

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

CHANGE NOTICE NO. 14
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	DTMB	Duane Kerkstra	517-331-5354	kerkstrad@michigan.gov
BUYER	DTMB	Barb Suska	517-284-7026	Suskab2@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
March 22, 2011	March 21, 2014	Two, One-Year	May 31, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	10 Months	March 21 2015
VALUE/COST OF CHANGE NOTICE:			ESTIMATED AGGREGATE CONTRACT VALUE REMAINS:	
\$7,648,680.00			\$59,179,880.00	

Effective May 6, 2014, this contract utilizes the remaining 10 months of the available one year option. New contract end date is March 21, 2015. Unisys to provide maintenance and operational (M and O) support services alongside DTMB staff for the newly launched DHS child welfare system MiSACWIS. Contract is also increased by \$7,648,680.00. All other terms, conditions, pricing and specifications remain the same. Per vendor and agency agreement, DTMB Procurement approval and the approval of the State Administrative Board on May 6, 2014.



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS maintenance and operational support	Period of Coverage: 4/28/14 – 3/21/15
Requesting Department: DTMB	Date: March 7, 2014
Agency Project Manager: Laurie Johnson	Phone: 335-2248
DTMB Project Manager: Duane Kerkstra	Phone: 331-5354

BACKGROUND:

The Department of Technology Management and Budget would like to obtain a proposal from Unisys Corporation to provide maintenance and operational (M&O) support services alongside DTMB staff for the newly launched DHS child welfare system: MiSACWIS. These staff augmentation services will be for the remainder of the first option year, beginning April 28th, 2014 and ending March 21st, 2015. These services will be procured using our Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) contract.

This Statement of Work is subject to the existing contract between the State of Michigan (State) and Unisys, see CONTRACT NO. 071B1300247 (the “Contract”) for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS), with the exception of Sections 2.170, 2.243, 2.310, and the limitation of liability under this Statement of Work is limited to the value of this Statement of Work. In addition, the 10% holdback on payments does not apply to this Statement of Work. All affected Sections of the Contract identified in the preceding sentence are only modified with respect to this Statement of Work and have no bearing on the underlying Contract or any other change notices issued under the Contract.

The services to be provided include two major support areas:

- (1) Break / fix remediation of code.
- (2) Release planning, development, testing and implementation of change controls.

SCOPE OF WORK:

The development, support, maintenance and enhancement of the MiSACWIS application will be an ongoing activity which is triggered by changes in federal and state regulations, evolving business needs, opportunities for improving business processes, continued software and hardware upgrades, and break fixes. The applications developed and maintained using resources from this contract are vital to DHS’s day-to-day business operations.

Unisys’ proposal shall include resources who have proven experience in providing the following services in support of a SACWIS system or related system.

- Application support that is predictable and of a consistently high quality;
- Application support in the field of web-based child welfare case management and payment systems;
- Service delivery and support that is measurable and that meets or exceeds the client’s performance metrics;
- Application support and services that is flexible and collaborative in nature in sharing responsibility between Contractor and client;
- Continuous improvement in service levels to the end-customers;
- Experience supporting the client with low risk entry into new technologies and/or services;
- Experience providing well-qualified IT staff in a wide variety of IT classifications
- Demonstrated ability to retain staff resources throughout the duration of assignments

Unisys must have a sufficient resource pool to provide a variety of IT services , from design and architecture services through development, testing, maintenance, and administration of web-based applications.

Unisys staff will function as part of an Application Support team that resides within DTMB/Agency Services and supports DHS. The contractor staff will work alongside DTMB and DHS employees to develop and maintain DHS's MiSACWIS application, including all case management functions, state and federal reporting, associated interfaces, and batch processes, as required. Unisys will work at the direction of DTMB, and DTMB will prioritize the work, but Unisys will provide the majority of the work for the first six months of the contract for the break / fix process and the change control and maintenance process, including resolution of open issues. Unisys will adhere to DTMB Project Control Office process for these functions, including but not limited to work assignments, prioritization and activity reporting. Months 6-9 will have Unisys begin transitioning much of the work to DTMB staff, based on an agreed upon transition schedule. It is expected that Unisys resources may begin transitioning off the project at this time as mutually agreed. Months 9 – 12 will have DTMB taking full responsibility for all M&O work, with staff assistance from Unisys. Unisys resources shall become familiar with DTMB and DHS personnel, DHS's business processes, and DTMB's State Unified Information Technology Environment (SUITE), and function under the direction of the DTMB MISACWIS Project Control Office and the DTMB application manager. The anticipated organizational model for providing support and maintenance can be found in **Attachment A**.

At a high level, this project consists of the following tasks:

- Break / Fix activities
 - Triage help desk tickets and make immediate (scheduled) fixes as needed each night.

- Application Maintenance
 - Analysis
 - Business Requirements Definition
 - Functional and Technical Design
 - Construction (Development)
 - Testing (see below for scope of Testing services)
 - Implementation of application changes and documentation

- Testing
 - Unit/Integration Testing
 - System Testing (i.e. Quality Assurance Testing)
 - Regression Testing
 - Performance and Load Testing
 - User Acceptance Testing Support

- Transition/Knowledge Transfer

Unisys resources will work closely with DTMB staff to perform on-going maintenance and support of the application. DTMB shall provide knowledgeable and skilled personnel that can assume on-going maintenance and support within 1 year, unless the parties agree on a revised schedule. By month six, Unisys shall work with DTMB to produce a partial transition plan. By month nine, a complete transition plan will be provided by Unisys. DTMB is responsible for making sure it's staff can assume full maintenance and support responsibility at the end of this Statement of Work.

The State of Michigan has estimated the scope of work outlined will require a fixed number of Unisys resources, supplemented by additional contract resources and DTMB staffs. See **Attachment B** for a complete list of the required Unisys IT Classification and skill sets. The overriding requirement is that the individuals possess the skills, knowledge, and experience required to perform the duties as outlined in this Statement of Work. The SOM would like the Unisys response to identify resources that are currently working on the MiSACWIS project within their proposal. Unisys must submit resumes of personnel as outlined in Exhibit B of this statement of work.

It is anticipated that the required experience and skill requirements will change over the course of the contract. The Contractor will be notified in writing of these changes and will have the option to provide personnel satisfying the experience and skill requirements, as modified, which includes skills sets which identifies knowledge of any future versions of software. ** Note – The Unisys proposal must include a credit for the 5 resources being retained for maintenance work for the month of May 2014 as part of change notice number 12 if those individuals are part of the Unisys proposal.

DELIVERABLES:

Break / fix process

- Ongoing MiSACWIS Application Maintenance Activities (break / fix). This deliverable will be measured by monthly reports submitted to DTMB on work requests completed in the prior 30 days to resolve immediate application issues or issues preventing DHS from utilizing components of the MiSACWIS system.

- Local Office support. DHS staff's operate a help desk which receives calls from MiSACWIS users across the state. Application Support staff review and resolve the issue or problem with the end-user. If the issue cannot be resolved it is assigned to a specific work unit either within DHS or to the production support team. Typically help desk tickets are assigned to the M&O team when the perceived remedy requires either a change to the data contained in the MiSACWIS database or when a functional change is required to be made in MiSACWIS to allow resolution of the help desk ticket. This deliverable will be measured by weekly reports submitted to DTMB that captures help desk calls referred to the M&O team via an incident ticket and the status of each ticket at the end of the week (i.e. resolved, included in a subsequent release etc.). It is expected that Unisys be properly staffed to resolve tickets and minimize outstanding tickets past due over 1 week.
- Unisys will work with the project team to schedule emergency releases addressing break/fix issues, system aborts, unanticipated external interface modifications, Urgent or High priority help desk tickets.

Scheduled release

- Unisys will adhere to the Release Planning Management (RPM) process where work requests are evaluated based on department and client impact in addition to development and technical resource requirements by a select group of DHS, DTMB, and Unisys staff. From this evaluation work requests are slotted into a system release schedule. The MiSACWIS PCO will govern this process.
- Unisys will produce a Release Planning Document (RPD) inclusive of all work requests scheduled for a specific release. This document is then updated to track progress of each work request through the development process until successful implementation.
- When performing new development tasks, Unisys shall include requirements definition/revision, design, code development, testing, regression testing, integration testing, quality acceptance testing, and user acceptance testing support, user documentation updates and configuration management. If any previously generated deliverable is affected by new development, Unisys shall update the affected deliverable as part of the new development task.
- Development tasks assigned to Unisys require comprehensive design documentation which is reviewed by subject matter experts prior to the granting of state approval. It is imperative that designs thoroughly evaluate interdependences of MiSACWIS to avoid unnecessary negative consequences brought forth by the integrated nature of MiSACWIS. During development activities Unisys is responsible for completing thorough unit and integration testing.
- Unisys is required to develop a Quality Assurance Test Plan for each scheduled production release of the system. The Quality Assurance Test shall be conducted in the Quality Assurance Testing Environment.
- User Acceptance Testing (UAT) is completed in the UAT environment by dedicated DHS staff. During UAT Unisys must be available to answer questions, assist with test case selection, assist with interim results review, and review functionality concerns associated with testing.
- Implementation of work requests into MiSACWIS must be coordinated with DTMB, DHS and the PCO. Prior to implementation, DHS will evaluate system changes to determine impact on end-users. If determined necessary, training modules will be created by DHS staff to assist. Unisys must be available to answer technical and business impact questions needed to produce these end-user training products.

Monthly Reporting

Each monthly invoice received from Unisys shall include the following:

- Monthly maintenance and operations status reports submitted to the State which includes specified information regarding the following subject areas:
 - Break / Fix activities
 - Planned Releases
 - Help Desk Support
 - Calendar and Batch Activity developed in conjunction with the DTMB Technical Control Office
 - Additional Activities as Identified
- Unisys staffs must comply with monthly activity reporting, as defined by the State of Michigan.

Transition Plan

- Six month transition plan, approved by DTMB.
- Nine month transition plan approved by DTMB

Acceptance Criteria

This is a capacity based SOW to retain staff noted below from April 28, 2014 thru March 21, 2015. The SOM will be invoiced monthly for the actual capacity consumed through March 21, 2015. In accordance with CN12, the SOM will receive a one-time credit of \$123,000 in May, which is the value of the 1,000 staff hours identified in CN12. The SOM acceptance is based on the SOM's approval of the rates and effort hours provided by Unisys to the SOM in a monthly report of hours worked. This summary will be supported with the Unisys timesheets supplied to the SOM via Time Tracker. All listed staff is assigned to DTMB and Unisys shall be paid for all hours worked each month. Work will be performed both onsite and remote. Remote work assignments will be approved by DTMB prior to execution.

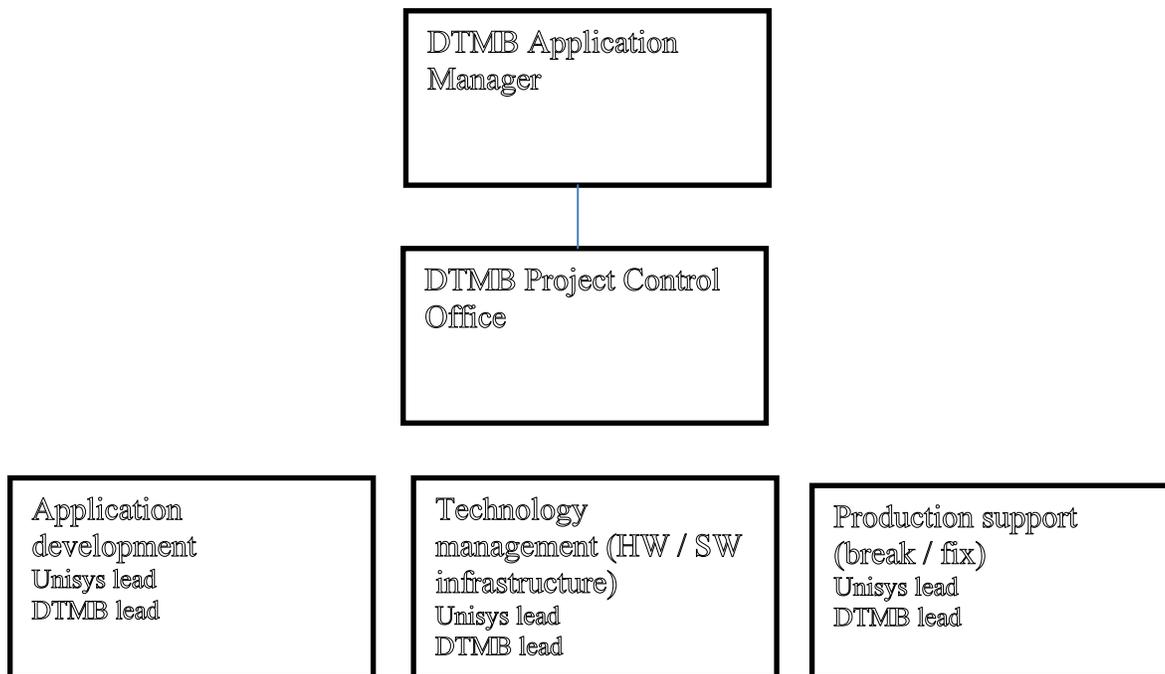
Employee	IT Classification	Contracted Hourly Rate	Total Hours	CN14 Extended Price
Cox, Christopher D	Application Development Manager	\$200	2,016	\$403,200.00
Blumenfeld, Michael	Technical Support Manager	\$235	2,016	\$473,760.00
Polavarapu, Sai Santosh	Production Support Manager	\$200	2,016	\$403,200.00
Ribot, Juan D	Testing Manager	\$200	2,016	\$403,200.00
Stubbs, Miquel	Business Analyst (Months 1 thru 6)	\$250	1,008	\$252,000.00
Rasher, Pamela	Business Analyst (Months 1 thru 6)	\$150	1,008	\$151,200.00
Labarre, Rob	Business Analyst	\$150	2,016	\$302,400.00
Seales, Samaad	Business Analyst	\$150	2,016	\$302,400.00
Van Hoose, Mark	Business Analyst	\$150	2,016	\$302,400.00
Pratt-Barr, Robin	Business Analyst	\$150	2,016	\$302,400.00
Adeogun, Ayoola	Java Programmer	\$150	2,016	\$302,400.00
Ailneni, Shruthi	Java Programmer	\$105	2,016	\$211,680.00
Alluri, Suresh	Java Programmer	\$105	2,016	\$211,680.00
Cheeti, Raju	Java Programmer	\$250	2,016	\$504,000.00
Dantaluri, Vandana	Java Programmer	\$105	2,016	\$211,680.00
Dhandapani, Selvakannan	Java Programmer	\$105	2,016	\$211,680.00
Frazier, Preston	Java Programmer	\$105	2,016	\$211,680.00
Gosen, Kyle	Java Programmer	\$105	2,016	\$211,680.00
Kumar, Rupesh	Java Programmer	\$105	2,016	\$211,680.00
Moy, Allen	Java Programmer	\$105	2,016	\$211,680.00
Patel, Milin	Java Programmer	\$105	2,016	\$211,680.00
Somana, David Naveen	Java Programmer	\$105	2,016	\$211,680.00
Programmer #13	Java Programmer	\$90	2,016	\$181,440.00
Programmer #14	Java Programmer	\$90	2,016	\$181,440.00
Programmer #15	Java Programmer	\$90	2,016	\$181,440.00
Basavaraj, Tanushree	Tester	\$60	2,016	\$120,960.00
Chunduri, Venkata Ramana	Tester	\$60	2,016	\$120,960.00
Gundlapally, Sreelatha	Tester	\$60	2,016	\$120,960.00
Katta, Moses	Tester	\$60	2,016	\$120,960.00
Sashittal, Tushar Satyendra	Test Lead	\$150	2,016	\$302,400.00
Baig, Mo	Oracle Database Analyst	\$110	2,016	\$221,760.00
Grand Total			60,480	\$7,771,680.00
CN12 Credit			1,000	\$123,000.00
Net Price				\$7,648,680.00

Attachment A – Organization Structure

The DTMB application manager will work closely with Unisys in prioritizing work assignments and overall M&O support. While Unisys will be delivering releases and break / fix solutions as described in the scope of work, the DTMB application manager will be responsible for directing this work activity. MiSACWIS PCO shall govern and track work assignments across all support teams. The application development team is responsible for development of change control products and enhancements to the MiSACWIS application. The technology management team is responsible for system performance and scheduled upgrades to the underlying environments. The production support team is responsible for daily break / fixes activities. The DTMB application manager may shift work assignments based on priority and need. As such, Unisys makes no warranty or representation about what work will be accomplished or the timeframe for any work. However, based upon a software release plan (i.e. new feature content and schedule) developed by Unisys, it is Unisys responsibility to modify the software for the first 6 months, supplemented with DTMB staffs as appropriate. For the last 6 months, Unisys and DTMB will jointly develop and agree on a software release plan and be jointly responsible to modify the software.

In addition, the SOM reserves the right to terminate a Unisys resource based on good and just cause. The SOM will provide Unisys with 10 business days advance notice with an adequate description of the cause. Unisys shall have the right to remedy during the 10 business day notice period.

Organizational structure



Attachment B –

Unisys shall provide detailed resumes of individuals which accurately represent the individuals' skills and experience commensurate with each of the positions required in the SOW. The table below summarizes anticipated resource needs and positions requiring a resume.

IT Classification	Estimated need
* Application Development Manager	1
* Technical Support Manager	1
* Production Support Manager	1
* Testing Manager	1
* Senior Systems/Business Analyst	5
Java Programmer Analyst	15
Testing resources	5
Oracle Database Analyst	1

*Denote staff required to submit a resume.

It is expected that Senior Systems/Business Analysts and Java Programmer Analyst be configured to support functional business areas of the application. They will work along-side a similar team of DTMB resources assigned to support each functional area. The Senior Systems/Business Analysts are the primary liaisons between the DHS end user support staff and the technical teams with regard to requirements definition and translation of business requirements into functional and technical designs. The expectation is that they would serve as the track leads for the identified functional tracks.

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

CHANGE NOTICE NO. 12 & 13
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	DTMB			
BUYER	DTMB	Barb Suska	517-284-7026	Suskab2@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
March 22, 2011	March 21, 2014	Two, One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>		May 31, 2014
VALUE/COST OF CHANGE NOTICE:			ESTIMATED AGGREGATE CONTRACT VALUE REMAINS:	
\$4,227,640.00			\$51,531,200.00	

Effective February 4, 2014, this contract utilizes 2 months of the available one year option. New contract end date is May 31, 2014. Additional time is needed to execute user acceptance testing, and additional data conversion and data change controls required to "go live" (\$3,808,260.00 per CCN#12). Vendor will also provide training deliverables (\$419,380.00 per CCN#13) per the attached statements of work. Total contract value increase is \$4,227,640.00. All other terms, conditions, pricing and specifications remain the same. Per vendor and agency agreement, DTMB Procurement approval and the approval of the State Administrative Board on February 4, 2014.



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: Through May 2014
Requesting Department: Department of Human Services	Date: February 4, 2014
Agency Contact: Jim Hogan	Phone: 517-373-6702
DTMB Project Manager: Cole Jacobson	Phone: 517-897-4379

Brief Description of Services to be provided:

MiSACWIS Change Control (CC) DTMB00052065 - MiSACWIS User Acceptance Testing Extension, Data Conversion, and Change Controls for Iteration #3, Iteration #4 and potentially Iteration #5.

BACKGROUND:

The State of Michigan (SOM) requires additional time to execute User Acceptance Testing, additional Data Conversion and Change Controls required for “go-live”. This requires that Unisys support the SOM for the extended period of time and keep the existing staff in place to support and react to the needs of DHS. This SOW describes Unisys support for the period through May 31, 2014.

OBJECTIVE:

1. Establish a payment schedule for the new deliverables;

SCOPE OF WORK:

The following items constitute the scope of work covered by this SOW:

1. Through May 31, 2014 (as time and capacity permits for item a thru f)
 - a. UAT Support
 - b. February Data Conversion plus Change Controls (3)
 - i. 49939, 50362, 31216-(Conversion Portion Only)
 - c. March Data Conversion plus Change Controls (TBD)
 - d. April Data Conversion (non-billable)
 - e. Iteration #3 Change Controls (7)
 - i. 46064, 46496, 49680
 - ii. 47986, 48294, 48732, 50669
 - f. Iteration #4 Change Controls (4)
 - i. 49567, 49951, 49855, 48819
2. Capacity planning is based on assumption of 15% overtime.

I. CONDITIONS:

1. This Statement of Work is subject to the existing contract between the State of Michigan (State) and Unisys, see CONTRACT NO. 071B1300247 (the “Contract”) for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS). The planned tasks, dates, prices and staffing in the contract are changed in accordance with this SOW. Contract deliverables and prices not changed by this Statement of Work will remain unchanged.
2. The 10% hold back for deliverables prior to Go-Live will be retained and is payable per the terms of the Contract.

II. UAT Support, Data Conversion and Change Controls:

Employee	Contracted Hourly Rate	Total Hours	CN12 Extended Price
Adeogun,Ayoola	\$150	782	\$117,300.00
Ailneni,Shruthi - non Unisys	\$105	782	\$82,110.00
Alluri,Suresh - non Unisys	\$105	782	\$82,110.00
Baig,Mo - non Unisys	\$110	782	\$86,020.00
Basavaraj,Tanushree - non Unisys	\$60	782	\$46,920.00
Blumenfeld,Michael	\$235	223	\$52,350.00
Cheeti,Raju - non Unisys	\$250	782	\$195,500.00
Chunduri,Venkata Ramana - non Unisys	\$60	782	\$46,920.00
Cox,Christopher D	\$200	782	\$156,400.00
Dantaluri,Vandana - non Unisys	\$105	782	\$82,110.00
Darnell,Michael E	\$150	320	\$48,000.00
Darnell,Rebekah C	\$150	782	\$117,300.00
Dhandapani,Selvakannan - non Unisys	\$110	782	\$86,020.00
Frazier,Preston	\$105	782	\$82,110.00
Goodwin,Sylvester A.	\$110	598	\$65,780.00
Gosen,Kyle	\$105	782	\$82,110.00
Gundlapally,Sreelatha - non Unisys	\$60	782	\$46,920.00
Hawkins,Dawn - non Unisys	\$0	680	\$0.00
Horowitz,Peter - non Unisys	\$150	758	\$113,700.00
Katta,Moses - non Unisys	\$60	782	\$46,920.00
Kumar,Rupesh	\$90	782	\$70,380.00
Labarre,Rob - non Unisys	\$150	368	\$55,200.00
Mali,Shravan	\$150	782	\$117,300.00
Moy,Allen	\$105	782	\$82,110.00
Niraula,Sudeep - non Unisys	\$105	782	\$82,110.00
Packer,William - non Unisys	\$105	782	\$82,110.00
Patel,Milin - non Unisys	\$105	782	\$82,110.00
Pinsonault,Keith - non Unisys	\$150	782	\$117,300.00
Polavarapu,Sai Santosh	\$200	782	\$156,400.00
Raghavula,Praveen - non Unisys	\$90	782	\$70,380.00
Raichur,Sharath - non Unisys	\$150	782	\$117,300.00
Rasher,Pamela	\$150	368	\$55,200.00
Ribot,Juan D	\$200	782	\$156,400.00
Sashittal,Tushar Satyendra	\$150	782	\$117,300.00
Seales,Samaad - non Unisys	\$150	368	\$55,200.00
Shaik,Sadhana - non Unisys	\$60	782	\$46,920.00
Singh,Harmanpreet - non Unisys	\$60	782	\$46,920.00
Somana,David Naveen - non Unisys	\$105	782	\$82,110.00
Stubbs,Miquel - non Unisys	\$250	736	\$184,000.00
Thornton,Bill L	\$250	782	\$195,500.00
Unnam,Brahmaiah - non Unisys	\$105	782	\$82,110.00
Van Hoose,Mark - non Unisys	\$150	782	\$117,300.00
Grand Total through April		30,225	\$3,808,260.00
May Staffing			
Mali,Shravan	\$0	200	\$0.00
Gosen,Kyle	\$0	200	\$0.00
Frazier,Preston	\$0	200	\$0.00
Moy,Allen	\$0	200	\$0.00
Sashittal,Tushar Satyendra	\$0	200	\$0.00
Net Price		31,225	\$3,808,260.00

NET CONTRACT COST FOR SOW

The following table depicts the net Contract cost increase being requested.

COST OF SOW	Price
Unisys Net Price	\$3,808,260.00

ACCEPTANCE CRITERIA:

This is a capacity based SOW to retain staff noted above through May 31, 2014. The SOM will be invoiced monthly for the actual capacity consumed through May 31, 2014. To offset the charges for the remaining 46 unclosed defects identified prior to October 1, 2013, the SOM will receive a one-time credit of \$15,353.58 in the February invoice. The SOM acceptance is based on the SOM's approval of the rates and effort hours provided by Unisys to the SOM in a monthly report of hours worked. This summary will be supported with the Unisys timesheets supplied to the SOM via Time Tracker.

GOVERNANCE OF RESOURCES:

DTMB will provide the managerial direction of the capacity resources regarding which system items to be worked, including defects and change controls. The classification of work items as defects or change controls will be mutually agreed by DTMB and Unisys. The SOM reserves the right to terminate Unisys resources identified in section II, based on actual need. The SOM will provide Unisys with a one week notice.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a monthly basis as set forth in Attachment A.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
Nancy Palmateer
Grand Tower, 6th floor
235. S Grand Ave
Lansing, MI 48909
517-241-8509
PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
Jeff Kuhlman/Cole Jacobson
Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
517-335-2248
kuhlmanj@michigan.gov
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

The following table depicts the estimated payment amounts based on the capacity model for this SOW.

<i>Payment Schedule</i>	<i>Payment Amount</i>	<i>Holdback Amount</i>	<i>Invoice Amount</i>	<i>Estimated Invoice Date</i>
January Change Control, Data Conversion and UAT Support	\$982,600.00	\$98,260.00	\$884,340.00	2/3/2014
February Change Control, Data Conversion and UAT Support	\$963,350.00	\$96,335.00	\$867,015.00	3/3/2014
March Change Control, Data Conversion and UAT Support	\$1,040,750.00	\$104,075.00	\$936,675.00	4/1/2014
April Change Control, Data Conversion and UAT Support	\$821,560.00	\$82,156.00	\$739,404.00	5/1/2014
TOTALS	\$3,808,260.00	\$380,826.00	\$3,427,434.00	



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: December 30, 2013 through May 2014
Requesting Department: Department of Human Services	Date: December 5, 2013
Agency Contact: Jim Hogan	Phone: 517-373-6702
DTMB Project Manager: Cole Jacobson	Phone: 517-897-4379

Brief Description of Services to be provided:

MiSACWIS Change Control (CC) DTMB00052066 – Local Office Expert (LOE) additional training.

BACKGROUND:

During the time period of the User Acceptance Test (UAT) phase of the project it was determined that the planned October 2013 statewide launch of MiSACWIS would be delayed to approximately April 2014. As part of this delay additional training deliverables and work have been identified. These include:

- Update Training Environments
- Presentation Skills Training Curriculum
- Task-Specific Training Exercises

OBJECTIVE:

2. Establish the scope of work and a payment schedule for the new deliverables;

SCOPE OF WORK:

Training Environments

Update training environment and sandbox environment with new system functionality to support the new training exercises and the previously provided training exercises.

Curriculum for SOM Presentation Skills Training Class:

Develop a curriculum for SOM to deliver presentation and facilitation skills to prepare Local Office Experts (LOEs) to deliver small training classes and coach users individually in preparation for go-live;

Task-Specific Training Exercises:

Unisys will develop advanced system training materials to address expressed gaps in training. These materials will complement and coordinate with the original training materials, forming the basis of a comprehensive training library to support future MiSACWIS training.

Up to 75 exercises based on MiSACWIS system tasks; these exercises focus on providing new/expanded training content to complement existing content. Exercises may be presented in a range of formats, including step-by-step procedures, descriptive narratives and task prompts (no step-by-step procedures), and analytical discussion questions.

Scope Assumptions

- Updates are required for the User Manual, Online-Help, instructor-led training materials, or web-based training as part of this change order
- SOM will print materials for all training sessions as delivered regionally by LOEs.
- SOM will provide support from LOE staff and CWTI staff to assist with data validation.

- Unisys will provide staff to develop and assist in the execution and propagation of the training source data for the training and sandbox environments (a.k.a. Golden Data development and management). This includes running (where access exists) and providing SOM the scripts for the replication.
- Unisys and SOM will work together to identify and prioritize tasks for task-specific training exercises.

Schedule Assumptions

- Presentation Skills Training curriculum will be delivered by February 7, 2014;
- Task-Specific Training Exercises will be delivered as they become available starting February 7, 2014 and completing March 31, 2014
- Training Environments must be delivered by February 28, 2014;

I. CONDITIONS:

3. This Statement of Work is subject to the existing contract between the State of Michigan (State) and Unisys, see CONTRACT NO. 071B1300247 (the “Contract”) for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS). The planned tasks, dates, prices and staffing in the contract are changed in accordance with this SOW. Contract deliverables and prices not changed by this Statement of Work will remain unchanged.
4. The 10% hold back for deliverables prior to Go-Live will be retained and is payable per the terms of the Contract.

II. Local Office Expert (LOE) Training Materials and Systems Support:

NET CONTRACT COST FOR SOW

The following table depicts the net Contract cost increase being requested.

This is a Fixed Cost/Fee SOW.

COST OF SOW	Price
Unisys Net Price	\$419,380.00

ACCEPTANCE CRITERIA:

SOM acceptance of an electronic version of up to 75 exercises based on MiSACWIS system tasks focused on providing new/expanded training content to complement existing content from the 11.4 deliverable.

SOM acceptance of a Presentation Skills Training curriculum developed by Unisys for use by the SOM.

SOM Acceptance of the updated training and sandbox environments.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be based on deliverables. See Attachment A.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated DHS contact is:

Carol Kraklan - DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
kraklanc@michigan.gov

The designated DTMB Project Manager is:

DTMB
Cole Jacobson
Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
517-335-2248
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

The following table depicts the payments for this SOW.

<i>Payment Schedule</i>	<i>Payment Amount</i>	<i>Holdback Amount</i>	<i>Invoice Amount</i>	<i>Estimated Invoice Date</i>
Update Training Environments	\$84,905.00	\$8,490.50	\$76,414.50	March-2014
Presentation Skills Training Curriculum	\$84,905.00	\$8,490.50	\$76,414.50	February-2014
Task-Specific Training Exercises	\$249,570.00	\$24,957.00	\$224,613.00	March-2014
TOTALS	\$419,380.00	\$41,938.00	\$377,442.00	

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

CHANGE NOTICE NO. 11
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	DTMB			
BUYER	DTMB	Barb Suska	517-335-4067	Suskab2@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
March 22, 2011	March 21, 2014	Two, One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MIdeal PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>		March 21, 2014
VALUE/COST OF CHANGE NOTICE:		ESTIMATED AGGREGATE CONTRACT VALUE REMAINS:		
\$0.00		\$47,303,560.00		

Effective immediately, this contract is amended to reallocate \$311,000.00 on purchase order 084N3200682 by cancelling post statewide change controls 1095, 1218, 2531 and 7897. All other terms, conditions, pricing and specifications remain unchanged. Per vendor and agency agreement and DTMB Procurement approval.



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: 10/01/13-1/31/14
Requesting Department: Department of Human Services	Date: November 4, 2013
Agency Contact: Jim Hogan	Phone: 517-373-6702
DTMB Project Manager: Cole Jacobson	Phone: 517-897-4379

Brief Description of Services to be provided:

MiSACWIS Change Control (CC) DTMB00051069 - MiSACWIS User Acceptance Testing Extension, Data Conversion, and Scope for Iterations #1, #2, #3 and #4 (CN_11).

BACKGROUND:

The State of Michigan (SOM) requires additional time to execute User Acceptance Testing, additional Data Conversion and Change Controls required for “go-live”. This requires that Unisys support the SOM for the extended period of time and keep the existing staff in place to support and react to the needs of DHS. This SOW describes Unisys support for the period from October 1, 2013 into January 2014.

OBJECTIVE:

- 3. Establish a payment schedule for the new deliverables;

SCOPE OF WORK:

The following items constitute the scope of work covered by this SOW:

- 3. October 1, 2013 thru January 31, 2014 (as time and capacity permits for items a thru g)
 - a. UAT Support
 - b. November Data Conversion plus Change Controls (4)
 - i. 46835, 46969, 48341, 48456
 - c. Iteration #1 Change Controls (19)
 - i. 42249, 42244, 43235, 43286, 43363, 45788
 - ii. 42960, 43955, 44421, 44420, 44190, 45850
 - iii. 45395, 44315, 44325, 39082, 45769, 45904, 46060
 - d. Iteration #2 Change Controls (2)
 - i. 44035, 44931
 - e. Iteration #3 Change Controls (7)
 - i. 46064, 46496, 49680, 47986, 48294, 48732, 50669
 - f. Iteration #4 Change Controls (4)
 - i. 49567, 49951, 49855, 48819
 - g. January Data Conversion Change Controls (3)
 - i. 49939, 50362, 31216-(Conversion Portion Only)

I. CONDITIONS:

- 5. This Statement of Work is subject to the existing contract between the State of Michigan (State) and Unisys, see CONTRACT NO. 071B1300247 (the “Contract”) for the Design, Development and Implementation (DDI) of a Statewide

Automated Child Welfare Information System (SACWIS). The planned tasks, dates, prices and staffing in the contract are changed in accordance with this SOW. Contract deliverables and prices not changed by this Statement of Work will remain unchanged.

6. The 10% hold back for deliverables prior to Go-Live will be retained and is payable per the terms of the Contract.
7. The costs and conditions in this Statement of Work will take precedent over the project change control records identified herein.

II. UAT Support, Data Conversion and Change Controls:

		Contracted	CN11
	Total	Hourly Rates	Extended
Employee	Estimated		Price
Adeogun,Ayoola	434	\$150	\$65,100
Ailneni,Shruthi	486	\$105	\$51,030
Alluri,Suresh	470	\$105	\$49,350
Annu,Raj	354	\$60	\$21,240
Baig,Mo	524	\$110	\$57,650
Basavaraj,Tanushree	492	\$60	\$29,520
Blumenfeld,Michael	454	\$235	\$106,690
Cheeti,Raju	520	\$250	\$130,000
Chunduri,Venkata Ramana	482	\$60	\$28,920
Cox,Christopher D	438	\$200	\$87,500
Dantaluri,Vandana	366	\$105	\$38,430
Darnell,Michael E	482	\$150	\$72,300
Darnell,Rebekah C	482	\$150	\$72,300
Dhandapani,Selvakannan	502	\$90	\$45,180
Frazier,Preston	458	\$105	\$48,090
Gamini,Ravinder	482	\$90	\$43,380
Goodwin,Sylvester A.	513	\$110	\$56,430
Gosen,Kyle	490	\$105	\$51,450
Gundlapally,Sreelatha	484	\$60	\$29,040
Gupta,Aradhana	354	\$90	\$31,860
Hawkins,Dawn	474	\$0	\$0
Horowitz,Peter	486	\$150	\$72,900
Katiki,Sateesh	80	\$105	\$8,400
Katta,Moses	519	\$60	\$31,140
Kumar,Rupesh	478	\$90	\$43,020
Labarre,Rob	476	\$150	\$71,400
Mali,Shravan	442	\$150	\$66,300
McElrath,Rex	49	\$150	\$7,350
Moy,Allen	474	\$105	\$49,770
Niraula,Sudeep	496	\$105	\$52,080
Packer,William	461	\$105	\$48,405
Patel,Milin	330	\$105	\$34,650
Pinsonault,Keith	582	\$150	\$87,300
Polavarapu,Sai Santosh	498	\$200	\$99,600
Raghavula,Praveen	502	\$90	\$45,180
Raichur,Sharath	489	\$150	\$73,350
Rasher,Pamela	484	\$150	\$72,600
Ribot,Juan D	498	\$200	\$99,600
Sashittal,Tushar Satyendra	338	\$150	\$50,700
Seales,Samaad	414	\$150	\$62,100
Shaik,Sadhana	515	\$60	\$30,900
Singh,Harmanpreet	501	\$60	\$30,060
Somana,David Naveen	494	\$105	\$51,870
Stubbs,Miquel	548	\$250	\$136,875
Thornton,Bill L	458	\$250	\$114,500
Unnam,Brahmaiah	457	\$105	\$47,985
Van Hoose,Mark	493	\$150	\$73,950
Grand Total	21,302		\$2,677,445

NET CONTRACT COST FOR SOW

The following table depicts the net Contract cost increase being requested. There are committed Contract dollars on existing purchase orders which will not be consumed as planned. These unconsumed purchase order dollars will be used to reduce the amount of the purchase order required for this SOW. Total Net Price of the SOW will remain within the existing contract value of \$47.303M.

COST OF SOW	Price
Unisys Net Price	\$2,677,445
P.O. 084N3200682 (Cancellation of the Post Statewide Change Controls 1095, 1218, 2531, 3873 and 7897)	(\$311,000)
TOTAL NET PRICE OF SOW	\$2,366,445

ACCEPTANCE CRITERIA:

This is a capacity based SOW to retain existing staff from October 1, 2013 thru January 31, 2014. The SOM will be invoiced monthly for the actual capacity consumed. The SOM will not be billed for effort to repair Critical, High and Medium defects reported prior to October 1, 2013. The October and November capacity are actual consumed hours for the total effort (see tables 1 & 2 below). The SOM will receive credit for 929 hours in December for the effort expended from Oct 1st thru Dec 7th to repair Critical, High and Medium defects reported prior to October 1, 2013 (see table 3 below). The remainder is the available capacity. The SOM acceptance is based on the SOM's approval of the rates and effort hours provided to the SOM in a monthly report of hours worked provided by Unisys. This summary will be supported with the Unisys timesheets supplied to the SOM via Time Tracker..

Table 1 October Actual Hours

	5-Oct-13	12-Oct-13	19-Oct-13	26-Oct-13	Grand Total
Adeogun, Ayoola	32.0	24.0	40.0	40.0	136.0
Ailneni, Shruthi	40.0	40.0	40.0	40.0	160.0
Alluri, Suresh	40.0	40.0	40.0	24.0	144.0
Annu, Raj	40.0	40.0	40.0	32.0	152.0
Baig, Mo	42.0	42.0	43.0	41.0	168.0
Basavaraj, Tanushree	40.0	42.0	40.0	40.0	162.0
Blumenfeld, Michael	40.0	40.0	24.0	40.0	144.0
Cheeti, Raju	43.0	45.0	43.0	44.0	175.0
Chunduri, Venkata Ramana	40.0	40.0	40.0	40.0	160.0
Cox, Christopher D	40.0	40.0	40.0	40.0	160.0
Dantaluri, Vandana	40.0	40.0	40.0		120.0
Darnell, Michael E	40.0	40.0	40.0	40.0	160.0
Darnell, Rebekah C	40.0	40.0	40.0	40.0	160.0
Dhandapani, Selvakannan	52.0	40.0	40.0	40.0	172.0
Frazier, Preston	40.0	40.0	40.0	40.0	160.0
Gamini, Ravinder	40.0	40.0	32.0	40.0	152.0
Goodwin, Sylvester A.	40.0	40.0	40.0	40.0	160.0
Gosen, Kyle	40.0	40.0	40.0	40.0	160.0
Gundlapally, Sreelatha	40.0	42.0	40.0	40.0	162.0
Gupta, Aradhana	40.0	40.0	40.0	40.0	160.0
Hawkins, Dawn	39.0	40.0	32.0	40.0	151.0
Horowitz, Peter	40.0	40.0	40.0	24.0	144.0
Katiki, Sateesh	40.0	40.0			80.0
Katta, Moses	40.0	43.0	40.0	40.0	163.0
Kumar, Rupesh	40.0	40.0	40.0	40.0	160.0
Labarre, Rob	39.0	40.0	37.0	32.0	148.0
Mali, Shravan	40.0	40.0	40.0	40.0	160.0
McElrath, Rex	6.0	9.0	8.0	4.0	27.0
Moy, Allen	32.0	40.0	40.0	40.0	152.0
Niraula, Sudeep	48.0	36.0	32.0	40.0	156.0
Packer, William	32.0	32.0	38.0	36.0	138.0
Patel, Milin	40.0	40.0	40.0	40.0	160.0
Pinsonault, Keith	46.0	52.0	46.0	51.0	195.0
Polavarapu, Sai Santosh	42.0	41.0	40.0	34.0	157.0
Raghavula, Praveen	40.0	40.0	40.0	40.0	160.0
Raichur, Sharath	40.0	40.0	40.0	40.0	160.0
Rasher, Pamela	40.0	40.0	40.0	40.0	160.0
Ribot, Juan D	40.0	40.0	40.0	40.0	160.0
Sashittal, Tushar Satyendra	8.0		24.0		32.0
Seales, Samaad	18.0	5.0	44.0	43.0	110.0
Shaik, Sadhana	40.0	43.0	40.0	40.0	163.0
Singh, Harmanpreet	40.0	43.0	32.0	40.0	155.0
Somana, David Naveen	40.0	32.0	40.0	40.0	152.0
Stubbs, Miquel	48.5	52.0	48.0	44.0	192.5
Thornton, Bill L	39.0	39.0	36.0	39.0	153.0
Unnam, Brahmaiah		45.0	40.0	40.0	125.0
Van Hoose, Mark	40.0	40.0	40.0	27.0	147.0
Grand Total	1,766.5	1,787.0	1,759.0	1,675.0	6,987.5

Table 2 November Actual Hours

	2-Nov-13	9-Nov-13	16-Nov-13	23-Nov-13	30-Nov-13	Grand Total
Adeogun, Ayoola	40.0	40.0	32.0	32.0		144.0
Ailneni, Shruthi	40.0	40.0	28.0	40.0	24.0	172.0
Alluri, Suresh	40.0	40.0	28.0	40.0	24.0	172.0
Annu, Raj	40.0	8.0				48.0
Baig, Mo	44.0	40.0	34.0	42.0	24.0	184.0
Basavaraj, Tanushree	40.0	40.0	32.0	40.0	24.0	176.0
Blumenfeld, Michael	40.0	40.0	28.0	40.0	8.0	156.0
Cheeti, Raju	44.0	41.0	36.0	42.0	28.0	191.0
Chunduri, Venkata Ramana	40.0	40.0	32.0	40.0	16.0	168.0
Cox, Christopher D	40.0	40.0	33.5		10.0	123.5
Dantaluri, Vandana			28.0	40.0	24.0	92.0
Darnell, Michael E	40.0	40.0	32.0	40.0	16.0	168.0
Darnell, Rebekah C	40.0	48.0	32.0	32.0	16.0	168.0
Dhandapani, Selvakannan	40.0	40.0	32.0	40.0	24.0	176.0
Frazier, Preston	40.0	40.0		40.0	24.0	144.0
Gamini, Ravinder	40.0	40.0	32.0	40.0	24.0	176.0
Goodwin, Sylvester A.	40.0	40.0	40.0	36.0	24.0	180.0
Gosen, Kyle	40.0	40.0	32.0	40.0	24.0	176.0
Gundlapally, Sreelatha	40.0	40.0	32.0	32.0	24.0	168.0
Gupta, Aradhana	40.0					40.0
Hawkins, Dawn	32.0	32.0	35.0	40.0	30.0	169.0
Horowitz, Peter	40.0	40.0	36.0	40.0	32.0	188.0
Katta, Moses	40.0	40.0	38.0	44.0	24.0	186.0
Kumar, Rupesh	40.0	40.0	20.0	40.0	24.0	164.0
Labarre, Rob	39.0	40.0	33.0	37.0	25.0	174.0
Mali, Shravan	32.0	40.0		40.0		112.0
McElrath, Rex	20.0	2.0				22.0
Moy, Allen	40.0	40.0	32.0	32.0	24.0	168.0
Niraula, Sudeep	40.0	50.0	32.0	40.0	24.0	186.0
Packer, William	40.0	44.0	15.0	39.0	15.0	153.0
Patel, Milin	16.0					16.0
Pinsoneault, Keith	53.0	68.0	32.0	40.0	24.0	217.0
Polavarapu, Sai Santosh	32.0	41.0	40.0	34.0	24.0	171.0
Raghavula, Praveen	40.0	40.0	28.0	40.0	24.0	172.0
Raichur, Sharath	40.0	40.0	32.0	27.0	20.0	159.0
Rasher, Pamela	40.0	40.0	32.0	40.0	18.0	170.0
Ribot, Juan D	40.0	40.0	40.0	40.0	24.0	184.0
Sashittal, Tushar Satyendra		40.0	32.0	40.0	24.0	136.0
Seales, Samaad	30.0	32.0	36.0	46.0	6.0	150.0
Shaik, Sadhana	40.0	40.0	38.0	40.0	24.0	182.0
Singh, Harmanpreet	40.0	40.0	32.0	40.0	24.0	176.0
Somana, David Naveen	40.0	40.0	28.0	40.0	24.0	172.0
Stubbs, Miquel	42.0	37.0	36.0	45.0	25.0	185.0
Thornton, Bill L	36.0	38.0	37.0	35.0	5.0	151.0
Unnam, Brahmaiah	40.0	42.0	32.0	24.0	24.0	162.0
Van Hoose, Mark	40.0	40.0	32.0	37.5	26.5	176.0
Grand Total	1,700.0	1,683.0	1,291.5	1,576.5	872.5	7,123.5

Table 3 Defect Credit Hours

	Credit Hours
Employee	
Adeogun,Ayoola	32.00
Ailneni,Shruthi	39.80
Alluri,Suresh	89.00
Annu,Raj	33.00
Baig,Mo	0.00
Basavaraj,Tanushree	30.50
Blumenfeld,Michael	0.00
Cheeti,Raju	15.20
Chunduri,Venkata Ramana	52.90
Cox,Christopher D	0.00
Dantaluri,Vandana	0.00
Darnell,Michael E	24.00
Darnell,Rebekah C	0.00
Dhandapani,Selvakannan	74.70
Frazier,Preston	25.70
Gamini,Ravinder	41.40
Goodwin,Sylvester A.	3.20
Gosen,Kyle	35.10
Gundlapally,Sreelatha	27.20
Gupta,Aradhana	0.00
Hawkins,Dawn	0.00
Horowitz,Peter	0.00
Katiki,Sateesh	0.00
Katta,Moses	33.30
Kumar,Rupesh	30.40
Labarre,Rob	1.00
Mali,Shravan	60.00
McElrath,Rex	0.00
Moy,Allen	20.90
Niraula,Sudeep	0.00
Packer,William	0.00
Patel,Milin	25.20
Pinsonault,Keith	0.00
Polavarapu,Sai Santosh	0.00
Raghavula,Praveen	75.30
Raichur,Sharath	0.00
Rasher,Pamela	12.90
Ribot,Juan D	0.00
Sashittal,Tushar Satyendra	16.00
Seales,Samaad	0.00
Shaik,Sadhana	65.70
Singh,Harmanpreet	30.70
Somana,David Naveen	33.90
Stubbs,Miquel	0.00
Thornton,Bill L	0.00
Unnam,Brahmaiah	0.00
Van Hoose,Mark	0.00
Grand Total	929.00

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a monthly basis as set forth in Attachment A.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Contact is:

DTMB
Jim Hogan
DTMB Information Officer
Grand Tower, 9th floor
235. S Grand Ave
Lansing, MI 48909
517-241-8509
HoganJ@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

The following table depicts the payments for this SOW.

<i>Payment Schedule</i>	<i>Payment Amount</i>	<i>Holdback Amount</i>	<i>Invoice Amount</i>	<i>Invoice Date</i>
October Change Control, Data Conversion and UAT Support	\$874,910.00	\$87,491.00	\$787,419.00	Upon execution
November Change Control, Data Conversion and UAT Support	\$902,875.00	\$90,287.50	\$812,587.50	Upon execution
December/January Change Control, Data Conversion and UAT Support	\$899,660.00	\$89,966.00	\$809,694.00	Monthly
TOTALS	\$2,677,445.00	\$267,744.50	\$2,409,700.50	

071B1300247 Unisys - State of Michigan Dept. of Human Resources - DDI
Advise Of Change (AOC) Only - Purchase Order Payment Details of FY2013 084N3200682 (October 1, 2012 - September 30, 2013)

CC #	Checked Off	DL#	Required Deliverable Name or Change Control Description	MAIN Line #	FY 13 10/1/12 - 9/30/13
Required Deliverables (MAIN Line 1)					
CANCELLED ITEMS - Change Notice 4 and Associated Changed Controls (MAN Line 2)					
1095		18.8.2	Delivery of code to the QAT environment CANCELLED \$76,401.45	Line 2	\$ -
		18.8.3	User Acceptance Testing acceptance CANCELLED \$25,467.15	Line 2	\$ -
1218		18.9.2	Delivery of code to the QAT environment CANCELLED \$28,819.80	Line 2	\$ -
		18.9.3	User Acceptance Testing acceptance CANCELLED \$9,606.60	Line 2	\$ -
2531		18.10.2	Delivery of code to the QAT environment CANCELLED \$48,137.85	Line 2	\$ -
		18.10.3	User Acceptance Testing acceptance CANCELLED \$16,045.95	Line 2	\$ -
3873		18.11.2	Delivery of code to the QAT environment CANCELLED \$48,828.15	Line 2	\$ -
		18.11.3	User Acceptance Testing acceptance CANCELLED \$16,276.05	Line 2	\$ -
CANCELLED ITEMS - Change Notice 5 and Associated Changed Controls (MAN Line 3)					
7897		18.1.19.2	Construction CANCELLED \$31,097.00	Line 3	\$ -
		18.1.19.3	Testing CANCELLED \$10,320.00	Line 3	\$ -
Change Notice 11 and Associated Changed Controls (MAN Line 4)					
51069			User Acceptance Testing Extension, Data Conversion, and Scope for Iterations #1, #2, #3 and #4 (CN_11)	Line 4	\$ 311,000.00
					\$ 311,000.00

**071B1300247 Unisys - State of Michigan Dept. of Human Resources - DDI
Purchase Order Details Change Notice 11 (CN_11) of FY2014 _____ (October 1, 2013 - September 30, 2014)**

CC #	Checked Off	DL#	Required Deliverable Name or Change Control Description	MAIN Line #	FY 13 10/1/13 - 9/30/14
Change Notice 11 and Associated Changed Controls (MAN Line 1)					
51069			User Acceptance Testing Extension, Data Conversion, and Scope for Iterations #1, #2, #3 and #4 (CN_11)		
			October 2013, November 2013, December 2013 and January 2014 Change Control, Data Conversion and UAT Support	Line 1	\$ 2,366,445.00
					\$ 2,366,445.00

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

CHANGE NOTICE NO. 10
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	DTMB			
BUYER	DTMB	Barb Suska	517-335-4067	Suskab2@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
March 22, 2011	March 21, 2014	Two, One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>		March 21, 2014
VALUE/COST OF CHANGE NOTICE:		ESTIMATED AGGREGATE CONTRACT VALUE REMAINS:		
\$0.00		\$47,303,560.00		

Effective immediately this Contract is amended to utilize \$2,075,577.00 of funding from the Reserved Bank of Hours for the attached Change Control. All other terms, conditions, pricing and specifications remain unchanged.

Please Note: the Buyer has been changed to Barb Suska.

Reserved Bank of Hours (Task 18.1) – History

Funds Balance	Description of Change	Change Notice #
\$10,900,00.00	Available at Contract Execution in Task 18.1	
\$11,010,958.90	Available following \$110,958.90 increase in avail funds –	See CN#2
\$9,510,958.90	Available following \$1,500,000.00 use of avail funds – See CN#3	See CN#3
\$4,053,314.90	Available following \$5,457,644.00 use of avail funds – See CN#4	See CN#4
\$2,154,604.90	Available following \$1,898,710.00 use of avail funds – See CN#5	See CN#5
\$2,097,804.90	Available following \$56,800.00 use of avail funds – See CN#6	See CN#6
\$8,646,164.90	Available following \$3,462,160.00 increase in avail funds from Additional Features (Table 4) and \$3,086,200.00 increase in available funds from Additional Feature Separate Reports, Templates and Ticklers (Table 4a)	See CN#6
\$4,785,499.90	Available following a \$1,050,000.00 reduction in the Required Deliverables and \$4,910,665.00 usage of funds for Service Increases as outlined in CN#7	See CN#7
\$4,674,398.90	Available following \$111,101.00 use of avail funds as outlined in the attached CN#8 Summary Table and described in the Statement of Work DTMB00015138	See CN#8
\$4,458,916.90	Available following \$215,482.00 use of avail funds as outlined in the attached CN#9 Summary Table and described in the reference CC#'s	See CN#9
\$2,383,339.90	Available following \$2,075,577.00 use of avail funds as outlined in the attached CN#10 Summary Table and described in the reference CC#'s	See CN#10



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: 12/16/13-3/31/14
Requesting Department: Department of Human Services	Date: November 4, 2013
Agency Project Manager: Jim Hogan	Phone: 517-373-6702
DTMB Project Manager:	Phone:

Brief Description of Services to be provided:

MiSACWIS Change Control (CC) DTMB00036761 - MiSACWIS User Acceptance Testing Extension.

BACKGROUND:

The State of Michigan (SOM) required additional time to execute User Acceptance Testing (UAT2) through September 2013. This required that Unisys support the UAT for the extended period of time and provide the New Deliverables listed in Attachment A at the prices listed therein. Attachment B provides the status of the remaining deliverables of the existing contract including change controls and payments due for services delivered. This SOW describes DDI support for the MiSACWIS UAT2 Extension for iterations 1, 2 and 3.

OBJECTIVE:

4. Establish a new payment schedule for the new deliverables as well as providing the status of the remaining deliverables of the existing contract including change controls and payments due for services delivered;
5. Describe conditions associated with the DDI's UAT2 extension charges;

SCOPE OF WORK:

The following items constitute the scope of work covered by this SOW:

4. Conditions;
5. UAT2 Extension;

I. CONDITIONS:

8. This Statement of Work is subject to the existing contract between the State of Michigan (State) and Unisys, see CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS). The planned tasks, dates, prices and staffing in the contract are changed in accordance with this SOW.

9. The 10% hold back for deliverables prior to Go-Live will be retained and is payable per the terms of the Contract.

10. Unisys provided project support and new deliverables during the UAT2 extension period at staffing levels consistent with the Project Management Plan.

II. UAT2 EXTENSION:

The fixed Net Price for the UAT2 Extension is \$2,914,950 (see Attachment A) and is inclusive of the credit provided by Unisys for elimination of the remaining warranty support:

Component UAT2 Extension	Price
Unisys Price for UAT2 Extension	\$4,585,000
Credit for Warranty Removal	(\$450,000)
SUBTOTAL	\$4,135,000
Unisys Discount	(\$1,120,050)
Credit for DTMB work	(\$100,000)

TOTAL PRICE for UAT2 Extension	\$2,914,950
---------------------------------------	--------------------

NET CONTRACT COST FOR SOW

The following table depicts the net Contract cost increase being requested. There are committed Contract dollars on existing purchase orders which will not be consumed as planned. These unconsumed purchase order dollars will be used to offset the cost of the “UAT2 Extension”.

COST OF SOW	Price
Unisys Price for UAT2 Extension	\$2,914,950.00
P.O FY12 084N2202357 CN_3 CSIP Unconsumed Funds Attachment A 9.9.8 Attachment A 9.9.9	(\$839,373.00)
TOTAL NET PRICE OF SOW	\$2,075,577.00

ACCEPTANCE CRITERIA:

There are no changes to the existing acceptance criteria as described by the CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys, accept as provided herein.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each deliverable except where noted. The final State acceptance dates are set forth in Attachment A – New Deliverables. Invoice and payment will be made for the deliverables in Attachment A and the deliverables in Attachment B with a status of “Billable” upon execution of this Change Notice.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing except where noted.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated DTMB Project Manager is:

DTMB
 Jim Hogan
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-373-6702
 Hoganj@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Attachment A – New Deliverables

The following table depicts the new deliverables added as a result of this SOW.

<i>Deliverable</i>	<i>Payment Amount</i>	<i>Holdback Amount</i>	<i>Payment Amount</i>	<i>Submit Date</i>	<i>Acceptance Date</i>
9.9.7 Data Conversion Run - July	\$311,000.00	\$31,100.00	\$279,900.00	7/26/2013	8/16/2013
9.9.8 Data Conversion Run - August	\$419,686.00	\$41,968.60	\$377,717.40	8/30/2013	9/20/2013
9.9.9 Data Conversion Run - September	\$419,687.00	\$41,968.70	\$377,718.30	9/27/2013	10/18/2013
10.2e Weekly UAT Status Report (UAT 2)	\$300,000.00	\$30,000.00	\$270,000.00	6/24/2013	6/24/2013
10.2f Weekly UAT Status Report (UAT 2)	\$300,000.00	\$30,000.00	\$270,000.00	7/15/2013	7/15/2013
10.2g Weekly UAT Status Report (UAT 2)	\$199,627.00	\$19,962.70	\$179,664.30	8/5/2013	8/5/2013
10.2h Weekly UAT Status Report (UAT 2)	\$207,475.00	\$20,747.50	\$186,727.50	8/26/2013	8/26/2013
15.3.1 Final Readiness Assessment	\$407,475.00	\$40,747.50	\$366,727.50	10/16/2013	10/17/2013
18.1.4 Additional Training Classes due to Extension	\$350,000.00	\$35,000.00	\$315,000.00	7/26/2013	8/16/2013
Change Controls 38051, 38052, 39253, 37473, 40749, 41201, 41277 and 39340	\$0.00	\$0.00	\$0.00	8/30/2013	9/20/2013
TOTALS	\$2,914,950.00	\$291,495.00	\$2,623,455.00		

Attachment A – New Deliverables

The following table depicts the status of each current contract deliverable as a result of this SOW.

<i>Deliverable</i>	<i>Deliverable Status</i>	<i>Deliverable Value*</i>	<i>Disposition</i>
1.2k: Quarterly Project Plan	No Change	\$5,000.00	This deliverable will be delivered per the existing contract in Q1 2014.
1.2l: Quarterly Project Plan	No Change	\$5,000.00	This deliverable will be delivered per the existing contract in Q2 2014.
1.3af: Monthly Project Status Reports (November 2013)	No Change	\$2,500.00	This deliverable will be delivered per the existing contract.
1.3ag: Monthly Project Status Reports (December 2013)	No Change	\$2,500.00	This deliverable will be delivered per the existing contract.
1.3ah: Monthly Project Status Reports (January 2014)	No Change	\$2,500.00	This deliverable will be delivered per the existing contract.
1.3ai: Monthly Project Status Reports (February 2014)	No Change	\$2,500.00	This deliverable will be delivered per the existing contract.
1.2i: Quarterly Project Plan	Modified	\$4,500.00	This deliverable will be combined with deliverable 1.2k. An updated PMP will be delivered per the existing contract in Q1 2014. The payment for this deliverable will be added to deliverable 1.2k.
1.2j: Quarterly Project Plan	Modified	\$4,500.00	This deliverable will be combined with deliverable 1.2k. An updated PMP will be delivered per the existing contract in Q1 2014. The payment for this deliverable will be added to deliverable 1.2k.
11.4: End User Training Materials *V2	Modified	\$0	Unisys and the SOM will identify a mutually agreeable date to deliver the updated training material.
11.7: End User Training Final Report	Modified	\$135,000.00	This deliverable will be rescheduled 60 days following go-live.
15.1.0: Statewide Implementation Plan	Modified	\$135,000.00	This deliverable will be rescheduled 60 days prior to go-live.
15.3: Final Readiness Assessment	Modified	\$270,000.00	This deliverable will be rescheduled 7 days prior to go-live.
16.1: Operations and Maintenance Transition Plan	Modified	\$135,000.00	This deliverable will be rescheduled 75 days prior to go-live.
16.2: Post-Implementation Evaluations – 2 month	Modified	\$135,000.00	This deliverable will be rescheduled 30 days following go-live.
16.2: Post-Implementation Evaluations – 4 month	Modified	\$0	This deliverable will be rescheduled 60 days following go-live.
16.3: Operating Procedures	Modified	\$135,000.00	Unisys and the SOM will identify a mutually agreeable date to deliver the Operating Procedures.
1.3ac: Monthly Project Status Reports (August 2103)	Billable	\$2,250.00	Unisys has submitted but not billed this deliverable.
1.3ad: Monthly Project Status Reports (September 2013)	Billable	\$2,250.00	Unisys has submitted but not billed this deliverable.
1.3ae: Monthly Project Status Reports (October 2013)	Billable	\$2,500.00	Unisys has submitted but not billed this deliverable.
8.4: Data Conversion and Migration Results	Billable	\$1,115,136.99	This deliverable is a report depicting the results of the final data conversion for production following the 3 rd data conversion dry run. Unisys has completed the original 3 dry runs. The holdback for this deliverable (\$123,904) will ensure the delivery of the final report.
10.3.1: Operational Readiness Report (Pilot 2)	Billable	\$675,000.00	This deliverable signifies completion of UAT and readiness for Pilot. The effort expended to achieve UAT2 completion is the subject of this SOW.
11.6: End User Training and Progress Report	Billable	\$135,000.00	Due 2 weeks following training completion.
16.4: System Updated Documentation	Billable	\$270,000.00	Updated system documentation delivered.
18.1.2 Additional Training - End User Training & Progress Report	Billable	\$245,686.50	Billed with 11.6
18.1.3 Additional Training - End User Training Final Report	Billable	\$245,686.50	Billed with 11.7
18.2.3 Bridges Provider ID - UAT Complete	Billable	\$31,881.06	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.3.3 Two Tier Authentication - UAT Complete	Billable	\$34,845.39	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.4.3 Record Reunification - UAT Complete	Billable	\$14,565.29	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.5.5 Fostering Connections - UAT Complete	Billable	\$330,459.08	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.6.5 Payment Processing/IVR - UAT Complete	Billable	\$168,551.28	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.7.3 Incarcerated Y/N - UAT Complete	Billable	\$7,108.29	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.12.3 Provider Eligibility - UAT Complete	Billable	\$96,989.40	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.13.3 FANS/CANS Modifications - UAT Complete	Billable	\$64,831.50	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.14.3 Transfer to Fostercare Checklist - UAT Complete	Billable	\$9,915.30	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.15.3 Add IN01b Business Rule - UAT Complete	Billable	\$6,449.40	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.

Attachment A – New Deliverables

Deliverable	Deliverable Status	Deliverable Value*	Disposition
18.16.3 Maintain School History - UAT Complete	Billable	\$11,513.70	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.17.3 Permanent Ward Sibling Cases - UAT Complete	Billable	\$43,246.80	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.18.3 Case/Individual MiCSES Closures - UAT Complete	Billable	\$4,924.80	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.20.3 SSO - QAT Complete	Billable	\$14,998.64	Due with completion of QAT.
18.21.1 FMI1a Business Rule Additions for SED/DOC Approval - UAT Complete	Billable	\$20,776.50	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.22.1 FM12h Business Rule Addition for American Indian Add On Costs - UAT Complete	Billable	\$10,938.60	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.23.1 RM03 Business Rule Modification to Add Active Status - UAT Complete	Billable	\$35,629.20	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.24.1 Adoption Subsidy Data Mapping Changes - UAT Complete	Billable	\$33,273.90	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
18.25.1 CM10a Business Rule Addition for Report Period Begin Date field - UAT Complete	Billable	\$93,315.60	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
19.1.1 Appendix D Req 54244 - Soundex UAT Complete	Billable	\$4,680.00	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
NA CSIP Task Order 3 (CN#3) - Completion of UAT	Billable	\$41,684.76	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
TK4 Additional MiSACWIS Testing Related to Batch Processing - UAT Complete	Billable	\$9,174.60	Due with completion of UAT. The effort expended to achieve UAT2 completion is the subject of this SOW.
FY 2011 Base Holdback	Holdback	\$873,600.00	Holdback paid at Final Acceptance
FY 2012 Base Holdback	Holdback	\$1,514,700.00	Holdback paid at Final Acceptance
FY 2013 Base Holdback	Holdback	\$478,354.11	Holdback paid at Final Acceptance
CN3 Change Control Holdback	Holdback	\$66,062.70	Holdback paid at Final Acceptance
CN4 Change Control Holdback - FY2012	Holdback	\$276,931.99	Holdback paid at Final Acceptance
CN4 Change Control Holdback - FY2013	Holdback	\$242,394.11	Holdback paid at Final Acceptance
CN5 Change Control Holdback	Holdback	\$180,049.30	Holdback paid at Final Acceptance
CN7 Change Control Holdback	Holdback	\$491,066.50	Holdback paid at Final Acceptance
CN8 Change Control Holdback	Holdback	\$11,110.10	Holdback paid at Final Acceptance
CN9 Change Control Holdback	Holdback	\$21,548.20	Holdback paid at Final Acceptance

1. **No Change** – No change to the existing deliverable.
2. **Modified** – Unisys will provide this deliverable. The planned disposition and timing for each of these deliverables is identified in Attachment B.
3. **Billable** – Unisys has expended the effort planned for these deliverables and payment is due.
4. **Holdback** – Remaining holdbacks are identified in Attachment B. Holdbacks will be invoiced per the terms of the original contract following Final Acceptance of the MiSACWIS application.

* Excludes Holdback Amount

Attachment A – New Deliverables

Form No. DTMB-3521 (Rev. 4/2012)
 AUTHORITY: Act 431 of 1984
 COMPLETION: Required
 PENALTY: Contract change will not be executed unless form is filed

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

CHANGE NOTICE NO. 9
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	DTMB	Barb Suska	(517) 335-4067	Suskab2@michigan.gov
BUYER	DTMB	Mike Breen	(517) 241-7720	BreenM@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
March 22, 2011	March 21, 2014	Two, One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>		March 21, 2014
VALUE/COST OF CHANGE NOTICE:		ESTIMATED AGGREGATE CONTRACT VALUE REMAINS:		
\$0.00		\$47,303,560.00		
Effective immediately this Contract is amended to utilize \$215,482.00 of funding from the Reserved Bank of Hours for the attached Change Control's summarized in the CN#9 Summary Table. All other terms, conditions, pricing and specifications remain unchanged.				

Attachment A – New Deliverables

Please Note: the Buyer has been changed to Mike Breen.

Reserved Bank of Hours (Task 18.1) – History

Funds Balance	Description of Change	Change Notice #
\$10,900,00.00	Available at Contract Execution in Task 18.1	
\$11,010,958.90	Available following \$110,958.90 increase in avail funds –	See CN#2
\$9,510,958.90	Available following \$1,500,000.00 use of avail funds – See CN#3	See CN#3
\$4,053,314.90	Available following \$5,457,644.00 use of avail funds – See CN#4	See CN#4
\$2,154,604.90	Available following \$1,898,710.00 use of avail funds – See CN#5	See CN#5
\$2,097,804.90	Available following \$56,800.00 use of avail funds – See CN#6	See CN#6
\$8,646,164.90	Available following \$3,462,160.00 increase in avail funds from Additional Features (Table 4) and \$3,086,200.00 increase in available funds from Additional Feature Separate Reports, Templates and Ticklers (Table 4a)	See CN#6
\$4,785,499.90	Available following a \$1,050,000.00 reduction in the Required Deliverables and \$4,910,665.00 usage of funds for Service Increases as outlined in CN#7	See CN#7
\$4,674,398.90	Available following \$111,101.00 use of avail funds as outlined in the attached CN#8 Summary Table and described in the Statement of Work DTMB00015138	See CN#8
\$4,458,916.90	Available following \$215,482.00 use of avail funds as outlined in the attached CN#9 Summary Table and described in the reference CC#'s	See CN#9

Attachment A – New Deliverables

CN#9 Summary Table

CC #	DL#	Required Deliverable Name or Change Control Description	Stage	Unisys Invoice Amount	Unisys Invoice Amount Hold Back	Total FY 13 10/1/12 - 9/30/13
		Line 18 Other Services Change Notice 9 and Associated Changed Controls 33547, 33822, 33834, 33412, and 30523				
33547	18.1.21	FM11a - Need to add two BR's to Section 3.1.5. SED/DOC Approval Change	Statewide			
	18.1.21.1	100% at UAT Acceptance	Statewide	\$ 20,776.50	\$ 2,308.50	\$ 23,085.00
33822	18.1.22	FM12h SS needs to add a BR for American Indian add on costs	Statewide	\$ -	\$ -	
	18.1.22.1	100% at UAT Acceptance	Statewide	\$ 10,938.60	\$ 1,215.40	\$ 12,154.00
33834	18.1.23	RM03 SS - Section 2.1.2 BR1 needs to be modified to add Active status along with Close status	Statewide	\$ -	\$ -	
	18.1.23.1	100% at UAT Acceptance	Statewide	\$ 35,629.20	\$ 3,958.80	\$ 39,588.00
33412	18.1.24	Adoption Subsidy Data Mapping changes	Statewide	\$ -	\$ -	
	18.1.24.1	100% at UAT Acceptance	Statewide	\$ 33,273.90	\$ 3,697.10	\$ 36,971.00
30523	18.1.25	CM10a - add new BR in Section 2.1.2 for Report Period Begin Date to be a modified field	Statewide	\$ -	\$ -	
	18.1.25.1	100% at UAT Acceptance	Statewide	\$ 93,315.60	\$ 10,368.40	\$ 103,684.00
Total				\$ 193,933.80	\$ 21,548.20	\$ 215,482.00

Attachment A – New Deliverables

Change Control 33547



MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET IT SERVICES STATEMENT OF WORK

Project Title: MiSACWIS	Period of Coverage: July 2013 to October 2013
Requesting Department: Department of Human Services	Date: June 25, 2013
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00033547 FM11a - Need to add two BR's to Section 3.1.5. SED/DOC Approval Change

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to add two BR's to Section 3.1.5. SED/DOC Approval Change.

- 1) "For DOC IV add on costs, the system must look for the FCD Approver profile before displaying "Approve" option when the Add On Cost = DOC IV."
- 2) "For SED Waiver add on costs, the system must look for the FCD Approver profile before displaying "Approve" option when the Add On Cost = SED Waiver."

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has these objectives:

- Redesign, Develop, Test, and Implement approval rules associated to DOC IV and SED Waiver add on costs.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The Statewide rollout is October 2013.
2. This Change Control has the following billable milestone: 100% at UAT acceptance. This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for this item.
3. There will be no 5.2 Business Process Practices and Improvement activities resulting from this Change Control.
4. The 10% hold back for this Change Control will be payable per the base contract or upon notification from the State to stop work on this Change Control (in accordance with the Contract stop work procedures); whichever comes earlier.

Attachment A – New Deliverables

5. Out of scope additions or modifications will require a revision to this document that could result in a price change.
6. This Statewide Change Control will require using no more than two development streams.
7. No data conversion is required for this change.
8. No online help, user manual, or training updates are required for this change.

Configuration Impacted Items

FM11a – Maintain Per Diem Costs Screen Specification

Test Scenarios

BR2.1.2.6 - 'DOC IV Add-On Approval Rule'

For DOC IV add on costs, the system must look for the FCD Approver profile before displaying "Approve" option when the Add On Cost = DOC IV.

BR2.1.2.7 - 'SED Waiver Add-On Approval Rule'

SED Waiver add on costs, the system must look for the FCD Approver profile before displaying "Approve" option when the Add On Cost = SED Waiver.

Requirements

None

Deliverables

The table “Change Control Deliverable Matrix - FM11a - Need to add two BR's to Section 3.1.5. SED/DOC Approval Change,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$23,085.00

ACCEPTANCE CRITERIA:

There is one point for acceptance:

1. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This change control Statement of Work has one billable milestone:

1. 100% at UAT acceptance.

Attachment A – New Deliverables

This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
Nancy Palmateer
Grand Tower, 9th floor
235. S Grand Ave
Lansing, MI 48909
517-241-8509
PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
Jeff Kuhlman/Cole Jacobson
Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
517-335-2248
kuhlmanj@michigan.gov
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix
Change Control 33547 - FM11a - Need to add two BR's to Section 3.1.5.
SED/DOC Approval Change

Attachment A – New Deliverables

No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications, if applicable; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		

Attachment A – New Deliverables

6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report		
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		

Attachment A – New Deliverables

11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;

Attachment A – New Deliverables



MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET IT SERVICES STATEMENT OF WORK

Project Title: MiSACWIS	Period of Coverage: July 2013 to October 2013
Requesting Department: Department of Human Services	Date: June 25, 2013
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00033822 FM12h SS needs to add a BR for American Indian add on costs

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to implement modifications to the calculation/funding of American Indian add on costs.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has these objectives:

- Redesign, Develop, Test, and Implement rules associated to the calculation/funding of American Indian add on costs.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The Statewide rollout is October 2013.
2. This Change Control has the following billable milestone: 100% at UAT acceptance. This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for this item.
3. There will be no 5.2 Business Process Practices and Improvement activities resulting from this Change Control.
4. The 10% hold back for this Change Control will be payable per the base contract or upon notification from the State to stop work on this Change Control (in accordance with the Contract stop work procedures); whichever comes earlier.
5. Out of scope additions or modifications will require a revision to this document that could result in a price change.
6. This Statewide Change Control will require using no more than two development streams.

Attachment A – New Deliverables

7. No data conversion is required for this change.
8. No online help, user manual, or training updates are required for this change.

Configuration Impacted Items

FM12h – Disburse Payments BS

Test Scenarios

BR2.1.2.13 - 'American Indian add on cost Rule'

American Indian add on cost should only be calculated as a part of the administrative portion of state payment detail generation.

Requirements

None

Deliverables

The table “Change Control Deliverable Matrix - FM12h SS needs to add a BR for American Indian add on costs,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$12,154.00

ACCEPTANCE CRITERIA:

There is one point for acceptance:

2. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This change control Statement of Work has one billable milestone:

2. 100% at UAT acceptance.

This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

Attachment A – New Deliverables

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
Nancy Palmateer
Grand Tower, 9th floor
235. S Grand Ave
Lansing, MI 48909
517-241-8509
PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
Jeff Kuhlman/Cole Jacobson
Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
517-335-2248
kuhlmanj@michigan.gov
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 33822 - FM12h SS needs to add a BR for American Indian add on costs			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.

Attachment A – New Deliverables

1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications, if applicable; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report		
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;

Attachment A – New Deliverables

Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		

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Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;

Attachment A – New Deliverables



MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET IT SERVICES STATEMENT OF WORK

Project Title: MiSACWIS	Period of Coverage: July 2013 to October 2013
Requesting Department: Department of Human Services	Date: June 25, 2013
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00033834 RM03 SS - Section 2.1.2 BR1 needs to be modified to add Active status along with Close status

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to modify four business rules in RM03 - Create/Reopen Resource Home Record.

Impacts: Currently a licensed provider can't apply for subsidy without being able to add the subsidy type and can't add that subsidy type without ending the licensed type. Currently the way it works if you are an unlicensed relative and you want to become licensed you have to have a new provider type, which creates a new provider record, which then also means a placement change will have to happen with each change of provider type. E.g. would have to change placement for each different provider type.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has these objectives:

- Redesign, construction, testing and implementation activities necessary to modify four business rules in RM03 - Create/Reopen Resource Home Record.

The delivery date for this MiSACWIS Change Control is MiSACWIS Statewide rollout.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The Statewide rollout is October 2013.
2. This Change Control has the following billable milestone: 100% at UAT acceptance. This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for this item.
3. There will be no 5.2 Business Process Practices and Improvement activities resulting from this Change Control.
4. The 10% hold back for this Change Control will be payable per the base contract or upon notification from the State to

Attachment A – New Deliverables

stop work on this Change Control (in accordance with the Contract stop work procedures); whichever comes earlier.

5. Out of scope additions or modifications will require a revision to this document that could result in a price change.
6. This Statewide Change Control will require using no more than two development streams.
7. No data conversion is required for this change.
8. No online help, user manual, or training updates are required for this change.

Configuration Impacted Items

RM03 - Create/Reopen Resource Home Record

Test Scenarios

<p>BR2.1.2.1. The grid in the Potential Provider Home Matches groupframe contains all Provider Home records where the ProviderMember.participantID for a Member with a role of Inquirer 1 or Inquirer 2 is equal to one of InquiryParticipant.participantIDs.</p>
<p>BR2.1.2.3. When linking to an existing Provider Home record where the Provider Type is the same as the Inquiry Type , the system will end date the Provider Closed Status with a date = to sysdate -1 and create a new Provider Status record where the effective date = sysdate and the status code = Active. If a non-end dated Provider Status record with a status code = Active already exists, no action needs to be taken.</p>
<p>BR2.1.2.4. New Provider Record or Closed Provider Record</p> <p>The following information is populated in the Provider Home record from a Provider Inquiry record when it is created from or linked to a Provider Inquiry:</p> <ol style="list-style-type: none">1. The System will use the Inquiry Name of the Provider Home Inquiry Record to populate the Provider Name field in a new Provider Name record; for a Provider Home reopening it will end-date the previous Provider Name record.2. The System will use the System date when the link or create action occurs to populate the Begin Date field on the Provider Name record and the Provider Type record.3. The System will use the Inquiry Type of the Provider Home Inquiry Record to populate the Provider Type field.4. The System will populate the Current Approval Status (Current Status Code) as Pending Approval.5. The System will use the Inquiry Organization of the Provider Home Inquiry Record to populate the Organization information field.6. The System will copy forward to the Provider record Address table the attributes from the Provider Inquiry's Inquirer 1 Address record with a type or Residence (where the primary flag is true), and the most current Mailing address record.7. The System will copy forward the attributes from the Provider Inquiry's Inquirer 1 Contact records. Existing Contact records remains as a historical record.8. The System will copy forward the Preferences (RM02), that were entered, to populate the in the Preferences (RM05) page. <p>Active "MiSACWIS" Provider Record</p> <p>The following information is populated in the Provider Home record from a Provider Inquiry record when it is linked to a Provider Record where the Managed By Code = 'SACWIS' and the Provider Status = 'Active':</p> <ol style="list-style-type: none">1. The System will<ol style="list-style-type: none">a. Use the Inquiry Type of the Provider Inquiry Record to populate the Provider Type field;b. Use the System date to populate the Effective Date field on the Provider Type record;c. Populate the Current Approval Status (Current Status Code) as Pending Approval (along with generating a Provider Type Status record with the same value and effective date = system date).d. Use the Inquiry Organization of the Provider Home Inquiry Record to populate the Organization information field.The above will only occur if the Provider Type value differs from the current non-end dated Provider Type record. If the Provider Type values are the same, the system will not perform any actions on the Provider Type table.<p>Active "Bridges" Provider Record</p><p>If the Managed By Code = 'BRIDGES' and the Provider Status = 'Active' then no updates should occur to the Provider record.</p><p>*Note: These updates need to occur through the RM60 / IF902c transactions.</p>
<p>BR2.1.2.5. New Provider Record</p> <p>The System will copy forward all Inquiry Members as Provider Members with a Begin Date equal to the System date when the link or create action occurs. The Inquiry Roles from the Inquiry Record will populate the Provider Member roles, except for the following:</p> <p>Inquirer 1 will have a role of Primary Provider.</p> <p>Inquirer 2 will have a role of Secondary Provider.</p>

Attachment A – New Deliverables

Closed Provider Record or Active 'MiSACWIS Provider

If the current status of the Provider Record is 'Closed' or the Managed by code for the Provider = 'MiSACWIS' then:

The System will copy forward all Inquiry Members not already, known to the existing Provider record, as Provider Members with a Begin Date equal to the System date when the link action occurs. The system will reactivate existing Provider Members identified in the inquiry record being linked to the Provider record.

Active "Bridges" Provider Record

If the Managed By Code = 'BRIDGES' and the Provider Status = 'Active' then no updates should occur to the Provider record.

*Note: These updates need to occur through the RM60 / IF902c transactions.

NOTE: Users may optionally use the RM04f - Maintain Members Use Case to reactivate previous members of the Provider Home, or add additional Members to the Provider Home.

Deliverables

The table "Change Control Deliverable Matrix - RM03 SS - Section 2.1.2 BR1 needs to be modified to add Active status along with Close status," attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$39,588.00

ACCEPTANCE CRITERIA:

There is one point for acceptance:

3. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This change control Statement of Work has one billable milestone:

3. 100% at UAT Acceptance.

This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

Attachment A – New Deliverables

The designated Agency Project Manager is:

DTMB
Nancy Palmateer
Grand Tower, 9th floor
235. S Grand Ave
Lansing, MI 48909
517-241-8509
PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
Jeff Kuhlman/Cole Jacobson
Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
517-335-2248
kuhlmanj@michigan.gov
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 33834 - RM03 SS - Section 2.1.2 BR1 needs to be modified to add Active status along with Close status			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		

Attachment A – New Deliverables

Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications, if applicable; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report		
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		

Attachment A – New Deliverables

9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;

Attachment A – New Deliverables



MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET IT SERVICES STATEMENT OF WORK

Project Title: MiSACWIS	Period of Coverage: July 2013 to October 2013
Requesting Department: Department of Human Services	Date: June 25, 2013
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00033412 Adoption Subsidy Data Mapping changes

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to complete the data mapping, data scripting, and testing of the data scripts for Adoption Subsidy.

The State of Michigan reported that some data mapping was previously missed and needed to be completed.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has these objectives:

- For the Adoption Subsidy functionality, complete the data mapping, data scripting, and testing of the data scripts.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The Statewide rollout is October 2013.
2. This Change Control has the following billable milestone: 100% at UAT acceptance. This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for this item.
3. There will be no 5.2 Business Process Practices and Improvement activities resulting from this Change Control.
4. The 10% hold back for this Change Control will be payable per the base contract or upon notification from the State to stop work on this Change Control (in accordance with the Contract stop work procedures); whichever comes earlier.
5. Out of scope additions or modifications will require a revision to this document that could result in a price change.
6. The DDI must start this work by July 1 or this will be at risk for being ready for the July 2013 dry run.

Attachment A – New Deliverables

7. The data conversion developers must work overtime to complete this work for the July 2013 dry run.
8. The data mapping requirements are complete.
9. The data staging tool will not be upgraded before the July 2013 dry run.
10. No online help, user manual, or training updates are required for this change.

Configuration Impacted Items

None

Test Scenarios

None

Requirements

None

Deliverables

The table “Change Control Deliverable Matrix - Adoption Subsidy Data Mapping Changes,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$36,971.00

ACCEPTANCE CRITERIA:

There is one point for acceptance:

4. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This change control Statement of Work has one billable milestone:

4. 100% at UAT acceptance.

This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

Attachment A – New Deliverables

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
Nancy Palmateer
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Lansing, MI 48909
517-241-8509
PalmateerN@michigan.gov

The designated DTMB Project Manager is:

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jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 33412 - Adoption Subsidy Data Mapping Changes			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.

Attachment A – New Deliverables

1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD)		
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report		
7.3	Development Library - Code Check-in		
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan	X	Updates to mapping documents and project schedule;
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		Results to be included in existing base contract deliverable.
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts		
9.8	Testing Results Weekly Report		
9.9	Conversion and Migration Weekly Test	X	

Attachment A – New Deliverables

	Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Implementation and Readiness			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		

Attachment A – New Deliverables



MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET IT SERVICES STATEMENT OF WORK

Project Title: MiSACWIS	Period of Coverage: July 2013 to October 2013
Requesting Department: Department of Human Services	Date: June 25, 2013
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00030523 CM10a - add new BR in Section 2.1.2 for Report Period Begin Date to be a modified field

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to implement modifications to the Report Period Begin Date field and Report Period Calculations.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has these objectives:

- Redesign, Develop, Test, and Implement modifications to the Report Period Begin Date field and Report Period Calculations.
- Users with a new "Service Plan Reviewer" security profile will be able to modify the report period dates.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The Statewide rollout is October 2013.
2. This Change Control has the following billable milestone, 100% at UAT acceptance. This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for this item.
3. There will be no 5.2 Business Process Practices and Improvement activities resulting from this Change Control.
4. The 10% hold back for this Change Control will be payable per the base contract or upon notification from the State to stop work on this Change Control (in accordance with the Contract stop work procedures); whichever comes earlier.

Attachment A – New Deliverables

5. Out of scope additions or modifications will require a revision to this document that could result in a price change.
6. This Statewide Change Control will require using no more than two development streams.
7. No data conversion is required for this change.
8. No online help, user manual, or training updates are required for this change.

Configuration Impacted Items

CM10a – Record Identifying Information Screen Specification

Configuration Impact - Use Cases/Screens

CM10a - Case Member Selection Page

Test Scenarios

<p>BR2.1.2.3 - 'Plan Date'</p> <p>The 'Report Date' = date the Case Service Plan is submitted to supervision. This is a system generated field. The Report Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>
<p>BR2.1.2.4 - 'Foster Care-Initial Service Plan'</p> <p>'Foster Care-Initial Service Plan'</p> <p>Default Report Period Calculation Rules</p> <p>For the Case Plan type 'Foster Care-Initial Service Plan', the Report Period begin date (CasePlan.periodBeginDate) will be equal to the Removal Date (for the Identified Child), and the Report Period end date (CasePlan.periodEndDate) will be equal to the Removal Date + 30 days.</p> <p>The Report Period Begin and End Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>
<p>BR2.1.2.5 - Foster Care-Updated Service Plan</p> <p>Foster Care-Updated Service Plan</p> <p>Default Report Period Calculation Rules</p> <p>The Report Period Begin Date will be set to the Report Period End Date + 1 day of the previous Case Service Plan Record (containing the same Child), and the Report Period end date will be equal to the Report Period Begin Date + 90 days.</p> <p>The Report Period Begin and End Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>
<p>BR2.1.2.6 - YAVFC-Initial Permanent Ward Service Plan"</p> <p>YAVFC-Initial Permanent Ward Service Plan"</p> <p>Default Report Period Calculation Rules</p> <p>For the Case Plan type "YAVFC-Initial Permanent Ward Service Plan" youth the Report Period begin date (CasePlan.periodBeginDate) will be equal to the Legal Status Effective Date (where legal = 56 Young Adult Foster Care) and the Report Period end date (CasePlan.periodEndDate) will be equal to the Legal Status Effective Date (where legal = 56 Young Adult Foster Care) + 30 days.</p> <p>The Report Period Begin and End Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>
<p>BR2.1.2.7 - YAVFC-Permanent Ward Service Plan</p> <p>YAVFC-Permanent Ward Service Plan</p> <p>Default Report Period Calculation Rules</p> <p>The Report Period Begin Date will be set to the Report Period End Date + 1 day of the previous Case Service Plan Record (containing the same Child), and the Report Period end date will be equal to the Report Period Begin Date + 90 days.</p> <p>The Report Period Begin and End Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>

Attachment A – New Deliverables

<p>BR2.1.2.8 - Prevention-Initial Service Plan Prevention-Initial Service Plan Default Report Period Calculation Rules For the Case Plan Type Prevention 'ISP', the Report Period begin date (CasePlan.periodBeginDate) will be equal to the date of assignment and the Report Period End date (CasePlan.periodEndDate) will be equal to the Date of Assignment + 45 days. The Date of Assignment = WorkAssignment.startDate for the assigned case where the assignment type = 'Primary' for the role of Prevention Worker. The Report Period Begin and End Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>
<p>BR2.1.2.9 - Children's Protective Services-Updated Service Plan and Children's Protective Services-Closing Updated Service Plan Children's Protective Services-Updated Service Plan and Children's Protective Services-Closing Updated Service Plan</p> <p>Default Report Period Calculation Rules Use the RoutedTaskHistory.CreateDate recorded in IV20 which contains the same Child(ren) as the Service Plan in focus. If the RoutedTaskHistory.CreateDate (recorded in IV20) is less than the Intake Date (Intake.receivedDate in IN01c) + 30 days, then populate the Report Period Begin Date = RoutedTaskHistory.CreateDate + 1 day. If the RoutedTaskHistory.CreateDate (recorded in IV20) is greater than or equal to the Intake Date (Intake.receivedDate in IN01c) + 30 days, then then populate the Report Period Begin Date = Intake Date (Intake.receivedDate in IN01c) + 31 days. The Report Period End date will be populated using the Report Period Begin Date + 60 days. For each subsequent CPS USP Report Period (where Children's Protective Services-Updated Service Plan exists for the Child), The Report Period Begin Date of the Case Service Plan in focus will be set to the previous Report Period End Date + 1 day, and the Report Period end date will be equal to the Report Period Begin Date + 90 days. The Report Period Begin and End Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>
<p>BR2.1.2.10- Foster Care-Permanent Ward Service Plan Foster Care-Permanent Ward Service Plan Default Report Period Calculation Rules The Report Period Begin Date will be set to the Report Period End Date + 1 day of the previous Case Service Plan Record (containing the same Child), and the Report Period end date will be equal to the Report Period Begin Date + 90 days. The Report Period Begin and End Date will be modifiable for users with the 'Service Plan Reviewer' security profile.</p>
<p>Report Period End Date Validation Must be > Report Period Begin Date</p>

Requirements

None

Deliverables

The table "Change Control Deliverable Materix - CM10a - add new BR in Section 2.1.2 for Report Period Begin Date to be a modified field," attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$103,684.00

ACCEPTANCE CRITERIA:

There is one point for acceptance:

Attachment A – New Deliverables

5. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This change control Statement of Work has one billable milestone:

5. 100% at UAT Acceptance.

This milestone will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
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The designated DTMB Project Manager is:

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Jeff Kuhlman/Cole Jacobson
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jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

Attachment A – New Deliverables

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 30523 - CM10a - add new BR in Section 2.1.2 for Report Period Begin Date to be a modified field			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document	X	Update Security Design Document, if applicable;
4.2	User Access Security Plan	X	Update user group & security profile work product, if applicable;

Attachment A – New Deliverables

4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD)	X	Updates to specifications, if applicable; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report		
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		

Attachment A – New Deliverables

9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Implementation and Readiness			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;

Attachment A – New Deliverables

Form No. DTMB-3521 (Rev. 4/2012)
 AUTHORITY: Act 431 of 1984
 COMPLETION: Required
 PENALTY: Contract change will not be executed unless form is filed

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

CHANGE NOTICE NO. 8
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	DTMB	Barb Suska	(517) 335-4067	Suskab2@michigan.gov
BUYER	DTMB	Steve Motz	(517) 241-3215	motzs@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
March 22, 2011	March 21, 2014	Two, One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>		March 21, 2014
VALUE/COST OF CHANGE NOTICE:		ESTIMATED AGGREGATE CONTRACT VALUE REMAINS:		
\$0.00		\$47,303,560.00		
Effective immediately this Contract is amended to utilize \$111,101.00 of funding from the Reserved Bank of Hours for attached Statement of Work DTMB00015138. The cost impact is summarized in the CN#8 Summary Table. All other terms, conditions, pricing				

Attachment A – New Deliverables

and specifications remain unchanged.

Reserved Bank of Hours (Task 18.1) – History

Funds Balance	Description of Change	Change Notice #
\$10,900,00.00	Available at Contract Execution in Task 18.1	
\$11,010,958.90	Available following \$110,958.90 increase in avail funds –	See CN#2
\$9,510,958.90	Available following \$1,500,000.00 use of avail funds – See CN#3	See CN#3
\$4,053,314.90	Available following \$5,457,644.00 use of avail funds – See CN#4	See CN#4
\$2,154,604.90	Available following \$1,898,710.00 use of avail funds – See CN#5	See CN#5
\$2,097,804.90	Available following \$56,800.00 use of avail funds – See CN#6	See CN#6
\$8,646,164.90	Available following \$3,462,160.00 increase in avail funds from Additional Features (Table 4) and \$3,086,200.00 increase in available funds from Additional Feature Separate Reports, Templates and Ticklers (Table 4a)	See CN#6
\$4,785,499.90	Available following a \$1,050,000.00 reduction in the Required Deliverables and \$4,910,665.00 usage of funds for Service Increases as outlined in CN#7	See CN#7
\$4,674,398.90	Available following \$111,101.00 use of avail funds as outlined in the attached CN#8 Summary Table and described in the Statement of Work DTMB00015138	See CN#8

Attachment A – New Deliverables

CN#8 Summary Table

CC #	DL#	Required Deliverable Name or Change Control Description	Total FY 13 10/1/12 - 9/30/13
Line 18 Other Services Change Notice 8 and Associated Changed Control 15138			
15138	18.1.20	New Tivoli Requirements Internet or Intranet Parameters	
	18.1.20.1	Completion of Detail Design	\$ 44,440.40
	18.1.20.2	Completion of Test Script Development approved by DTMB	\$ 49,995.45
	18.1.20.3	Completion of QAT	\$ 16,665.15
			\$ 111,101.00

Attachment A – New Deliverables



MICHIGAN DEPARTMENT OF TECHNOLOGY, AND BUDGET IT SERVICES STATEMENT OF WORK

Project Title: MiSACWIS	Period of Coverage: June 2013 to July 2013
Requesting Department: Department of Human Services	Date: April 22, 2013
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00015138 - New Tivoli Requirements Internet or Intranet Parameters

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding Tivoli/MiSACWIS Integration, including a one time Bulk Registration process, MiSACWIS Password Reset capabilities for private agencies, and the introduction of the usage agreement splash page for all users.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has one major objective:

- Redesign, Develop, Test, Train, and Implement Tivoli/MiSACWIS Single Sign-On and Registration Processes.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work.

Conditions

1. The Statewide rollout is July 2013.
2. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
3. If Unisys does not receive fully developed and unit-tested code on or before April 1, 2013 this Change Control will result in delay and disruption to the project. Unisys reserves the right to adjust the fees for this Change Control.

Attachment A – New Deliverables

4. This Statement of Work (SOW) has the following billable milestones: 40% for completion of detail design, 45% for Test Script Development approved by DTMB, and 15% at QAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for this item.
5. There will be no 5.2 Business Process Practices and Improvement activities resulting from this SOW.
6. The 10% hold back for this SOW will be payable per the base contract or upon notification from the State to stop work on this SOW (in accordance with the Contract stop work procedures); whichever comes earlier.
7. Out of scope additions or modifications will require a revision to this document that could result in a price change.
8. Web-based training will be modified.
9. SOW content in the user manual will be submitted as part of the 11.5 deliverable.
10. This SOW will require using no more than two development streams.
11. The Notice of Decision "NOD_MiSACWIS_Unisys_Transition_Work_20130221 is in effect for this SOW.
12. DTMB will perform data conversion tasks associated with this SOW. The population of SecurityUser.newUserFlag will need to be accounted for as a part of the conversion, based upon the scope of the One-Time Bulk Registration processes.
13. Unisys will be responsible for developing and/or updating design artifacts and integration/system test scripts.
14. Unisys will be responsible for executing integration/system test scripts.
15. DTMB will be responsible for development and rework associated with this SOW.
16. The test environment is yet to be determined.
17. The SOM and DDI jointly agree that Single Sign-On (SSO) will not be utilized in the classroom training environment for statewide training.

Configuration Impacted Items

1. CF01 - Maintain Staff Information Screen Specification
2. CF28 - Maintain User Screen Specification
3. CF36 - Navigate MiSACWIS Desktop Use Case
4. CF41 - Log-In and Password Change Use Case
5. CF41 - Log-In and Password Change Screen Specification
6. TF12 - Session Management Use Case
7. TF12 - Session Management Screen Specification

Configuration Impact - Use Cases/Screens

1. CF28-User Details Page
2. CF36-Account Maintenance Footer Links
3. CF41-Log In Page
4. CF41-I Agree Page
5. TF12-Redirect Page

Test Scenarios

1. Modify CF01 BR3.1.5.7 (New User Registration Process)
2. Modify CF01 BR3.1.5.8 (Rehire Registration Process)
3. Modify CF01 BR3.1.5.10 (LDAP End Date Process)
4. Modify CF28 BR2.1.2.1 (Modify User ID Process)
5. Add CF28 - LDAP Reset Business Rule **(New)**

Attachment A – New Deliverables

6. Modify CF41 BR3.1.5.1 (Forgot Password Process)
7. Modify CF41 BR3.1.5.3 (Store Access Information)
8. Modify CF41 BR3.1.5.8 (LDAP Server Password Authentication)
9. Modify CF41 BR3.1.5.10 (Username Pre-Fill)
10. Modify CF41 MSS1 (Authorized user accesses MiSACWIS)
11. Modify CF41 MSS2 (Authorized navigates to user agreement message)
12. Modify CF41 MSS3 (Authorized navigates to MiSACWIS Help Desk message)
13. Modify TF12 MSS3 (Inactivity Navigation)
14. Modify TF12 MSS3 (Log-Off Navigation)

Requirements

1. DHS worker access to the MiSACWIS web application must occur only via the Intranet Tivoli gateway.
2. Non-DHS worker access to the MiSACWIS web application must occur only via the Internet Tivoli gateway.
3. DHS workers will not have access to account maintenance functionality.
4. The system will capture the user ID, originating SSO request internet/intranet domain URL from the HTTP post message from Tivoli-SSO.
5. The system will not require registration in MiSACWIS for DHS workers.
6. The system will not store DHS worker entries in the MiSACWIS LDAP.
7. The system will display a standard transition (I Agree) page for all authorized users prior to accessing the MiSACWIS Home Page.
8. The system will require non-DHS workers to log-in into MiSACWIS using the MiSACWIS Log-In Page.
9. The system will require registration in MiSACWIS for Non-DHS workers.
10. The system will provide a method for MiSACWIS LDAP reset.
11. The system will display an informational web page directing the DHS worker to the Tivoli Intranet URL when the user has attempts to access the system via the Tivoli Internet URL.
12. The system will not automatically terminate the user's Tivoli session when the user's MiSACWIS session has ended.

Deliverables

The table "Change Control Deliverable Matrix , Change Control 15138 – SSO Tivoli Process attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$111,101.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

6. State signoff of the Detailed System Design;
7. Test Script Development approved by DTMB;
8. Quality Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design,

Attachment A – New Deliverables

Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has three billable milestones:

6. 40% at completion of detail design,
7. 45% completion of Test Script Development approved by DTMB, and
8. 15% at completion of QAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
Nancy Palmateer
Grand Tower, 9th floor
235. S Grand Ave
Lansing, MI 48909
517-241-8509
PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
Jeff Kuhlman/Cole Jacobson
Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
517-335-2248
kuhlmanj@michigan.gov
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 15138 - SSO Tivoli Process			
No.	Base Contract Deliverables	Required	Comments

Attachment A – New Deliverables

		Deliverable Updates	
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document	X	DDI: Update Security Design Document, if applicable;
4.2	User Access Security Plan	X	DDI: Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD)	X	DDI: Updates to specifications; DDI: Update RTM; DDI: Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	State of Michigan;
7.3	Development Library - Code Check-in	X	State of Michigan - Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		

Attachment A – New Deliverables

Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	DDI: Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	DDI: Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2	X	The getting started guide and WBTs will be delivered on 4/8/13 as part of V1. It is understood that the WBT module for SSO and MiSACWIS will be delivered with the V2 (currently scheduled for August 2013) training materials. Although the V2 is delivered post-statewide, the expectation is to have the SSO WBT available for statewide consumption in July 2013.
11.5	Online User Aids	X	Results to be included in existing base contract deliverable;
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		

Attachment A – New Deliverables

14.3	Pilot Test and Analysis		
Activity 15: Implementation and Readiness			
15.1	Statewide Implementation Plan		DDI: Bulk load to be included in Go Live Plan.
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		DDI: Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		DDI: Results to be included in existing base contract deliverable;

Attachment A – New Deliverables

Form No. DTMB-3521 (Rev. 4/2012)
 AUTHORITY: Act 431 of 1984
 COMPLETION: Required
 PENALTY: Contract change will not be executed unless form is filed

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

CHANGE NOTICE NO. 7
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR:	DTMB	Barb Suska	(517) 241-1646	suskab2@michigan.gov
BUYER:	DTMB	Steve Motz	(517) 241-3215	motzs@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL OPTIONS INCLUDED	CURRENT EXPIRATION DATE
March 22, 2011	March 21, 2014	Two One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MIDEAL PARTICIPANTS
<input type="checkbox"/> P-card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:		
OPTION EXERCISED: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	EFFECTIVE DATE OF CHANGE: December 21, 2012	EXPIRATION DATE REMAINS: March 21, 2014
Effective immediately this Contract is amended to utilize \$3,860,665.00 of funding from the Reserved Bank of Hours for attached Statement of Work DTMB00014696. The cost impact is summarized in the CN#7 Summary Table. All other terms, conditions, pricing and specifications remain unchanged.		
<u>Reserved Bank of Hours (Task 18.1) – History</u>		
Funds Balance	Description of Change	Change Notice #
\$10,900,00.00	Available at Contract Execution in Task 18.1	
\$11,010,958.90	Available following \$110,958.90 increase in avail funds –	See CN#2
\$9,510,958.90	Available following \$1,500,000.00 use of avail funds – See CN#3	See CN#3
\$4,053,314.90	Available following \$5,457,644.00 use of avail funds – See CN#4	See CN#4
\$2,154,604.90	Available following \$1,898,710.00 use of avail funds – See CN#5	See CN#5
\$2,097,804.90	Available following \$56,800.00 use of avail funds – See CN#6	See CN#6
\$8,646,164.90	Available following \$3,462,160.00 increase in avail funds from Additional Features (Table 4) and \$3,086,200.00 increase in available funds from Additional Feature Separate Reports, Templates and Ticklers (Table 4a)	See CN#6

Attachment A – New Deliverables

\$4,785,499.90	Available following a \$1,050,000.00 reduction in the Required Deliverables and \$4,910,665.00 usage of funds for Service Increases as outlined in the attached CN#7 Summary Table and described in the Statement of Work DTMB00014696	See CN#7
VALUE/COST OF CHANGE NOTICE:		\$0.00
ESTIMATED AGGREGATE CONTRACT VALUE:		\$47,303,560.00

CN#7 Summary Table

CC #	DL#	Required Deliverable Name or Change Control Description	Total FY 13 10/1/12 - 9/30/13
Required Deliverables/Base Contract Reduced by \$1,050,000.00			
14696	13.2	Help Desk Procedures Manual (Moved to Line 18 Other Services)	\$ (300,000.00)
	13.3	User Help Desk Manual (Moved to Line 18 Other Services)	\$ (300,000.00)
	13.4	Help Desk Transition Plan (Moved to Line 18 Other Services)	\$ (150,000.00)
	13.5 (15.1.0)	Help Desk Reporting FY11 PO 084N1302086 (15.1.0 Statewide Implementation Plan-Substituted \$150,000 w/Hold Back \$135,000.00)	\$ -
	17.1	Updated SACWIS Assessment Review Guide (SARGe) (Moved to Line 18 Other Services)	\$ (300,000.00)
Line 18 Other Services Increased by \$4,910,665.00 Change Notice 7 and Associated Changed Controls			
14696	9.9.0	Conversion and Migration Weekly Test Results Report	\$ 260,665.00
	9.9.1	Conversion and Migration Weekly Test Results Report	\$ 300,000.00
	9.9.2	Conversion and Migration Weekly Test Results Report	\$ 300,000.00
	9.9.3	Conversion and Migration Weekly Test Results Report	\$ 300,000.00
	9.9.4	Conversion and Migration Weekly Test Results Report	\$ 300,000.00
	9.9.5	Conversion and Migration Weekly Test Results Report	\$ 450,000.00
	9.9.6	Conversion and Migration Weekly Test Results Report	\$ 300,000.00
	9.10k	Performance Monitoring Plan and Weekly Report	\$ 300,000.00
	9.10l	Performance Monitoring Plan and Weekly Report	\$ 300,000.00
	9.11.1	Operational Readiness Report (UAT2)	\$ 450,000.00
	10.1.1	UAT Test Environment and Tools (UAT 2)	\$ 150,000.00
	10.2c	Weekly UAT Status Report (UAT 2)	\$ 375,000.00
	10.2d	Weekly UAT Status Report (UAT 2)	\$ 375,000.00
	10.3.1	Operational Readiness Report (Pilot 2)	\$ 750,000.00
15.1.0	Statewide Implementation Plan (Substituted on FY11 PO 084N1302086 For 13.5 Help Desk Reporting - Required Deliverables)	\$ -	
			\$ 3,860,665.00



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: January 2013 to August 2013
Requesting Department: Department of Human Services	Date: November 30, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00014696 - MiSACWIS Statewide Extension (7/29/13) and Remaining DDI Deliverable Submittal Dates

BACKGROUND:

This Statement of Work (SOW) is for extending the MiSACWIS Statewide implementation date from February 2013 to July 2013. The State has decided that an additional MiSACWIS User Acceptance Test (UAT), primarily for MiSACWIS financial functionality and legislative changes known as Fostering Connections, as agreed upon in a prior Change Notice, is needed. The extension of the Statewide implementation from February 2013 to July 2013 requires the DDI resource composition and duration commitment to change on this fixed-price deliverables-based contract. Also the remaining base contract payment points, plus additional payment points which are associated to project deliverables have been considered as part of the Statewide extension. This Statement of Work also proposes to add a second MiSACWIS Pilot. The extension of the Statewide go-live date from February 11, 2013 to July 29, 2013 represents a 24 week schedule extension.

PROJECT OBJECTIVE:

6. Establish a new payment schedule for the remaining and new deliverables*;
7. Describe conditions associated with the DDI's fixed fee extension charges;
8. Account for credits* assigned to the State for the removal of specific scope and associated deliverable documents; and
9. Re-define the scope for the Pilot-1 and Pilot- 2 and Statewide implementation through use cases and associated requirements;

* To offset the additional charges associated with the extension of the Statewide implementation date and addition of an additional pilot and UAT, the State has requested the removal of certain existing in-scope work and deliverables and a reduction to the warranty period. The charges previously allocated to those removed deliverables are being re-allocated toward the tasks and deliverables covered by this extension as indicated in Attachment A – Removed and New Deliverables. The re-distribution of the remaining original contract deliverables is indicated in Attachment B – Moved Deliverables.

SCOPE OF WORK:

The following items constitute the scope of work covered by this SOW:

6. Conditions;
7. Pilot-1 Use Cases and Associate Requirements - adjusted;
8. Pilot-2 and Statewide Use Cases and Associated Requirements - added;
9. Deliverables; and
10. Fixed Fee Charges including the DDI Fixed Fee Extension Charges and Credits.

Conditions

11. This Statement of Work is subject to the existing contract between the State of Michigan (State) and Unisys, see CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
12. Pilot -1 is currently planned to begin on October 29, 2012.
13. MiSACWIS Statewide implementation is moved from February 11, 2013 to July 29, 2013.
14. Unisys will support the additional Pilot 2 test from June 3, 2013 through July 26, 2013 (approximately 8 weeks).
15. Post-statewide rollout will be at mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
16. The 10% hold back for this statement of work will be retained and is payable per the Contract.
17. This Statewide and Post-Statewide change controls will require using no more than two development streams. With the extension from February 2013 to July 2013, the project will be required to manage no more than 2 simultaneous application code bases.
18. Change Notices 4 and 5 Statewide change controls, including Fostering Connections and Payment Processing, will be completed for Statewide implementation.
19. The revised Statewide implementation schedule requires that all software development for Statewide change controls agreed to by the parties as of the date of this Statement of Work to be completed by January 18, 2013.
20. Unisys will provide project support during the 24 week extension from the existing project disciplines in a manner similar to that described in the original contract. Unisys estimates that the staffing level required from each discipline will require resources similar to Attachment C - Rough Order of Magnitude (ROM) Cost Impact of MiSACWIS Extension. Unisys makes no representation or commitment that this will be the staffing level required during the 24 week extension.
21. Unisys will not be required to re-execute test scripts which passed in the delivery of Pilot-1. The State at its discretion may execute or re-execute test scripts in preparation for Statewide implementation and defects which are identified will be fixed by Unisys.
22. The 9.9 Conversion and Migration Weekly Test Results Report and 9.10 Performance Monitoring Plan and Weekly Report deliverables include the execution of conversion runs and performance plan activities necessary to produce the reports.

Pilot-1 Use Cases and Associated Requirements

As indicated above in the Objectives section, this scope of work is redefining the application functional expectations for Pilot-1. The table in Attachment D – Pilot-1 Use Cases lists the use cases that must be delivered for Pilot-1.

Pilot-2 and Statewide Use Cases and Associated Requirements

As indicated above in the Objectives section, this scope of work is redefining the application functional expectations for Pilot-1. Therefore, the balance plus the redelivery of Pilot-1 requirements and their management through the Project's change control process, are subject to delivery at UAT-2, Pilot-2 and Statewide implementation. There is nothing herein which vacates the responsibility of Unisys to deliver the entire product as originally scoped and previously modified through the change control process, including Change Notices 1-6 and their associated change controls and this Statement of Work.

Deliverables

The tables in Attachment A – Removed and New Deliverables, and Attachment B - Moved Deliverables describes the removed deliverables and new deliverables and moved deliverables as a result of the extension of Statewide implementation from February 11, 2013 to July 29, 2013. These deliverables are categorized as follows:

- "Removed" – deliverables that have been eliminated and will not be delivered by Unisys
- "New" – deliverables that have been added

- “Moved” – original deliverables that have been re-scheduled

Unless stated otherwise the “Expected Submit Date” is the scheduled date for Unisys’ initial submittal of the work product after it has met the Unisys internal quality standards.

Fixed Fee Charges

\$3,860,665.00

DDI Fixed Fee Extension Charges and Credits

The MiSACWIS Project was originally scoped with a Pilot (Pilot-1) start date of October 31, 2012 and a Statewide implementation date of February 11, 2013. The Pilot-1 start date is currently scheduled for October 29, 2012 (modified in a separate change control) and will remain as-is and the Statewide implementation date is being extended to July 29, 2013 to provide additional user acceptance testing as well as a second Pilot (Pilot-2) to accommodate the testing and associated rework of previously agreed to change controls, (primarily attributed to MiSACWIS financial functionality and legislative changes known as Fostering Connections). The extension of Statewide implementation results in the DDI keeping resources on this fixed fee contract for an additional 24 weeks and adding payment milestones and deliverables as well as modifying the base payment/deliverable schedule. The State has also requested that the DDI off-set extension charges by eliminating some DDI activities and deliverables described within the initial contract. These are identified in the table in the Deliverables section of this document and also includes the reduction of 24 weeks of warranty support from the base contract.

DDI Fixed Fee Extension Charges and Credits		
Item Description	Additional Charge	Comments
DDI Resources - Project Management Office (PMO), Architectural, Business Analyst, Developer, Test, Data Migration, and Training resource costs associated with a UAT-2, Pilot-2, and Extension of Statewide Implementation to July 29, 2013.	\$ 4,973,932	Net of CN4 credits of \$719,546 for PMO costs and CN4 risk credits of \$186,267.
Post Implementation Period Support Credit	\$ (367,853)	Post Implementation Period Reduction by 24 weeks. Credit is for 24 weeks;
Help Desk Credit	\$ (402,696)	Tasks/Deliverables Removed from Scope pursuant to this Project Change Notice: 13.2 - Help Desk Procedures Manual 13.3 - User Help Desk Manual; 13.4 - Help Desk Transition Plan; 13.5 - Help Desk Reporting;
Updated SACWIS Assessment Review Guide (SARGe) Credit	\$ (65,600)	Tasks Deliverables Removed from Scope pursuant to this Project Change Notice: 17.1 Updated SACWIS Assessment Review Guide (SARGe) 2 month estimate;

Change Controls Credits	\$ (277,117)	Credit for removal of requirements based on Change Controls 3474, 4056, 4947, and 6604 (See Attachment C – Rough Order of Magnitude (ROM) Cost Impact of SACWIS Extension)
TOTAL	\$ 3,860,665	

ACCEPTANCE CRITERIA:

There are no changes to the existing acceptance criteria as described by the CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys. The modification of the payment schedule reflects anticipated delivery date changes as a function of the extension of the statewide implication date to July 29, 2013.

In order to maintain the expected statewide implementation date of July 29, 2013, no additional changes in the agreed upon requirements for Statewide implementation can be processed after December 1, 2012 without impacting the July 29, 2013 statewide implementation date.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. The review cycle and final State acceptance dates are outlined in Attachment A – Removed and New Deliverables and Attachment B - Moved Deliverables. If the deliverable had an established review cycle prior to the extension that review cycle was applied here. This Statement of Work has modified the delivery date or added a payment milestone.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
Nancy Palmateer
Grand Tower, 9th floor
235. S Grand Ave
Lansing, MI 48909
517-241-8509
PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
Jeff Kuhlman/Cole Jacobson
Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor

Lansing, MI 48933
517-335-2248
kuhlmanj@michigan.gov
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Attachment A – Removed and New Deliverables

The following table depicts the removed deliverables from the original contract and new deliverables added as a result of this SOW.

Deliverable	Expected Submit Date	Expected Accept Date	Deliverable Value	Deliverable Holdback	Payment Amount
9.9.0: Conversion and Migration Weekly Test Results Report	11/14/2012	12/10/2012	\$ 260,665.00	\$ 26,066.50	\$ 234,598.50
9.9.1: Conversion and Migration Weekly Test Results Report	1/31/2013	2/22/2013	\$ 300,000.00	\$ 30,000.00	\$ 270,000.00
9.9.2: Conversion and Migration Weekly Test Results Report	2/28/2013	3/22/2013	\$ 300,000.00	\$ 30,000.00	\$ 270,000.00
9.9.3: Conversion and Migration Weekly Test Results Report	3/29/2013	4/22/2013	\$ 300,000.00	\$ 30,000.00	\$ 270,000.00
9.9.4: Conversion and Migration Weekly Test Results Report	4/30/2013	5/22/2013	\$ 300,000.00	\$ 30,000.00	\$ 270,000.00
9.9.5: Conversion and Migration Weekly Test Results Report	5/31/2013	6/24/2013	\$ 450,000.00	\$ 45,000.00	\$ 405,000.00
9.9.6: Conversion and Migration Weekly Test Results Report	6/28/2013	7/22/2013	\$ 300,000.00	\$ 30,000.00	\$ 270,000.00
9.10k: Performance Monitoring Plan and Weekly Report	4/15/2013	4/15/2013	\$ 300,000.00	\$ 30,000.00	\$ 270,000.00
9.10l: Performance Monitoring Plan and Weekly Report	7/29/2013	7/29/2013	\$ 300,000.00	\$ 30,000.00	\$ 270,000.00
9.11.1: Operational Readiness Report (UAT2)	3/20/2013	3/21/2013	\$ 450,000.00	\$ 45,000.00	\$ 405,000.00
10.1.1: UAT Test Environment and Tools (UAT 2)	2/5/2013	2/27/2013	\$ 150,000.00	\$ 15,000.00	\$ 135,000.00
10.2c: Weekly UAT Status Report (UAT 2)	4/29/2013	4/29/2013	\$ 375,000.00	\$ 37,500.00	\$ 337,500.00
10.2d: Weekly UAT Status Report (UAT 2)	6/3/2013	6/3/2013	\$ 375,000.00	\$ 37,500.00	\$ 337,500.00
10.3.1: Operational Readiness Report (Pilot 2)	5/27/2013	5/28/2013	\$ 750,000.00	\$ 75,000.00	\$ 675,000.00
13.2: Help Desk Procedures Manual	10/30/2012	11/21/2012	\$ (300,000.00)	\$ (30,000.00)	\$ (270,000.00)
13.3: User Help Desk Manual	10/30/2012	11/21/2012	\$ (300,000.00)	\$ (30,000.00)	\$ (270,000.00)
13.4: Help Desk Transition Plan	1/11/2013	2/5/2013	\$ (150,000.00)	\$ (15,000.00)	\$ (135,000.00)
13.5: Help Desk Reporting	4/16/2014	4/16/2014	\$ (150,000.00)	\$ (15,000.00)	\$ (135,000.00)
15.1.0: Statewide Implementation Plan	4/1/2013	5/6/2013	\$ 150,000.00	\$ 15,000.00	\$ 135,000.00
17.1: Updated SACWIS Assessment Review Guide (SARGe)	3/13/2013	4/4/2013	\$ (300,000.00)	\$ (30,000.00)	\$ (270,000.00)
Totals			\$ 3,860,665.00	\$ 386,066.50	\$ 3,474,598.50

Attachment B – Moved Deliverables

The following table depicts the moved deliverable dates from the original contract as a result of this SOW.

Deliverable	Expected Submit Date	Expected Accept Date
8.4: Data Conversion and Migration Results	8/28/2013	9/19/2013
9.10h: Performance Monitoring Plan and Weekly Report	1/18/2013	1/18/2013
9.10i: Performance Monitoring Plan and Weekly Report	2/15/2013	2/15/2013
9.10j: Performance Monitoring Plan and Weekly Report	3/15/2013	3/15/2013
11.4: End User Training Materials V1 and *V2	4/23/2013	5/15/2013
11.5: Online User Aids	4/23/2013	5/15/2013
11.6: End User Training and Progress Report	6/24/2013	7/16/2013
11.7: End User Training Final Report	7/29/2013	7/29/2013
12.3: Technical Training Materials	3/1/2013	3/25/2013
14.3: Pilot Test and Analysis	1/18/2013	2/11/2013
15.1: Statewide Implementation Plan	4/1/2013	5/6/2013
15.3: Final Readiness Assessment	7/22/2013	7/24/2013
16.1: Operations and Maintenance Transition Plan	3/18/2013	4/15/2013
16.2: Post-Implementation Evaluations	1/29/2014	1/29/2014
16.3: Operating Procedures	5/6/2013	5/28/2013
16.4: System Updated Documentation	6/28/2013	7/22/2013

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Item Description	Weekly Cost	Gross Additional Cost	CN #4 Credit	Net Additional Cost	Comments
PMO Extension	\$ 41,736	\$ 1,001,664	\$ 438,026	\$ 563,638	24 week extension less Statewide PMO costs
Architectural Support Extension	\$ 19,654	\$ 471,696	\$ -	\$ 471,696	24 week extension - no architecture credits
BA Support	\$ 34,586	\$ 830,064	\$ -	\$ 830,064	24 week extension - no BA credits
Dev Support - Statewide UAT	\$ 71,766	\$ 717,656	\$ 127,000	\$ 590,656	15 Developers - 10 weeks
Dev Support - Statewide Pilot	\$ 71,766	\$ 574,125	\$ 101,600	\$ 472,525	15 Developers - 8 weeks
Test Support - Statewide UAT	\$ 26,421	\$ 264,210	\$ -	\$ 264,210	8 Testers - 10 weeks
Test Support - Statewide Pilot	\$ 26,421	\$ 211,368	\$ -	\$ 211,368	8 Testers - 8 weeks
Data Migration Support - Statewide UAT	\$ 37,184	\$ 371,840	\$ -	\$ 371,840	DM Lead, 5 Analysts/Developers, 1 Data Mapper - 10 weeks
Data Migration Support - Statewide Pilot	\$ 37,184	\$ 297,472	\$ -	\$ 297,472	DM Lead, 5 Analysts/Developers, 1 Data Mapper - 8 weeks
Training for Statewide Pilot	\$ 37,485	\$ 899,650	\$ 52,920	\$ 846,730	Additional Training for 2nd Pilot
Travel Expenses	\$ 10,000	\$ 240,000	NA	\$ 240,000	Current run rate for 24 weeks
Risk Credit	\$ (186,267)	\$ (186,267)	NA	\$ (186,267)	Risk reduced by extension
Warranty Support Credit	\$ 15,327	\$ 367,853	NA	\$ (367,853)	Warranty Credit - 24 weeks
Help Desk Credit	NA	\$ 402,696	NA	\$ (402,696)	Help Desk Credit - 13.2 - \$30K; 13.3 - \$125K; 13.4 - \$50K; 13.5 - \$198K
SARGe	\$ 8,000	\$ 65,600	NA	\$ (65,600)	SARGe - updated assessment - 2 month estimate
Credit Change Controls	NA	NA	NA	\$ (277,117)	Credit for removal of requirements - CC3474, CC4056, CC4947, CC6604
TOTALS	\$ 246,972	\$ 5,864,809	\$ 719,546	\$ 3,860,665	

The table below lists the use cases that must be delivered for Pilot-1.

Pilot-1 Developed Use Cases	
Use Case	Use Case
CF01 - Maintain Staff Information	IF902a - Exchange Information with BRIDGES MCI-Person Data
CF02 - Identify On-Call Staff	IF902b - Exchange Information with BRIDGES Eligibility
CF08 - Process Automated Notifications	IF902c - Exchange Information with BRIDGES Provider
CF09 - Process Automated Alerts	IF905a - Exchange Information with DCH Immunization
CF10 - Maintain Worker Assignments	IF913 - Exchange Information with Child Locator Website
CF11 - View History of Workers Assigned to a Work-Item	IN01 - Maintain Intake Workload
CF12 - Maintain Alerts	IN01a - Maintain Intake Investigation Participants
CF14 - Maintain Task Approvals	IN01b - Maintain Intake Investigation Allegations
CF15 - Maintain Notifications	IN01c - Create CPS Intake
CF16 - Find an Employee	IN01e - Maintain Intake Priority Tool
CF17 - Manage Administrative Reports	IN02 - Create Case
CF18 - Manage Work-item Documents	IN04 - Maintain Non-CPS Workload
CF20 - Maintain Security User Groups	IN04d - Create Non-CPS Intake
CF21 - Maintain Business Process Security	IN05 - Maintain Intake Screening
CF23 - Maintain Security Assignments	IN05a - Maintain Reconsideration Request
CF24 - Maintain Organization Information	IN08 - Create SDM Questions
CF25 - Maintain Team Information	IN10 - Maintain Non-CPS Intake Decision
CF26 - Maintain Policy Message	IN11 - Maintain Intake Worker Assignments
CF27 - Maintain Lookup Data	IN50 - Maintain Central Registry
CF27a - Maintain Lookup Domain Codes	IV01a - Link Investigation to Case
CF28 - Maintain User	IV01b - Link CPS Intake to Investigation
CF30 - Maintain Ad-Hoc Alerts	IV06 - Record Safety Assessment
CF33 - Display Alerts	IV07 - Create Due Process
CF34 - Assign Delegate	IV08 - Maintain Risk Assessment Information
CF35 - Manual Disposal of Alerts	IV13 - Record Classification
CF36 - Navigate MiSACWIS Desktop	IV20 - Maintain Investigation
CF39 - Restrict Work-items	IV21 - Maintain Investigation Participants
CF41 - Log-In and Password Change	IV30 - View Linked Investigations
CF42 - Maintain Checklists	JJ13 - Maintain Child and Family Team Meeting
CF51 - Find an Intake	JJ13a - Link/Unlink Child and Family Team Meetings
CF52 - Find a Case	JJ14 - Manage Offenses
CF53 - Find an Address	JJ34a - Manage Incident Reports for Resource
CF53a - Copy Primary Address Information	JJ37 - Manage Discharge
CF54 - Find a Person	JJ41 - Maintain Juvenile Justice Participant Information
CF55 - Find a Resource	PM01 - Maintain Person Profile
CF56 - Maintain Case Process Reviews	PM01a - Maintain Additional Name
CF61 - Maintain Forms and Notices	PM01b - Maintain Marital Details
CF62 - Maintain Error Messages	PM01c - Maintain Person Address
CF67 - Maintain Central Adoption Registry	PM01d - Maintain Contact Information

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CF67a - Maintain Adoption Inquiry Log	PM01e - Maintain Person Reference Information
CF84 - Maintain Calendar Synchronization	PM01f - Maintain Alleged-Absent Parent List Information
CM01 - Maintain Court Actions	PM01g - Maintain Criminal Background History Information
CM01a - Record Pleading Information	PM01h - Maintain Person Characteristics
CM01b - Record Court Hearing Information	PM01i - View Person Overview
CM01c - Record Court Order Information	PM01j - View Relationship Summary
CM01d - Record Adjudication/Disposition Information	PM01k - Manage Military Information
CM01f - Record Legal Status	PM01l - Maintain ICWA Information
CM01g - View Court/Legal History	PM02 - View MiSACWIS History
CM01i - Link/Unlink Court Actions	PM03 - Merge Person
CM01j - Record Appeals	PM04 - Unmerge Person
CM02 - View Case Overview	PM05a - Maintain Health Provider Information
CM02a - View Case Program Type	PM05b - Maintain Health Services Information
CM03 - Maintain Case Information	PM05c - Maintain Medication Information
CM03a - Maintain Case Reference Information	PM05d - Maintain Immunization Information
CM03b - Maintain Case Member Information	PM05e - Maintain Special Needs Information
CM03c - Maintain Associated Persons Information	PM05j - Maintain Person Birth/Pregnancy Information
CM03f - Maintain Relationship Summary	PM06a - Maintain School History Information
CM04 - Record Case Service Information	PM06b - Maintain Education Performance Information
CM04a - End Case Service Information	PM06c - Maintain Special Education Information
CM04b - Record Group Service Information	PM07a - Maintain Employment Information
CM04c - Maintain Case Service Review	PM07b - Maintain Health Insurance Information
CM04d - Maintain Assisted Care Eligibility Questions	PM07c - Maintain Income Information
CM06 - Maintain Family Assessment (FANS)	PM07d - Maintain Expenses Information
CM07 - Maintain Child Assessment (CANS)	PM07e - Maintain Resources Information
CM09 - Record Visitation Plan	RM02 - Maintain Provider Inquiry Information
CM10 - Maintain Permanency Plan Information	RM02b - Maintain Inquiry Activity Log
CM10a - Record Identifying Information	RM03 - Create/Reopen Resource Home Record
CM10c - Link Strengths and Concerns	RM04 - Maintain Resource Information
CM10d - Link Visitation Plan	RM04a - Maintain Resource Name
CM12 - Life Skills Assessment Information	RM04b - Maintain Resource Type
CM17 - Maintain Case Closure	RM04c - Maintain Resource Status
CM18 - Link Case	RM04d - Maintain Resource Address
CM18a - Unmerge Case	RM04e - Maintain Resource Contact
CM24 - Navigate Assessments	RM04f - Maintain Resource Member Information
CM25 - IL Program Eligibility and Services Referrals	RM04i - Maintain Provider Reference
CM30 - Record Removal Information	RM04j - Available Provider Services
CM31 - Maintain Placement Information	RM04k - Maintain Resource Payment Information
CM32 - Maintain Placement Referrals	RM05 - Maintain Placement Preferences
CM33 - Maintain Placement Exception Requests	RM07 - Maintain Resource Home Study Information
CM35 - Maintain Temporary Breaks in Placement	RM07b - Maintain Resource Home Study Verifications
CM36 - Maintain Strengths	RM07d - Maintain Resource Home Study References
CM37 - Maintain Goals	RM07f - Maintain Home Study Narrative Information
CM38 - Maintain Concerns	RM07h - Link Training Information to Home Study

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CM40 - Maintain Case Recording	RM07i - Maintain Resource Home Study Disposition
CM50 - Diligent Search	RM08 - View Resource Summary
CM60 - View Case Workload	RM09 - Maintain Resource Home Training Information
CM62 - Record Reunification Assessment	RM09b - Maintain Resource Training Sessions
CM65 - Maintain Extension Requests	RM11 - Match Clients with Service Resources
CM70b - Request Family Team Meeting	RM11a - View Match Scores
FM01 - Perform Eligibility Determination	RM16 - View Resource Workload
FM01b - Maintain Eligibility Income/Resource Summary Information	RM21 - Merge Provider
FM03 - Perform Reimburse ability Determination	RM24 - Maintain Recruitment Event
FM06 - Manage Client Benefits	RM25 - Maintain Resource Activity Log
FM07 - Maintain Services	RM37 - View Resource Placement History
FM07b - Maintain Service Costs	RM38 - Maintain Residential Resource Information
FM07c - Maintain Cost Factors	RM39 - Maintain Non-DCS Resource Information
FM08 - Maintain Budget Ceilings	RM41 - View Linked Resource Home Inquiry Records
FM10 - Maintain Provider Contract Details	RM42 - Maintain Corrective Action Plans
FM10c - Maintain Resource Contract Services	RM50 - View Capacity Information
FM11 - Maintain Service Authorizations	RM51 - Placements Not Accepted
FM11a - Maintain Per Diem Costs	RM52 - Maintain Preferences-Characteristic Mapping
FM14 - Maintain Group Category	RM60 - Maintain BCAL Licensing Information
FM17 - Perform Age Eligibility Redetermination	TF01 - Address Validation
FM18 - Exchange Information with Social Security Administration	TF04 - Document Imaging
FM18a - Exchange Information with SSA (Benefits)	TF07 - Data Auditing
FM18b - Exchange Information with SSA (ACH)	TF09 - Security
FM41- Maintain SSA Validation Details	TF12 - Session Management
IC01 - Maintain ICPC/ICJ Information	TF13 - Process Error Messages
IC01a - Close ICPC/ICJ Instance	TF20 - Report Matrix
IC02 - Manage ICPC/ICJ Intake	TF95 - Supplemental Specifications
IF900 - Exchange Information with BCAL	



Form No. DTMB-3521 (Rev. 4/2012)
 AUTHORITY: Act 431 of 1984
 COMPLETION: Required
 PENALTY: Contract change will not be executed unless form is filed

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

CHANGE NOTICE NO. 6
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR:	DTMB	Barb Suska	(517) 241-1646	suskab2@michigan.gov
BUYER:	DTMB	Steve Motz	(517) 241-3215	motzs@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL OPTIONS INCLUDED	CURRENT EXPIRATION DATE
March 22, 2011	March 21, 2014	Two One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:		
OPTION EXERCISED: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	EFFECTIVE DATE OF CHANGE: November 28, 2012	EXPIRATION DATE REMAINS: March 21, 2014
Effective immediately this Contract is amended to include Contractor assistance to establish searches based on the requirements detailed in the "MiSACWIS Search requirements" in Attachment A and per the attached Statement of Work. \$56,800.00 will be funded using the Reserved Bank of Hours as outlined below. The funding for the Reserved Bank of Hours is already included in the Total Estimated Contract Value. All other terms, conditions, pricing and specifications remain unchanged.		
Additional Features (Pricing Provided in Table 4 of Appendix F) – History		
Funds Balance	Description of Change	Change Notice #
\$3,467,360.00	Available at Contract Execution Table 4 of Appendix F	
\$3,467,360.00	Available after locking in pricing for \$558,480.00 of the available requirements	See CN#1
\$3,462,160.00	Available following \$5,200.00 use of avail funds	See CN#4



\$0.00	Available following reallocation of \$3,462,160.00 funds to Task 18.1	See CN#6*
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Additional Features, Separate Reports, Templates and Ticklers (Pricing Provided in Table 4a of Appendix F) – History

Funds Balance	Description of Change	Change Notice #
\$3,086,200.00	Available at Contract Execution Table 4a of Appendix F	
\$0.00	Available following reallocation of \$3,086,200.00 funds to Task 18.1	See CN#6*

Reserved Bank of Hours (Task 18.1) – History

Funds Balance	Description of Change	Change Notice #
\$10,900,00.00	Available at Contract Execution in Task 18.1	
\$11,010,958.90	Available following \$110,958.90 increase in avail funds –	See CN#2
\$9,510,958.90	Available following \$1,500,000.00 use of avail funds – See CN#3	See CN#3
\$4,053,314.90	Available following \$5,457,644.00 use of avail funds – See CN#4	See CN#4
\$2,154,604.90	Available following \$1,898,710.00 use of avail funds – See CN#5	See CN#5
\$2,097,804.90	Available following \$56,800.00 use of avail funds – See CN#6	See CN#6
\$8,646,164.90	Available following \$3,462,160.00 increase in avail funds from Additional Features (Table 4) and \$3,086,200.00 increase in available funds from Additional Feature Separate Reports, Templates and Ticklers (Table 4a)	See CN#6*

* NOTE: Change Notice #6 will increase the amount of dollars available for the Reserved Bank of Hours (Task 18.1) to \$8,646,164.90 as outlined in the tables above. Funding for Table 4 (Additional Features) and Table 4a (Additional Features, Separate Reports, Templates and Ticklers) is reduced to \$0.

Per Administrative Board Approval on November 20, 2012.

VALUE/COST OF CHANGE NOTICE:	\$0.00
ESTIMATED AGGREGATE CONTRACT VALUE:	\$47,303,560.00



October 4, 2012

Ms Tess Layman, Director
 Leveraged Services
 Agency Services for DHS, CSES & E-Michigan
 Michigan Department of Technology, Management & Budget
 235 South Grand Avenue
 Lansing, MI 48933

Dear Tess,

This proposal details our understanding of how Unisys and subcontractor Informatica Corporation’s (“Informatica”) (“the Unisys team”) will assist the **Michigan Department of Technology, Management & Budget** (“DTMB”) in the **Informatica Identity Resolution System Set-Up** (“Project”) by providing the services further identified below (“Services”) at the State of Michigan location in Lansing, MI or remotely as applicable as allowed by the State of Michigan. The start date will occur following the issuance of the PO from the State of Michigan to Unisys and a PO from Unisys to Informatica. This is a continuation of the ongoing project initiated under State of Michigan purchase order #084N2204091 dated August 6, 2012.

Project Objectives

The Unisys team understands the Michigan Department of Technology, Management & Budget objectives for this project to be as follows:

Implement the search criteria in the document titled “MiSACWIS Search Requirements” in the Informatica Identity Resolution (IIR) product. This document was delivered to Informatica Sales in as an attachment to an email from Howard Cleveland on February 24th, 2012. Unisys team Professional Services has been working with the State and due to changes in architecture and scope of the project the additional time below will be necessary to complete the project:

	Days
design	
deduplication rules, matching rules	3
ongoing process, MiSACWIS search technical requirements	1
build	
build data load for the initial load	
build PowerCenter workflows for Staging the data	0.5
build PowerCenter workflows for landing the data	1.5
build PowerCenter workflows for cross reference table load	1
build data load for the ongoing process	
create database triggers to load the landing tables	3
build the IIR system for the initial load (deduplication rules)	2
build the IIR system for the ongoing process (search rules)	2
build the IIR synchronization process	2
test	
test the initial load	
run & review results of deduplication process (1st iteration)	2



run & review results of deduplication process (2nd iteration)	2
run & review results of deduplication process (3rd iteration)	2
test the ongoing process	
test searches from MiSACWIS	2
test synchronization process	2
deploy	2
documentation	2
Total	30
Days remaining on current contract	5
Total additional days required	25

Estimated Project Fees and Expenses

The fees shall be billed at the expense inclusive rate of **\$284.00/hr** for a Senior Informatica Identity Resource. Time is measured and billed hourly in ½ hour increments; a full workday consists of 8 hours of work.

The Unisys team anticipates the above tasks to be complete in 200 billable hours (25 billable days).

Estimated total Fees for: **\$56,800.00**

Standard Business Practices

The following basic principles govern this Letter Agreement:

- 1 Services shall be provided on a time and materials basis. Payment for Services rendered and expenses incurred shall be due 30 days after receipt of an invoice from the Unisys team with no holdback. A late charge equal to one percent per month for all invoices over 30 days past due. Invoices for Services performed pursuant to this Letter Agreement shall be issued on a monthly basis or upon completion of the Services if the duration of the Services is less than one month. The invoices for each assigned consultant will detail the dates worked, time charged and associated Service fees.

For the Services provided under this agreement, the Unisys team warrants that the Services will be provided in a professional manner and will be of high quality in accordance with applicable industry standards. No other warranties are extended to DTMB as a result of this sgreement.

In connection with the Services provided, each party may have access to confidential information made available by the other. Each party shall protect such confidential information in the same manner as it protects its own confidential information. Confidential Information shall include but not be limited to each party’s know how, methodology, code, templates, reports and documentation.

DTMB shall own the Deliverables of this Project, if any. Deliverables may be comprised of technical documentation, reports and mappings delivered to DTMB pursuant to the Services. Deliverables however, shall not include any preexisting proprietary products; know how, templates, documentation, reports or methods or any modifications or enhancements made thereto which the Unisys team may use in providing Services in the course of the Project. The Unisys team may retain copies of any Deliverables for its internal quality assurance purposes. Subject to each party’s obligations of confidentiality, each party shall be free to use the concepts, techniques and know-how used and developed in the Project. In any event, the Unisys team shall be free to perform similar services for other customers using its general knowledge, skills and experience.

Neither party shall be liable to the other for more than the fees to be paid under this agreement.



Unless the Unisys team expressly assumes any such responsibility in subsequent arrangements, DTMB shall be fully responsible for its use of the results of the Services or Deliverables, as the case may be.

Neither party shall be liable for any delays or failures to perform due to causes beyond our control.

The management of each party agrees not to actively solicit for employment any employee or representative of the other party during the term of the project and for a period of one year following the date of termination of the project without the prior written consent of the other party.

If there is no active solicitation but an opportunity arises in which you want to hire a Unisys team employee, the following provisions apply. In the case that the Unisys team employee has performed services for you within the prior two years, you agree to pay the Unisys team 50% of the particular employee's base salary to compensate the Unisys team for training and other benefits provided to the particular employee. In addition, if the Unisys team is currently providing services under an existing project to you, you further agree to preserve the existing project such that the Unisys team will continue to provide the services until the completion of the existing project as originally structured.

Canceling or rescheduling of the Services must be done in writing. There is a \$1,500 cancellation/rescheduling fee per consultant if the Services are canceled or rescheduled less than 3 business days prior to the scheduled visit. To cancel an engagement which is in progress, DTMB must give the Unisys team at least two weeks prior written notice of cancellation and the Unisys team shall have the right to collect Service fees for the Services performed during such two week period prior to the cancellation date.

This letter constitutes the entire understanding between the parties with respect to the subject matter hereof along with the terms and conditions of Unisys contract #017B1300247. We look forward to working with you. If you need additional information, please feel free to contact me at (517) 580-3700.

Sincerely,

Jeff Arbour
Client Account Executive
Unisys Corporation



Attachment A MiSACWIS Search Requirements

The Michigan Statewide Child Welfare Information System (MiSACWIS) includes various search capabilities which could be implemented by the Informatica Identity Resolution (IIR) product.

The CF54 – Find a Person use case requires:

Key ID	Requirement Text
58298	The system must include automatic search of alias names during a search.
58302	The system must provide the capability to search for a person by multiple parameters with a minimum of name or partial name, address, ID numbers, date of birth, social security number and sex.

This is implemented in the CF54 screen:

STG

[home](#) | [search](#) | [help & training](#) | [switch organization](#) | [log off](#)
 Logged In: SACWIS, Account Test [DCS Central Office]

Person Search
Intake Search
Case Search
Resource Search
Employee Search

Quick Person Search Criteria

Person ID:

or

SSN:

or

Reference Type: Reference Value:

or

Advanced Search Criteria

Last Name: First Name: Middle Name:

Alias Last Name: Alias First Name: Alias Middle Name:

Street Number: Street Name:

City: County: State: Zip Code: -

Date of Birth: Gender: Race:

Last 4 Digit SSN:

Sort Results By:

Person Search Results
Result(s) 1 - 15 of 60 Page 1 of 4

	Person ID	Name	Alias	Address	Gender	DOB	% Match
<input type="checkbox"/>	80783	AARON, George-Robert V				08/19/1999	
<input type="checkbox"/>	50856	ABERNATHY, Jules		206 1/2 PINECREST DR, 3, Greeneville, TN 37743	Male	09/24/1956	
<input type="checkbox"/>	50855	ABERNATHY, Alice			Female	09/24/1958	
<input type="checkbox"/>	114774	ABRUZESE, Laddie			Male	08/05/2000	
<input type="checkbox"/>	114773	ABRUZESE, Valerie			Female	09/08/1968	
<input type="checkbox"/>	114772	ABRUZESE, Ralphie		901 CHELSEA AVE, Memphis, TN 38107		04/02/1963	
<input type="checkbox"/>	114775	ABRUZESE, Lassie	ABRUZESE, Sissy	2300 PAVILION DR, Kingsport, TN 37660	Female	01/01/2004	
<input type="checkbox"/>	96785	ACEVEDO, Alexander		1211 22nd South ST, Nashville, TN 37221	Male	05/02/2000	
<input type="checkbox"/>	80777	ACEVEDO, Louise			Female	04/07/1980	
<input type="checkbox"/>	80776	ACKERMAN, Alana		206 1/2 PINECREST DR, 3, Greeneville, TN 37743	Female	01/05/2000	
<input type="checkbox"/>	80775	ACKERMAN, Alice			Female	04/27/1984	
<input type="checkbox"/>		ACKERMAN, Alice			Female	04/27/1984	
<input type="checkbox"/>	44888	ALBANESE, Bruce			Male		
<input type="checkbox"/>	44885	ALBANESE, Baby			Male	04/01/2000	
<input type="checkbox"/>	114790	ALBERT, Andy			Male	05/01/1988	

Results Page: [1](#) | [2](#) | [3](#) | [4](#) | [99](#)



Note that the CF54 screen includes the “Advanced Search Criteria” to search by name and/or address. CF54 specifies the following business rules for searching:

- One of the following elements is necessary on all searches: last name, first name, middle name, person ID, SSN, reference type and value, or address information (combination of both the Street Name and Number, City, State and Zip)
- When making a search against the IIR system, the following is the order of confidence ranked from highest confidence to lowest confidence:
 1. Any combination of the name fields
 2. Any combination of the address fields
 3. The DOB
 4. The Gender, Race, and Last 4 Digit SSN fields
- If first name, middle name and/or last name are provided, also search against the person’s AKA names.
- Any search results from the Master Client Index (MCI) database (any records without a person ID) should have a checkbox instead of the ‘select’ hyperlink displayed next to it

These requirements indicate that IIR must search against records in the following MiSACWIS tables:

- Person (name, DOB, gender, SSN)
- Person Reference (Reference types and values, including the Bridges Individual ID)
- AKA (alias names)
- Race
- Address

A search must also be performed against the Bridges Master Client Index (MCI) data. This could be accomplished in several ways.

1. An existing Web Service performs MCI searches.
2. Bridges is in the process of implementing IIR searches against MCI data. The IIR index for MCI data will be on the IIR server and could be accessed directly by an API call.

Note that it is currently believed to not be feasible to have IIR build and maintain a single target index which references both the MiSACWIS data tables and the Bridges data tables.

In addition to the Person search capabilities, MiSACWIS also has a requirement to search for Provider information. The requirements specified in the CF55 – Find A Resource use case are:

Key ID	Requirement Text
58007	The system shall allow the capability to search by provider.
58008	The system must provide a Soundex-like proven capability for provider searching to find exact matches and close matches of all search parameters
58010	The system must allow a user to locate providers by status type.

This is implemented in the CF55 screen:



STG home search help & training switch organization log off
 Logged In: SACWIS, Account Test [DHS Central Office]

Person Search Intake Search Case Search **Provider Search** Employee Search

Provider Search **Provider Match**

Provider Search Criteria

[HINT: Searching by MISACWIS Provider ID will deliver an exact Provider match. Searching by Provider Name will result in both exact and partial matches.]

Provider Name:

Service Group/Category: Service Type:

Service Description:

Provider Type:

Organization: Provider Status Information:

Approval Status:

Member Last Name: Member First Name:

OR

MISACWIS Provider ID:

Advanced Search Criteria

Street Number: Street Name:

City: State: Zip Code:

County:

Search Clear Form

Search Results

Result(s) 1 - 1 of 1 Page 1 of 1

	Provider Name/MISACWIS Provider ID	Provider Status	Provider Type	Address
select	hand, Jenny j / 195198	Active	DHS Provider Home	300 riverwood, franklin, TN 37069

[Add Non-DHS Provider](#)

Note that the CF55

screen also includes the “Advanced Search Criteria” to search by provider name **and/or** address. CF55 specifies the following business rules for searching:

- The worker can perform a "root search" (i.e. Soundex search) on the Provider Name.
- The System will only allow a search on Address if City and State, or Zip Code, or County is entered.
- The System will search for the current primary address.
- The System will return and display the current primary address associated to the Provider record.

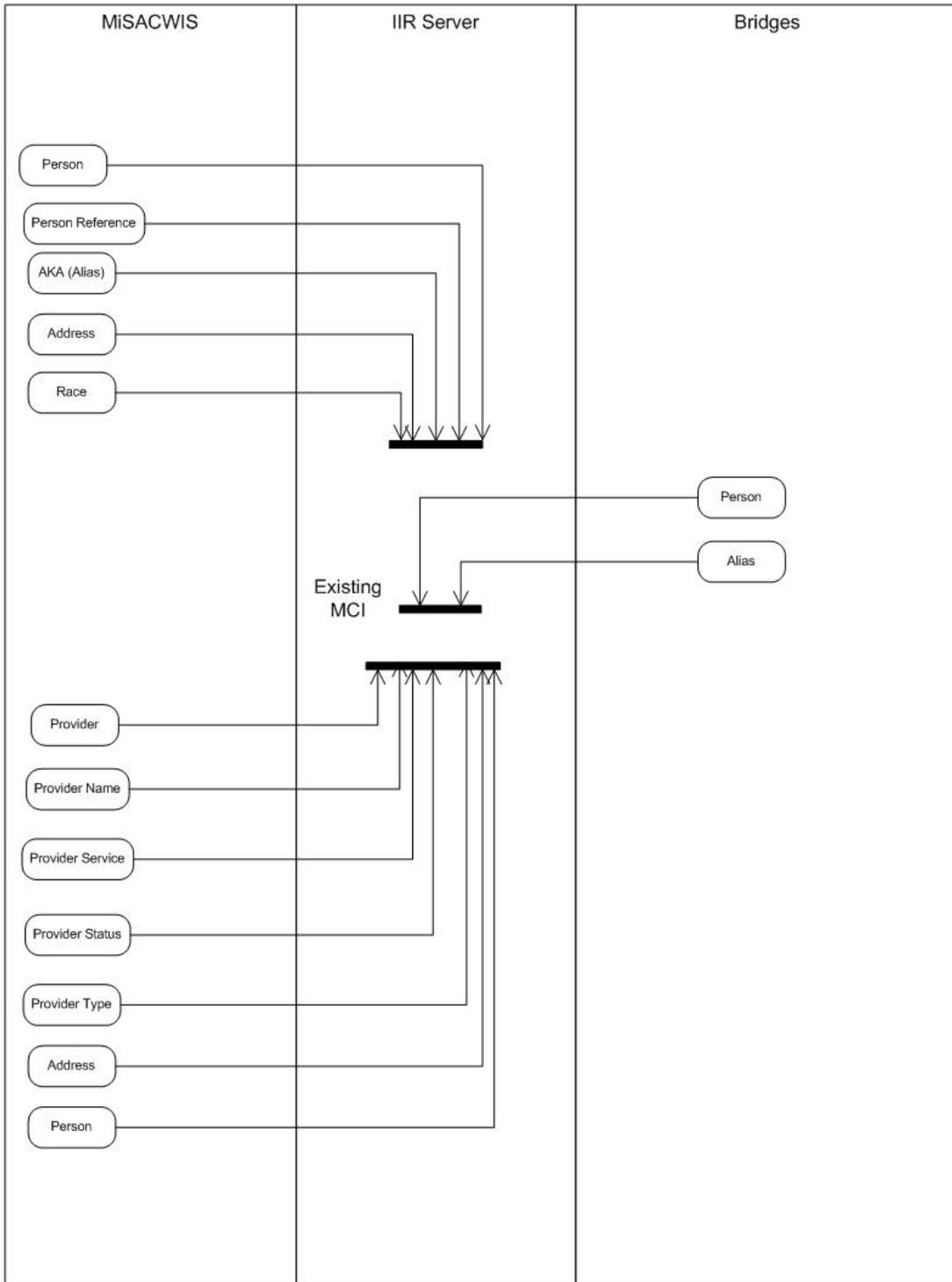
These requirements indicate that records in the following MISACWIS tables must be searched:

- Provider (Provider ID)
- Provider Name
- Provider Service
- Provider Status
- Provider Type
- Address
- Person (for Provider Members)

Te CF55 use case does not specify that IIR be used for the searches, but if the capability exists to use IIR for this, it seems reasonable to employ it. There is no requirement to search the Bridges Provider information separately, analogous to the MCI search in the Find A Person scenario.



The current direction of IIR implementation for MiSACWIS will be to have multiple indices on the IIR server which MiSACWIS will access via API calls. The anticipated configuration is shown below:





Form No. DTMB-3521 (Rev. 4/2012)
 AUTHORITY: Act 431 of 1984
 COMPLETION: Required
 PENALTY: Contract change will not be executed unless form is filed

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

CHANGE NOTICE NO. 5
 to
CONTRACT NO. 071B1300247
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Unisys 310 Winterberry Lane Okemos, MI 48864	Jeff Arbour	Jeffrey.Arbour@unisys.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(517) 580-3700	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR:	DTMB	Barb Suska	(517) 241-1646	suskab2@michigan.gov
BUYER:	DTMB	Steve Motz	(517) 241-3215	motzs@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL OPTIONS INCLUDED	CURRENT EXPIRATION DATE
March 22, 2011	March 21, 2014	Two One-Year	March 21, 2014
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MIDEAL PARTICIPANTS
<input type="checkbox"/> P-card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:		
OPTION EXERCISED: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	EFFECTIVE DATE OF CHANGE: October 23, 2012	EXPIRATION DATE REMAINS: March 21, 2014
Effective immediately this Contract is amended to include the Statements of Work summarized in the table below. \$1,898,710.00 will be funded using the Reserved Bank of Hours outlined below. The funding for the Reserved Bank of Hours is already included in the Total Estimated Aggregate Contract Value. The revised date for Statewide rollout is July 29, 2013. All other terms, conditions, pricing and specifications remain unchanged.		
Reserved Bank of Hours (Task 18.1) – History		
<ul style="list-style-type: none"> \$10,900,000 (Available at Contract Execution in Task 18.1) \$11,010,958.90 (Available following \$110,958.90 increase in avail funds – See CN#2) \$9,510,958.90 (Available following \$1,500,000.00 use of avail funds – See CN#3) \$4,053,314.90 (Available following \$5,457,644.00 use of avail funds – See CN#4) \$2,154,604.90 (Available following \$1,898,710.00 use of avail funds – See CN#5) 		
VALUE/COST OF CHANGE NOTICE:	\$0.00	
ESTIMATED AGGREGATE CONTRACT VALUE:	\$47,303,560.00	





CC #	#	Change Control Description – Statewide Stage	Date	Amount
11253	18.1.12	Provider Eligibility		\$722,774.00
	18.1.12.1	Design	9/17/2012	\$290,077.00
	18.1.12.2	Construction	1/18/2013	\$324,931.00
	18.1.12.3	Testing	6/10/2013	\$107,766.00
8930	18.1.13	CM36 & CM38 need to have BR added and modified of sync up with the Need and Strength records with FANS and CANS.		\$483,133.00
	18.1.13.1	Design	9/17/2012	\$193,900.00
	18.1.13.2	Construction	1/18/2013	\$217,198.00
	18.1.13.3	Testing	6/10/2013	\$72,035.00
11318	18.1.14	Transfer to Foster Care Checklist		\$73,888.00
	18.1.14.1	Design	9/17/2012	\$29,654.00
	18.1.14.2	Construction	1/18/2013	\$33,217.00
	18.1.14.3	Testing	6/10/2013	\$11,017.00
8254	18.1.15	IN01b needs to have business rule added		\$48,062.00
	18.1.15.1	Design	9/17/2012	\$19,289.00
	18.1.15.2	Construction	1/18/2013	\$21,607.00
	18.1.15.3	Testing	6/10/2013	\$7,166.00
2646	18.1.16	PM06a - Maintain School History Requirements		\$85,801.00
	18.1.16.1	Design	9/17/2012	\$34,435.00
	18.1.16.2	Construction	1/18/2013	\$38,573.00
	18.1.16.3	Testing	6/10/2013	\$12,793.00
12095	18.1.17	Permanent Ward Sibling Cases		\$322,282.00
	18.1.17.1	Design	9/17/2012	\$129,344.00
	18.1.17.2	Construction	1/18/2013	\$144,886.00
	18.1.17.3	Testing	6/10/2013	\$48,052.00
7640	18.1.18	Case or Individual Closures to MiCSES		\$36,698.00
	18.1.18.1	Design	9/17/2012	\$14,728.00
	18.1.18.2	Construction	1/18/2013	\$16,498.00
	18.1.18.3	Testing	6/10/2013	\$5,472.00
14749	18.1.19	Informatica Identity Resolution (IIR) P.O. 084N2204091		\$56,800.00
	18.1.19.1	Satisfactory Final Acceptance at conclusion of Project	9/30/2012	\$56,800.00
Total Statewide				\$1,829,438.00

CC #	#	Change Control Description – Post Statewide Stage	Date	Amount
7897	18.1.19	PM05c needs to be added: a field, BR, Tickler, and Notification		\$69,272.00
	18.1.19.1	Design	9/17/2012	\$27,855.00
	18.1.19.2	Construction	4/25/2013	\$31,097.00
	18.1.19.3	Testing	8/27/2013	\$10,320.00
Total Post-Statewide				\$69,272.00

Total Change Controls / P.O. / Change Notice				\$1,898,710.00
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CC# 11253



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB0000011253 Provider Eligibility Types

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding validations associated to provider eligibility types and the services the providers are authorized to deliver; the relationship between accounting details (provider eligibility type, service type, program type, agency object codes and PCA codes) used in the MAIN file transactions; the offset process and the need for a third payroll set up to pick up all payments that should hit the offset process. Additionally, in order to do the conversion of historical payments and also preserve the referential integrity of the Wayne County PCAs on these historical payments, the Wayne County PCAs will need to be on a master PCA table with Begin and explicit End dates (all other PCAs will obviously have open-ended End dates). The assumption is that the payments that get converted will need to convert using the Wayne County PCAs, but that all new SACWIS payments will not use the Wayne county PCAs.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has these objectives:

Design/Develop configurable processes to support the validation of provider eligibility type and accounting details; design/develop payroll processing/rules associated to the offset process and medical services payroll. Convert Wayne County historical PCA Codes.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

11. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
12. The pilot is October 31, 2012.
13. It is assumed that the Statewide rollout will move to July 2013.



14. 3. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
15. 4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change and the delay may result in delay and disruption to the project.
16. This change order has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
17. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
18. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
19. The warranty period for software associated with this change control is as provided under the base contract.
20. This Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
21. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
22. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
23. Any "out of scope" additions or modifications will require a revision to this document that could result in a price change.
24. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from outside staff member in a 24-hour period.
25. Classroom training and web-based training will not be modified.
26. Change control content in the user manual will be submitted as part of the 11.5 deliverable.
27. This Statewide change control will require using no more than two development streams.
28. SOM will provide seed data to support the conversion of Wayne County PCA Code History. This CC address the business/conversion needs originally identified in CC#7680 - Conversion of Old PCA Codes and Payments
29. The DDI assumes that all final versions of the identified reports/forms will be delivered by 8/20/12 (beginning of Increment 2).



Configuration Impacted Items / Test Scenarios/ Requirements

Please see tables below for the configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
CF18a - Foster Parent Phone-In Pin Report Specification
CM31 - Maintain Placement Information Screen Specification
CM31 - Maintain Placement Information UCR
FM04 - Determine Subsidy Eligibility Screen Specification
FM05 - Renew Subsidy Eligibility Screen Specification
FM05 - Renew Subsidy Eligibility UCR
FM05 - Renew Subsidy Eligibility Screen Specification
FM07 - Maintain Services
FM07 - Maintain Services Screen Specification
FM07 - Maintain Services UCR
FM07e - Maintain Service Accounting Details (New)
FM07e - Maintain Service Accounting Details Screen Specification (New)
FM07e - Maintain Service Accounting Details UCR (New)
FM10c - Maintain Resource Contract Services UCR
FM10c - Maintain Resource Contract Services Screen Specification
FM11 - Maintain Service Authorizations Use Case
FM11 - Maintain Service Authorizations Screen Specification
FM11 - Maintain Service Authorizations UCR
FM12 - Maintain Payment Process Requests
FM12 - Process Placement Pymt Rqsts Batch Specification
FM12 - Process Indpdt Living Pymt Rqsts Batch Specification
FM12 - Process Placement Corrections Batch Specification
FM12 - Process Subsidy Pymt Rqsts Batch Specification
FM12 - Process Manual Payment Rosters Batch Specification
FM12g - Maintain Manual Payment Requests Screen Specification
FM12g - Maintain Manual Payment Requests UCR
FM12h - Submit Rosters for Disbursement Screen Specification
FM12h - Disburse Payments Batch Specification
IF904 - Exchange Information with MAIN Interface Agreement
PM01 - Maintain Person Profile Screen Specification
RM11 - Match Clients with Service Resources Screen Specification

Configuration Impact - Use Cases/Screens
FM04-AA Subsidy Rate Page
FM05-Subsidy Review Detail Page
FM07-Maintain Service Details Page
FM07e-Service Accounting Details Page (New)
FM11-Service Auth Details Page
FM12-Manual Payment Request Details Page
FM12h-State Payment Details Page



IF904-Accounting Transaction Interface File

RM11 - Provider Match Search Criteria Page



Test Scenarios
MiSACWIS executes FM04 Clothing Allowance BR
Scheduler runs FM05 Age Appropriate batch procedure
MiSACWIS executes FM05 Age Appropriate batch procedure
MiSACWIS end dates current FM05 Subsidy Review Record
MiSACWIS generates new FM05 Subsidy Review Record
MiSACWIS executes FM05 Deducted Amount BR
User requests MiSACWIS Create FM07e record
User requests MiSACWIS Read FM07e record
User requests MiSACWIS Update FM07e record
User requests MiSACWIS Delete FM07e record
User requests MiSACWIS Copy FM07e record
MiSACWIS executes FM07e Unique Record Set BR
MiSACWIS executes FM07e Living Arrangement BR
MiSACWIS executes FM11 IL/SSN BR
MiSACWIS executes FM11 Not IV-E Reimbursable BR
MiSACWIS executes FM11 - Pending Reimbursability BR
MiSACWIS executes FM11 Maximum Lifetime Ceiling BR
MiSACWIS executes FM11 Maximum Monthly BR
MiSACWIS executes FM11 Maximum One Time BR
MiSACWIS executes FM11 Maximum Per Day BR
MiSACWIS executes FM11 Maximum Per Year BR
MiSACWIS executes FM11 Maximum Per Unit BR
MiSACWIS executes FM11 One Time Per Two Year Ceiling BR
MiSACWIS executes FM11 One Time Per Five Year Ceiling BR
MiSACWIS executes FM11 SWBC Age End Date BRs
MiSACWIS executes FM11 IV-E Age End Date BRs
MiSACWIS executes FM11 Limited Term Age End Date BRs
MiSACWIS executes FM12g Min/Max Age BR
MiSACWIS executes FM12g - Expired Payment BR
MiSACWIS executes FM12g Maximum Lifetime Ceiling BR
MiSACWIS executes FM12g Maximum Monthly BR
MiSACWIS executes FM12g Maximum One Time BR
MiSACWIS executes FM12g Maximum Per Day BR
MiSACWIS executes FM12g Maximum Per Year BR
MiSACWIS executes FM12g Maximum Per Unit BR
MiSACWIS executes FM12g One Time Per Two Year Ceiling BR
MiSACWIS executes FM12g One Time Per Five Year Ceiling BR
MiSACWIS executes FM12g SWBC Age End Date BRs
MiSACWIS executes FM12g IV-E Age End Date BRs
MiSACWIS executes FM12g Limited Term Age End Date BRs
MiSACWIS executes FM12h Maximum Lifetime Ceiling BR



MiSACWIS executes FM12h Maximum Monthly BR
MiSACWIS executes FM12h Maximum One Time BR
MiSACWIS executes FM12h Maximum Per Day BR
MiSACWIS executes FM12h Maximum Per Year BR
MiSACWIS executes FM12h Maximum Per Unit BR
MiSACWIS executes FM12h One Time Per Two Year Ceiling BR
MiSACWIS executes FM12h One Time Per Five Year Ceiling BR
MiSACWIS executes FM12h SWBC Age End Date BRs
MiSACWIS executes FM12h IV-E Age End Date BRs
MiSACWIS executes FM12h Limited Term Age End Date BRs
MiSACWIS executes IF904 -BR2.1.1.2
MiSACWIS executes IF904 -Detailed Transaction Record Vendor Name Logic
MiSACWIS executes IF904 -Detailed Transaction Vendor EIN Logic
MiSACWIS executes IF904 -Detailed Transaction Record Mail Code Logic
MiSACWIS executes PM01 - IL Payment BR
MiSACWIS executes RM11 Provider Elig/Service Type BR
MiSACWIS executes RM11 Age Validation BR
MiSACWIS executes RM11 Program Type BR
MiSACWIS executes RM11 Placement Service Auth BR

Requirements	UC
The system shall generate forms for delivery to Central Print that capture foster parent phone in PIN information.	CF18a
The system will validate that the selected living arrangement is appropriate for the provider eligibility type and placement service during the placement process.	CM31
The system should display that the contract cost non-IVE Eligible status as reason for the child's non-IVE reimburseable determination.	FM03
The system should automate the population of the subsidy clothing allowance amount at initial determination.	FM04
The system should generate a new subsidy review record when the child's change in age requires a change in per diem rate.	FM05
The system should allow authorized users the ability to document the deducted amount and the explanation for the deducted amount that explains why the negotiated rate is different from the maximum rate.	FM05
The system should allow authorized users the ability to maintain agency object code details for use in payment processing.	FM07e
The system must allow the user to capture PCA Code History.	FM07e
The system must freeze PCA Code Information once the record has been made inactive.	FM07e
The system must prevent the same PCA Code being active for more than one record.	FM07e
The system will allow authorized users the ability to record non-IVE eligible status at the contract cost level. If the contract cost record has been deemed non-IVE eligible, then the non-IVE eligible status will supersede all other elements in determining the child's reimburseability status.	FM10c
The system will require that the user end date the current contract cost record in order to change contract cost details for record identified as non-IVE eligible.	FM10c
The system will write service ceiling exceptions generated during the approval of service	FM11



authorizations to payment exception table.	
The system will prevent approval of the service auth when the identified youth is missing a SSN and the service being delivered is an independent living service.	FM11
The system should automate the generation of pending reimburseability records in the scenario where selection of a non-IVE contracted service impacts the child's current reimburseability status.	FM11
The system will incorporate the population of the Provider Payment Info during the Payment Request batch processes.	FM12
The system will flag any system generated payments exceeding service ceiling limits at the point of payment generation.	FM12
The system will flag any manual payments exceeding service ceiling limits at the point of payment generation.	FM12g
The system will write service ceiling exceptions generated during the creation of manual payment request records to payment exception table.	FM12g
The system will validate that the provider eligibility type is appropriate for the selected service during the manual payment process.	FM12g
The system will validate the program type of the child against the service selected during the manual payment process.	FM12g
The system will validate the child's age falls within the min/max age requirements of the selected service during the manual payment process.	FM12g
The system shall prevent creation of a manual payment where there is no placement service authorization.	FM12g
The system should automate the population of PCA Code Details when generating Voucher records.	FM12h
The system will flag any state payments exceeding service ceiling limits prior to delivery to MAIN.	FM12h
The system will write service ceiling exceptions generated during the state payment batch processing to payment exception table.	FM12h
The system should distinguish payroll processing as a part of the IF904 process (44A, 44B, 44D).	IF904
The system will use the youth's SSN as the Tax ID when delivering payment information to MAIN for Independent Living Stipends.	IF904
The system will require that all records in the Accounting Transaction Interface File Record and Remittance File contain a valid MAIN mail code in the vendor suffix.	IF904
The system will use the Vendor EIN indicator (first position of the vendor number) to determine front or side door, Vendor EIN Indicator of 2 or 3 means Front Door.	IF904
The system should prevent removal of SSN information for youth identified as active recipients of Independent Living services.	PM01
The system will validate that the provider eligibility type is appropriate for the selected service during the provider match process.	RM11
The system will validate the program type of the child against the service selected during the provider match process.	RM11
The system will validate the child's age falls within the min/max age requirements of the selected service during the provider match process.	RM11
The system shall prevent creation of a case service where there is no placement service authorization.	RM11

Deliverables

The table "Change Control 11253" Provider Eligibility Types" attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$722,774

**ACCEPTANCE CRITERIA:**

There are three points for acceptance:

9. State signoff of the Detailed System Design;
10. Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures);
11. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

- 9. 40% at completion of detail design,
- 10. 45% at delivery into INT
- 11. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

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The designated DTMB Project Manager is:

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AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 11253 - Provider Eligibility Types			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications; Update RTM; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design	X	Updates to 6.3 narratives, if applicable, as it relates to the subject change control;
6.4	Forms, Template and Report Detail Design	X	



Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan	X	May require updates to mapping documents and project schedule;
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		Results to be included in existing base contract deliverable.
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan	X	
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		Results to be included in existing base



			contract deliverable;
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	X	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGE)		



CC# 8930



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB000008930 Service Plan Change Control

BACKGROUND:

This Statement of Work is for adding business rules to use cases CM36 and CM38 to synch up with the Need and Strength records with FANS and CANS.

PROJECT OBJECTIVE:

Synchronize the workflow between Assessments (CANS, FANS and Reunification) with the Service Plan. Address gaps between the Service Plan and MSA requirements.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

1. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
2. The pilot is October 31, 2012.
3. It is assumed that the Statewide rollout will move to July 2013.
4. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
5. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change and the delay may result in delay and disruption to the project.



6. This change order has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
7. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
8. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from outside staff member in a 24-hour period.
15. Classroom training and web-based training will not be modified.
16. Change control content in the user manual will be submitted as part of the 11.5 deliverable.
17. This Statewide change control will require using no more than two development streams.
18. There is no data conversion associated with this change control.

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the tables below for the configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
CM06 - Maintain Family Assessment (FANS) Use Case
CM06 - Maintain Family Assessment (FANS) Screen Specification
CM06 - Maintain Family Assessment (FANS) UCR
CM07 - Maintain Child Assessment (CANS) Use Case
CM07 - Maintain Child Assessment (CANS) Screen Specification
CM07 - Maintain Child Assessment (CANS)UCR



CM10 - Maintain Permanency Plan Information Screen Specification
CM10 - Maintain Permanency Plan Information UCR
CM10a - Record Identifying Information Use Case
CM10a - Record Identifying Information Screen Specification
CM10a - Record Identifying Information UCR
CM10c - Link Strength and Concerns Screen Specifications
CM10f - Permanency Plan Approval Screen Specification
CM10g - Maintain Permanency Plan Compelling Reason Use Case (New)
CM10g - Maintain Permanency Plan Compelling Reason Screen Specification
CM10g - Maintain Permanency Plan Compelling Reasons UCR
CM36 - Maintain Strengths Screen Specification
CM36 - Maintain Strengths UCR
CM37 - Maintain Permanency Goals Screen Specification
CM37 - Maintain Permanency Goals UCR
CM38 - Maintain Concerns Screen Specification
CM38 - Maintain Concerns UCR
CM62 - Record Reunification Assessment Use Case
CM62 - Record Reunification Assessment Screen Specification
CM62 - Record Reunification Assessment UCR
PM05e - Maintain Special Needs Information Screen Specification

Configuration Impact - Use Cases/Screens
CM06-FANS Results Tab Page
CM07-CANS Results Tab Page
CM10 -Service Plan Topics Page
CM10a - Identifying Information Details Page
CM10c - Link Strength and Concerns Details Page
CM10g - Link Compelling Reasons Details Page
CM36 -Strength List Page
CM36 -Strength Details Page
CM37 -Permanency Goal Details Page
CM38 -Concerns List Page
CM38 -Concerns Details Page
CM62 - Assessment Participants Page

Test Scenarios
1. MiSACWIS executes CM06 Calculate Strength/Need Responses BR
2. MiSACWIS executes CM06 Reset Strength/Need Responses BR



3. MiSACWIS executes CM07 Calculate Strength/Need Responses BR
4. MiSACWIS executes CM07 Reset Strength/Need Responses BR
5. MiSACWIS executes CM10 Service Plan Type BR
6. MiSACWIS executes CM10 Closing CPS USP BR
7. User requests System 'Link' FANS record to Service Plan (CM10a)
8. User requests System 'Unlink' FANS record from Service Plan (CM10a)
9. User requests System 'Link' CANS record to Service Plan (CM10a)
10. User requests System 'Unlink' CANS record from Service Plan (CM10a)
11. MiSACWIS executes 'Linked Family Assessment' BR (CM10a)
12. MiSACWIS executes 'Linked Child Assessment' BR (CM10a)
13. MiSACWIS executes 'Generate Reunification Assessment' BR (CM06)
14. MiSACWIS executes 'Completed Reunification Assessment' BR (CM10f)
15. MiSACWIS executes CM37 BR 2.1.2.4 (Modify existing BR)
16. MiSACWIS executes CM37 BR 2.1.2.7 (Modify existing BR)
17. MiSACWIS executes CM37 BR 2.1.2.12 (Modify existing BR)
18. MiSACWIS executes CM37 BR 2.1.2.14 (Modify existing BR)
19. MiSACWIS executes CM37 BR 3.2.5.20 (Modify existing BR)
20. Generate CM37 Relative/Guardianship not Achieved Notification
21. Generate CM37 Permanency Greater than 11 Months Notification
22. System generates CM37 Change Perm Goal Tickler
23 System displays CM37 Change Perm Goal Tickler
24. System disposes CM37 Change Perm Goal Tickler
25. System generates PM05e High Risk Youth Tickler
26. System displays PM05e High Risk Youth Tickler
27. System disposes PM05e High Risk Youth Tickler
28. MiSACWIS executes CM10b Service Plan Type BR (existing)
29. MiSACWIS user requests System maintain Compelling Reasons
30. MiSACWIS user requests System view Compelling Reasons

Requirements	UC
The system will alert the user that modification of Strength/Need Responses for a Family Assessment will reset the strength/needs priority ranking for the associated service plan period.	CM06
The system will automate the generation of strength and need records for display on the Result page based on calculation of the Strength/Need Responses.	CM06
The system will generate a 'Linked to FANS' Reunification Assessment record on completion of the Family Assessment (based on the appropriate conditions).	CM06
The system will alert the user that modification of Strength/Need Responses will reset Reunification Assessment Barrier and Safety Details.	CM07
The system will alert the user that modification of Strength/Need Responses for a Child Assessment will reset the strength/needs priority ranking for the associated service plan period.	CM07
The system will automate the generation of strength and need records for display on the Result page based on calculation of the Strength/Need Responses.	CM07
The system will require specific service plan details be captured based on service plan type (e.g. CPS USP, FC USP).	CM10
The system will not allow entry of a Closing CPS USP record if the CPS USP is not current.	CM10



<p>The system should pre-fill relevant Family Assessment Details (e.g. participants, strength and needs details) into the service plan record.</p>	<p>CM10a</p>
<p>The system should pre-fill relevant Child Assessment Details (e.g. strength and needs details) into the service plan record.</p>	<p>CM10a</p>
<p>The system will require completion of the Reunification Assessment if the identified adult is the legal parent and the primary or secondary caretaker within the active household and one of the children in focus has a permanency goal of reunification prior to Service Plan approval.</p>	<p>CM10f</p>
<p>The system will conditionally display/require compelling reason responses based on the child's legal standing with respect to the 15/22 Month rule.</p>	<p>CM10g</p>
<p>The system will allow copy of the previous Family Assessment record to create a new Family Assessment record.</p>	<p>CM10g</p>
<p>The system will allow copy of the previous Child Assessment record to create a new Child Assessment record.</p>	<p>CM24</p>
<p>The system will require completion of the High Risk Youth Special Need form for children identified as "High Risk".</p>	<p>PM05e</p>



Deliverables

The table “Change Control 8930” Service Plan Change Control,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$483,133

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into INT
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

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jacobsonc@michigan.gov



AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix Change Control 8930 - Service Plan Change Control			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			



5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications; Update RTM; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan		



	& Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable;
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		Results to be included in existing base contract deliverable;
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	X	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in base contract deliverable;



Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 11318



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB0000011318 Transfer to Foster Care Checklist

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding the transfer of cases from the CPC unit to the Foster Care unit.

PROJECT OBJECTIVE:

Enhance the design of the CM30 - Maintain Removal Information screens and the IV20-Maintain Investigation to support the transfer to foster care checklist requirements.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

1. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
2. The pilot is October 31, 2012.
3. It is assumed that the Statewide rollout will move to July 2013.
4. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
5. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change and the delay may result in delay and disruption to the project.
6. This change order has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones



will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

7. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
8. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from outside staff member in a 24-hour period.
15. Classroom training and web-based training will not be modified.
16. Change control content in the user manual will be submitted as part of the 11.5 deliverable.
17. This Statewide change control will require using no more than two development streams.

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the tables below for configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
CM30 - Record Removal Information Use Case
CM30 - Record Removal Information Screen Specification
CM30 - Record Removal Information UCR
IV20 - Maintain Investigation Screen Specification

Configuration Impact - Use Cases/Screens
CM30 - Initial Removal Details Screen

Test Scenarios
MiSACWIS validates the Physical/Emotional State narrative has been entered.
MiSACWIS validates Medicine/Special Medical Instructions narrative has been entered.
MiSACWIS validates Immediate Needs/Signficant Services narrative has been entered.



MiSACWIS validates Preparation for Placement narrative has been entered.

MiSACWIS executes Transfer to Foster Checklist business rule.

Requirements

The system will require that workers document the child's physical and emotional state at the time of initial removal.

The system will require that workers document medicine and/or special medical instructions applicable to the child at the time of initial removal.

The system will require that workers document immediate needs and significant services applicable to the child at the time of initial removal.

The system will require that workers document the preparation for placement that was completed for the child and parent(s) at the time of initial removal.

The system will require that users complete the Transfer to Foster Care Checklist for all Category I investigations.

Deliverables

The table “Change Control 11318 Transfer to Foster Care Checklist,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$73,888

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 45% delivery into INT
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 11318 - Transfer to Foster Care Checklist			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			



2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications; Update RTM; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan	X	May require updates to mapping documents and project schedule;
8.3	Data Cleanup Plan		



8.4	Data Conversion and Migration Results		Results to be included in existing base contract deliverable.
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable;
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		Results to be included in existing base contract deliverable;
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		



13.3	User Help Desk Manual	X	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 8254



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB000008254 IN01b and IV13 - need to add a business rule

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to add a business rule to IN01b and IV13.

PROJECT OBJECTIVE:

Add a business rule to IN01b and IV13. "If one of the following allegations is selected as an "allegation type": Muchausen by Proxy, Threatened Harm, Drug Residence, Methamphetamine residence, other than Methamphetamine residence, Domestic Violence, Substance Abuse, or Child Death; then at least one other allegation type from other than the above list must be selected (i.e. Domestic Violence would need an additional allegation of abuse or neglect)."

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

1. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
2. The pilot is October 31, 2012.
3. It is assumed that the Statewide rollout will move to July 2013.
4. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
5. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change and the delay may result in delay and disruption to the project.
6. This change order has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones



will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

7. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
8. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from outside staff member in a 24-hour period.
15. Classroom training and web-based training will not be modified.
16. Change control content in the user manual will be submitted as part of the 11.5 deliverable.
17. This change will be implemented using one of the three development streams proposed on June 6, 2012.
18. There is no data conversion associated with this change control.

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the tables below for the configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
IN01b - Maintain Intake Investigation Allegations Screen Specification
IV13 - Record Classification Screen Specification

Configuration Impact - Use Cases/Screens
None

Test Scenarios
1. System requires user enter second allegation type record (IN01b)
2. System requires user enter second allegation type record (IV13)
3. System validates second allegation type business rule (IN01b)
4. System validates second allegation type record (IV13)

Requirements



If one of the following allegations is selected during the intake process as an "allegation type": Muchausen by Proxy, Threatened Harm, Drug Residence, Methamphetamine residence, other than Methamphetamine residence, Domestic Violence, Substance Abuse, or Child Death; then at least one other allegation type from other than the above list must be selected (i.e. Domestic Violence would need an additional allegation of abuse or neglect).

If one of the following allegations is selected during the investigation process as an "allegation type": Muchausen by Proxy, Threatened Harm, Drug Residence, Methamphetamine residence, other than Methamphetamine residence, Domestic Violence, Substance Abuse, or Child Death; then at least one other allegation type from other than the above list must be selected (i.e. Domestic Violence would need an additional allegation of abuse or neglect).

Deliverables

The table "Change Control 8254 IN01b and IV13," attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$48,062

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 45% delivery into INT
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
Nancy Palmateer



Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
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 One Michigan Building
 120 N. Washington Square, 3rd Floor
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 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix Change Control 8254 - IN01b and IV13			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		



3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications; Update RTM; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		



9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.1	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable;
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		Results to be included in existing base contract deliverable;
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		



14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGE)		



CC# 2646



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB000002646 PM06a - Maintain School History Requirements

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding a child's school history.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has these objectives:

Allow the MiSACWIS user to capture this information:

- * Reason for the addition and/or change in school.
- * Factors that most contributed to the child leaving the last school.
- * Best Interest Factors and Considered Factors.
- * Efforts to maintain a school placement.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

1. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
2. The pilot is October 31, 2012.
3. Statewide rollout is currently planned for July 2013 pending an approved change control by the State of Michigan.
4. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
5. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees



and projected schedule for this change and the delay may result in delay and disruption to the project.

6. This change order has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
7. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
8. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from outside staff member in a 24-hour period.
15. Classroom training and web-based training will not be modified.
16. Change control content in the user manual will be submitted as part of the 11.5 deliverable.
17. This Statewide change control will require using no more than two development streams.
18. There is no data conversion associated with this change control

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the tables below for the configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
PM06a - Maintain School History Information Use Case
PM06a - Maintain School History Information Screen Specification
PM06a - Maintain School History Information UCR

Configuration Impact - Use Cases/Screens
PM06a - School History List Page
PM06a -Add School – School in Michigan Details Page
PM06a -Add School – Out of State Details Page



PM06a -Add School – Out of Country Details Page

Test Scenarios
1. User requests System 'Copy' existing School Record.
2. User requests System 'Copy' existing School Record. (Negative)
3. System executes 'Last Attended School' business rule.
4. System executes 'Last Attended School' business rule. (Negative)
5. System executes 'Change in Last Attended School' business rule.
6. System executes 'Change in Last Attended School' business rule (Negative)
7. System executes 'Contributing Factors' business rule.
8. System executes 'Contributing Factors' business rule. (Negative)
9. System validates entry of reasonable efforts
10. System validates entry of reasonable efforts (Negative)

Requirements
The system must allow the user to copy School History information.
The system must allow users the ability to capture reasons why the attended school has changed and the contributing factors that led to the change in school.
The system will require users document the reasonable efforts taken to ensure continuity of the child’s educational experience when a change in school has occurred.

Deliverables

The table “CC2646 -PM06a - Maintain School History Requirements” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$85,801

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into INT
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.



CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 2646 - PM06a - Maintain School History Requirements			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management		



	Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications; Update RTM; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		



8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable;
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		Results to be included in existing base contract deliverable;
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	X	
13.4	Help Desk Transition Plan		



13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 12095



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB0000012095 Permanent Ward Sibling Cases

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding the ability to manage sibling groups within one Permanent Ward Case and, subsequently, create subsidy only cases at the individual youth level.

PROJECT OBJECTIVE:

Enhance the design of the CM20 series (Permanent Ward functionality) screens to support the management of sibling group information in both the pre-adoptive and post-adoptive phases.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

1. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
2. The pilot is October 31, 2012.
3. It is assumed that the Statewide rollout will move to July 2013.
4. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
5. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change and the delay may result in delay and disruption to the project.
6. This change order has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.



7. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
8. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from outside staff member in a 24-hour period.
15. Classroom training and web-based training will not be modified.
16. Change control content in the user manual will be submitted as part of the 11.5 deliverable.
17. This Statewide change control will require using no more than two development streams.
- 18.** Data conversion is required for the tables represented in the CM20b - CM20h functionality.

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the table below for configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
CM20a – Create Pre-Adoption Case Use Case
CM20a – Create Pre-Adoption Case Screen Specification
CM20b - Maintain Pre-Adoption Case Use Case
CM20b - Maintain Pre-Adoption Case Screen Specification
CM20b - Maintain Pre-Adoption Case UCR
CM20c – Perform and Record Adoption Matching Use Case
CM20c – Perform and Record Adoption Matching Screen Specification
CM20d – Record Family Consideration and Selection Use Case
CM20d – Record Family Consideration and SelectionScreen Specification
CM20d – Record Family Consideration and Selection UCR
CM20g – Secure (Seal) and Close Adoption Case Use Case
CM20g – Secure (Seal) and Close Adoption Case Screen Specification
CM20g – Secure (Seal) and Close Adoption Case UCR



CM20i – Create Subsidy Only Case Use Case (new)
CM20i – Create Subsidy Only Case Screen Specification (new)
CM20i – Create Subsidy Only Case UCR (new)
CM20h – MCI Consent and Guardianship Approval Screen Specification
CM20h – MCI Consent and Guardianship Approval UCR

Configuration Impact - Use Cases/Screens
CM20a-Permanent Ward CFC Case Creation Confirmation Page
CM20b-Adoption Case Details Page
CM20b-Member Page
CM20b-Screen 16-23 (Modify Case Header to Person Header)
CM20b-Adoption Progress History Page
CM20b-Adoption Progress Identifying Information Page
CM20b-Quarterly Adoption Progress Page
CM20b-Progress Toward Adoption Page
CM20b-Historical Information Page
CM20b-Description of Child Page
CM20b-Best Interests Criteria Page
CM20b-Child Adoption Assessment Addendum Page
CM20b-Child In Adoptive Placement Page
CM20b-Adoption Progress Narrative Page
CM20d-Family Consideration Process Page
CM20d-Children Concerning Page
CM20d-Families Considered Details Page
CM20d-Children Concerning Page
CM20g-Select Child for Adoption Finalization Page
CM20g-Select Children Adopted Together Page
CM20g-Adoption Finalization Details Page
CM20h-Consent & Approval Response Page
CM20i-Subsidy Only Case Creation Confirmation Page (new)

Test Scenarios
1. Modify CM20b-BR.2.2.2 (Update business rule from one child scenario to sibling group scenarios)
2. Modify CM20b-BR.3.2.5.3 (Business rule was originally deleted. Needs to be re-implemented)
3. Modify CM20b-BR.3.4.5.3 (Business rule was originally deleted. Needs to be re-implemented to address sibling group placements)
4. Modify CM20c-BR.2.2.1 (Update business rule from one child scenario to sibling group scenarios)
5. Modify CM20d-BR.2.2.1 (Update business rule from one child scenario to sibling group scenarios)
6. Modify CM20g-BR.2.2.2 (Update business rule from one child scenario to sibling group scenarios)
7. Modify CM20g-BR.2.2.3 (Update business rule from one child scenario to sibling group scenarios)
8. Modify CM20g-BR.3.1.5.2 (Update business rule)
9. Modify CM20g-BR.3.1.5.21 (Update sealing case information business rule to address information at the child level vs case level)
10. MiSACWIS executes CM20g Create Subsidy Only Case BR (Display Create Button/Link)
11. Modify CM20g-BR.3.2.5.1 (Business rule was originally deleted. Needs to be re-implemented)
12. User requests System Create Subsidy Only Case
13. System executes CM20h Consent Type/Case Participants BR



14. System executes CM20i Create Subsidy Case Actions (Create Intake/Case Member/Assignment)

Requirements

The system must allow users the ability to create a Subsidy Only case once the child's Permanent Ward Case and identity has been sealed.

Deliverables

The table “Change Control 12095 Permanent Ward Sibling Cases,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$322,282

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into INT
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:



DTMB

Jeff Kuhlman/Cole Jacobson

Agency Services/DHS

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120 N. Washington Square, 3rd Floor

Lansing, MI 48933

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jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix Change Control 12095 - Permanent Ward Sibling Cases			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document	X	Updates to specifications;



	(DSD) - Increment #5		Update RTM; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan	X	May require updates to mapping documents and project schedule;
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		Results to be included in existing base contract deliverable.
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;



10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		Results to be included in existing base contract deliverable;
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	X	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		



16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 7640



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB000007640 Case or Individual Closures to MiCSES

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding FC program closures.

PROJECT OBJECTIVE:

Currently MiSACWIS does not notify MiCSES of an individual's FC program closure. Team 8 recommends the Referral/Update batch file in section 2.1 of the FM32a Interface Agreement include notice to MiCSES that child is no longer in DHS custody along with the most recent address in the Mail To field.

The court termination reasons and the associated date should be used to identify the individuals case closure date. These are the same codes that are sent to Bridges to identify a case closure.

This is needed at statewide implementation, as MiCSES has no way to identify when a child has left foster care and the support should be unassigned to the state.

This Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

1. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
2. The pilot is October 31, 2012.
3. It is assumed that the Statewide rollout will move to July 2013.
4. Post-statewide rollout will be a mutually agreed-to date (estimated to be 90 calendar days after the statewide rollout).
5. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees



and projected schedule for this change and the delay may result in delay and disruption to the project.

6. This change order has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
7. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
8. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from outside staff member in a 24-hour period.
15. Classroom training and web-based training will not be modified.
16. Change control content in the user manual will be submitted as part of the 11.5 deliverable.
17. This Statewide change control will require using no more than two development streams.
18. There is no data conversion associated with this change control.

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the tables below for the configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
FM32a – Exchange Referral Data with MiCSES Interface Agreement
CM02a - View Case-Program Type Screen Specification
CM02a - View Case-Program Type UCR

Configuration Impact - Use Cases/Screens
FM32a - MiCSES Referral File
CM02a - Program Type Details Page



Test Scenarios

MiSACWIS Sends Referral File with the program information

Requirements

The system must send all case closure information (e.g., JJ closures as well foster care closures). When a case closes in MiSACWIS any program type for which MiSACWIS makes a referral to MiCSES must have a corresponding case closure record sent to MiCSES (CM02A).

Deliverables

The table “Change Control 7640 Case or Individual Closures to MiCSES,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$36,698

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 45% at first delivery into INT
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509



PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix Change Control 7640 Case or Individual Closures to MiCSES.			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			



3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	x	Updates to specifications; Update RTM; Updates to 6.2 narratives, if applicable, as it relates to the subject change control;
6.3	Interface Design	x	Updates to 6.3 narratives, if applicable, as it relates to the subject change control;
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	x	Continuation of base contract deliverable through UAT for this change control.
7.3	Development Library - Code Check-in	x	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test		



	Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan	x	
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	x	
9.8	Testing Results Weekly Report	x	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	x	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		Results to be included in existing base contract deliverable.
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	x	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		



Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Implementation and Readiness			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 14749



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: DHS EDM Technology Deployment	Period of Coverage: 8/1/12-12/31/12
Requesting Department: DTMB/AS/DHS	Date: 7/24/12
Agency Project Manager: Laurie Johnson	Phone: 517-335-2835
DTMB Project Manager: Tess layman	Phone: 517-335-3779

Brief Description of Services to be provided:

BACKGROUND:

The Department of Technology, Management and Budget (DTMB) in supporting the Department of Human Services (DHS) Statewide Children's Welfare Information System (SACWIS) project requiring a multi-search capability has implemented the Informatica Identity Resolution software. DTMB requires assistance to establish the searches based on the requirements detailed in the "MiSACWIS Search requirements" in Attachment A. The MiSACWIS database will be search first and if there is not a match then the Bridges database utilizing Informatica Identity Resolution v 8.6.

The goal is to have a fully functional multi-search capability via an API to interface with the MiSACWIS application.

PROJECT OBJECTIVE:

The purpose of this project is to implement the search criteria detailed in Attachment A titled "MiSACWIS Search Requirements" in the Informatica Identity Resolution (IIR) product.

SCOPE OF WORK:

This project consists of the following scope:

- Business Requirements
 - Validation and verify
- Data Assessment
 - Review source data layouts
 - Review sample data
 - Profile data and identify quality issues in sample data
 - Define total volumes and expected delta data volumes
 - Define high level initial data load strategy
 - Define System interfaces
 - Define System architecture
 - Provide gap analysis
 - Document the above items
- Architect
 - Specify business requirements
 - Specify functional requirements
 - Specify compliance / validation requirements
 - Specify requirements for initial data load
 - Specify requirements for job scheduling
 - Specify requirements for capacity load/ batch window



- Specify requirements and metrics for data quality
- Define APIs / Services exposed to external system
- Define connection strategy
- Document all of the above items
- Design and document
 - Business rules
 - Policies and procedures
 - Test cases
- Build and test
 - Verify installation and configuration of IIR environment
 - Build data source views
 - Build target data model
 - Build and test Match and Merge rules
 - Build ETL interface for source data
 - Build initial data load
 - Document above items
- System Testing
 - Migrate all schemas, code and program units to system test environment
 - Process initial data load
 - Verify initial data load
 - Execute test scripts, log bugs
 - Fix bugs and re-execute test scripts
 - Document test results
- Production
 - Migrate all schemas, code and program units to production environment
 - Process initial data load
 - Verify initial data load
 - Establish batch processing
- Project close out
 - Conduct project review meeting

DELIVERABLES:

- Assist DTMB staff with SDF Development
- Verification and validation of business requirements (Contractor ensures software developed)
- Refine Architecture for Search function for SACWIS project
- Design Search function for SACWIS project
- Build and Test Search function for SACWIS project
- Deploy Search function for SACWIS project

ACCEPTANCE CRITERIA:

Completion and implementation of the search criteria detailed in Attachment A titled "MiSACWIS Search Requirements" in the Informatica Identity Resolution (IIR) product.

PROJECT CONTROL AND REPORTS:

A weekly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. This report may be submitted with the billing invoice. Each bi-weekly progress report must contain the following:

- **Hours:** Indicate the number of hours expended during the past two weeks, and the cumulative total to date for the project. Also state whether the remaining hours are sufficient to complete the project.
- **Accomplishments:** Indicate what was worked on and what was completed during the current reporting period. The report should include:

SPECIFIC DEPARTMENT STANDARDS:



Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made on a *Satisfactory Final Acceptance at conclusion of the project*. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date, and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by the DTMB within forty-five (45) days after receipt of properly completed invoices.

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The Agency Project Manager is:

Laurie Johnson
Department of Human Services
235 S Grand Ave
Lansing, MI 48933
517-335-2835
Johnsonl@michigan.gov

The DTMB Project Manager is:

Tess Layman
DTMB Agency Services – DHS
Grand Tower – 9th floor
235 S. Grand Ave
Lansing, MI 48933
517-335-3779
Email: Laymant@michigan.gov

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Consultants will work at 235 S Grand Ave Lansing, MI or remotely as applicable

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.



July 20, 2012

Ms Tess Layman
 Director Leveraged Services
 Dept of Technology, Mgmt, and Budget
 235 S. Grand Avenue
 Lansing, MI 48909

Dear Tess,

This proposal details our understanding of how Unisys and subcontractor Informatica Corporation's ("Informatica") ("the Unisys team") will assist the Michigan Department of Technology, Management & Budget ("DTMB") in the Informatica Identity Resolution System Set-Up ("Project") by providing the services further identified below ("Services") at the State of Michigan location in Lansing, MI or remotely as applicable as allowed by the State of Michigan. The start date will occur following the issuance of the PO from the State of Michigan to Unisys and a PO from Unisys to Informatica.

Project Objectives

The Unisys team understands the Michigan Department of Technology, Management & Budget objectives for this project to be as follows:

Implement the search criteria in the document titled "MiSACWIS Search Requirements" in the Informatica Identity Resolution (IIR) product. This document was delivered to Informatica Sales in as an attachment to an email from Howard Cleveland on February 24th, 2012. Unisys team Professional Services will work with the State and follow the plan below:

Task Name	Notes	Duration
[-] Project		60 days
[-] Discover	Discover	10 days
[-] Architect	Architect	15 days
[-] Design	Design	15 days
[-] Build & Test	Build & Test	18 days
[+] Deploy	Deploy	2 days

Task Name	Notes	Duration
Project		60 days
Discover	Discover	10 days
Organize Project Team	Organize Project Team	1 day
Review Roles & Responsibilities	Review Roles & Responsibilities	
Assign Team Members	Assign Team Members	
Establish Project Mgmt & Tracking Procedures	Establish Project Mgmt & Tracking Procedures	
Arrange Working space, network access, security, etc.	Arrange Working space, network access, security, etc.	
Business Drivers, Objectives & Goals	Concept Exploration	1 day



Identify the problem that the system is expected to solve	Identify the problem that the system is expected to solve	
Identify the vision for the system	Identify the vision for the system	
Identify business benefits & potential ROI	Identify business benefits & potential ROI	
Business Requirements	High-level Requirements	1 day
Identify critical success factors (business & functional)	Identify critical success factors (business & functional)	
Gather known business requirements	Gather known business requirements	
Gather known functional requirements	Gather known functional requirements	
Gather compliance requirements	Gather compliance requirements	
Identify source systems to be integrated	Identify source systems to be integrated	
Data Assessment	Data Assessment	4.5 days
Acquire layouts for source data	Acquire layouts for source data	
Acquire sample data	Acquire sample data	
Profile data & identify quality issues in sample	Profile data & identify quality issues in sample	
Gather known data quality issues	Gather known data quality issues	
Define total volumes and expected delta volumes	Define total volumes and expected delta volumes	
Define high-level initial data load strategy	Define high-level initial data load strategy	
High-level Solution Architecture	High-level Solution Architecture	2 days
Define System Interfaces	Define System Interfaces	
Define System Architecture	Define System Architecture	
Gap Analysis	Gap Analysis	0.5 days
Identify gaps	Identify gaps	
Architect	Architect	15 days
Requirements Definition	Requirements Definition	7 days
Specify business requirements	Specify business requirements	
Specify functional requirements	Specify functional requirements	
Specify compliance / validation requirements	Specify compliance / validation requirements	
Specify requirements for initial data load	Specify requirements for initial data load	
Specify requirements for job scheduling	Specify requirements for job scheduling	
Specify requirements for capacity / load / batch window	Specify requirements for capacity / load / batch window	
Specify requirements & metrics for data quality	Specify requirements & metrics for data quality	
Specify requirements for system administration	Specify requirements for system administration	
Specify requirements for data administration	Specify requirements for data administration	
Define Logical data model	Define Logical data model	
Define Registry data points needed from source systems	Define data points needed from external systems	
Define data synchronization requirements (from MRM to external system)	Define data synchronization requirements (from MRM to external system)	
Define available APIs/ Services exposed in the external systems	Define available APIs/ Services exposed in the external systems	
Refine Data Assessment	Refine Data Assessment	2 days
Refine Data Audits for all sources	Refine Data Audits for all sources	2 days
Determine data availability & processing dependencies	Determine data availability & processing dependencies	
Refine data profiles & data quality issues	Refine data profiles & data quality	



	issues	
Confirm total volumes and expected delta volumes	Confirm total volumes and expected delta volumes	
Refine Solution Architecture	Refine Solution Architecture	4 days
Refine System Interfaces	Refine System Interfaces	4 days
Define connection strategy	Define connection strategy	
Develop downstream system integration strategy	Develop downstream system integration strategy	
Refine System Architecture	Refine System Architecture	
Refine Information Architecture	Refine Information Architecture	
Phase Checkpoint - Review Requirements	Phase Checkpoint - Review Requirements Document	2 days
Gather checkpoint documents	Gather checkpoint documents	
Review checkpoint documents	Review checkpoint documents	
Complete Requirements & Data Analysis Review document	Complete Requirements & Data Analysis Review document	
Determine actions arising out of review	Determine actions arising out of review	
Sign-off all phase deliverables	Sign-off all phase deliverables	
Design	Design	15 days
Design Business Rules	Design Business Rules	6 days
Design Policies and Procedures	Design Policies and Procedures	3 days
Tests	Tests	2 days
Solution Architecture	Solution Architecture	2 days
Finalize Operating Environment Specifications	Finalize Operating Environment Specifications	2 days
Order hardware	Order hardware	
Order software / licenses	Order software / licenses	
Phase Checkpoint - Review Design	Phase Checkpoint - Review Design Document	2 days
Technical Environment Review	Technical Environment Review Checkpoint	1 day
Complete Technical Environment review	Complete Technical Environment review	
Staging Design Review Checkpoint	Staging Design Review Checkpoint	1 day
Complete Staging Design Review	Complete Staging Design Review	
Determine actions arising out of reviews	Determine actions arising out of reviews	
Sign-off all checkpoint deliverables	Sign-off all checkpoint deliverables	
Build & Test	Build & Test	18 days
Development Environment Set-up	Development Environment Set-up	4 days
Configure hardware	Configure hardware	
Install software	Install software	
Configure software	Configure software	
Verify the installation and configuration	Verify the installation and configuration	
Build the Registry Hub	Build the Registry Hub	3 days
Build data source views (if necessary)	Build data source views (if necessary)	
Build target data model	Build target data model	
Build Match and Merge rules	Build Match and Merge rules	
Unit Test M&M Rules	Unit Test M&M Rules	
Build the interfaces	Build the interfaces	4 days
Build ETL interfaces for source	Build ETL interfaces for	3 days



data	source data	
Build IDD Interfaces	Build BDD Interfaces (canned build -- no customization -- at this point for registry)...	1 day
Build initial load processes	Build initial load processes	1 day
Tune the rules	Tune the rules	3 days
Finalize documentation	Finalize documentation	1 day
deliverables	deliverables	
Finalize Design documents	Finalize Design documents	
Intra-Phase Checkpoints	Intra-Phase Checkpoints	1 day
Test Environment Set-up	Test Environment Set-up	1 day
Configure hardware	Configure hardware	
Install software	Install software	
Configure software	Configure software	
Verify the installation and configuration	Verify the installation and configuration	
System Testing	System Testing	1 day
Create test data according to the test scripts	Create test data according to the test scripts	
Verify readiness for system-test handover	Verify readiness for system-test handover	
Migrate all schemas, code and program units to System Test environment	Migrate all schemas, code and program units to System Test environment	
Verify the migration to the System Test environment	Verify the migration to the System Test environment	
Execute test cycles	Execute test cycles	1 day
Execute test scripts & log bugs	Execute test scripts & log bugs	
Document evidence	Document evidence	
Correct any errors	Correct any errors	
Perform regression testing in accordance with test plan	Perform regression testing in accordance with test plan	
User Acceptance Testing (UAT)	User Acceptance Testing (UAT)	3 days
Migrate all schemas, code and program units to UAT environment	Migrate all schemas, code and program units to UAT environment	
Verify the migration to the UAT environment	Verify the migration to the UAT environment	
Execute UAT test cycles	Execute UAT test cycles	2 days
Execute test scripts & log bugs	Execute test scripts & log bugs	
Document evidence	Document evidence	
Correct any errors	Correct any errors	
Perform regression testing in accordance with test plan	Perform regression testing in accordance with test plan	
Test IDD user interface	Test IDD user interface	
Phase Checkpoint	Phase Checkpoint	1 day
Gather checkpoint documents	Gather checkpoint documents	
Review checkpoint documents	Review checkpoint documents	
Complete Production Cutover Review document	Complete Production Cutover Review document	
Determine actions arising out of review	Determine actions arising out of review	
Sign-off all phase deliverables	Sign-off all phase deliverables	
Deploy	Deploy	2 days
Production Environment Set-up	Production Environment Set-up	
Configure hardware	Configure hardware	



data	source data	
Build IDD Interfaces	Build BDD Interfaces (canned build -- no customization -- at this point for registry)...	1 day
Build initial load processes	Build initial load processes	1 day
Tune the rules	Tune the rules	3 days
Finalize documentation deliverables	Finalize documentation deliverables	1 day
Finalize Design documents	Finalize Design documents	
Intra-Phase Checkpoints	Intra-Phase Checkpoints	1 day
Test Environment Set-up	Test Environment Set-up	1 day
Configure hardware	Configure hardware	
Install software	Install software	
Configure software	Configure software	
Verify the installation and configuration	Verify the installation and configuration	
System Testing	System Testing	1 day
Create test data according to the test scripts	Create test data according to the test scripts	
Verify readiness for system-test handover	Verify readiness for system-test handover	
Migrate all schemas, code and program units to System Test environment	Migrate all schemas, code and program units to System Test environment	
Verify the migration to the System Test environment	Verify the migration to the System Test environment	
Execute test cycles	Execute test cycles	1 day
Execute test scripts & log bugs	Execute test scripts & log bugs	
Document evidence	Document evidence	
Correct any errors	Correct any errors	
Perform regression testing in accordance with test plan	Perform regression testing in accordance with test plan	
User Acceptance Testing (UAT)	User Acceptance Testing (UAT)	3 days
Migrate all schemas, code and program units to UAT environment	Migrate all schemas, code and program units to UAT environment	
Verify the migration to the UAT environment	Verify the migration to the UAT environment	
Execute UAT test cycles	Execute UAT test cycles	2 days
Execute test scripts & log bugs	Execute test scripts & log bugs	
Document evidence	Document evidence	
Correct any errors	Correct any errors	
Perform regression testing in accordance with test plan	Perform regression testing in accordance with test plan	
Test IDD user interface	Test IDD user interface	
Phase Checkpoint	Phase Checkpoint	1 day
Gather checkpoint documents	Gather checkpoint documents	
Review checkpoint documents	Review checkpoint documents	
Complete Production Cutover Review document	Complete Production Cutover Review document	
Determine actions arising out of review	Determine actions arising out of review	
Sign-off all phase deliverables	Sign-off all phase deliverables	
Deploy	Deploy	2 days
Production Environment Set-up	Production Environment Set-up	
Configure hardware	Configure hardware	



Install software	Install software	
Configure software	Configure software	
Verify the installation and configuration	Verify the installation and configuration	
Prepare to deploy	Prepare to deploy	
Create production job schedules	Create production job schedules	
Finalize all documentation & get approval to deploy	Finalize all documentation & get approval to deploy	
Deliver Training	Deliver Training	
Rollout	Rollout	
Migrate all schemas, code and program units to production environment	Migrate all schemas, code and program units to production environment	
Verify the migration to the production environment	Verify the migration to the production environment	
Process initial data loads	Process initial data loads	
Verify results of initial data loads	Verify results of initial data loads	
Handover to system support	Handover to system support	
Conduct Project Review	Conduct Project Review	
Prepare for Project Review	Prepare for Project Review	
Conduct Project Review meeting	Conduct Project Review meeting	
Complete Project Review report	Complete Project Review report	
Close project	Close project	
Archive all project documents and close project	Archive all project documents and close project	

Assumptions

- Informatica PowerCenter v8.6 is in place.
- Five to Seven sources for CF54 Person requirements depending on whether SACWIS & Bridges are combined.
- Three Sources constitute CF55 Provider requirements
- IIR will be used on the MCI data. The Application will make 2 searches, first SACWIS and then Bridges as there are cases when an individual will be located in both databases (duplicates) and cases when they may only be in one.
- State staff are familiar with IIR in their installed environment

Responsibilities

State of Michigan

- Will own all tasks in Discover & Architect in project plan above
- All application servers and database servers will be fully configured with user credentials in place for IIR prior to arrival.
- Data will be de-normalized and ready for IIR.
- Business rules for matching will be established and ready for final design and build.
- All data will have been profiled to determine data quality and cardinality.
- All software will have been downloaded, installed, configured and tested.

Unisys Team

- Will assist with the SDF development based on the data profiling and their SME knowledge of the data.
- Refine Architecture: 40 hours (5 days)
- Design: 24 hours (3 days)
- Build & Test: 120 hours (15 days)



- Deploy: 16 hours (2 days)

Risks and/or Dependencies

- Onsite analysis may reveal risks that have not been discovered yet and might affect the project duration
- The DTMB staff will be limited in availability due to the need to perform normal job functions
- The operations team will need to approve recommended changes
- The operations team must approve and create IDs for Informatica resources

Estimated Project Fees and Expenses

The fees shall be billed at the expense inclusive rate of \$284.00/hr for a Senior Informatica Identity Resource. Time is measured and billed hourly in ½ hour increments; a full workday consists of 8 hours of work.

The Unisys team anticipates the above tasks to be complete in 200 billable hours (25 billable days).

Estimated total Fees for: **\$56,800.00**

Standard Business Practices

The following basic principles govern this agreement:

Services shall be provided on a time and materials basis.

Payment for Services rendered and expenses incurred shall be due 30 days after receipt of an invoice from the Unisys team. A late charge equal to one percent per month for all invoices over 30 days past due. Invoices for Services performed pursuant to this agreement shall be issued on a monthly basis or upon completion of the Services if the duration of the Services is less than one month. The invoices for each assigned consultant will detail the dates worked, time charged and associated Service fees.

For the Services provided under this agreement, the Unisys team warrants that the Services will be provided in a professional manner and will be of high quality in accordance with applicable industry standards. No other warranties are extended to DTMB as a result of this agreement.

In connection with the Services provided, each party may have access to confidential information made available by the other. Each party shall protect such confidential information in the same manner as it protects its own confidential information. Confidential Information shall include but not be limited to each party's know how, methodology, code, templates, reports and documentation.

DTMB shall own the Deliverables of this Project, if any. Deliverables may be comprised of technical documentation, reports and mappings delivered to DTMB pursuant to the Services. Deliverables however, shall not include any preexisting proprietary products; know how, templates, documentation, reports or methods or any modifications or enhancements made thereto which Informatica may use in providing Services in the course of the Project. The Unisys team may retain copies of any Deliverables for its internal quality assurance purposes. Subject to each party's obligations of confidentiality, each party shall be free to use the concepts, techniques and know-how used and developed in the Project. In any event, Informatica shall be free to perform similar services for other customers using its general knowledge, skills and experience.

Neither party shall be liable to the other for more than the fees to be paid under this agreement.



Unless the Unisys team expressly assumes any such responsibility in subsequent arrangements, DTMB shall be fully responsible for its use of the results of the Services or Deliverables, as the case may be.

Neither party shall be liable for any delays or failures to perform due to causes beyond our control.

The management of each party agrees not to actively solicit for employment any employee or representative of the other party during the term of the project and for a period of one year following the date of termination of the project without the prior written consent of the other party.

If there is no active solicitation but an opportunity arises in which you want to hire a Unisys team employee, the following provisions apply. In the case that the Unisys team employee has performed services for you within the prior two years, you agree to pay the Unisys team 50% of the particular employee's base salary to compensate the Unisys team for training and other benefits provided to the particular employee. In addition, if the Unisys team is currently providing services under an existing project to you, you further agree to preserve the existing project such that the Unisys team will continue to provide the services until the completion of the existing project as originally structured.

Canceling or rescheduling of the Services must be done in writing. There is a \$1,500 cancellation/rescheduling fee per consultant if the Services are canceled or rescheduled less than 3 business days prior to the scheduled visit. To cancel an engagement which is in progress, DTMB must give the Unisys team at least two weeks prior written notice of cancellation and Informatica shall have the right to collect Service fees for the Services performed during such two week period prior to the cancellation date.

This letter constitutes the entire understanding between the parties with respect to the subject matter hereof along with the terms and conditions of Unisys contract #017B1300247. We look forward to working with you. If you need additional information, please feel free to contact me at (517) 580-3700.

Sincerely,

Jeff Arbour
Client Account Executive
Unisys Corporation



CC# 7897



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: August 2012 to August 2013
Requesting Department: Department of Human Services	Date: August 1, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB000007897 PM05c needs the following to be added: a field, BR, Tickler, and notification

BACKGROUND:

This Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding the expiration date for informed consent.

PROJECT OBJECTIVE:

PM05c needs the following to be added: a field, BR, Tickler, and notification.

New Requirement: The system must allow the user to enter the Expiration Date for the Informed Consent.

BR: The Informed Consent expires one year from the Date of Consent.

Tickler: A tickler notification must be sent when an informed consent is about to expire requesting new informed consent or medication be ended.

Notification: Notification to the Medical Consultant when the 4th or more psychotropic medication has been added to a child's record.

This Statement of Work is scheduled for MiSACWIS Post-Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee charges, constitute the scope of work.

Conditions

1. This Project Change Control Statement of Work is subject to the existing contract between the State of Michigan and Unisys, See CONTRACT NO. 071B1300247 (the "Contract") for the Design, Development and Implementation (DDI) of a Statewide Automated Child Welfare Information System (SACWIS).
2. It is assumed that the Statewide rollout will move to July 2013.
3. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before August 24, 2012, Unisys reserves the right to adjust the fees



and projected schedule for this change and the delay may result in delay and disruption to the project.

5. This change order has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment and (3) UAT acceptance.
7. The payment terms for this change control are independent of any payment terms outlined in the base contract for MiSACWIS as well as the payment terms for any other amendments or Contract Change Notices to that contract.
8. The software associated with this change control will be deemed accepted in accordance with the acceptance process in Section 2.2 of the Contract when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. Change Control Statement of Work will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period for the MiSACWIS system, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period .
10. There will be no 5.2 business process practices and improvement activities resulting from this change control.
11. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
12. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA’s. DHS will make every reasonable attempt to secure decision from outside staff member in a 24-hour period.
13. DHS and DDI will establish a mutually-agreed upon schedule for UAT.
14. DDI will not update any training materials for this change.
15. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
16. This Post-Statewide change control will require using no more than two development streams.
17. There is no data conversion associated with this change control.

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the table below for the configuration items, test scenarios, and requirements for this change control.

Configuration Item Impact
PM05c - Maintain Medication Information Screen Specification
Configuration Impact - Use Cases/Screens
PM05c - Informed Consent List Screen
PM05c -Informed Consent Detail Screen
PM05c -UCR
Test Scenarios
1. System validates entry of the Informed Consent Expiration Date
2. System generates Informed Consent Due Tickler
3. System displays Informed Consent Due Tickler



- | |
|---|
| 4. System disposes Informed Consent Due Tickler |
| 5. System generates 4th Pyschotropic Mediciation Notification |

Requirements

The system must allow the user to enter the Expiration Date for the Informed Consent.

Deliverables

The table “Change Control 7897 PM05c needs the following to be added: a field, BR, Tickler, and notification” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee Charges

\$69,272

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the QAT environment;
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into QAT
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:



DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 7897 PM05c Needs the Following to be Added: a Field, BR, Tickler, and Notification			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		Results to be included in existing base contract deliverable;
1.3	Monthly Project Status Reports		Results to be included in existing base contract deliverable;
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		



4.2	User Access Security Plan		Update user group & security profile work product, if applicable;
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	Updates to specifications; Update RTM; Updates to 6.2 narratives as it relates to the subject change control, if applicable;
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;



9.9	Conversion and Migration Weekly Test Results Report		
9.1	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			
15.1	Statewide Implementation Plan		



15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



Form No. DMB 234 (Rev. 1/96)
 AUTHORITY: Act 431 of 1984
 COMPLETION: Required
 PENALTY: Contract will not be executed unless form is filed

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

May 17, 2012

CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B1300247
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Unisys 310 Winterberry Lane Okemos, MI 48864 Email: Jeffrey.Arbour@unisys.com	TELEPHONE: Jeff Arbour (517) 580-3700
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-3215 Steve Motz
Contract Compliance Inspector: Jim Hogan Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI)	
CONTRACT PERIOD: From: March 22, 2011 To: March 21, 2014	
TERMS <p style="text-align: center;">NA</p>	SHIPMENT <p style="text-align: center;">NA</p>
F.O.B. <p style="text-align: center;">NA</p>	SHIPPED FROM <p style="text-align: center;">NA</p>
MINIMUM DELIVERY REQUIREMENTS	
MISCELLANEOUS INFORMATION:	

NATURE OF CHANGE(S):

Effective immediately this Contract is amended to include the Statements of Work summarized in the table below. The total value of this change is \$5,462,844.00. \$5,457,644.00 will be funded using the Reserved Bank of Hours outlined below and \$5,200 will be for requirement 54244 which will use the additional features funding as outlined below. The funding for the Reserved Bank of Hours is already included in the Total Estimated Contract Value. All other terms, conditions, pricing and specifications remain unchanged.

Additional Features (Pricing Provided in Table 4 of Appendix F) – History

- \$3,467,360.00 (Available at Contract Execution Table 4 of Appendix F)
- \$3,467,360.00 (Available after locking in pricing for \$558,480.00 of the available requirements – See CN#1)
- \$3,462,160.00 (Available following \$5,200.00 use of avail funds – See CN#4)

Reserved Bank of Hours (Task 18.1) – History

- \$10,900,000 (Available at Contract Execution in Task 18.1)
- \$11,010,958.90 (Available following \$110,958.90 increase in avail funds – See CN#2)
- \$9,510,958.90 (Available following \$1,500,000.00 use of avail funds – See CN#3)
- \$4,053,314.90 (Available following \$5,457,644.00 use of avail funds – See CN#4)

AUTHORITY/REASON:

Per Vendor and Agency agreement

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$ 47,303,560.00



CC #	#	Change Control Description	Stage	Total Amount
1	607	18.1.1 MiSACWIS Training Numbers Estimated 4807	Pilot	\$ 657,151.00
		18.1.1.1 11.4 End User Training Material		
		18.1.1.2 11.6 End User Training and Progress Report		
		18.1.1.3 11.7 End User Training Final Report		
3	923	18.1.2 Using Bridges Provider ID in MiSACWIS	Pilot	\$ 236,156.00
		18.1.2.1 State signoff of the Detailed System Design		
		18.1.2.2 Delivery of code to the QAT environment		
		18.1.2.3 User Acceptance Testing acceptance		
6	2485	18.1.3 MiSACWIS two-tier authentication and 15 minute timeout	Pilot	\$ 258,114.00
		18.1.3.1 State signoff of the Detailed System Design		
		18.1.3.2 Delivery of code to the QAT environment		
		18.1.3.3 User Acceptance Testing acceptance		
9	4567	18.1.4 CM62 - Record Reunification Assessment - Override Overall Barriers	Pilot	\$ 107,891.00
		18.1.4.1 State signoff of the Detailed System Design		
		18.1.4.2 Delivery of code to the QAT environment		
		18.1.4.3 User Acceptance Testing acceptance		
Total Pilot				\$ 1,259,312.00
2	446	18.1.5 Extension of foster care to age 21	Statewide	\$ 2,447,845.00
		18.1.5.1 State signoff of the Detailed System Design		
		18.1.5.2 1st Delivery into INT environment		
		18.1.5.3 2nd Delivery into INT environment		
		18.1.5.4 3rd Delivery into INT environment		
		18.1.5.5 User Acceptance Testing acceptance		
11	5618	18.1.6 IVR And Web-based billing for board and care payments	Statewide	\$ 1,248,528.00
		18.1.6.1 State signoff of the Detailed System Design		
		18.1.6.2 1st Delivery into INT environment		
		18.1.6.3 2nd Delivery into INT environment		
		18.1.6.4 3rd Delivery into INT environment		
		18.1.6.5 User Acceptance Testing acceptance		
10	5898	18.1.7 Need to add the following to PM01: Incarcerated Yes or No and Expected Date of Release (MMDDYYYY or MMYYYY)	Statewide	\$ 52,654.00
		18.1.7.1 State signoff of the Detailed System Design		
		18.1.7.2 Delivery into the INT environment		
		18.1.7.3 User Acceptance Testing acceptance		
Total Statewide				\$ 3,749,027.00

CC #	#	Change Control Description	Stage	Total Amount
4	1095	18.1.8 IF905 DCH Interface - All requirement changes assistance transaction with Birth Registry	Post-Statewide	\$ 169,781.00



		18.1.8.1	State signoff of the Detailed System Design		
		18.1.8.2	Delivery of code to the QAT environment		
		18.1.8.3	User Acceptance Testing acceptance		
5	1218	18.1.9	DCH Interface for Insurance Information	Post-Statewide	\$ 64,044.00
		18.1.9.1	State signoff of the Detailed System Design		
		18.1.9.2	Delivery of code to the QAT environment		
		18.1.9.3	User Acceptance Testing acceptance		
7	2531	18.1.10	PM05b Medical Passport Changes	Post-Statewide	\$ 106,973.00
		18.1.10.1	State signoff of the Detailed System Design		
		18.1.10.2	Delivery of code to the QAT environment		
		18.1.10.3	User Acceptance Testing acceptance		
8	3873	18.1.11	Federal Legislation Credit Checks for youth in foster care age 16 and older	Post-Statewide	\$ 108,507.00
		18.1.11.1	State signoff of the Detailed System Design		
		18.1.11.2	Delivery of code to the QAT environment		
		18.1.11.3	User Acceptance Testing acceptance		
Total Post-Statewide					\$ 449,305.00
TOTAL					5,457,644.00

CC#	#	Change Notice Description	Stage	Total Amount
129	19.1	Additional Features - Appendix D -		
	19.1.1	Requirement 54244	Pilot	\$ 5,200.00
	19.1.1.1	User Acceptance Testing acceptance		
TOTAL				\$ 5,200.00



CC# 607



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS Project	Period of Coverage: May 2012 – March 2014
Requesting Department: Department of Human Services (DHS)	Date: March 21, 2012
Agency Project Manager: Nancy Palmateer	Phone: (517) 241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248



Brief Description of Services to be provided: DTMB00000607 - MiSACWIS Training Numbers Estimated 4807

BACKGROUND:

This State of Work is based on the existing contract between the State of Michigan and Unisys, see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

During the MiSACWIS joint application design (JAD) process, it was determined that there was a need to provide end user training for 5,500 students. The original contract provides for up to 4,000 students. The numbers were based on estimates made during the development of the MiSACWIS Request For Proposal in the Fall of 2010. The MiSACWIS Change Control entitled “DTMB00000607 MiSACWIS Training Numbers Estimated 4807,” will provide the Department of Human Services with additional Unisys services and materials to train an additional 1,500 users (end users and managers) in accordance with the existing scope of work under the initial contract and this statement of work.

PROJECT OBJECTIVE:

Increase Unisys services to support the increased number of individuals which will require end user training for the MiSACWIS Project.

SCOPE OF WORK:

Unisys will provide services and additional training materials in accordance with the contract and include:

- Management oversight for the additional class delivery to support the additional training population (1500 students)
- Management oversight of the additional material preparation
- Additional training materials
- Delivery of training for up to an additional 1500 users (managers and/end users)
- 5,500 is total number of users trained in all phases/classes
- 30% of the increased user count (1,500) are managers (450) , 70% end users (1,050).
- No new user groups defined; simply larger populations of existing user groups
- Users who attend more than one training session will count as multiple users. Essentially, 5500 is the total number of user registrations to be enrolled during all phases of training.
- State will provide facilities as indicated in updated schedule
- Training facilities will contain equipment that meets the minimum requirements to operate MiSACWIS
- Additional classes have been distributed geographically per available facilities with highest seat capacity
- Additional classes accommodate 14-20 users per available facilities (contract was for 15-20);
NOTE: Unisys and State had already agreed to use two (2) facilities of 22 seats, one (1) facility of 13 seats, and one (1) facility of 14 seats without requesting a formal change control
- Schedule accommodates a 95% attendance rate
- It is understood and agreed that the early delivery of student materials to support the Pilot project phase may require that all training materials be delivered before they are totally complete and verified by the Unisys and the DHS. Unisys will make reasonable efforts to complete the materials to the extent that will allow a Pilot training class to be conducted and completed without loss of material content to the overall subject matter.
- Additional classes have been scheduled within the original training time frame: 1/3/13 - 2/8/13
- Unisys and State will work together to revise/update the plan for weather makeup classes
- There is no planned scheduled impact as part of this change. To offset the additional students and required classes, the State will provide additional classrooms and training equipment and the Unisys will provide additional instructors for the additional classes.

DELIVERABLES:

This change order will affect the existing contract deliverables as follows:

Original Deliverable ID	Original Amt	CC607 Amount	New Deliverable Amount
11.4 End User Training Material	\$750,000	\$111,181	\$861,181
11.6 End User Training and Progress Report	\$150,000	\$272,985	\$422,985
11.7 End User Training Final Report	\$150,000	\$272,985	\$422,985



TOTALS	\$1,050,000	\$657,151	\$1,707,151
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The additional Unisys services addressed by this statement of work will be distributed over the payment points described in the base Contract (CONTRACT NO. 071B1300247) between the State and Unisys.

The following deliverables will be updated based on this statement of work:

- 11.1 End User Training Strategy;
- 11.2 Comprehensive Training Plan;

ACCEPTANCE CRITERIA:

Acceptance criteria for the above deliverables is established in the base CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PROJECT CONTROL AND REPORTS:

Project reporting is established in the base CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PAYMENT SCHEDULE:

For payment terms and conditions see the base CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

The current initial Unisys delivery for the Deliverables is as follows:

- 11.4 End User Training Material - Tue 11/6/12
- 11.6 End User Training and Progress Report - Sun 1/6/13
- 11.7 End User Training Final Report - Mon 2/11/13

EXPENSES:

See the base CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

Nancy Palmateer, Program Management Division Director
 Department of Technology, Management & Budget
 Grand Tower, Suite 615
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 PalmateerN@michigan.gov
 Phone (517) 241-8509
 FAX: (517) 335-0171

**The designated DTMB Project Manager is:**

Jeff Kuhlman/Cole Jacobson
DTMB Agency Services/DHS
One Michigan Building
120 N. Washington Square, 3rd Floor
Lansing, MI 48933
517-335-2248
kuhlmanj@michigan.gov
jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to March 2013
Requesting Department: Department of Human Services	Date: March 27, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00000923 Using the Bridges Provider ID in MiSACWIS

BACKGROUND:

This change control is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding the Bridges Provider ID. The Bridges Provider ID is an essential unique identifier that is used for finding a certain provider within the system, and more importantly to link a provider's information between the different agency data systems. End-users are familiar with this numbering system and use it in other agency systems to search for provider information.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has three main objectives.

- Data Conversion must include the Bridges Provider ID as a part of the conversion processes for Provider data
- Extend functionality of the MiSACWIS, currently in development, to display the Bridges Provider ID with its associated Provider data
- Extend search functionality of the MiSACWIS, currently in development, to search MiSACWIS and Bridges for existing Providers

The delivery date for this MiSACWIS Change Control is MiSACWIS Pilot.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change.

Conditions

1. The pilot is currently planned for October 31, 2012.
2. Statewide rollout is currently planned for February 2013.
3. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.



5. This change order has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment (3) UAT acceptance.
7. The design and development payment points for this change control are independent of any payment points outlined in the base contract for MiSACWIS as well as the payment points for any other amendments to that contract. The payment point for UAT will be based upon the State's acceptance of the 10.3 Operational Readiness Report.
8. The software associated with this change request will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change request is as provided under the base contract.
10. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the SACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 business process practices and improvement activities resulting from this change control.
12. Web-based training will not be modified.
13. The 10% hold back for this change request will be payable per the base contract or upon notification from the SOM to stop work on this change request (in accordance with the Contract stop work procedures); whichever comes earlier.
14. Any "out of scope" additions or modifications will require a revision to this document that could result in a price change.
15. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure decision from outside staff member in a 24-hour period.

Configuration Impacted Items

1. RM04 - Maintain Resource Information
2. RM04i - Maintain Provider Reference (new use case)
3. RM04k - Maintain Resource Payment Information
4. RM11 - Match Client with Service Resources
5. RM38 - Maintain Residential Resources
6. RM39 - Maintain Non-DCS Resource Information
7. CF55 - Find a Resource

Test Scenarios

1. Create Provider Reference Record for Licensed Home Provider (Negative Test)
2. Read Provider Reference Record for Licensed Home Provider
3. Read Provider Reference List page for Licensed Home Provider



4. Update Provider Reference Record for Licensed Home Provider (Negative Test)
5. Delete Provider Reference Record for Licensed Home Provider (Negative Test)
6. Create Provider Reference Record for Non-Licensed Home Provider
7. Read Provider Reference Record for Non-Licensed Home Provider
8. Read Provider Reference List page for Non-Licensed Home Provider
9. Update Provider Reference Record for Non-Licensed Home Provider
10. Update Provider Reference Record (Bridges Provider ID) for Non-Licensed Home Provider
11. Delete Provider Reference Record for Non-Licensed Home Provider
12. Delete Provider Reference Record (Bridges Provider ID) for Non-Licensed Home Provider
13. Create Provider Reference Record for Residential Provider (Negative Test)
14. Read Provider Reference Record for Residential Provider
15. Read Provider Reference List page for Residential Provider
16. Update Provider Reference Record for Residential Provider (Negative Test)
17. Delete Provider Reference Record for Residential Provider (Negative Test)
18. Create Provider Reference Record for Non-DHS Provider
19. Read Provider Reference Record for Non-DHS Provider
20. Read Provider Reference List page for Non-DHS Provider
21. Update Provider Reference Record for Non-DHS Provider
22. Update Provider Reference Record (Bridges Provider ID) for Non-DHS Provider
23. Delete Provider Reference Record for Non-DHS Provider
24. Delete Provider Reference Record (Bridges Provider ID) for Non-DHS Provider
25. Find a Provider Record using Provider Reference Number as unique ID
26. Find a Provider Record using Provider Reference Number as unique ID (Negative Test)
27. Find a Service Provider using Provider Reference Number as unique ID
28. Find a Service Provider using Provider Reference Number as unique ID (Negative Test)
29. System updates Provider Payment Information with Bridges Provider ID
30. Maintain Provider Payment Information with Bridges Provider ID (Negative Test)

Requirements

1. The Data Conversion team will populate the Bridges ID.
2. The system shall give workers the option to search for providers by the Bridges Provider ID.
3. The system shall give workers the option to view the Bridges Provider ID.

Deliverables

The table “Change Control Deliverable Matrix , Change Control 923 – New UC – Bridges Provider ID,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$236,156.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

12. State signoff of the Detailed System Design;



- 13. Delivery of code to the QAT environment;
- 14. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This change order has three billable milestones:

- 12. 40% at completion of detail design,
- 13. 45% at delivery into QAT, and
- 14. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
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The designated DTMB Project Manager is:

DTMB
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 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design,



Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix
Change Control 923 – New UC – Bridges Provider ID

No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		- Update user group & security profile work product.
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	x	- Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report		- Continuation of base contract deliverable through UAT;



Change Control Deliverable Matrix
Change Control 923 – New UC – Bridges Provider ID

No.	Base Contract Deliverables	Required Deliverable Updates	Comments
7.3	Development Library - Code Check-in		- Code check-in has to be done to promote code;
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		May have impact to Mapping Documents and Project Schedule
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	- Continuation of base contract deliverable through UAT; May be combined with 10.2
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports		- Continuation of base contract deliverable through UAT; May be combined with 9.8
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable.
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		Results to be included in existing base contract deliverable.
11.5	Online User Aids		Results to be included in existing base contract deliverable.
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		Results to be included in existing base contract deliverable.
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		



Change Control Deliverable Matrix
Change Control 923 – New UC – Bridges Provider ID

No.	Base Contract Deliverables	Required Deliverable Updates	Comments
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
15.1			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
16.1			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 2485



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to March 2013
Requesting Department: Department of Human Services	Date: March 28, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00002485 MiSACWIS Two-Tier Authentication and 15 Minute Timeout

BACKGROUND:

This change control Statement of Work is for the design, construction, testing and implementation activities necessary to implement a second authentication mechanism for the new MiSACWIS application. While developing the Security Design, project staff worked with State of Michigan security specialists to define the MiSACWIS application security needs. As part of this process, the team, following the DTMB processes, classified the application’s data sensitivity according to Federal and State laws and policies. The result of the analysis was that the MiSACWIS application is a high sensitivity system.

As a result, the team made a number of recommendations to help protect the system. Among the recommendations was to implement a two-tier authentication system. With a two-tier authentication design, users will be authenticated both by the State of Michigan Single Sign-On System and again by the MiSACWIS application before accessing the application. The two-tier authentication approach provides additional protection in that a malicious attacker must know two different passwords which have been set and managed in two different places by two different systems and two different help desks. In addition to the extra deterrent against attackers, this two tier authentication approach provides a measure of safety from inadvertent access by someone sharing a device owned by an individual employee of an external partner agency, rather than by DHS.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has two main objectives.

- Implement a two-tier authentication system, consisting of both the State of Michigan Single Sign-on and the MiSACWIS application.
- Extend functionality of the MiSACWIS to manage the passwords for the MiSACWIS application according to DTMB standards.

The delivery date for this change control Statement of Work is MiSACWIS Pilot.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work.

Conditions

1. The pilot is October 31, 2012.



2. Statewide rollout is currently planned for February 2013.
3. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.
5. This change order has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment and (3) UAT acceptance.
7. The design and development payment points for this change control are independent of any payment points outlined in the base contract for MiSACWIS as well as the payment points for any other amendments to that contract. The payment point for UAT will be based upon the State's acceptance of the 10.3 Operational Readiness Report.
8. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 business process practices and improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any "out of scope" additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
15. There is no data conversion associated with this change control.
16. The design for the password reset process will be based upon the Visio flow attached to the change control record (2485) in Rational ClearQuest.

Configuration Impacted Items

1. CF41 - Log-In and Password Change (Design Document)



2. Log In (modified screen)
3. Temporary Password (new screen)
4. Questions (new screen)
5. Initial Registration (new screen)

Test Scenarios

1. User submits password reset request (i.e., clicks forgot password link)
2. User requests System save password reset
3. User cancels password reset request
4. System validates personal questions
5. System validates personal questions (Negative)
6. System validates temporary password
7. System validates temporary password (Negative)
8. System validates password reset requirements
9. System validates password reset requirements (Negative)
10. User creates personal question information
11. User updates personal question information
12. User cancels personal question information
13. System validates personal question requirements
14. System validates personal question requirements (negative)
15. System generates password reset notification
16. User receives password reset notification
17. System accepts temporary password
18. System does not accept password reset
19. User creates new permanent password
20. System accepts new permanent password
21. System does not accept new permanent password. (Equal to 5 test scenarios)
22. System Cannot Authenticate User Credentials
23. CF41 Log-In Page Modifications (Equal to 2 test scenarios)
24. System expires reset password
25. System expires reset password (negative test)
26. System expires current password after 90 days
27. System expires current password after 90 days (negative test)
28. System expires current password after 90 days
29. System expires current password after 90 days (negative test)
30. System generates temporary password notification (registration process)
31. System generates new password notification (registration process)
32. System encrypts password entry at log-in
33. System validates password strength



34. System generates a password expiration warning email.
35. System generates a password expiration warning email (negative test).
36. System does not provide the "remember me" option.
37. System does not provide the "remember me" option. (negative test).

Requirements

1. A reset password must expire after <configurable, say 1> hour.
2. The system must log issuance of new password to audit log.
3. Passwords must expire and be changed at least every 90 days.
4. The minimum password age is 1 day.
5. The user must be warned at <configurable, say 15> days before password expires.
6. The user must be able to select a link from the logon page or main MiSACWIS start page to change password.
7. The system will enforce a password history of 10 passwords.
8. The user cannot reuse any of that user's previous 10 passwords.
9. The minimum password length is 8 characters.
10. The password must contain characters from three of the following four categories:
 - * Uppercase alphabet characters (A-Z)
 - * Lowercase alphabet characters (a-z)
 - * Arabic numerals (0-9)
 - * Non-alphanumeric characters (for example, !,\$#,%)
11. New password cannot match the user's first, middle, or last name, or user ID.
12. A new password cannot be a dictionary word.
13. The system will not present a "remember me" option that allows the user to save the password.

Deliverables

The table "Change Control 2485 – CF41 – Two Tier Authentication," attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$258,114.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery of code to the QAT environment;
3. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:



Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This change control Statement of Work has three billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into QAT, and
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
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 Lansing, MI 48909
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The designated DTMB Project Manager is:

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 Jeff Kuhlman/Cole Jacobson
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 120 N. Washington Square, 3rd Floor
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 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan	X	- Addition of Tivoli and LDAP references.
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document	X	- Review and validate accuracy of Security statements
4.2	User Access Security Plan		
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			



6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	x	<ul style="list-style-type: none"> - Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design	X	<ul style="list-style-type: none"> - Incorporation of the second LDAP interface
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report		<ul style="list-style-type: none"> - Continuation of base contract deliverable through UAT;
7.3	Development Library - Code Check-in		<ul style="list-style-type: none"> - Code check-in has to be done to promote code;
Activity 8: Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	<ul style="list-style-type: none"> - Continuation of base contract deliverable through UAT; May be combined with 10.2
9.9	Conversion and Migration Weekly Test Results Report		



9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: UAT			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports		- Continuation of base contract deliverable through UAT; May be combined with 9.8
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable.
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		Results to be included in existing base contract deliverable.
11.5	Online User Aids		Results to be included in existing base contract deliverable.
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		Results to be included in existing base contract deliverable.
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			



14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 4567



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to March 2013
Requesting Department: Department of Human Services	Date: April 3, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00004567 CM62-Record Reunification Assessment - Override Overall Barriers

BACKGROUND:

This change control Statement of Work is for the design, construction, testing and implementation activities necessary to extend the MiSACWIS application to replicate a validated structured decision making tool currently used in the SWSS application. The MiSACWIS project team will update the design for the Record Reunification Assessment tool to require users to explain when they override system determined responses on the assessment.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has one major objective:

- Design, develop, test and implement modifications to the CM62 – Record Reunification use case.

This change control Statement of Work a is scheduled for MiSACWIS Pilot.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work.

Conditions

1. The pilot is October 31, 2012.
2. Statewide rollout is currently planned for February 2013.
3. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.
5. This change order has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys once the



acceptance criteria have been met for the item.

6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment and (3) UAT acceptance.
7. The design and development payment points for this change control are independent of any payment points outlined in the base contract for MiSACWIS as well as the payment points for any other amendments to that contract. The payment point for UAT will be based upon the State's acceptance of the 10.3 Operational Readiness Report.
8. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 business process practices and improvement activities resulting from this change control.
12. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
13. Any "out of scope" additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
15. For this change control web-based training will not be modified.
16. For this change control there is no data conversion.

Configuration Impacted Items

1. CM62-Record Reunification Assesment Use Case (Design Document)
2. CM62-Record Reunification Assesment - Screen Specification (Design Document)
3. CM62-Record Reunification Assesment – UCR (Design Document)
4. Barriers and Safety Screen (to be modified) (2 scenarios) (Use Cases/Screens)

Test Scenarios

1. System prevents user from modifying override value
2. System prevents user from modifying override value (Negative)
3. System prevents user from modifying override value to Substantial
4. System prevents user from modifying override value to Substantial (Negative)
5. System prevents user from modifying override value to Poor
6. System prevents user from modifying override value to Poor (Negative)



7. System prevents user from modifying override value to Refused
8. System prevents user from modifying override value to Refused (Negative)

Requirements

1. This change control does not add or revise existing requirements in RequisitePro.

Deliverables

The table “Change Control Deliverable Matrix , Change Control 4567 – CM62-Record Reunification Assessment - Override Overall Barriers,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$107,891.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

15. State signoff of the Detailed System Design;
16. Delivery of code to the QAT environment;
17. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each milestone (major part of the contract) basis. This Statement of Work has three billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into QAT, and
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov



The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 4567 CM62-Record Reunification Assessment			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		



3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		- Update user group & security profile work product.
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	x	- Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	x	- Continuation of base contract deliverable through UAT;
7.3	Development Library - Code Check-in	x	- Code check-in has to be done to promote code;
Activity 8: Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		



9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts		
9.8	Testing Results Weekly Report	x	- Continuation of base contract deliverable through UAT; May be combined with 10.2
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports		- Continuation of base contract deliverable through UAT; May be combined with 9.8
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		



12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	x	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Statewide Implementation			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
Activity 16: Operations and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 446



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to June 2013
Requesting Department: Department of Human Services	Date: March 28, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00000446 Extension of Foster Care to Age 21

BACKGROUND:

This change control Statement of Work is for the design, construction, testing and implementation activities necessary to extend the MiSACWIS application to support the Fostering Connections to Success and Increasing Adoptions Act of 2008 (PL 110-351). This act includes an option for states to extend assistance through title IV-E funding to foster care maintenance for 18 -21 year olds who meet employment, education or disability requirements. States may implement this policy as of October 1, 2010. In order to implement this legislation, the MiSACWIS project team must implement changes to most of the major components of the system to allow for the changes to the eligibility requirements and the workflow to manage children who can be placed in a larger variety of placements than traditional foster care cases.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS change control has two main objectives:

- Design, develop, and test new application functionality to support the Fostering Connections legislation.
- Design, develop, and test modifications to existing functionality to support the Fostering Connections legislation.

The delivery date for this MiSACWIS Change Control is MiSACWIS Statewide rollout.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

30. The pilot is October 31, 2012.
31. Statewide rollout is currently planned for February 2013.
32. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
33. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If



Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.

34. This change control has the following billable milestones: 40% at completion of detail design, 45% for development, divided equally over three code drops (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
35. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
36. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
37. The warranty period for software associated with this change control is as provided under the base contract.
38. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
39. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
40. Classroom and web-based training will not be modified.
41. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
42. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
43. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
44. Change control content in the user manual will be submitted as part of the 11.5 On-line user aids deliverable.
45. This change control does not include dedicated work for the conversion team; this will be specified, if needed, in a subsequent change control.

Configuration Impacted Items / Test Scenarios/ Requirements

Please see the configuration items, test scenarios, and requirements for this change control below:

Configuration Item Impact - Design Documents
CF18a - Generate Central Print Reports - Use Case
CF18a - Generate Central Print Reports - Interface Specification
CM01a - Record Pleading Information - UCR
CM01c - Record Court Order Information - Use Case
CM01c - Record Court Order Information - Screen Specification
CM01c - Record Court Order Information - UCR



CM01f - Record Legal Status - Use Case
CM01f - Record Legal Status - Screen Specification
CM01f - Record Legal Status - UCR
CM02a - View Program Type - Use Case
CM02a - View Program Type - Screen Specification
CM10 - Maintain Permanency Plan Information - Use Case
CM10 - Maintain Permanency Plan Information - Screen Specification
CM10 - Maintain Permanency Plan Information - UCR
CM10f - Permanency Plan Approval - Use Case
CM10f - Permanency Plan Approval - Screen Specification
CM10f - Permanency Plan Approval - UCR
CM17 - Maintain Case Closure - Use Case
CM17 - Maintain Case Closure - Screen Specification
CM17 - Maintain Case Closure - UCR
CM30 - Record Removal Information - Use Case
CM30 - Record Removal Information - Screen Specification
CM30 - Record Removal Information - UCR
CM31 - Maintain Placement Information - Use Case
CM31 - Maintain Placement Information - Screen Specification
CM31 - Maintain Placement Information - UCR
IC02 - Manage ICPC/ICJ Intake - Use Case
IC02 - Manage ICPC/ICJ Intake - Screen Specification
IC02 - Manage ICPC/ICJ Intake - UCR
IN02 - Create Case - Use Case
IN02 - Create Case - Screen Specification
IN04d - Create Non-CPS Intake - Use Case
IN04d - Create Non-CPS Intake - Screen Specification
IN04d - Create Non-CPS Intake - UCR
FM01b - Maintain Eligibility Income/Resource Summary Information - Use Case
FM01b - Maintain Eligibility Income/Resource Summary Information - Screen Specification
FM01b - Maintain Eligibility Income/Resource Summary Information - UCR
FM02 - Perform YAVFC Eligibility Determination - Use Case
FM02 - Perform YAVFC Eligibility Determination - Screen Specification
FM02 - Perform YAVFC Eligibility Determination - UCR
FM03 - Perform Reimburseability Determination - Use Case
FM03 - Perform Reimburseability Determination - Screen Specification
FM03 - Perform Reimburseability Determination - UCR
FM04 - Determine Subsidy Eligibility - Use Case
FM04 - Determine Subsidy Eligibility- Screen Specification
FM04 - Determine Subsidy Eligibility - UCR
FM05 - Renew Subsidy Eligibility - Use Case
FM05 - Renew Subsidy Eligibility- Screen Specification
FM05 - Renew Subsidy Eligibility - UCR



FM11 - Maintain Service Authorizations - Use Case
FM11 - Maintain Service Authorizations - Screen Specification
FM11 - Maintain Service Authorizations - UCR
FM12h - Submit Rosters for Disbursement - Use Case
FM12h - Submit Rosters for Disbursement - Screen Specification
FM12h - Submit Rosters for Disbursement - UCR
FM12j - Payment Adjustments - Use Case
FM12j - Payment Adjustments - Screen Specification
FM12j - Payment Adjustments - UCR
JJ13 - Manage Child and Family Team Meeting - Use Case
JJ13 - Manage Child and Family Team Meeting - Screen Specification
JJ13 - Manage Child and Family Team Meeting - UCR
TF20 - Report Matrix - Use Case
CM17 - Maintain Case Closure - Screen Specification
CM17 - Maintain Case Closure - UCR
Configuration Impact - Use Cases/Screens
CM01a - Record Pleading Information - Details Page (2 UML Scenarios) - Modified
CM01b - Record Court Hearing Information - Details Page (2 UML Scenarios) - Modified
CM01c - Record Court Order Information - Details Page (2 UML Scenarios) - Modified
CM01f - Record Legal Status - Details Page (2 UML Scenarios) - Modified
CM02a - View Program Type - Details Page (2 UML Scenarios) - Modified
CM17 - Maintain Case Closure -Details Page (2 UML Scenarios) - Modified
IC02 - Manage ICPC/ICJ Intake (2 UML Scenarios) - New Page (YAVFC)
IN04d - Create Non-CPS Intake (2 UML Scenarios) - New Page (YAVFC)
FM02 - Perform YAVFC Eligibility Determination (6 UML Scenarios) 3 New pages
FM03 - Perform Reimburseability Determination - Details Page (2 UML Scenarios) - Modified
FM04 - Determine Subsidy Eligibility - Summary Page - (2 UML Scenarios) Modified
FM05 - Renew Subsidy Eligibility - Summary Page -(2 UML Scenarios) - Modified
Report Test Scenarios
DHS-1339, Young Adult Adoption Assistance Extension Application
DHS 4113-YA, Young Adult Adoption Assistance Extension Agreement
DHS-XXX, Young Adult Adoption Medical Subsidy Extension Agreement
DHS-XXX, Young Adult Adoption Subsidy Extension Transmittal
DHSDHS-XXX, Young Adult Adoption Subsidy Guardian Assistance Extension Agreement
DHS-XXX, Young Adult Adoption Medical Subsidy Guardian Extension Agreement
DHS-XXX, Young Adult Adoption Subsidy Extension Transmittal
DHS-628-YA, Young Adult Extension Notice letter
DHS-1314, Young Adult Adoption Subsidy Extension Missing Documentation Notice
DHS-881-YA, Quarterly Young Adult Extension Review
DHS-628-G, Young Adult Guardianship Extension Notice
DHSDHS-1339G, Young Adult Guardianship Extension Application
DHS-3313-YA, Young Adult Guardianship Extension Agreement



DHS-XXX, Young Adult Guardianship Subsidy Extension Transmittal
DHS-793, Young Adult Guardianship Assistance Extension Missing Documentation
DHS-XXX Guardianship Annual Report
DHS-XXXX, Young Adult Voluntary Foster Care Program Notice
DHS – XXXX, Young Adult Voluntary Foster Care Agreement
DHS-XXXX, Young Adult Voluntary Foster Care Case Closure Request
DHS-XXXX, Young Adult Voluntary Foster Care Case Closure Notice
DHS-1295, Young Adult Monthly Visit Report
Test Scenarios
1. MiSACWIS validates age 18 qualification for YAVFC program
2. MiSACWIS validates age qualification for YAVFC program (negative)
3. MiSACWIS validates age 18-21 re-open qualification for YAVFC program
4. MiSACWIS validates age 18-21 re-open qualification for YAVFC program (Negative)
5. MiSACWIS generates YAVFC 60 day notification
6. MiSACWIS generates YAVFC 60 day notification (Negative)
7. MiSACWIS generates YAVFC Re-entry Agreement Tickler
8. MiSACWIS generates YAVFC Re-entry Agreement Tickler (Negative)
9. MiSACWIS validates '56' Legal Status Effective Date - Jurisdiction Date
10. MiSACWIS validates '56' Legal Status Effective Date - Jurisdiction Date (Negative)
11. MiSACWIS validates '56' Legal Status Effective Date - Agreement Date
12. MiSACWIS validates '56' Legal Status Effective Date - Agreement Date (negative)
13. MiSACWIS terminates Medicaid Eligibility record (21st Birthday Batch Procedure)
14. MiSACWIS terminates Medicaid Eligibility record (21st Birthday Batch Procedure) (negative test)
15. MiSACWIS generates FTM Referral tickler (Not Approved Case Closure)
16. MiSACWIS generates FTM Referral tickler (Not Approved Case Closure) (negative test)
17. MiSACWIS displays FTM Referral tickler (Not Approved Case Closure)
18. MiSACWIS displays FTM Referral tickler (Not Approved Case Closure) (negative test)
19. MiSACWIS validates removal date equal to YAVFC Agreement Date
20. MiSACWIS validates removal date equal to YAVFC Agreement Date (negative)
21. MiSACWIS validates removal month equal to YAVFC Agreement Date
22. MiSACWIS validates removal month equal to YAVFC Agreement Date (negative)
23. MiSACWIS validates the YAVFC youth meets US Citizen eligibility requirement
24. MiSACWIS validates the YAVFC youth meets US Citizen eligibility requirement (negative)
25. MiSACWIS validates the YAVFC youth meets AFDC eligibility requirement
26. MiSACWIS validates the YAVFC youth meets AFDC eligibility requirement (negative)
27. MiSACWIS validates the YAVFC youth meets earned income budgeted business rule
28. MiSACWIS validates the YAVFC youth meets earned income budgeted business rule (negative)
29. MiSACWIS validates YAVFC youth asset business rule
30. MiSACWIS validates YAVFC youth asset business rule (negative)
31. MiSACWIS validates the YAVFC youth meets earned income non-budgeted business rule
32. MiSACWIS validates the YAVFC youth meets earned income non-budgeted business rule (negative)
33. MiSACWIS validates income disregards business rule



34. MiSACWIS validates income disregards business rule (negative)
35. MiSACWIS applies board/care rate reduction business rule
36. MiSACWIS applies board/care rate reduction business rule (negative)
37. MiSACWIS applies unearned income/removal month business rule
38. MiSACWIS applies unearned income/removal month business rule (negative)
39. MiSACWIS applies YAVFC Best Interest business rule
40. MiSACWIS applies YAVFC Best Interest business rule (negative)
41. MiSACWIS applies YAVFC Continuing Eligibility Education business rule
42. MiSACWIS applies YAVFC Continuing Eligibility Education business rule (negative)
43. MiSACWIS applies YAVFC Continuing Eligibility Employment business rule
44. MiSACWIS applies YAVFC Continuing Eligibility Employment business rule (negative)
45. MiSACWIS applies YAVFC Continuing Eligibility Job Prep business rule
46. MiSACWIS applies YAVFC Continuing Eligibility Job Prep business rule (negative)
47. MiSACWIS applies YAVFC Continuing Eligibility Medical Condition business rule
48. MiSACWIS applies YAVFC Continuing Eligibility Medical Condition business rule (negative)
49. MiSACWIS generates YAVFC Redetermination record
50. MiSACWIS generates YAVFC Redetermination record (negative test)
51. MiSACWIS generates YAVFC Redetermination tickler
52. MiSACWIS generates YAVFC Redetermination tickler (negative test)
53. MiSACWIS displays YAVFC Redetermination tickler
54. MiSACWIS displays YAVFC Redetermination tickler (negative test)
55. MiSACWIS generates YAVFC Redetermination eligibility verification date notification
56. MiSACWIS generates YAVFC Redetermination eligibility verification date notification (negative test)
57. MiSACWIS generates YAVFC Continued Eligibility record (SSI)
58. MiSACWIS generates YAVFC Continued Eligibility record (SSI) (negative test)
59. MiSACWIS applies 30 Day Grace Period business rule
60. MiSACWIS applies 30 Day Grace Period business rule (negative)
61. MiSACWIS applies non-compliance business rule
62. MiSACWIS applies non-compliance business rule (negative test)
63. MiSACWIS validates non-compliance reason(s)
64. MiSACWIS validates non-compliance reason(s) (negative test)
65. MiSACWIS generates YAVFC FTM Non-compliance tickler
66. MiSACWIS generates YAVFC FTM Non-compliance tickler (negative test)
67. MiSACWIS displays YAVFC FTM Non-compliance tickler
68. MiSACWIS displays YAVFC FTM Non-compliance tickler (negative test)
65. MiSACWIS generates YAVFC Case Closure Non-compliance tickler
66. MiSACWIS generates YAVFC Case Closure Non-compliance tickler (negative test)
67. MiSACWIS displays YAVFC Case Closure Non-compliance tickler
68. MiSACWIS displays YAVFC Case Closure Non-compliance tickler (negative test)
69. MiSACWIS generates YAVFC IV-E Reimburseability Determination (Education/Employment)
70. MiSACWIS generates YAVFC IV-E Reimburseability Determination (Education/Employment) (negative test)
71. MiSACWIS generates YAVFC IV-E Reimburseability Determination (Quarterly Verification)



72. MiSACWIS generates YAVFC IV-E Reimburseability Determination (Quarterly Verification) (negative test)
73. MiSACWIS generates YAVFC IV-E Reimburseability Determination (Cost of Care Change)
74. MiSACWIS generates YAVFC IV-E Reimburseability Determination (Cost of Care Change) (negative test)
75. MiSACWIS generates YAVFC IV-E Reimburseability Determination (FTM Review)
76. MiSACWIS generates YAVFC IV-E Reimburseability Determination (FTM Review) (negative test)
77. MiSACWIS generates YAVFC IV-E Reimburseability Determination (YAVFC Return)
78. MiSACWIS generates YAVFC IV-E Reimburseability Determination (YAVFC Return) (negative test)
79. MiSACWIS generates YAVFC Request Packet Petition tickler
80. MiSACWIS generates YAVFC Request Packet Petition tickler (negative test)
81. MiSACWIS displays YAVFC Request Packet Petition tickler
82. MiSACWIS displays YAVFC Request Packet Petition tickler (negative test)
83. MiSACWIS generates YAVFC 21st Birthday FTM Tickler
84. MiSACWIS generates YAVFC 21st Birthday FTM Tickler (negative test)
85. MiSACWIS displays YAVFC 21st Birthday FTM Tickler
86. MiSACWIS displays YAVFC 21st Birthday FTM Tickler (negative test)
87. MiSACWIS generates Transitional Medicaid Eligibility Record
88. MiSACWIS generates Transitional Medicaid Eligibility Record (negative test)
89. Scheduler executes 30 Day Grace Period Batch Procedure
90. MiSACWIS executes 30 Day Grace Period Batch Procedure
91. MiSACWIS end dates Service Auth records
92. MiSACWIS end dates Service Auth records (negative test)
93. MiSACWIS validates DOC Rates YAVFC business rules
94. MiSACWIS validates DOC Rates YAVFC business rules (negative test)
95. MiSACWIS generates YAVFC Initial Service Plan tickler
96. MiSACWIS generates YAVFC Initial Service Plan tickler (negative test)
97. MiSACWIS displays YAVFC Initial Service Plan tickler
98. MiSACWIS displays YAVFC Initial Service Plan tickler (negative test)
99. MiSACWIS generates YAVFC Updated Service Plan tickler
100. MiSACWIS generates YAVFC Updated Service Plan tickler (negative test)
101. MiSACWIS displays YAVFC Updated Service Plan tickler
102. MiSACWIS displays YAVFC Updated Service Plan tickler (negative test)
103. Scheduler runs YAVFC 21st Birthday Batch Procedure
104. MiSACWIS executes YAVFC 21st Birthday Batch Procedure
105. MiSACWIS terminates YAVFC Eligibility record (21st Birthday Batch Procedure)
106. MiSACWIS terminates YAVFC Eligibility record (21st Birthday Batch Procedure) (negative test)
107. MiSACWIS terminates YAVFC Reimburseability record (21st Birthday Batch Procedure)
108. MiSACWIS terminates YAVFC Reimburseability record (21st Birthday Batch Procedure) (negative test)
109. MiSACWIS terminates Service Auth record (21st Birthday Batch Procedure)
110. MiSACWIS terminates Service Auth record (21st Birthday Batch Procedure) (negative test)
111. MiSACWIS generates YAVFC Program Type
112. MiSACWIS generates YAVFC Program Type (negative test)
113. MiSACWIS reopens Adoption Subsidy Case for YAVFC Youth



114. MiSACWIS reopens Adoption Subsidy Case for YAVFC Youth (negative test)
113. MiSACWIS validates YAVFC Adoption Subsidy Program Type Security Requirements
114. MiSACWIS validates YAVFC Adoption Subsidy Program Type Security Requirements (negative test)
115. MiSACWIS validates YAVFC Adoption Subsidy IV-E Funding business rule
116. MiSACWIS validates YAVFC Adoption Subsidy IV-E Funding business rule (negative test)
117. MiSACWIS validates YAVFC Adoption Subsidy State/TANF Funding business rule
118. MiSACWIS validates YAVFC Adoption Subsidy State/TANF Funding business rule (negative test)
119. MiSACWIS generates YAVFC Subsidy Eligibility Verification Tickler
120. MiSACWIS generates YAVFC Subsidy Eligibility Verification Tickler (negative test)
121. MiSACWIS displays YAVFC Subsidy Eligibility Verification Tickler
122. MiSACWIS displays YAVFC Subsidy Eligibility Verification Tickler (negative test)
123. MiSACWIS generates Missing Eligibility Verification Date Notification
124. MiSACWIS generates Missing Eligibility Verification Date Notification (negative test)
117. MiSACWIS validates YAVFC Adoption Subsidy DOC Rate business rule
118. MiSACWIS validates YAVFC Adoption Subsidy State/TANF Funding business rule (negative test)
119. MiSACWIS terminates YAVFC Adoption Subsidy (Military Service)
120. MiSACWIS terminates YAVFC Adoption Subsidy (Military Service) (negative test)
121. MiSACWIS terminates YAVFC Adoption Subsidy (Marital Details)
122. MiSACWIS terminates YAVFC Adoption Subsidy (Marital Details) (negative test)
123. MiSACWIS terminates YAVFC Adoption Subsidy (SSI Client Benefits)
124. MiSACWIS terminates YAVFC Adoption Subsidy (SSI Client Benefits) (negative test)
125. MiSACWIS terminates YAVFC Adoption Subsidy (Deceased Date)
126. MiSACWIS terminates YAVFC Adoption Subsidy (Deceased Date) (negative test)
127. MiSACWIS terminates YAVFC Foster Care Eligibility (Military Service)
128. MiSACWIS terminates YAVFC Foster Care Eligibility (Military Service) (negative test)
129. MiSACWIS terminates YAVFC Foster Care Eligibility (Marital Details)
130. MiSACWIS terminates YAVFC Foster Care Eligibility (Marital Details) (negative test)
131. MiSACWIS terminates YAVFC Foster Care Eligibility (Adoption Finalization)
132. MiSACWIS terminates YAVFC Foster Care Eligibility (Adoption Finalization) (negative test)
133. MiSACWIS terminates YAVFC Foster Care Eligibility (Deceased Date)
134. MiSACWIS terminates YAVFC Foster Care Eligibility (Deceased Date) (negative test)
135. MiSACWIS terminates YAVFC Foster Care Reimburseability (Military Service)
136. MiSACWIS terminates YAVFC Foster Care Reimburseability (Military Service) (negative test)
137. MiSACWIS terminates YAVFC Foster Care Reimburseability (Marital Details)
138. MiSACWIS terminates YAVFC Foster Care Reimburseability (Marital Details) (negative test)
139. MiSACWIS terminates YAVFC Foster Care Reimburseability (Adoption Finalization)
140. MiSACWIS terminates YAVFC Foster Care Reimburseability (Adoption Finalization) (negative test)
141. MiSACWIS terminates YAVFC Foster Care Reimburseability (Deceased Date)
142. MiSACWIS terminates YAVFC Foster Care Reimburseability (Deceased Date) (negative test)
143. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Military Service)
144. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Military Service) (negative test)
145. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Marital Details)
146. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Marital Details) (negative test)



147. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Adoption Finalization)
148. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Adoption Finalization) (negative test)
149. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Deceased Date)
150. MiSACWIS terminates YAVFC Foster Care Medicaid Eligibility (Deceased Date) (negative test)
151. MiSACWIS terminates YAVFC Foster Care Service Auth (Military Service)
152. MiSACWIS terminates YAVFC Foster Care Service Auth (Military Service) (negative test)
153. MiSACWIS terminates YAVFC Foster Care Service Auth (Marital Details)
154. MiSACWIS terminates YAVFC Foster Care Service Auth (Marital Details) (negative test)
155. MiSACWIS terminates YAVFC Foster Care Service Auth (Adoption Finalization)
156. MiSACWIS terminates YAVFC Foster Care Service Auth (Adoption Finalization) (negative test)
157. MiSACWIS terminates YAVFC Foster Care Service Auth (Deceased Date)
158. MiSACWIS terminates YAVFC Foster Care Service Auth (Deceased Date) (negative test)
159. MiSACWIS validates YAVFC (GAP) reopening business rule (Age)
160. MiSACWIS validates YAVFC (GAP) reopening business rule (Age) (negative test)
161. MiSACWIS validates YAVFC (GAP) reopening business rule (Deceased Guardian)
162. MiSACWIS validates YAVFC (GAP) reopening business rule (Deceased Guardian) (negative test)
163. MiSACWIS validates YAVFC GAP Program Type Security Requirements
164. MiSACWIS validates YAVFC GAP Program Type Security Requirements (negative test)
165. MiSACWIS validates YAVFC GAP Prior to Age 18 Funding business rule
166. MiSACWIS validates YAVFC GAP 18 or older Funding business rule (negative test)
167. MiSACWIS generates YAVFC GAP eligibility verification date notification
168. MiSACWIS generates YAVFC GAP eligibility verification date notification (negative test)
169. Scheduler runs YAVFC eligibility verification Batch Procedure
170. MiSACWIS executes YAVFC eligibility verification Batch Procedure
169. Scheduler runs YAVFC 30 Day Grace Period Batch Procedure
170. MiSACWIS executes YAVFC 30 Day Grace Period Batch Procedure
171. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Military Service)
172. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Military Service) (negative test)
173. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Marital Details)
174. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Marital Details) (negative test)
175. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Jurisdiction Dismissal)
176. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Jurisdiction Dismissal) (negative test)
177. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Deceased Date)
178. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Deceased Date) (negative test)
179. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (21st Birthday)
180. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (21st Birthday) (negative test)
181. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (SSI Client Benefits)
182. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (SSI Client Benefits) (negative test)
183. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Adoption Finalization)
184. MiSACWIS terminates YAVFC GAP Subsidy Eligibility (Adoption Finalization) (negative test)
185. MiSACWIS disposes YAVFC Re-entry Agreement Tickler
186. MiSACWIS disposes YAVFC Re-entry Agreement Tickler (Negative)
187. MiSACWIS disposes FTM Referral tickler (Not Approved Case Closure)



188. MiSACWIS disposes FTM Referral tickler (Not Approved Case Closure) (negative test)
189. MiSACWIS disposes YAVFC Redetermination tickler
190. MiSACWIS disposes YAVFC Redetermination tickler (negative test)
191. MiSACWIS disposes YAVFC FTM Non-compliance tickler
192. MiSACWIS disposes YAVFC FTM Non-compliance tickler (negative test)
193. MiSACWIS disposes YAVFC FTM Non-compliance tickler
194. MiSACWIS disposes YAVFC FTM Non-compliance tickler (negative test)
195. MiSACWIS disposes YAVFC Case Closure Non-compliance tickler
196. MiSACWIS disposes YAVFC Case Closure Non-compliance tickler (negative test)
197. MiSACWIS disposes YAVFC Request Packet Petition tickler
198. MiSACWIS disposes YAVFC Request Packet Petition tickler (negative test)
199. MiSACWIS disposes YAVFC 21st Birthday FTM Tickler
200. MiSACWIS disposes YAVFC 21st Birthday FTM Tickler (negative test)
201. MiSACWIS disposes YAVFC Initial Service Plan tickler
202. MiSACWIS disposes YAVFC Initial Service Plan tickler (negative test)
203. MiSACWIS disposes YAVFC Subsidy Eligibility Verification Tickler
204. MiSACWIS disposes YAVFC Subsidy Eligibility Verification Tickler (negative test)
205. Six scenarios to account for Data Conversion Utility tool (similar to OH workaround functionality).
Requirement -- New or Revised
This document contains high-level requirements for the extension of foster care to age 21 that must be implemented in the new MiSACWIS application. The majority of the functionality is already included within the SACWIS system.
The Fostering Connections to Success and Increasing Adoptions Act of 2008 (PL 110-351) includes an option for states to extend assistance through title IV-E funding to foster care maintenance for 18 -21 year olds who meet employment, education or disability requirements. States may implement this policy as of October 1, 2010.
The Young Adult Voluntary Foster Care program is a “foster care” program for MiSACWIS purposes.
Requirement
The MiSACWIS system must support youths in foster care until the age of 21.
“Foster care” includes the foster care, refugee foster care and juvenile justice programs, along with guardianship and adoption subsidy cases.
Foster care, Refugee Foster Care and Juvenile Justice Cases
MiSACWIS must support a new legal status of Young Adult Voluntary Foster Care (YAVFC) to track youth in the YAVFC program.
The new legal status is 56 – Young Adult Voluntary Foster Care.
The youth must be at least 18 years of age for the case to have a legal status of 56.
The youth foster care, refugee foster care or juvenile justice case must be open when the youth is age 18 to qualify for the YAVFC program.
If the youth is an MCI ward (legal status 44, 45 or 52), the MCI superintendent must discharge the youth as a ward before s/he may participate in the YAVFC program.
MiSACWIS must track the date the MCI Superintendent discharges the youth as an MCI ward.
The youth may enter the YAVFC program when his/her foster care/juvenile justice case is already open; s/he may “extend” foster care.



The youth may “re-enter” the YAVFC program at any time between the ages of 18-21, if his/her foster care/juvenile justice case closed after the age of 18.
The youth may “re-enter” the YAVFC program multiple times between the ages of 18-21.
MiSACWIS must have the ability to reopen a case if a youth’s case closes between the ages of 18 and 21.
MiSACWIS must open a YAVFC case through the non-CPS intake process to track the youth’s participation in the program if the youth’s case previously closed.
MiSACWIS must have a non-CPS intake type of “Pending YAVFC program.”
MiSACWIS must have the ability to open a YAVFC program case if a youth is from another state and the sending state is requesting services through the interstate compact.
MiSACWIS must track the date the worker completed the Young Adult Voluntary Foster Care Court Notification form (SCAO form) requesting a court hearing for the dismissal of the foster care or juvenile justice matter.
MiSACWIS must track the court hearing in which the court terminates jurisdiction in the foster care or juvenile justice matter.
The court must terminate jurisdiction in the foster care or juvenile justice matter prior to the youth signing the YAVFC agreement if the youth is “extending” foster care. (The youth can sign the agreement on the same day the court terminates jurisdiction.)
Sixty days prior to the youth’s 18 birthday, the worker must mail the youth and the foster parent (if applicable), the DHS-XXXX, Young Adult Voluntary Foster Care Program Notice.
MiSACWIS must track the date the youth (or his/her designee) signed a Young Adult Voluntary Foster Care Agreement (DHS-XXX).
If the youth has re-entered the YAVFC program, and the worker has not recorded a date that the youth signed the YAVFC agreement within 10 calendar days of the re-entry, MiSACWIS should send the worker and the supervisor a tickler.
MiSACWIS must not allow the case to have a legal status of 56 prior to the date the court dismissed jurisdiction.
MiSACWIS must not allow the case to have a legal status of 56 prior to the date the youth signed the YAVFC agreement.
Initial Funding Determination
When a youth signs a YAVFC program agreement (and the court terminates jurisdiction under the previous foster care or juvenile justice docket), the CWFS worker must conduct a new initial title IV-E funding determination in MiSACWIS. (Note: This includes refugee foster care youth who are not normally IV-E eligible prior to the age of 18 as the removal family cannot be determine.)
MiSACWIS must have the ability to generate the DHS-929-Y Initial and Redetermination of Funding Source for YAVFC form.
If the youth is no longer eligible for title IV-E funds, the worker must generate the Notice of Case Action DHS-176-A form.
The worker must record a new removal record in legal information.
The date of the new placement episode (the removal date) for the new initial funding determination is the date the youth signed the YAVFC agreement.
The month that the youth signs the YAVFC agreement is the removal month.
MiSACWIS will determine the youth’s eligibility for title IV-E.
The child must qualify for the former Aid to Families with Dependent Children (AFDC) program under the state plan that was in effect on July 16, 1996 to be IV-E eligible.



The youth must be a US Citizen or a “qualified alien.”
By signing the YAVFC agreement, the youth has given DHS “care and supervision” of his/her case.
The youth does not need to be “living with a specified relative” at the time of removal to be eligible for IV-E funds.
The youth does not have to meet the deprivation requirements.
The youth’s income and assets must meet the former AFDC program needs standards.
The youth’s removal home has 1 member or more if s/he has children. (The youth’s parents’ income and assets are not counted.)
The youth’s assets may not exceed \$10,000 at the time of the new removal episode.
The youth’s earned income is not budgeted when the youth is attending high school full-time and s/he is expected to graduate prior to the age of 19.
The youth’s earned income is budgeted when the youth between the ages of 18 and 19, and s/he is: * Not a full-time student in high school or a GED program; and * S/he is not expected to graduate prior to the age of 19.
The youth’s earned income is budgeted when the youth is age 19 or 20.
MiSACWIS must use the existing earned income disregards when calculating the youth’s eligibility.
All budgeted earned income not disregarded must be used to reduce the board and care rate for foster care.
Unearned income is budgeted for the removal month in the former AFDC determination.
For IV-E eligibility, the court must make a “best interest” finding within 180 days of the youth signing the YAVFC agreement. (Reference requirements below)
For IV-E eligibility, the “contrary to the welfare” and the “reasonable efforts to prevent removal” judicial findings are not required.
For YAFVC program eligibility and the IV-E eligibility determination, MiSACWIS must track a youth’s education or employment information.
MiSACWIS must track the youth’s compliance and continuing eligibility for the YAVFC program by tracking the following:
1. The youth is completing secondary education or a program leading to a general equivalency diploma (GED).
2. The youth is attending and enrolled in an institution that provides postsecondary or vocational education.
3. The youth is participating in a program or activity designed to promote employment or remove barriers to employment, (such as Job Corps or Michigan Works!) at least 80 hours per month.
4. The youth is employed for at least 80 hours per month; or a combination of employment and job preparation activities (bullet 3 above).
5. The youth is incapable of doing any part of the employment or education activities due to a medical condition.
The youth must be participating in one of the above activities to be eligible for the YAVFC program and title IV-E.
If the youth is incapable of meeting the requirements due to a medical condition, the worker must assist the youth in applying for SSI benefits.
MiSACWIS must track the documentation to support one of the five activities listed above (this can be scanned documentation).



The verification forms include the DHS-3380, the DHS-38 or the DHS 54a.
MiSACWIS must track the date the documentation is received by the worker.
If the youth re-enters the YAVFC program within 180 calendar days of exiting the program, a new initial funding determination is not required.
Redetermination of Continued Eligibility for YAVFC
The worker must verify the youth's continued eligibility for the YAVFC program and title IV-E eligibility, if applicable.
The youth's continued verification of eligibility must be documented quarterly (90 days).
MiSACWIS must generate a tickler to the worker 45 days prior to the next eligibility verification date (90 days from the last) to manually mail the verification forms to the youth.
MiSACWIS must track the date the verification was received in the local office.
MiSACWIS must notify the worker if there is no date entered in the eligibility verification date 1 day after the 90-day period.
The worker will mail out the missing documentation form to the youth.
If the youth has a medical condition that is expected to last longer than one year and there is a pending SSI application (or the youth is receiving SSI benefits), the verification of continued eligibility is due once a year.
30-Day Grace Period
The youth may receive a 30-day grace period to re-establish eligibility if s/he fails to provide the necessary documentation or the youth is not meeting the eligibility requirements.
MiSACWIS must track the beginning date of the non-compliance, i.e., the youth became non-compliant.
MiSACWIS must track the date the worker became aware of the non-compliance.
The youth is considered non-compliant with the YAVFC program when s/he: * Is not meeting the employment or educational requirements; * Fails to provide the requested quarterly documentation; * Refuses to make contact with the worker for 30 calendar days; * Is incarcerated for more than 30 calendar days.
The worker must request an FTM when the youth become non-compliant. MiSACWIS must track the request for an FTM, along with the FTM meeting.
MiSACWIS must generate a tickler to the worker 30-days after the non-compliance date (unless the date is greater than 30-days in the past).
If the youth continues to be ineligible after the 30-day grace period, the worker must initiate case closure.
IV-E Reimbursability
Title IV-E fund may be used to pay an eligible provider or the youth as long as the youth is IV-E eligible and s/he meets the eligibility requirements for the YAVFC program.
Title IV-E fund may be used to pay a licensed provider.
Title IV-E fund may be used for a youth in independent living or supervised independent living. (This is only for youth in the YAVFC program.)
If the youth is living with a legal or biological parent, the placement is not IV-E reimbursable.
If the youth moves from a parent's home back to a IV-E eligible placement, the worker must conduct a new initial eligibility determination. (This is a new removal episode.)
If the youth is in a placement setting that is non-IV-E eligible, the youth's alternate funding source must be used to pay for the placement.



If the youth is not title IV-E eligible, state general funds will be used to fund the youth's placement.
State general funds is a new funding source for MiSACWIS.
State general funds may be authorized for a youth in independent living who is living with a legal or biological parent.
If the youth was a refugee and the youth is not IV-E eligible, the youth's alternate funding source is the federal refugee services funding source.
IV-E Reimbursability Determinations
The worker must complete a re-determination of eligibility whenever there is a change in circumstances that could affect the child's eligibility.
Examples of changes that may affect a child's eligibility include: <ul style="list-style-type: none"> * The youth is not meeting the education or employment requirements; * The youth fails to provide the quarterly verification documentation; * The youth's placement changes to or from a IV-E non-reimbursable setting; * The youth is living in an ineligible living arrangement, parental home, jail, etc.; * The youth's cost of care changes and s/he is receiving SSI, RSDI or other governmental benefits; * The FTM six month case review is not completed within 180 calendar days of the previous one; * The youth returns to foster care less than 180 calendar days from their exit.
Best Interest Court Hearing
Within 45 days of the youth's signature on the YAVFC form, the worker must file a "Young Adult Voluntary Foster Care" petition and a "request packet" with the court.
MiSACWIS must track the petition type and the date it was filed with the court.
MiSACWIS must maintain a checklist to track the additional documentation that must be filed with the court.
MiSACWIS must track the date of the court hearing.
At the hearing, the court will re-establish court jurisdiction in the YAVFC matter.
At the hearing, the court will make a judicial determination that it is in the child's "best interest" to participate in the YAVFC program.
MiSACWIS must track the date the court made the "best interest" judicial determination.
The court must make the "best interest" for title IV-E eligibility.
If the court does not make the "best interest" finding within 180 days of the youth's signature on the YAVFC agreement, the youth is no longer title IV-E eligible.
If the court fails to make a "best interest" determination or it is not made within 180 days of the youth's signature, the worker must conduct an eligibility re-determination to determine an alternate funding source. (Reference the 2.9 requirements series.)
MiSACWIS will not reconcile the IV-E payments made during the 180 days prior to the court failing to make a "best interest" determination.
At the end of the hearing, the court will terminate jurisdiction in the YAVFC matter. (No further court hearing are needed, only FTMs.)
If the youth requests to re-enter the YAVFC program within 180 days after exiting the YAVFC program, the worker does not need to file a YAVFC petition and a request packet with the court.
If the youth requests to re-enter the YAVFC program 180 days after exiting the YAVFC program, the worker must file a YAVFC petition (request packet) with the court.



The court must make a new best interest determination and all of the requirements from 2.11.1 through 2.11.6 apply.
Family Team Meetings
MiSACWIS must track the Family Team Meetings (FTMs) for youth in the YAVFC program.
MiSACWIS must track the FTM for the 30-day grace period.
MiSACWIS must track the FTM for the YAVFC program case closure.
MiSACWIS must track the FTM that meets the title IV-E six-month administrative review requirements.
The sixth-month FTM must be held every 180-calendar days.
If the six-month FTM is not held within 180 calendar days, the youth is not IV-E reimbursable until an FTM is conducted.
The worker must request a 90-day discharge FTM prior to the youth's 21 st birthday.
MiSACWIS must generate a tickler to the worker to request an FTM 120 days prior to the youth's 21 st birthday.
Living Arrangements
MiSACWIS must track the youth's living arrangement.
Youth in the YAVFC program may live in the following eligible living arrangements:
A DHS or a private agency foster home.
A child caring institution
Supervised independent living and independent living, which includes:
* Rental home/apartment
* College dormitory
* Relative's home
* Friend/partner's home
If the youth is in jail or detention, the 30-day grace period begins.
If the youth is living in an ineligible living arrangement for IV-E payments, MiSACWIS must trigger a IV-E Reimbursability determination.
Medicaid
MiSACWIS must continue foster care (FCDW) Medicaid for the youth to the age of 21 if the case remains open.
MiSACWIS must continue RUMM Medicaid for the youth until the age of 21.
MiSACWIS must open foster care Medicaid for a YAVFC youth's child.
MiSACWIS must open Transitional Medicaid for a youth who leaves foster care or the YAVFC program between the ages of 18-21, unless the youth is a refugee.
If the youth re-enters the YAVFC program between the ages of 18-21, MiSACWIS must continue the Transitional Medicaid for the youth unless the youth is a refugee.
MiSACWIS must continue Medicaid for the youth during the 30-day grace period.
Foster Care Payments
MiSACWIS must continue IV-E foster care maintenance payments when the youth and the living arrangement are eligible.
IV-E payment may not be made if the youth is also a recipient of FIP.
All budgeted earned income not disregarded must be used to reduce the board and care rate for the youth.
Any governmental benefits must also be used to reduce the board and care rate for the youth.



MiSACWIS must also allow foster care maintenance payments for a YAVFC youth's ward child.
MiSACWIS must track the payee for the YAVFC foster care maintenance payments.
For all refugee youth cases, MiSACWIS must send the administrative rate and the IL payments to the private agency.
When the youth is living in a DHS licensed foster home or a child caring institution, MiSACWIS must send the foster care maintenance payments to the licensed provider.
When the youth is living in a DHS supervised independent living arrangement, the payee for the foster care maintenance payments is the youth.
If the youth is in an independent living arrangement, the worker may select the "mail to" code for the IL payment.
If a private agency is supervising the FC or JJ case, MiSACWIS must send the administrative rate to the provider if the youth is living in a licensed foster home or in a supervised independent living placement.
If the youth is also living in a licensed foster home, the payment to the private agency must include the daily rate.
MiSACWIS must continue maintenance payments during the 30-day grace period unless the youth is in jail or detention.
MiSACWIS must auto-close the payments after the 30-day grace period when the youth continues to be ineligible. (The worker may have to retroactively start payments again if they closed in error.)
MiSACWIS must not authorize determination of care rates for a youth in the YAVFC program.
Payments for non-IV-E eligible services or placements may be funded with state funds.
The worker must initiate recoupment of the administrative rate from a private agency, DHS foster home or a child-caring institution, if payments are made inappropriately.
The worker must initiate a reconciliation for IV-E payment if IV-E payments were made to the youth inappropriately.
Service Plans
The worker must complete a permanent ward service plan (PWSP) for former foster care and refugee youth who are participating in the YAVFC program.
The worker must complete a JJ USP for a youth who was formerly a juvenile justice ward (legal status 40 or 46).
If the youth is "extending" foster care, the worker must complete the service plan within 30 days of the youth's signature on the YAVFC agreement.
If the youth is "re-entering" the YAVFC program, the worker must complete the service plan within 30 calendar days of the youth's signature on the YAVFC agreement.
The worker must complete the service plan every 90 days as long as the youth is participating in the YAVFC program.
During monthly visits with the youth, the worker must complete the DHS-1295, Young Adult Monthly Visit Report.
Case Closure
The youth may request to leave the YAVFC program at any time.
MiSACWIS must track the date the youth requested to leave the YAVFC program.
The worker may close the YAVFC program when the youth becomes non-compliant on or after 30 days.
The worker may close the YAVFC program when the youth is no longer eligible.
MiSACWIS must track the date the youth is no longer eligible for the YAVFC program.



<p>The youth is no longer eligible for the YAVFC program when s/he:</p> <ul style="list-style-type: none"> * Reaches his or her 21st birthday; * Enters military service; * Is adopted; * Marries; * Dies.
<p>MiSACWIS must automatically terminate the board and care payment and administrative rate, if applicable, on the day of the youth's 21st birthday.</p>
<p>MiSACWIS must automatically close Medicaid on the youth's 21st birthday (the youth remains Medicaid eligible for the entire month).</p>
<p>The worker must seek approval to close the YAVFC program case from:</p> <ul style="list-style-type: none"> * The county child welfare director in the designated counties or the county director in all non-designated counties for a DHS supervised case; * The agency director for a private agency supervised case.
<p>The director must complete the DHS-XXXX, Young Adult Voluntary Foster Care Case Closure Request.</p>
<p>If the case closure is approved, the worker must send a letter to the youth notifying him/her of the decision to close the case.</p>
<p>The worker will send the youth the DHS-XXXX, Young Adult Voluntary Foster Care Case Closure Notice.</p>
<p>If the case closure is not approved, the worker must make a referral for an FTM within one business day.</p>
<p>MiSACWIS must track the date of the referral.</p>
<p>An FTM must be conducted within 3 business days of the referral.</p>
<p>MiSACWIS must track the date the FTM was conducted.</p>
<p>The worker must complete the case closing summary (DHS-69) when the youth is leaving the YAVFC program.</p>
<p>Adoption Subsidy</p>
<p>MiSACWIS must allow continued adoption subsidy payments for the youth to the age of 21 as long as the adoption was finalized on or after the youth's 16th birthday.</p>
<p>The legal status will remain a 97 – Adoption subsidy.</p>
<p>MiSACWIS must track a "case" type of Young Adult Voluntary FC (YAVFC) for these cases.</p>
<p>The existing subsidy payment will end for the youth at the age of 18. The adoption subsidy payment is made for the entire month in which the youth turns 18.</p>
<p>Case Reopening</p>
<p>MiSACWIS must have the ability to reopen an adoption case if a youth's case closes between the ages of 18 and 21 and s/he wants to participate in the YAVFC adoption subsidy program.</p>
<p>MiSACWIS must open a YAVFC adoption case through the non-CPS intake process to track the youth's participation in the program.</p>
<p>MiSACWIS must have a non-CPS intake type of "Pending YAVFC program."</p>
<p>MiSACWIS must limit the ability to add a pending YAVFC adoption subsidy case type to an adoption subsidy worker in central office.</p>
<p>Extension of Adoption Subsidy Application Process</p>
<p>MiSACWIS must send the Adoption Subsidy Application Extension form (DHS 1339) to the adoptive parent(s) 60 days before the youth's 18th birthday. (This is existing functionality for all adoption subsidy cases.)</p>



For youth who qualify for the YAVFC subsidy program, the DHS-1339, Young Adult Adoption Assistance Extension Application and the verification forms, the DHS 3380, the DHS-38, the DHS-54a must be sent to the adoptive parent(s).
For state- or TANF-funding adoption subsidy cases, the Annual Report/Status Change, DHS 1347, must also be sent to the adoptive parent(s).
MiSACWIS must send the adoption subsidy application extension form through the Central Print Center (CPC).
The DHS 1339 and the DHS-38 are not currently sent out by CPC.
The adoptive parent(s) must sign the application to extend the subsidy payment and return it to central office within 30 days after the youth's 18 th birthday.
MiSACWIS must track the date the subsidy application and verification form(s) were received in the subsidy office.
YAVFC Adoption Subsidy Eligibility Determination
The adoption subsidy staff will perform an eligibility determination for the YAVFC adoption subsidy program after the receipt of the application.
If the youth was title IV-E eligible prior to the age of 18, the funding source for the adoption subsidy will not change.
If the youth's funding source was TANF or state-funded adoption subsidy prior to age 18, the funding source may change between the two funding sources after the age of 18.
The adoption subsidy eligibility worker will assess all non-title IV-E cases for TANF funding eligibility. TANF-funded case will be changed to state when the youth: <ul style="list-style-type: none"> * Reaches his or her 19th birthday; * Graduates from high school; * Becomes the payee for his or her Young Adult ; * Adoption Assistance Extension; * No longer meets TANF eligibility based upon information provided on the DHS-1347, Annual Report/Status Change.
MiSACWIS must track a youth's education or employment information for YAVFC program eligibility.
MiSACWIS must track the youth's initial eligibility, along with his/her continued compliance and eligibility, for the YAVFC program by tracking the following:
1. The youth is completing secondary education or a program leading to an equivalent credential.
2. The youth is attending and enrolled in an institution that provides postsecondary or vocational education.
3. The youth is participating in a program or activity designed to promote employment or remove barriers to employment, such as Michigan Works!
4. The youth is employed for at least 80 hours per month; or a combination of employment, or above bullet 3.
5. The youth is incapable of doing any part of the employment or education criteria due to a medical condition.
MiSACWIS must track the documentation to support one of the five activities listed above (this can be scanned documentation).
The verification forms include the DHS-3380, the DHS-38 or the DHS 54a.
The youth must be participating in one of the above activities to be eligible for the YAVFC program.
If the youth is eligible, the adoption subsidy worker will mail (not through central print) the adoptive parent(s) and the youth the Young Adult Adoption Assistance Extension Agreement (DHS-4113-YA), the



DHS-XXX Young Adult Adoption Medical Subsidy Extension Agreement and the DHS-XXX, Young Adult Adoption Subsidy Extension Transmittal.
The agreement will include a section for the adoptive parent(s) to designate the payee for the subsidy, along with the daily rate for the subsidy payment.
The adoption parent(s) and the youth must sign the agreement and return it to central office.
MiSACWIS must track the date the adoptive parent(s) signed the agreement.
MiSACWIS must track the date the youth (or his/her designee) signed a YAVFC agreement.
MiSACWIS must track the date the agreement is received in central office.
MiSACWIS must track the date the DHS adoption subsidy worker signed the agreement.
For adoption cases, there are no requirements for court hearings.
Redetermination of Continued Eligibility for YAVFC Adoption Subsidy
The adoption subsidy worker must verify the youth’s continued eligibility for the YAVFC subsidy program.
The youth’s continued verification of eligibility must be documented quarterly (90 days).
MiSACWIS must generate a tickler to the adoption subsidy worker 45 days prior to the next eligibility verification date (90 days from the last) to manually mail the quarterly review cover letter (DHS-881-YA) and verification forms to the adoptive parent(s)/youth.
MiSACWIS must track the date the verification was received in central office.
MiSACWIS must notify the adoption subsidy worker if there is no date entered in the eligibility verification date 1 day after the 90-day period.
MiSACWIS must escalate the tickler to the adoption subsidy manager after 30 days.
The adoption subsidy worker will mail out the DHS-1314, missing documentation form to the adoption parent(s)/youth.
Thirty-Day Grace Period
The youth may receive a 30-day grace period to re-establish eligibility if s/he fails to provide the necessary documentation or the youth is not meeting the eligibility requirements.
MiSACWIS must track the date of non-compliance.
MiSACWIS must generate a tickler to the worker 30-days after the non-compliance date (unless the date is greater than 30-days in the past).
If the youth continues to be ineligible after the 30-day grace period, the adoption subsidy worker must initiate case closure.
Annual Reports
The requirements for adoption subsidy annual reports, DHS-1347, Annual Report/Status Change also apply for the YAVFC subsidy cases. (Existing functionality)
Adoption Subsidy Medicaid
MiSACWIS must allow the continuation of Adoption Subsidy Medicaid for the youth to the age of 21 or when the case closes.
Adoption Subsidy Payments
MiSACWIS must track whether the payee for the adoption subsidy payment is the adoptive parent(s) or the youth. (The adoptive parents are able to choose.)
If the adoptive parent(s) is the payee, the adoption subsidy may contain the DOC rate.
If the youth is the adoption subsidy payee, the payment must not include a DOC rate.
MiSACWIS must have the ability to change the payee for the adoption subsidy payment.
The adoption subsidy worker may retroactively apply the adoption subsidy payment back to the beginning of the month after the youth’s 18th birthday month if the subsidy application was received in central office within 30 days after the youth’s 18 birthday.



If the adoption subsidy application was received more than 30 days after the youth's 18th birthday, the adoption subsidy worker may retroactively apply the subsidy payment to the month in which a completed application was received in central office.
The adoption subsidy manager may override this edit to retroactively begin the subsidy payments; although, the payments can never overlap with the subsidy payments that were paid prior to the youth's 18th birthday month.
The adoption subsidy worker may stop subsidy payments during the 30-day grace period.
If the adoption subsidy worker becomes aware that the youth has been ineligible for the YAVFC adoption subsidy program for longer than 30 days, s/he may initiate recoupment of the adoption subsidy payments.
If the youth is living with a biological parent, the youth's funding source cannot be title IV-E.
Case Closure
The youth may request to leave the YAVFC program at any time.
MiSACWIS must track the date the youth requested to leave the YAVFC program.
The adoption subsidy worker may close the YAVFC subsidy case when the youth is non-compliant for 30 days or longer.
The youth/adoptive parent(s) is considered non-compliant with the YAVFC program when s/he: <ul style="list-style-type: none"> * Is not meeting the employment or educational requirements for longer than 30 days; * Does not provide the necessary verification forms within the 30 calendar day grace period; * Is incarcerated for more than 30 calendar days.
The adoption subsidy worker may close the YAVFC subsidy case when the youth is no longer eligible.
The youth is no longer eligible for the YAVFC program when s/he: <ul style="list-style-type: none"> * Reaches his or her 21st birthday; * Enters military service; * Marries; * Becomes eligible for SSI; * Dies.
If the case closure is approved, the worker must send the case closure letter DHS-4103, to the adoptive parent(s) and the youth notifying him/her of the decision to close the case.
Guardianship Subsidy
MiSACWIS must allow continued guardianship subsidy payments for the youth to the age of 21 as long as the guardianship was approved by the court on or after the youth's 16 birthday.
The legal status will remain GAP subsidy.
MiSACWIS must track a "case" type of Young Adult Voluntary FC (YAVFC) for these cases.
The existing subsidy payment will end for the youth at the age of 18. The guardianship subsidy payment is made for the entire month in which the youth turns 18.
Case Reopening
MiSACWIS must have the ability to reopen a YAVFC GAP case if a youth's case closes between the ages of 18 and 21, if s/he wants to participate in the YAVFC program.
MiSACWIS must only allow the YAVFC GAP case to be reopened if the program was closed because the youth was not meeting or failed to provide verification of the work or education requirements and the original guardianship order remains in effect.
The GAP YAVFC case may not be reopened if the guardian is deceased.
MiSACWIS must open a YAVFC guardianship case through the non-CPS intake process to track the youth's participation in the program.



MiSACWIS must have a non-CPS intake type of "Pending YAVFC program."
MiSACWIS must limit the ability to add a pending YAVFC guardianship subsidy case type to a GAP subsidy worker in central office.
Extension of GAP Subsidy Application Process
MiSACWIS must send the Guardianship Subsidy Application Extension form (DHS-1339-G) and the GAP Verification Letter (DHS-6286) to the guardian 60 days before the youth's 18 th birthday.
MiSACWIS must send these forms through the Central Print Center (CPC). (This is new functionality for CPC.)
For youth who qualify for the YAVFC subsidy program, CPC must also send the application DHS-1339G, Guardianship Extension Application and the verification forms, the DHS 3380, the DHS-38 and the DHS-54a.
The guardian must sign the application to extend the subsidy payment and return it to central office within 30 days after the youth's 18 th birthday.
MiSACWIS must track the date the GAP subsidy application and verification form(s) were received in the subsidy office.
YAVFC GAP Subsidy Eligibility Determination
The GAP subsidy staff will perform an eligibility determination for the YAVFC adoption subsidy program after the receipt of the application.
If the youth was title IV-E eligible prior to the age of 18, the funding source for the GAP subsidy will not change.
If the youth's funding source was state-funded guardianship subsidy prior to age 18, the funding source will remain the same.
MiSACWIS must track a youth's education or employment information.
MiSACWIS must track the youth's initial eligibility, along with his/her continued compliance and eligibility, for the YAVFC GAP program by tracking the following:
1. The youth is completing secondary education or a program leading to an equivalent credential.
2. The youth is attending and enrolled in an institution that provides postsecondary or vocational education.
3. The youth is participating in a program or activity designed to promote employment or remove barriers to employment, such as Michigan Works!
4. The youth is employed for at least 80 hours per month; or a combination of employment, or above bullet 3.
5. The youth is incapable of doing any part of the employment or education criteria due to a medical condition.
MiSACWIS must track the documentation to support one of the five activities listed above (this can be scanned documentation).
The verification forms include the DHS-3380, the DHS-38 or the DHS 54a.
If the youth is eligible, the adoption subsidy worker will mail (not through central print) the court, guardian and the youth the Young Adult Guardianship Assistance Extension Agreement (DHS-3313-YA), DHS-XXX, Young Adult Adoption Subsidy Guardian Assistance Extension Agreement, the DHS-XXX, Young Adult Adoption Medical Subsidy Guardian Extension Agreement and the DHS-XXX, Young Adult Adoption Subsidy Extension Transmittal.
The agreement will include a section for the guardian(s) to designate the payee for the GAP subsidy, along with the daily rate for the subsidy.



The guardian(s) and the youth must sign the agreement and return it to central office.
MiSACWIS must track the date the guardian(s) signed the agreement.
MiSACWIS must track the date the youth (or his/her designee) signed a YAVFC agreement.
MiSACWIS must track the date the agreement is received in central office.
MiSACWIS must track the date the DHS GAP subsidy worker signed the agreement.
Annual court review hearing for the guardianship must continue to age 21.
If the worker has not entered an annual guardianship review court hearing, MiSACWIS must generate a tickler to the worker within 30 days of the due date. (The court will send a copy of the court order to the subsidy office.)
Redetermination of Continued Eligibility for YAVFC Adoption Subsidy
The adoption subsidy worker must verify the youth's continued eligibility for the YAVFC subsidy program.
The youth's continued verification of eligibility must be documented quarterly (90 days).
MiSACWIS must track the date the verification was received in central office.
MiSACWIS must generate a tickler to the adoption subsidy worker 45 days prior to the next eligibility verification date (90 days from the last) to manually mail the quarterly review cover letter (DHS-881-YA) and verification forms to the adoptive parent(s)/youth.
The GAP subsidy worker will mail out the DHS-793, missing documentation form to the guardian/youth.
MiSACWIS must notify the guardianship subsidy worker if there is no date entered in the eligibility verification date 1 day after the 90-day period.
MiSACWIS must notify the guardianship subsidy manager after 30 days.
Thirty-Day Grace Period
The guardian/youth may receive a 30-day grace period to re-establish eligibility if s/he fails to provide the necessary documentation or the youth is not meeting the eligibility requirements.
MiSACWIS must track the date of non-compliance.
MiSACWIS must generate a tickler to the worker 30-days after the non-compliance date (unless the date is greater than 30-days in the past).
If the youth continues to be ineligible after the 30-day grace period, the adoption subsidy worker must initiate case closure.
Annual Reports
The requirements for GAP subsidy annual reports also apply for the YAVFC subsidy cases. (A form number has not been determined yet.)
MiSACWIS must send the annual reports to the CPC center for printing and mailing (This is new functionality.)
GAP Medicaid
MiSACWIS must allow continued Guardianship Subsidy Medicaid for the youth to the age of 21 or when the case closes.
GAP Subsidy Payments
MiSACWIS must track whether the payee for the GAP subsidy payment is the guardian or the youth. (The guardian is able to choose.)
If the guardian is the payee, the GAP subsidy may contain the DOC rate.
If the youth is the guardianship subsidy payee, the payment must not include a DOC rate.
MiSACWIS must have the ability to change the payee for the guardianship subsidy payment.



The GAP subsidy worker may retroactively apply the adoption subsidy payment back to the beginning of the month after the youth's 18th birthday month if the subsidy application was received in central office within 30 days after the youth's 18 birthday.

If the GAP subsidy application was received more than 30 days after the youth's 18th birthday, the GAP subsidy worker may retroactively apply the subsidy payment to the month in which a completed application was received in central office.

The GAP subsidy manager may override this edit to retroactively begin the subsidy payments; although, the payments can never overlap with the subsidy payments that were paid prior to the youth's 18th birthday month.

The GAP subsidy worker may stop subsidy payments during the 30-day grace period.

If the GAP subsidy worker becomes aware that the youth has been ineligible for the YAVFC adoption subsidy program for longer than 30 days, s/he may initiate recoupment of the GAP subsidy payments.

If the youth is living with a biological parent(s), the guardianship subsidy payment funding source cannot be title IV-E. The funding source must be state.

Case Closure

The youth may request to leave the YAVFC GAP program at any time.

MiSACWIS must track the date the youth requested to leave the YAVFC program.

The guardian may request the GAP YAVFC case to close. If the guardian requests close, the youth is no longer eligible.

If the guardian requests the YAVFC program to close, the youth is no longer eligible for the YAVFC program.

The GAP subsidy worker may close the YAVFC GAP subsidy case when the youth is non-compliant for 30 days or longer.

The youth/guardian(s) is considered non-compliant with the YAVFC program when s/he:

- * Is not meeting the employment or educational requirements for longer than 30 days;
- * Does not provide the necessary verification forms within the 30 calendar day grace period;
- * Is incarcerated for more than 30 calendar days.

The GAP subsidy worker may close the YAVFC subsidy case when the youth is no longer eligible.

The youth is no longer eligible for the YAVFC program when s/he:

- * The court dismisses jurisdiction in the guardianship matter;
- * Reaches his or her 21st birthday;
- * Enters military service;
- * Is adopted;
- * Marries;
- * Becomes eligible for SSI;
- * Dies.

If the case closure is approved, the worker must send the DHS-4103 to the court, the guardian(s) and the youth notifying them of the decision to close the case.

New MiSACWIS Forms



MiSACWIS must generate the following new forms for subsidy YAVFC cases:

- * DHS-1339, Young Adult Adoption Assistance Extension Application
- * DHS 4113-YA, Young Adult Adoption Assistance Extension Agreement
- * DHS-XXX, Young Adult Adoption Medical Subsidy Extension Agreement
- * DHS-XXX, Young Adult Adoption Subsidy Extension Transmittal
- * DHS-DHS-XXX, Young Adult Adoption Subsidy Guardian Assistance Extension Agreement
- * DHS-XXX, Young Adult Adoption Medical Subsidy Guardian Extension Agreement
- * DHS-XXX, Young Adult Adoption Subsidy Extension Transmittal
- * DHS-628-YA, Young Adult Extension Notice letter
- * DHS-1314, Young Adult Adoption Subsidy Extension Missing Documentation Notice
- * DHS-881-YA, Quarterly Young Adult Extension Review
- * DHS-628-G, Young Adult Guardianship Extension Notice
- * DHS-DHS-1339G, Young Adult Guardianship Extension Application
- * DHS-3313-YA, Young Adult Guardianship Extension Agreement
- * DHS-XXX, Young Adult Guardianship Subsidy Extension Transmittal
- * DHS-793, Young Adult Guardianship Assistance Extension Missing Documentation Notice
- * DHS-XXX Guardianship Annual Report

MiSACWIS must generate the following forms for the FC, refugee and JJ YAVFC programs:

FORM	RECIPIENT	WHEN IS IT COMPLETE D?
DHS-XXXX, Young Adult Voluntary Foster Care Program Notice	The foster parent and the youth.	60-days prior to age 18.
DHS – XXXX, Young Adult Voluntary Foster Care Agreement	Youth	Upon entering the program.
DHS-XXXX, Young Adult Voluntary Foster Care Case Closure Request	County/Agency Director	By the caseworker to initiate case closure.
DHS-XXXX, Young Adult Voluntary Foster Care Case Closure Notice	Youth	When the director approves case closure
DHS-1295, Young Adult Monthly Visit Report	Youth/ Caseworker	Completed at monthly visit.
MiSACWIS must generate the DHS-929-Y, Initial and Redetermination of Appropriate Foster Care Funding Source for Young Adult Voluntary Foster Care, and the DHS-176-A, Notice of Case Action for the IV-E eligibility process.		

Federal Reporting



MiSACWIS must collect all information required for federal reporting for the YAVFC cases.
Youth with a legal status of 44 may continue in foster care to age 19.
Youth with a legal status of 46 or 52 may continue in foster care to age 21; they do not need to participate in the YAVFC program.
Youth with a legal status of 40, 41 or 42 may continue in foster care to age 20.
For youth who are IV-E eligible prior to the age of 18, who are not in the YAVFC program, IV-E funding may continue to age 19 as long as the youth meets all requirements and is expected to graduate from high school by age 19.
Any of these youth may begin to participate in the YAVFC program at any time after the age of 18 and at the time of the closure of their foster care or JJ case. They cannot have an open NA or JJ case and participate in YAVFC. For example, a temporary foster care ward (legal status 42) remain in foster care under the court's jurisdiction until age 20, s/he may sign a YAVFC agreement at age 20 and remain in foster care until age 21.

Deliverables

The table “Change Control 446 Extension of Foster Care to Age 21,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$2,447,845.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This change control Statement of Work has five billable milestones:

15. 40% at completion of detail design,
16. 15% at first delivery into INT,
17. 15% at second delivery into INT,
18. 15% at third delivery into INT, and
19. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



PROJECT CONTACTS:

The designated Agency Project Manager is:

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AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix Change Control 446 Extension of Foster Care to Age 21			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan	X	- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports	X	- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		



Change Control Deliverable Matrix
Change Control 446 Extension of Foster Care to Age 21

No.	Base Contract Deliverables	Required Deliverable Updates	Comments
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		- Update user group & security profile work product.
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	<ul style="list-style-type: none"> - Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design		



Change Control Deliverable Matrix			
Change Control 446 Extension of Foster Care to Age 21			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
6.4	Forms, Template and Report Detail Design	X	
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	- Continuation of base contract deliverable through UAT;
7.3	Development Library - Code Check-in	X	- Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	- Continuation of base contract deliverable through UAT;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		



Change Control Deliverable Matrix
Change Control 446 Extension of Foster Care to Age 21

No.	Base Contract Deliverables	Required Deliverable Updates	Comments
10.2	Weekly UAT Status Reports	X	- Continuation of base contract deliverable through UAT;
10.3	Operational Readiness Report	X	- Results to be included in existing base contract deliverable;
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids	X	
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	X	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 16: Transition and Maintenance			



Change Control Deliverable Matrix
Change Control 446 Extension of Foster Care to Age 21

No.	Base Contract Deliverables	Required Deliverable Updates	Comments
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment	X	- Results to be included in existing base contract deliverable;
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation	X	- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)	X	



CC# 5618



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to June 2013
Requesting Department: Department of Human Services	Date: April 09, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00005618 IVR and web-based billing for board and care payments

BACKGROUND:

This change control Statement of Work is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding interfacing an Interactive Voice Response (IVR) solution to facilitate the ability for providers to affirm their claims-to-payment authorizations for children in their care who are wards of the State over the phone. Similar online functionality will be made available to providers who exceed the maximum allowable number of children for IVR verification.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has the following main objectives:

- Build an IVR interface component for provider access;
- Modify the MiSACWIS system to provide similar online functionality as the IVR for provider access;
- Modify current payment functionality;

See the attached file below CC5618_IVR.xls, for further elaboration on requirements.

The delivery date for this MiSACWIS Change Control is MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work.

Conditions

1. The pilot is October 31, 2012.
2. Statewide rollout is currently planned for February 2013.
3. Post-statewide rollout will be a mutually agreedto date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.



5. This change control has the following billable milestones: 40% at completion of detail design, 45% for development, divided equally over three code drops (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for each code drop (as defined by existing project acceptance procedures) and (3) UAT acceptance.
7. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
8. The warranty period for software associated with this change control is as provided under the base contract.
9. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
10. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
11. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
12. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
13. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
14. Classroom training and web-based training will not be modified.
15. Change control content in the user manual will be submitted as part of the 11.5 On-line user aids deliverable.
16. DDI will provide up to one person week of effort to facilitate the development of the IVR scripts.
17. The State will be responsible for the design, development and testing of the IVR through the State’s Communications Center of Excellence.

Configuration Impacted Items

Please see the configuration items, test scenarios, and requirements for this change control below.

Configuration Item Impact - Design Documents

- CF18a - Interface Specification (no cost)
- FM10 - Screen Specification
- FM10C - Screen Specification
- FM11 - Batch Specification
- FM11 - Screen Specification
- FM11 - UCR
- FM12 - Batch Specification
- FM12 - Screen Specification



FM12 - UCR
 FM12e - Screen Specification
 FM12e - Report Specification
 FM12g - Screen Specification
 FM12g - UCR
 FM12h - Batch Specification
 FM12h - Screen Specification
 FM12h - UCR
 FM12k - Use Case (new)
 FM12k - Screen Specification (new)
 FM12k - UCR (new)
 FM37 - Use Case
 FM37 - Interface Specification
 FM37a - Use Case
 FM37a - Interface Specification
 IF904 Exchange Information with Main - Interface Specification (no cost)
 RM04k-Maintain Payment Information - Screen Specification
 RM04k-Maintain Payment Information - UCR

Configuration Impact - Use Cases/Screens

RM04k- Payment Information Details Page (2 UML Scenarios)
 FM10 - Contract Details Page (2 UML Scenarios)
 FM10c - Contract Service Details Page (2 UML Scenarios)
 FM11 - Service Authorization Log (2 UML Scenarios)
 FM11 - Service Authorization Detail Page (2 UML Scenarios)
 FM12 - Payment Processing Page (2 UML Scenarios)
 FM12e - Payment Search Page (2 UML Scenarios)
 FM12e - Payment Roster Page (2 UML Scenarios)
 FM12e - Payment Roster - Approve Payment Page (2 UML Scenarios)
 FM12g - Manual Payment Request Page (2 UML Scenarios)
 FM12h - Payment Disbursement Page (2 UML Scenarios)
 FM12h - State Payment Detail Page (2 UML Scenarios)
 FM12h - Warrant Rewrite Page (2 UML Scenarios)

Report

MiSACWIS Generate County Funded Invoice
 FM12e-DHS-93 Disbursement Voucher Register - Foster Care Report Specification (no cost)
 FM12e-DHS-626 Disbursement Voucher Register - Subsidy Report Specification (no cost)
 FM12e-NA-70M Disbursement Voucher Register - Foster Care Report Specification (no cost)
 FM12e-NA-70N Disbursement Voucher Register - Subsidy Report Specification (no cost)

Test Scenarios

1. Scheduler runs MiSACWIS Service Auth Funding batch procedure - New
2. MiSACWIS executes Service Auth Funding batch procedure - New
3. MiSACWIS end dates existing Service Auth
4. MiSACWIS end dates existing Service Auth (Negative)
5. MiSACWIS generates new Service Auth
6. MiSACWIS generates new Service Auth (Negative)
7. Scheduler runs MiSACWIS Payment Processing batch procedure - New
8. MiSACWIS executes Payment Processing batch procedure - Modification



9. Scheduler runs MiSACWIS Phone-In Outbound batch procedure - New (FM37)
10. MiSACWIS executes Phone-In Outbound batch procedure - New (FM37)
11. MiSACWIS generates Invoice rosters for disbursement
12. MiSACWIS generates Invoice rosters for disbursement (negative)
13. MiSACWIS approves Invoice rosters for disbursement
14. MiSACWIS approves Invoice rosters for disbursement (negative)
15. MiSACWIS generates county funded rosters for disbursement
16. MiSACWIS generates county funded rosters for disbursement (negative)
17. Scheduler runs MiSACWIS Phone-In Inbound batch procedure - New (FM37a)
18. MiSACWIS executes MiSACWIS Phone-In Inbound batch procedure - New (FM37a)
19. MiSACWIS prevents delete of Phone-In payment
20. MiSACWIS prevents delete of Phone-In payment (negative)
21. Scheduler runs MiSACWIS Funding Allocation batch procedure - Modification
22. MiSACWIS executes Funding Allocation batch procedure - Modification
23. Scheduler runs MiSACWIS Expired Invoice batch procedure - New
24. MiSACWIS executes Expired Invoice batch procedure - New
25. MiSACWIS validates Service Auth Approved Fund Source modification.
26. MiSACWIS validates Service Auth Approved Fund Source modification. (negative)
27. MiSACWIS validates mail code population.
28. MiSACWIS validates mail code population (negative).
29. MiSACWIS executes Service Auth Funding online procedure
30. MiSACWIS executes Service Auth Funding online procedure (negative)
31. MiSACWIS validates Amended Service Begin Date
32. MiSACWIS validates Amended Service Begin Date (negative)
33. MiSACWIS validates Service End Date
34. MiSACWIS validates Service End Date (negative)
35. User requests MiSACWIS Generate County Funded Invoice
36. MiSACWIS Generates County Funded Invoice
37. MiSACWIS stores County Funded Invoice for historical retrieval
38. MiSACWIS displays County Funded Invoice in Work-Item Reports History
39. MiSACWIS validates FCD Service Approval in FM12g/e (multiply *15)
40. MiSACWIS validates FCD Service Approval FM12g/e (multiply *15)(negative test)
41. MiSACWIS validates FCD Service Approval in FM11 (multiply *15)
42. MiSACWIS validates FCD Service Approval FM11 (multiply *15)(negative test)
43. MiSACWIS validates YIT Fund Source selection in Payment Request
44. MiSACWIS validates YIT Fund Source selection in Payment Request(negative test)
45. MiSACWIS generates Warrant Status History
46. MiSACWIS generates Warrant Status History (negative test)
47. MiSACWIS retrieves Service Authorization History using Bridges Provider Number
48. MiSACWIS retrieves Service Authorization History using Bridges Provider Number
49. User stops payment transaction/updates payment status
50. User stops payment transaction/updates payment status (negative)
51. Users cancels stop payment transaction/updates payment status
52. User cancels stop payment transaction/updates payment status (negative)
53. User reissues payment /updates payment status
54. User reissues payment /updates payment status (negative)
55. Scenarios to cover the Number of Ward Children field and four associated business rules (negative).
56. System retrieve service auth by Bridges Provider ID (positive/negative)

Note: For scenarios 39 to 42, assumption of 15 business rules per scenario to be tested.



Requirements	
1.1.1 FM10 Requirements	
1	The system must allow for contract prefix identifiers.
1.1.2 FM10c Requirements	
2	The system must allow contract administrators the ability to capture contract rate description information that can be used to uniquely define the contracted cost information.
1.1.3 FM11 Requirements	
3	The system should enforce the service authorization code business rules as defined by policy (see Service Authorization Code spreadsheet linked to CC#5618).
4	The system should determine initial funding allocation upon creation of the service auth will assign a high level fund source (Title IV-E, State Ward Board and Care, County Child Care Funds, Limited Term, YIT, URM) through business rules that will set this high level fund source. Business logic will include validation of service ID, child legal status, client benefit account information, IV-E Eligibility and Reimbursability, and placement setting information.
5	The system should allow Federal Compliance the ability to override system determined funding allocation as a part of the service authorization process.
6	The system should allow authorized users the ability to modify funding allocations to YIT.
7	If YIT is selected as the fund source, the system will present a pop up message asking the user to "Explain how the expenditure supports the youth in attaining self-sufficiency." The comments section will become required for save when YIT is selected as well.
8	The system should track history of the system determined fund source and the user selected fund source.
9	The system should generate (via a nightly batch) amended service authorization records when the system determines a change in funding allocation for the service period is required. There will be validation in the batch logic that will prevent service authorizations where the fund source has been manually overridden from being amended.
10	The system will display Mail Code in the service authorization screen which will allow the payment to be directed for certain Independent Living service types. This will be a dropdown list which will be user selected with values of (Mail to client, Mail to local office, Mail to private agency). This field will only be enabled for a certain set of services.
11	The system should allow user the ability to modify the service auth record with future end dates for a certain set of services. This functionality will only be available for the services identified.
12	The system will present an indicator on the service auth that will show that the service authorization should result in payments of the Admin only rate. Should only be available / enabled when service auth is connected to a placement record.
13	Add a value box on FM11 that will allow user to add the "number of ward children" which will allow the system the ability to calculate the base rate.
14	The system must factor and calculate the overall service amount based on the number of ward children identified in the service auth.
15	The system must route the service auth to Federal Compliance when there are 3 or more Ward Children.
16	The system must display contract rate description information that can be used to uniquely define the contracted cost information.
17	The system should not factor ward children rate calculations when provider type equals



	residential.
1.1.4 FM12 Requirements	
18	A batch scheduling module is needed to govern the timing / processing of payment batch processes. A table including process type, running date, time, etc.
19	The system will use a batch process that bundles specific manual payment request records but the user must still be required to approve specific payment rosters.
20	The system will use a batch process that bundles, approves, and disburses specific manual payment request records.
21	The system must support the capture of per diem cost components used to calculate the overall payment amount.
22	The System will need to account for child county funded payments identified through the Service Authorization process. County Funded identifiers will need to be to the Payment Request records.
23	The system will need to automate a provider specific roster after system verification of CCF funded services.
24	The system will need to automate/identify manual payment request records that need to be placed on a Federal Compliance specific roster before approval.
25	The system will need to automate creation of rosters for all other non CCF funded services.
1.1.5 FM12e Requirements	
26	The system must account for the following UI updates to the Payment Roster page: <ul style="list-style-type: none"> a. New identifiers added to Roster page to display verification date/status b. New identifiers to display County Funded and URM funded payments c. Override feature permissible will be limited to specific security role
27	A new form will need to be developed associated to the approval/invoicing of Child County Funded payments.
1.1.6 FM12g Requirements	
28	The system must account for the following UI updates to the Payment Request Details page: <ul style="list-style-type: none"> a. High Level Fund Source. b. County Funded status c. Date of Service d. Vendor Invoice number
29	The system should enforce the service authorization code business rules as defined by policy (see Service Authorization Code spreadsheet linked to CC#5618).
30	The system should determine initial funding allocation upon selection of the determine funding allocation button.
31	The system will allow update of High Level Fund Source to 'YIT for all other fund sources.
32	The system determines the high level fund source to be URM than the user should not be allowed to modify the High Level Fund Source.
1.1.7 FM12h Requirements	
33	The system will not disburse CCF or URM funded services
34	The System shall capture warrant status/date history.
35	The system will present a warrant status history page allowing the user to view the warrant and voucher history (rolled up warrant detail).
36	The system must allow an authorized user to enter journal voucher number information and reconciliation details.
37	The system must all the user to filter warrant history based off reconciliation status.



1.1.8 FM12k Requirements	
38	The system shall allow for stop payments with a warrant of status issued.
39	The system shall allow for forgery analysis/stop payment for warrants with a status equal to paid.
40	The system shall allow for reissue for payments.
41	The system shall allow for reissue for payments where payment method is warrant.
42	The system shall allow for reissue for payments where payment method is EFT.
43	The system shall allow an authorized user to update specific warrant status' (e.g. never allow for rewrite, cashed, etc.).
44	The system shall prevent users from updating specific warrant status' (e.g. never allow for rewrite, cashed, etc.).
45	The sytem must display rewrite status as applicable (i.e. initial warrant and replacement warrant).
1.1.9 FM37 Requirements	
46	The connection of the Phone-in system to MISACWIS for verification purposes shall be supported by a new Stored Procedure.
47	<p>The system shall support the verification of the following data elements via a set of Stored Procedures to be engineered by the DDI Vendor:</p> <ol style="list-style-type: none"> 1. Provider Parent SSN 2. Provider Parent PIN (unique identifier) 3. Child/Person ID 4. Child/Person SSN 5. Payment Begin Date 6. Payment End Date 7. Verification Status <p>Stored Procedure(s) will populate fields 1-7 based on input from MISACWIS.</p> <p>Based on input from the DTMB Phone-in process, a stored procedure will populate field 7, the Verification, when a successful verification is obtained. In other words, the Verification Status is only updated with a status of 100 when the Provider Parent has responded to the Phone-in script successfully.</p> <p>Note: The expectation is that DTMB will own the set up of the IVR process and will produce an IVR Reference Document for more Technical specifications of the current phone-in process.</p>
48	<p>The system shall allow a DTMB IVR session needed to log into the MISACWIS Stored Procedure. The session shall be defined as the point in which DTMB IVR logs into the system and the time a Status is provided as a result of the Provider Parent Call-in verification of the data identified in the DTMB IVR Phone-in script. This includes not only successful verifications but also error conditions, including hang ups.</p> <p>Errors will ONLY be recorded in the Phone-in Log File NOT in MISACWIS.</p>
49	Outside of the verification of system data with the data entered by the Provider Parent, updates to the status shall not occur until the end of the verification process identified in the DTMB IVR Phone-in script. The only status that will be updated into the Staging Table by DTMB IVR is a successful verification that ends in a status of 100 (Validated).
1.1.9 FM37a Requirements	
50	The system shall provide Phone-in Approval of the Placement Payments (DHS Foster Homes).



51	On a scheduled basis, MISACWIS will retrieve validated records from the MISACWIS Staging table where fund source is not equal to either CCF or URM and create a disbursement roster setting all warrant statuses to 'ready to send'.
52	On a scheduled basis, MISACWIS will retrieve validated records from the MISACWIS Staging table where fund source is equal to URM and create a disbursement roster setting all warrant status to URM funded.
53	On a scheduled basis, MISACWIS will retrieve validated records from the MISACWIS Staging table where fund source is equal to CCF and create a payment request roster setting all approval flags to true.
1.1.10 RM04k Requirements	
54	The system will display the Mail Code and payment address in the service provider payment information screen.
55	The system will display the provider eligibility type associated to the Mail Code and payment address in the service provider payment information screen.
56	The system will allow for multiple provider payment information records per provider.
57	The system will display the payment method associated to the service provider payment information screen.

Test Scenarios

Please see the above information for configuration items, test scenarios, and requirements for this change control.

Requirements

Please see the above information for configuration items, test scenarios, and requirements for this change control.

Deliverables

The table “Change Control Deliverable Matrix , Change Control 5618 – IVR and web billing,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$1,248,528.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment for code drop (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This change control Statement of Work has five billable milestones:

1. 40% at completion of detail design,
2. 15% at first delivery into INT,
3. 15% at second delivery into INT,
4. 15% at third delivery into INT, and



5. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:

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 Jeff Kuhlman/Cole Jacobson
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 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix Change Control 5618 – Payments and IVR			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		



1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan	X	- Update to reflect IVR hardware and software; content to be supplied by SOM
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan	X	- Update user group & security profile work product. - Update document to describe PIN management for the IVR
4.3	Disaster Recovery Plan		- May need to update to reflect IVR hardware and software; content to be supplied by SOM
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			



6.1	Detail System Design Session Plan		
6.2	Detail System Design Document (DSD) - Increment #5	x	<ul style="list-style-type: none"> - Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the change control;
6.3	Interface Design	x	<ul style="list-style-type: none"> - Updates to Section 4 – Interface Agreements;
6.4	Forms, Template and Report Detail Design	x	<ul style="list-style-type: none"> - Updates to Section 4 – Forms, Templates and Reports List;
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	<ul style="list-style-type: none"> - Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	<ul style="list-style-type: none"> - Code check-in has to be done to promote code for this change control;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		<ul style="list-style-type: none"> - May require updates to mapping documents and project schedule;
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan	X	<ul style="list-style-type: none"> - Update to describe the interface with IVR
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	



9.8	Testing Results Weekly Report	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8
10.3	Operational Readiness Report		- Results to be included in existing base contract deliverable.
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		- Results to be included in existing base contract deliverable.
11.5	Online User Aids		- Results to be included in existing base contract deliverable.
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			



13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	X	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Implementation and Readiness			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		- Results to be included in existing base contract deliverable.
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to June 2013
Requesting Department: Department of Human Services	Date: April 6, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00005898 Need to add the following to PM01: Incarcerated Yes or No and Expected Date of Release (MMDDYYYY or MMYYYY).

BACKGROUND:

This change control Statement of Work and associated MiSACWIS change control is for the design, construction, testing and implementation activities necessary to extend the MiSACWIS application to capture information regarding a person's incarcerated status. The Unisys MiSACWIS project team will update the design for the person management record to provide users the option to record this information.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has one objective:

- Design, develop, test and implement modifications to the PM01g – Maintain Criminal Background History Information Use Case.

This change control Statement of Work is scheduled for MiSACWIS Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work.

Conditions

1. The pilot is October 31, 2012.
2. Statewide rollout is currently planned for February 2013.
3. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.
5. This change control has the following billable milestones: 40% at completion of detail design, 45% for development (acceptance defined by existing project standards and processes), and 15% at UAT acceptance. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the INT environment for the code drop (as



defined by existing project acceptance procedures) and (3) UAT acceptance.

7. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
8. The warranty period for software associated with this change control is as provided under the base contract.
9. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
10. There will be no 5.2 Business Process Practices and Improvement activities resulting from this change control.
11. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
12. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
13. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA's. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
14. There is no data conversion associated with this change control.
15. No classroom training or web-based training will be developed or modified for this change control.
16. Change control content in the user manual will be submitted as part of the 11.5 deliverable.

Configuration Impacted Items

1. PM01g - Maintain Criminal Background History Information Use Case (Design Documents)
2. PM01g - Maintain Criminal Background History Information Screen Specification (Design Documents)
3. PM01g - Maintain Criminal Background History Information UCR (Design Documents)
4. Maintain Criminal Background History Information- Details Screen , 2 UML Scenarios (Use Cases/Screens)

Test Scenarios

1. System validates Incarcerated field
2. System validates Incarcerated field (Negative)
3. System conditionally enables Expected Release Date field
4. System conditionally enables Expected Release Date field (Negative)
5. System validates Expected Release Date field
6. System validates Expected Release Date field (Negative)

Requirements

1. The system must allow the user to record and track incarcerated parent information, which includes Expected Release Date and Release Date.

Deliverables

The table “Change Control Deliverable Matrix , Change Control 5898 – Need to add the following to PM01: Incarcerated Yes or No and Expected Date of Release (MMDDYYYY or MMYYYY).” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee
\$52,654.00



ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery into the INT environment for the code drop (as defined by existing project acceptance procedures);
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on acceptance of each milestone (major part of the contract). This Statement of Work has three billable milestones:

1. 40% at completion of detail design,
2. 45% for development (acceptance defined by existing project standards and processes), and
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
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 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:



See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 5898 Need to add the following to PM01: Incarcerated Yes or No and Expected Date of Release (MMDDYYYY or MMYYYY).			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		



4.2	User Access Security Plan		
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	x	<ul style="list-style-type: none"> - Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	x	- Continuation of base contract deliverable through UAT;
7.3	Development Library - Code Check-in	x	- Code check-in has to be done to promote code;
Activity 8: Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		



9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	x	
9.8	Testing Results Weekly Report	x	- Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 11: End User Training			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports		- Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8
10.3	Operational Readiness Report		
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		- Results to be included in existing base contract deliverable.
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		



Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual	x	
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2 a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Statewide Implementation			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
Activity 16: Operations and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 1095



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to March 2014
Requesting Department: Department of Human Services	Date: April 09, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00001095 IF905 DCH Interface - All Requirement Changes Assistance transaction with Birth Registry

BACKGROUND:

This change control Statement of Work is for the revision of design, construction, testing and implementation activities for the MiSACWIS system necessary to extend MiSACWIS to include functionality regarding the interfacing with the Department of Community Health’s CHAMPS system to retrieve medical insurance, Medicaid and MiChild information for children who are wards of the State of Michigan.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has the following main objectives:

- Authorized user must be able to
 - Request assistance from Department of Community Health (DCH) Vital Statistics, when (1) MiSACWIS does not contain enough information to perform a birth registry query or (2) the initial birth registry query did not return any matching results
 - Request a replacement Birth Certificate for a child that is a ward of the State
 - Perform Birth Registry inquiries

The delivery date for this MiSACWIS Change Control is MiSACWIS Post-Statewide rollout.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work.

Conditions

1. This scope of work does not include any charges for the bad parent match scenarios.
2. The State will manage the Interface partners.
3. The pilot is October 31, 2012.
4. Statewide rollout is currently planned for February 2013.
5. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
6. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If



Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.

7. This change control has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
8. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment and (3) UAT acceptance.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
12. There will be no 5.2 business process practices and improvement activities resulting from this change control.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA’s. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
15. DHS and DDI will establish a mutually-agreed upon schedule for UAT.
16. DDI will not update any training materials for this change.
17. DDI will not do any data conversion for this change.
18. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.
19. The "new birth match" functionality is needed for the pilot. The other birth registry functionality is post-statewide.
20. DHS elected to defer the Vital Statistics functionality as it is not deemed Pilot critical.

Configuration Impacted Items

1. IF905d – Exchange Birth Registry Information with DCH

Test Scenarios

Please see table below from file “CC1095_IF905_DCH_Interface_SOW_20120409.doc” for a detailed description of each test scenario for this scope of work and associated MiSACWIS project change control.

Test Scenarios	Process	Phase	Component	Count
Users request MiSACWIS Search for DCH Birth Certificate information	Birth Registry	Post-Statewide	UI/Web Service	1
MiSACWIS validates Name and DOB exist on Person record (pre-condition of DCH Birth Certificate Search)	Birth Registry	Post-Statewide	UI/Web Service	1
MiSACWIS submits Search Request to DCH	Birth Registry	Post-Statewide	UI/Web Service	1
DCH receives MiSACWIS Search Request	Birth Registry	Post-Statewide	UI/Web Service	1



DCH returns DCHS Birth Certificate Search Results	Birth Registry	Post-Statewide	UI/Web Service	1
MiSACWIS receives Birth Certificate Search Results from DCH	Birth Registry	Post-Statewide	UI/Web Service	1
User views Birth Certificate Search Results from DCH	Birth Registry	Post-Statewide	UI/Web Service	1
Users request MiSACWIS retrieve Birth Certificate Detail	Birth Registry	Post-Statewide	UI/Web Service	1
MiSACWIS validates Employee Records populated with contact info: Name, Address, E-mail	Birth Registry	Post-Statewide	UI/Web Service	1
MiSACWIS submits Birth Certificate Search Request to DCH	Birth Registry	Post-Statewide	UI/Web Service	1
DCH receives MiSACWIS Search Request for Birth Certificate Details	Birth Registry	Post-Statewide	UI/Web Service	1
DCH returns DCH Birth Certificate Details	Birth Registry	Post-Statewide	UI/Web Service	1
System retrieves Birth Certificate Details from DCH	Birth Registry	Post-Statewide	UI/Web Service	1
MiSACWIS receives Birth Certificate Details from DCH	Birth Registry	Post-Statewide	UI/Web Service	1
User views Birth Certificate Details from DCH	Birth Registry	Post-Statewide	UI/Web Service	1
MiSACWIS Stores Copy Requested Date	Birth Registry	Post-Statewide	UI/Web Service	1
User requests MiSACWIS Generate Birth Certificate	Birth Certificate	Post-Statewide	UI/Crystal Report	1
MiSACWIS Generates Birth Certificate	Birth Certificate	Post-Statewide	UI/Crystal Report	1
MiSACWIS stores Birth Certificate for historical retrieval	Birth Certificate	Post-Statewide	UI/Crystal Report	1
MiSACWIS displays Birth Certificate in Work-Item Reports History	Birth Certificate	Post-Statewide	UI/Crystal Report	1
DCH cannot identify Birth Certificate match	Birth Registry	Post-Statewide	UI/Crystal Report	1
MiSACWIS validates Employee Records populated with contact info: Name, Address, E-mail	Birth Registry	Post-Statewide	UI/Crystal Report	1
User submits Request for Assistance	Assistance Request	Post-Statewide	UI/Web Service	1
Vital Statistics Receives Request for Assistance	Assistance Request	Post-Statewide	UI/Web Service	1
Scheduler runs MiSACWIS Bad Parent batch procedure	Bad Parent Match	Pilot	Inbound Batch Procedure	0
MiSACWIS executes MiSACWIS Bad Parent procedure	Bad Parent Match	Pilot	Inbound Batch Procedure	0
MiSACWIS updates Bad Parent Flag	Bad Parent Match	Pilot	Inbound Batch Procedure	0
MiSACWIS executes Bad Parent	Bad	Pilot	Internal	0



Match Batch Procedure	Parent Match		Batch Procedure	
System generates Bad Parent Match Tickler	Bad Parent Match	Pilot	Internal Batch Procedure	0
Search Results (new page -- two scenarios)	Birth Registry	Post-Statewide	UI/Web Service	2
Birth Certificate Detail (new page -- two scenarios)	Birth Certificate	Post-Statewide	UI/Crystal Report	2
Request for Assistance data entry page (new page -- two scenarios)	Assistance Request	Post-Statewide	UI/Web Service	2
			Total	30

Requirements

1. A MiSACWIS authorized user must be able to request assistance from Department of Community Health (DCH) Vital Statistics, when (1) MiSACWIS does not contain enough information to perform a birth registry query or (2) the initial birth registry query did not return any matching results.

Deliverables

The table “Change Control Deliverable Matrix , Change Control 1095 – DCH Interface for Birth Registry,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$169,781.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery of code to the QAT environment;
3. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a acceptance of each milestone (major part of the contract). This change control Statement of Work has three billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into QAT, and
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.



EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB

Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
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The designated DTMB Project Manager is:

DTMB

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 120 N. Washington Square, 3rd Floor
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 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 1095 DCH Interface for Birth Registry			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		



1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		- Update user group & security profile work product.
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	- Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design	X	
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		



7.2	Weekly Construction Summary Report	X	- Continuation of base contract deliverable through UAT for this Change Control;
7.3	Development Library - Code Check-in	X	- Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan	X	
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			



11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Implementation and Readiness			



15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures	X	- Updates may be required;
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 1218



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to March 2014
Requesting Department: Department of Human Services	Date: April 09, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS change control DTMB00001218 DCH interface for Insurance Information

BACKGROUND:

This change control Statement of Work is for the revision of design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding the interfacing with the Department of Community Health’s CHAMPS system to retrieve medical insurance, Medicaid and MiChild information for children who are wards of the State of Michigan.

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS change control has the following main objectives:

- Connect to the DCH 270/271 webservice and request Insurance Information;
- Display data from the response of the web service;

The delivery date for this MiSACWIS Change Control is MiSACWIS Post-Statewide rollout.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The State will manage the Interface partners.
2. The pilot is October 31, 2012.
3. Statewide rollout is currently planned for February 2013.
4. Post-statewide rollout will be a mutually agreedto date (estimated to be 90 calendar days after the statewide rollout).
5. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.



6. This change control has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
7. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment and (3) UAT acceptance.
8. The payment terms for this change control are independent of any payment terms outlined in the base contract for MiSACWIS as well as the payment terms for any other amendments to that contract.
9. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
10. The warranty period for software associated with this change control is as provided under the base contract.
11. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
12. There will be no 5.2 business process practices and improvement activities resulting from this change control.
13. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
14. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA’s. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
15. DHS and DDI will establish a mutually-agreed upon schedule for UAT.
16. DDI will not update any training materials for this change.
17. DDI will not do any data conversion for this change.
18. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.

Configuration Impacted Items

1. IF905b – Exchange TPL Insurance Information with DCH

Test Scenarios

1. Users request MiSACWIS Search for MA and other Insurance information
2. MiSACWIS validates RID exist
3. MiSACWIS submits Search Request to DCH for MA and other third party insurance
4. DCH receives MiSACWIS 270 Search Request
5. DCH receives MiSACWIS 271 Search Request



6. DCH returns 270 Search Results
7. DCH returns 271 Search Results
8. MiSACWIS receives 270 Search Results from DCH
9. MiSACWIS receives 271 Search Results from DCH
10. User views 270 and 271 Search Results from DCH
11. Insurance Search Page (new page - two scenarios)

Requirements

1. 55244 The system must be able to request, receive, and display insurance provider information from Department of Community Health (DCH).

Deliverables

The table “Change Control Deliverable Matrix , Change Control 1218 – DCH Interface for Insurance Information,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$64,044.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery of code to the QAT environment;
3. User Acceptance Testing acceptance;

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a acceptance of each milestone (major part of the contract) basis. This change control Statement of Work has three billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into QAT, and
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:



DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix			
Change Control 1218 DCH interface for Insurance Information			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			



2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan	X	- Update user group & security profile work product.
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	X	- Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design	X	
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	- Continuation of base contract deliverable through UAT for this Change Control;
7.3	Development Library - Code Check-in	X	- Code check-in has to be done to promote code;
Activity 8: Conversion and Data Migration			
8.1	Data Conversion and Migration Strategy		



8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan	X	
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2;
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: User Acceptance Testing			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8;
10.3	Operational Readiness Report		
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		



11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
Activity 15: Implementation and Readiness			
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
Activity 16: Transition and Maintenance			
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures	X	- Updates may be required;
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;



Activity 17: Federal Review

17.1	Updated SACWIS Assessment Review Guide (SARGe)		
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CC# 2531



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to March 2014
Requesting Department: Department of Human Services	Date: April 9, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS change control DTMB00002531 PM05b Medical Passport Changes

BACKGROUND:

This change control Statement of Work is for the design, construction, testing and implementation activities necessary for use case PM05b Medical Passport Changes as described in this document. The Use Cases (UCs) and the screen specifications for the medical passport must be modified based on changes requested by DHS MiSACWIS management and policy office staff as described in this document. The original design was not user friendly and did not capture the information necessary for the Modified Settlement Agreement (MSA).

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS change control makes changes to the screen to maintain Health Services Information. This change is related to use case PM05b.

The delivery date for this MiSACWIS Change Control is MiSACWIS Post-Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The pilot is October 31, 2012.
2. Statewide rollout is currently planned for February 2013.
3. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.
5. This change control has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys



- once the acceptance criteria have been met for the item.
6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment and (3) UAT acceptance.
 7. The payment terms for this change control are independent of any payment terms outlined in the base contract for MiSACWIS as well as the payment terms for any other amendments or Contract Change Notices to that contract.
 8. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
 9. The warranty period for software associated with this change control is as provided under the base contract.
 10. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
 11. There will be no 5.2 business process practices and improvement activities resulting from this change control.
 12. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
 13. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA’s. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
 14. DHS and DDI will establish a mutually-agreed upon schedule for UAT.
 15. DDI will not update any training materials for this change.
 16. DDI will not do any data conversion for this change.
 17. Include the design changes described below via the e-mail of November 3, 2011 9:09AM from : Stubbs . Mique to Eberhard, Cynthia K.; Kraklan, Carol; Iverson, Karen with cc’s to Goodwin, Sylvester (DTMB); Cox, Christopher D (DTMB), where the subject line is Family Medical History.
 18. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.

Configuration Impacted Items

1. PM05b - Maintain Health Services Information

Test Scenarios

1. Create Family Medical History
2. Read Family Medical History
3. Update Family Medical History
4. Delete Family Medical History



5. Delete Family Medical History linked to Medical Passport
6. Validate Medical History Response
7. Validate Medical History Review Date
8. Validate Medical History Relationships
9. Validate Medical Passport History
10. Create Family Medical History (negative test)
11. Read Family Medical History (negative test)
12. Update Family Medical History (negative test)
13. Delete Family Medical History (negative test)
14. Delete Family Medical History linked to Medical Passport (Negative Test)
15. Validate Medical History Response (negative test)
16. Validate Medical History Review Date (negative test)
17. Validate Medical History Relationships (negative test)
18. Validate Medical Passport History (negative test)
19. UML Scenarios (Screen Change): Family Medical History List Page (2)
20. UML Scenarios (Screen Change): Family Medical History Details Page (2)

Requirements

No requirement change.

Deliverables

The table “Change Control Deliverable Matrix , Change Control 2531 – Medical Passport,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$106,973.00

ACCEPTANCE CRITERIA:

There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery of code to the QAT environment;
3. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.



PAYMENT SCHEDULE:

Payment will be made on a acceptance of each milestone (major part of the contract) basis. This change control Statement of Work has three billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into QAT, and
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

DTMB
 Nancy Palmateer
 Grand Tower, 9th floor
 235. S Grand Ave
 Lansing, MI 48909
 517-241-8509
 PalmateerN@michigan.gov

The designated DTMB Project Manager is:

DTMB
 Jeff Kuhlman/Cole Jacobson
 Agency Services/DHS
 One Michigan Building
 120 N. Washington Square, 3rd Floor
 Lansing, MI 48933
 517-335-2248
 kuhlmanj@michigan.gov
 jacobsonc@michigan.gov

AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		- Update user group & security profile work product.
4.3	Disaster Recovery Plan		
Activity 5: Change Management			
5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		



6.2e	Detail System Design Document (DSD) - Increment #5	x	<ul style="list-style-type: none"> - Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	<ul style="list-style-type: none"> - Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	<ul style="list-style-type: none"> - Code check-in has to be done to promote code for this change control;
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	<ul style="list-style-type: none"> - Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2
9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		



10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable.
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		
11.5	Online User Aids		
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			
14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		



15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		



CC# 3873



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: MiSACWIS	Period of Coverage: May 2012 to March 2014
Requesting Department: Department of Human Services	Date: April 09, 2012
Agency Project Manager: Nancy Palmateer	Phone: 517-241-8509
DTMB Project Manager: Jeff Kuhlman/Cole Jacobson	Phone: 517-335-2248

Brief Description of Services to be provided:

MiSACWIS Project Change Control DTMB00003873 Federal Legislation Credit Checks for youth in foster care age 16 and older

BACKGROUND:

This change control is for the design, construction, testing and implementation activities necessary to extend MiSACWIS to include functionality regarding the tracking of Credit Checks on behalf of children. Due to new federal legislation, foster care workers must request an annual credit report for youth 16 and older. The data must track the data and send a tickler to the worker to remind them to request the credit check.

Draft policy states, "For youth turning 16 years of age a credit report must be requested within 30 days. For 16 years old youth entering foster care, the credit report must be requested within 30 days. For both, the credit reports must be requested yearly thereafter until case closure."

PROJECT OBJECTIVE:

This Statement of Work and associated MiSACWIS project change control has the following main objectives:

- Capture data regarding the request for Credit Checks
- Display current and historical data regarding the request(s) for Credit Checks
- Create a Tickler to preemptively signal a worker that a Credit Check is coming due

The delivery date for this MiSACWIS Change Control is MiSACWIS Post-Statewide.

SCOPE OF WORK:

The following conditions, configuration impacted items (use cases impacted), test scenarios, requirements, deliverables and fixed fee, constitute the scope of work for this change control Statement of Work.

Conditions

1. The pilot is October 31, 2012.
2. Statewide rollout is currently planned for February 2013.
3. Post-statewide rollout will be a mutually agreed to date (estimated to be 90 calendar days after the statewide rollout).
4. In accordance with the contract change management procedures, the design sessions for this change will not begin until Unisys receives a fully executed Contract Change Notice to proceed with the work described. If



Unisys does not receive formal agreement to proceed on or before May 14, 2012, Unisys reserves the right to adjust the fees and projected schedule for this change. This may result in delay and disruption to the project.

5. This change control has three billable milestones: 40% at completion of detail design, 45% at delivery into QAT, and 15% at completion of UAT. These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.
6. Acceptance criteria: (1) Sign off of the DSD, (2) Delivery into the QAT environment and (3) UAT acceptance.
7. The payment terms for this change control are independent of any payment terms outlined in the base contract for MiSACWIS as well as the payment terms for any other amendments or Contract Change Notices to that contract.
8. The software associated with this change control will be deemed accepted when it is certified by the State through the UAT process as ready for deployment to the end-user community. In the interest of schedule, certification will mean the absence of any High or Critical defects as documented in the 9.01 Test Management Strategy.
9. The warranty period for software associated with this change control is as provided under the base contract.
10. This Change Control will not have a separate one year post Implementation Support. If implemented before the end of the one year Post Implementation Support Period, post implementation/warranty support will be provided for the software deliverables provided under this change control for the period of time remaining for the MiSACWIS system one year Post Implementation Support Period.
11. There will be no 5.2 business process practices and improvement activities resulting from this change control.
12. Any “out of scope” additions or modifications will require a revision to this document that could result in a price change.
13. If issues arise during the JAD process that require a decision outside the JAD team members, these issues will be documented and forwarded on a daily basis by DHS BA’s. DHS will make every reasonable attempt to secure a decision from an outside staff member in a 24-hour period.
14. DHS and DDI will establish a mutually-agreed upon schedule for UAT.
15. DDI will not update any training materials for this change.
16. DDI will not do any data conversion for this change.
17. The 10% hold back for this change control will be payable per the base contract or upon notification from the State to stop work on this change control (in accordance with the Contract stop work procedures); whichever comes earlier.

Configuration Impacted Items

1. PM07f-Maintain Credit Check History Use Case (New Design Documents)
2. PM07f-Maintain Credit Check History Use Case - Screen Specification (New Design Documents)
3. PM07f-Maintain Credit Check History Use Case - UCR (New Design Documents)
4. PM07f-Maintain Credit Check History List Screen (new) (2 UML Scenarios, Use Case/Screens)
5. PM07f-Maintain Credit Check History Details Screen (new) (2 UML Scenarios, Use Case/Screens)

**Test Scenarios**

1. User requests System Create Credit Check History
2. User requests System Create Credit Check History (Negative)
3. User requests System Read Credit Check History
4. User requests System Read Credit Check History (Negative)
5. User requests System Update Credit Check History
6. User requests System Update Credit Check History (Negative)
7. User requests System Delete Credit Check History
8. User requests System Detlete Credit Check History (Negative)
9. System validates credit check date(s)
10. System validates credit check date(s) (Negative)
11. Scheduler runs MiSACWIS Credit Check batch procedure - New
12. MiSACWIS executes Credit Check batch procedure
13. MiSACWIS creates Credit Check tickler
14. MiSACWIS creates Credit Check tickler (Negative)
15. MiSACWIS displays Credit Check tickler assignment
16. MiSACWIS displays Credit Check tickler assignment (negative)
17. MiSACWIS disposes Credit Check tickler assignment
18. MiSACWIS disposes Credit Check tickler assignment (negative)

Requirements

1. The system must generate a credit check tickler when a child enters care while at age 16 or older. A request for a credit check must be completed within 30 days of the child entering care.
2. The system must generate a credit check tickler for a child who is in care within 30 days of the child turning age 16.
3. The system must generate a credit check tickler on an annual basis after an initial credit check tickler is generated.
4. The system must maintain the date that a credit check is requested and the date that a credit check is received.

Deliverables

The table “Change Control Deliverable Matrix , Change Control 3873 – Credit Checks,” attached to the end of this Statement of Work describes the deliverables that will be updated or developed.

Fixed Fee

\$108,507.00

ACCEPTANCE CRITERIA:



There are three points for acceptance:

1. State signoff of the Detailed System Design;
2. Delivery of code to the QAT environment;
3. User Acceptance Testing acceptance.

PROJECT CONTROL AND REPORTS:

Project controls and reports are subject to the base contract; see CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

SPECIFIC DEPARTMENT STANDARDS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys.

PAYMENT SCHEDULE:

Payment will be made on a acceptance of each milestone (major part of the contract) basis. This change control Statement of Work has three billable milestones:

1. 40% at completion of detail design,
2. 45% at delivery into QAT, and
3. 15% at completion of UAT.

These milestones will be available for invoicing and payable to Unisys once the acceptance criteria have been met for the item.

CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys will govern invoicing.

EXPENSES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

PROJECT CONTACTS:

The designated Agency Project Manager is:

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AGENCY RESPONSIBILITIES:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.



LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

See CONTRACT NO. 071B1300247 Statewide Automated Child Welfare Information System (SACWIS) Design, Development and Implementation (DDI) between the State of Michigan and Unisys and the above Scope of Work.

Change Control Deliverable Matrix Change Control 3873 – Credit Checks			
No.	Base Contract Deliverables	Required Deliverable Updates	Comments
Activity 1: Project Management			
1.1	Project Plan V1		
1.2	Quarterly Project Plan		- Results to be included in existing base contract deliverable.
1.3	Monthly Project Status Reports		- Results to be included in existing base contract deliverable.
1.4	Project Configuration Management Plan		
1.5	Issue and Risk Management Plan		
1.6	Requirement Change Control Plan		
Activity 2: Hardware and Software			
2.1	Hardware and Software Plan		
2.2	Hardware and Software Delivery		
Activity 3: Conceptual Design			
3.1	Requirements Validation and Traceability Plan		
3.2	Conceptual Design Methodology and Session Plan		
3.3	Conceptual System Design		
3.4	Gap Analysis		
Activity 4: Security			
4.1	Security Design Document		
4.2	User Access Security Plan		- Update user group & security profile work product.
4.3	Disaster Recovery Plan		
Activity 5: Change Management			



5.1	Comprehensive Change Management and Communication Plan		
5.2	Business Process Practices & Improvement		
Activity 6: Detail Design			
6.1	Detail System Design Session Plan		
6.2e	Detail System Design Document (DSD) - Increment #5	x	<ul style="list-style-type: none"> - Updates to specifications; - Update RTM; - Updates to 6.2 narratives as it relates to the subject change control.
6.3	Interface Design		
6.4	Forms, Template and Report Detail Design		
Activity 7: Development			
7.1	Software Development Plan		
7.2	Weekly Construction Summary Report	X	- Continuation of base contract deliverable through UAT for this change control;
7.3	Development Library - Code Check-in	X	- Code check-in has to be done to promote code for this change control;
Activity 8: Data Migration			
8.1	Data Conversion and Migration Strategy		
8.2	Data Conversion and Migration Plan		
8.3	Data Cleanup Plan		
8.4	Data Conversion and Migration Results		
Activity 9: Testing			
9.1	Test Management Strategy		
9.2	Unit and Integration Test Plan and Documentation		
9.3	System Test Plan		
9.4	Interface Test Plan		
9.5	Performance, Volume and Stress Test Plan		
9.6	Conversion and Migration Test Plan		
9.7	System Test Scripts	X	
9.8	Testing Results Weekly Report	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 10.2



9.9	Conversion and Migration Weekly Test Results Report		
9.10	Performance Monitoring Plan & Weekly Report		
9.11	Operational Readiness Report		
Activity 10: UAT			
10.1	UAT Test Environment and Tools		
10.2	Weekly UAT Status Reports	X	- Continuation of base contract deliverable through UAT for this change control; May be combined with 9.8
10.3	Operational Readiness Report		Results to be included in existing base contract deliverable.
Activity 11: End User Training			
11.1	End User Training Strategy		
11.2	Comprehensive Training Plan		
11.3	End User Training Environment(s)		
11.4	End User Training Materials V1 and *V2		Results to be included in existing base contract deliverable.
11.5	Online User Aids		Results to be included in existing base contract deliverable.
11.6	End User Training and Progress Report		
11.7	End User Training Final Report		
Activity 12: Technical Training			
12.1	Technical Training Strategy		
12.2	Technical Training Plan		
12.3	Technical Training Materials		
12.4	Technical Training Report		
12.5	Project Staff Training Plan		
Activity 13: Help Desk			
13.1	Help Desk Plan		
13.2	Help Desk Procedures Manual		
13.3	User Help Desk Manual		
13.4	Help Desk Transition Plan		
13.5	Help Desk Reporting		
Activity 14: Pilot			



14.1	Pilot Implementation Plan		
14.2	Pilot Support and Operations Plan		
14.2a	Pilot Training		
14.3	Pilot Test and Analysis		
15.1	Statewide Implementation Plan		
15.2	Network & Desktop and Production Requirements		
15.3	Final Readiness Assessment		
16.1	Operations and Maintenance Transition Plan		
16.2	Post-Implementation Evaluations		
16.3	Operating Procedures		
16.4	System Updated Documentation		- Results to be included in existing base contract deliverable;
Activity 17: Federal Review			
17.1	Updated SACWIS Assessment Review Guide (SARGe)		