for the Pilot.** Conduct the system/user tests.

Deliverable: Testing Results. A system ready for production.

10. **Establish Help Desk for the Pilot.** Create documentation, procedures, and train MDE staff. The concept of operations document will define this function in more detail. This document could identify the need for a customer service center that will act as a first point of contact for grant applicants and sub-grantees. In addition, there will be a help desk in the IT organization that provides technical support concerning network or programming (system) related problems.

Deliverable: Working help desk.



- 11. **Establish Production Environment for the Pilot.** Move the system from testing environment on to production environment for the pilot program. Convert specified data from the test database to the production database. ***All internet screens must confirm to e-Michigan look and feel and other standards established by e-Michigan.***

Deliverable: Implementation Report

- 12. **Provide Technical Support for the Pilot.**

Deliverable: Support as requested/needed through October 2001.

- 13. **Plan for Additional Grant Programs.** Develop a plan for follow on phases to include all features and add additional state and Federal grants by May 2002. Include budgetary estimates for the final development phase to end NLT September 2003. 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 task list, detailed description of tasks, budgets for completion, assignments for tasks, schedules and a Gantt chart.

Deliverable: Project plan for the Grants Phase Four system.

II-D PROJECT CONTROL AND REPORTS

I. 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 client agency's project director will meet ***biweekly*** 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 be in agreement with section IV-C subsection 2 as proposed by the bidder and accepted by the State for Contract, and 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.

2. Final Report

At the end of the pilot phase, the contractor will submit a report describing lessons learned, project successes, 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.

II-E PRICE PROPOSAL

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

II-F CONTRACT PAYMENT

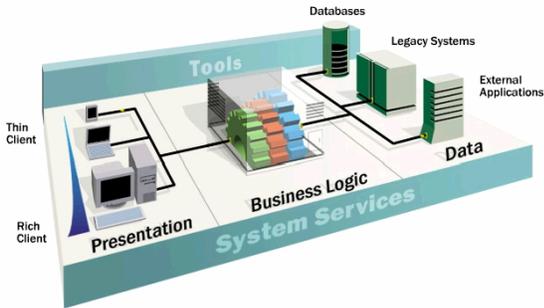
All invoices should reflect actual work done. Specific details of invoices and payments will be agreed upon between the Contract Administrator and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the Director of Purchasing, Department of Management & Budget. This activity will occur only upon the specific written direction from the Office of Purchasing.



**Section III
Bidder's Proposal**

III-A Management Summary – Narrative

Agate Software is ideally suited to assist the Michigan Department of Education (MDE) in developing a website and web application to support the needs of the users of the grant process. Agate Software proposes to develop a web application that meets all of the requirements for the pilot as specified in the ITB for this project.



Agate Software's strength is in applying leading edge database technology to applications and websites. We will help evaluate and implement technologies that are appropriate for the grant process application. These technologies will include technologies such as Microsoft Active Server Pages (ASP), SQL Database technologies, and the Windows DNA architecture (shown on the left) for multi-tier application design.

Agate Software has developed the State Information and Grant Management Accounting system for the State of Michigan called SIGMA. SIGMA, an award-winning application, was built on web-based technologies and has been proven to be an effective and reliable system for approving, tracking, and maintaining millions of grant dollars. The success of SIGMA led to a phase II project (SIGMA II), the development of a web-based grant application process that closely resembles what is being requested by the MDE. A more detailed account of the SIGMA II project is presented later in this section. More information on the SIGMA grant management application is presented in the Additional Information section of this proposal.

The development of phase I and II of the SIGMA application has given our team extensive knowledge and experience with federally funded grant programs, the grant management process, and the grant application process. Our team also has tremendous experience in developing web-based applications and is familiar with the e-Michigan initiative. Agate Software is awaiting final approval for pre-qualification as an e-Michigan vendor.

We expect to leverage the extensive effort put forth to build the online grant application process for SIGMA, by using it as a base for developing an online application process that will meet the needs of MDE. As it stands, the SIGMA online grants application process will meet many of the needs. We will customize it as necessary to support the specific application validation and approval processes used for the MDE grant programs.

Agate Software proposes to meet the following critical objectives for the pilot.

- Create/Modify Organization Profile
- Create/Modify Grant User Profile
- Create/Modify Grant Program
- Create/Modify Application Structure
- Create/Submit Application Online
- Grant Consultant Review
- Revise Existing Application Online
- Create/Modify Subgrantee Budget



- Check Status of Application Online
- Prepare Funding Recommendation Package
- Determine Allocations

Finally, Agate Software has gained valuable experience and knowledge through building the SIGMA grant application process. We can offer those benefits to insure success for the similar process being undertaken by MDE. Some of our observations that we can offer at this point are:

- The MDE has defined a very aggressive time frame for the pilot phase of this project. It will be a challenge to meet even taking advantage of the programming that can be reused from the SIGMA grant application process.
- It is a very complicated process to completely automate the validation of grant applications and eliminate the need for a detailed manually reviews of the data. This process will likely take significantly more effort than anticipated by the MDE
- The benefit of electronic versus paper documentation. The system MUST be easy-to-use and understand. A significant effort must be spent to achieve this goal or there is great risk of having the whole process rejected by the intended users.
- The application process must be flexible and customizable. This is necessary so that ongoing changes to grant application process can be performed by administrative staff do not require constant involvement of technical staff to reprogram portions of the application.

III-B Technical Work Plans

Tasks

As outlined in the ITB for the project, Agate Software proposes to complete the following phases of the project according to the listed timelines.

Phase I – Analysis

The objective of the analysis phase is to fully understand the current grant application process and what modifications need to be made to bring the process from paper to an online format. Agate Software currently has a similar system in place called SIGMA II that touches on a lot of the needs for the grants application project. Through a series of meetings and consultations, the alterations that need to be made to the current application in use along with some additions will be determined to tailor the application to the needs of the MDE.

1. Review existing system

The current grants application system will be analyzed. A full and complete understanding of the whole grant application process will be established at time.



this

2. Conduct meetings and document findings

Meetings will be held to determine the functional needs of the users involved with the process. Topics such as business rules, data validations, and data relationships will be discussed and understood at this point as well. Once the needs have been determined, comparisons to the SIGMA II application will be made to see what needs are met with SIGMA II and what needs to be added to satisfy the needs of the MDE. The information collected from the new and old components will be compiled into a detailed design document. An Objectives and Requirements document will also be created concerning the data collection and reporting for the system.





Phase II – Design

The objective of the design phase is to use the functional requirements developed in the analysis phase to build a detailed design of the system. Since SIGMA II, a similar application, is already in use the biggest part of the design process is tailoring what is already successfully in use with SIGMA II and amending it with the new components unique to the grant application. The primary parts of the design phase are as follows:

1. Develop a system data model



The information architecture will be defined by developing an Entity Relationship Diagram (ERD) to display the database structure, keys and access paths, and relationships between database tables. The data model will initially be used as a discussion tool to review the database design with the MDE staff to ensure that the model accurately reflects the data requirements of the business model. After a review and revision session, the data model will become a part of the design document aiding as a basis for building the final product.

2. Develop the initial draft of the test plan



During the design phase, the outline and first draft of the test plan will be developed. The test plan will identify the testing process to ensure that the application meets the functional requirements and business process rules of the MDE. Attention will be paid to specific details unique to each grant application case study in question so that each characteristic will be documented in the proposed design. Primary development of the test plan will lie with the MDE, as the successful completion of the testing process will be a significant component of the MDE's acceptance and signoff for the application. A final draft of the test plan will be created during the development phase to incorporate any additional testing requirements that may be found during the development process.

3. Develop a Detailed Design Document



The Detailed Design Document will define the application architecture. Each component of the application will be defined in the document. Process flow diagrams will be used to complement the workflow processes documented in the analysis phase. From the process flow diagrams, system menus and navigation paths will be determined for each user class. Also, user interface components will be created. For each screen a user will see, the required data fields and database actions will be defined for each user class. Report templates will also be created to define each report within the system. The majority of the detailed design document will come after the design of the applications process since the online application process needs to be in place before the rest of the system can be created.

4. Develop system concept screens

Screens showing what the actual online application will look like will be created to give the look and feel of the final product to the MDE staff. The MDE staff will be asked to give input to the design of the screens. The final versions of the concept screens will be included in the Detailed Design Document.

5. Define system software and hardware requirements

Specifications for optimal systems will be based upon the performance and capacity requirements identified in the Detailed Design Document.

6. Define user security methods



For each user class defined, access rights will be unique to each party for each segment of the system. In addition to security tailored to the specifications of each class, a methodology will be implemented to handle certain security issues that come specific to web-based applications. These security concerns will primarily revolve around the State's firewall, NT server, and SQL server configuration issues.



7. Develop a detailed plan for the Development Phase

Based upon information contained in the Detailed Design Document, the development phase plan will be updated to reflect the needed changes. The project plan will be updated as needed to reflect any modifications made in the development phase.

Phase III – Development

The objective of the development phase is to effectively and efficiently create the application and database as specified in the design phase. The final application will meet the needs of each user class. The application will be developed using tools, standards, and methodologies that will aid to the ease of future maintenance and enhancement.

The majority of the application development will take place within the Agate Software office setting. During development, a secure website will be created to post completed portions of the application so the MDE staff will be able to closely monitor the full development process. Feedback from the MDE staff is encouraged through the development phase so that an acceptable final product is completed.

The timeframe established by the Detailed Design Document allows the online application process to be developed and available before the rest of the system. Once the detailed design of the system is completed, the online application development will begin, even though the rest of the system may still be in the design phase. The primary steps in the development phase are as follows:

1. Creation of the SQL database

The SQL server database will be created using the data model specified in the design phase of the project.

2. Development of the first prototype

The first prototype will consist of the system menus and the web-based data screens. These will not be operational, but will give users a view of the screens. The MDE will be asked to give feedback on the screens so that changes can be made accordingly.



3. Development of the second prototype

The second prototype will be an extension of the first, but data access, security, and other functionalities will be added at this time. Depending on the decisions made during the analysis phase, data access and processing components may be developed as part of various ActiveX components, ASP scripts, or triggers and stored procedures in a SQL server database. The second prototype will be functional and, again, feedback is encouraged from the MDE to meet the specifications laid out in the Detailed Design Document.

4. Development of application reports and the final prototype

Any needed reports will be developed at this point and added to the application. Crystal Reports will be used to develop these documents and will be housed on an NT server easily accessed via a web browser. To satisfy the needs of ad hoc reports, parameters will be implemented in the forms of screens to allow users to add necessary filters and sorting criteria for reports. Through the flexibility of



and
the



parameter screens and the filtering and sorting that occurs, it is possible to meet all needs for ad hoc reports. Any other additional needs can be achieved using Crystal Reports. The completed reports along with other system components will yield the final prototype.

5. Performance tuning

The final prototype will be fine tuned through the refining of data access queries, additional database indices, and the adjustment of configuration parameters for NT and SQL servers.

6. Create the final draft of the test plan

The initial draft of the test plan will be developed during the design phase with the final version being completed at the conclusion of the development phase. Revisions will allow test cases to



be developed to test certain conditions and constraints that may result from the environment of the application, development tools, or other scenarios that may not have been identified during the design phase. The project plan will be updated to reflect the necessary changes identified at this time.

7. Develop the technical reference document

The technical reference document will contain the technical documentation of the developed system. The majority of the updated contents will be taken from the Detailed Design Document.

Phase IV – Pilot

The objective of the pilot phase is to install and test the system in a working environment to ensure that it meets all needs specified by the MDE. As noted, the online applications portion of the system will go through the pilot phase at an earlier time than the rest of the system. The primary parts of the pilot phase are as follows:

1. Installation of the system in a test environment

Agate Software will assist the MDE information technology staff in properly installing and configuring the application in the work environment. At this point, the database will also be reloaded so that a clean version of data is used for testing purposes so that results are accurate and error eliminated.



2. Execution of the test plan

The MDE will carry out the testing of the application while Agate Software team members will be available for support during the testing phase.

3. Development of a Detailed Implementation Plan

An implementation plan will be developed at this time to set up areas such as user accounts, remote access to the system for users, client-side machine configurations, and any other steps that need to be determined for a full and successful implementation of the system.

Phase V – End-User Documentation

The objective of the end-user documentation phase is to complete system documentation tasks and enforce the business rules determined in the analysis phase. The majority of the

documentation (80%-90%) will lie with the MDE staff while a smaller portion (10%-20%) will fall into the hands of the Agate Software team. The primary steps to be taken in the end-user documentation phase are as follows:

1. Development of user documentation



The development of user documentation will be a joint effort between the MDE and Agate Software team members. The MDE will be responsible for the documentation of the system usage, such as departmental policies and procedures, while Agate Software will only be responsible for the process flow and general system documentation.



2. Development of remaining system documentation

System administration procedures, business rules, and other system information will be developed to provide the MDE with the necessary documentation to effectively operate and maintain the system.

3. Integration of the documentation with the application as online help

All documentation will be in HTML format so that a user while online via a web browser can access help. An online help manual is the most effective for users because all information is kept in one location and can easily be viewed by all users of the system.

4. Development of technical documentation

Technical documentation will be written to ensure that network administrators will have a clear understanding of what hardware and software are required to effectively run the application.

Implemented Solution: SIGMA II

Agate Software has already implemented a similar application called SIGMA II for the State of Michigan. SIGMA II is a grant application system that would fit the needs of the MDE with the appropriate modifications necessary to make the project unique to the MDE. SIGMA II was created for the State of Michigan to simplify the grant application process. Much like the MDE, the Crime Victims Services Commission (CVSC) needed a way to simplify the grant application process. SIGMA II was developed to allow users, administrators, and others involved in the grant application process a way to track and edit grant application submissions from start to finish. As a result, applications and the materials now only need be submitted once and the process is greatly simplified. The appropriate CVSC personnel easily administer the system, and the whole application is very user friendly to all users involved, administration downward.

III-C Project Staffing

The following individuals are key to the successful design and implementation of this project.

Name	Role	Skills and Experience
Seyed Alavi	Web Application Developer and Database Administrator	Lead Developer for award-winning SIGMA Intranet application for Department of Community Health, Crime Victims Service Commission. Experienced with large database development and e-commerce.
Jeff Benton	Web Application Developer and Network Administrator	Has a strong programming and development background as well as a strong knowledge of network administration.
Steve Jencks	Graphics Designer	Strong portfolio of successful website developments.



Walter Pelowski	Web Application Developer and Content Editor	Possesses a variety of skills including graphics design, content editing, and ASP and HTML development.
Robert VandenHaute	Vice President and Project Manager	Has managed numerous large-scale projects while keeping Agate Software meeting project deadlines.

All Agate Software personnel will work at the Agate Software office for the duration of the project unless otherwise instructed by the MDE. Agate Software staff members will be available to travel to the MDE offices for meetings, presentations, etc, as necessary.

Agate Software is a Microsoft Certified Partner. Our staff has in-depth experience developing applications using Microsoft tools and platforms. Our particular area of expertise is in the development of sophisticated Internet applications, custom desktop applications, and custom database applications. Our staff is highly trained in the use of development tools such as Microsoft Visual Basic, J++, C++, Visual InterDev, ActiveX components using Visual Basic, Active Server Pages technology, Microsoft Access, and Microsoft SQL server.

Agate Software has the necessary human resources to complete the tasks that are required for this project.

III-D Subcontractors

Agate Software does not propose to use and subcontractors for this project.

III-E Bidders Expeditor

Tim Pearl
 272 Alliance Drive
 Suite 1
 Lansing, MI 48910
 Phone: (517) 336-2500
 Fax: (517) 319-3292
 Email: tpearl@agatesoftware.com

III-F Additional Information - Assumptions

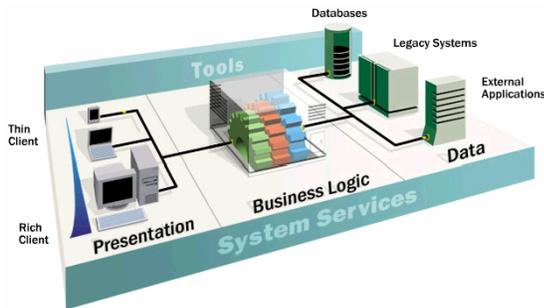
1. The Michigan Department of Education will provide leadership, sense of urgency, commitment, and counsel necessary to ensure initiative's success.
2. Personnel are available within five-business days notice for interview, work session, or project review.
3. Personnel who attend critical review and ratification work sessions are empowered to make the necessary business decisions.
4. The MDE will provide timely access consistent with the project schedule to information and data as requested by the Agate Team.
5. MDE personnel will provide comprehensive design review and ratification within five working days of the presented information.
6. The MDE will assign highly capable functional and technical personnel who are at the appropriate level within the organization to address issues and make business decisions.



7. The MDE will provide all required documentation on existing systems, policies, and procedures appropriate to this initiative.
8. Any initiative issues or concerns will be immediately brought to the attention of the Project Manager, and all parties will operate under a mutual expectation and effort to resolve the issues or concerns in a timely manner.
9. All parties will operate openly, reasonably, and honestly as the initiative proceeds.
10. Any additional required system functionality that is not covered in the Request for Proposal or this Proposal may increase the costs listed in the Pricing Information.
11. The MDE will provide the hardware and software license necessary for installation of the system.

III-A Management Summary – Narrative

Agate Software is ideally suited to assist the Michigan Department of Education (MDE) in developing a website and web application to support the needs of the users of the grant process. Agate Software proposes to develop a web application that meets all of the requirements for the pilot as specified in the ITB for this project.



Agate Software’s strength is in applying leading edge database technology to applications and websites. We will help evaluate and implement technologies that are appropriate for the grant process application. These technologies will include technologies such as Microsoft Active Server Pages (ASP), SQL Database technologies, and the Windows DNA architecture (shown on the left) for multi-tier application design.

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The development of phase I and II of the SIGMA application has given our team extensive knowledge and experience with federally funded grant programs, the grant management process, and the grant application process. Our team also has tremendous experience in developing web-based applications and is familiar with the e-Michigan initiative. Agate Software is awaiting final approval for pre-qualification as an e-Michigan vendor.

We expect to leverage the extensive effort put forth to build the online grant application process for SIGMA, by using it as a base for developing an online application process that will meet the needs of MDE. As it stands, the SIGMA online grants application process will meet many of the needs. We will customize it as necessary to support the specific application validation and approval processes used for the MDE grant programs.

Agate Software proposes to meet the following critical objectives for the pilot.



- Create/Modify Organization Profile
- Create/Modify Grant User Profile
- Create/Modify Grant Program

- Create/Modify Application Structure
- Create/Submit Application Online
- Grant Consultant Review
- Revise Existing Application Online
- Create/Modify Subgrantee Budget
- Check Status of Application Online
- Prepare Funding Recommendation Package
- Determine Allocations

Finally, Agate Software has gained valuable experience and knowledge through building the SIGMA grant application process. We can offer those benefits to insure success for the similar process being undertaken by MDE. Some of our observations that we can offer at this point are:

- The MDE has defined a very aggressive time frame for the pilot phase of this project. It will be a challenge to meet even taking advantage of the programming that can be reused from the SIGMA grant application process.
- It is a very complicated process to completely automate the validation of grant applications and eliminate the need for a detailed manually reviews of the data. This process will likely take significantly more effort than anticipated by the MDE
- The benefit of electronic versus paper documentation. The system MUST be easy-to-use and understand. A significant effort must be spent to achieve this goal or there is great risk of having the whole process rejected by the intended users.
- The application process must be flexible and customizable. This is necessary so that ongoing changes to grant application process can be performed by administrative staff do not require constant involvement of technical staff to reprogram portions of the application.

**III-B Technical Work Plans
Tasks**

As outlined in the ITB for the project, Agate Software proposes to complete the following phases of the project according to the listed timelines.

Phase I – Analysis

The objective of the analysis phase is to fully understand the current grant application process and what modifications need to be made to bring the process from paper to an online format. Agate Software currently has a similar system in place called SIGMA II that touches on a lot of the needs for the grants application project. Through a series of meetings and consultations, the alterations that need to be made to the current application in use along with some additions will be determined to tailor the application to the needs of the MDE.

1. Review existing system

The current grants application system will be analyzed. A full and complete understanding of the whole grant application process will be established at time.



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2. Conduct meetings and document findings



Meetings will be held to determine the functional needs of the users involved with the process. Topics such as business rules, data validations, and data relationships will be discussed and understood at this point as well. Once the needs have been determined, comparisons to the SIGMA II application will be made to see what needs are met with SIGMA II and what needs to be added to satisfy the needs of the MDE. The information collected from the new and old components will be compiled into a detailed design document. An Objectives and Requirements document will also be created concerning the data collection and reporting for the system.



Phase II – Design

The objective of the design phase is to use the functional requirements developed in the analysis phase to build a detailed design of the system. Since SIGMA II, a similar application, is already in use the biggest part of the design process is tailoring what is already successfully in use with SIGMA II and amending it with the new components unique to the grant application. The primary parts of the design phase are as follows:

1. Develop a system data model

The information architecture will be defined by developing an Entity Relationship Diagram (ERD) to display the database structure, keys and access paths, and relationships between database tables. The data model will initially be used as a discussion tool to review the database design with the MDE staff to ensure that the model accurately reflects the data requirements of the business model. After a review and revision session, the data model will become a part of the design document aiding as a basis for building the final product.



2. Develop the initial draft of the test plan

During the design phase, the outline and first draft of the test plan will be developed. The test plan will identify the testing process to ensure that the application meets the functional requirements and business process rules of the MDE. Attention will be paid to specific details unique to each grant application case study in question so that each characteristic will be documented in the proposed design. Primary development of the test plan will lie with the MDE, as the successful completion of the testing process will be a significant component of the MDE’s acceptance and signoff for the application. A final draft of the test plan will be created during the development phase to incorporate any additional testing requirements that may be found during the development process.



3. Develop a Detailed Design Document

The Detailed Design Document will define the application architecture. Each component of the application will be defined in the document. Process flow diagrams will be used to complement the workflow processes documented in the analysis phase. From the process flow diagrams, system menus and navigation paths will be determined for each user class. Also, user interface components will be created. For each screen a user will see, the required data fields and database actions will be defined for each user class. Report templates will also be created to define each report within the system. The majority of the detailed design document will come after the design of the applications process since the online application process needs to be in place before the rest of the system can be created.



4. Develop system concept screens



Screens showing what the actual online application will look like will be created to give the look and feel of the final product to the MDE staff. The MDE staff will be asked to give input to the design of the screens. The final versions of the concept screens will be included in the Detailed Design Document.

5. Define system software and hardware requirements

Specifications for optimal systems will be based upon the performance and capacity requirements identified in the Detailed Design Document.

6. Define user security methods

For each user class defined, access rights will be unique to each party for each segment of the system. In addition to security tailored to the specifications of each class, a methodology will be implemented to handle certain security issues that come specific to web-based applications. These security concerns will primarily revolve around the State’s firewall, NT server, and SQL server configuration issues.



7. Develop a detailed plan for the Development Phase

Based upon information contained in the Detailed Design Document, the development phase plan will be updated to reflect the needed changes. The project plan will be updated as needed to reflect any modifications made in the development phase.

Phase III – Development

The objective of the development phase is to effectively and efficiently create the application and database as specified in the design phase. The final application will meet the needs of each user class. The application will be developed using tools, standards, and methodologies that will aid to the ease of future maintenance and enhancement.

The majority of the application development will take place within the Agate Software office setting. During development, a secure website will be created to post completed portions of the application so the MDE staff will be able to closely monitor the full development process. Feedback from the MDE staff is encouraged through the development phase so that an acceptable final product is completed.

The timeframe established by the Detailed Design Document allows the online application process to be developed and available before the rest of the system. Once the detailed design of the system is completed, the online application development will begin, even though the rest of the system may still be in the design phase. The primary steps in the development phase are as follows:

1. Creation of the SQL database

The SQL server database will be created using the data model specified in the design phase of the project.

2. Development of the first prototype

The first prototype will consist of the system menus and the web-based data screens. These will not be operational, but will give users a view of the screens. The MDE will be asked to give feedback on the screens so that changes can be made accordingly.



3. Development of the second prototype

The second prototype will be an extension of the first, but data access, security, and other functionalities will be added at this time. Depending on the decisions made during the analysis



phase, data access and processing components may be developed as part of various ActiveX components, ASP scripts, or triggers and stored procedures in a SQL server database. The second prototype will be functional and, again, feedback is encouraged from the MDE to meet the specifications laid out in the Detailed Design Document.

4. Development of application reports and the final prototype

Any needed reports will be developed at this point and added to the application. Crystal Reports will be used to develop these documents and will be housed on an NT server and easily accessed via a web browser. To satisfy the needs of ad hoc reports, parameters will be implemented in the forms of screens to allow users to add the necessary filters and sorting criteria for reports. Through the flexibility of parameter screens and the filtering and sorting that occurs, it is possible to meet all needs for ad hoc reports. Any other additional needs can be achieved using Crystal Reports. The completed reports along with other system components will yield the final prototype.



5. Performance tuning

The final prototype will be fine tuned through the refining of data access queries, additional database indices, and the adjustment of configuration parameters for NT and SQL servers.

6. Create the final draft of the test plan

The initial draft of the test plan will be developed during the design phase with the final version being completed at the conclusion of the development phase. Revisions will allow test cases to be developed to test certain conditions and constraints that may result from the environment of the application, development tools, or other scenarios that may not have been identified during the design phase. The project plan will be updated to reflect the necessary changes identified at this time.



7. Develop the technical reference document

The technical reference document will contain the technical documentation of the developed system. The majority of the updated contents will be taken from the Detailed Design Document.

Phase IV – Pilot

The objective of the pilot phase is to install and test the system in a working environment to ensure that it meets all needs specified by the MDE. As noted, the online applications portion of the system will go through the pilot phase at an earlier time than the rest of the system. The primary parts of the pilot phase are as follows:

1. Installation of the system in a test environment

Agate Software will assist the MDE information technology staff in properly installing and configuring the application in the work environment. At this point, the database will also be reloaded so that a clean version of data is used for testing purposes so that results are accurate and error eliminated.



2. Execution of the test plan

The MDE will carry out the testing of the application while Agate Software team members will be available for support during the testing phase.

3. Development of a Detailed Implementation Plan

An implementation plan will be developed at this time to set up areas such as user accounts, remote access to the system for users, client-side machine configurations, and any other steps that need to be determined for a full and successful implementation of the system.



Phase V – End-User Documentation

The objective of the end-user documentation phase is to complete system documentation tasks and enforce the business rules determined in the analysis phase. The majority of the documentation (80%-90%) will lie with the MDE staff while a smaller portion (10%-20%) will fall into the hands of the Agate Software team. The primary steps to be taken in the end-user documentation phase are as follows:

1. Development of user documentation



The development of user documentation will be a joint effort between the MDE and Agate Software team members. The MDE will be responsible for the documentation of the system usage, such as departmental policies and procedures, while Agate Software will only be responsible for the process flow and general system documentation.

2. Development of remaining system documentation

System administration procedures, business rules, and other system information will be developed to provide the MDE with the necessary documentation to effectively operate and maintain the system.

3. Integration of the documentation with the application as online help

All documentation will be in HTML format so that a user while online via a web browser can access help. An online help manual is the most effective for users because all information is kept in one location and can easily be viewed by all users of the system.

4. Development of technical documentation

Technical documentation will be written to ensure that network administrators will have a clear understanding of what hardware and software are required to effectively run the application.

Implemented Solution: SIGMA II

Agate Software has already implemented a similar application called SIGMA II for the State of Michigan. SIGMA II is a grant application system that would fit the needs of the MDE with the appropriate modifications necessary to make the project unique to the MDE. SIGMA II was created for the State of Michigan to simplify the grant application process. Much like the MDE, the Crime Victims Services Commission (CVSC) needed a way to simplify the grant application process. SIGMA II was developed to allow users, administrators, and others involved in the grant application process a way to track and edit grant application submissions from start to finish. As a result, applications and the materials now only need be submitted once and the process is greatly simplified. The appropriate CVSC personnel easily administer the system, and the whole application is very user friendly to all users involved, administration downward.

III-C Project Staffing

The following individuals are key to the successful design and implementation of this project.

Name	Role	Skills and Experience
Seyed Alavi	Web Application Developer and Database Administrator	Lead Developer for award-winning SIGMA Intranet application for Department of Community Health, Crime Victims Service Commission. Experienced with large database development and e-commerce.



Jeff Benton	Web Application Developer and Network Administrator	Has a strong programming and development background as well as a strong knowledge of network administration.
Steve Jencks	Graphics Designer	Strong portfolio of successful website developments.
Walter Pelowski	Web Application Developer and Content Editor	Possesses a variety of skills including graphics design, content editing, and ASP and HTML development.
Robert VandenHaute	Vice President and Project Manager	Has managed numerous large-scale projects while keeping Agate Software meeting project deadlines.

All Agate Software personnel will work at the Agate Software office for the duration of the project unless otherwise instructed by the MDE. Agate Software staff members will be available to travel to the MDE offices for meetings, presentations, etc, as necessary.

Agate Software is a Microsoft Certified Partner. Our staff has in-depth experience developing applications using Microsoft tools and platforms. Our particular area of expertise is in the development of sophisticated Internet applications, custom desktop applications, and custom database applications. Our staff is highly trained in the use of development tools such as Microsoft Visual Basic, J++, C++, Visual InterDev, ActiveX components using Visual Basic, Active Server Pages technology, Microsoft Access, and Microsoft SQL server.

Agate Software has the necessary human resources to complete the tasks that are required for this project.

III-D Subcontractors

Agate Software does not propose to use and subcontractors for this project.

III-E Bidders Expeditor

Tim Pearl
 272 Alliance Drive
 Suite 1
 Lansing, MI 48910
 Phone: (517) 336-2500
 Fax: (517) 319-3292
 Email: tpearl@agatesoftware.com

III-F Additional Information - Assumptions

1. The Michigan Department of Education will provide leadership, sense of urgency, commitment, and counsel necessary to ensure initiative's success.
2. Personnel are available within five-business days notice for interview, work session, or project review.
3. Personnel who attend critical review and ratification work sessions are empowered to make the necessary business decisions.
4. The MDE will provide timely access consistent with the project schedule to information and data as requested by the Agate Team.



5. MDE personnel will provide comprehensive design review and ratification within five working days of the presented information.
6. The MDE will assign highly capable functional and technical personnel who are at the appropriate level within the organization to address issues and make business decisions.
7. The MDE will provide all required documentation on existing systems, policies, and procedures appropriate to this initiative.
8. Any initiative issues or concerns will be immediately brought to the attention of the Project Manager, and all parties will operate under a mutual expectation and effort to resolve the issues or concerns in a timely manner.
9. All parties will operate openly, reasonably, and honestly as the initiative proceeds.
10. Any additional required system functionality that is not covered in the Request for Proposal or this Proposal may increase the costs listed in the Pricing Information.
11. The MDE will provide the hardware and software license necessary for installation of the system.



PRICE PROPOSAL

(see e:\common\contract\2001\1001472 pricing.xls)

**SECTION II
WORK STATEMENT, PHASE II**

II-A BACKGROUND/PROBLEM STATEMENT

Background. Re contract #071B1001472 between the State of Michigan and Agate Software, dated April 12, 2001. The contract specified the development of a pilot of an on-line Federal grants system, with continuation of the project contingent upon MDE acceptance of the pilot project.

Two state grants (See items 8 and 9 in the list below.) were added in August 2001, bringing the number of grants included in the pilot to nine grants:

MDE Office	Grant Name	Type
1. Field Services	Title I Part A, Improving Basic Programs Operated by Local Educational Agencies	Fed/Formula
2. Field Services	Title I, Part C, Education of Migratory Children	Fed/Formula
3. Field Services	Title I, Part D, Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At Risk of Dropping Out	Fed/Formula
4. Special Education	Individuals with Disabilities Education (IDEA) flowthrough grants	Fed/Formula
5. Special Education	Special Education Preschool Grant	Fed/Formula
6. Special Education	State discretionary program for Technology, Materials, and Training (TMT)	State
7. Special Education	State discretionary program for Enhancing Opportunities for Students with Disabilities (EOSD)	State
8. Office of School Excellence	Local District Program for Gifted and Talented (57.3)	State/Formula
9. Education Options, Charters, and Choices	Michigan School Readiness State Aid Program	State/Formula

Table 1, Pilot Grants

The pilot was defined to contain 11 of the 22 features that were specified in the original statement to bid. The specific features, which have been elaborated, are contained in Table 2. The features that were selected were rated as being critical or important to the on-line application system.

Priority	Feature	Status	Benefit
1	Create/Modify Organization Profile	Pilot	Critical
2	Create/Modify Grant User Profile	Pilot	Critical
2	Create/Modify a Grant Program	Pilot	Critical
3	Create/Modify Application Structure	Pilot	Critical
3	Create/Submit Application On-line	Pilot	Critical
3	Grant Consultant Review	Pilot	Critical
3	Revise Existing Application On-line	Pilot	Critical
3	Create/Modify Grant Budget Approval	Pilot	Critical
4	Check Status of Application On-line	Pilot	Critical
5	Prepare Funding Recommendation Package	Pilot	Important
5	Determine Allocations	Pilot	Important

Table 2, Pilot Feature Table

Problem Statement. Phase II of the Grants Phase IV (now known as the Michigan Education Grants Program, MEGS) project will build upon the success of the pilot program. The scope of Phase II MEGS is threefold:

1. Incorporate the remaining eleven features specified in the original Invitation to Bid into MEGS. See Appendix E, Michigan Educational Grants System (MEGS) Feature Elaboration for a detailed description. Work is to be done in accordance to the design specifications documents developed by the contractor during the pilot phase.
2. Include 15 additional grants as specified in Table 3 to the project. All grants that are in the pilot and the additional grants will be available for on-line application during the 2002 fiscal year.
3. Incorporate the following issues that have been identified to be included in the MEGS project. These items have been identified during the pilot phase and are in addition to the original requirements for the Grants Phase IV system.
 - a. Develop a public website, coordinated with e-Michigan, for grants information with links to MEGS. The site will include general grant information, such as allocations for all grants, links to program offices, and links to related grants at the federal and state level.
 - b. Include the Michigan Gun-Free Schools Act Report (Form OG-4935) as part of the organization. Annual filing of the OG-4935 will satisfy all Gun Free certifications. Use MEGS to collect required information needed for the report. The report will be an attribute of the applicant organization, and will serve as the federal Gun-Free School Act Requirement for all grants that require this information.

- c. Provide a mechanism to guide detailed budget record keeping and allow buildings (individual schools) to provide budget detail which is incorporated into the parent LEA main budget for the a grant application. Budget detail will be summarized at the LEA level, and will be able to be shown at the building level if requested. Each building has a unique identifier in the School Code Master.
- d. Incorporate JavaScript for client side validation, as well as in other applicable portions of the application. For example, use JavaScript when presenting the Help screens. Additional uses of JavaScript to enhance MEGS will be recommended by the Agate development team.

New Features for Phase II:

Feature Number	Feature	Status	Benefit
9	Administer the Grant Program	Phase II	Important
10	Create/Submit Performance/Financial Report On-line	Phase II	Important
11	Register On-line as a Peer Reviewer	Phase II	Useful
12	Assign reviewer for Grant Application	Phase II	Useful
13	Peer Review and Scoring of Applications On-line.	Phase II	Important
14	Provide Peer Review Scores and Comments.	Phase II	Important
15	Provide Performance/Financial Reporting Capability	Phase II	Important
18	Review Recommendation Package	Phase II	Important
19	Submit award recommendation package	Phase II	Important
20	Submit Award Result	Phase II	Important
21	Create Reports	Phase II	Important

Table 3, Phase II Feature Table

New Grants for Phase II. Grants for Phase II were selected based on several criteria. In order to maximize the detailed analysis that has already been completed with program offices involved in the pilot, additional grants for these offices were included. For Field Services, the remaining grants that are part of the Consolidated Grant Application were included. In addition the carryover grants for two regular grants in the Consolidated Application were included. Similarly, three additional grants from the Office of Special Education and Early Intervention Services have been included in Phase II. Several competitive grants were included to allow for the development of all features that are associated with competitive grants. One grant from outside of the Department of Education has been included. This is the Title IV, Safe and Drug-Free Schools and Communities Act of 1994 grant administered by the Department of Community Health. Schools districts apply for this grant and there are many common elements to

the grant programs administered by the Department of Education. In addition, the accounting for this grant is done by MDE's Grant Accounting System.

Office	Grant Name	Type
1. Budget, Contracts and Grants	New Technology Grant (TBA)	Fed/Comp
2. Field Services	Title II, Part B DDE Professional Development Program (K-12)	Fed/Formula
3. Field Services	Title VI, Innovative Education Program Strategies	Fed/Formula
4. Field Services	Sec 41, Bilingual Education	State
5. Field Services	Title I, Part C, Migrant, Summer School	Fed/Formula
6. Field Services	Title II, Part B, Carryover Budget Eisenhower Professional Development	Fed/Form
7. Field Services	Title VI, Carryover Budget Innovative Education Program Strategies	Fed/Form
8. Special Education	Early On	Formula
9. Special Education	Capacity Building	Formula
10. Special Education	Transition	Formula
11. School Excellence; Learning Support	Special Project Grants under Centers of Disease Control and Prevention Funding	Federal
12. School Excellence; Curriculum	Even Start Grants	Fed/Comp
13. Government Services	Education For Homeless Children And Youth; Michigan's McKinney Grant	
14. Drug Control Policy (DCH)	Title IV Safe and Drug-Free Schools and Communities Act of 1994	Fed/Formula
15. Education Options	Charter School Competitive Grant	Competitive

Table 4, Phase II Grants for MEGS

Grant Application. The current process of applying for federal and state formula and competitive grants and the subsequent review and approval within MDE is not efficient in terms of time and material. This directly affects the numerous applicants that are required to prepare detailed paperwork year after year, as well as having to provide the same information to different offices within MDE. It also affects the MDE staff who process grant applications, ensuring that all applications are complete and contain the proper information. The impact of which are increased costs to apply for and maintain federal and state grants. A successful solution will streamline the application and approval process, ensuring that designated funds reach their target, thereby improving the educational opportunities within the state of Michigan.

Grant Management by Program Offices: Each program office has developed their own standard procedures to administratively review the grant

applications. The pilot project was identified ways to make the grants process more consistent across offices. A new grant management process will be part of MEGS. This new process will affect all personnel within a program office that directly deals with the grant application process (consultants, coordinators, supervisors and admin support personnel). A successful solution would minimize the errors by applicants during the application process (prior to the application being sent to the consultant, thereby reducing the amount of time needed to review administrative data and basics checks on budget items. The successful solution will provide tracking tools to the consultant and program office, allowing them to better manage all applications.

MDE Level Grant Management and Reporting: Currently there is no single database that contains all the information concerning individual grants or the performance measures used in grant reporting. As a result, there is no sharing of data, and applicants are required to resubmit data multiple times to the Department of Education. The impact of this is redundancy in effort during the entire grant application process, as well as an inability to get a clear view of the larger grant application process. A successful solution would make the data which is already maintained within the Department of Education available to MDE staff, applicants, or the general public (based on specific roles or permissions to users) in a usable manner.

Peer Review: The peer review process is an integral part of the selection of winners for competitive grants. Currently each grant office maintains its own method to ensure that all applications that require a peer review are properly reviewed. The current process is time-consuming, and in some cases costly as the peer review process can involve travel to central locations to receive training and to conduct reviews. The impact of this is increased costs for reviewing competitive grants and slower response times. A successful solution would provide the option to enable the process of peer review of competitive grants to be conducted on-line, in an expeditious manner by experts in the field, using grant specific scoring methodology, with the results available to MDE staff members on-line. (Note: program offices will have to determine the best method to conduct peer reviews for their grant.)

Michigan Educational Grant System (MEGS). To meet the needs of the Michigan Department of Education and its stakeholders, the Grants Phase Four will be developed in phases. The first phase was the development of a pilot program set of nine Federal and state grant programs. The goal was to have an application process for selected federal grants ready by the end of September 2001. This was the pilot implementation of the system, with the grant programs supporting paper-based applications through the pilot phase. Over the following two years, the remaining grant programs will be added to the system. Phase II will include 15 additional grants and all 22 of the features specified in the initial proposal.

Project Timelines for the Phase II MEGS:

October 1, 2001: MEGS project continues

December 15, 2001: Initial grants ready for on-line application.
June 15, 2002: All phase II grants ready for on-line application.
August 2002: Proposal for Phase III of MEGS due to MDE

II-C CONTRACT ADMINISTRATOR

Upon receipt at the Office of Purchasing of the properly executed Contract Agreement, it is anticipated that the Director of Purchasing will direct that the person named below be authorized to administer the Contract on a day-to-day basis during the term of the Contract. However, administration of any Contract resulting from this Request implies no authority to change, modify, clarify, amend, or otherwise alter the prices, terms, conditions, and specifications of such Contract. That authority is retained by the Office of Purchasing. The Contract Administrator for this project is:

Ken Cool

Michigan Department of Education
Office of Information Technology Systems
P.O. Box 30008
608 Allegan, UP
Lansing, MI 48933
Email: coolwk@state.mi.us
Phone: (517) 335-0523

II-D OBJECTIVES

General: The MEGS project will serve to address four main objectives. First, to provide grant applicants with a streamlined, easy to use, consistent grants application process that takes advantage of Internet technologies. Second, to provide MDE Program Offices an easy to use, effective grants management system that will give them the means to more efficiently manage the grant application process. This process includes a full range of activities, from the announcement of grants, receipt of applications, review of applications, through the formulation of grant funding recommendations. Third, access to grant application information and reporting data will be stored centrally allowing department-wide access to stored data. It will provide access to information for single grant programs (such as lists of recipients for funds for a specific grant) or information for one applicant across a range of grant programs (for instance, a list of grants that an LEA has applied for.) Finally, the higher levels of grant management, require a system that will provide the ability to manage the final approval process for all grants under the control of the Department of Education, in addition to having access to information concerning all grants in the system.

SUMMARY TABLE	
Features	Benefit
Apply for grants on-line	Faster turn-around time for the processing of grant applications, improve customer satisfaction.
Web-based database solution	Increase availability of data, more efficient way of managing the data, client platform independent.
Central database	Reduce redundancy of data.
One time entry of data	Lower administrative costs.
Technology driven audit trail	Application status tracking.
Eligibility checking	Reduce amount of irrelevant applications.
Automated calculation in budget forms	Error reduction.
Checking for completion of the application	Reduce the cost for administrative review.
Data Mining	Access to information/data collected during the processing of grants.
On-line peer review	Save cost on hard copy and speed the process of peer reviews.
Public views of information concerning grants	Reduce costs of inquiries and increase awareness of grant programs.

Table 5, Feature Summary Table

Specific features: The following are a list of features, with a general description, that will be included in the final Grants Phase Four System. See Appendix E for elaboration for all Phase II features.

1. Create/Modify Organization Profile

Create standards for the organization contact information, addresses, and any other information that is required across grants. Can include business addresses and superintendents (or authorizing official) names. Allow system administration personnel to be able to enter/create any documents that will be shared throughout different grant programs, such as certifications and assurances for the organization and any other data that will be used through out the system. Demographic data relating to the district will be maintained. (Note: The State of Michigan is currently developing a Single Record Student Database that will be the source of demographic data. An interface will have to be created to obtain necessary data from the SRSD.) Create/modify data allowing continual update of information. System Administrator will maintain organizational data for MDE.

2. Create/Modify Grant User Profile

The system will provide different security levels for different types of users of the system. This may include grant applicants, grant consultants, grant supervisors, MDE directors, administrative reviewers, peer reviewers, system maintenance personnel, system administration personnel and the Supervisor for Grants Administration and Coordination. The system will keep track of user data, their roles, and record activities in the system. The System Administrator will enter the MEIS user account, specify other information about the user including security level and the organization which the user belongs. Specified users will be able to create roles for users within their organization.

3. Create/Modify Grant Program

Define a Grant program. Data will be kept in a central database, allowing data to be shared throughout the Department. Shared data will include specified attributes for the grant program such as grant number,

program numbers, effective dates, CFDA number, period of grant, total grant amount, MDE department responsible for the grant, MDE contact, and the type of grant (competitive/allocated). Eligibility requirements for specific grants will be specified for grant programs. For allocated grants, feature 22 is needed to determine the allocation of funds.

4. Create/Modify Application Structure

The system will allow system administration personnel to define and modify the structure of a grant application. The application consists of all documentation necessary to complete a grant application. A complete application will include all required forms, instructions, and any other required documentation. Budget summaries, budget details and budget narratives will be created and maintained. In addition, known grant report requirements will also be included in the application structure. Grant specific items including any items not standard for all grants, such as policy statements or license information will be included for required grants. Consortium information will be maintained within the application structure.

5. Create/Submit Application On-line

The system will allow the applicant to access specific grant applications via the Internet. Grant applicants can enter data directly on-line and save the application without submitting the application. The system will collect all the data that will be needed to complete the application. When all elements of the application have been completed the grant application can be submitted for review to MDE. There will be provisions for an electronic signature for the submission. Grant consultants will be notified upon submission of the application.

6. Check Status of Application On-line

The system will allow an authorized user to be able to view the application's status on-line.

7. Grant Consultant Review

Grant consultants can review a submitted application and review for content and completeness. Grant consultants can accept an application or return it to an applicant for modification. The system will track the status of the application and the owner of the application.

8. Revise Existing Application On-line

An authorized user will be able to make modifications to the application. Applications that have not been submitted can be modified by authorized users and then saved or submitted depending on the status of the application.

The system will keep track of who made the change and when the change was made. Authorized users will be able to make amendments to applications on-line and re-submit to MDE.

9 Administer Grant Program

Keep track of all applications within specific grant programs. Keep track of who did not apply for the grant. Monitor and track of grant prerequisites, including certificates, assurances, and policy statements. Monitor formula grant allocations. Track all budget changes made to the application. Record keeping, maintain reporting requirements. Monitor amendments to grant programs.

10 Create/Submit Performance/Financial Report On-line

Applicant (sub-grantee) will be able to submit performance/financial report information based on the construction of the grant application. The system will notify appropriate parties of the submission. The system will provide a link to the Grant Accounting System in order to access grant payment information.

11. *Register On-line as a Peer Reviewer*

Volunteer candidates will be able to register on line to serve as peer reviewers. Volunteer candidates will present/list qualifications as required.

12. *Assign Peer Reviewer for Grant Application*

Consultants can review qualifications of peer review candidates. Consultants will be able to assign grant applications to outside peer reviewers. Peer reviewers will be notified and given authorization to score/comment on assigned applications. All scores/comments will be kept in the system database. Consultants will forward scoring guidance (approved rubrics) to peer reviewers.

13. *Peer Review and Scoring of Applications On-line*

After the consultant has assigned the peer reviewer, the system will allow the peer reviewer to score or make comments on the application. In the process of reviewing the application, peer reviewers will be able to save the review and return later to finish the review. After the review is completed, the peer reviewer can submit the scoring summary. The system will notify the grant consultant after completion of each review.

14. *Provide Peer Review Scores and Comments*

Grant consultants will be able to review score/comment data received from peer reviewers. Grant Consultants can review comments and scores for grant applications. The system will make the scoring data available to authorized users. Scores will be used to prioritize grant applications.

15. *Provide Performance/Financial Report Data*

The information that is collected during the grant process must be made available to MDE personnel for reporting purposes. The idea is to enhance the ability of the program offices to use collected data to prepare their reports. In addition to program offices, the Supervisor, Grants Administration and Coordination receives specific requests, including executive and legislative inquiries, for information concerning grants. These requests for information can be taken care of, in many cases, with queries to the database, with the output displayed in a report. Department analysts will design the reports.

The contractor will configure the tables in the MEGS database, or create new combined tables, that make it easy for MDE staff to do ad hoc reporting using Microsoft Access or Visual FoxPro. A data dictionary will be created to help MDE personnel understand the database and to locate fields they will need to construct their reports. The data dictionary that will explain the database structure, define the table relationships, and that will define all fields in the database.

16. *Prepare Funding Recommendation Package*

The system will allow the grant consultant to enter the necessary information, such as amounts requested, recommended allocations, general comments, and other details about the award including spending plan for the award. The system will notify the grant consultant's supervisor for further review when the recommendation has been completed. Packages will include funding recommendations, abstracts, non-funding recommendations, distribution map, approval/disapproval/provisional letters, Grant Award Notification.

17. *Create/Modify Grant Budget Approval*

The grant consultant will be able to develop the sub-grantee budget based on approved amounts. Data elements will include the grant number, project number, organization code (recipient), ending date, fiscal year of approved activities, and approved amount. Changes to budgets will be handled by tracking the amount of change.

18. *Review Recommendation Packages*

The system will allow the program director to review Funding Recommendation packages before printing the "Grant Award Notification" (Yellow sheet) and approval letter. Once the Funding recommendations are approved at the program office level, the system will generate the Grant Award Approval Form (Pink Sheet) and attachments.

19. *Submit Award Recommendation Package*

The system will allow approved recommendation packages to be forwarded electronically through the Supervisor, Grants Administration and Coordination, to the appropriate Assistant Superintendent to the Superintendent for final approval. The recommendation packages can also be printed, to allow for submission of hard copy packages.

20. *Submit Award Result*

For competitive grants, the sub-grantee budget plan for the sub-grantee will be available to the Grant Accounting System. For the allocated (flow-through), the sub-grantee budget plan will be available to the Grant Accounting System.

21. *Create Reports*

With the creation of the MEGS system, there will be the need for certain specified reports. This feature is primarily directed, (but not limited to), to the Office of Grants. The contractor will design and test 3 to 5 reports as specified by the Office of Grants. For purposes of this proposal the contractor should devote 100 hours to this effort. This feature will be available to authorized users. Specified reports will be available to public view via the web site. MDE will provide the required format, including look and feel, for the reports.

22. *Determine Allocations*

Allocated grants are distributed based on the generation of formulas. The formulas are created based on guidelines developed by various federal and state agencies. These guidelines involve various demographic counts, such as pupil counts, free lunch counts, sparsity factors, and special education student counts. The demographic counts will be part of the Organization Profile. MDE staff will convert the regulatory guidance into a formula, which will be entered into the system. The system will determine the allocations for all eligible applicants based on the grant's formula. Allocations will be able to be reviewed by MDE program office personnel. Approved allocations will be available to the Grant Accounting System.

Users of the system

1) User Profile. There will be eight primary users of the system: the Grant Accounting System; Grant Applicants; Grant Consultants; Peer Reviewers; Program Supervisors; Public Viewers; Supervisor, Grants Administration & Coordination; and the System Administrator. Of these eight users, the Grants Applicants and the Grant Consultants will be responsible for the majority of the transactions with the system.

2) Applicant (External User)

The MDE grant applicant community is composed of the following types of users:

<u>Org.</u>	<u>Numbers in Michigan</u>		<u>Apps.</u>
	<u>Today</u>	<u>in 2003</u>	<u>Per</u>
Local Educational Agencies (LEAs)	555	555	18-20
Intermediate School Districts (ISDs)	57	57	9-12
Public School Academy (PSAs)	180	250	12-15
Colleges and Universities	86	86	1-3
Other Organizations	350	400+	3-5

On average, each LEA will apply for 18-22 grants. PSA's are eligible for the same number of grants as the LEA's, but tend to apply for a smaller number, 12-15. ISD's apply for 9-12 grants. Colleges, universities, and other organizations (child and day care centers) have fewer grants to apply for and generally apply for 1-5 grants.

3) MDE Staff (Internal User)

There are currently 415 employees within the MDE, including the staff located at the Michigan School for the Deaf/Blind in Flint. Of these, there are 125 employees that deal with some aspect of grants during their daily business. From this set of general users there are approximately 50 employees who will use the Grants Phase Four System extensively to do data mining, generate reports, and query against the Grant Phase Four Database. Another 50-75 employees will have to access the system to conduct work associated with their daily responsibilities.

Grant Accounting System

The Grant Accounting System monitors and tracks disbursement of funds to sub-grantees. It controls the levels of commitment by funding source (grant number) and collects expenditure reports at the function/object level for each grant/project where applicable. It is Web-enabled and all transactions by sub-grantees with the Grant Accounting System are done through the Internet. The Grants Phase Four system will make approved sub-grantee budget plans available to the Grant Accounting System.

II-E TASKS

The following is a preliminary analysis of the major tasks involved in developing the pilot system, the end product of the next phase of this project. This assumes an iterative development approach. The Contractor is not, however, constrained from taking an alternate approach necessary to develop the system. A project plan must be developed and should demonstrate a sound approach to achieve the project objectives.

- 1. Project Continuation.** Review project standards, and status reporting requirements and procedures. Review change management procedures and bug tracking procedures. Hold Phase II Kick-off meeting with MDE team. Define roles for MDE staff new to the project. Publish project work plan (schedule, budgets, and a project organization chart) to include a project breakdown showing activities, tasks, and resources required for Phase II. A detailed time-phased graphic display showing each event, task and decision point in the work plan.

Deliverable: Project schedule, revised work plan.

- 2. Complete Preliminary Requirements Specification for all Added Features.** Do detailed requirements analysis for added features necessary for development of the Phase II. Interview MDE staff to document the requirements for the grant process for the selected grant programs. Conduct data and use case analysis for grant application and management processes.

Deliverable: Updated requirement specifications document and data model, for Phase II grant programs. Revised work plan.

- 3. Complete Preliminary Design for the Phase II MEGS.** Based on detailed requirements from the pilot, the architecture design from the pilot, evaluate and finalize a design that will include all features specified for MEGS, and that will support the state and federal programs for on-line applications and MDE administration. Finalize system architecture design: supporting database, grant application program, user maintenance, and grant management.

Deliverable: Design document for the Phase II MEGS.

- 4. Prepare Final Requirement and Design Specifications for the Pilot.** Finalize system and database design. Revise the project work plan as necessary. Update the system prototype.

Deliverable: Final Requirements Specifications and Final Design Document, including the physical database design. Revised pilot system prototype.

- 5. Plan System/User Test.** Define system test cycles. Identify the testing strategy, including test scenarios, testing environment, and reporting procedures. Specify iterations of user tests.

Deliverable: Test Plan for Phase II.

- 6. Documentation and Training.** Identify training and documentation needs. Training and documentation will be provided for applicants, grant consultants and other program office personnel, system administrators, and other identified users. Note: MDE will provide all training facilities and equipment.

Deliverable: Documentation and training plan, training schedule, trained users.

- 7. System/User Test.** Conduct the system/user tests.

Deliverable: Testing Results. A system ready for production.

- 8. Maintain Help Desk Support.** Update documentation and procedures. Re-train MDE staff as necessary.

Deliverable: Working help desk.

- 9. Provide Technical Support.**

Deliverable: Support as requested/needed through September 2002.

10. Plan for Additional Grant Programs. Develop a plan for follow on phases to include all features and add additional state and Federal grants by May 2003. Include budgetary estimates for the final development phase to end NLT September 2003. 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 task list, detailed description of tasks, budgets for completion, assignments for tasks, schedules and a Gantt chart.

Deliverable: Project plan for Phase II MEGS.

II-F PROJECT CONTROL AND REPORTS

1. Project Control

- a. The Contractor will carry out this project under the direction and control of the Michigan Department of Education and the assigned project manager.
- b. Although there will be continuous liaison with the Contractor team, the client agency's project director will meet twice 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 be in agreement with Section IV-C subsection 2 as proposed by the bidder and accepted by the State for Contract, and 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.

2. Final Report

At the end of the pilot phase, the contractor will submit a report describing lessons learned, project successes, 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.

II-G PRICE PROPOSAL

1. LENGTH OF TIME PRICES ARE TO BE HELD FIRM.

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

II-H 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. 10% of the total price of the contract to remain for final payment.

MEGS (Michigan Educational Grants System): Phase II

With the successful completion of the MEGS Pilot Phase nearing, planning for the implementation of MEGS Phase II is critical to ensure a fluid transition to the next phase of this project. The next phase of this project involves incorporating the remaining 11 features (that are outlined in the original invitation to bid) into MEGS, increasing the number of grants that are included within MEGS, and building additional MEGS functionality that has been determined to be important to both the applicants and MDE personnel. This document outlines the tasks that pertain to each of these components and provides a brief analysis of the time and effort that will be involved in completing them.

Overview of Component 1: Incorporating the remaining 11 features into MEGS

The entire MEGS application consists of 22 features. Eleven of these were addressed in the MEGS Pilot Phase. The remaining eleven are as follows:

9. Administer Grant Program
10. Create/Submit Performance/Financial Report On-line
11. Register On-line as a Peer Reviewer
12. Assign Peer Reviewer for Grant Application
13. Peer Review and Scoring of Applications On-line
14. Provide Peer Review Scores and Comments
15. Provide Performance/Financial Report Data
18. Review Recommendation Packages
19. Submit Award Recommendation Package
20. Submit Award Result
21. Generate Grant Summary Reports

Outline of Tasks Involved in Adding The Remaining Features to MEGS

All Eleven Features

All features will require meeting with MDE personnel to establish the details related to the implementation of the feature, collect feedback once a feature has been integrated into the system, and confirm the acceptance of the feature by all stakeholders. This process has been instrumental in the successful completion of the pilot phase and will play a vital role in ensuring that the completion of MEGS Phase II is on time and on-target.

9. Administer Grant Program

The functionality required for this feature will be accomplished by enhancing the coding of the portion of MEGS that addresses the application's business logic. This will allow the business rules that have been established by MDE for this feature to be implemented into MEGS.

10. Create/Submit Performance/Financial Report On-line

Enabling the on-line completion and submission of grant reports by grantees will involve transforming the paper forms into dynamic, electronic forms. Each grant application typically uses different report forms. The integration of this feature will also involve making substantial changes to the data model to include the



data that will be collected via these forms and enhancing the code to account for the business logic that is included within the grantee reporting process.

11. Register On-line as a Peer Reviewer

This feature will require the creation of peer reviewer registration forms, augmenting the contact person functionality to include an additional contact type or adding additional fields to the contact table, and providing a mechanism for peer reviewers to access the forms in a manner that falls within the business logic of the grant process.

12. Assign Peer Reviewer for Grant Application

The method of displaying the data that is collected through the peer review process to MDE personnel will need to be determined and then created. The business logic involved in how MDE personnel will assign reviewers and notify them will also need to be determined. Likely, this will involve the generation of an email to the peer reviewer and a visual verification on the on-line forms created in feature 11. Including the scoring rubrics for the grant applications will require the creation of a relationship between the scoring rubric and the application because each application will have a different set of criteria. The appropriate rubric will be made available to the peer reviewer via email and/or by including it within the review section of MEGS.

13. Peer Review and Scoring of Applications On-line

Allowing the peer reviewer to conduct the act of reviewing/scoring applications will be accomplished through a mechanism that is similar to the consultant review process that was developed in the MEGS pilot phase. This will provide the peer reviewer with the ability to complete a check list, numerical scoring sheet, or any other type of review documentation. It will also include a section for the reviewer to provide any comments that he/she wishes to share. All scores, comments, etc. will be kept in the database, which will require changes in the current database structure. Upon completion of the review, MDE personnel and/or applicants will be notified via email and/or a visual notification within MEGS.

14. Provide Peer Review Scores and Comments

Including this feature will involve creating screens on which MDE personnel can review the peer reviewers' comments and enhancing the security functionality within MEGS. A dynamic system that sorts the applications based on the scores they receive from reviewers can be created. This would entail adding additional business logic to MEGS.

15. Provide Performance/Financial Report Data

Feature 15 can be addressed by developing a mechanism for exporting data to a preferred data-manipulation, report generating software program (i.e. Microsoft Access). This solution will require significant coding and testing time. The data will be housed in a "mirrored" database and transferred using DTS. Extensive documentation of the database architecture will take place as well. The success of this feature may depend on the ability of MDE personnel to create reports using Microsoft Access. Thus, training time is also included.



18. Review Recommendation Packages

This feature requires the creation of screens that allow the program office to submit the award recommendation package. Additional database fields, relationships, and business logic will need to be incorporated to allow for this functionality. The generation of pink and yellow sheets will have already been accomplished in the MEGS Pilot Phase.

19. Submit Award Recommendation Package

Submitting the award recommendation package involves intricate business logic to allow for the correct routing of the package through MDE. Approval screens will have to be developed and the tracking of "signatures" ability added to the database.

20. Submit Award Result

The ability to transfer data to the Grant Accounting System was created in the MEGS Pilot Phase. Changes to this data-transfer will need to be made to account for the additional information that must be submitted to the Grant Accounting System.

21. Generate Grant Summary Reports

A large portion of the functionality required for this feature will be covered by feature 15. It was, therefore, decided that a block sum of \$10,000 would be allotted for the development of reporting forms that can be used by all MDE personnel. These forms would serve as examples for those who are manipulating the data that is transferred from MEGS to Microsoft Access 2000. They will also alleviate the time involved in compiling information for both internal and external audiences. The time for the development of this feature will be tracked and reported to MDE each billing period.

Overview of Component 2: 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 MDE, and decrease the efforts involved in administering the grants process. With this in mind, MDE is striving to include all MDE grants within MEGS. 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 MDE 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 carryout reporting. Those who conduct peer reviews will also require additional time for project management and coding due to each review process including different rubrics and nuances.

Technology Literacy Challenge Fund Grant Program

This application falls within all functionality currently offered by MEGS. Incorporating it into MEGS will not require major changes to the database structure. Only the unique information that it collects will need



to be accounted for through the development of screens that relate to this data. The peer review functionality will be addressed by features 11 - 14. Additional coding, however, will be required to extend the peer review functionality to this application.

Title II, Part B DDE Professional Development Program (K-12)

Though this funding source is included within a grant application that is already included within MEGS, it includes intricacies not currently found within other grants in MEGS. Thus, business logic and screens for collecting unique data will need to be created to include this grant.

Title IV, Innovative Education Program Strategies & Section 41, Bilingual Education

These funding sources reside in an application that is already included in MEGS. Their features can be met by current MEGS functionality. Adding these grants will only involve generating screens to account for the unique data that they collect.

Title I, Part C, Migrant, Summer School

This grant program uses many of the forms created for the Consolidated Application. Thus, many of the forms that have already been built can be used for the development of this grant.

Title II, Part B, Carryover Budget – Eisenhower Professional Development & Title VI, Carryover Budget – Innovative Education Program Strategies

Both of these grant programs utilize current MEGS functionality. Building screens and small coding changes will need to take place to incorporate this grant into MEGS.

Early Intervention Program For Infants and Toddlers with Disabilities

The Early On Program requires data that currently is not collected by MEGS, however, much of the MEGS functionality applies to its application. Additional screens will need to be built for this application, however, the business logic should be similar to the Special Education grants that have been already incorporated into MEGS.

Capacity Building and Transition Grants

These grants reside within Special Education. They follow the same business rules and include similar components to the grants that are already in MEGS. Incorporating these grants will require developing pages to collect unique information.

Special Project Grants under Centers of Disease Control and Prevention

This grant will require adding business logic and building additional screens in MEGS. However, much of the information that it collects is currently included within MEGS. The peer review component will be addressed by features 11 - 14. Additional coding, however, will be required to extend the peer review functionality to this application.

Even Start Grants

It was requested that a feasibility study be conducted for this grant prior to it being included into MEGS. Forty hours of work will be required to conduct the feasibility study.



Homeless Students' Assistance Grant, Michigan's McKinney Grant

This application falls within all functionality currently offered by MEGS. Incorporating it into MEGS will not require major changes to the database structure. Only the unique information that it collects will need to be accounted for through the development of screens that relate to this data. The peer review functionality will be addressed by features 11 - 14. Additional coding, however, will be required to extend the peer review functionality to this application.

Title IV – Save and Drug-Free Schools & Communities Act of 1994

Some components of the Title IV grant program are similar to other grants that are currently included within MEGS. However, a large portion of this application includes business logic and forms that are not present in MEGS. Thus, it will require a large amount of complex coding to incorporate the intricate forms included within this application. The peer review functionality will be addressed by features 11 - 14. Additional coding, however, will be required to extend the peer review functionality to this application.

Charter School Competitive Grant

This application falls within all functionality currently offered by MEGS. Incorporating it into MEGS will not require major changes to the database structure. Only the unique information that it collects will need to be accounted for through the development of screens that relate to this data. The peer review functionality will be addressed by features 11 - 14. Additional coding, however, will be required to extend the peer review functionality to this application.

Overview of Component 3: Building Additional MEGS Functionality

Communication between stakeholders has generated additional functionality (functionality that was not included within the original invitation to bid) that could benefit all involved in the grant process. The additional functions are stated below.

- Include the OG-4935 form so that schools only have to complete this form once a year.
- Public web site that includes all grant information and a link to MEGS.
- Provide mechanism to guide detailed budget record keeping and allow schools to provide building level budget detail that is incorporating into the budget information for a grant application.
- Incorporate JavaScript for client side validation, as well as in other applicable portions of the application.

Outline of Tasks Involved in Building Additional MEGS Functionality

The tasks involved in including the additional functionality into MEGS are as follows:

- Creation of OG-4935 form. Many applicants have to complete the Michigan Gun-Free Schools Act Report. Providing this form in MEGS will reduce the redundancies of data reporting and provide a central location of the data. Creation of the report form and adding fields to the database to collect this information will need to be created.
- Public web site that includes all grant information and a link to MEGS. The information includes summary reports of grant awards, background information on every grant, and links to the



administering department's home pages. Development of this web site will require considerable management time to help each department draft text for their grants, determine what specific information needs to be placed on the page, and review drafts of the web site. The site will contain a search engine that allows users to search for grant titles by administering office, CFDA number, grant number, etc. and to find specific information for each grant. Such functionality is considered critical in reducing the amount of time MDE personnel expend to respond to requests for information on various grant programs. State-of-the-art web technologies and database searching abilities will need to be employed to ensure that the site can be user friendly while handling exceptional quantities of information/data.

- Provide mechanism to guide detailed budget record keeping and allow schools to provide building level budget detail that is incorporating into the budget information for a grant application. Allowing for this functionality in MEGS will require rebuilding the budget section, which involves major database changes and complex coding. The effort expended to provide this functionality is justified by the outcome of allowing schools to adhere to the detailed reporting requirements set by the Michigan School Code Master. The time for the development of this enhancement will be tracked and reported to MDE each billing period.
- Incorporate JavaScript for client side validation, as well as in other applicable portions of the application. The addition of JavaScript functionality to MEGS will allow for instant feedback when a user enters text or performs an action that is not allowable according to the business rules. It will also enable the incorporation of functionality that makes MEGS more user friendly, such as displaying the help screen at a reduced size and providing it with a close button. Some complex coding will be required and providing JavaScript to aid in guiding the applicant in multiple locations within the application involves a great deal of time. The time for the development of this enhancement will be tracked and reported to MDE each billing period.

In Summary

MEGS Phase II is considered to be essential in creating a robust, flexible software application that can improve the entire grants process. The exceptionally positive attitude of all MEGS stakeholders has allowed the MEGS Pilot Phase to be a great success and everyone is anticipating significant benefits to be realized by implementing MEGS department wide. Agate Software is looking forward to building upon the foundation that has been created by the MEGS Pilot Phase to enable the Michigan Department of Education to conduct their grant programs with an unprecedented level of efficiency.



	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	12 hrs	0 hrs	0 hrs

Design

	1.75 Days	14 hrs	10 hrs	4 hrs	
Sub-Total	1.75 Days	14 hrs	10 hrs	4 hrs	0 hrs

Development

	2.75 Days	22 hrs	2 hrs	20 hrs	
Sub-Total	2.75 Days	22 hrs	2 hrs	20 hrs	0 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.5 Days	4 hrs		4 hrs	
Sub-Total	0.5 Days	4 hrs	0 hrs	4 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	7 Days	56 hrs	40 hrs	28 hrs	0 hrs
Development Hours		68 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	28 hrs	\$ 2,800
Internet Developer 2	\$100.00	0 hrs	\$ -
Total Bid			\$ 6,800

	<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
	<i>(Staff Days/Hours, Not Duration)</i>			

Analysis

	2.25 Days	18 hrs	16 hrs	2 hrs	
Sub-Total	2.25 Days	18 hrs	12 hrs	2 hrs	0 hrs

Design

	1.75 Days	14 hrs	10 hrs	4 hrs	
Sub-Total	1.75 Days	14 hrs	10 hrs	4 hrs	0 hrs

Development

	10.25 Days	82 hrs	2 hrs	20 hrs	60 hrs
Sub-Total	10.25 Days	82 hrs	2 hrs	20 hrs	60 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1 Days	8 hrs		4 hrs	4 hrs
Sub-Total	1 Days	8 hrs	0 hrs	4 hrs	4 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	15 Days	120 hrs	40 hrs	30 hrs	64 hrs
Development Hours		134 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	30 hrs	\$ 3,000
Internet Developer 2	\$100.00	64 hrs	<u>\$ 6,400</u>

Total Bid \$ 13,400

	Estimated Effort to Complete		Project Manager	Application Developer	Application Developer
	<i>(Staff Days/Hours, Not Duration)</i>				

Analysis

	1.5 Days	12 hrs	12 hrs		
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs	0 hrs

Design

	2.5 Days	20 hrs	10 hrs	10 hrs	
Sub-Total	2.5 Days	20 hrs	10 hrs	10 hrs	0 hrs

Development

	12.75 Days	102 hrs	2 hrs	40 hrs	60 hrs
Sub-Total	12.75 Days	102 hrs	2 hrs	40 hrs	60 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.25 Days	10 hrs		6 hrs	4 hrs
Sub-Total	1.25 Days	10 hrs	0 hrs	6 hrs	4 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	18.5 Days	148 hrs	40 hrs	56 hrs	64 hrs
Development Hours		120 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	56 hrs	\$ 5,600
Internet Developer 2	\$100.00	64 hrs	\$ 6,400

Total Bid \$ 16,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	1.5 Days	12 hrs	12 hrs		
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs	0 hrs

Design

	2.5 Days	20 hrs	10 hrs	10 hrs	
Sub-Total	2.5 Days	20 hrs	10 hrs	10 hrs	0 hrs

Development

	5.25 Days	42 hrs	2 hrs	20 hrs	20 hrs
Sub-Total	5.25 Days	42 hrs	2 hrs	20 hrs	20 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.25 Days	10 hrs		6 hrs	4 hrs
Sub-Total	1.25 Days	10 hrs	0 hrs	6 hrs	4 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	11 Days	88 hrs	40 hrs	36 hrs	24 hrs
Development Hours		60 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	36 hrs	\$ 3,600
Internet Developer 2	\$100.00	24 hrs	\$ 2,400

Total Bid \$ 10,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	1.5 Days	12 hrs	12 hrs		
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs	0 hrs

Design

	2.5 Days	20 hrs	10 hrs	10 hrs	
Sub-Total	2.5 Days	20 hrs	10 hrs	10 hrs	0 hrs

Development

	29 Days	232 hrs	2 hrs	115 hrs	115 hrs
Sub-Total	29 Days	232 hrs	2 hrs	115 hrs	115 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.25 Days	10 hrs		6 hrs	4 hrs
Sub-Total	1.25 Days	10 hrs	0 hrs	6 hrs	4 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	34.8 Days	278 hrs	40 hrs	131 hrs	119 hrs
Development Hours		250 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	131 hrs	\$ 13,100
Internet Developer 2	\$100.00	119 hrs	\$ 11,900

Total Bid \$ 29,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	1.5 Days	12 hrs	12 hrs		
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs	0 hrs

Design

	1.875 Days	15 hrs	10 hrs	5 hrs	
Sub-Total	1.875 Days	15 hrs	10 hrs	5 hrs	0 hrs

Development

	4.25 Days	34 hrs	2 hrs	32 hrs	
Sub-Total	4.25 Days	34 hrs	2 hrs	32 hrs	0 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.375 Days	3 hrs		3 hrs	
Sub-Total	0.375 Days	3 hrs	0 hrs	3 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	8.5 Days	68 hrs	40 hrs	40 hrs	0 hrs
Development Hours		40 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	40 hrs	\$ 4,000
Internet Developer 2	\$100.00	0 hrs	\$ -

Total Bid \$ 8,000

	<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	1.5 Days	12 hrs	12 hrs		
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs	0 hrs

Design

	2.25 Days	18 hrs	10 hrs	8 hrs	
Sub-Total	2.25 Days	18 hrs	10 hrs	8 hrs	0 hrs

Development

	17.25 Days	138 hrs	2 hrs	80 hrs	56 hrs
Sub-Total	17.25 Days	138 hrs	2 hrs	80 hrs	56 hrs

Documentation

	2.75 Days	22 hrs	6 hrs		16 hrs
Sub-Total	2.75 Days	22 hrs	6 hrs	0 hrs	16 hrs

Pilot

	1 Days	8 hrs	4 hrs		4 hrs
Sub-Total	1 Days	8 hrs	4 hrs	0 hrs	4 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.75 Days	6 hrs		2 hrs	4 hrs
Sub-Total	0.75 Days	6 hrs	0 hrs	2 hrs	4 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	24.8 Days	198 hrs	40 hrs	90 hrs	80 hrs
Development Hours		170 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	90 hrs	\$ 9,000
Internet Developer 2	\$100.00	80 hrs	<u>\$ 8,000</u>

Total Bid \$ 21,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
<i>(Staff Days/Hours, Not Duration)</i>			

Analysis

	1.5 Days	12 hrs	12 hrs		
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs	0 hrs

Design

	1.75 Days	14 hrs	10 hrs	4 hrs	
Sub-Total	1.75 Days	14 hrs	10 hrs	4 hrs	0 hrs

Development

	4.5 Days	36 hrs	2 hrs	34 hrs	
Sub-Total	4.5 Days	36 hrs	2 hrs	34 hrs	0 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System Development Hours	8.5 Days	68 hrs	40 hrs	40 hrs	0 hrs
		40 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	40 hrs	\$ 4,000
Internet Developer 2	\$100.00	0 hrs	\$ -

Total Bid \$ 8,000

	<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	1.5 Days	12 hrs	12 hrs	
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs 0 hrs

Design

	1.75 Days	14 hrs	10 hrs	4 hrs
Sub-Total	1.75 Days	14 hrs	10 hrs	4 hrs 0 hrs

Development

	4.5 Days	36 hrs	2 hrs	34 hrs
Sub-Total	4.5 Days	36 hrs	2 hrs	34 hrs 0 hrs

Documentation

	0.75 Days	6 hrs	6 hrs	
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs 0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs	
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs 0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs	
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs 0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs 0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs	
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs 0 hrs

**Total System
Development Hours**

	8.5 Days	68 hrs	40 hrs	40 hrs	0 hrs
		40 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	40 hrs	\$ 4,000
Internet Developer 2	\$100.00	0 hrs	\$ -
Total Bid			\$ 8,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	1.5 Days	12 hrs	12 hrs		
Sub-Total	1.5 Days	12 hrs	12 hrs	0 hrs	0 hrs

Design

	3 Days	24 hrs	10 hrs	14 hrs	
Sub-Total	3 Days	24 hrs	10 hrs	14 hrs	0 hrs

Development

	15 Days	120 hrs	2 hrs	64 hrs	54 hrs
Sub-Total	15 Days	120 hrs	2 hrs	64 hrs	54 hrs

Documentation

	1.5 Days	12 hrs	6 hrs	6 hrs	
Sub-Total	1.5 Days	12 hrs	6 hrs	6 hrs	0 hrs

Pilot

	1.75 Days	14 hrs	4 hrs		10 hrs
Sub-Total	1.75 Days	14 hrs	4 hrs	0 hrs	10 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	22.3 Days	178 hrs	40 hrs	86 hrs	64 hrs
Development Hours		150 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	86 hrs	\$ 8,600
Internet Developer 2	\$100.00	64 hrs	\$ 6,400
Total Bid			\$ 19,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Design

	1.125 Days	9 hrs	5 hrs	4 hrs	
Sub-Total	1.125 Days	9 hrs	5 hrs	4 hrs	0 hrs

Development

	8.375 Days	67 hrs	2 hrs	65 hrs	
Sub-Total	8.375 Days	67 hrs	2 hrs	65 hrs	0 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	11.8 Days	94 hrs	29 hrs	71 hrs	0 hrs
Development Hours		71 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	29 hrs	\$ 2,900
Internet Developer 1	\$100.00	71 hrs	\$ 7,100
Internet Developer 2	\$100.00	0 hrs	\$ -

Total Bid \$ 10,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	9 Days	72 hrs	70 hrs	2	
Sub-Total	9 Days	72 hrs	70 hrs	2 hrs	0 hrs

Design

	3.5 Days	28 hrs	8 hrs	20 hrs	
Sub-Total	3.5 Days	28 hrs	8 hrs	20 hrs	0 hrs

Development

	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs
Sub-Total	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System Development Hours	44.8 Days	358 hrs	110 hrs	152 hrs	168 hrs
		320 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	110 hrs	\$ 11,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	168 hrs	<u>\$ 16,800</u>

Total Bid \$ 43,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	4 Days	32 hrs	30 hrs	2
Sub-Total	4 Days	32 hrs	30 hrs	2 hrs 0 hrs

Design

	4 Days	32 hrs	8 hrs	20 hrs	4 hrs
Sub-Total	4 Days	32 hrs	8 hrs	20 hrs	4 hrs

Development

	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs
Sub-Total	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs

Documentation

	1 Days	8 hrs	8 hrs		
Sub-Total	1 Days	8 hrs	8 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	33.5 Days	268 hrs	62 hrs	154 hrs	84 hrs
Development Hours		238 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	62 hrs	\$ 6,200
Internet Developer 1	\$100.00	154 hrs	\$ 15,400
Internet Developer 2	\$100.00	84 hrs	\$ 8,400

Total Bid \$ 30,000

	<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	4 Days	32 hrs	30 hrs	2
Sub-Total	4 Days	32 hrs	30 hrs	2 hrs 0 hrs

Design

	4 Days	32 hrs	8 hrs	20 hrs	4 hrs
Sub-Total	4 Days	32 hrs	8 hrs	20 hrs	4 hrs

Development

	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs
Sub-Total	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs

Documentation

	1 Days	8 hrs	8 hrs		
Sub-Total	1 Days	8 hrs	8 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	33.5 Days	268 hrs	62 hrs	154 hrs	84 hrs
Development Hours		238 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	62 hrs	\$ 6,200
Internet Developer 1	\$100.00	154 hrs	\$ 15,400
Internet Developer 2	\$100.00	84 hrs	<u>\$ 8,400</u>

Total Bid \$ 30,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	4 Days	32 hrs	30 hrs	2	
Sub-Total	4 Days	32 hrs	30 hrs	2 hrs	0 hrs

Design

	4 Days	32 hrs	8 hrs	20 hrs	4 hrs
Sub-Total	4 Days	32 hrs	8 hrs	20 hrs	4 hrs

Development

	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs
Sub-Total	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs

Documentation

	1 Days	8 hrs	8 hrs		
Sub-Total	1 Days	8 hrs	8 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	33.5 Days	268 hrs	62 hrs	154 hrs	84 hrs
Development Hours		238 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	62 hrs	\$ 6,200
Internet Developer 1	\$100.00	154 hrs	\$ 15,400
Internet Developer 2	\$100.00	84 hrs	<u>\$ 8,400</u>

Total Bid \$ 30,000

	<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	4 Days	32 hrs	30 hrs	2
Sub-Total	4 Days	32 hrs	30 hrs	2 hrs 0 hrs

Design

	4 Days	32 hrs	8 hrs	20 hrs	4 hrs
Sub-Total	4 Days	32 hrs	8 hrs	20 hrs	4 hrs

Development

	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs
Sub-Total	25.75 Days	206 hrs	2 hrs	124 hrs	80 hrs

Documentation

	1 Days	8 hrs	8 hrs		
Sub-Total	1 Days	8 hrs	8 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System Development Hours	33.5 Days	268 hrs	62 hrs	154 hrs	84 hrs
		238 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	62 hrs	\$ 6,200
Internet Developer 1	\$100.00	154 hrs	\$ 15,400
Internet Developer 2	\$100.00	84 hrs	<u>\$ 8,400</u>

Total Bid \$ 30,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Design

	0.5 Days	4 hrs		4 hrs	
Sub-Total	0.5 Days	4 hrs	0 hrs	4 hrs	0 hrs

Development

	11.75 Days	94 hrs		94 hrs	
Sub-Total	11.75 Days	94 hrs	0 hrs	94 hrs	0 hrs

Documentation

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Pilot

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Help Desk

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Total System	12.5 Days	100 hrs	0 hrs	100 hrs	0 hrs
Development Hours		100 hrs			

Costs

	<u>Estimated Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	0 hrs	\$ -
Internet Developer 1	\$100.00	100 hrs	\$ 10,000
Internet Developer 2	\$100.00	0 hrs	\$ -

Total Bid \$ 10,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
<i>(Staff Days/Hours, Not Duration)</i>			

Analysis

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Design

	0.5 Days	4 hrs		4 hrs	
Sub-Total	0.5 Days	4 hrs	0 hrs	4 hrs	0 hrs

Development

	11.75 Days	94 hrs		94 hrs	
Sub-Total	11.75 Days	94 hrs	0 hrs	94 hrs	0 hrs

Documentation

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Pilot

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Help Desk

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Total System Development Hours	12.5 Days	100 hrs	0 hrs	100 hrs	0 hrs
		100 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	0 hrs	\$ -
Internet Developer 1	\$100.00	100 hrs	\$ 10,000
Internet Developer 2	\$100.00	0 hrs	\$ -

Total Bid \$ 10,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	9 Days	72 hrs	70 hrs	2
Sub-Total	9 Days	72 hrs	70 hrs	2 hrs 0 hrs

Design

	3.5 Days	28 hrs	8 hrs	20 hrs
Sub-Total	3.5 Days	28 hrs	8 hrs	20 hrs 0 hrs

Development

	27.75 Days	222 hrs	2 hrs	122 hrs	98 hrs
Sub-Total	27.75 Days	222 hrs	2 hrs	122 hrs	98 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

**Total System
Development Hours**

36 Days	288 hrs	110 hrs	152 hrs	98 hrs
	250 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	110 hrs	\$ 11,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	98 hrs	\$ 9,800

Total Bid \$ 36,000

	<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	9 Days	72 hrs	70 hrs	2
Sub-Total	9 Days	72 hrs	70 hrs	2 hrs 0 hrs

Design

	3.5 Days	28 hrs	8 hrs	20 hrs
Sub-Total	3.5 Days	28 hrs	8 hrs	20 hrs 0 hrs

Development

	27.75 Days	222 hrs	2 hrs	122 hrs	98 hrs
Sub-Total	27.75 Days	222 hrs	2 hrs	122 hrs	98 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System
Development Hours

36 Days	288 hrs	110 hrs	152 hrs	98 hrs
	250 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	110 hrs	\$ 11,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	98 hrs	<u>\$ 9,800</u>

Total Bid \$ 36,000

	Estimated Effort to Complete		Project Manager	Application Developer	Application Developer
	<i>(Staff Days/Hours, Not Duration)</i>				

Analysis

	9 Days	72 hrs	70 hrs	2	
Sub-Total	9 Days	72 hrs	70 hrs	2 hrs	0 hrs

Design

	3.5 Days	28 hrs	8 hrs	20 hrs	
Sub-Total	3.5 Days	28 hrs	8 hrs	20 hrs	0 hrs

Development

	27.75 Days	222 hrs	2 hrs	122 hrs	98 hrs
Sub-Total	27.75 Days	222 hrs	2 hrs	122 hrs	98 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	36 Days	288 hrs	110 hrs	152 hrs	98 hrs
Development Hours		250 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	110 hrs	\$ 11,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	98 hrs	\$ 9,800

Total Bid \$ 36,000

	Estimated Effort to Complete		Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	9 Days	72 hrs	70 hrs	2	
Sub-Total	9 Days	72 hrs	70 hrs	2 hrs	0 hrs

Design

	3.5 Days	28 hrs	8 hrs	20 hrs	
Sub-Total	3.5 Days	28 hrs	8 hrs	20 hrs	0 hrs

Development

	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs
Sub-Total	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	44.8 Days	358 hrs	110 hrs	152 hrs	168 hrs
Development Hours		320 hrs			

Costs

	Estimated Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	110 hrs	\$ 11,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	168 hrs	\$ 16,800

Total Bid \$ 43,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	5 Days	40 hrs	40 hrs		
Sub-Total	5 Days	40 hrs	40 hrs	0 hrs	0 hrs

Design

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Development

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Documentation

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Pilot

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Help Desk

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Implementation

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Support & Planning

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Total System	0 Days	0 hrs	40 hrs	0 hrs	0 hrs
Development Hours		0 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	40 hrs	\$ 4,000
Internet Developer 1	\$100.00	0 hrs	\$ -
Internet Developer 2	\$100.00	0 hrs	\$ -

Total Bid \$ 4,000

	Estimated Effort to Complete		Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	7.75 Days	62 hrs	60 hrs	2	
Sub-Total	7.75 Days	62 hrs	60 hrs	2 hrs	0 hrs

Design

	3.5 Days	28 hrs	8 hrs	20 hrs	
Sub-Total	3.5 Days	28 hrs	8 hrs	20 hrs	0 hrs

Development

	25.25 Days	202 hrs	2 hrs	122 hrs	78 hrs
Sub-Total	25.25 Days	202 hrs	2 hrs	122 hrs	78 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	33.5 Days	268 hrs	100 hrs	152 hrs	78 hrs
Development Hours		230 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	100 hrs	\$ 10,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	78 hrs	\$ 7,800

Total Bid \$ 33,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	9 Days	72 hrs	70 hrs	2	
Sub-Total	9 Days	72 hrs	70 hrs	2 hrs	0 hrs

Design

	6 Days	48 hrs	8 hrs	20 hrs	20 hrs
Sub-Total	6 Days	48 hrs	8 hrs	20 hrs	20 hrs

Development

	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs
Sub-Total	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	47.3 Days	378 hrs	110 hrs	152 hrs	188 hrs
Development Hours		340 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	110 hrs	\$ 11,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	188 hrs	\$ 18,800
Total Bid			\$ 45,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	9 Days	72 hrs	70 hrs	2	
Sub-Total	9 Days	72 hrs	70 hrs	2 hrs	0 hrs

Design

	3.5 Days	28 hrs	8 hrs	20 hrs	0 hrs
Sub-Total	3.5 Days	28 hrs	8 hrs	20 hrs	0 hrs

Development

	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs
Sub-Total	36.5 Days	292 hrs	2 hrs	122 hrs	168 hrs

Documentation

	2 Days	16 hrs	16 hrs		
Sub-Total	2 Days	16 hrs	16 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	1.5 Days	12 hrs	4 hrs	8 hrs	
Sub-Total	1.5 Days	12 hrs	4 hrs	8 hrs	0 hrs

Support & Planning

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Total System	44.8 Days	358 hrs	110 hrs	152 hrs	168 hrs
Development Hours		320 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	110 hrs	\$ 11,000
Internet Developer 1	\$100.00	152 hrs	\$ 15,200
Internet Developer 2	\$100.00	168 hrs	<u>\$ 16,800</u>
Total Bid			\$ 43,000

	Estimated Effort to Complete	Project Manager	Application Developer	Application Developer
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(Staff Days/Hours, Not Duration)

Analysis

	1.25 Days	10 hrs	10 hrs		
Sub-Total	1.25 Days	10 hrs	10 hrs	0 hrs	0 hrs

Design

	1.5 Days	12 hrs	8 hrs	4 hrs	
Sub-Total	1.5 Days	12 hrs	8 hrs	4 hrs	0 hrs

Development

	1.75 Days	14 hrs		14 hrs	
Sub-Total	1.75 Days	14 hrs	0 hrs	14 hrs	0 hrs

Documentation

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Pilot

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Help Desk

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Implementation

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Support & Planning

	0 Days	0 hrs			
Sub-Total	0 Days	0 hrs	0 hrs	0 hrs	0 hrs

Total System	3.75 Days	30 hrs	22 hrs	18 hrs	0 hrs
Development Hours		18 hrs			

Costs

	Price/Hour	Estimated Quantity	Total Price
Senior Project Manager	\$100.00	22 hrs	\$ 2,200
Internet Developer 1	\$100.00	18 hrs	\$ 1,800
Internet Developer 2	\$100.00	0 hrs	\$ -

Total Bid \$ 4,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	1 Days	8 hrs	8 hrs		
Sub-Total	1 Days	8 hrs	8 hrs	0 hrs	0 hrs

Design

	0.75 Days	6 hrs	2 hrs	4 hrs	
Sub-Total	0.75 Days	6 hrs	2 hrs	4 hrs	0 hrs

Development

	21.25 Days	170 hrs	2 hrs	100 hrs	68 hrs
Sub-Total	21.25 Days	170 hrs	2 hrs	100 hrs	68 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Total System	24 Days	192 hrs	26 hrs	106 hrs	68 hrs
Development Hours		174 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	26 hrs	\$ 2,600
Internet Developer 1	\$100.00	106 hrs	\$ 10,600
Internet Developer 2	\$100.00	68 hrs	<u>\$ 6,800</u>

Total Bid \$ 20,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	1 Days	8 hrs	8 hrs		
Sub-Total	1 Days	8 hrs	8 hrs	0 hrs	0 hrs

Design

	0.75 Days	6 hrs	2 hrs	4 hrs	
Sub-Total	0.75 Days	6 hrs	2 hrs	4 hrs	0 hrs

Development

	46.25 Days	370 hrs	2 hrs	250 hrs	118 hrs
Sub-Total	46.25 Days	370 hrs	2 hrs	250 hrs	118 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Total System	49 Days	392 hrs	26 hrs	256 hrs	118 hrs
Development Hours		374 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	26 hrs	\$ 2,600
Internet Developer 1	\$100.00	256 hrs	\$ 25,600
Internet Developer 2	\$100.00	118 hrs	<u>\$ 11,800</u>
Total Bid			\$ 40,000

<u>Estimated Effort to Complete</u>	<u>Project Manager</u>	<u>Application Developer</u>	<u>Application Developer</u>
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(Staff Days/Hours, Not Duration)

Analysis

	1 Days	8 hrs	8 hrs		
Sub-Total	1 Days	8 hrs	8 hrs	0 hrs	0 hrs

Design

	0.75 Days	6 hrs	2 hrs	4 hrs	
Sub-Total	0.75 Days	6 hrs	2 hrs	4 hrs	0 hrs

Development

	21.25 Days	170 hrs	2 hrs	100 hrs	68 hrs
Sub-Total	21.25 Days	170 hrs	2 hrs	100 hrs	68 hrs

Documentation

	0.75 Days	6 hrs	6 hrs		
Sub-Total	0.75 Days	6 hrs	6 hrs	0 hrs	0 hrs

Pilot

	0.5 Days	4 hrs	4 hrs		
Sub-Total	0.5 Days	4 hrs	4 hrs	0 hrs	0 hrs

Help Desk

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Implementation

	0.25 Days	2 hrs		2 hrs	
Sub-Total	0.25 Days	2 hrs	0 hrs	2 hrs	0 hrs

Support & Planning

	0.25 Days	2 hrs	2 hrs		
Sub-Total	0.25 Days	2 hrs	2 hrs	0 hrs	0 hrs

Total System	24 Days	192 hrs	26 hrs	106 hrs	68 hrs
Development Hours		174 hrs			

Costs

	<u>Price/Hour</u>	<u>Estimated Quantity</u>	<u>Total Price</u>
Senior Project Manager	\$100.00	26 hrs	\$ 2,600
Internet Developer 1	\$100.00	106 hrs	\$ 10,600
Internet Developer 2	\$100.00	68 hrs	<u>\$ 6,800</u>
Total Bid			\$ 20,000

MICHIGAN DEPARTMENT OF EDUCATION MEGS BUDGET FISCAL YEAR 2001-2002

Feature	Original	As Revised	Remarks
Feature 9	\$6,800	\$6,800	
Feature 10	\$13,400	\$13,400	
Feature 11	\$16,000	\$16,000	
Feature 12	\$10,000	\$10,000	
Feature 13	\$29,000	\$29,000	
Feature 14	\$8,000	\$8,000	
Feature 15 Opt 2	\$21,000	\$21,000	Incl data dictionary, easy to query
Feature 18	\$8,000	\$8,000	
Feature 19	\$8,000	\$8,000	
Feature 20	\$19,000	\$19,000	
Feature 21	\$28,000	\$10,000	100 hours for reports at \$100 per hour
Total Features	\$167,200	\$149,200	
Grant Programs			
Tech Lit	\$43,000	\$43,000	
Title II Part B	\$36,000	\$30,000	
Title IV (VI?) Innovative	\$33,000	\$30,000	
Sec 41 Bilingual	\$33,000	\$30,000	
Title 1 Part C Migrant	\$36,000	\$30,000	
Title II Carryover	\$10,000	\$10,000	
Title IV Carryover	\$10,000	\$10,000	
Early On Infants & Toddlers	\$33,000	\$36,000	
Capacity Building	\$35,000	\$36,000	
Transition Grant	\$35,000	\$36,000	
Spec proj Grt/Ctr Dis Contl	\$43,000	\$43,000	
Even Start	\$4,000	\$4,000	
Homeless Children & Youth	\$33,000	\$33,000	
Safe&Drug Free Schools	\$35,000	\$45,000	
Charter School Grants	\$43,000	\$43,000	
Sub Total Grant Programs	\$462,000	\$459,000	
Enhancements			
Javascript	\$20,000	\$20,000	to be billed as a sub-project
E-Mail Notification	\$10,000	\$0	
Public Web Site	\$20,000	\$20,000	to be billed as a sub-project
Budget Detail Enhancement	\$40,000	\$40,000	to be billed as a sub-project-title 1
OG-4935	\$4,000	\$4,000	
Sub Total Enhancements	\$94,000	\$84,000	
Grand Total	\$723,200	\$692,200	



Appendix A Grants Phase Four Feature Elaboration

Version 1.0



Appendix A: Features Elaboration. This appendix elaborates the features contained in the Section II, Work Statement, Objectives. This is not intended to be comprehensive, but to serve as a starting point in producing final requirements and design documents.

1. Create/Modify Organization Profile:

Fields that will be required in the organization profile.

a. District

Legal Name of District *(Specific)

Others entities include: Public Agency, Community Service Agency, Religious organization, non-profit organization, profit organization, and post-secondary institution

District Code

Address of District

City

Zip code

County

FEIN

b. Authorized Official

Name

Title

Position

Telephone (w/ Area code)

Address

City

Zip Code

Email

Facsimile (w/ AC)

Summer Telephone

c. Contact Person (District)

Name

Title

Telephone (w/ Area code)

Address

City

Zip Code

Email

Facsimile (w/ AC)

Summer Telephone

d. Demographic Data

Enrollment (Pupil Count)

Sparsity Counts

Low Income Title I

Low Income Free Lunch

Special Education Students



- Migrant Children Count
- Delinquent Children Count
- Immigrant Count
- Refugee Children Count
- Census Enrollment
- Census Poverty
- Census Population

2. Create/Modify Grant User Profile

See Appendix B, Security Requirements, for more detail.

The Grants Phase Four system will interface MEIS to gain entry to the system.

All user activities must be tracked within the system.

The System Administration role will include the capability to create other users. Specified users (Applicant Administrator and Grant Program Supervisor) will be able to create roles for users in their organizations. Access to specific grant programs can be tailored to meet the requirements of the program office.

Users identified in the Security Document (Appendix B):

- Read Only (Level 1).
- Application Writer Grant Writer (Level 2).
- Applicant Administrator (Level 3).
- Authorized Official (Level 4).
- Peer Reviewer. (Level 5)
- Grant Consultant (Level 6).
- Grant Program Supervisor (Level 7).
- Supervisor, Grant Administration & Coord (Level 8).
- System Administration (Level 9)

3. Create/Modify a Grant Program

The level of detail needed to define a grant program will vary according to the source of funding. For instance, grant awards from the Federal level are broken down into separate grant programs at the state level. State grant programs will have to be traced to their original funding source. Grant programs will have points of contact at all levels.

a. Information on each grant will include federal information:

- *Project Description
- *U.S. Department of Education Staff
 - Education Program Contact
 - Education Payment Contact
- *Key Personnel
- *Award Information
 - PR/Award Number
 - Action Number
 - Action Type
 - Award Type
- *Award Periods



- Budget Period
- Federal Funding Period
- *Authorized Funding
 - Current Award Amount
 - Previous Cumulative Amount
 - Cumulative Amount
- *Administrative Information
 - DUNS/SSN
 - Regulations
 - Attachments
- *Legislative and Fiscal Data
 - Authority
 - Program Title
 - CFDA/Subprogram Number: fund code, funding year, award year, organization code, project code, object class, amount

b. Specific information to be included concerning the program:

- *Award information: Grant number, award type (state/federal, competitive/formula)
- *Grant program title
- *MDE Staff contacts:
 - Grant contact (consultant)
 - Payment contact
- *Expenditure Period
 - Beginning Date
 - Ending Date
- *Final Report Due Dates
 - Expenditure Date: (DS 4044)
 - Progress Report
- *Regulations Pertaining to Award
- *District/Recipient Contact Person for Grant
- *Authorized Funding Activity
 - Original Award: date and amount
 - Current Authorized amount
- *Original/Amendment Notification
- *Regular/Carryover Funds
- *Method of obtaining payment
- *Administrative Information
 - CFDA Number
 - CFDA Title

c. Additional information that will be needed to generate the Grant Award Approval Form

- *Legislation Authorizing the Grant
- *Source of legislation: Federal/State, Other (Private, Foundations)
- *Purpose of the Grant Program
- *Grant Categories
- *Target Population to be Served by Grant
- *Total Funds Awarded
- *Eligible Applicants
- *Description of Priorities



- *Office Administering Grant
- *Program Administering Grant
- *Program Contact, with phone number
- *Exhibit A-1: School district, requested amount, recommended amount, program description

d. Eligibility Requirements

Numerous grants have measures, such as scores on the Michigan Educational Assessment Program (MEAP) or demographic data requirements that are used to determine eligibility for specific grants. These requirements are quantifiable and can be included in the grant profile.

e. Consortium Information

Applicants often combine or join together to apply for grants. They can form a consortium with one district serving as the fiscal agent for the grant. The consortiums are short-term agreements and are not static from year to year.

4. Create/Modify Application Structure

All on-line grants will have a similar look and feel and will follow prescribed formats approved by MDE.

a. General Application Structure

- Cover sheet
- Project identification
- Project funding source
- Federal Certification Requirements
- Assurances under IDEA (specific to grant)
- Program Coding Sheet
- Budget Summary
- Budget Detail

Special Education currently has requirements for: composite budget sheet w/cover page, ISD/LEA composite sheet, Capital Outlay request form, summary of all funded components, and program design document.

b. Competitive Grant Application

- Grant Announcement
- General Information
 - Introduction
 - Grant Purpose
- Grant Category
- Eligible Applicants
- Grant Range
- Application Limit
- Rejection of Proposals
- Closing Date and Delivery Address
 - Review Process and Review Criteria Information
 - Review Process
 - Review Criteria (Rubric)
 - Information concerning other requirements
 - Length of Award
 - Payment Schedule
 - Financial Reporting
 - Continuation of Funding
 - Performance Reporting



- Non-Discrimination and other Compliance with Law
- Americans with Disabilities Act
- Availability of Application
- Application Instructions
- Cover Sheet
- Assurances and Certifications
- Certification for Participation in Consortium
- Budget
- Budget Detail
- Project Abstract
- Attachment Proposal Narrative
- General Notice

c. Any known reporting requirements will be part of the grant application available on line.

d. Contact Person (applicant organization)

- Name
- Title
- Telephone (w/ Area code)
- Address
- City
- Zip Code
- Email
- Facsimile (w/ AC)
- Summer Telephone

The application structure will include links to pertinent documents or websites that can provide additional information concerning specific parts of the grant program.

5. Create/Submit Application On-line

The following capabilities should be addressed:

- *Ability to print formatted documents.
- *Ability to work off-line and still be able to submit an application after re-establishing the connection.
- *Generate email to MDE Grant point of contact upon submission of grant.
- *Submission of Grants applications to MDE by authorized personnel only.

“Ownership” of the grant application will be controlled through status codes. When an application is created it is owned by the creator (the authorized user in the applicant’s organization). After the application has been submitted to MDE, the applicant will no longer own the application. The ownership of the application will transfer to the MDE staff that has been assigned to monitor the specific grant program.

* The system will have to be able to keep track of the ownership (status) of the application and restrict the user’s permissions, according to the ownership of the application.

6. Check Status of Application On-line

Authorized user must be able to go on-line and see the status of the application.

7. Grant Consultant Review

*Authorized user in MDE can access all parts of the application.



*There must be a means for the consultant to review and make notes on-line concerning the application.

*Email capability from MDE to applicants.

* MDE staff will be able to return the ownership back to the applicant for any required modifications.

8. Revise Existing Application On-line

*Authorized users can make modifications to the application.

*The system must keep track of any changes to an application: who make the changes, when, and what has been changed.

*After applicants make edits, the application must be re-submitted to MDE.

*After each modification is made by applicants, the applicant can re-submit the application to the designated MDE staff. Email notification will be sent to the designated MDE staff.

*Email confirmation to the applicant if there is a change made to the application.

9. Administer the Grant Program

*Keep track of all applications and their current status for a specific grant program.

*Use the recipient code to identify specific applicants.

*The system must know what assurances, certifications, policy statements, certificates of non-conflict of interest, and any other required information for each grant.

*The system will be able to identify all the required information (assurances, certifications, policy statements, certificate of non-conflict of interest, and any other required information) for each specific grant.

*Keep track of previous applicants who did not apply for current year.

*Keep track of eligible applicants who have not applied for the grant.

*Keep history of the applications.

*Track all budget changes.

*Track amendments to programs (budgetary and/or programmatic).

*Monitor grant reporting.

*Track all program reviews and updates.

10. Create/Submit Performance/Financial Report On-line

*Each recipient will have reporting requirements that must be available on-line for submission to MDE.

*Accounting and audit guidelines must follow MDE accounting procedures.



Note: The Grant Accounting System keeps track of all payments made as a grant. Payment reporting from the Grant Accounting System will be available from an interface on the Grants Phase Four system.

*There are grant specific reports as well as more general performance reporting requirements that are required for each grant.

11. Register On-line as a Peer Reviewer.

*Description of all grants that need to be reviewed.

*Provide a list of prerequisites or qualifications that are required to serve as a peer reviewer.

*Save required information.

*The system will allow candidates to register as a peer reviewer. Required information, that has to be maintained by the system and will be available to the MDE staff, is listed below:

Name, address, city, state, zip, phone, business phone, fax, email, school district, narrative on qualifications, conflict of interest form.

12. Assign Peer Reviewer for Grant Application

*Show a list of competitive grants with list of available reviewers.

*View database of reviewers: list by name and show what they can review

*Email competitive grant application's to the reviewer.

*Email notification, instruction and rubric to the reviewer notify that he/she has been selected to review applicants (The system will allow the designated reviewer to be able to log-in to the system and start review applications on-line.)

13. Peer Review and Scoring of Application On-line

*Once a peer reviewer has been assigned an application, the peer reviewer must have access to the file.

*The peer reviewer will have access to scoring rubrics for specified grants.

*Peer Reviewers must have access to approved scoring rubrics for the competitive grant. Reviewer must be able to print a usable copy of the scoring rubric.

*On-line access of designated applications by peer reviewers

*Option to print application.

*See the scoring rubric and the application simultaneously.

*Peer reviewers will need to make notes on each section of an application. The notes must be saved.

*Peer reviewers must be able to save the review without submitting as final review. Must have status that allows reviewer to get return to complete the review of the applications.

*Notify grant consultant when the review has been submitted.



14. Provide Peer Review Scores and Comments

- *Consultant will have view of all reviews by grant identifier.
- *Consultant must be able to see status of all peer reviews.
- *Side by side comparison of scores with ability to see the comments.
- *Compare all of the scores for a grant.
- *Print the score sheets.
- *Respond back to the peer reviewer.

15. Provide Performance/Financial Report Data

The information that is collected during the grant process must be made available for reporting purposes. The idea is to enhance the ability to use collected data. For instance, data mining. Data mining is defined as having access to pre-determined reports or having an ad hoc query capability.

16. Prepare Funding Recommendation Package

For any grant (formula or competitive) the consultant will prepare a recommendation package for approval. The approval will go through channels to the appropriate assistant Superintendent to the Superintendent.

The Funding Recommendation Package includes:

- funding recommendations
- abstracts
- non-funding recommendations
- distribution map (this is a map of Michigan that shows all of the counties.
- letters (approval, disapproval, provisional
- Grant Award Notification, containing
 1. District recipient code
 2. Recipient name, address, city, state, zip
 3. Award information: Grant number, award type (state/federal, competitive/formula)
 4. Grant program title
 5. MDE Staff contacts:
 - Grant contact (consultant)
 - Payment contact
 6. Expenditure Period
 - Beginning Date
 - Ending Date
 7. Final Report Due Dates
 - Expenditure Date: (DS 4044)
 - Progress Report
 8. Regulations Pertaining to Award
 9. District/Recipient Contact Person for Grant
 - Name (full with title)
 - Position
 - Address, city, state, zip
 - Telephone
 - Email
 - Fax



- 10. Authorized Funding Activity
 - Original Award: date and amount
 - Current Authorized amount
- 11. Original/Amendment Notification
- 12. Regular/Carryover Funds
- 13. Method of obtaining payment
- 14. Administrative Information
 - CFDA Number
 - CFDA Title
- 15. Name of authorizing official (MDE level)

17. Create/Modify Grant Budget Approval

The Grant Spending Plans are created outside the Grants Phase Four system. They decide how much money will be available as grants to sub-grantees, and how much money will be collected to support admin functions within MDE. Formulas for allocation of funds are prepared and are approved at Superintendent level.

This step is where the available money is allocated to sub-grantees. For formula grants the approved formula is applied using the student counts and other data that decides how the money is distributed. The result should be a summary document and then individual Grant Budget Approval Forms with budget detail.

Note: As part of the application process the applicants fill out a budget summary and provide budget detail. In general, filling out budget detail should fill out the budget summary.

The function code and function titles are linked (one to one)

The objects are finite: salaries, benefits, purchased services, supplies & materials, capital outlay and other expenditures

From Michigan School Accounting Manual:

<u>Object Code</u>	<u>Object</u>
10	Salaries
20	Employee Benefits
30-40	Purchased Services
50	Supplies and Materials
60	Capital Outlay
Other Expense	

<u>Function Code</u>	<u>Function</u>
100	Instruction
210	Pupil Services
220	Instructional Staff Services
230	Administration
240	School Administration
250	Business Services
260	Operations/Maintenance
270	Transportation
280	Central Services
290	Other Supporting Services
300	Community Services
Outgoing Transfers and Other Transactions	

Functions are broken down farther: see appendix II, Michigan Schools Accounting Manual.



18. Review Recommendation Packages

This will take all the completed applications and prepare the funding recommendations. Feature allows authorized personnel to view the recommendation packages for a specific grant.

The Grant Award Approval Form (Pink Sheet) is generated, showing grant level details. An attachment with grant recommendations will be attached. The attachment will include specific

information on each district/sub-grantee, breaking out the requested amount as well as the MDE recommended amount. There must also be a short description of the program (what the sub-grantee intends to do with the money.)

19. Submit Award Recommendation Packages

Once the award packages have been approved at the program office level, they will be forwarded for approval through a prescribed chain: program office to supervisor, grants to the asst. superintendent to the superintendent. The superintendent is the final approving authority.

20. Submit Award Result

Once there is an approved amount for allocating the grant a file will be prepared for transfer to the Grant Accounting System. The Grant accounting system will read a file contained in the Grants Phase Four.

Required information, necessary for the Grant Accounting System:

Recipient Code, Grant Number, Project Number, Project Type, Ending Date and the Fiscal Year of Approved Activity.

This data will be made available to the Grant Accounting System for processing the payment.

MDE staff responsible for monitoring an application will be notified of the result of the application. Appropriate letters will be generated and assigned to MDE staff to do final editing. MDE staff can approve the letter and modify it as necessary before it will be forwarded to the applicant's contact.

21. Generate Grant Summary Reports

This feature will be available to authorized users. Specified reports will be available to public view via the web site. There are also pre-formatted reports required for higher level reporting.

In addition to program offices, the Supervisor, Grants Administration and Coordination receives specific requests, including executive and legislative inquiries, for information concerning grants. These requests for information can be taken care of, in many cases, with pre-formatted reports.

22. Determine Allocations

Allocation formulas depend on having access to specific demographic data that is collected throughout the school year. Federal guidelines are published annually to determine the formulas for allocated grants. Grants Phases Four will have access to the specified demographic data, which will be used in the determination of funding allocations. In addition the system will be able to determine the allocations for all applicants based on approved formulas. The result will be a list of proposed allocations that can be viewed for all applicants of a specific grant. Once the grant allocation has been approved, the system will ensure that the approved amounts are available to the Grant Accounting System.



Appendix B Grants Phase Four Security Requirements

Version 1.1



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Security Requirements

Introduction

Purpose

The purpose of this document is to describe the internal security requirements for the Grants Phase Four system.

Overview

Grants Phase Four system will use the Michigan Education Information System (MEIS) security system as its entry point. Grant Phase Four will use MEIS Account ID as its identifier to identify a user in the Grant Phase Four system. The system security will be based on Microsoft SQL Server security features. The Grants Phase Four system will have specific user roles that define what the user will be able to do within the Grants Phase Four system. A system administrator will assign and monitor user roles at a high level, while authorized personnel in applicant organizations or program offices can assign and monitor user roles within their organization/office.

In general, the purpose of the security system is to ensure that access to grant applications and data that is collected and stored in MDE is shared with authorized users only. While much of the information in grant applications is in the public domain, the contents of competitive grants are especially sensitive. The submission of an application to MDE is an important event and must be limited to authorized users within an applicant’s structure. While numerous personnel in an applicant organization can write or review applications, the submission of the grant application to MDE is an “official act” that must be limited.

Security Levels

In order to provide the appropriate security levels, the following security levels are required for the Grant Phase Four system.

Grant Applicants

Read Only (Level 1).

Represent:	Assigned to a person who will review or view an organization’s grant application before the submission of the application.
Authorized to:	View section(s) of the organization application that has been assigned by application administrator (level 3).

Application Writer (Grant writer) (Level 2).

Represent:	Assigned to a person who will create and/or edit sections of an organization’s grant application.
Authorized to:	View, edit section(s)of an application that has been assigned by the application administrator (level 4).

Applicant Administrator (Level 3).

Represent:	Assigned to personnel within the applicant organization who will assign roles and permissions for users inside the applicant organization. Will create applications for grant writers to edit.
Authorized to:	1. Create, edit, and view an organization’s application. 2. Authorized to create users and assign roles. 3. Can update the organization profile.

Authorized Official (Level 4).

Represent:	Assigned to a person who will serve as authorizing official for an organization’s application.
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Authorized to:	<ol style="list-style-type: none"> 1. Create, view, edit and submit all the types of the organization applications. 2. Only submit authority in organization. 3. Update organization profile. 4. Create application administrator for their organization and for specific types of applications.
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**Peer Reviewer
Reviewer. (Level 5)**

Represent:	This role will be assigned to volunteer peer reviewers. They will have ability to review competitive grant applications and score/comment on the applications.
Authorized to:	View, score/comment, only applications that have been assigned by grant consultant (level 6).

**MDE Program Office
Grant Consultant (Level 6).**

Represent:	Assigned MDE staff with primary responsibility to review grant applications from applicants; responsible to process all applications and prepare recommendation package.
Responsibility:	Serves as the focal point for the grant application for a specific grant; will ensure that grant application is complete and meets basic requirements; will interact with grant applicants during the review process.
Authorized to:	<ol style="list-style-type: none"> 1. View and/or revise content or section(s) of all the applications within the grant program that he/she is assigned. 2. Update assigned grant program information. 3. Assign peer reviewers for competitive grant applications. 4. Export or have access to grant application data. 5. Export or have access to peer review score/comment data. 6. Prepare funding recommendation package.

Grant Program Supervisor (Level 7).

Represent:	MDE Staff with supervisory responsibility over grant programs. They develop procedures that are followed in the administration of their grants
Responsibility:	Serves as the focal point for all grant approvals. Ensures grant packets are properly prepared: funding recommendations, abstracts, non-funding recommendations, distribution maps, letters; also Grant Award notification.
Authorized to:	<p>Has all authorizations that the grant consultant have, plus:</p> <ol style="list-style-type: none"> 1. View funding recommendation packages that have been prepared by grant consultants (level 6). 2. Submit the funding recommendation package to grant coordinator (level 8) for further review. 3. Assigned a grant consultant to monitor the applications for a specific grant program. 4. Assign roles and authorizations for specific grants in their program office.

Supervisor, Grant Administration & Coordination (Level 8).



Represent:	MDE Staff member with primary responsibility to ensure all grant approval packages are properly prepared, and ready for review/approval by the Superintendent.
Responsibility:	Serves as the focal point for all grant approvals. Ensures grant packets are properly prepared: funding recommendations, abstracts, non-funding recommendations, distribution maps, letters; also Grant Award notification.
Authorized to:	<p>Has all authorizations that the grant program supervisor has (exception: see number four ,below.), Plus:</p> <ol style="list-style-type: none"> 1. Review fund recommendation package that has been officially submitted by grant program supervisor (level 7). 2. Export or have access to all of the grant program data through out mde department. 3. Assign grant program supervisor (level 7) to monitor grant programs. 4. Cannot change roles/authorizations within a program office.

System Administration (Level 9).

Represent:	MDE Staff member with responsibility to maintain the Grants Phase Four system.
Responsibility:	Maintaining the Grant Phase Four system. Updates organization profiles, application structures, and maintains user profiles.
Authorized to:	<ol style="list-style-type: none"> 1. Create, edit and remove all user data. 2. Create, edit and remove all organization data. 3. Create new grant program. 4. Construct (define) application structure. 5. View application data (for help desk purposes). 6. View status for application (for help desk purposes).



Appendix C
Grants Phase Four
Equipment and Software Recommendation
Version 1.2

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EQUIPMENT AND SOFTWARE RECOMMENDATION

Introduction

Purpose

The purpose of this document is to identify the hardware and software that will be needed for the Grants Phase Four System.

Scope

The software and hardware list is recommended for the Grant Phase Four systems based on capabilities of the MDE Technology Services department. MDE Technologies Services personnel will make final decisions on hardware and supporting software products. Other software and hardware requirements that will be needed for development and testing are not listed in this document. MDE will consider proposals that are based on different technology solutions.

Assumption and Dependencies

- For supportability and maintainability reasons, Microsoft based technologies will be suitable for both the hardware and software requirement for the Grant Phase Four system.
- The network settings presented in this document are the recommended setting in compliance with the recommendation from Department of Management and Budget (DMB). MDE staff will make the final decision.

User Profile

There are eight primary users of the system: the Grant Accounting System; Grant Applicants; Grant Consultants; Peer Reviewers; Program Supervisors; Public Viewers; Supervisor, Grants Administration & Coordination; and the System Administrator. Of these eight users, the Grants Applicants and the Grant Consultants will be responsible for the majority of the transactions with the system.

Applicant (External User)

The MDE grant applicant community is composed of the following types of users:

	Numbers in Michigan		
	<u>Today</u>	<u>2003</u>	<u>Annual Apps</u>
Local Educational Agencies (LEAs)	555	555	18-20
Intermediate School Districts (ISDs)	57	57	9-12
Public School Academy (PSAs)	180	250	12-15
Colleges and Universities	86	86	1-3
Other Organizations	350	400+	3-5

On average, each LEA will apply for 18-22 grants. PSA's are eligible for the same number of grants as the LEA's, but tend to apply for a smaller number, 12-15. ISD's apply for 9-12 grants. Colleges, universities, and other organizations (child and day care centers) have fewer grants to apply for and generally apply for 1-5 grants.

MDE Staff (Internal User)

There are currently 415 employees within the MDE, including the staff located at the Michigan School for the Deaf/Blind in Flint. Of these, there are 125 employees that deal with some aspect of grants during their daily business. From this set of general users there are approximately 50 employees who will use the Grants Phase Four System extensively to do data mining, generate reports, and query against the Grant Phase Four Database. Another 50-75 employees will have to access the system to conduct work associated with their daily responsibilities.

Equipment & Software Requirement and Recommendation



Grant Phase Four Database Server (Dedicated)

The data mining capability of the Grant Phase Four system will be rely heavily on the database server (Data Layer), we recommend using a dedicated database server for the Grant Phase Four system.

Hardware- See Paragraph 5, Server recommendation alternative

Software

- Window NT 4.0 Enterprise server or Window 2000 Enterprise server
- SQL Server 7.0 or Higher
- Tape backup server (For back-up and recovery)

NOTE: Scalability and availability of the server is crucial for the success of the Grant Phase Four system.

MDE Internet/Application Server

Grant applicants will rely on the availability and the response from this server. Because most of the business rules (application layer) and user interfaces (presentation layer) will be reside on this server the response time and the availability of the server will be critical in achieving the desired performance.

Hardware- See Paragraph 5, Server Hardware Alternatives.

Software

- Window NT 4.0 Enterprise server or Window 2000 Enterprise server
- Tape backup server (For back-up and recovery)
- Internet Information Server 4.0 or higher with ASP supported
- Microsoft Transaction Server 2.0 or higher(Optional)

Other Recommendations

Since there will be database mining capabilities for the Grant Phase Four system, the software tool which can provide the opportunity to create customized reports, letters, or other capabilities should be chosen by MDE. Alternative software for the data mining tools include:

- Microsoft Access 97 or higher (to create ad-hoc queries against Grant Phase Four Database Server, generate custom reports).
- Microsoft Word 97 or higher (to generate custom mail-merge document for approval notice or mailing label).
- Crystal Report 8.0 or higher (to generate custom reports).

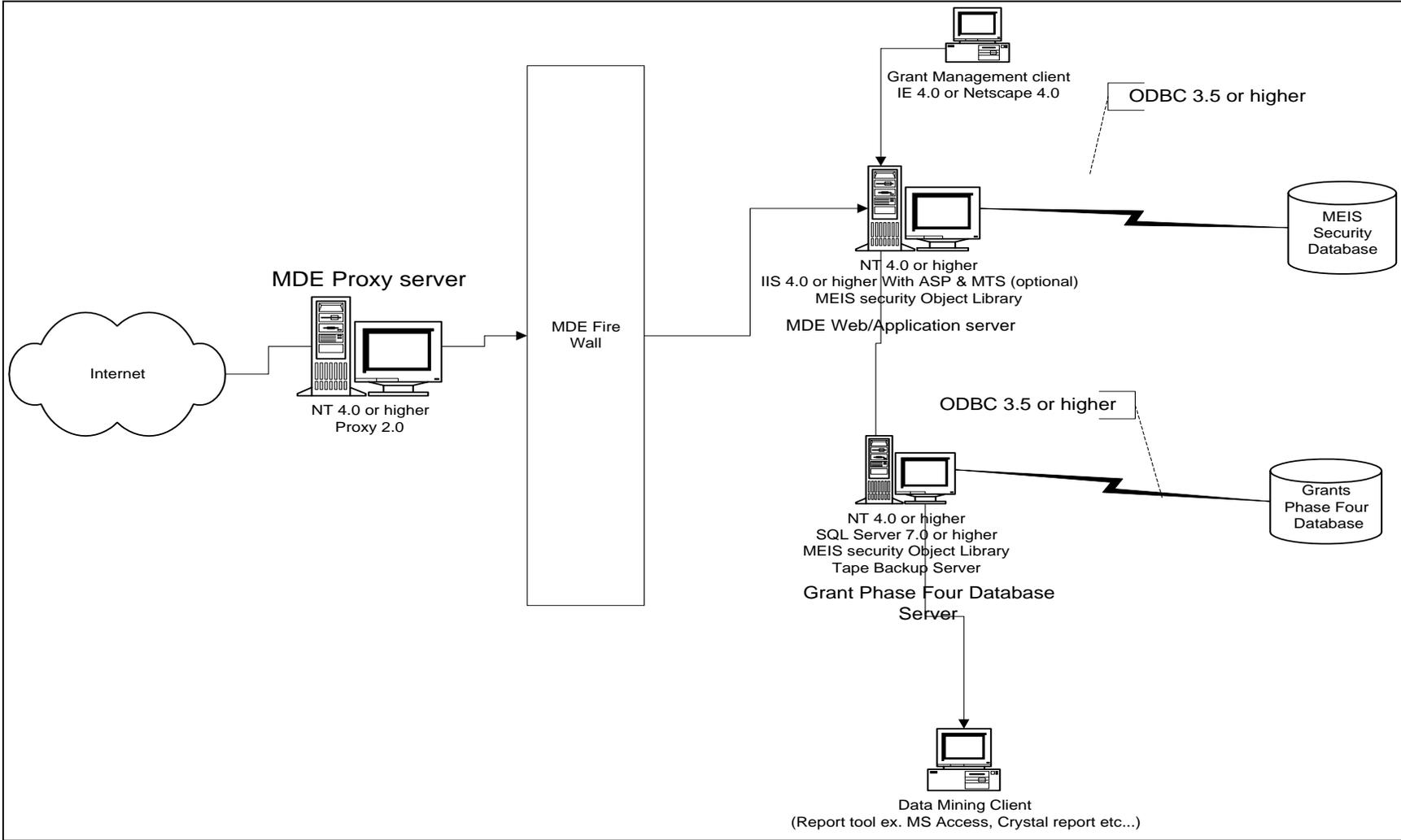
Server Hardware Alternatives

This is a list of features that should be considered in choosing a server for the system.

- Expandability of the number of processors (Most alternatives have 2 processors with an ability to expand to 4-8 processors)
- SCSI Hard drive controller
- RAID (Level 5) controller(Striping with parity)
- Tape Back up
- 4 or more 9GB or better SCSI hard drives
- Redundant power supply
- 1 or more of network card
- Support program which come with the purchasing of the hardware

NOTE: DTS (Data and Technology services) will handle the final specifications for hardware for the invitation to bid and the request for proposal.

Michigan Department of Education



System Diagram

Michigan Department of Education

Appendix D
Grants Phase Four
Glossary

Version 1.0



**MICHIGAN DEPARTMENT OF EDUCATION
GRANTS PHASE FOUR PROPOSAL**

Glossary.

The terms listed in this glossary are used in the Statement of Work for the Grants Phase Four System. They are included here as a point of reference.

Advance Payments. Payments made to a sub-grantee in advance of costs being incurred by the sub-grantee.

Amendment.

- 1) A change to a grant award to a sub-grantee. This could be a lengthening of the duration or an increase or decrease in the amount of the grant award.
- 2) A change to a grant program. This could be altering, adding or eliminating a component.

Applicants. An entity that applies for grant assistance from MDE. A legal entity eligible to apply to the State for use of funds.

Budget. A plan of financial operations that provides a basis for planning, controlling, and evaluating governmental activities. (Miller Governmental GAAP Guide)

Budget Amendment. A revision of the program budget that increases or decreases the grant amount, transfers funds from one or more budget functions or object categories, or establishes new budget functions or object categories. Requirements as to when budget amendments are permitted will be addressed by each set of program guidelines.

Budget Detail. Detailed explanation of each line contained in the Budget Summary of a grant application. An itemized list of the types and amounts of costs included in the budget summary.

Budget Revision. A revision of the program budget that does not increase or decrease the grant amount within the terms of the grant. The purpose of the revision is to transfer funds from one or more budget object categories or functions to another. Requirements as to when Budget Revisions are permitted are addressed by each set of program guidelines.

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

Certifications and Assurances. Federal funding authorities require official signatures attesting to support of reporting requirements, fiscal responsibility, and specific provisions with the particular statute.

Capital Outlay (Fixed Assets). Assets of a long-term character that are intended to continue to be held or used. For example: Land, buildings, machinery, furniture, and equipment. (Special Education uses in a different manner, see Equipment.)

CFDA Number. Catalog of Federal Domestic Assistance Number. This is a federally issued number (five digits) used to identify federal grants and must be used to identify funding on the Schedule of Expenditures of Federal Awards for single audit reports. It is found on every federal grant award. Therefore, the CFDA number is of great interest to public school staff and to independent auditors. MDE includes this number on forms that flow to public schools.

Charter Schools. See Public School Academies

Colleges and Universities. (Institutions of Higher Learning)



**MICHIGAN DEPARTMENT OF EDUCATION
GRANTS PHASE FOUR PROPOSAL**

Consortium. An association of entities joining together for the purpose of meeting a particular grant or program objective.

Coordinator. A sub-grantee employee who is responsible for administering a particular grant. Sub-grantees also use the term Grant Administrator or Grant Director.

Consultant. An MDE employee who assists sub-grantees with the planning and implementation of MDE grants and performs the administrative functions required of MDE.

Effective Date. The earliest date on which activities may be provided and expenditures charged against the Grant. The start date of a grant is established by the date upon which the program office receives the project application in substantially approved form. This date is the earliest date on which activities may be provided and charged against the federal grant award.

Equipment. An article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which is equal to, or more than \$5,000.

Expenditure. Charges recorded when liabilities are incurred pursuant to authority given in an appropriation. Accounts are kept on a modified accrual basis for Michigan Public Schools which requires the cost of goods to be recorded in the period within which the goods are delivered and services to be recorded in the period within which the services were rendered.

Fiscal Agent. The entity that assumes responsibility for recording and reporting financial transactions related to a consortium agreement. Also, a sub-grantee that is awarded grant funding which will be used on behalf of and in coordination with a group of other sub-grantees.

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.

Function Code. An accounting dimension associated with the grouping of related activities aimed at accomplishing a major service or regulatory responsibility for which a governmental unit is responsible. Examples include: Instruction, Pupil Services, Instructional Staff Support, School Administration, General Administration, Business Services, Food Service, Transportation, Operations and Maintenance, Community Services, etc.

Funding Increase/Decrease. a funding increase or decrease requires that a grant amendment be approved. Upon written notifications of a funding increase or decrease, grantees are to submit a revised budget to the program office together with all other documents specified in the program guidelines.

Grant. An award of financial assistance in the form of money, or property in lieu of money, by the State to an eligible recipient. Grants from the MDE are generally made to local school districts, intermediate school districts, area vocational technical schools, charter schools, Private Industry Councils, libraries, profit and non-profit agencies, child care agencies (both public and private), parochial schools and institutions of higher education.

Competitive Grant. A grant that requires application proposals to be reviewed by selected peer reviewers



**MICHIGAN DEPARTMENT OF EDUCATION
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Allocated Grant. A grant whose amount is determined by an allocation formula specifying the amount each eligible sub-grantee is entitled to receive.

Grants Accounting System. Sometimes referred to as the Grants Payment System. The Grant Accounting System monitors and tracks disbursement of funds to sub-grantees. It controls the levels of commitment by funding source (grant number) and collects expenditure reports at the function/object level for each grant/project where applicable. It is Web-enabled and all transactions by sub-grantees with the Grant Accounting System are done through the Internet.

Grants, Office Of. The Office of Grants provides centralized support to the Office of the Superintendent and the Department of Education regarding the procurement, administration and management of grant resources. The office coordinates all grant activities within the Department, oversees the Department's established grant policies and provides technical support to other offices responsible for the proper administration of grants.

Grant Award Approval Form (Pink sheet). Form OG-2805 Pink, which is used to summarize grant program information.

Grant Award Notification (Yellow sheet). Summary form which will be attached to a Grant notification letter. Provides official notification of a grant award.

Grant Budget Approval Form. Form used within MDE to capture Budget Summary Information.

Grant Manager. An MDE employee who assists sub-grantees with the planning and implementation of MDE grants and performs the administrative functions required of MDE. (Special Education)

Grant Number. (old term is Source code) A federal grant award is assigned one or more six-digit alpha/numeric "grant number" code to permit tracking the funds through the grant cycle. Similarly, each state-funded grant appropriation is assigned a grant number. The relative positions of the six digits and the numbers themselves have significance to users:

XXYYYYY , where XX is the last two digits of the fiscal year and YYYY is the program code. It should be noted that a source grant number does NOT change in the second (carryover) year of a project.

Grantee -(Recipient). Is an entity that receives a grant award. The grantee's responsibility is to meet the requirements of the grant award. A grantees performance will be measured against meeting the objectives of the grant award. Note: in this application is grantee always the state of Michigan, and sub-grantees are those who get the money from the state.

Indirect Cost. A cost incurred that cannot be identified specifically with a cost objective but rather benefits multiple cost objectives.

Indirect Cost Rate. A device for determining in a reasonable manner the proportion of indirect costs each program should bear. It is a ratio (expressed as a percentage) of the indirect costs to a direct cost base.

ISD. Intermediate School District

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



**MICHIGAN DEPARTMENT OF EDUCATION
GRANTS PHASE FOUR PROPOSAL**

MAIN. Michigan Administrative Information Network. The state government accounting and reporting system.

MDE. Michigan Department of Education. Responsible for state of Michigan administration of a program that provides grants to sub-grantees.

MEAP. Michigan Educational Assessment Program. MEAP is the responsibility of the Michigan Department of the Treasury. MEAP results are often used in the grant process to measure school performance.

Michigan School Accounting Manual (Bulletin 1022). The mandatory guide to the uniform classification and recording of accounting transactions for Michigan public schools. Standardization of definitions and classifications are critical to the data gathering process. Minimum requirements are defined to provide necessary comparability in the recording and reporting of financial information to MDE. The manual is currently available on the MDE website at www.mde.state.mi.us under Reports and Statistics.

Object Code. An accounting dimension related to the grouping of services or commodities obtained as the result of a specific activity. Examples include: Salaries, Benefits, Supplies, Purchased Services, and Capital Outlay.

Program Amendment. A written modification, addition, or deletion to a sub-grantee application which has been approved by the MDE. A program amendment is necessary when substantial changes in the program design or deliverables are proposed.

Program Office. MDE office assigned to manage specific grant program.

Program Narrative. A detailed description of services to be performed by a sub-grantee including the physical or functional characteristics or nature of the services as prescribed by the program guidelines.

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

Program Fiscal Review. an onsite activity which consists of reviewing fiscal and programmatic records and interviewing administrators and school district finance officers to ensure compliance with federal and state regulations.

Project Number. Each grant notification from MDE contains a project number, which is a unique identifier for the particular project. It is a 12-digit field and the various Offices within MDE have varying systems for assigning the 12 digits; some use only one and others use all the digits. Some programs (JTPA) use project numbers to facilitate specialized reports.

Recipient Code. The recipient code is a code designed to identify the sub-grantee in an EDP environment. All Michigan public schools have five digit codes starting with the first two digits being the county number, (for example Ingham County is 33). Sub-grantees who are not public schools have codes longer than five digits but which still start with the appropriate two digit county code. The third digit for Public School Academies is generally "9."

Restricted Funds. Funds that have limitations upon spending options. Must be used according to established grant guidelines.



**MICHIGAN DEPARTMENT OF EDUCATION
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School Code Master. A data base of the name and address of local and intermediate schools districts. The school code master does not include all sub-grantee that receive grants.

Single Audit. An audit prescribed by federal law for state and local governmental units and non profit organizations that receive federal financial assistance above a specified amount (currently \$300,000). Such an audit is to be conducted in conformity with the Office of Management and Budget Circular A-133. Such an audit is conducted on an organization-wide basis rather than on the former grant-by-grant basis.

State Aid, The Office of. The Office of State Aid and School Finance is responsible for administering the State School Aid Act and distributing over \$10 billion in state funds to public school districts across the state. The State Aid Act has appropriations for about \$150,000,000 that are paid as federal grants through the Grant Accounting System.

State Aid. Funding from the state of Michigan School aid fund, which is separate and distinct fund in Michigan state government. Certain tax and other revenue streams are dedicated to the school aid fund.

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.

Source Code. See Grant Number. Source code is an outdated term and has been replaced with Grant Number. The terms are used interchangeably, but they mean the code that identifies the grant.

Sub-Grantee. (Also referred to as Sub-recipient.) Is an entity that receives assistance passed down from the prime recipient. The sub-grantee's responsibility is to help the grantee (recipient) meet the requirements of the assistance award. A sub-grantee performance would be measured against meeting the objectives of the grant award. A legal entity to which a grant is awarded and which is accountable to the State for use of the funds provided.

Sub-Grantee budget. Approved funding for a sub-grantee. Submitted to the Grant Accounting System for payment to sub-grantees. Will include grant number, project number, recipient code, approved amount and ending date.

Unrestricted Funds. Funds that have no specific limitations upon spending options. May be used for general operating purposes

Vendor. A vendor is an entity that receives a procurement contract for goods or services from a grantee (recipient) which will be paid for from grant funds. The vendor's responsibility is to meet the requirements of the procurement contract.